

# 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](mailto:eo@mendolafco.org) | Web: [www.mendolafco.org](http://www.mendolafco.org)

### A G E N D A

#### **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

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

**Scott Ignacio, Alternate**  
Point Arena City Council

**Dan Hamburg, Alternate**  
County Board of Supervisors

**Carol Rosenberg, Alternate**  
Public Member

**Jenifer Bazzani, Alternate**  
Special District Seat

**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

Regular Meeting of Monday, May 7, 2018 9:00 AM  
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

*Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are available on the LAFCo website (<http://mendolafco.org/recorded-meetings/>).*

Meeting documents are available online: <http://mendolafco.org/meeting-documents-2018>

#### **1. CALL TO ORDER and ROLL CALL**

#### **2. PUBLIC EXPRESSION**

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.

#### **3. OTHER BUSINESS**

##### **3a) Alternate Special District Representative**

Announcement and apologies sent by Commissioner Bazzani. Oath will be conducted at the June 4, 2018 meeting.

#### **4. 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.

##### **4a) Approval of the April 2, 2018 Regular Meeting Summary Minutes**

##### **4b) Approval of the April 2018 Claims and Financial Report**

##### **4c) Accept and Post Fiscal Year 2016-17 Audit**

#### **5. PUBLIC HEARING ITEMS**

Public Hearings are scheduled for Commission consideration and possible adoption of items. Questions and comments from the Commission, participating agencies, and members of the public are welcome. Documents are available for review at:

<http://mendolafco.org/meeting-documents-2018>

(5-7-18 Agenda Continued...)

**5a) CONTINUATION of the Public Hearing to Consider Adoption of Resolution 2017-18-07 Approving the Multi-District Fire Protection Services Sphere of Influence Update**

The Commission will consider a Sphere of Influence Update as required by LAFCo law. The final report includes written determinations regarding the level and range of services provided by 13 fire protection service providers:

Little Lake Fire Protection District, Comptche Community Services District, Elk Community Services District, Albion-Little River Fire Protection District, South Coast Fire Protection District, Leggett Valley Fire Protection District, Long Valley Fire Protection District, Piercy Fire Protection District, Covelo Fire Protection District, Hopland Fire Protection District, Mendocino Fire Protection District, Potter Valley Community Services District, and Redwood Valley-Calpella Fire District.

RECOMMENDED ACTIONS: 1) determine the Multi-District Fire Protection Services Sphere of Influence Update is exempt from the California Environmental Quality Act pursuant to Title 14 California Code of Regulations §15061(b)(3) and approve the Notice of Exemption for filing; and 2) Adopt LAFCo Resolution 17-18-07, approving the Multi-District Fire Protection Services Sphere of Influence Update and affirming the existing sphere of influence for eleven special districts providing fire protection services and amending the existing sphere of influence for Leggett Valley Fire Protection District and Elk Community Services District.

**5b) Public Hearing for the Final Budget for Fiscal Year 2018-19**

The Commission will consider adopting Resolution No. 17-18-08 approving the Final LAFCo Budget and Work Plan for FY 2018-19.

**6. WORKSHOP ITEMS**

Workshops are scheduled for Commission review of draft reports prior to the noticing for public hearing. The Commission is invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final SOI Update for formal action as part of a public hearing at a future meeting. No action will be taken by the Commission as part of the following item. Questions and comments from the Commission, participating agencies, and members of the public are welcome. Documents are available for review at:

<http://mendolafco.org/meeting-documents-2018>

**6a) Redwood Coast Fire Protection District Sphere of Influence Update**

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

**7a) Amendment to Alternate Commissioner Participation Policy**

The Commission will consider the Policies & Procedures Committee's recommendation to approve a policy for Alternate Commissioner Participation in closed sessions.

**7b) Electronic Email and Devices Policy**

The Commission will consider the Policies & Procedures Committee's recommendation to approve a policy on electronic devices for official LAFCo business.

**7c) Annual Legislative Platform**

The Commission will consider the Policies & Procedures Committee's recommendation to approve the Commission's 2018 Legislative Platform.

**7d) Call to Legislative Action**

Consider a support letter for AB 2262, as amended April 16, 2018, regarding the Coast Life Support District.

## **8. INFORMATION AND REPORT ITEMS**

The following informational items are reports on current LAFCo activities, communications, studies, legislation, and special projects. General direction to staff for future action may be provided by the Commission.

**8a) Work Plan, Current and Future Proposals** (Written)

**8b) Correspondence** (copies provided upon request)

**8c) Executive Officer's Report** (Verbal)

**8d) Committee Reports** (Verbal)

Policies & Procedures Committee met April 9, 2018

**8e) Commissioner Reports, Comments or Questions** (Verbal)

**8f) CALAFCO Business and Legislative Report**

### **ADJOURNMENT**

The next Regular Commission Meeting is scheduled for Monday, June 4, 2018 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](mailto: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

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### COMMISSIONERS

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

Agenda Item No. 4a

### MINUTES

#### Local Agency Formation Commission of Mendocino County

#### Regular Meeting of Monday, April 2, 2018

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

#### 1. CALL TO ORDER and ROLL CALL (Video Time 3:35)

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

Members Present: Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, John McCowen, Tony Orth, and Jerry Ward

Members Absent: Commissioner Theresa McNerlin

Alternate Members Present: Commissioners Scott Ignacio and Carol Rosenberg

Alternate Members Absent: Commissioner Dan Hamburg

Staff Present: Uma Hinman, Executive Officer  
Elizabeth Salomone, Clerk

#### 2. PUBLIC EXPRESSION (Video Time 4:25)

Bob Keiffer, the newest Board Member of the Hopland Cemetery District, introduced himself to the Commission who expressed appreciation for his service.

#### 3. OTHER BUSINESS (Video Time 6:00)

No other business was presented.

#### 4. CONSENT CALENDAR (Video Time 6:04)

4a) Approval of the March 5, 2018 Regular Meeting Summary Minutes

4b) Approval of the March 2018 Claims and Financial Report

March 2018 Claims totaling:	\$ 14,716.43
Uma Hinman Consulting:	\$12,377.25
Ukiah Valley Conference Center:	\$ 445.00
P. Scott Browne:	\$ 600.00
Commissioner Reimbursement	\$ 178.07
County of Mendocino (audio/video, GIS, etc):	\$ 771.90
Petty Cash:	\$ 125.40
Public Hearing Notice Publication:	\$ 218.81

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, the Consent Calendar was approved as corrected by roll call vote:

Ayes: (6) Brown, Doble, Gonzalez, McCowen, Orth, and Ward

Absent: (1) McNerlin



## 5. PUBLIC HEARING ITEMS

### 5a) Public Hearing for the Proposed Budget for Fiscal Year 2018-19 (Video Time 6:40)

*The Public Hearing and Public Comment were opened at 9:13am.*

EO Hinman presented, noting one comment was received by a special district regarding the process for adoption, to which she responded. No comments or questions were offered by Commissioners.

*The Public Hearing and Public Comment were closed at 9:15am.*

Upon motion by Commissioner Gonzalez and second by Commissioner Brown, Resolution 17-18-06, approving the Proposed Budget and Work Plan for Fiscal Year 2018-2019, and direction to the Executive Officer to notice a public hearing for the Final Budget and Work Plan for FY 2018-19 for May 7, 2018 was approved by roll call vote:

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

### 5b) Public Hearing to Consider Adoption of a Resolution Approving the Multi-District Fire Protection Services Sphere of Influence (SOI) Update (Video Time 8:48)

*The Public Hearing was opened by Chair Ward at 9:18am.*

EO Hinman presented the final consolidated report with introduction and written determinations regarding the level and range of services provided by 13 fire protection service providers:

Albion-Little River Fire Protection District  
Comptche Community Services District  
Covelo Fire Protection District  
Elk Community Services District  
Hopland Fire Protection District  
Leggett Valley Fire Protection District  
Little Lake Fire Protection District  
Long Valley Fire Protection District  
Mendocino Fire Protection District  
Piercy Fire Protection District  
Potter Valley Community Services District  
South Coast Fire Protection District  
Redwood Valley-Calpella Fire District

It was noted that the Redwood Valley-Calpella Fire District provided notice to staff that the official name of their district does not include the word Protection, which will be corrected in the final draft. It was also noted that Covelo, Long Valley, and Leggett Valley Fire Protection Districts (FPD) provided financial information after the publication of the Public Hearing Draft. In addition, Comptche Community Services District (CSD) and Mendocino FPD are awaiting final audit information to send and Potter Valley CSD has not provided financial audit information. Updated information will be included in the final SOI Update.

Comments and questions were offered by Commissioners McCowen, Brown, Orth, Rosenberg, Gonzalez, Doble, and Ward. Commissioners Brown and Orth thanked Commissioner McCowen for his suggested edits

to the introduction regarding the Emergency Medical Services. Commissioners Orth, McCowen, Ward, and Brown thanked staff for the well prepared document, specifically the introduction. The Commission requested the following changes to the document:

Items for staff to address:

- Page 1-6, Section 1.6.2.1: revise both paragraphs to separate EMS and EOA issues. For the 1<sup>st</sup> paragraph, add a new last sentence as follows: “Mendocino County is currently assessing a variety of options for its LEMSA, including a continuation with Costal Valley EMS”. For the 2<sup>nd</sup> paragraph, replace it with the following language: “Mendocino County has also been developing a RFP to create an EOA for emergency medical services in the inland portion of the County to establish a contract with a single provider. It is anticipated that the RFP will be released shortly. It is unknown how fire districts with ambulance services will be impacted by this potential change”.
- Publish the entire document electronically in addition to providing a user-friendly option to download each district-specific section separately. It was noted that the online document is searchable.
- Page 1-7, Section 1.6.2.3: after the first sentence, add the following language: “In addition, the City of Willits can provide dispatch services to the Little Lake Fire Protection District”.
- Page 2-21, Table 2.6, Determination #3: Clarify the median household income listed for Covelo FPD and report consistently in Section 2.4.4.5.
- Request for future documents: provide more consistency in reporting the Disadvantaged Unincorporated Communities (DUC) throughout the document.
- If possible, provide additional shading in the mapping for areas of interest to be re-evaluated for suitability of inclusion in the next MSR/SOI Update process.
- Provide more consistency in the financial reporting, such as stating net income versus a capital budget and including a Statement of Net Position for some districts but not all. It was noted that accurate financial information is important especially for districts with financial constraints. It was also noted that financial reporting for the SOI Update process is informed by the MSRs.
- It was confirmed that information related to Government Code Section 26909 for multi-year audit options has been shared with all special districts. This code section and financial reporting information could be included in the LAFCo sponsored trainings discussed, but not yet scheduled.
- Page 1-8, Section 1.6.2.6: add the following language to the 5<sup>th</sup> sentence of the 2nd paragraph: “In 2018, an alternate funding formula was adopted that includes the population of the incorporated cities”. Also, replace “Future disbursements are unknown at this time” with “These allocations are discretionary and reviewed annually based on availability of funding” and make this change in all 13 district-specific sections.
- It was noted the Little Hoover Commission now requires every special district to have a website; however, Senator McGuire has proposed legislation to allow small districts to opt out of this mandate due to financial burden.
- Page 1-8, Section 1.6.3: replace the 5<sup>th</sup> bullet item with the following language: “The State mandated requirement to complete municipal service reviews has imposed an administrative burden on rural fire districts”. Also, delete the 6<sup>th</sup> bullet item entirely.

***Public Comment was opened at 9:29am.***

Chief Don Dale, Redwood Valley-Calpella Fire District, addressed the Commission expressing concern that many individuals and Districts do not fully understand the role of LAFCo in the County, specifically the MSR and SOI reports. He commented on several issues including confusion between Potter Valley CSD and Redwood-Calpella FD boundaries, Highway 20 corridor responses, access to difficult-to-reach territory such as Tomki Road in Redwood Valley, and high service call volumes. He noted there is currently a good working relationship with all county fire protection districts, and each one assisted in the October Redwood Valley

Complex Fire. He confirmed the current version of his District's SOI Update is accurate and asked for further training on the LAFCo informational requests, including financial reporting. Chief Dale thanked LAFCo staff for the well prepared SOI document.

***Public Comment was closed at 9:45 am.***

Commissioner Brown made a motion to approve the LAFCo Resolution 17-18-07, approving the Multi-District Fire Protection Services Sphere of Influence Update with all mentioned corrections during the public hearing. Commissioner Orth seconded the motion.

Upon advice by EO Hinman, the motion and second were withdrawn and the Commission directed staff to continue the public hearing to the regular meeting of May 7, 2018, in order to incorporate Commission suggested edits and present the final document.

***The Public Hearing was continued to the Regular Meeting of May 7, 2018.***

**6. WORKSHOP ITEMS** (Video time 49:06)

There were no workshop items for April 2018.

**7. MATTERS FOR DISCUSSION & POSSIBLE ACTION**

**7a) CALAFCO Calls for Legislative Action** (Video Time: 49:11)

EO presented. Comments and questions were offered by Commissioners Ward, McCowen, and Brown.

Upon motion by Commissioner Orth and second by Commissioner Doble, direction to the Chair to sign the legislative support letters for AB 2491 (Cooley), AB 2258 (Caberello), 2600 (Flora), and AB 3254 was approved as corrected by unanimous vote:

Ayes: (6) Brown, Doble, Gonzalez, McCowen, Orth, and Ward

Absent: (1) McNerlin

**8. INFORMATION/ REPORT ITEMS** (Video Time: 53:36)

**8a) Work Plan, Current, and Future Proposals**

No new progress on Applications. Redwood Coast Fire Protection District Administrative Draft MSR/SOI is expected to be distributed to District for review later this week. EO Hinman met with the new City Manager of Willits and reported forward movement on the SOI update. The draft report on mutual water companies is expected to be presented in May.

Chair Ward asked for an update on the Upper Russian River Water Agency JPA, specifically the five district consolidation. EO Hinman noted she will be meeting with JPA General Manager Alaniz for an update.

**8b) Correspondence**

None to report.

**8c) Executive Officer's Report**

EO Hinman reported on the following:

- Staff has been responding to Public Records Requests.
- Staff has been making website updates for additional transparency.
- Commissioner 700 forms are due today.

- No Special District nominations have been received as of today.
- EO and Analyst will be attending the CALAFCO Staff Workshop in April.

#### **8d) Committee Reports**

No committee meetings were held in March. A Policies & Procedures meeting is scheduled for April 9, 2018.

#### **8e) Commissioners Reports, Comments or Questions**

*Commissioner Orth* provided an update on the Boulevard District research and noted an open public meeting is being held April 28, 2018 at the Brooktrails CSD for further information.

*Commissioner Brown* offered support on legislative matters.

#### **8f) CALAFCO Business and Legislation Report**

CALAFCO issued their 2018 Legislative Platform. The Policies & Procedures Committee will meet to discuss the annual review of the Commission's 2018 Legislative Platform.

#### **ADJOURNMENT**

There being no further business, at 10:02 am the meeting was adjourned. The next regular meeting is scheduled for Monday, May 7, 2018 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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<https://www.youtube.com/watch?v=fKm87cfWAnI&list=PLraKTU7AyZLTmV-2PpmufbzkvpN3QCnog&index=4>

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: May 7, 2018  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Financial Report and Claims for April 2018

**Claims** The following claims are recommended for payment authorization:

Name	Account Description	Amount	Total
Hinman & Associates	5300 Basics Services	\$ 8,170.00	\$ 13,698.25
	6200 Bookkeeping	\$ 153.00	
	7000 MSR SOI Workplan	\$ 5,325.25	
	5601 Office Supplies	\$ 50.00	
Ukiah Valley Conf. Center	5502 Office space	\$ 415.00	\$ 463.18
	5503 Work room	\$ 30.00	
	5603 Photocopy (April 2018)	\$ 16.30	
	5605 Postage (April 2018)	\$ 1.88	
P. Scott Browne	6300 Legal Counsel-Monthly flat fee	\$ 600.00	\$ 824.65
	6800 Registration CALAFCO conf.	\$ 105.50	
	6750 Lodging CALAFCO	\$ 119.15	
Commissioner Reimbursements	6740 In-County Travel & Stipends:		\$ 128.07
	Rosenberg (March 2018)	\$ 51.07	
	McNerlin (absent March 2018)	\$ -	
	Orth (March 2018)	\$ 77.00	
County of Mendocino	6000 Video Recording of Meetings	\$ 245.39	\$ 1,832.36
	7501 GIS Mapping	\$ 1,586.97	
Pehling & Pehling	6100 Audit Services	\$ 1,550.00	\$ 1,550.00
	Payment 2 of 2 for FY 2016-17 audit		
Public Hearing Notice Publication	5900 Ukiah Daily Journal and Fort Bragg Advocate-News	\$ 218.79	\$ 218.79
	Proposed Budget PH		
<b>Total:</b>			<b>\$ 18,715.30</b>

**Deposits:**

None

**Attachments:**

Budget Track Spreadsheet  
 Hinman & Associates Consulting Invoice & Scott Browne Invoice

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

Mendocino Local Agency Formation Commission  
 FY 2017-18 Budget and Application Tract

Acct #	Task	FY 17-18 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	Year to Date	Remaining Budget
<b>EXPENSES</b>								
5300	Basic Services - EO/Analyst/Clerk	\$66,815	\$15,543.00	\$16,769.75	\$18,781.75	\$8,170.00	\$59,264.50	\$7,550.50
5500	Rent	\$5,360	\$1,302.00	\$1,292.00	\$1,326.00	\$415.00	\$4,335.00	\$1,025.00
5600	Office Expenses	\$3,350	\$231.56	\$602.09	\$662.79	\$98.18	\$1,594.62	\$1,755.38
5700	Internet & Website Costs	\$1,300	\$0.00	\$0.00	\$0.00		\$0.00	\$1,300.00
5900	Publication & Legal Notices	\$2,000	\$0.00	\$114.22	\$218.81	\$218.79	\$551.82	\$1,448.18
6000	Televising Meetings	\$3,000	\$259.02	\$408.98	\$558.93	\$245.39	\$1,472.32	\$1,527.68
6100	Audit Services	\$3,100	\$1,550.00	\$0.00	\$0.00	\$1,550.00	\$3,100.00	\$0.00
6200	Bookkeeping	\$4,800	\$1,614.00	\$696.00	\$1,327.50	\$153.00	\$3,790.50	\$1,009.50
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$1,800.00	\$1,800.00	\$600.00	\$6,000.00	\$1,200.00
6400	A-87 Costs County Services	\$1,100	\$0.00	\$0.00	\$123.00		\$123.00	\$977.00
6500	Insurance - General Liability	\$1,000	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,200	\$0.00	\$1,299.00	\$0.00		\$1,299.00	\$901.00
6670	GIS Contract with County	\$5,000	\$571.90	\$254.98	\$858.57	\$1,586.97	\$3,272.42	\$1,727.58
6740	In-County Travel & Stipends	\$2,000	\$128.08	\$484.21	\$534.21	\$128.07	\$1,274.57	\$725.43
6750	Travel & Lodging Expenses	\$4,000	\$533.80	\$1,361.26	\$0.00	\$119.15	\$2,014.21	\$1,985.79
6800	Conferences (Registrations)	\$3,000	\$2,125.50	\$0.00	\$0.00	\$105.50	\$2,231.00	\$769.00
7000	Work Plan (MSRs and SOIs)	\$45,000	\$8,616.75	\$12,757.50	\$13,467.25	\$5,325.25	\$40,166.75	\$4,833.25
Monthly/ Year to Date Totals		\$160,225.00	\$34,275.61	\$37,839.99	\$39,658.81	\$18,715.30	\$130,489.71	\$29,735.29
<b>APPLICATIONS</b>								
		DEPOSIT	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	Year to Date	Remaining Budget
A-2009-8001	Irish Beach WD Moores Annexation	\$-610.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-610.56
P-2014-8010	City of Ukiah Detachment of UVCS D lands	\$1,532.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,532.75
P-2017-8017	Millview CWD Annexation	\$1,500.00	\$0.00	\$0.00	\$10.00	\$0.00	\$1,500.00	\$0.00
Applications to Date Totals		\$922.19	\$1,490.00	\$0.00	\$10.00	\$0.00	\$0.00	
<b>EXPENSES AND APPLICATION TOTALS</b>			\$35,765.61	\$37,839.99	\$39,668.81	\$18,715.30	\$130,489.71	

Operations (Checking) Account Balance	\$	47,114.44	from statement as of	3/31/2018
Legal Reserve Balance	\$	50,000.00	from statement as of	3/31/2018
Operations Reserve Balance	\$	40,302.19	from statement as of	3/31/2018
County of Mendocino Account Balance	\$	4,471.43	from statement as of	3/31/2018



## Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

**Date** May 1, 2018  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** March 26, 2018 - April 29, 2018

**Invoice No.** 363  
**Invoice Total** \$ 13,698.25

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$90)	Feiler Analyst (\$65)	Salomone Clerk (\$42)		
5300	Basic Services	63.50	9.50	43.75		\$ 8,170.00
5601	Office Supplies Quickbooks Online Fee				\$ 50.00	\$ 50.00 \$ -
6200	Bookkeeping	1.00		1.50		\$ 153.00
7001	Municipal Service Reviews	9.00	53.75	5.75		\$ 4,545.25
7501	Sphere of Influence Updates		12.00			\$ 780.00
<b>Totals</b>		<b>\$ 6,615.00</b>	<b>\$ 4,891.25</b>	<b>\$ 2,142.00</b>	<b>\$ 50.00</b>	<b>\$ 13,698.25</b>

### **5300 Basic Services**

Prepared May Commission and Policies and Procedures Committee meeting agendas, staff reports and public notices. Draft meeting minutes for review at next meeting. File research and maintenance. Staffed office during the time period. Website updates. Responded to public records requests. EO met with City of Ukiah City Manager and Community Development Director. EO attended Brooktrails Community meeting (4/30/18) regarding secondary access and wildfire preparedness.

### **6200 Bookkeeping (Other Services)**

Compiled claims for Commissioner review and approval at May meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at May 7th meeting. Reviewed claims, bank records, etc. Quickbooks reconciliation.

### **7501 Sphere of Influence Updates**

Prepared final Draft Multi-District Fire Protection Agencies SOI Updates and outreach to districts. Coordinated with County GIS regarding mapping. Coordinated with districts regarding public hearing documents.

### **7001 Municipal Service Reviews**

Research and outreach to Mutual Water Companies in Mendocino County to comply with AB 54. Reviewed files and previous outreach efforts to City of Willits in preparation for MSR/SOI update. Drafted Redwood Coast FPD MSR/SOI update. Started outreach to Fort Bragg Rural FPD.



**Law Offices of P. Scott Browne**

131 South Auburn Street  
Grass Valley, CA 95945

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

**Marsha A. Burch**

*Of Counsel*

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

Period Ending:

4/15/2018

*Payment due by the 15th of next month*

*In Reference To:* CLIENT CODE: MENDO-01

**Professional Services**

	<b><u>Hours</u></b>
3/19/2018 WJC Prepare and file Form 700, Email copy to client.	0.50
3/20/2018 PSB Review and respond to emails.	0.30
3/22/2018 PSB Review email re: Policies & send revisions.	0.50
3/28/2018 WJC Start draft Powerpoint work workshop (Time split evenly between all LAFCo clients).	0.15
3/29/2018 WJC Work on CEQA Powerpoint for workshop (Time split evenly between all LAFCo clients).	0.10
PSB Work on presentation for staff workshop (Time split evenly between all LAFCo clients).	0.66
4/4/2018 WJC Work with attorney on Powerpoint for workshop; Review and respond to emails (Time split evenly between all LAFCo clients).	0.10
4/5/2018 PSB Work on Powerpoint (Time split evenly between all LAFCo clients).	0.30
4/6/2018 PSB Review and respond to email from Uma.	0.40
4/11/2018 PSB Attend Conference (Time split evenly between all LAFCo clients).	1.50
4/12/2018 PSB Finalize presentation on CEQA exemptions (Time split evenly between all LAFCo clients).	0.65

	<u>Hours</u>	
4/12/2018 PSB Attend Conference; Make Presentation on CEQA exemptions (Time split evenly between all LAFCo clients).	1.50	
4/13/2018 PSB Attend Conference (Time split evenly between all LAFCo clients).	1.50	
	<hr/>	
SUBTOTAL:	[ 8.16 ]	
		<hr/>
		<b>Amount</b>
<b>Total Professional Hours</b>	8.16	\$600.00
 <b><u>Additional charges:</u></b>		
4/15/2018 CALAFCo Workshop Registration (Cost split evenly between all LAFCo clients).		105.50
CALAFCo Workshop Hotel (Cost split evenly between all LAFCo clients).		119.15
		<hr/>
SUBTOTAL:		[ 224.65 ]
		<hr/>
<b>Total costs</b>		\$224.65
		<hr/>
<b>Total billing this month</b>		\$824.65
Per Representation Agreement, flat fee of \$600/month.		
<b>Previous balance</b>		\$600.00
 <b><u>Payments and Credit Activity</u></b>		
4/6/2018 Payment - Thank You. Check No. 1347		(\$600.00)
		<hr/>
<b>Total payments and adjustments</b>		(\$600.00)
		<hr/>
<b>TOTAL BALANCE NOW DUE</b>		<b>\$824.65</b>
		<hr/> <hr/>

*Please make your check for this bill payable to P. SCOTT BROWNE, ATTORNEY. Please write the CLIENT CODE shown on this statement on your check to insure proper credit. Thank you!*

**Pehling & Pehling, CPAs**



An Accountancy Corporation ■ 12667 Granite Dr ■ Truckee, CA 96161

Phone: (707)279-4259

E-mail: Zach@PehlingCPA.com

Web: www.PehlingCPA.com

Invoice: 843

Date: 03/31/2018

Due Date: 03/31/2018

Mendocino LAFCO  
200 S School St  
Ukiah, CA 95482

For professional service rendered as follows:

Assurance

1,550.00

Billed Time & Expenses

\$1,550.00

Invoice Total

\$1,550.00

Beginning Balance

\$0.00

Invoices

1,550.00

Receipts

0.00

Adjustments

0.00

Service Charges

0.00

Amount Due

\$1,550.00

Please return this portion with payment.

Invoice: 843

Date: 03/31/2018

Due Date: 03/31/2018

ID: MLAFCO  
Mendocino LAFCO

Amount Due: \$1,550.00

Amount Enclosed: \$\_\_\_\_\_

**MENDOCINO**  
**Local Agency Formation Commission**

**Staff Report**

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Continued Public Hearing** to Consider Adoption of a Resolution Approving the Multi-District Fire Protection Services Sphere of Influence Update

---

**RECOMMENDATION**

- (1) Find the Multi-District Fire Protection Services Sphere of Influence Update is exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations §15061(b)(3) and approve the Notice of Exemption for filing; and
- (2) Adopt LAFCo Resolution 17-18-07, approving the Multi-District Fire Protection Services Sphere of Influence Update and affirming the existing sphere of influence for eleven special districts providing fire protection services and amending the existing sphere of influence for Leggett Valley Fire Protection District and Elk Community Services District.

**DISCUSSION**

The Commission held a Public Hearing on April 2, 2018 to consider public testimony and proposed adoption of the Multi-District Fire Protection Services Sphere of Influence Update (SOI) Update. The Commission continued the Public Hearing to the May 7, 2018 meeting to allow staff time to address the Commission's following requested modifications to the study:

1. Page 1-6, Section 1.6.2.1: revise both paragraphs to separate EMS and EOA issues. For the 1<sup>st</sup> paragraph, add a new last sentence as follows: "Mendocino County is currently assessing a variety of options for its LEMSA, including a continuation with Costal Valley EMS". For the 2<sup>nd</sup> paragraph, replace it with the following language: "Mendocino County has also been developing a RFP to create an EOA for emergency medical services in the inland portion of the County to establish a contract with a single provider. It is anticipated that the RFP will be released shortly. It is unknown how fire districts with ambulance services will be impacted by this potential change". As a result of these changes, the Willits News information source was removed.
2. Publish the entire document electronically in addition to providing a user-friendly option to download each district-specific section separately.
3. Page 1-7, Section 1.6.2.3: after the first sentence, add the following language: "In addition, the City of Willits can provide dispatch services to the Little Lake Fire Protection District".
4. Page 2-21, Table 2.6, Determination #3: Clarify the median household income listed for Covelo FPD and report consistently in Section 2.4.4.5.

5. Page 1-8, Section 1.6.2.6: add the following language to the 5<sup>th</sup> sentence of the 2<sup>nd</sup> paragraph: “In 2018, an alternate funding formula was adopted that includes the population of the incorporated cities”. Also, replace “Future disbursements are unknown at this time” with “These allocations are discretionary and reviewed annually based on availability of funding” and make this change in all 13 district-specific sections.
6. Page 1-8, Section 1.6.3: replace the 5<sup>th</sup> bullet item with the following language: “The State mandated requirement to complete municipal service reviews has imposed an administrative burden on rural fire districts”. Also, delete the 6<sup>th</sup> bullet item entirely.

Staff has revised the study to address the Commission’s feedback, where possible. In addition to the above requested revisions, staff made the following revisions to the study:

1. Added updated financial information for Leggett Valley and Long Valley FPDs based on audits received after publishing the study for the April 2, 2018 meeting.
2. Removed the word “Protection” from all references to the Redwood Valley-Calpella Fire District.
3. Provided a consistent listing of district services in all 13 district-specific sections under two subsections: District Services and the Need for Facilities and Services Determination.
4. Added a reference to Section 1.5 Mendocino LAFCo Policies in all 13 district-specific sections under the Consistency with LAFCo Policies subsection.
5. Changed Section 1.7 to correctly reference the Disadvantaged Unincorporated Community income qualifying level as less than 80%.
6. For districts without current financial audits, the Financial Summary Table and associated narrative was modified from “Net Income/Loss” to “Revenues Over/Under Expenditures” to reflect that this data does not represent depreciation expense reporting.
7. Corrected typos, modified references, citations, and acronyms for consistency, and updated the numbering of figures and table of contents.

The revised study is attached for consideration and proposed adoption. The Proof of Publication for this Public Hearing was provided in the April 2, 2018 staff report packet and has not changed.

Attachments:

- (1) Multi-District Fire Protection Services Sphere of Influence Update
- (2) Notice of Exemption
- (3) LAFCo Resolution No. 17-18-07

**PUBLIC HEARING DRAFT**

**MULTI-DISTRICT  
FIRE PROTECTION SERVICES**

**Sphere of Influence Update**

Prepared for:

**MENDOCINO LAFCO**

200 South School Street  
Ukiah, California 95482

<http://www.mendolafco.org/>

Public Hearing: April 2, 2018  
Continued Public Hearing: May 7, 2018

Adopted: XXX  
LAFCo Resolution No. 17-18-0X

**NOTE:**

**See separate file**

**For full document**

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# Notice of Exemption

# Appendix E

To: Office of Planning and Research  
 P.O. Box 3044, Room 113  
 Sacramento, CA 95812-3044

County Clerk  
 County of: Mendocino

From: (Public Agency): Mendocino LAFCo  
200 South School Street  
Ukiah, California 95482

(Address)

Project Title: Multi-District Fire Protection Services Sphere of Influence Update

Project Applicant: N/A

Project Location - Specific:

Incorporated and unincorporated areas of Mendocino County.

Project Location - City: Countywide Project Location - County: Mendocino

Description of Nature, Purpose and Beneficiaries of Project:

This is a LAFCo initiated Sphere of Influence (SOI) Update for 13 special districts providing fire protection services in Mendocino County, prepared in accordance with California Government Code §56425.

Name of Public Agency Approving Project: Mendocino Local Agency Formation Commission

Name of Person or Agency Carrying Out Project: Mendocino Local Agency Formation Commission

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: §15061(b)(3)
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The SOI Update is exempt per §15061(b)(3) (General Rule Exemption) since there is no possibility of significantly effecting the environment given that this update does not grant new land use entitlements, changes to the physical environment, or municipal service powers.

Lead Agency  
 Contact Person: Uma Hinman Area Code/Telephone/Extension: (707) 463-4470

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: 5/7/2018 Title: Executive Officer

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



**Resolution No. 2017-18-07**  
**of the Local Agency Formation Commission of Mendocino County**

**Approving Adoption of the**  
**Multi-District Fire Protection Services**  
**Sphere of Influence (SOI) Update**

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

WHEREAS, on April 4, 2016, the Commission adopted the Multi-District Fire Protection Services Municipal Service Review to evaluate thirteen special districts providing fire protection services in Mendocino County (LAFCo Resolution No. 15-16-18) pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for thirteen special districts providing fire protection services in Mendocino County 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 April 2, 2018 and continued to May 7, 2018; 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. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations §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 that this update does not grant new land use entitlements, changes to the physical environment, or municipal service powers.
2. This sphere of influence update is assigned the following distinctive short-term designation: “Multi-District Fire Protection Services SOI Update”
3. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.

4. The Executive Officer shall revise the official records of the Commission to reflect this update of the sphere of influence for the thirteen special districts providing fire protection services in Mendocino County listed below.

Albion-Little River FPD  
Comptche CSD  
Covelo FPD  
Elk CSD  
Hopland FPD  
Leggett Valley FPD  
Little Lake FPD

Long Valley FPD  
Mendocino FPD  
Piercy FPD  
Potter Valley CSD  
Redwood Valley-Calpella FD  
South Coast FPD

BE IT FURTHER RESOLVED that the Multi-District Fire Protection Services SOI Update is hereby approved and incorporated herein by reference and the existing sphere of influence for eleven districts is affirmed with no changes, the Leggett Valley FPD existing sphere of influence is reduced to remove the 1993 one-half mile buffer on either side of the US Highway 101 corridor resulting in a coterminous SOI with the District boundary as depicted in Exhibit "A", attached hereto, and the Elk CSD existing sphere of influence is expanded to add two areas containing 13 parcels as depicted in Exhibit "B", attached hereto.

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 May 2018, by the following vote:

AYES:

NOES:

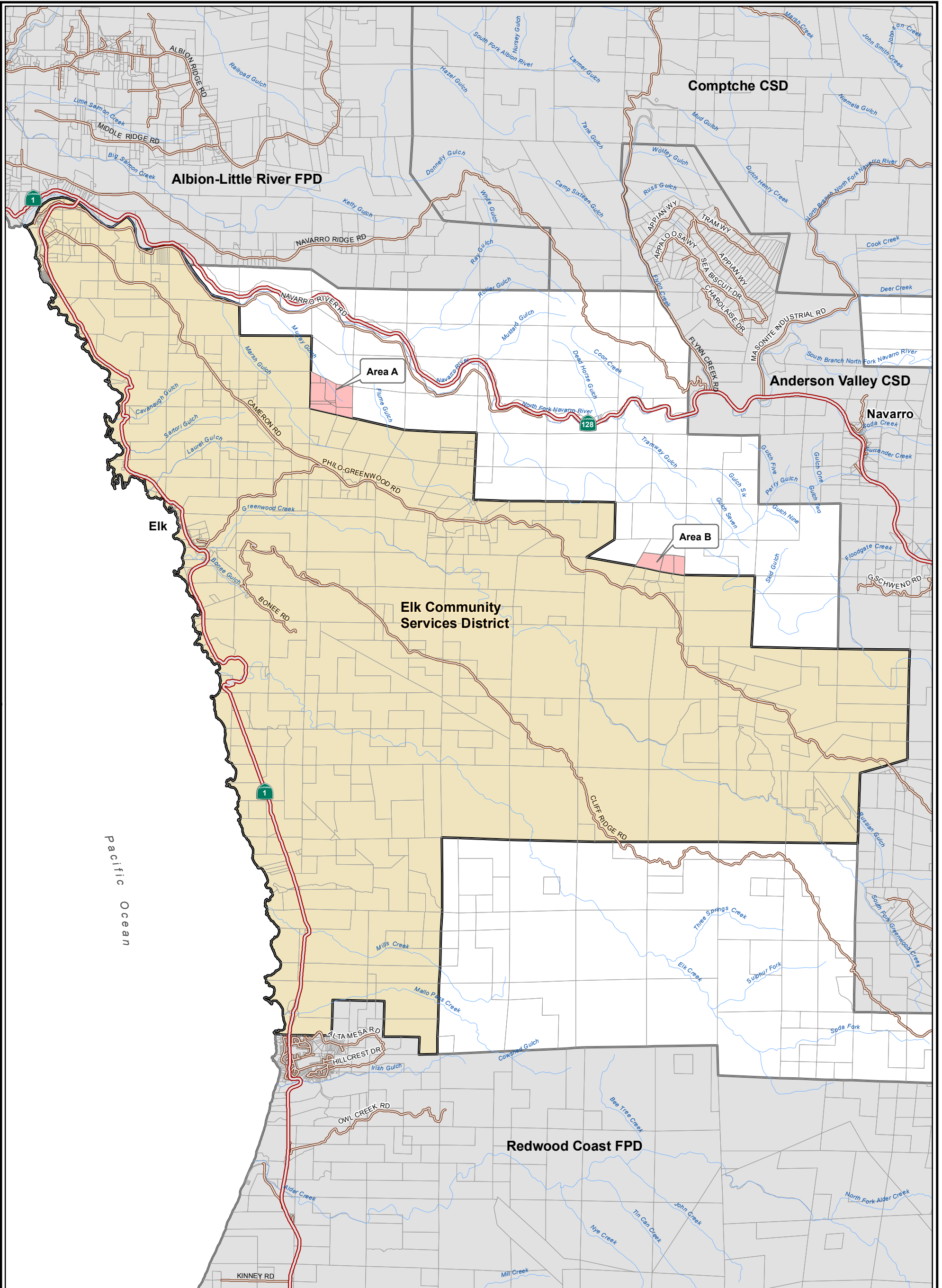
ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
UMA HINMAN, Executive Officer

\_\_\_\_\_  
GERALD WARD, Chair



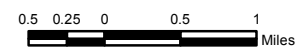
# Elk Community Services District

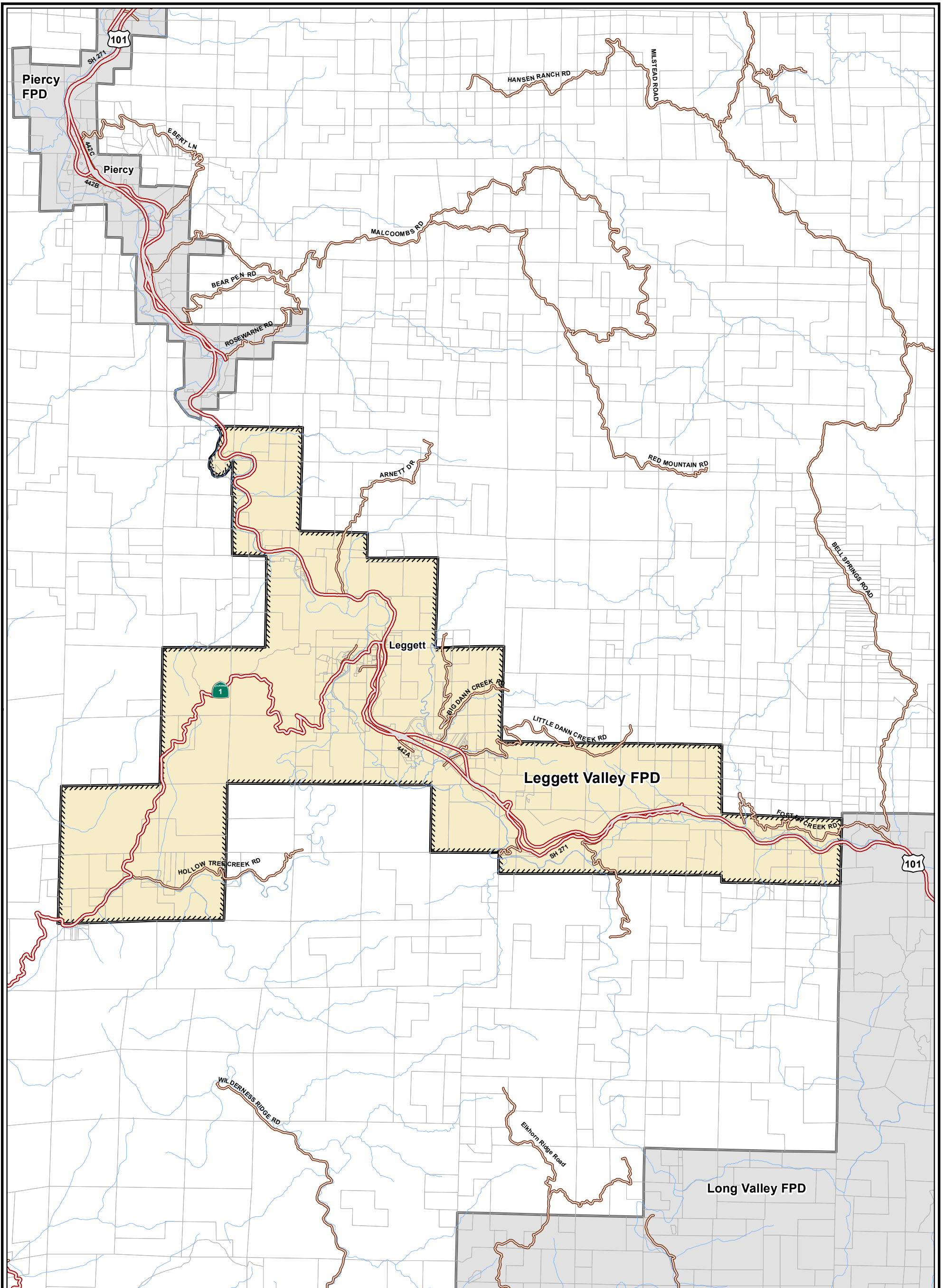
- Elk CSD
- Proposed additions to the Elk CSD SOI  
(The existing Elk CSD SOI is coterminous with its current CSD boundary)
- Adjacent Districts with Fire Protection Services
- Parcels

- Highways
- Roads
- Streams

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, August 2017.

Note: This map is not a survey product.





# Leggett Valley Fire Protection District SOI

- Leggett Valley FPD SOI
- Leggett Valley FPD
- Adjacent Fire Protection Services
- Parcels
- Highways
- Roads
- Streams

Source: This map was prepared by the Mendocino County Division of Information Services GIS Program, January 2018.

Note: This map is not a survey product.



# MENDOCINO

## Local Agency Formation Commission

### Staff Report

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Final** Budget and Work Plan for FY 2018-19

---

#### **Recommendation**

Adopt Resolution 17-18-08 approving the Final Budget and Work Plan for Fiscal Year 2018-2019, and direct the Executive Officer to distribute the Final Budget and Work Plan to cities, special districts and the County as required by law.

#### **Discussion**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates operating costs for Local Agency Formation Commissions (LAFCos) shall be annually funded by the affected counties, cities, and independent special districts on a one-third apportionment basis. Apportionments for cities and independent special districts are further divided and proportional to each agency's total revenues as a percentage of the overall revenue amount collected in the county. LAFCos are also authorized to establish and collect fees to offset agency contributions.

LAFCo is responsible for annually adopting a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

A workshop on the Preliminary Budget and Work Plan for FY 2018-19 was held on March 5, 2018 to receive feedback from the Commission on priorities and initial budget proposals. A public hearing on the Proposed Budget was held on April 2, 2018, which was adopted and distributed to member agencies as required. No comments have been received and no changes to the Proposed Budget have been recommended or are included in the attached Final Budget for FY 2018-19 (Attachment 1).

#### Summary of Operating Expenses and Revenues

The Final Budget for FY 2018-19 is \$150,270 and reflect the anticipated staffing services for day-to-day operations and for conducting MSR/SOIs scheduled for FY 2018-19 (Attachment 1). Expenses are approximately \$10,000 less than the FY 2017-18 budget. The projected changes from the adopted FY 2017-18 budget are summarized below:

The proposed expenses require increasing apportionment fees to \$135,000. With adoption of the Final Budget, the Commission will be authorizing use of operational fund balance rollover and approximately \$7,000 of reserves to close the gap in expenditures and revenue.

During the past three years, apportionment fees were lowered in order to utilize excess reserves that had accumulated, primarily from work plan delays in previous years. The excess reserves have been expended. Mendocino LAFCo policy sets a legal reserve of \$50,000 and operational reserves of 25% of operating costs. The Proposed Budget will require use of approximately \$7,120 from operational reserves, which will lower the operational reserves to approximately \$33,174.

Attachments: 1) Final Budget and Work Plan for FY 2018-19  
2) Proof of Publication  
3) Resolution No. 17-18-08



## Mendocino Local Agency Formation Commission

### Final Operating Budget FY 2018-2019

LINE #	ACCOUNT #	DESCRIPTION	FY 2017-18 Adopted	FY 2018-19 Final
1		<b>REVENUE</b>		
2	4000	LAFCO Apportionment Fees	\$ 120,000	\$ 135,000
3	4100	Service Charges	\$ -	\$ -
4	4800	Miscellaneous	\$ -	\$ -
5	4910	Interest Income	\$ 120	\$ 120
6		<b>Revenue Total</b>	<b>\$ 120,120</b>	<b>\$ 135,120</b>
7		<b>EXPENSES</b>		
8	5300	Basic Services	\$ 66,815	\$ 70,560
9	5500	Rent	\$ 5,360	\$ 5,360
10	5600	Office Expenses	\$ -	\$ -
11	5601	Office Supplies	\$ 800	\$ 800
12	5603	Photocopy	\$ 1,000	\$ 1,000
13	5605	Postage	\$ 300	\$ 400
14	5607	Office Equipment	\$ 1,250	\$ 1,250
15	5700	Internet & Website Costs	\$ 1,300	\$ 1,300
16	5900	Publication and Legal Notices	\$ 2,000	\$ 2,000
17	6000	Televising Meetings	\$ 3,000	\$ 3,000
18	6100	Audit Services	\$ 3,100	\$ 3,100
19	6200	Bookkeeping	\$ 4,800	\$ 4,000
20	6300	Legal Counsel	\$ 7,200	\$ 7,200
21	6400	A-87 Costs County Services	\$ 1,100	\$ -
22	6500	Insurance-General Liability	\$ 1,000	\$ 1,000
23	6600	Memberships (CALAFCO/CSDA)	\$ 2,200	\$ 2,300
24	6670	Contract with County (GIS, IT support)	\$ 5,000	\$ 3,500
25	6740	In-County Travel & Stipends	\$ 2,000	\$ 2,000
26	6750	Travel & Lodging Expense	\$ 4,000	\$ 3,000
27	6800	Conferences (Registrations)	\$ 3,000	\$ 3,000
28	7000	Work Plan (MSRs and SOIs)	\$ 45,000	\$ 35,000
29	9000	Special District Training Support	\$ -	\$ 500
30		<b>Operating Expense Total</b>	<b>\$ 160,225</b>	<b>\$ 150,270</b>
31				
32		<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>\$ (40,105)</b>	<b>\$ (15,150)</b>
33		<i>(Negative balance indicates use of fund balance)</i>		



<b>Mendocino LAFCO MSR/SOI 5-Year Rolling Work Plan (FY 2018/19 - 2022/23)</b>		
<p><b>Project Scope:</b> The schedule and budget for each project identified in this Work Plan is an <u>estimate</u> based on receiving complete information from applicable agencies within a reasonable time frame and minimal controversy through the public review process. Each study is assumed to consist of a combined MSR and SOI Update. Budget estimates reflect the anticipated staff time to: coordinate a response to the Request for Information (RFI), draft the study for agency review and make revisions, prepare the study for the Public Workshop and Public Hearing process and make revisions, and file a Notice of Exemption for CEQA compliance. A separate budget will be prepared for studies subject to Negative Declaration or EIR analysis.</p>		
<p><b>Rolling Plan:</b> The estimated annual Work Plan tasks and budget may <u>roll over</u> into the following fiscal year depending on overall staff workload and the level of agency responsiveness. It is advised that this Work Plan be viewed as a guideline that is subject to change. This Work Plan will be reviewed mid-year and revised to account for a more refined level of detail related to the anticipated scope of work for individual projects.</p>		
<b>Year Adopted</b>	<b>Service Provider</b>	<b>Estimated Budget</b>
<b>Fiscal Year 2018/19</b>		
2011	Fort Bragg Rural FPD	\$ 5,000
2013	Ukiah Valley FPD	\$ 5,000
2010	Covelo CSD	\$ 5,000
2008	Mendocino City CSD	\$ 8,000
2008	Mendocino Coast Rec & Park District	\$ 8,000
n/a	Mutual Water Companies (9) - profiles and maps only	\$ 2,000
n/a	Lighting Districts (11? Discovery Only)	\$ 1,000
n/a	CSAs (10? Discovery Only)	\$ 1,000
<i>Estimated Subtotal</i>		\$ 35,000
<b>Fiscal Year 2019/20</b>		
2012	City of Ukiah	\$ 20,000
??	Ukiah Valley Sanitation District	\$ 20,000
n/a	Lighting Districts (needs research)	TBD
n/a	CSAs (needs research)	TBD
<i>Estimated Subtotal</i>		\$ 40,000
<b>Fiscal Year 2020/21</b>		
2015	City of Point Arena	\$ 8,000
2015	Anderson Valley CSD	\$ 7,500
2015, 2016	Water/Wastewater Districts (14)	\$ 20,000
<i>Estimated Subtotal</i>		\$ 35,500
<b>Fiscal Year 2021/22</b>		
2016	Hopland PUD	\$ 7,500
2016	Mendocino Health Care District	\$ 7,500
2016	Mendocino County RCD	\$ 5,000
2016	Noyo Harbor District	\$ 7,500
2017	Cemetery Districts (8)	\$ 8,000
<i>Estimated Subtotal</i>		\$ 35,500
<b>Fiscal Year 2022/23</b>		
2018	City of Fort Bragg	\$ 8,000
2018	Brooktrails Township CSD	\$ 7,500
2018	Fire Districts (16)	\$ 20,000
<i>Estimated Subtotal</i>		\$ 35,500

**Fire Districts**

- Albion-Little River FPD
- Comptche CSD
- Covelo FPD
- Elk CSD
- Fort Bragg Rural FPD
- Hopland FPD
- Leggett Valley FPD
- Little Lake FPD
- Long Valley FPD
- Mendocino FPD
- Piercy FPD
- Potter Valley CSD
- Redwood Valley-Calpella FPD

- Redwood Coast FPD
  - South Coast FPD
  - Ukiah Valley FPD
- Cemetery Districts**
- Anderson Valley CD
  - Cemetery District of the Redwoods
  - Covelo Public CD
  - Hopland CD
  - Mendocino-little River CD
  - Potter Valley CD
  - Russian River CD
  - Westport-Ten Mile CD

**Water Districts**

- Calpella CWD
- Caspar South WD
- EIK CWD
- Gualala CSD
- Irish Beach WD
- Laytonville CWD
- Millview CWD
- Pacific Reefs WD
- Redwood Valley CWD
- Round Valley CWD
- Russian River FCD
- Westport CWD
- Willow CWD
- Potter Valley ID

# Ukiah Daily Journal

617 S. State St  
Ukiah, California 95482  
(707) 468-3500  
advertising@record-bee.com

2117504

MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST  
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 principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, 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, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

04/15/2018

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

Dated at Ukiah, California,  
April 24th, 2018



Molly E. Lane, LEGAL CLERK

Legal No. **0006136607**

3319-18 4-15/18

**Notice of Public Hearing:**  
**NOTICE IS HEREBY GIVEN** that on Monday, May 7, 2018, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider adoption of the Final Budget for Fiscal Year 2018-2019. The LAFCo Budget for the coming fiscal year anticipates revenues in the amount of \$135,000 and expenditures in the amount of \$150,270, not including reimbursable application costs. The proposed final budget utilizes a portion of the unrestricted fund balance and operational reserves to offset expenditures that exceed revenues. Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing 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](mailto: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 UMA HINMAN, Executive Officer. Date Posted: 4/15/18



# Fort Bragg Advocate-News

690 S. Main Street  
PO Box 1188  
Fort Bragg, California 95437  
707-964-5642

2114461

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

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

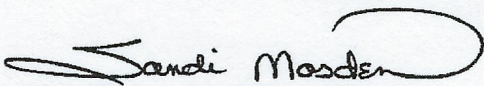
### STATE OF CALIFORNIA COUNTY OF MENDOCINO

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:

04/12/2018

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

Dated at Fort Bragg, California,  
April 12th, 2018



Sandi Mosden, LEGAL CLERK

Legal No. 0006135583

#### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Monday, May 7, 2018, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider adoption of the **Final Budget for Fiscal Year 2018-2019**. The LAFCo Budget for the coming fiscal year anticipates revenues in the amount of \$135,000 and expenditures in the amount of \$150,270, not including reimbursable application costs. The proposed final budget utilizes a portion of the unrestricted fund balance and operational reserves to offset expenditures that exceed revenues. Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing 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](mailto: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  
UMA HINMAN,  
Executive Officer  
Publish:  
04/12/2018



**The Willits News**

77 W Commercial Street  
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Willits, CA 95490  
707-459-4643  
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MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST  
UKIAH, CA 95482

**PROOF OF PUBLICATION**

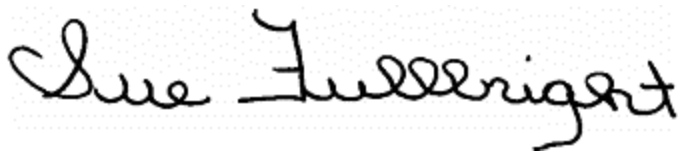
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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 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:

**04/14/2018**

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

Dated at Willits, California this 16th day of April, 2018.



Signature

Legal No. **0006136756**

**WN18028 4-14/18  
Notice of Public Hearing:**

NOTICE IS HEREBY GIVEN that on Monday, May 7, 2018, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider adoption of the **Final Budget for Fiscal Year 2018-2019**. The LAFCo Budget for the coming fiscal year anticipates revenues in the amount of \$135,000 and expenditures in the amount of \$150,270, not including reimbursable application costs. The proposed final budget utilizes a portion of the unrestricted fund balance and operational reserves to offset expenditures that exceed revenues. Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing 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](mailto: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 UMA HINMAN, Executive Officer. Date Posted: 4-7/18

**Resolution No. 2017-18-08**  
**of the Local Agency Formation Commission of Mendocino County**

**Adopting the**  
**Proposed Budget and Work Plan for Fiscal Year 2018-19**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, annually adopts a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> to fulfill its purposes and functions that are set by State law; and

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

WHEREAS, the Commission heard and fully considered all oral and written testimony submitted and presented on the proposed budget and work plan for fiscal year 2018-19, including the Executive Officer’s report and recommendations, at a public hearing held on April 2, 2018; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the final budget for fiscal year 2018-19 on May 7, 2018.

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

1. The Commission hereby approves a Final Budget for fiscal year 2018-19 in the amount of \$150,270, as set forth in Exhibit A, attached hereto; and
2. Finds that the Final Budget as set forth in Exhibit A, attached hereto, will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
3. The final budget allows the Commission to fulfill its prescribed regulatory and planning duties; and

BE IT FURTHER RESOLVED that the Commission directs the Executive Officer to distribute the Final Budget, as adopted, to all member agencies and the County Auditor-Controller.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7<sup>th</sup> day of May 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

GERALD WARD, Chair

---

UMA HINMAN, Executive Officer

**MENDOCINO**  
**Local Agency Formation Commission**

**Staff Report**

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Workshop** for Redwood Coast Fire Protection District Draft Municipal Service Review and Sphere of Influence Update

---

**RECOMMENDATION**

Hold a workshop on the Draft Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update, provide comments and requested revisions, and direct staff to notice the matter for public hearing on June 4, 2018, or as soon as possible, for consideration.

**DISCUSSION**

This is a workshop to introduce the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Redwood Coast Fire Protection District (RCFPD). The last MSR and SOI for the RCFPD was adopted by the Commission on October 2, 2006.

The RCFPD was formed in 1997 and encompasses the City of Point Arena and the unincorporated community of Manchester. The District's boundary area is approximately 135-square miles; however, the District response area is larger based on mutual aid services and dispatched service calls. The RCFPD provides the following services: structural fire protection, first responder for emergency medical and hazardous materials incidents, rescue and extrication, fire prevention, and wildland fire protection as a secondary provider.

This Draft MSR/SOI Update includes the following information related to the District: history, government structure and accountability, operational efficiency, finances, projected growth, disadvantaged unincorporated communities, adequacy of fire protection services, and appropriate sphere boundary. The District reviewed and provided feedback on the MSR/SOI Update Administrative Draft and requested changes have been incorporated into this Workshop Draft.

The District's SOI is coterminous with the District boundary and was established by LAFCo on October 2, 2006 (LAFCo Resolution No. 2006-07). The District has not requested a modification to the existing SOI and the SOI Update recommends the Commission affirm the existing sphere of influence.

**Attachments:**

(1) Redwood Coast Fire Protection District Draft Municipal Service Review and Sphere of Influence Update

**WORKSHOP DRAFT**

**REDWOOD COAST  
FIRE PROTECTION DISTRICT**

**Municipal Service Review and  
Sphere of Influence Update**

Prepared for:

**MENDOCINO LAFCO**

200 South School Street  
Ukiah, California 95482

<http://www.mendolafco.org/>

Workshop: May 7, 2018

Public Hearing: XXXX

Date: April 30, 2018



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# 1 INTRODUCTION

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## 1.1 LOCAL AGENCY FORMATION COMMISSION

Local Agency Formation Commissions (LAFCo) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFCo has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

## 1.2 MENDOCINO LAFCO

The CKH Act provides for flexibility in addressing State regulations to allow for adaptation to local needs. Mendocino LAFCo has adopted policies, procedures and principles that guide its operations. These policies and procedures can be found on Mendocino LAFCo's website at the following location: <http://www.mendolafco.org/policies.html>.

Mendocino LAFCo has a public Commission with seven regular Commissioners and four alternate Commissioners. The Commission is composed of two members of the Mendocino County Board of Supervisors, two City Council members, two Special District Representatives, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

## 1.3 MUNICIPAL SERVICE REVIEW

The CKH Act (GC §56430) requires LAFCo to prepare a Municipal Service Review (MSR) for all local agencies within its jurisdiction. MSRs are required prior to and in conjunction with the update of a Sphere of Influence (SOI).

An MSR is a comprehensive analysis of the services provided by a local government agency to evaluate the capabilities of that agency to meet the public service needs of their current and future service area. An MSR must address the following seven factors:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial

water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

MSRs include written statements or determinations with respect to each of the seven mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of a service provider's existing and future service area boundary.

## 1.4 SPHERE OF INFLUENCE

The CKH Act requires LAFCo to adopt a Sphere of Influence (SOI) for all local agencies within its jurisdiction. A SOI is "a plan for the probable physical boundary and service area of a local agency or municipality as determined by the Commission" (GC §56076).

When reviewing an SOI for a municipal service provider, LAFCo will consider the following five factors:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

SOI Updates include written statements or determinations with respect to each of the five mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of establishing or modifying a service provider's sphere of influence or probable future boundary.

## 1.5 MENDOCINO LAFCO POLICIES

In addition to making the necessary determinations for establishing or modifying a Sphere of Influence consistent with the CKH Act, the appropriateness of an agency's SOI is also based on an evaluation of consistency with local LAFCo policies.

The following Sphere of Influence policies are from the Mendocino LAFCo Policies and Procedures Manual, adopted January 4, 2016, under Chapter 9 (Spheres of Influence, MSRs, and Special Studies) and Sections 1.4 through 1.10 (LAFCo, 2016b).

## 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:

- a. The land is outside the affected agency's jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- b. 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 an agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). A local agency that 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.

## Overlapping Spheres

LAFCo encourages the reduction of overlapping spheres of influence to avoid unnecessary and inefficient duplication of services or facilities. In deciding which of two or more equally capable agencies shall include an area within its sphere of influence, LAFCo shall consider the agencies' service and financial capabilities, social and economic interdependencies, topographic factors, and the effect that eventual service

extension will have on adjacent agencies. Where an area could be assigned to the sphere of influence of more than one agency, the following hierarchy typically applies:

- a. Inclusion within a city's sphere.
- b. Inclusion within a multi-purpose district's sphere.
- c. Inclusion within a single-purpose district's sphere.

Territory placed within a city's sphere indicates that the city is the most logical provider of urban services. LAFCo encourages annexation of developing territory (i.e., area not currently receiving services) that is currently within a city's sphere to that city rather than to one or more single-purpose special districts. LAFCo discourages the formation of special districts within a city's sphere. To promote efficient and coordinated planning among the county's various agencies, districts that provide the same type of service shall not have overlapping spheres.

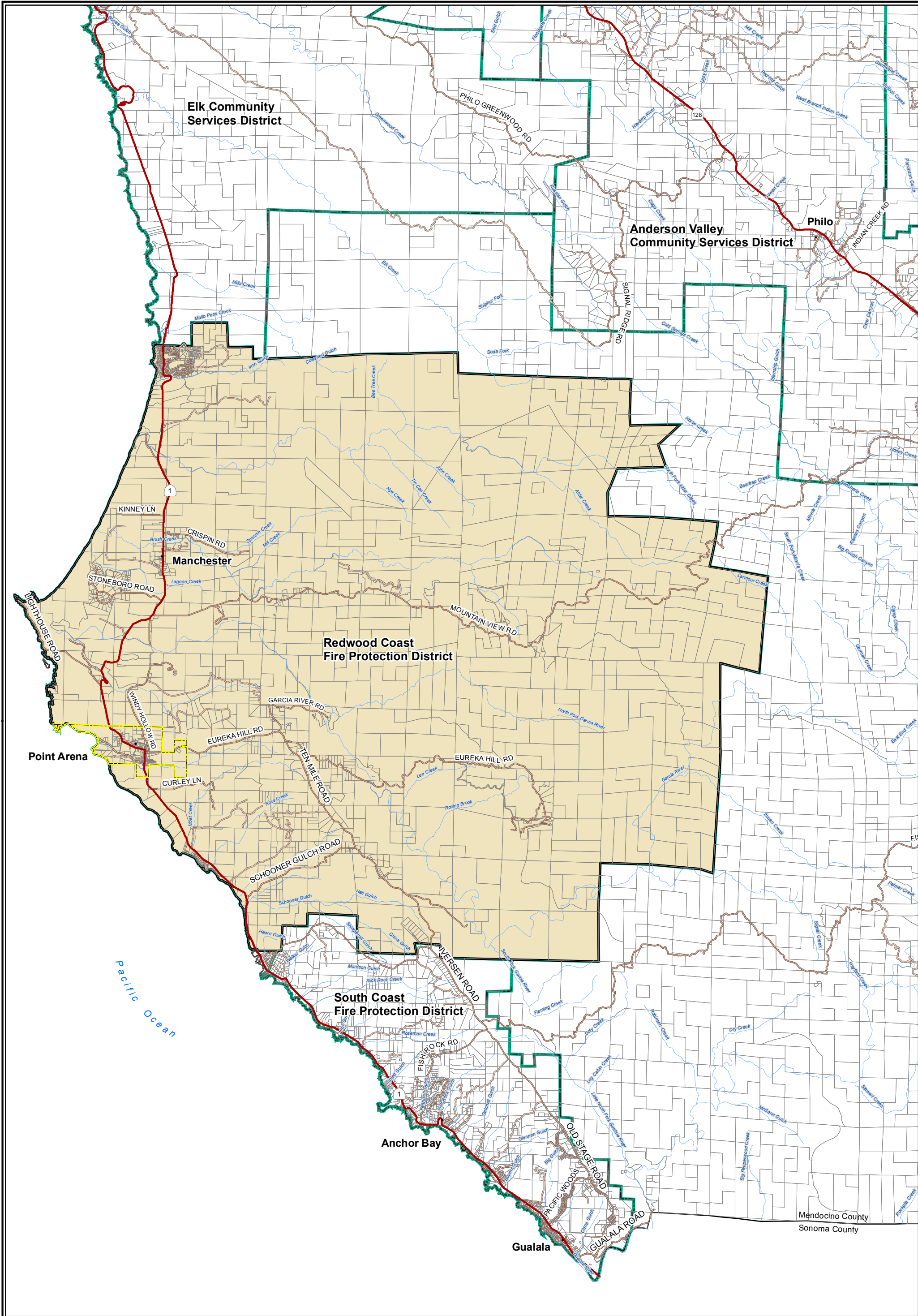
## 1.6 SENATE BILL 215

Senate Bill 375 (Sustainable Communities and Climate Protection Act) requires each metropolitan planning organization (MPO) to address regional greenhouse gas (GHG) emission reduction targets for passenger vehicles in their Regional Transportation Plan (RTP) by integrating planning for transportation, land-use, and housing in a sustainable communities strategy. Senate Bill 215 (Wiggins) requires LAFCo to consider regional transportation plans and sustainable community strategies developed pursuant to SB 375 before making boundary decisions.

Mendocino County is not located within an MPO boundary and therefore is not subject to the provisions of SB 375. However, the Mendocino Council of Governments (MCOG) supports and coordinates the local planning efforts of Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits to address regional housing and transportation needs and helps provide a framework for sustainable regional growth patterns through the Vision Mendocino 2030 Blueprint Plan. MCOG is also responsible for allocating regional transportation funding to transportation improvement projects consistent with the 2010 RTP for Mendocino County.

Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns through adoption and implementation of general plan and zoning regulations. The fire districts in Mendocino County were established to provide fire protection services and do not have the legal authority to make land use policy decisions that would impact growth in Mendocino County. Therefore, there will be no further discussion of the requirements of SB 375 or SB 215 in this MSR/SOI Update.

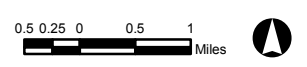




# Redwood Coast Fire Protection District

- Redwood Coast FPD
- Fire Protection Districts
- Incorporated City
- Parcels
- Highways
- Private Roads
- Streams

Source: This map was prepared by the County of Mendocino's Information Services Division, GIS Program, July 2017.  
 Note: This map is not a survey product.



## 2 AGENCY OVERVIEW

<b>Table 2.1 Redwood Coast FPD Profile</b>	
<b>Agency Name:</b>	Redwood Coast Fire Protection District
<b>Phone Number:</b>	(707) 882-1833
<b>Fax Number:</b>	(707) 882-2003
<b>Mailing Address:</b>	P.O. Box 245, Point Arena, CA 95468
<b>District Office:</b>	19601 S Highway 1, Manchester, CA 95459
<b>Website:</b>	<a href="http://www.rcfpd.net/">http://www.rcfpd.net/</a>
<b>General Email:</b>	rcfpd731@gmail.com
<b>Date of Formation:</b>	June 3, 1997
<b>Agency Type:</b>	Independent Special District, Single-Service Provider
<b>Enabling Legislation:</b>	Fire Protection District Law: Health and Safety Code §13800 et seq.
<b>Board Meeting Schedule:</b>	2nd Tuesday of the month at 6:00 p.m. at the Manchester fire station

### 2.1 HISTORY

#### 2.1.1 FORMATION

The formation of the Redwood Coast Fire Protection District (Redwood Coast FPD or RCFPD) was ordered by special election on June 3, 1997 pursuant to Health and Safety Code §13823 (RCFPD, 2017). As background, in October 1996, the City of Point Arena initiated the LAFCo process to form the Redwood Coast Fire Protection District per City Resolution No. 19-96. At the time of the proposed District formation, fire protection services were being provided by the Redwood Coast Volunteer Fire Department, which included the City of Point Arena Volunteer Fire Department and the Garcia Fire and Rescue Volunteer Fire Department. In June 1997, registered voters approved formation of the District which effectively merged the two volunteer departments into an independent special district. Upon establishment, the District and the City of Point Arena entered into a Joint Powers Agreement (JPA) regarding the District's provision of service within the City and the District's use of the City's equipment, water, and lease of the City's fire station. The District received all material and monetary assets from the Point Arena Volunteer Fire Department and the Garcia Fire and Rescue Volunteer Fire Department. The City's Sphere of Influence was also modified upon District formation to remove fire protection services. (LAFCo, 2006)

All assets have been distributed as stipulated in the agreement and the JPA is no longer in effect. The District continues to provide the same fire protection services and receive the same taxes from the City of Point Arena residents as any property owner within the District boundary. (RCFPD, 2018)

#### 2.1.2 BOUNDARY

The Redwood Coast FPD boundary comprises 135-square miles and encompasses the City of Point Arena and the unincorporated coastal communities of Manchester, Stornetta, Flumeville, and Gallaway (Figure 1-1). The District is located in the southwest portion of Mendocino County and is bordered by the Pacific Ocean on the western boundary of the District. State Highway 1 traverses the District in a north-south direction for approximately 14-miles, and is the primary transportation route in the area. The District

extends from Irish Beach on the north to Schooner Gulch on the south. The District extends inland for approximately 14-miles and includes remote inland areas to the east including McAllister Ridge and Hanes Ridge. Access to the interior of the District is provided by Mountain View Road, Eureka Hill Road, Ten Mile Road, and Schooner Gulch Road. The District boundary includes the Manchester Band of Pomo Indians of the Manchester Rancheria and the Point Arena Rancheria, Garcia River Casino, Manchester State Park, California Coastal National Monument, Point Arena-Stornetta Public Lands, Point Arena Lighthouse and Museum, and the AT&T Point Arena Cable Station, which is one of the termination points for a trans-Pacific fiber-optic cable coming from Hawaii.

Since its formation, the District has undertaken one annexation to add approximately 2,837-acres to the northwest and southwest portions of the District boundary. This application was approved by the Commission at a Public Hearing on October 2, 2006 and included 1,300-acres of territory within the Irish Beach Water District (IBWD) boundary (LAFCo Resolution No. 2006-04), 12 parcels (737 acres) adjacent to the IBWD boundary (LAFCo Resolution No. 2006-05), and 16 parcels (800 acres) adjacent to South Coast Fire Protection District boundary (LAFCo Resolution No. 2006-06). As result of this boundary change, the District is contiguous with the boundaries of the Elk Community Services District to the north and almost entirely with the South Coast Fire Protection District to the south. (LAFCo, 2006)

Prior to the mutually proposed application between the District and the IBWD, the IBWD fire department was providing fire and rescue services within its boundary under special legislation (Water Code Section 35412). However, IBWD was having difficulty recruiting and training sufficient volunteer firefighters and reached an agreement with the District to provide fire and rescue services to Irish Beach. Recognizing that this was not a long-term solution, the IBWD Board of Directors approached the District regarding permanently adding this area to the District boundary. (LAFCo, 2006)

Fire protection providers adjacent to the District include Elk Community Services District to the north, Anderson Valley Community Services District to the east, and South Coast Fire Protection District to the south. The area located east of the District is not within a fire district jurisdiction. The District is primarily within the State Responsibility Area (SRA), with a few pockets of Federal Responsibility Area (FRA), and the core of the City of Point Arena is within the Local Responsibility Area (LRA). (LAFCo, 2006)

### **2.1.3 SERVICES**

The Redwood Coast FPD provides structural fire protection, first responder for emergency medical and hazardous materials incidents, rescue and extrication, fire prevention, and wildland fire protection as a secondary provider (Refer to Section 3.1.1 for more information).

## **2.2 GOVERNMENT STRUCTURE**

### **2.2.1 GOVERNING BODY**

The District is governed by a five-member Board of Directors elected at-large to serve staggered four year terms (Table 2.2). The Board follows an alternating two-year election cycle with three members being elected at one time and then two members being elected in the next cycle (LAFCo, 2006). In order to be elected to the Board, candidates must be registered voters residing within the District boundaries. If there are insufficient candidates for election or if the number of filed candidates is equal to the number of vacancies then Board members may be appointed in lieu of election by the Board of Supervisors. The District has not had any contested elections in the past five years (RCFPD, 2018). At the first regular Board

meeting following an election, the Board elects a President, Vice-President, and Treasurer; there are no time limits for serving as an officer of the Board (RCFPD, 2017). Board Members do not receive a stipend for attending meetings; however, travel and other expenses incurred by a Board member in performance of Board and District related duties may be reimbursed at the discretion of the Board (RCFPD, 2017).

<b>Name</b>	<b>Title</b>	<b>Term Expiration</b>
Rebecca Golly	President	2019
David Branesky	Vice President	2021
Brian Dressler	Director	2019
Judy Seymour	Director	2021
Greg Stefani	Director	2019

Source: RCFPD, 2018.

Regularly scheduled meetings for the District Board of Directors are held on the second Tuesday of every month starting at 6:00 p.m. at the Manchester fire station located at 19601 State Highway 1 in Manchester (RCFPD, 2017). In accordance with the Brown Act, all meetings are open to the public and are publicly posted a minimum of 72 hours prior to regular meetings and a minimum of 24 hours prior to special meetings at the Manchester and Point Arena Post Offices and at the meeting location (RCFPD, 2017). Meeting agendas are sent via email to everyone that has requested electronic notification (RCFPD, 2017). The District also provides meeting agendas and the full meeting packet to the local newspaper, the Independent Coast Observer (RCFPD, 2018). Minutes are kept for all meetings and are available upon request (LAFCo, 2006). There are no standing committees of the District Board of Directors (LAFCo, 2006).

### **2.2.2 VOLUNTEER ORGANIZATION**

Redwood Coast FPD is the governing agency for the Redwood Coast Firefighters Association (RCFA). The RCFA augments or supports the activities of the District and as a 501(c)(3) non-profit organization may accept charitable funds on behalf of the District. The RCFA hosts fundraisers and capital campaigns that support donations to the District for purposes of purchasing equipment and making facility improvements. The relationship between the District and the RCFA is structured such that finances are held separately, the District owns and maintains the equipment and facilities, and firefighting personnel are volunteers of the RCFA rather than employees of the District.

### **2.2.3 PUBLIC OUTREACH**

In addition to public meetings, the District tries to reach its constituents through community outreach efforts including the Redwood Coast Firefighters Association's Annual Hog and Lamb BBQ Fundraiser, and volunteer firefighters providing: fire prevention education presentations at local schools, fire protection services at the annual 4<sup>th</sup> of July fireworks show, food and food service for the Senior Center spaghetti feed each year, and installing FIRST 5 smoke alarms for low income families (RCFPD: 2017, 2018). The District also maintains a website at <http://www.rcfpd.net> which includes the following tabs: About, Board Members, Next Meeting Agenda, Approved Minutes, Redwood Coast Firefighters Association (this page is under construction), and Contact. The About tab includes the following information about the District: history, volunteer force, service area, governance, finances, and Board meeting information. An agency website can be a helpful communication tool to enhance government transparency and accountability and to provide details regarding agency services and programs. The District website could be expanded



to include the term limits of and recruitment process for the Board of Directors in addition to posting past meeting agendas and staff reports, public hearing notices, adopted ordinances and resolutions, adopted budgets, financial audit reports, and the District fee schedule.

#### **2.2.4 COMPLAINTS**

The public can submit written comments or complaints by email, mail or fax and provide verbal comments or complaints by phone or in person at the District office during business hours, Fridays from 9 am to 1 pm, or at the Board of Directors meetings during the general public comment period. The District Board has not received any formal complaints to date. The District Office Manager has been successful in resolving issues and/or concerns from constituents without Board involvement. (RCFPD, 2017)

#### **2.2.5 ACCOUNTABILITY**

The District has adopted a Policies and Procedures Manual that addresses Board conduct and responsibilities, public meetings and rules of order, administrative policies and procedures, and standard operating guidelines (RCFPD, 2018). The District also has an adopted Illness and Injury Prevention Plan (IIPP), which is a Safety Plan required by the Federal Occupational Safety and Health Administration (OSHA). (LAFCo, 2006)

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq.

The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203.

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235.

The District complies with the above requirements (RCFPD, 2018).

Refer to **Appendix A** for a brief list of educational resources regarding open government laws.

## **2.3 OPERATIONAL EFFICIENCY**

### **2.3.1 MANAGEMENT AND STAFFING**

The District has three part-time paid employees including a Fire Chief, Duty Officer, and an Office Manager. The Fire Chief is a 0.2 Full Time Equivalent (FTE) position and is responsible for:

- Operating the fire department in accordance with the policies and guidelines as prescribed by the Board of Directors of the District and State laws.
- Maintaining a regular schedule as the Board of Directors may direct and responding to emergencies.
- Supervise and direct activities of the Duty Officer(s).
- Maintaining effective cooperation and communication with the Board of Directors, volunteers, citizens of the community, and other emergency services providers.

- Ensuring adequate staffing, training and supervision of all firefighters.
- Ensuring maintenance of all apparatus, fire stations and firefighting equipment.
- Conducting fire inspections as required by State law and District policy.
- Maintaining District records, including training, maintenance, fire and first aid records and building inspection reports.
- Assist in preparing and presenting the yearly budget.
- Perform periodic reviews of volunteers.

(RCFPD, 2018)

The Duty Officer is a 0.25 Full Time Equivalent (FTE) position and is responsible for:

- Operating the fire department in accordance with the policies and guidelines as prescribed by the Board of Directors of the District and State laws.
- Maintaining a regular schedule as the Board of Directors may direct and responding to emergencies.
- Maintaining effective cooperation and communication with the Fire Chief, Board of Directors, volunteers, citizens of the community, and other emergency services providers.
- Ensuring adequate staffing, training and supervision of all firefighters.
- Ensuring maintenance of all apparatus, fire stations and firefighting equipment.
- Conducting fire inspections as required by State law and District policy.
- Maintaining District records, including training, maintenance, fire and first aid records and building inspection reports.
- Assist in preparing and presenting the yearly budget.
- Act as Incident Commander in the Chief's absence.

(RCFPD, 2018)

The Office Manager is a 0.2 Full Time Equivalent (FTE) position and is responsible for:

- Interfacing with the public, Fire Chief, Board of Directors, District Counsel, vendors, and other agencies as required.
- Maintaining the District tax billing software (Excel database). Understand District tax information and District policy. Answer questions relating to tax related matters.
- Research, apply for and administer grants.
- Implement Board policies.
- Interface with legal counsel and understand laws relating to District operation.
- Maintain FirePrograms software, the District's incident reporting system.
- Maintain training records and assist the Fire Chief with other operational needs.
- Maintain the RCFPD website.
- Create the newsletter for publishing on the website.

(RCFPD, 2018)

In addition, the District has two volunteer Fire Captains and twenty-three volunteer Firefighters (RCFPD, 2017). The District labor force is declining due to an aging group of volunteer firefighters and difficulty in recruiting younger replacements. Legal Counsel for the District is provided by the County of Mendocino County Counsel's office. Refer to Figure 2-1 below for the District's organizational chart.



**Figure 2-1 Redwood Coast FPD Organizational Chart**

(RCFPD, 2017)

### 2.3.2 AGENCY PERFORMANCE

A component of monitoring agency performance is routinely evaluating staff productivity. The District tracks employee workload through monthly timesheets and conducts annual written employee performance evaluations for the Fire Chief, Duty Officer, and Office Manager. In addition, the Fire Chief informally evaluates District volunteers as part of the biweekly training sessions held every month. The District also maintains an emergency response log and training records.

The District evaluates its own performance annually by comparing District operations and protocols with the California Special Districts Association Special District Leadership Foundation District Transparency Certificate of Excellence checklist, which includes three main categories: Basic Transparency Requirements, Website Requirements, and Outreach Requirements. Based on this review, the District identifies areas of improvement and updates are made to the District Board of Directors' Policy and Procedures Manual. (RCFPD, 2017)

The District periodically identifies additional opportunities to achieve operational efficiencies by regularly attending regional fire agency meetings and discussing best practices. The Fire Chief attends the Mendocino County Fire Chiefs Association meetings and receives legal and administrative updates from various fire professionals. The Board President attends bimonthly Mendocino County Association of Fire Districts meetings and receives informational updates at the County, State, and Federal levels. In addition, the current Board President attended a 12-week course from the College of the Redwoods related to Skills for Board of Directors Members and provided training at subsequent Board meetings. (RCFPD, 2017)

### 2.3.3 SHARED FACILITIES AND REGIONAL COLLABORATION

The District works cooperatively with other public agencies to deliver services more effectively or efficiently by sharing public facilities and/or resources. Below are some examples of the District's interagency collaborative efforts:

- The District shares the Manchester fire station facility with the Coast Life Support District during storm events to ensure ambulance availability north of the Garcia River.

- The District has a lease agreement with the Irish Beach Water District to park a Rescue unit at the Rex Dunning building in Irish Beach to provide better service to the residential subdivision in that area.
- The District has an agreement with the Mendocino Transit Authority (MTA) to rent space at the Point Arena fire station for parking buses.

(RCFPD, 2017)

The District's vehicles and equipment are essential to performing District operations and therefore cannot currently be shared with other public fire service providers.

The District collaborates with other public agencies providing fire protection and emergency medical services through the countywide dispatch service call system and mutual aid agreements (Refer to Section 3.1.1.4 for more information).

The District also participates in regional and/or service-specific associations and organizations including the Mendocino County Fire Chiefs Association, the Mendocino County Association of Fire Districts, and the Golden State Risk Management Authority for pooled insurance purposes. The District is also considering joining the California Special Districts Association.

The District has established cooperative arrangements with other public service providers to share facilities, resources, and/or service responsibility where appropriate. There are no additional opportunities for the District to achieve management or operational efficiencies identified during the preparation of this MSR. There is no recommendation for a reorganization of local fire protection service providers in the area at this time.

## 2.4 FINANCES

### 2.4.1 CURRENT FISCAL HEALTH

The District prepares and adopts an annual budget prior to the beginning of each fiscal year (July 1) which serves as a financial planning tool and an expense control system. Expenses cannot exceed the authorized budgeted amounts unless the budget is amended by the Board of Directors by resolution during the fiscal year. Unused appropriations lapse at the end of the fiscal year (June 30) and are available to be allocated in the following budget. The District also has annually audited financial statements prepared by a Certified Public Accountant (CPA) which serves as financial assurance for the use of public funds. This section includes District financial information for FY 2013-14, 2014-15, and 2015-16, and highlights specific revenue sources and long term financial considerations.

The following table (Table 2.1) provides year-end (not budget) financial information for the District. This table summarizes the Statement of Activities prepared by Pehling & Pehling, CPAs and represents the long-term financial standing of the District based on reporting capital asset activity using the full accrual basis of accounting. This involves depreciation, which is a method of spreading the cost of a capital asset over its estimated useful life, as opposed to recognizing the cost of a capital asset as an expenditure at the date of acquisition. Capitalization policies commonly define a capital asset as a fixed asset (land, buildings and improvements, equipment and vehicles) with an initial cost of \$5,000 or greater with an estimated useful life in excess of one year. Also, refer to Figure 2-2 for the most recent Statement of Net Position, which represents the difference between the District's assets and liabilities.

<b>Table 2.3 Financial Summary</b>			
	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>
<b>Prior Period Adjustments</b>	\$0	\$0	\$0
<b>Beginning Fund Balance</b>	\$183,098	\$240,196	\$197,732
<b>Ending Fund Balance</b>	\$240,196	\$224,685	\$330,367
<b>Unrestricted Fund Balance</b>	\$240,196	\$224,670	\$330,367
<b>Revenues</b>			
Taxes & Intergovernmental	\$155,246	\$153,715	\$157,257
Charges for Services	\$9,762	\$18,912	\$395,039
Contributions & Donations	\$42,152	\$53,171	\$12,704
Rents	\$4,994	\$5,225	\$854
Other Revenue	\$34,052	\$7,808	\$40,357
Interest Income	\$144	\$529	\$154
<b>Total Revenue</b>	<b>\$246,350</b>	<b>\$239,359</b>	<b>\$606,364</b>
<b>Expenses</b>			
Salaries & Employee Benefits	\$94,425	\$94,592	\$318,562
Professional Services	\$1,712	\$8,142	\$3,158
Utilities	\$8,493	\$11,186	\$12,037
Insurance	\$16,374	\$17,419	\$18,125
Miscellaneous	\$1,229	\$2,088	\$3,495
Equipment	\$5,382	\$5,199	\$7,025

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>
Depreciation	\$79,838	\$83,500	\$85,650
Interest Expense	\$9,980	\$8,915	\$3,719
Bad Debt	\$6,445	\$566	\$0
Maintenance	\$10,595	\$8,958	\$8,174
Supplies	\$10,413	\$14,691	\$28,123
<b>Total Expenses</b>	<b>\$244,884</b>	<b>\$255,255</b>	<b>\$488,067</b>
<b>Net Income/Loss</b>	<b>\$1,466</b>	<b>-\$15,896</b>	<b>\$118,297</b>
Fixed Assets Expenditures	\$34,186	\$57,500	\$40,846

Source: Pehling: 2014, 2015, 2017.

According to the financial information in the table above, the District annual operations fluctuate between a net income and loss and the District maintains a sufficient unrestricted fund balance to address current and future needs in addition to unforeseen expenses. A reasonable amount of annual growth in the fund balance is a key measure of fiscal health and indicates that the District does not need to utilize reserve funds to balance the budget or meet current operating costs. The District's fund balance declines in years when annual expenditures are in excess of annual revenues.

Comparing annual revenues to annual expenditures (not accounting for depreciation expense) over multiple years is another measure of fiscal health as it helps to identify a structural deficit trend related to an inadequate service fee schedule. Reoccurring revenue sources for the District should sufficiently cover operating costs and allow for the accumulation of funds to protect against unexpected costs and to save for significant future expenses. In FY 2013-14, revenues exceeded expenditures by \$57,098. In FY 2014-15, expenditures exceeded revenues by \$15,511. In FY 2015-16, revenues exceeded expenditures by \$132,635.

The 1997 approved special election for District formation also included a tax measure to fund the newly created District at a maximum rate of \$85 per unit. In 2001, the District Board of Directors adopted Ordinance No. 2001-01 to repeal the special tax approved by the voters upon formation and proposed a new special tax to correct some identified inequities and inconsistencies. On November 6, 2001, the registered voters in the District approved the new special tax at a maximum rate of \$75 per unit, which became effective in Fiscal Year 2002-03. The current amount being assessed to property owners in the District is \$55 per unit leaving an additional \$20 per unit available for future increased operating costs and capital needs. The special tax system is based on the number of units per parcel. The lowest unit value assigned is one-half unit for an unimproved residentially-zoned parcel, or \$27.50 per year. A residence developed on less than 5-acres would be assigned a unit value of two, or \$110 per year, plus one-half unit if there is a second dwelling unit on the property, or a total of \$137.50 per year. A higher unit value would be assigned for commercial uses such as Heavy Industrial, Packing Plants, and Hospitals. (LAFCo, 2006; RCFPD, 2018)

In 2017, the County of Mendocino disbursed a share of Proposition 172 funds to eligible fire agencies within the County. The formula for funding allocations was developed by the Mendocino County Association of Fire Districts and incorporates a minimum distribution per district, plus a population-based proportional allocation. Mendocino County disbursed a share of Proposition 172 funds to Redwood Coast

FPD as follows: \$12,704 in FY 2016-17 and \$15,538 in FY 2017-18 (BOS, 2018). These allocations are discretionary and reviewed annually based on availability of funding.

The District participates in Strike Team assignments and receives reimbursement from CAL FIRE and Cal OES for responding to wildland fire incidents throughout the State. The District received \$41,652 in Fiscal Year 2013-14, \$44,434 in Fiscal Year 2014-15, \$343,259 in Fiscal Year 2015-16, and \$188,141 in Fiscal Year 2016-17. Volunteer firefighters are paid a large percentage of these reimbursement payments and the District receives approximately 25-33% from this funding. (RCFPD, 2018)

The Redwood Coast Firefighters Association raises approximately \$25,000 annually from fundraising activities and \$1,000 annually from donations. The RCFA occasionally purchases optional equipment for District engines. (RCFPD, 2018)

## **2.4.2 LONG TERM FINANCIAL CONSIDERATIONS**

### **2.4.2.1 Reserves**

The District Board of Directors established Capital Reserve Account Policies on February 5, 2002 per District Resolution No. 2002-02, which outlines that the purpose of the Capital Reserve Account is for purchasing new capital equipment, improving existing capital assets, or acquiring real estate. The Policies also set forth the Board's intent that when capital equipment purchases are made, reserves are to be replenished. The Board adopted the following policies relating to the District's Capital Reserve Account:

- The Board's goal shall be to maintain a minimum balance in the Reserve Account equal to one-half of the District's yearly tax income.
- The Board shall budget annually a minimum of 12% of the yearly tax income to be placed into the Reserve Account.
- Funds from the Reserve Account will be used to purchase capital equipment, major capital improvements, real estate purchases, and for emergency expenditures.
- Money loaned from the Reserve Account to the General Fund to accommodate cash-flow situations for budgeted items will be returned to the Reserve Account as soon as possible.
- Any unspent funds budgeted in a given fiscal year shall be placed into reserves at the close of the fiscal year.

(RCFPD, 2017)

### **2.4.2.2 Outstanding Debt**

The District has \$66,000 in long term debt from purchase of a fire engine; this debt will retire in January 2020 (RCFPD, 2018). The District does not have any other outstanding financial obligations.

### **2.4.2.3 Capital Improvement Plan**

The District does not have a Capital Improvement Plan (CIP); however, the Board of Directors periodically defines priorities for purchasing new capital equipment, improving existing capital assets, and acquiring real estate by establishing capital expenditure priorities in District Resolutions (Refer to Section 3.1.3.4 for more information).

**Redwood Coast Fire Protection District**

**Statement of Net Position  
June 30, 2016**

	<u>General</u>
<b><u>ASSETS</u></b>	
<u>Current Assets:</u>	
Cash	216,257
Accounts Receivable	61,070
Taxes Receivable	59,419
Prepays	5,681
Total Current Assets	<u>342,426</u>
<u>Fixed Assets:</u>	
Land	114,996
Buidlings & Improvements	583,407
Equipment	1,465,420
Less: Accumulated Depreciation	(999,262)
Total Fixed Assets	<u>1,164,560</u>
<b>TOTAL ASSETS</b>	<u>1,506,986</u>
<b><u>LIABILITIES</u></b>	
<u>Current Liabilities:</u>	
Current Portion of Notes Payable	31,177
Accounts Payable	2,858
Total Current Liabilities	<u>34,035</u>
<u>Long-Term Liabilities:</u>	
Notes Payable	97,957
Total Long-Term Liabilities	<u>97,957</u>
<b>TOTAL LIABILITIES</b>	<u>131,992</u>
<b><u>NET POSITION</u></b>	
Net Investment in Capital Assets	1,035,426
Unrestricted	339,568
<b>TOTAL NET POSITION</b>	<u><u>\$ 1,374,994</u></u>

The accompanying notes are an integral part of these financial statements.



## 2.5 GROWTH

### 2.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

The Redwood Coast FPD boundary contains a variety of land uses including commercial and residential development and recreational areas in the City of Point Arena, Manchester, Irish Beach and various other places along State Highway 1, transitioning to rural residential, agricultural and open space lands, and large tracts of forest and range lands in outlying areas. Mendocino County and the City of Point Arena have land use authority over privately-owned lands within the District boundary and make land-use decisions based on their respective jurisdictional boundaries, General Plans, and Zoning Regulations. (RCFPD, 2017)

The City of Point Arena is 1.35-square miles in size and is predominately composed of single-family residential development, with small areas of multi-family residential, commercial, civic, and religious land uses. City parks, recreation areas, open space, trails, and schools comprise the remaining land uses. The City also has important local services including the Coast Community Library Branch of the Mendocino County Library System; a medical/dental center through Redwood Coast Medical Services; a technology center; the Arena Theater for cinema, live performances and telecasts; a local radio station; and the only coastal pharmacy between Petaluma and Fort Bragg. (LAFCo, 2015; RCFPD, 2018)

Since the 2006 MSR prepared for the District, no major development projects have been built that have significantly affected the District's provision of services and no substantial new development is anticipated in the foreseeable future. In addition, Mendocino County and the City of Point Arena are not currently proposing to change their existing land use and development codes. (RCFPD, 2017)

### 2.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The District boundary overlaps with approximately half of Census Tract 111.02, consisting of a population of 3,915. Based on the 2010 census data, the District population is estimated to be 1,958. This includes a population of 449 in the Point Arena Census Designated Place (CDP) and 195 in the Manchester CDP. (USCB, 2010)

The District estimates that they serve approximately 2,500 residents within their boundary and they serve approximately 5,000 residents/visitors during the summer and fishing or surf events (RCFPD, 2017).

Based on the 2015 MSR prepared for the City of Point Arena, the City has a population of approximately 445 as of January 2014, an estimated slight increase in population to 473 by 2020, and a projected buildout population of 1,350 based on development constraints (topography, access, municipal services) and existing development patterns. (LAFCo, 2015)

Population growth is expected to increase at an annual rate of approximately 0.2% for unincorporated areas of County of Mendocino (DOT, 2016) and 1.05% for the City of Point Arena (LAFCo, 2015). The table below shows the projected growth for the District in 2020 and 2030 based on the small annual growth rate estimated for unincorporated areas.

<b>2010 Population</b>	<b>Annual Growth Rate (%)</b>	<b>Projected Population (2020)</b>	<b>Projected Population (2030)</b>
1,958	0.2	1,998	2,038

The District and surrounding areas are anticipated to experience minimal change in population size over the next 5-10 years.

With minimal growth anticipated for the District, future service demands are projected based on the number and type of prior year service calls and tracking historical trends.

## **2.6 DISADVANTAGED UNINCORPORATED COMMUNITIES**

Senate Bill (SB) 244, which became effective in January 2012, requires LAFCo to evaluate any Disadvantaged Unincorporated Communities (DUCs), including the location and characteristics of any such communities, when preparing an MSR that addresses agencies that provide water, wastewater or structural fire protection services. A DUC is an unincorporated geographic area with 12 or more registered voters with a median household income (MHI) of 80% or less of the \$63,783 State MHI, or \$51,026 (USCB, 2017). This State legislation is intended to ensure that the needs of these communities are met when considering service extensions and/or annexations in unincorporated areas.

The City of Point Arena and the unincorporated community of Manchester are the population centers within the District. Point Arena has an MHI of \$28,000 and Manchester has an MHI of \$44,821 (USCB, 2016). The City qualifies as a disadvantaged community and Manchester qualifies as a DUC. The areas surrounding Point Arena and Manchester might also qualify as a DUC. All future proposed annexations to the District will require consideration of any DUC in proximity to the annexation area. The District does not provide water or sewer services, and is therefore not responsible for ensuring that these services are adequately provided to the community.

## 3 MUNICIPAL SERVICES

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A Municipal Service Review (MSR) is a comprehensive analysis of the services provided by a local government agency to evaluate the capabilities of that agency to meet the public service needs of their current and future service area. The MSR determinations inform the SOI Update process and assist LAFCo in considering the appropriateness of a public service provider's existing and future service area boundary. The information and analysis presented in Chapters 2 and 3 of this document form the basis for the MSR determinations provided under Section 3.1.4.

### 3.1 FIRE PROTECTION SERVICES

This section provides information regarding the municipal services provided by the Redwood Coast Fire Protection District. This is the second MSR prepared for the District; the first one was adopted by the Commission on October 2, 2006 (LAFCo Resolution No. 2006-03).

#### 3.1.1 SERVICE OVERVIEW

The Redwood Coast FPD provides structural fire protection, first responder for emergency medical and hazardous materials incidents, rescue and extrication, and fire prevention. Wildland fire protection service is primarily provided by the California Department of Forestry and Fire Protection (CAL FIRE) in State Responsibility Areas (SRA) during the wildfire season and secondarily by the District; although, the District is often the first to respond to such incidents, particularly during non-fire season months when the Point Arena CAL FIRE Station is not staffed. Ambulance Service in the District is provided by the Coast Life Support District.

Fire prevention services include Plan Check services and Fire Inspections for State Fire Marshal mandated occupancies according to the Uniform Fire Code regulations, voluntary inspections of public and private property to improve fire safety and defensible space for occupancies without enforcement authority, assisting 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 City of Point Arena also enforces a weed abatement program (LAFCo, 2006).

##### 3.1.1.1 Customers

The District serves approximately 1,958 residents, including a population of 449 in the Point Arena Census Designated Place (CDP) and 195 in the Manchester CDP. This population estimate results in a ratio of 11.75 firefighters per 1,000 residents. Refer to Section 2.5.2 for more information regarding District population estimates.

The District estimates that they serve approximately 2,500 residents and there are approximately 1,999 parcels located within the District boundary. The District also estimates that they serve approximately 5,000 residents/visitors during the summer and fishing or surf events. (RCFPD, 2017)

##### 3.1.1.2 Contract Services

The District serves without a contract the Manchester Rancheria and the Point Arena Rancheria, including the 10,000-square foot Garcia River Casino, since they do not have their own fire personnel or equipment. (RCVPD, 2018)

### 3.1.1.3 Dispatch

In Mendocino County, dispatch for Fire Protection Services and Emergency Medical Services (EMS) are provided by the CAL FIRE Emergency Communications Command Center (ECC) at the Howard Forest Station near Willits. Mendocino County pays for dispatch services from a portion of Proposition 172 funds.

Due to the dynamic and unpredictable nature of emergencies, multiple public agencies could be dispatched to a single service call. In responding to medical emergencies, local fire protection and ambulance service providers are often dispatched simultaneously. In many cases, local fire agencies are the first to arrive on scene and provide first aid and basic life support while preparing the patient for transport to a hospital.

### 3.1.1.4 Mutual and Automatic Aid Agreements

Mutual aid refers to reciprocal service and support provided to another agency upon request under a mutual aid agreement between one or more agencies. Automatic aid differs in that no request for aid is necessary in order for reciprocal service and support between agencies within the automatic aid agreement. These types of pre-arrangements allow for the dispatch and use of additional equipment and personnel that a single jurisdiction cannot provide on its own and also entails a reciprocal return of resources when needed. The District maintains a Mutual Automatic Aid Agreement with the South Coast Fire Protection District.

The District primarily serves residents and property within their jurisdictional boundary. However, due to the critical need for rapid response in emergency situations, when a call for service is received, the nearest available response unit is dispatched regardless of jurisdictional boundary. Therefore, the District response area is larger than the District boundary area based on the Countywide Mutual Aid System. According to the 2015 Mendocino County Community Wildfire Protection Plan, Redwood Coast FPD is within Mutual Aid/Planning Zone 3, which includes Anderson Valley Community Services District, Elk Community Services District, and South Coast Fire Protection District (MCFCA, 2015).

In addition to the local mutual aid system, the District participates in the California Fire Service and Rescue Emergency Mutual Aid System based on the California Fire Assistance Agreement (CFAA) negotiated reimbursement mechanism for local government fire agency responses or Strike Team assignments throughout the State.

### 3.1.1.5 Staffing

The following table provides information regarding the District's current staff resources dedicated to providing fire protection and emergency medical services.

Staff	Career	Part-time	Paid-call	Volunteer
Fire Chief	0	0.2 FTE	0	0
Battalion Chief	0	0	0	0
Fire Captain	0	0	0	2
Duty Officer	0	0.25 FTE	0	0
Firefighter	0	0	0	23
EMT	0	0	0	0
Paramedic	0	0	0	0
Office Manager	0	0.2 FTE	0	0

(RCFPD: 2017, 2018)

The District does not have paid firefighters and relies on volunteers to provide services. The District reports that their current number of firefighters and emergency responders is adequate to deliver services. Although, the District is always recruiting new firefighters because their volunteer force is aging and declining in number and the District is in need of more volunteers available during daytime hours. The age range for the District volunteer firefighters is 19 to 79 and the average age is 45. (RCFPD: 2017, 2018)

### 3.1.1.6 Training

District volunteer firefighters have a bi-weekly regular training schedule on Wednesdays at the Manchester Fire station from 7:00 to 9:30 pm. District firefighters must attend 80% of all mandatory trainings per year and be evaluated every 6 months. District firefighters are trained to the California State Fire Marshal's Volunteer Training standard. (RCFPD, 2018)

## 3.1.2 SERVICE ADEQUACY

### 3.1.2.1 Service Calls

The following table provides a summary of the number and types of service calls the District responded to during years 2012 through 2016.

Service Call Type	2012	2013	2014	2015	2016
Fire Suppression	18	24	15	14	13
EMS/ALS	196	140	185	170	223
Rescue	4	2	1	3	3
Hazardous Materials	6	6	17	29	14
Service	26	27	19	24	12
False Alarm	1	7	8	8	25
<b>TOTAL</b>	<b>251</b>	<b>206</b>	<b>245</b>	<b>248</b>	<b>290</b>

(RCFPD: 2017, 2018)

The Service category in the table above includes the following types of calls for service: lift assist, person in distress, open hydrant, animal rescue, assist police or another agency. The majority of District service calls are related to emergency medical responses.

### 3.1.2.2 Response Times

Response time relates to the time elapsed between the dispatch of personnel and the arrival of the first responder on the scene of an incident. There are different response time expectations and first responder capabilities in serving urban, suburban, and rural areas. In general, the faster the response time the higher the likelihood of a positive outcome related to managing and addressing the incident. A fast response time for medical care is especially important for incidents involving patients who are suffering from a life threatening condition. Further, a fast response time for fire suppression is important to prevent a structure fire from rapidly spreading to other structures and/or wildland interface areas.

Emergency response time standards vary by the level of urbanization of an area; the more urban an area, the faster a response should be. The Coastal Valleys EMS Agency has established recommended guidelines for response times which apply to Mendocino County. For 90% of emergency responses, response times for first responders should not exceed 5-minutes in metropolitan to urban areas, 15-minutes in suburban to rural areas, and 30-minutes for wilderness areas (CVEMSA, 2012). These standards are intended for

ambulance contract providers; however, they indicate what is considered appropriate response times for medical emergencies. The National Fire Protection Association (NFPA) has also established industry standards for response time performance based on the service structure of the agency: NFPA 1710 for agencies with paid staff and NFPA 1720 for agencies with volunteer staff. NFPA 1720 recommends the following response times: 9-minutes in urban areas 90% of the time, 10-minutes in suburban areas 80% of the time, 14-minutes in rural areas 80% of the time, and in remote areas response time is directly dependent on travel distance (NFPA, 2010). The District would fall under the NFPA 1720 category.

The District's overall average response time is 10-minutes (RCFPD, 2017).

The remote rural residential portions of the District do not have adequate address signage and often have locked gates, which negatively impacts response times. (LAFCo, 2006)

### **3.1.2.3 ISO RATING**

Fire services in communities are classified by the Insurance Service Office (ISO), which is an advisory organization depended on by insurance companies for establishing the availability and costs for fire insurance. The ISO rating classifies fire service in communities with a ranking from 1 to 10, indicating the general adequacy of coverage. Communities with the best fire protection facilities, systems for water distribution, fire alarms, communications, equipment, and personnel receive a rating of 1. Primary factors assessed in establishing ISO ratings are maintaining more than one fire station within a district boundary to meet the 5-mile radius requirements, ensuring appropriate facility maintenance and upgrades are made, and sufficient personnel and volunteers exist to respond to each station.

The District has an ISO rating of 6 within the City of Point Arena, which is served by water and hydrant system, and an ISO rating of 10 in the outlying areas of the District (RCFPD, 2017).

### **3.1.3 FACILITIES AND INFRASTRUCTURE**

The District owns, operates, and maintains multiple capital assets including land, buildings, equipment, and infrastructure to provide services to its constituents and/or customers.

#### **3.1.3.1 Facilities**

The District operates three fire stations. The main station, located at 19601 S. Highway One in Manchester, is a four-bay 3,200-square foot structure constructed in 1999 with a training/conference room, kitchen, shower facilities, and storage space. This station is owned by the District and has an estimated value of \$507,379. The second fire station, located at 282 Lake Street in Point Arena, is a five-bay 2,870-square foot structure constructed in 2003 with bathroom and laundry. This station is owned by the District and has an estimated value of \$285,744. The third fire station, located at 15401 Forest View Road in Irish Beach, is a two-bay structure in adequate condition owned by the Irish Beach Water District and leased to the District.

#### **3.1.3.2 Equipment**

The District owns and operates multiple fire engines and emergency response vehicles as detailed in Figure 3-1 below. The current fleet is adequate; however, the District will need a new engine and water tender to address future needs.



**Figure 3-1 District Asset Inventory (7/1/2017)**

Vehicles:

Year	Make	Cond	Type		GPM	Gallons
2000	FORD		Rescue	4x4	F550	
2008	PIERCE		Engine Type III	4x4 Truck	Wildland Contender	500 500
2011	INTL		Engine Type II	4x4 Truck	Rosenbauer Timberwolf	1000 750
1995	HME		Engine Type II	2x4 Truck	1250/500 Fire Pumper	
2012	FORD		Engine Type III	4x4 Truck	F-550 Pumper	250 200
2003	FORD		Ambulance		Ford AM	
2002	INTL	Good	Tanker/Tender	4x6 Truck	Water Tender	500 2000
1985	FORD	Good	Engine Type I	2x4 Truck	9000 Westates Pumper	1500 750
1997	DODGE	Good	Rescue	4x4 Pickup	Fire Truck	150 200
2016	Ford	Good	CV	4x4 shortbed	F350	NA NA
2000	Ford	Good	CV	4x4 SUV	Expedition	NA NA
2007?	Interstate		MCI	Trailer		

(RCFPD, 2018)

### 3.1.3.3 Water Supply

Available water supply for fire suppression varies based on location within the District and includes such resources as a water and hydrant system in the City of Point Arena and areas served by the Irish Beach Water District, two 5,000-gallon water storage tanks at the Manchester fire station, a 2,000-gallon water tender, on-board tanks on fire engines, and other water supplies available for drafting such as ponds, rivers, and private cisterns.

Water service within the City of Point Arena is provided by the private water company Point Arena Water Works with a service area that coincides with the City boundary. Within the City, there are 43 fire hydrants on the water system served from 12-inch and 6-inch water lines, two water storage tanks with a total of 557,000-gallons (a 6-hour supply at 1,500 gallons per minute), and additional water available from the main pump at 132-gallons per minute. The water infrastructure is in good condition; however, there are fire flow limitations in Zone 1 (the downtown area) which has existing 6-inch water lines needing replacement. (LAFCo, 2015)

In addition, based on a 2015 grant from the Community Foundation of Mendocino County and matched by a donation from a property owner, the District purchased two new 5,000-gallon water tanks for the Manchester main fire station and relocated two existing 3,500-gallon water tanks approximately 6-miles up Mountain View Road to increase available water supply in outlying areas of the District. (RCFPD: 2017, 2018)

### 3.1.3.4 Needs and Deficiencies

The District does not have a Capital Improvement Plan (CIP); however, the Board of Directors periodically defines priorities for purchasing new capital equipment, improving existing capital assets, and acquiring real estate by establishing capital expenditure priorities in District Resolutions. For example, District Resolution No. 2018-02 identified the following two capital expenditure categories for the 2018 calendar year: establish water storage/availability in the outlying areas, particularly on the two ridges, and pave firehouse parking lots at both Manchester and Point Arena. The District Board of Directors performs an

annual review of its current asset inventory to determine expenditure priorities for budget setting purposes. (RCFPD: 2017, 2018)

The District has identified additional facility and/or infrastructure needs and deficiencies to assist in the preparation of this MSR. First, during winter storm events, flooding can occur on State Highway 1 at the Garcia River Bridge limiting vehicle access and potentially creating a life threatening situation. Second, the District needs to establish fire stations, or at least water storage capability, on both ridges within the District including the Ten Mile Cutoff Road and Mountain View Road. (RCFPD: 2017, 2018)

### **3.1.4 DETERMINATIONS**

This section presents the required MSR determinations pursuant to California Government Code §56430(a) for the Redwood Coast Fire Protection District.

#### **3.1.4.1 Growth**

Growth and population projections for the affected area

1. The District serves approximately 1,958 residents, including a population of 449 in the Point Arena Census Designated Place (CDP) and 195 in the Manchester CDP. The District estimates that the population doubles at times due to an influx of visitors during the summer and fishing or surf events.
2. Population growth is expected to increase at an annual rate of approximately 0.2% for unincorporated areas of County of Mendocino and 1.05% for the City of Point Arena. The population of the District is not expected to increase significantly and no substantial new development is anticipated in the foreseeable future.
3. Mendocino County and the City of Point Arena have land use authority over privately-owned lands within the District boundary and make land-use decisions based on their respective jurisdictional boundaries, General Plans, and Zoning Regulations.

#### **3.1.4.2 Disadvantaged Unincorporated Communities**

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

4. The City of Point Arena and the unincorporated community of Manchester are the population centers within the District. Point Arena has an MHI of \$28,000 and Manchester has an MHI of \$44,821. The City qualifies as a disadvantaged community and Manchester qualifies as a DUC. The areas surrounding Point Arena and Manchester might also qualify as a DUC. All future proposed annexations to the District will require consideration of any DUC in proximity to the annexation area. The District does not provide water or sewer services, and is therefore not responsible for ensuring that these services are adequately provided to the community.

#### **3.1.4.3 Capacity of Facilities and Adequacy of Services**

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence

5. The District has 1 firefighter per 108 residents covering an area of 135-square miles with three fire stations and five fire engines, one water tender, and multiple emergency response vehicles.

6. The District relies on volunteer firefighters to provide services. The District reports that they are always recruiting firefighters because their volunteer force is aging and declining in number and they need more volunteers available during daytime hours.
7. The District has adequate capacity to serve current demand for fire protection services within the District boundary and to assist CAL FIRE and adjacent fire districts through mutual aid services and dispatched services calls.
8. There are no capacity issues or major infrastructure needs that need to be addressed within the timeframe of this MSR.
9. It is suggested that the District prepare a capital plan that identifies current and long-term District facility and equipment needs, including upgrades, renovations, and major maintenance, capital improvements and purchases, and facility expansions, and identifies potential revenue sources for addressing those capital needs.

#### **3.1.4.4 Financial Ability of Agency**

##### Financial ability of agencies to provide services

10. The District prepares an annual budget and has annual independent financial audits prepared by a Certified Public Accountant.
11. According to financial information from Fiscal Years 2013-14, 2014-015, and 2015-16, the District annual operations fluctuate between a net income and loss and the District maintains a sufficient unrestricted fund balance to sufficiently cover operating costs and allow for the accumulation of funds to protect against unexpected costs and to save for significant future expenses. This indicates that under the current level of service delivery, the District is able to meet its ongoing financial obligations.
12. The District is very resourceful in using volunteer labor, surplus and donated equipment, and by working cooperatively with other fire agencies to deliver services more efficiently and effectively.

#### **3.1.4.5 Shared Facilities**

##### Status of, and opportunities for, shared facilities

13. The District works cooperatively with other public agencies to deliver services more effectively or efficiently by sharing public facilities and/or resources. There are no additional opportunities for the District to achieve management or operational efficiencies identified during the preparation of this MSR.
14. The District participates in regional and/or service-specific associations and organizations including the Mendocino County Fire Chiefs Association, the Mendocino County Association of Fire Districts, and the Golden State Risk Management Authority for pooled insurance purposes.
15. The District participates in Zone 3 of the Mendocino Countywide Mutual Aid System and the California Fire Service and Rescue Emergency Mutual Aid System.

#### **3.1.4.6 Accountability for Community Services**

##### Accountability for community service needs, including governmental structure and operational efficiencies

16. The District is governed by a five-member Board of Directors elected to serve 4-year terms. Regularly scheduled Board meetings are held on the second Tuesday of every month starting at 6:00 p.m. at the Manchester fire station located at 19601 State Highway 1 in Manchester. All meetings are open to the

public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.

17. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
18. The District maintains a website at <http://www.rcfpd.net>, which is a helpful communication tool to enhance government transparency and accountability. The District website could be expanded to include the term limits of and recruitment process for the Board of Directors in addition to posting past meeting agendas and staff reports, public hearing notices, adopted ordinances and resolutions, adopted budgets, financial audit reports, and the District fee schedule.
19. The public can submit written complaints by email, mail or fax and provide verbal complaints by phone or in person at the District office during business hours, Fridays from 9 am to 1 pm, or at the Board of Directors meetings during the general public comment period. The District Board has not received any formal complaints to date.

#### **3.1.4.7 Other Service Delivery Matters**

Any other matter related to effective or efficient service delivery, as required by commission policy
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20. There are no other matters related to service delivery required by Mendocino LAFCo Policy.

## 4 SPHERE OF INFLUENCE

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LAFCo prepares a Municipal Service Review (MSR) prior to or in conjunction with the Sphere of Influence (SOI) Update process. An SOI Update considers whether a change to the SOI, or probable future boundary, of a local government agency is warranted to plan the logical and orderly development of that agency in a manner that supports CKH Law and the Policies of the Commission. The MSR and required determinations for the Redwood Coast FPD are presented in Chapters 2 and 3 of this document and form the basis of information and analysis for this SOI Update. This chapter presents the SOI Update and required determinations pursuant to California Government Code §56425(e) for the Redwood Coast Fire Protection District.

### 4.1 SOI UPDATE

#### 4.1.1 EXISTING SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for Redwood Coast FPD is coterminous with the District boundary and was established by LAFCo on October 2, 2006 (LAFCo Resolution No. 2006-07). There have been no changes to the District boundary or SOI since the 2006 annexation (Refer to Section 2.1.2 for more information).

#### 4.1.2 OUT-OF-AREA SERVICES

The District does not maintain contracts with individual property owners to provide services outside its boundary. The District response area is larger than the District boundary area based on mutual aid services and dispatched service calls. Refer Section 3.1.1.4 for more information regarding mutual aid services.

#### 4.1.3 AREAS OF INTEREST

The District boundary is coterminous with the jurisdictional boundaries of the Elk Community Services District to the north and the South Coast Fire Protection District to the south. However, the majority of land in proximity to the District boundary is not within a fire district jurisdiction and is therefore considered to be unserved from a local provider perspective. While these areas are not located within the boundary of a local fire protection agency, they do receive fire protection services from CAL FIRE during fire season and local fire districts when dispatched. These adjacent areas are within the SRA and are primarily owned by a timber production company and the Conservation Fund. These areas are difficult to serve due to the distance from existing District fire stations, remote location, and access issues.

There is a large unserved area located north of the District boundary accessible from Cliff Ridge Road. This area is almost entirely owned by a timber production company. The District reports that this area is difficult to serve due to its distance from District facilities and resources (RCFPD, 2018).

There is a large unserved area located northeast and east of the District boundary accessible from Mountain View Road. The majority of this area was added to the Anderson Valley Community Services District (AVCSD) SOI in 2015; although, there are 7 parcels located directly south of the North Fork of Alder Creek that were not included because they were not within AVCSD's response area as mapped in 2015. The District reports that they cannot adequately serve this area and requests that these 7 parcels not be added to the District SOI (RCFPD, 2018).

There is a large unserved area located southeast of the District boundary accessible from Fish Rock Road. This area is primarily owned by a timber production company and the Conservation Fund. The District is evaluating this area to determine the appropriate service provider.

There is a small unserved area located south of the District boundary and north of the South Coast Fire Protection District (SCFPD) boundary. Part of this area is accessible from State Highway 1 and served by the District. The other part of this area is a rural residential subdivision bisected by Iversen Road and served by SCFPD. The District and SCFPD are evaluating this area to determine the appropriate service provider.

#### **4.1.4 PROPOSED SOI CHANGES**

The District has confirmed the adequacy of their existing District boundary and SOI. The coterminous SOI is appropriate given the District's current operating level. There are no proposed SOI changes for the Redwood Coast FPD.

#### **4.1.5 CONSISTENCY WITH LAFCO POLICIES**

While there are agricultural lands, open space lands, and agricultural preserves located within and adjacent to the District boundary, the provision of fire protection services alone does not jeopardize the preservation of these areas. Maintaining the existing District SOI is consistent with Mendocino LAFCO Policies.

#### **4.1.6 DETERMINATIONS**

It is recommended that the Commission affirm the existing SOI for the Redwood Coast Fire Protection District. The following statements have been prepared in support of this recommendation.

##### **4.1.6.1 Land Uses**

The present and planned land uses in the area, including agricultural and open space lands

The Redwood Coast FPD boundary contains a variety of land uses including commercial and residential development and recreational areas in the City of Point Arena, Manchester, Irish Beach and various other places along State Highway 1, transitioning to rural residential, agricultural and open space lands, and large tracts of forest and range lands in outlying areas. Mendocino County and the City of Point Arena have land use authority over privately-owned lands within the District boundary and make land-use decisions based on their respective jurisdictional boundaries, General Plans, and Zoning Regulations.

##### **4.1.6.2 Need for Facilities and Services**

The present and probable need for public facilities and services in the area

The Redwood Coast FPD provides structural fire protection, first responder for emergency medical and hazardous materials incidents, rescue and extrication, fire prevention, and wildland fire protection as a secondary provider

The District serves approximately 1,958 residents, including a population of 449 in the Point Arena Census Designated Place (CDP) and 195 in the Manchester CDP. The District estimates that the population doubles at times due to an influx of visitors during the summer and fishing or surf events. Population growth is expected to increase at an annual rate of approximately 0.2% for unincorporated areas of County of Mendocino and 1.05% for the City of Point Arena. The population of the District is not expected to increase significantly and no substantial new development is anticipated in the foreseeable future. The District



provides a critical service to the public. The residents and visitors currently receiving fire protection services from the District will continue to need this public service.

#### **4.1.6.3 Capacity of Facilities and Adequacy of Services**

GC §56425(e)(3): The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

As determined in the MSR prepared for the Redwood Coast FPD, the District has adequate facilities, personnel, finances, and equipment to meet current and future demands for public services within the next five years.

#### **4.1.6.4 Communities of Interest**

The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

No social or economic communities of interest have been identified that should be included in the District boundary or SOI.

#### **4.1.6.5 Disadvantaged Unincorporated Communities**

The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

The City of Point Arena and the unincorporated community of Manchester are the population centers within the District. Point Arena has an MHI of \$28,000 and Manchester has an MHI of \$44,821. The City qualifies as a disadvantaged community and Manchester qualifies as a DUC. The areas surrounding Point Arena and Manchester might also qualify as a DUC. All future proposed annexations to the District will require consideration of any DUC in proximity to the annexation area. The District does not provide water or sewer services, and is therefore not responsible for ensuring that these services are adequately provided to the community.

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## 6 ACKNOWLEDGEMENTS

### 6.1 REPORT PREPARATION

This Municipal Service Review and Sphere of Influence Update was prepared by Hinman & Associates Consulting, Inc., contracted staff for Mendocino LAFCo.

Uma Hinman, LAFCo Executive Officer  
Larkyn Feiler, LAFCo Analyst  
Beth Salomone, LAFCo Commission Clerk

### 6.2 ASSISTANCE AND SUPPORT

This Municipal Service Review and Sphere of Influence Update could not have been completed without the assistance and support from the following organizations and individuals.

Redwood Coast Fire Protection District	Claudia Hillary, Office Manager Rebecca Golly, Board President Michael Suddith, Fire Chief
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## 7 APPENDICES

### 7.1 APPENDIX A – OPEN GOVERNMENT RESOURCES

The purpose of this appendix is to provide a brief list of some educational resources for local agencies interested in learning more about the broad scope of public interest laws geared towards government transparency and accountability. This appendix is not intended to be a comprehensive reference list or to substitute legal advice from a qualified attorney. Feel free to contact the Mendocino LAFCo office at (707) 463-4470 to make suggestions of additional resources that could be added to this appendix.

The websites listed below provide information regarding the following open government laws: (1) **Public Records Act** (Government Code §6250 et seq.), (2) **Political Reform Act** – Conflict-of-Interest regulations (Government Code §81000 et seq.), (3) **Ethics Principles and Training** (AB 1234 and Government Code §53235), (4) **Brown Act** – Open Meeting regulations (Government Code §54950 et seq.), and (5) **Online Compliance** regulations (Section 508 of the US Rehabilitation Act and Government Code §11135).

- Refer to the State of California Attorney General website for information regarding public access to governmental information and processes at the following link: <https://oag.ca.gov/government>.
- Refer to the State of California Attorney General website for information regarding Ethics Training Courses required pursuant to AB 1234 at the following link: <https://oag.ca.gov/ethics>.
- The Fair Political Practices Commission (FPPC) is primarily responsible for administering and enforcing the Political Reform Act. The website for the Fair Political Practices Commission is available at the following link: <http://www.fppc.ca.gov/>.
- Refer to the California Department of Rehabilitation website for information regarding Section 508 of the US Rehabilitation Act and other laws that address digital accessibility at the following link: <http://www.dor.ca.gov/DisabilityAccessInfo/What-are-the-Laws-that-Cover-Digital-Accessibility.html>.
- Refer to the Institute for Local Government (ILG) website to download the Good Governance Checklist form at the following link: [www.ca-ilg.org/post/good-governance-checklist-good-and-better-practices](http://www.ca-ilg.org/post/good-governance-checklist-good-and-better-practices).
- Refer to the Institute for Local Government (ILG) website to download the Ethics Law Principles for Public Servants pamphlet at the following link: [www.ca-ilg.org/node/3369](http://www.ca-ilg.org/node/3369).
- Refer to the Institute for Local Government (ILG) website for information regarding Ethics Training Courses required pursuant to AB 1234 at the following link: <http://www.ca-ilg.org/ethics-education-ab-1234-training>.
- Refer to the California Special Districts Association (CSDA) website for information regarding online and website compliance webinars at the following link: <http://www.csda.net/tag/webinars/>.

# MENDOCINO

## Local Agency Formation Commission

### Staff Report

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Amendment to Alternate Commissioner Participation Policy

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#### Recommendation

- a) Adopt Resolution 17-18-09, approving the amendment to the Alternate Commissioner Participation Policy; or
- b) Provide further direction to the Policies and Procedures Committee and/or staff; or
- c) Deny the proposed amendment.

#### Background

The Commission directed the Policies & Procedures Committee to review and make recommendations on the policies defining the participation of alternate members in closed sessions. The Policies and Procedures Committee met on April 9, 2018 and discussed the policy, making the following recommended changes to the current policy. The amendments are noted with strikethrough/underline.

#### Participation of Alternate Members

- A. Alternate Members shall be seated and entitled to vote if a Regular Member is their category is absent, or has been disqualified on any manner. If both Regular Members in their category are absent or disqualified, the Alternate Member who is authorized to serve shall only have one vote.
- B. Alternate Members are encouraged to take an active role in LAFCo matters including Commission discussions, policy development, working groups, workshops, committees, and CALAFCO activities.
- ~~C. Alternate Members may attend closed sessions when a Regular Member in their category is not present.~~
- C. Because Alternate Members may at any time be called upon to vote in place of a Regular Member, the Mendocino LAFCo encourages Alternate Members to participate in and to attend closed sessions, even when they may not vote.

The Executive Officer has consulted with LAFCo Counsel who also recommends that alternate members be included in closed sessions to insure they are informed for decision making should they be called upon in a regular member's absence. Counsel has reviewed the policy amendment.

Attachments: 1) Resolution No. 17-18-09



**Resolution No. 2017-18-09  
of the Local Agency Formation Commission of Mendocino County**

**Amending the  
Alternate Commissioner Participation Policy**

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, shall adopt policies and procedures to carry out their functions, (§56300); and

WHEREAS, this Commission held a public meeting on the proposed policy amendment to the “Alternate Commission Participation Policy” and at that meeting, this Commission received the report of the Executive Officer and all oral and written comments with respect to the proposed policy amendment.

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

Participation of Alternate Members

- A. Alternate Members shall be seated and entitled to vote if a Regular Member in their category is absent, or has been disqualified on any manner. If both Regular Members in their category are absent or disqualified, the Alternate Member who is authorized to serve shall only have one vote.
- B. Alternate Members are encouraged to take an active role in LAFCo matters including Commission discussions, policy development, working groups, workshops, committees, and CALAFCO activities.
- C. Because Alternate Members may at any time be called upon to vote in place of a Regular Member, the Mendocino LAFCo encourages Alternate Members to participate in and to attend closed sessions, even when they may not vote.

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 May 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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GERALD WARD, Chair

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UMA HINMAN, Executive Officer

# MENDOCINO

## Local Agency Formation Commission

### Staff Report

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: DRAFT Electronic Email and Devices Policy

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#### **Recommendation**

- a) Adopt Resolution 17-18-10, approving the Draft Electronic Devices Policy; or
- b) Provide further direction to the Policies and Procedures Committee and/or staff; or
- c) Deny the proposed policy.

#### **Background**

The Commission directed the Policies & Procedures Committee to develop a policy regarding the use of electronic devices for official LAFCo business. The Policies & Procedures Committee met on April 9, 2018 and discussed a draft policy and recommends the following language to the Commission for consideration.

#### Electronic Email and Devices Policy

1. Mendocino LAFCo discourages the use of personal email accounts for LAFCo-related business. All LAFCo related business should be conducted through Commissioners' respective agency-provided email accounts (i.e., county, city, special district), or a personal email account designated specifically for LAFCo business.
2. Mendocino LAFCo discourages the use of personal electronic devices in the course of LAFCo business as any device used may be subject to search as permitted or required by law. Should Commissioners and staff choose to use personal electronic devices for LAFCo-related business, such communications may be public records and they are assuming the risk that their device may be subject to search for public records.
3. In order to avoid inadvertent violations of open meeting laws, the Commissioners may not use portable electronic devices to communicate with each other during a meeting of the Commission. Further, consistent with law, a majority of the Commissioners may not communicate with each other, either at the same time or serially, regarding LAFCo matters, outside of noticed Commission meetings.
4. Use of electronic devices for any reason during the active portion of LAFCo meetings is discouraged as it creates a public perception of inattention to the LAFCo proceedings.
5. Commissioners and staff should delete all confidential information from portable or personal electronic devices in conformance with LAFCo Record Retention policies. It may be deleted from a personal device without conformance with the retention policy if a copy has been stored in LAFCo records and will be available for the required retention period.

The Executive Officer has consulted with LAFCo Counsel who provided input on policy language.

Attachment: Resolution 17-18-10

**Resolution No. 2017-18-10**  
**of the Local Agency Formation Commission of Mendocino County**

**Approving the**  
**Electronic Email and Devices Policy**

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, shall adopt policies and procedures to carry out their functions, (§56300); and

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as Commission, held a public meeting on the proposed policy regarding use of electronic email and devices for official LAFCo business, and at that meeting the Commission received the report of the Executive Officer and all oral and written comments with respect to the proposed policy amendment.

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

Electronic Email and Devices Policy

1. Mendocino LAFCo discourages the use of personal email accounts for LAFCo-related business. All LAFCo related business should be conducted through Commissioners' respective agency-provided email accounts (i.e., county, city, special district), or a personal email account designated specifically for LAFCo business.
2. Mendocino LAFCo discourages the use of personal electronic devices in the course of LAFCo business as any device used may be subject to search as permitted or required by law. Should Commissioners and staff choose to use personal electronic devices for LAFCo-related business, such communications may be public records and they are assuming the risk that their device may be subject to search for public records.
3. In order to avoid inadvertent violations of open meeting laws, the Commissioners may not use portable electronic devices to communicate with each other during a meeting of the Commission. Further, consistent with law, a majority of the Commissioners may not communicate with each other, either at the same time or serially, regarding LAFCo matters, outside of noticed Commission meetings.
4. Use of electronic devices for any reason during the active portion of LAFCo meetings is discouraged as it creates a public perception of inattention to the LAFCo proceedings.
5. Commissioners and staff should delete all confidential information from portable or personal electronic devices in conformance with LAFCo Record Retention policies. It may be deleted from a personal device without conformance with the retention policy if a copy has been stored in LAFCo records and will be available for the required retention period.

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 May 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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GERALD WARD, Chair

---

UMA HINMAN, Executive Officer

**MENDOCINO**  
**Local Agency Formation Commission**

**Staff Report**

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Draft 2018 Legislative Platform

---

**Recommendation**

- a) Adopt Resolution No. 17-18-11 approving the attached 2018 Legislative Platform.
- b) Provide further direction to the Policies and Procedures Committee and/or staff; or
- c) Deny the Draft 2018 Legislative Platform.

**Background**

Consistent with Mendocino LAFCo's Legislative Policy, the Policies & Procedures Committee reviewed CALAFCO's 2018 Legislative Platform at its April 9, 2018 meeting. CALAFCO's Platform is substantially the same as the 2017 Platform, with nuanced changes relating to agricultural lands. Specifically, the changes specifically call out *prime agricultural lands and open space lands*, where agricultural lands was previously mentioned.

The Policies & Procedures Committee's recommended changes are consistent with those adopted by the Commission for the 2017 Legislative Platform and are indicated in the attached Draft 2018 Legislative Platform with underline/~~striketrough~~.

Attachments:

- (1) Draft 2017 Legislative Platform
- (2) Resolution No. 2017-18-11

# Mendocino LAFCo

## DRAFT 2018 Legislative Platform

### **1. LAFCo Purpose and Authority**

- 1.1. Support legislation which enhances LAFCo authority and powers to carry out the legislative findings and authority in Government Code §56000 et seq., and oppose legislation which diminishes LAFCo authority.
- 1.2. Support authority for each LAFCo to establish local policies to apply Government Code §56000 et seq. based on local needs and conditions, and oppose any limitations to that authority.
- 1.3. Oppose additional LAFCo responsibilities, which require expansion of current local funding sources. Oppose unrelated responsibilities which dilute LAFCo ability to meet its primary mission.
- 1.4. Support alignment of responsibilities and authority of LAFCo and regional agencies, which may have overlapping responsibilities in orderly growth, preservation, and service delivery, and oppose legislation or policies which create conflicts or hamper those responsibilities.
- 1.5. Oppose grants of special status to any individual agency or proposal to circumvent the LAFCo process.
- 1.6. Support individual commissioner responsibility that allows each commissioner to independently vote his or her conscience on issues affecting his or her own jurisdiction.

### **2. LAFCo Organization**

- 2.1. Support the independence of LAFCo from local agencies.
- 2.2. Oppose the re-composition of any LAFCo to create special seats and recognize the importance of balanced representation provided by cities, the county, the public, and special districts in advancing the public interest.
- 2.3. Support representation of special districts on all LAFCOs in counties with independent districts and oppose removal of special districts from any LAFCo.
- 2.4. Support communication and collaborative decision-making among neighboring LAFCOs when growth pressures and multicounty agencies extend beyond a LAFCo's boundaries.

### **3. Agricultural and Open Space Protection**

- 3.1. Support legislation which clarifies LAFCo authority to identify, encourage and ensure the preservation of agricultural and open space lands.
- 3.2. Encourage a consistent definition of agricultural and open space lands.
- 3.3. Support policies which encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands.
- 3.4. Support policies and tools, which protect all types of agricultural lands, including prime agricultural lands and open space lands.
- 3.5. Support the continuance of the Williamson Act and restoration of program funding through State subvention payments.



#### **4. Orderly Growth**

- 4.1. Support the recognition and use of spheres of influence as a management tool to provide better planning of growth and development, and to preserve agricultural and open space lands.
- 4.2. Support recognition of LAFCo spheres of influence by other agencies involved in determining and developing long-term growth and infrastructure plans.
- 4.3. Support orderly boundaries of local agencies and the elimination of islands within the boundaries of agencies.
- 4.4. Support communication among cities, counties, and special districts through a collaborative process that resolves service, housing, land use, and fiscal issues, prior to application to LAFCo.
- 4.5. Support cooperation between counties, ~~and cities,~~ and special districts on decisions related to development within the city's designated sphere of influence.

#### **5. Service Delivery and Local Agency Effectiveness**

- 5.1. Support the use of LAFCo resources to review Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, sustainable communities, and conformity with LAFCo's legislative mandates. Support efforts that enhance meaningful collaboration between LAFCo and regional planning agencies.
- 5.2. Support LAFCo authority as the preferred method of local governance. Support the availability of LAFCo tools which provide options for local governance and efficient service delivery, including the authority to impose conditions that assure a proposal's conformity with LAFCo's legislative mandates.
- 5.3. Support the creation or reorganization of local governments in a deliberative, open process which will fairly evaluate the proposed new or successor agency's long-term financial viability, governance structure and ability to efficiently deliver proposed services.
- 5.4. Support the availability of tools for LAFCo to insure equitable distribution of revenues to local government agencies consistent with their service delivery responsibilities.
- 5.5. Support collaborative efforts, including consolidation, among agencies and LAFCo that encourage opportunities for sharing of services, staff and facilities to provide more efficient and cost effective services. Support legislation which provides LAFCo with additional opportunities to encourage shared services.

### Primary Issues

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#### **A. Authority of LAFCo**

Support legislation that maintains or enhances LAFCo's authority to condition proposals to address any or all financial, growth, service delivery, and agricultural and open space preservation issues. Support legislation that maintains or enhances LAFCo's ability to make decisions regarding boundaries and formations, as well as to enact recommendations related to the delivery of services and the agencies providing them, including changes of organization and reorganizations.

#### **B. Agriculture and Open Space Protection**

Support policies, programs and legislation that recognize LAFCo's mission to protect and mitigate the loss of all types of agricultural lands, including prime agricultural lands and open space lands, and that encourage other agencies to coordinate with local LAFCOs on land preservation and orderly growth. Support efforts that encourage the creation of habitat conservation plans.

#### **C. Water Availability**

Support policies, programs and legislation that promote an integrated approach to water availability and management. Promote adequate water supplies and infrastructure planning for current and planned growth as well as to support the sustainability of all types of agricultural lands, including prime agricultural lands and open space lands. Support policies that assist LAFCo in obtaining accurate and reliable water supply information to evaluate current and cumulative water demands for service expansions and boundary changes, including impacts of expanding water company service areas on orderly growth, and the impacts of consolidation or dissolution of water companies providing services.

#### **D. Viability of Local Services**

Support legislation that maintains or enhances LAFCo's ability to review and act to determine the efficient and sustainable delivery of local services and the financial viability of agencies providing those services to meet current and future needs, including those identified in regional planning efforts such as sustainable communities strategies. Support legislation which provides LAFCo and local communities with options for local governance and service delivery to ensure efficient, effective, and quality service delivery. Support efforts that provide tools to local agencies to address aging infrastructure, fiscal challenges, the maintenance of services, and services to disadvantaged communities.

## **Issues of Interest**

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### **A. Housing**

Provision of territory and services to support housing plans consistent with regional land use plans and local LAFCo policies.

### **B. Transportation**

Effects of Regional Transportation Plans and expansion of transportation systems on future urban growth and service delivery needs, and the ability of local agencies to provide those services.

### **C. Flood Control**

The ability and effectiveness of local agencies to maintain and improve levees and protect current infrastructure. Carefully consider the value of uninhabited territory, and the impact to public safety of proposed annexation to urban areas of uninhabited territory which is at risk for flooding. Support legislation that includes assessment of agency viability in decisions involving new funds for levee repair and maintenance. Support efforts that encourage the creation of habitat conservation plans.

### **D. Adequate Municipal Services in Inhabited Territory**

Expedited processes for inhabited annexations should be consistent with LAFCo law and be fiscally viable. To promote environmental justice for underserved inhabited communities, funding sources should be identified for extension of municipal services, including options for annexation of contiguous disadvantaged unincorporated communities. Support policies, programs, and legislation which would provide municipal services to disadvantaged communities. Promote the delivery of adequate, sustainable, efficient, and effective levels of service through periodic updates of Municipal Service reviews, Spheres of Influence, and other studies.

**Resolution No. 2017-18-11**  
**of the Local Agency Formation Commission of Mendocino County**

**Approving the**  
**Adoption of a 2018 Legislative Platform**

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

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the "Commission," shall consider adoption of a legislative platform annually, at the first regular Commission meeting following the CALAFCO publication of their legislative platform, or as needed; and

WHEREAS, the Commission shall consider the annual CALAFCO adopted legislative platform; and

WHEREAS, the Policies and Procedures Committee has reviewed CALAFCO's adopted 2018 Legislative Platform and recommends the attached legislative platform to the Commission; and

WHEREAS, this Commission held a public meeting regarding the proposed adoption of a legislative platform for 2018, and at that meeting, this Commission received all oral and written comments with respect to the proposed platform, the recommendation of the Policies and Procedures Committee for adoption, and the report of the Executive Officer.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE AND ORDER the adoption of the 2018 Legislative Platform, as set forth 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 May 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
UMA HINMAN, Executive Officer

\_\_\_\_\_  
GERALD WARD, Chair

## EXHIBIT A

# Mendocino LAFCo 2018 Legislative Platform

### 1. LAFCo Purpose and Authority

- 1.1. Support legislation which enhances LAFCo authority and powers to carry out the legislative findings and authority in Government Code §56000 et seq., and oppose legislation which diminishes LAFCo authority.
- 1.2. Support authority for each LAFCo to establish local policies to apply Government Code §56000 et seq. based on local needs and conditions, and oppose any limitations to that authority.
- 1.3. Oppose additional LAFCo responsibilities, which require expansion of current local funding sources. Oppose unrelated responsibilities which dilute LAFCo ability to meet its primary mission.
- 1.4. Support alignment of responsibilities and authority of LAFCo and regional agencies, which may have overlapping responsibilities in orderly growth, preservation, and service delivery, and oppose legislation or policies which create conflicts or hamper those responsibilities.
- 1.5. Oppose grants of special status to any individual agency or proposal to circumvent the LAFCo process.
- 1.6. Support individual commissioner responsibility that allows each commissioner to independently vote his or her conscience on issues affecting his or her own jurisdiction.

### 2. LAFCo Organization

- 2.1. Support the independence of LAFCo from local agencies.
- 2.2. Oppose the re-composition of any LAFCo to create special seats and recognize the importance of balanced representation provided by cities, the county, the public, and special districts in advancing the public interest.
- 2.3. Support representation of special districts on all LAFCos in counties with independent districts and oppose removal of special districts from any LAFCo.
- 2.4. Support communication and collaborative decision-making among neighboring LAFCos when growth pressures and multicounty agencies extend beyond a LAFCo's boundaries.

### 3. Agricultural and Open Space Protection

- 3.1. Support legislation which clarifies LAFCo authority to identify, encourage and ensure the preservation of agricultural and open space lands.
- 3.2. Encourage a consistent definition of agricultural and open space lands.
- 3.3. Support policies which encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands.
- 3.4. Support policies and tools, which protect all types of agricultural lands, including prime agricultural lands and open space lands.
- 3.5. Support the continuance of the Williamson Act and restoration of program funding through State subvention payments.

#### **4. Orderly Growth**

- 4.1. Support the recognition and use of spheres of influence as a management tool to provide better planning of growth and development, and to preserve agricultural and open space lands.
- 4.2. Support recognition of LAFCo spheres of influence by other agencies involved in determining and developing long-term growth and infrastructure plans.
- 4.3. Support orderly boundaries of local agencies and the elimination of islands within the boundaries of agencies.
- 4.4. Support communication among cities, counties, and special districts through a collaborative process that resolves service, housing, land use, and fiscal issues, prior to application to LAFCo.
- 4.5. Support cooperation between counties, cities, and special districts on decisions related to development within the city's designated sphere of influence.

#### **5. Service Delivery and Local Agency Effectiveness**

- 5.1. Support the use of LAFCo resources to review Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, sustainable communities, and conformity with LAFCo's legislative mandates. Support efforts that enhance meaningful collaboration between LAFCo and regional planning agencies.
- 5.2. Support LAFCo authority as the preferred method of local governance. Support the availability of LAFCo tools which provide options for local governance and efficient service delivery, including the authority to impose conditions that assure a proposal's conformity with LAFCo's legislative mandates.
- 5.3. Support the creation or reorganization of local governments in a deliberative, open process which will fairly evaluate the proposed new or successor agency's long-term financial viability, governance structure and ability to efficiently deliver proposed services.
- 5.4. Support the availability of tools for LAFCo to insure equitable distribution of revenues to local government agencies consistent with their service delivery responsibilities.
- 5.5. Support collaborative efforts, including consolidation, among agencies and LAFCo that encourage opportunities for sharing of services, staff and facilities to provide more efficient and cost effective services. Support legislation which provides LAFCo with additional opportunities to encourage shared services.



## **Primary Issues**

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### **A. Authority of LAFCo**

Support legislation that maintains or enhances LAFCo's authority to condition proposals to address any or all financial, growth, service delivery, and agricultural and open space preservation issues. Support legislation that maintains or enhances LAFCo's ability to make decisions regarding boundaries and formations, as well as to enact recommendations related to the delivery of services and the agencies providing them, including changes of organization and reorganizations.

### **B. Agriculture and Open Space Protection**

Support policies, programs and legislation that recognize LAFCo's mission to protect and mitigate the loss of all types of agricultural lands, including prime agricultural lands and open space lands, and that encourage other agencies to coordinate with local LAFCOs on land preservation and orderly growth. Support efforts that encourage the creation of habitat conservation plans.

### **C. Water Availability**

Support policies, programs and legislation that promote an integrated approach to water availability and management. Promote adequate water supplies and infrastructure planning for current and planned growth as well as to support the sustainability of all types of agricultural lands, including prime agricultural lands and open space lands. Support policies that assist LAFCo in obtaining accurate and reliable water supply information to evaluate current and cumulative water demands for service expansions and boundary changes, including impacts of expanding water company service areas on orderly growth, and the impacts of consolidation or dissolution of water companies providing services.

### **D. Viability of Local Services**

Support legislation that maintains or enhances LAFCo's ability to review and act to determine the efficient and sustainable delivery of local services and the financial viability of agencies providing those services to meet current and future needs, including those identified in regional planning efforts such as sustainable communities strategies. Support legislation which provides LAFCo and local communities with options for local governance and service delivery to ensure efficient, effective, and quality service delivery. Support efforts that provide tools to local agencies to address aging infrastructure, fiscal challenges, the maintenance of services, and services to disadvantaged communities.

## **Issues of Interest**

---

### **A. Housing**

Provision of territory and services to support housing plans consistent with regional land use plans and local LAFCo policies.

### **B. Transportation**

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### **C. Flood Control**

The ability and effectiveness of local agencies to maintain and improve levees and protect current infrastructure. Carefully consider the value of uninhabited territory, and the impact to public safety of proposed annexation to urban areas of uninhabited territory which is at risk for flooding. Support legislation that includes assessment of agency viability in decisions involving new funds for levee repair and maintenance. Support efforts that encourage the creation of habitat conservation plans.

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Expedited processes for inhabited annexations should be consistent with LAFCo law and be fiscally viable. To promote environmental justice for underserved inhabited communities, funding sources should be identified for extension of municipal services, including options for annexation of contiguous disadvantaged unincorporated communities. Support policies, programs, and legislation which would provide municipal services to disadvantaged communities. Promote the delivery of adequate, sustainable, efficient, and effective levels of service through periodic updates of Municipal Service reviews, Spheres of Influence, and other studies.

# MENDOCINO

## Local Agency Formation Commission

### Staff Report

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Call to Legislative Action – AB 2262

---

#### **Recommendation**

Staff recommends that the Commission take a “support as amended” position on AB 2262 and direct staff to send the attached letter to both the author and the Assembly Local Government Committee.

#### **Background**

The Coast Life Support District was created by state legislation in 1986 to provide emergency medical services (AB 4227, 2672, and AB 2091). The bi-county District provides emergency ambulance service to northern Sonoma and southern Mendocino coast communities, from Irish Beach in the north to just south of Sea Ranch, in the south, and also including Manchester, Point Arena, Gualala, Annapolis, and three Native American Rancherias: Kashia, Manchester and Point Arena. Although the District extends into Mendocino County, Sonoma LAFCo is the principal LAFCo.

Over the years, District operations have evolved such that the District also provides urgent care services and has asked for and received voter approval of funding for the services it provides. More recently, the District determined that provision of urgent care services was not specified in the special act that created the District, and the District sought remedy via state legislation (AB 2262).

Through AB 2262, the District is seeking to include “urgent medical services” as part of the District’s authority. The District believes that they were subject to the Cortese-Knox Act of 1985 and not the Cortese-Knox-Hertzberg Reorganization Act of 2000. Further, the District maintains it is an assessment district and not subject to LAFCo’s determination of a change of organization. Both Sonoma LAFCo and CALAFCo disagree and have been working to ensure LAFCo process is not circumvented.

The original bill was heard in the Health Committee in March and passed on the Consent Calendar. It was heard in the Assembly Local Government Committee in early April and was amended. The amended bill (attached), reflects two changes: (1) reference to Cortese-Knox-Hertzberg Reorganization Act of 2000, instead of the Cortese-Knox Act; and (2) the requirement that the District seek a change of organization from Sonoma LAFCo for exercise of the latent power. According to the [www.leginfo.legislature.ca.gov](http://www.leginfo.legislature.ca.gov) site for this bill, it appears the bill has passed the Assembly and will next go to the Senate for consideration.

Since the District is partially located in Mendocino County, it would be appropriate for the Commission to consider joining Sonoma LAFCo and CALAFCo in providing a letter to the author.

Attachments: 1) AB 2262 text  
2) Draft Letter of Support


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**AB-2262 Coast Life Support District Act: urgent medical care services.** (2017-2018)

SHARE THIS:



Date Published: 04/16/2018 09:00 PM

AMENDED IN ASSEMBLY APRIL 16, 2018

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

**ASSEMBLY BILL****No. 2262****Introduced by Assembly Member Wood****February 13, 2018**

An act to amend Sections ~~10~~ 9, 10, and 40 of the Coast Life Support District Act (Chapter 375 of the Statutes of 1986), relating to health care facilities.

## LEGISLATIVE COUNSEL'S DIGEST

AB 2262, as amended, Wood. Coast Life Support District Act: urgent medical care services.

Existing ~~law~~ law, the *Coast Life Support District Act*, establishes the Coast Life Support District and specifies the powers of the district. The district is authorized, among other things, to supply the inhabitants of the district emergency medical services, as specified.

This bill would additionally authorize the district to provide urgent medical care services.

*Existing law, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, formerly known as the Cortese-Knox Local Government Reorganization Act of 1985, among other things, establishes procedures for consideration of a proposal for change of organization, which is defined to include a proposal for the exercise of new or different functions or classes of services, or the divestiture of the power to provide particular functions or classes of services, within all or part of the jurisdictional boundaries of a special district. The Coast Life Support District Act requires the Cortese-Knox Local Government Reorganization Act of 1985 to govern any change of organization of the district following its formation.*

*This bill would update Coast Life Support District Act's reference to the Cortese-Knox Local Government Reorganization Act of 1985 to instead reference the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and would, if the board of directors of the Coast Life Support District desires to exercise the power to provide urgent medical care services, require the board to first receive the approval of the local agency formation commission.*

This bill would make legislative findings and declarations as to the necessity of a special statute for the Coast Life Support District.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** *Section 9 of the Coast Life Support District Act (Chapter 375 of the Statutes of 1986) is amended to read:*

**Sec. 9.** ~~Following the formation of the district, the Cortese-Knox-~~ *The Cortese-Knox-Hertzberg Local Government Reorganization-Act, of Division Act of 2000 (Division 3 (commencing with Section 56000) of Title 5 of the Government-Code Code), and any successor statute, shall govern any change of-organization- organization to the district.*

~~SECTION 4.~~ **SEC. 2.** *Section 10 of the Coast Life Support District Act (Chapter 375 of the Statutes of 1986) is amended to read:*

~~Sec. 10.~~ **Sec. 10.** *Unless the context otherwise requires, the definitions in this section shall govern the construction of this act.*

(a) "Board" or "board of directors" means the board of directors of the Coast Life Support District.

(b) "County" or "counties" means Mendocino and Sonoma Counties.

(c) "District" means the Coast Life Support District.

- (d) "Elector" or "qualified elector" or "voter or "qualified voter" means any registered voter residing within the district.
- (e) "Health facility" or "health care facility" means any facility, place, or building duly licensed for the purpose of providing emergency medical services or urgent medical care services.
- (f) "May" is permissive and "shall" is mandatory.
- (g) "Medical personnel" includes physicians, nurses, and emergency medical services personnel certified in accordance with Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- (h) "Medical services" includes all services provided by medical personnel.
- (i) "State" means the State of California, including any one or more of the bureau, commissions, divisions, departments, boards, agencies, and officers of the State of California.

**SEC. 2. SEC. 3.** Section 40 of the Coast Life Support District Act (Chapter 375 of the Statutes of 1986) is amended to read:

**Sec. 40. Sec. 40.** The district may exercise the powers hereinafter granted as follows:

(a) For the purposes of supplying to the inhabitants of the district emergency medical services, including emergency ambulance services, basic life support services, limited advanced life support services, and advanced life support services, including medical equipment and supplies, within and without the district subject to the provisions of Division 2.5 (commencing with Section 1797) of the Health and Safety Code.

(b) (1) For the purposes of supplying to the inhabitants of the district urgent medical care services.

*(2) If the board desires to exercise the power authorized in this subdivision, regardless of whether the board has provided similar services prior to January 1, 2019, the board shall first receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3 of the Government Code.*

**SEC. 3. SEC. 4.** The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique circumstances that the inhabitants of the Coast Life Support District face in receiving medical care.

# 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](mailto:eo@mendolafco.org) | Web: [www.mendolafco.org](http://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

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

**Scott Ignacio, Alternate**  
Point Arena City Council

**Dan Hamburg, Alternate**  
County Board of Supervisors

**Carol Rosenberg, Alternate**  
Public Member

**Vacant**  
Alternate Special District Seat

**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

May 7, 2018

Assembly Member Jim Wood  
California State Assembly  
State Capitol, Room 6005  
Sacramento, CA 95814

**RE: SUPPORT AS AMENDED FOR AB 2262** (April 16, 2018)

Dear Assembly Member Wood:

The Mendocino Local Agency Formation Commission (LAFCo) supports ***Assembly Bill 2262***, as amended April 16, 2018, which pertains to the Coast Life Support District (the District). The District is a bi-county district that covers northern coastal Sonoma County and extends into the southern coastal portion of Mendocino County. The recent amendments address LAFCo concerns including updating the reference to the Cortese-Knox-Hertzberg Reorganization Act of 2000 (the Act) in the enabling statute for the District.

Further, they add language that requires the District to seek LAFCo approval in the official activation of the powers to provide urgent care services. This addition is clearly aligned with existing language in the District's enabling act that the Act shall govern any changes of organization or reorganization by the District.

For these reasons, the Mendocino LAFCo is pleased to join Sonoma LAFCo and the California Association of Local Agency Formation Commissions (CALAFCO) in supporting ***AB 2262*** and thank you for amending this piece of legislation.

Yours sincerely,

Gerald Ward  
Mendocino LAFCo

cc: Members, Assembly Local Government Committee  
Debbie Michel, Chief Consultant, Assembly Local Government Committee  
Carole Cooper, Deputy Executive Officer, Sonoma LAFCo  
Pamela Miller, Executive Director, CALAFCO

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: May 7, 2018  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Status of Applications, Proposals, and Work Plan

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### Active Applications

Active applications on file with the Commission are listed below with any updates noted and the date of last activity.

- City of Ukiah Detachment of Ukiah Valley Sanitation District (UVSD) Served Areas  
Last activity: December 2014

### Pre-Applications

None

### Future Projects

Potential project proposals that have been brought to LAFCo's attention are listed below with any updates noted and the date of last activity.

- Anderson Valley CSD Proposed Activation of Latent Powers to Provide Water and Sewer Services  
Last Activity: September 2017
- Proposed Consolidation of Four Water Districts in the Ukiah Valley area  
Last Activity: December 2016
- Proposed Brooktrails Boulevard District  
Last Activity: March 2018



**MSR & SOI UPDATES:**

The following provides an update on the 2017/2018 Work Plan. Please note that targeted workshop dates are dependent on district responsiveness, timely provision of requested information, and staff workloads.

<b>MSR</b>	<b>SOI</b>	<b>MSR/SOI</b>	<b>Targeted Workshop Date</b>	<b>Status</b>
	X	Fire Districts (13)	Varies	Public Hearing 4/2/18 & 5/7/18
		Albion-Little River FPD	12/4/17	
		Comptche CSD	8/1/17	
		Elk CSD	10/2/17	
		Little Lake FPD	6/5/17	
		South Coast FPD	12/4/17	
		Long Valley FPD	2/5/17	
		Piercy FPD	2/5/17	
		Leggett Valley FPD	2/5/17	
		Covelo FPD	3/5/17	
		Potter Valley CSD	3/5/17	
		Mendocino FPD	3/5/17	
		Redwood Valley-Calpella FPD	3/5/17	
		Hopland FPD	3/5/17	
X	X	Redwood Coast FPD	5/7/18	Administrative Draft review by District
X	X	Brooktrails CSD	July/August	In Progress
X	X	City of Willits	August	Special study in progress
X	X	Ukiah Valley FPD	June/July	
X	X	Fort Bragg Rural FPD	June/July	
X	X	Covelo CSD		
X	X	Mendocino City CSD		
X	X	Mendocino Coast RPD		
		Mutual Water Companies	June/July 2018	Profiles only; information being received and compilation in progress.
X	X	City of Fort Bragg	--	Completed – Adopted 12/4/17

# CALAFCO List of Current Tracked Bills As of 4/10/2018

## Priority 1

AB 2050 (Caballero D) Small System Water Authority Act of 2018.  
 Current Text: Amended: 3/19/2018 [html](#) [pdf](#)  
 Introduced: 2/6/2018  
 Last Amend: 3/19/2018  
 Status: 3/20/2018-Re-referred to Com. on E.S. & T.M.  
 Location: 3/19/2018-A. E.S. & T.M.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered	
1st House				2nd House								

Calendar: 4/10/2018 1:30 p.m. - State Capitol, Room 444 ASSEMBLY ENVIRONMENTAL SAFETY AND TOXIC MATERIALS, QUIRK, Chair

Summary: Would create the Small System Water Authority Act of 2018 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill, no later than March 1, 2019, would require the state board to provide written notice to cure to all public agencies, private water companies, or mutual water companies that operate a public water system that has either less than 3,000 service connections or that serves less than 10,000 people, and are not in compliance with applicable drinking water standards as of December 31, 2018.

Position	Subject
Watch	LAFCo Administration, Municipal Services, Water

CALAFCO Comments: This bill is sponsored by Eastern Municipal Water District and the CA Municipal Utilities Assoc. The intent is to give the State Water Resources Control Board (SWRCB) authority to mandate the dissolution of existing drinking water systems (public, mutual and private) and authorize the formation of a new public water system. The focus is on non-contiguous systems. The SWRCB already has the authority to mandate consolidation of these systems, this will add the authority to mandate dissolution and formation of a new public agency.

CALAFCO met with the sponsors several times and they indicate a desire to work with LAFCos on creating a workable process. We have provided feedback including content of a proposal for service, feedback on the timing and process of dissolution and formation, amended language to ensure LAFCo funding, and several other things. It is our understanding that LAFCo will lack any discretion in the dissolution of any public water agency mandated by the SWRCB and the formation of a new entity as mandated by the SWRCB. CALAFCO will continue to work with the sponsors and author.

AB 2238 (Aguiar-Curry D) Local agency formation: regional housing need allocation: fire hazards: local health emergencies: hazardous and medical waste.  
 Current Text: Amended: 4/3/2018 [html](#) [pdf](#)  
 Introduced: 2/13/2018  
 Last Amend: 4/3/2018  
 Status: 4/4/2018-Re-referred to Com. on L. GOV.  
 Location: 3/1/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered	
1st House				2nd House								

Calendar: 4/18/2018 1:30 p.m. - State Capitol, Room 127 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 specifies the factors that a local agency formation commission is required to consider in the review of a proposal for a change of organization or reorganization, including, among other things, the proposal's consistency with city or county general and specific plans. This bill would require the commission to consider information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone or maps that identify land determined to be in a state responsibility area if it is determined that such information is relevant to the area that is the subject of the proposal.

Position  
Watch

Subject  
Climate Change, Growth  
Management

CALAFCO Comments: This bill seeks to add another factor for LAFCo consideration in the review of a proposal. That factor is information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone pursuant to Section 51178 or maps that identify land determined to be in a state responsibility area pursuant to Section 4102 of the Public Resources Code, if it is determined that such information is relevant to the area that is the subject of the proposal.

The bill also adds two non-LAFCo-related sections pertaining to the update of a housing element.

This bill is in response to the rash of wildfires throughout the state over the past several years and the ongoing threat of same as a result of climate change.

AB 2258

(Caballero D) Local agency formation commissions: grant program.

Current Text: Amended: 4/9/2018 [html](#) [pdf](#)

Introduced: 2/13/2018

Last Amend: 4/9/2018

Status: 4/9/2018-From committee chair, with author's amendments: Amend, and re-refer to Com. on L. GOV. Read second time and amended.

Location: 3/15/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/18/2018 1:30 p.m. - State Capitol, Room 127 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Current law establishes the Strategic Growth Council in state government and assigns to the council certain duties, including providing, funding, and distributing data and information to local governments and regional agencies that will assist in the development and planning of sustainable communities. This bill would require the Strategic Growth Council, until January 1, 2024, to establish and administer a local agency formation commissions grant program for the payment of costs associated with initiating and completing the dissolution of inactive districts, the payment of costs associated with a study of the services provided within a county by a public agency, and for other specified purposes, including the initiation of an action, based on determinations found in the study, as approved by the commission.

Position  
Sponsor

Subject  
Other

CALAFCO Comments: This is a CALAFCO sponsored bill following up on the recommendation of the Little Hoover Commission report of 2017 for the Legislature to provide LAFCos one-time grant funding for in-depth studies of potential reorganization of local service providers. CALAFCO is working with the Strategic Growth Council (SGC) who has agreed to administer the grant program. Grant funds will be used specifically for conducting special studies to identify and support opportunities to create greater efficiencies in the provision of municipal services; to potentially initiate actions based on those studies that remove or reduce local costs thus incentivizing local agencies to work with the LAFCo in developing and implementing reorganization plans; and the dissolution of inactive districts (pursuant to SB 448, Wieckowski, 2017). The grant program would sunset on December 31, 2023.

The bill also changes the protest threshold for LAFCo initiated actions, solely for the purposes of actions funded pursuant to this new section. It allows LAFCo to order the dissolution of a district (outside of the ones identified by the SCO) pursuant to a majority protest (mirroring existing language in Government Code Section 57077.1.c). For all other changes of organization or reorganization pursuant to this section, the threshold would be 25% rather than 10%, in accordance with Government Code Section 57075.

A separate budget ask of \$2 million over 5 years is being done as a companion to this bill.

AB 2600

(Flora R) Regional park and open space districts.  
Current Text: Introduced: 2/15/2018 [html](#) [pdf](#)  
Introduced: 2/15/2018  
Status: 3/8/2018-Referred to Com. on L. GOV.  
Location: 3/8/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/11/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Would authorize the formation of a district by the adoption of a resolution of application by the legislative body of any county or city that contains the territory proposed to be included in the district. The bill would require the resolution to contain certain information, including the methods by which the district would be financed. The bill would require a public hearing before the adoption of the resolution, as provided.

Position Subject  
Support

CALAFCO Comments: This bill would expand the process of initiating the formation of a regional pack and open space district by adding that a local governing body may adopt a resolution proposing to form a new district. This would be in lieu of having a 5,000 signature petition. The LAFCo process remains intact.

The intent of this bill is to create an easier way to proposed the formation of these types of districts, thereby removing the need for special legislation to do so. The bill is author-sponsored.

AB 3254

(Committee on Local Government) Local government organization: omnibus.  
Current Text: Introduced: 3/14/2018 [html](#) [pdf](#)  
Introduced: 3/14/2018  
Status: 3/22/2018-Referred to Com. on L. GOV.  
Location: 3/22/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the Act) provides the authority and procedure for the initiation, conduct, and completion of changes of organization, reorganization, and sphere of influence changes for cities and districts, as specified. Current law defines various terms for purposes of that Act, including the terms “affected territory” and “inhabited territory.” This bill would revise those definitions to include territory that is to receive extended services from a local agency, and additionally define the term “uninhabited territory” for purposes of the Act.

Position Subject  
Sponsor

CALAFCO Comments: This is the annual Assembly Local Government Committee Omnibus bill, sponsored by CALAFCO. Amendments are pending to add several items.

SB 1215

(Hertzberg D) Drinking water systems and sewer systems: consolidation and extension of service.

Current Text: Introduced: 2/15/2018 [html](#) [pdf](#)

Introduced: 2/15/2018

Status: 3/29/2018-Set for hearing April 18.

Location: 3/1/2018-S. E.Q.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/18/2018 9:30 a.m. - Room 3191 SENATE ENVIRONMENTAL QUALITY, WIECKOWSKI, Chair

Summary: Current law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This bill would also authorize the state board to set timeline and performance measures to facilitate completion of extension of service of drinking water. This bill contains other related provisions and other current laws.

Position

Subject

Watch With Concerns

Disadvantaged Communities, Water

CALAFCO Comments: This bill would authorize the State Water Resources Control Board (SWRCB) to mandate extension of service or consolidation of wastewater systems - both public and private, under certain circumstances. The process mirrors the process set forth in SB 88 giving the SWRCB authority to mandate the same for drinking water systems.

CALAFCO raised a number of concerns to the author's office and the sponsor (Leadership Council for Justice & Accountability). We continue to work with the author, sponsor, SWRCB and CASA.

SB 1496

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 3/1/2018 [html](#) [pdf](#)

Introduced: 3/1/2018

Status: 4/5/2018-Read second time. Ordered to consent calendar.

Location: 4/5/2018-S. CONSENT CALENDAR

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/12/2018 #25 SENATE SEN CONSENT CALENDAR SECOND LEGISLATIVE DAY

Summary: Would enact the Second Validating Act of 2018, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities. This bill would declare that it is to take effect immediately as an urgency statute.

Position

Subject

Support

SB 1497

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 3/1/2018 [html](#) [pdf](#)

Introduced: 3/1/2018

Status: 4/5/2018-Read second time. Ordered to consent calendar.

Location: 4/5/2018-S. CONSENT CALENDAR

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/12/2018 #26 SENATE SEN CONSENT CALENDAR SECOND LEGISLATIVE DAY

Summary: Would enact the First Validating Act of 2018, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities. This bill would declare that it is to take effect immediately as an urgency statute.

Position

Subject

Support

LAFCo Administration

SB 1499

(Committee on Governance and Finance) Validations.

Current Text: Introduced: 3/1/2018 [html](#) [pdf](#)

Introduced: 3/1/2018

Status: 4/5/2018-Read second time. Ordered to consent calendar.

Location: 4/5/2018-S. CONSENT CALENDAR

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/12/2018 #27 SENATE SEN CONSENT CALENDAR SECOND LEGISLATIVE DAY

Summary: Would enact the Third Validating Act of 2018, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.

Position  
Support

Subject  
LAFCo Administration

**Priority 2**

AB 2268

(Reyes D) Local government finance: property tax revenue allocations: vehicle license fee adjustments.

Current Text: Amended: 4/2/2018 [html](#) [pdf](#)

Introduced: 2/13/2018

Last Amend: 4/2/2018

Status: 4/3/2018-Re-referred to Com. on L. GOV.

Location: 3/1/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/11/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Would, for the 2018–19 fiscal year, require the vehicle license fee adjustment amount to be the sum of the vehicle license fee adjustment amount in the 2017–18 fiscal year, the product of that sum and the percentage change in gross taxable assessed valuation within the jurisdiction of that entity between the 2017–18 fiscal year to the 2018–19 fiscal year, and the product of the amount of specified motor vehicle license fee revenues that the Controller allocated to the applicable city in July 2010 and 1.17.

Position  
Support

Subject  
Tax Allocation

CALAFCO Comments: Sponsored by the League, this bill will reinstate ERAF funding for inhabited annexations.

AB 2491

(Cooley D) Local government finance: vehicle license fee adjustment amounts.

Current Text: Amended: 4/2/2018 [html](#) [pdf](#)

Introduced: 2/14/2018

Last Amend: 4/2/2018

Status: 4/3/2018-Re-referred to Com. on L. GOV.

Location: 3/5/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/11/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Would establish a separate vehicle license fee adjustment amount for a city incorporating after January 1, 2012, including an additional separate vehicle license fee adjustment amount for the first fiscal year of incorporation and for the next 4 fiscal years thereafter. This bill contains other related provisions and other existing laws.

Position  
Support

Subject  
Tax Allocation

CALAFCO Comments: Sponsored by the League, this bill will reinstate ERAF funding for cities incorporating after 2017.



AB 2501

(Chu D) Drinking water: consolidation and extension of service.

Current Text: Introduced: 2/14/2018 [html](#) [pdf](#)

Introduced: 2/14/2018

Status: 4/2/2018-In committee: Set, first hearing. Hearing canceled at the request of author.

Location: 3/8/2018-A. E.S. & T.M.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/24/2018 1:30 p.m. - State Capitol, Room 444 ASSEMBLY ENVIRONMENTAL SAFETY AND TOXIC MATERIALS, QUIRK, Chair

Summary: The California Safe Drinking Water Act authorizes the State Water Resources Control Board to order extension of service to an area within a disadvantaged community that does not have access to an adequate supply of safe drinking water so long as the extension of service is an interim extension of service in preparation of consolidation. The act defines "disadvantaged community" for these purposes to mean a disadvantaged community that is in an unincorporated area, is in a mobilehome park, or is served by a mutual water company or small public water system. This bill would redefine "small public water system" for these purposes as a system with 200 connections of less.

Position Subject  
Watch Disadvantaged Communities, Water

AB 3023

(Medina D) California Environmental Quality Act.

Current Text: Amended: 3/19/2018 [html](#) [pdf](#)

Introduced: 2/16/2018

Last Amend: 3/19/2018

Status: 3/20/2018-Re-referred to Com. on NAT. RES.

Location: 3/19/2018-A. NAT. RES.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require lead agencies to post the notices required by CEQA and any environmental review document for a project on their Internet Web sites, if any, or to submit those notices and environmental review documents to the State Clearinghouse for inclusion in the database as specified. Because this bill would impose additional duties on lead agencies, this bill would impose a state-mandated local program.

Position Subject  
Watch CEQA

**Priority 3**

AB 1889

(Caballero D) Santa Clara Valley Water District.

Current Text: Amended: 4/4/2018 [html](#) [pdf](#)

Introduced: 1/18/2018

Last Amend: 4/4/2018

Status: 4/5/2018-Re-referred to Com. on L. GOV.

Location: 2/5/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/18/2018 1:30 p.m. - State Capitol, Room 127 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: The Santa Clara Valley Water District Act authorizes the district to impose special taxes at minimum rates according to land use category and size. The district act authorizes the district to provide an exemption from these taxes for residential parcels owned and occupied by one or more taxpayers who are at least 65 years of age, or who qualify as totally disabled, if the household income is less than an amount approved by the voters of the district. This bill would authorize the district to require a taxpayer seeking an exemption from these special taxes to verify his or her age, disability status, or household income, as prescribed.

Position Subject  
Watch



AB 2019

(Aguiar-Curry D) Health care districts.

Current Text: Amended: 3/22/2018 [html](#) [pdf](#)

Introduced: 2/5/2018

Last Amend: 3/22/2018

Status: 4/2/2018-Re-referred to Com. on L. GOV.

Location: 3/22/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/18/2018 1:30 p.m. - State Capitol, Room 127 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: The Local Health Care District Law provides for local health care districts that govern certain health care facilities. The bill would require a district that is authorized and elects to use the design-build process, as specified, for the construction of housing to require that at least 20% of the residential units constructed be subject to a recorded affordability restriction for at least 55 years and be affordable to lower income households, very low income households, extremely low income households, and persons and families of low or moderate income, as defined, unless the city, county, or city and county in which the district is predominantly located has adopted a local ordinance that requires a greater percentage of the units be affordable to those groups. This bill contains other related laws and provisions.

Position Subject  
Watch

AB 2179

(Gipson D) Municipal corporations: public utility service: water and sewer service.

Current Text: Introduced: 2/12/2018 [html](#) [pdf](#)

Introduced: 2/12/2018

Status: 3/1/2018-Referred to Com. on L. GOV.

Location: 3/1/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would authorize a municipal corporation to utilize the alternative procedures to lease, sell, or transfer that portion of a municipal utility used for furnishing sewer service outside the boundaries of the municipal corporation.

Position Subject  
Watch Municipal Services

AB 2262

(Wood D) Coast Life Support District Act: urgent medical care services.

Current Text: Introduced: 2/13/2018 [html](#) [pdf](#)

Introduced: 2/13/2018

Status: 3/21/2018-From committee: Do pass and re-refer to Com. on L. GOV. (Ayes 14. Noes 0.) (March 20). Re-referred to Com. on L. GOV.

Location: 3/20/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/11/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Current law establishes the Coast Life Support District and specifies the powers of the district. The district is authorized, among other things, to supply the inhabitants of the district emergency medical services, as specified. This bill would additionally authorize the district to provide urgent medical care services. This bill contains other related provisions.

Position Subject  
Oppose unless LAFCo Administration, Special  
amended District Powers

CALAFCO Comments: This is a single district bill in which the district is seeking to add the power of providing urgent care (actually to codify powers they have been performing for a number of years). The district has made it clear once done, they do not intend to go to the LAFCo for formal activation of that power. As a result, we have requested a clause of intent be amended into the bill requiring that action.

AB 2339

(Gipson D) Water utility service: sale of water utility property by a city.

Current Text: Amended: 4/3/2018 [html](#) [pdf](#)

Introduced: 2/13/2018

Last Amend: 4/3/2018

Status: 4/4/2018-Re-referred to Com. on L. GOV.

Location: 3/20/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/11/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

Summary: Would permit a city that owns and operates a public utility for furnishing water service to sell the public utility for the purpose of consolidating its public water system with another public water system pursuant to the specified procedures, only if the potentially subsumed water system is wholly within the boundaries of the city, if the city determines that it is uneconomical and not in the public interest to own and operate the public utility, and if certain requirements are met. The bill would prohibit the city from selling the public utility for one year if 50% of interested persons, as defined, protest the sale.

Position Subject  
Watch Water

SB 522

(Glazer D) West Contra Costa Healthcare District.

Current Text: Amended: 1/3/2018 [html](#) [pdf](#)

Introduced: 2/16/2017

Last Amend: 1/3/2018

Status: 1/30/2018-In Assembly. Read first time. Held at Desk.

Location: 1/29/2018-A. DESK

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law provides for the formation of local health care districts and specifies district powers. Under existing law, the elective officers of a local health care district consist of a board of hospital directors consisting of 5 members, each of whom is required to be a registered voter residing in the district and whose term shall be 4 years, except as specified. This bill would dissolve the existing elected board of directors of the West Contra Costa Healthcare District, effective January 1, 2019, and would require the Board of Supervisors of the County of Contra Costa, at its election, to either serve as the district board or appoint a district board, as specified.

Position Subject  
Watch Special Districts Governance

SB 561

(Gaines R) Fallen Leaf Lake Community Services District: elections.

Current Text: Amended: 1/23/2018 [html](#) [pdf](#)

Introduced: 2/17/2017

Last Amend: 1/23/2018

Status: 1/30/2018-Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Location: 1/30/2018-A. DESK

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Under current law, the Fallen Leaf Lake Community Services District is a resident voting district. This bill, notwithstanding existing law, would provide that voters who are residents of the district, and voters who are not residents but either own a real property interest in the district or have been designated by the owner of a real property interest to cast the vote for that property, may vote in a district election in the Fallen Leaf Lake Community Services District.

Position Subject  
Watch Special Districts Governance

SB 623

(Monning D) Water quality: Safe and Affordable Drinking Water Fund.

Current Text: Amended: 8/21/2017 [html](#) [pdf](#)

Introduced: 2/17/2017

Last Amend: 8/21/2017

Status: 9/1/2017-From committee: Without recommendation. (Ayes 11. Noes 0.) (September 1) Re-referred to Com. on RLS.

Location: 9/1/2017-A. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the State Water Resources Control Board. The bill would require the board to administer the fund to secure access to safe drinking water for all Californians, while also ensuring the long-term sustainability of drinking water service and infrastructure. The bill would authorize the state board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, bequests, and settlements from parties responsible for contamination of drinking water supplies.

Position  
Watch

Subject  
Water

SB 778

(Hertzberg D) Water systems: consolidations: administrative and managerial services.

Current Text: Amended: 7/13/2017 [html](#) [pdf](#)

Introduced: 2/17/2017

Last Amend: 7/13/2017

Status: 9/1/2017-Failed Deadline pursuant to Rule 61(a)(12). (Last location was APPR. on 8/23/2017)(May be acted upon Jan 2018)

Location: 9/1/2017-A. 2 YEAR

Desk	Policy	Fiscal	Floor	Desk	Policy	2 year	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require, on or before March 1, 2018, and regularly thereafter, as specified, the State Water Resources Control Board to track and publish on its Internet Web site an analysis of all voluntary and ordered consolidations of water systems that have occurred on or after July 1, 2014. The bill would require the published information to include the resulting outcomes of the consolidations and whether the consolidations have succeeded or failed in providing an adequate supply of safe drinking water to the communities served by the consolidated water systems.

Position  
Watch

Subject  
Municipal Services

SB 929

(McGuire D) Special districts: Internet Web sites.

Current Text: Amended: 3/6/2018 [html](#) [pdf](#)

Introduced: 1/25/2018

Last Amend: 3/6/2018

Status: 4/9/2018-Set for hearing April 16.

Location: 4/4/2018-S. APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/16/2018 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, LARA, Chair

Summary: The California Public Records Act requires a local agency to make public records available for inspection and allows a local agency to comply by posting the record on its Internet Web site and directing a member of the public to the Web site, as specified. This bill would, beginning on January 1, 2020, require every independent special district to maintain an Internet Web site that clearly lists contact information for the special district, except as provided. Because this bill would require local agencies to provide a new service, the bill would impose a state-mandated local program.

Position  
Watch

Subject

SB 1498

(Committee on Governance and Finance) Local Government Omnibus Act of 2018.

Current Text: Introduced: 3/1/2018 [html](#) [pdf](#)

Introduced: 3/1/2018

Status: 4/6/2018-Set for hearing April 18.

Location: 3/15/2018-S. GOV. & F.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar: 4/18/2018 9:30 a.m. - Room 112 SENATE GOVERNANCE AND FINANCE, MCGUIRE, Chair

Summary: Current law sets forth various provisions governing cities that reference various officers and employees. This bill would make these references gender neutral.

Position  
Watch

Subject

CALAFCO Comments: This is the annual Senate Governance & Finance Committee Omnibus bill.

**Total Bills Tracked: 24**