

MENDOCINO

Local Agency Formation Commission

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

Telephone: (707) 463-4470 | Fax: (707) 462-2088 | E-mail: eo@mendolafco.org | Web: www.mendolafco.org

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
Ukiah Valley Fire District

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, June 4, 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

The oath will be conducted for new Commissioner Jenifer Bazzani.

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 May 7, 2018 Regular Meeting Summary Minutes

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

4c) Approval of the County of Mendocino Information Services Contract Renewal

Two year contract renewal for technical services support including GIS and video recording (EO# 18-62).

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>

(6-4-18 Agenda Continued...)

5a) Public Hearing to Consider Adoption of Resolution 2017-18-12 Approving the Redwood Coast Fire Protection Services Municipal Service Review and Sphere of Influence Update

The Commission will consider a Municipal Service Review and Sphere of Influence Update as required by LAFCo law. The final report includes written determinations regarding the level and range of services provided by the Redwood Coast Fire Protection District. RECOMMENDED ACTIONS: 1) Find the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update is exempt from the California Environmental Quality Act pursuant to Title 14 California Code of Regulations §15306 and §15061(b)(3) and approve the Notice of Exemption for filing; and 2) Adopt LAFCo Resolution 17-18-12, approving the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update and amend the existing Sphere of Influence to add Area A containing 16 parcels to the District SOI boundary.

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>

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Commissioner Terms of Office, Special District Election and Public Member Recruitment

The Executive Officer will present an update on upcoming Commissioner terms of office expirations and schedule for election and recruitment processes. Informational.

7b) Proposed Electronic Email and Devices Policy

The Commission will consider the Policies & Procedures Committee's recommendation to adopt a policy on electronic email and devices for official LAFCo business. RECOMMENDED ACTIONS a) Adopt Resolution 17-18-10, approving the proposed Electronic Email and Devices Policy; or b) Provide further direction to the Policies and Procedures Committee and/or staff; or c) Deny the proposed policy.

7c) Proposed Definition of Terms for Policies & Procedures Manual

The Commission will consider the Policies & Procedures Committee's recommendation to adopt the definitions of terms for the Policies & Procedures Manual. RECOMMENDED ACTIONS: a) Approve the proposed Definition of Terms for the Policies & Procedures Manual, directing staff to bring back with the updated Policies & Procedures Manual for formal adoption; or b) Provide further direction to the Policies and Procedures Committee and/or staff.

7d) Proposed Inter-LAFCo Coordination Policy

The Commission will consider the Policies & Procedures Committee's recommendation to adopt the Inter-LAFCo Coordination Policy. RECOMMENDED ACTIONS: a) Adopt Resolution No. 2017-18-13, approving the Proposed Inter-LAFCo Coordination Policy, or b) Provide further direction to the Policies and Procedures Committee and/or staff; or c) Deny the draft policy.

(6-4-18 Agenda Continued...)

7e) Proposed Area of Interest Policy

The Executive Officer will present a proposed “Area of Interest” policy that was considered by the Policies & Procedures Committee and recommended to the Commission for discussion. The policy is a tool utilized by some LAFCoS as a means to identify areas outside a sphere of influence that would benefit from greater coordination between agencies. RECOMMENDED ACTIONS: discuss the proposed policy and provide direction to the Policies and Procedures Committee and/or staff.

7f) Proposed Legal Counsel Contract Amendment

The Commission will consider a proposed contract amendment to the existing Legal Counsel Contract. RECOMMENDED ACTIONS: a) Approve Legal Counsel’s proposed contract amendment and direct the Chair to sign the contract amendment, or b) provide direction to staff.

7g) CALAFCO Calls for Legislative Action

Consider CALAFCO’s request for support letters for 1) AB 2238 as amended April 3, 2018, 2) AB 2238 as amended April 3, 2018, and 3) SB 929 as amended March 6, 2018.

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 May 21, 2018

Executive Committee scheduled to meet after Regular Meeting on June 4, 2018

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

8f) CALAFCO Business and Legislative Report

CALAFCO Video guide, Nominations for annual achievement awards, Board recruitment (Northern Region: City and Public members)

ADJOURNMENT

The next Regular Commission Meeting is scheduled for Monday, July 2, 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, 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.

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Local Agency Formation Commission

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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
Special District Seat, Alternate
(Jenifer Bazzani to be
sworn in June 2018.)

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

Agenda Item No. 4a

MINUTES

Local Agency Formation Commission of Mendocino County

Regular Meeting of Monday, May 7, 2018

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

1. CALL TO ORDER and ROLL CALL (Video Time 3:00)

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 Dan Hamburg and Carol Rosenberg
Alternate Members Absent:	Commissioner Scott Ignacio
Staff Present:	Uma Hinman, Executive Officer Elizabeth Salomone, Clerk

2. PUBLIC EXPRESSION (Video Time 3:34)

No one indicated interest in public expression.

3. OTHER BUSINESS (Video Time 3:55)

Announcement of Commissioner Jenifer Bazzani as the Alternate Special District Representative. Apologies sent and oath will be conducted at the June 4, 2018 meeting.

4. CONSENT CALENDAR (Video Time 4:14)

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

April 2018 Claims totaling:	\$ 18,715.30
Uma Hinman Consulting:	\$13,698.25
Ukiah Valley Conference Center:	\$ 463.18
P. Scott Browne:	\$ 824.65
Commissioner Reimbursement	\$ 128.07
County of Mendocino (audio/video, GIS, etc):	\$ 1,832.36
Pehling & Pehling CPA:	\$ 1,550.00
Public Hearing Notice Publication:	\$ 218.79

Chair Ward pulled Consent Item 4b) April 2018 Claims and Financial Report.

Edits to the April 2, 2018 Regular Commission Meeting minutes:

- Pg 1 of 5, Item 2 Public Expression: reword the sentence for clarity.
- Pg 3 of 5, 2nd to last bullet: change “requires” to “recommends”

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, Consent Calendar items 4a) April 2, 2018 Regular Meeting Minutes and 4c) Accept and Post Fiscal Year 2016-17 Audit were approved as corrected by roll call vote:

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

Chair Ward noted the GIS time charged for Multi-District Fire Protection District Sphere of Influence preparation of maps was 31 hours.

Discussion was held regarding Legal Counsel presented charges, with comments and questions offered by Commissioners Ward, Brown, Rosenberg, and McCowen. Chair Ward will review the contract with Legal Counsel regarding CALAFCO workshop costs and the Executive Committee will consider the entire contract for clarity.

Chair Ward noted projected budget overages and noted an inconsistency in the workroom allocation on the budget track for staff to address.

Upon motion by Commissioner McCowen and second by Commissioner Gonzalez, Consent Calendar items 4b) April 2018 claims was approved subject to the Chair reviewing and approving the additional charges for workshop and hotel by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

5. PUBLIC HEARING ITEMS

5a) CONTINUED Public Hearing to Consider Adoption of Resolution 2017-18-07 Approving the Multi-District Fire Protection Services Sphere of Influence (SOI) Update (Video 17:13)

Chair Ward noted the Public Hearing was opened on April 2, 2018 at 9:18am and this is a continuation of that hearing.

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 listed below. She noted the updates made to the public hearing document.

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

Comments and questions were offered by Commissioners Brown, Gonzalez, and McCowen. One edit for the final document was identified and included in the motion (below.) Commissioner McCowen thanked staff for the well prepared document and the staff report outlining the updates in the final document.

Public Comment was opened at 9:18am and with no comments offered, was closed at 9:18am.

Upon motion by Commissioner Gonzalez and second by Commissioner Doble, the following were approved by roll call vote:

- (1) Finding of the Multi-District Fire Protection Services Sphere of Influence Update to be 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) Adoption of 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 with one edit on Page 1-7, 1.6.2.3 to read “In addition, the City of Willits ~~can~~ provides dispatch services to the Little Lake Fire Protection District.”

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

The Public Hearing was closed at 9:24am.

5b) Public Hearing for the Proposed Budget for Fiscal Year 2018-19 (Video Time 26:09)

The Public Hearing and Public Comment were opened at 9:26am.

With no comments offered, the public comment period was closed at 9:26am.

EO Hinman presented, noting no comments were received. Comments and questions were offered by Commissioners Orth, Rosenberg, and Ward.

Upon motion by Commissioner Gonzalez and second by Commissioner Orth, Resolution 17-18-08, Adopting the Final Budget and Work Plan for Fiscal Year 2018-2019 was approved by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

The Public Hearing was closed at 9:30am.

6. WORKSHOP ITEMS (Video time 30:18)

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

EO Hinman presented, thanking the District for their cooperation and support and noting their comments have been incorporated in the workshop draft. The District has not requested any changes to their Sphere and staff recommends reaffirming the current coterminous Sphere of Influence. Comments and questions were offered by Commissioners Brown, Hamburg, McCowen, Ward, and Orth.

Rebecca Golly, the Redwood Coast Fire Protection District Board President, voiced appreciation for the work of LAFCo on the MSR/SOI Update report. Commissioner Brown shared information with Ms. Golly regarding Section 3.1.3.3 Water Supply, encouraging the District to explore applying for grant funding. Ms. Golly highlighted the need to establish the fire hydrant system ownership and the Commission asked staff to research this for the final report. Chair Ward thanked staff and the District for the financial reporting in this document.

Items for Staff to address:

- Pg 2-2, Section 2.1.2, 1st paragraph: add the Mendocino College Coastal Field Station to the description of lands within the District boundary.
- Pg 2-2, Section 2.1.2, 4th paragraph: clarify where the few pockets of FRA are located within the District boundary.
- Pg 2-10, Section 2.4.1, under the paragraph describing Strike Team reimbursement funding: clarify whether volunteer firefighters are paid or not consistent with Section 3.1.1.5. Replace the sentence "Volunteer firefighters are paid a large percentage of these reimbursement payments and the District receives approximately 25-33% from this funding" with "While volunteer firefighters are not paid personnel, volunteers receive a large percentage of reimbursements from Strike Team assignments and the District receives approximately 25-33% of this funding".
- Pg 2-12, Section 2.5.1, 3rd paragraph: modify the sentence "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" to clarify that the naming of a National Monument, BLM lands being opened to the public, and the Mendocino College Coastal Field Station within the District boundary have added more people to the area and the potential for more service calls.
- Pg 2-13, Section 2.6, 2nd paragraph: further clarify that the City of Point Arena qualifies as a disadvantaged community but does not qualify as a Disadvantaged Unincorporated Communities (DUC) because it is an incorporated area.
- Pg 2-1, Section 2.1.1, 1st paragraph: reconcile the discrepancy between the 3rd and 4th sentences that reference different numbers of volunteer fire departments prior to district formation.
- Pg 2-2, Section 2.1.2, 1st paragraph: correct the reference to the "Manchester Band of Pomo Indians of the Manchester Rancheria and the Point Arena Rancheria" to remove "and the Point Arena Rancheria".
- Pg 2-6, Section 2.3.1: update Figure 2-1 Redwood Coast FPD Organizational Chart to reference the Duty Officer as singular instead of plural.
- Pg 2-8, Section 2.4.1: update Table 2.3 Financial Summary to reconcile the discrepancy between the FY 14-15 ending balance of \$224,685 and the FY 15-16 beginning balance of \$197,732.
- Pg 2-8, Section 2.4.1: update Table 2.3 Financial Summary to separate the District's special tax measure funding from the Taxes & Intergovernmental revenue category.
- Pg 2-9, Section 2.4.1: update Table 2.3 Financial Summary to provide the District's reserve fund balance and clarify whether the District has a separate reserve account consistent with Section 2.4.2.1.
- Pg 2-7, Section 2.3.3, under the 1st paragraph after the bullet point items: clarify the sentence "The District's vehicles and equipment are essential to performing District operations and therefore cannot currently be shared with other public fire service providers" to address that the District vehicles are used for mutual aid services. Also, add two bullet point items related to additional examples of shared facility/collaboration including sharing District vehicles for Strike Team assignments and providing coverage for the CAL FIRE station located in the City of Point Arena when needed.
- Pg 3-1, Section 3.1.1.2: clarify that the Manchester Band of Pomo Indians of the Manchester Rancheria includes two non-contiguous land holdings at the Manchester Rancheria and the Point Arena Rancheria.
- Pg 3-5, Section 3.1.3.3, 2nd paragraph: clarify whether the fire hydrant system is the property of the District or Point Arena Water Works and who is responsible for maintenance and replacement of this infrastructure.

Staff was directed to notice the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update public hearing for the June 4, 2018 Regular Meeting.

7. MATTERS FOR DISCUSSION & POSSIBLE ACTION (Video time 51:51)

7a) Amendment to Alternate Commissioner Participation Policy

Upon motion by Commissioner McCowen and second by Commissioner Brown, the amendment to Alternate Commissioner Participation Policy was approved by unanimous vote:

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

7b) Electronic Email and Devices Policy

The Commission considered the Policies & Procedures Committee's recommendation to approve a policy on electronic devices for official LAFCo business. Comments and questions were offered by Commissioners McCowen, Brown, Ward, Doble, Hamburg, Rosenberg, and McNerlin.

A motion was made by Commissioner Orth and seconded by Commissioner Brown, to approve the Electronic Email and Devices Policy with edits. This motion was later withdrawn with direction to staff to obtain Legal Counsel review of the following suggested changes:

- #4: "Use of electronic devices for *personal communication* ~~for any reason~~ during active portion of the meeting 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~~ *provided* a copy has been stored in LAFCo records and will be available for the required retention period."

7c) Annual Legislative Platform

EO Hinman presented the recommended 2018 Legislative Platform, noting changes.

Upon motion by Commissioner Brown and second by Commissioner Gonzalez, 2018 Legislative Platform was approved by unanimous vote:

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

7d) Call to Legislative Action

EO Hinman presented the support letter for AB 2262, as amended April 16, 2018, regarding the Coast Life Support District. Comments and questions were offered by Commissioners Doble, Brown, Ward, Rosenberg, and McCowen. It was discussed how to increase communications between County LAFCos regarding shared districts.

Upon motion by Commissioner Gonzalez and second by Commissioner Brown, the support letter for AB 2262, as amended April 16, 2018, regarding the Coast Life Support District was approved, with edits listed below, by unanimous vote:

- Strike "...and thank you for amending this piece of legislation." From the last line.
- Copy the final letter to Senator McGuire, Mendocino County Board of Supervisors Chair, Sonoma LAFCo Chair

Ayes: (7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

8. INFORMATION/ REPORT ITEMS (Video Time: 1:16:00)

8a) Work Plan, Current, and Future Proposals

EO reviewed the staff report updating MSRs, SOIs, and projects. She highlighted the future project of water district consolidation is now four districts rather than five, and reported on a meeting with District Manager, Tamara Alaniz. Chair Ward asked if the City of Ukiah and Sanitation District Detachment application deposit needed to be returned. EO Hinman responded that during a meeting in April with City of Ukiah staff, it was indicated they would like no change to the current status of the application.

8b) Correspondence

EO Hinman noted two public records requests were received and responded to by staff.

8c) Executive Officer's Report

EO Hinman reported on the following:

- EO met with City of Ukiah staff and discussed General Plan status with a possible annexation plan and CEQA documentation with regards to future SOI amendments.
- EO attended a Community Meeting at Brooktrails on disaster preparedness regarding wildfire and secondary access.
- CALAFCO staff workshop report.

8d) Committee Reports

A Policies & Procedures meeting was held April 9, 2018 with recommendations made to the Commission. The Committee is meeting May 21, 2018 to continue working on policy proposals and including definitions into the P&P Manual.

8e) Commissioners Reports, Comments or Questions

Commissioner Orth provided an update on the Boulevard District topic and noted the County indicated they are not pursuing this process, though he believes there to be a misinterpretation of the topic and hopes to foster further communications.

8f) CALAFCO Business and Legislation Report

A legislative update was included in packet.

ADJOURNMENT

There being no further business, at 10:26 am the meeting was adjourned. The next regular meeting is scheduled for Monday, June 4, 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=M-In9J_mMhA&index=5&list=PLraKTU7AyZLTmV-2PpmufbzkvpN3QCnog

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Financial Report and Claims for May 2018

Claims

The following claims are recommended for payment authorization:

Name	Account Description	Amount	Total
Hinman & Associates	5300 Basics Services	\$ 4,775.25	\$ 10,212.46
	6200 Bookkeeping	\$ 351.00	
	7000 MSR SOI Workplan	\$ 4,988.00	
	5601 Office Supplies	\$ 73.21	
	5700 Internet and Website	\$ 25.00	
Ukiah Valley Conf. Center	5502 Office space	\$ 415.00	\$ 445.00
	5503 Work room	\$ 30.00	
	5603 Photocopy (May 2018) - TBA		
	5605 Postage (May 2018) - TBA		
P. Scott Browne	6300 Legal Counsel-Monthly flat fee	\$ 600.00	\$ 600.00
Commissioner Reimbursements	6740 In-County Travel & Stipends:		\$ 178.07
	Rosenberg (May 2018)	\$ 51.07	
	McNerlin (May 2018)	\$ 50.00	
	Orth (May 2018)	\$ 77.00	
County of Mendocino	6000 Video Recording of Meetings	\$ 149.96	\$ 149.96
	7501 GIS Mapping	\$ -	
Newspapers	5900 UDJ- Budget	\$ 70.20	\$ 371.79
	5900 Willits - Budget	\$ 89.25	
	5900 Ft Bragg - Budget	\$ 128.34	
	5900 Ind Coast Observer - Redwood Coast FPD	\$ 84.00	
SDRMA	6500 Property/Liability Insurance	\$ 894.00	\$ 894.00
Total:			\$ 12,851.28

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	May	Year to Date	Remaining Budget
EXPENSES									
5300	Basic Services - EO/Analyst/Clerk	\$66,815	\$15,543.00	\$16,769.75	\$18,781.75	\$8,170.00	\$4,775.25	\$64,039.75	\$2,775.25
5500	Rent	\$5,360	\$1,302.00	\$1,322.00	\$1,326.00	\$445.00	\$445.00	\$4,840.00	\$520.00
5600	Office Expenses	\$3,350	\$231.56	\$602.09	\$662.79	\$68.18	\$73.21	\$1,637.83	\$1,712.17
5700	Internet & Website Costs	\$1,300	\$0.00	\$0.00	\$0.00		\$25.00	\$25.00	\$1,275.00
5900	Publication & Legal Notices	\$2,000	\$0.00	\$114.22	\$218.81	\$218.79	\$371.79	\$923.61	\$1,076.39
6000	Televising Meetings	\$3,000	\$259.02	\$408.98	\$558.93	\$245.39	\$149.96	\$1,622.28	\$1,377.72
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	\$351.00	\$4,141.50	\$658.50
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$1,800.00	\$1,800.00	\$600.00	\$600.00	\$6,600.00	\$600.00
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		\$894.00	\$894.00	\$106.00
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	\$178.07	\$1,452.64	\$547.36
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	\$4,988.00	\$45,154.75	\$-154.75
Monthly/ Year to Date Totals		\$160,225.00	\$34,275.61	\$37,869.99	\$39,658.81	\$18,715.30	\$12,851.28	\$143,370.99	\$16,854.01
APPLICATIONS									
		DEPOSIT	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	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	\$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	\$0.00	\$1,532.75
P-2017-8017	Millview CWD Annexation	\$1,500.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$1,500.00	\$0.00
Applications to Date Totals		\$922.19	\$1,490.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	
EXPENSES AND APPLICATION TOTALS			\$35,765.61	\$37,869.99	\$39,668.81	\$18,715.30	\$12,851.28	\$143,370.99	

Operations (Checking) Account Balance	\$	32,280.48	from statement as of	4/30/2018
Legal Reserve Balance	\$	50,000.00	from statement as of	4/30/2018
Operations Reserve Balance	\$	40,309.61	from statement as of	4/30/2018
County of Mendocino Account Balance	\$	4,472.32	from statement as of	5/21/2018



Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

Date	May 28, 2018	Invoice No.	365
To	Mendocino LAFCo	Invoice Total	\$ 10,212.46
Project	Executive Officer Services		
Work Period	April 30, 2018 - May 27, 2018		

Account	Description	Staff/Hours			Other (At Cost)*	Totals
		Hinman EO (\$90)	Feiler Analyst (\$65)	Salomone Clerk (\$40)*		
5300	Basic Services	33.75	5.25	33.25		\$ 4,775.25
5601	Office Supplies					
	Quickbooks Online Fee				\$ 50.00	\$ 73.21
	Office Supplies				\$ 23.21	
5700	Internet & Website (domain renewal)				\$ 25.00	\$ 25.00
6200	Bookkeeping	2.50		3.00		\$ 351.00
7001	Municipal Service Reviews	1.00	32.00	4.00	\$ 2,520.00	\$ 4,858.00
7501	Sphere of Influence Updates		2.00			\$ 130.00
Totals		\$ 3,352.50	\$ 2,551.25	\$ 1,690.50	\$ 2,618.21	\$ 10,212.46

5300 Basic Services

Prepared May Policies and Procedures Committee and June Commission meeting agendas, staff reports and public notices. Drafted May Commission meeting 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. Researching policies and draf language; coordinate with legal counsel. EO coordinate with County regarding the RDA Oversight Board special district member election.

6200 Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at June meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at June 4th meeting. Reviewed claims, bank records, etc. Quickbooks reconciliation.

7501 Sphere of Influence Updates

Finalized, posted and mailed the Multi-District Fire Protection Agencies SOI Updates to districts. Coordinated with County GIS regarding mapping.

7001 Municipal Service Reviews

Outreach to Mutual Water Companies in Mendocino County to comply with AB 54. Special study preparation for City of Willits in preparation for MSR/SOI update (subcontract). Prepared Redwood Coast FPD MSR/SOI update for public hearing. Preparation of Admin Draft Ukiah Valley FPD MSR/SOI Update.

Notes:

* Plus administrative fee of 5% for subconsultant labor

Pacific Internet
 510 S School St Suite B
 Ukiah, CA 95482

Invoice: 387683
Date: 5/22/2018

Phone: (707)468-1005 / Fax: (707)468-5822
<https://www.pacific.net/>, billing@pacific.net

Bill to: 15757
 LAFC of Mendocino County
 Uma Hinman
 200 S. School St.
 Ukiah CA 95482
 US

Sold to / Ship to: 15757
 LAFC of Mendocino County
 200 S. School St.
 Ukiah CA 95482
 US

Phone: (707) 463-4470
Fax: () -

Username: lafco
PO Number:

Item	Description	Price	Qty	Extended
DMN01	Domain Name Renewal - 1 Year - mendolafco.org	25.00	1	25.00

Salesperson: Adam Lefebvre
 Fusion voice provided by Pacific Internet under Sonic Telecom. They can be reached at
 Technical issues? Call (707) 468-1005 or email support@pacific.net.
 Billing questions? Call (707) 468-1005 or email billing@pacific.net.



Subtotal	25.00
Total Taxes	0.00
Total	25.00
Paid	25.00
Due	\$0.00

Signature

Name

Phone Number

Uma Hinman

From: StaplesReceipt@staples.com
Sent: Thursday, May 24, 2018 7:17 PM
To: UHINMAN@COMCAST.NET
Subject: Here's the Receipt You Requested in Our Store



STAPLES

646 Sutton Way
GRASS VALLEY, CA 95945
(530) 477-6700

SALE 1739825 1 001 61141
1097 05/24/18 07:12

QTY SKU PRICE

REWARDS NUMBER 3494233665

1 STPLS RND HD FSTNR 3.79
718103010030
1 AVERY INKJET BUS W
072782088712 **21.49**

+ tax = \$23.21

SUBTOTAL 25.28
Standard Tax 8.0000% 2.02
TOTAL \$27.30
US DEBIT USD\$27.30

Card No.: XXXXXXXXXXXX4543 [C]

Chip Read

Auth No.: 180176

AID.: A0000000980840

Verified By PIN

TOTAL ITEMS 2

Staples brand products.
Below Budget. Above Expectations.

THANK YOU FOR SHOPPING AT STAPLES !

Shop online at www.staples.com

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:

5/15/2018

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>	
4/17/2018 PSB Work on Leg Proposal (Time split evenly between all CALAFCo clients).	0.20	
4/26/2018 PSB Revise Electronic Device Policy; Email to Umma	1.00	
5/4/2018 PSB Legislative Meeting (Time split evenly between all LAFCo clients).	0.75	
	<hr/>	
SUBTOTAL:	[1.95]	
		<hr/>
Total Professional Hours	1.95	Amount \$600.00
Per Representation Agreement, flat fee of \$600/month.		
Previous balance		\$824.65
		<hr/>
TOTAL BALANCE NOW DUE		\$1,424.65
		<hr/> <hr/>

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

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: County of Mendocino Information Services Contract Renewal (EO# 18-62)

Recommendation

Commission approve the proposed two-year contract renewal with County of Mendocino Information Services Division Standard Services Agreement No. EO 18-62, and authorizing the Chair to sign the contract.

Background

The contract renewal with the County of Mendocino Information Services Division has been signed by the County and is presented to the Commission for consideration. The proposed contract is for two years (July 1, 2018 through June 30, 2020) and covers mapping (GIS) and video recording services. The proposed contract also includes the following rate changes:

Mendocino County Information Services Technical Services and Support Standard Rates		
	2017-18 Rates	2018-20 Rates*
GIS Coordinator	\$92.52	\$99.46
GIS Technician	\$62.59	\$65.33
Information Systems Technician	\$52.24-\$73.47	\$54.53 - \$75.34
Network Systems Analyst	\$69.02-\$88.07	\$75.65 - \$94.71
<i>*Weighted average salary is per hour based on the above referenced class specifications. Weighted rates may be modified during the term of the agreement when updates are provided by the Mendocino County Auditor's Office.</i>		

Attachment: Proposed Contract EO# 18-62

SERVICE LEVEL AGREEMENT

EO # 18-62

This Service Level Agreement ("Agreement") is by and between LAFCO of Mendocino (hereinafter "LAFCO") and the Mendocino County Executive Office, Information Services Division (hereinafter "IS"). This Agreement includes definitions of specific terms and a description of the level of service to be provided by the County Executive Office, Information Services Division.

1. Purpose

This Service Level Agreement has been developed to provide a comprehensive package of professional assistance and support with regard to the technical support activities of the County Executive Office, Information Services Division.

The intention of this agreement is to define and quantify the levels of special services provided by IS staff. It is understood by all parties to this Agreement that the service provided herein may be modified by mutual consent.

2. Compensation and Financial Accountability

In consideration for providing the services contained within this agreement, IS will receive payment according to the rates listed on Attachment B and incorporated herein by this reference.

Within 30 days following each month, IS shall submit to LAFCO an invoice detailing the IS hours spent performing technical support as specified in this Agreement for which reimbursement is sought.

Based on the expenses identified in the invoice, LAFCO shall remit payment within thirty (30) days following acceptance of cost report/invoice.

IS and LAFCO will exercise due diligence in resolving any questions that may arise in regards to services and/or billings.

LAFCO shall not be charged for operational mistakes and errors unless the errors clearly originated in LAFCO.

WITNESSETH

WHEREAS, LAFCO desires to obtain information systems technical services and support; and

WHEREAS, IS is professionally qualified to provide such services and is willing to provide same to LAFCO.

THEREFORE it is agreed that LAFCO does hereby retain IS to provide the services described in Exhibit "A", and IS accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Estimated Standard Reimbursable Rates
- Exhibit C Insurance Requirements

The term of this Agreement shall be from July 1, 2018 through June 30, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF MENDOCINO

LAFCO OF MENDOCINO

DEPARTMENT NAME:

County Executive Office
Information Services Division

By: 
DEPARTMENT HEAD

By: _____
Signature

Title: _____

INSURANCE REVIEW:

RISK MANAGER

By: 
CARMEL J. ANGELO, Risk Manager

LAFCO
200 S. School Street
Ukiah, CA 95482

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted. executed this Agreement

EXECUTIVE OFFICE/FISCAL REVIEW

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOT, County Counsel

By: 
Deputy

By: 
Deputy CEO/Fiscal

GENERAL TERMS AND CONDITIONS

1. IS does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of LAFCO is to insure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by LAFCO.
2. INDEMNIFICATION: To the fullest extent permitted by law, IS shall hold harmless, defend and indemnify LAFCO, its employees and agents from and against any and all claims, losses, damages, liabilities and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of services under this Agreement, provided that any such claim, loss, damage, liability or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss there from, or to any violation of federal, state or municipal law or regulation, and (2) is caused in whole or in part by any negligent act, omission or willful misconduct of IS, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder. LAFCO may participate in the defense of any such claim without relieving IS of any obligation hereunder.
3. INSURANCE AND BOND: IS shall at all times during the term of the Agreement with the LAFCO maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. CONFORMITY WITH LAW AND SAFETY:
 - a. In performing services under this Agreement, IS shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. IS shall indemnify and hold LAFCO harmless from any and all liability, fines, penalties and consequences from any of IS's failures to comply with such laws, ordinances, codes and regulations.
 - b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with IS's performance of this Agreement, IS shall immediately notify LAFCO by telephone.

IS shall promptly submit to LAFCO a written report, in such form as may be required by LAFCO of all accidents which occur in connection with this Agreement. This report must include the following information:
 - (1) Name and address of the injured or deceased person(s); if any;
 - (2) A detailed description of the accident and whether any of LAFCO's equipment, materials, or staff were involved.

- c. IS further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to LAFCO the opportunity to review and inspect such evidence, including the scene of the accident.

5. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to IS as provided in Exhibit B hereto.
6. TRAVEL EXPENSES: IS shall not be allowed or paid travel expenses unless set forth in this Agreement.
7. CONFLICT OF INTEREST; CONFIDENTIALITY: The IS covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. Without limitation, IS represents to and agrees with the LAFCO that IS has no present, and will have no future, conflict of interest between providing LAFCO services hereunder and any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency).

These conflict of interest and future service provisions and limitations shall remain fully effective five (5) years after termination of services to LAFCO hereunder.

8. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Email: When sent by email to the last email of the recipient known to the party giving notice, notice is effective on receipt, provided that (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given by email shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To IS: MENDOCINO COUNTY EXECUTIVE OFFICE
INFORMATION SERVICES DIVISION
501 Low Gap Road, Room 1440
Ukiah, CA 95482
Attn.: Cody Snider
Email: sniderc@mendocinocounty.org

To LAFCO: LAFCO of Mendocino
200 S. School Street
Ukiah, CA 95482
Attn: Administration
Email: clerk@mendolafco.org

Any party may change its address or email by giving the other party notice of the change in any manner permitted by this Agreement.

9. USE OF LAFCO PROPERTY: IS shall not use LAFCO property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
10. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: IS certifies that it is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11375 and supplemented I 45CFR, Part 60, Title VII of the Civil Rights Act and any other federal or state laws pertaining to equal employment opportunity and that it shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, political affiliation or physical or mental condition, in matters pertaining to recruitment, hiring, training, upgrading, transfer, compensation or termination.
 - a. IS shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor.
 - b. IS shall, if requested to so do by the LAFCO, certify that it has not, in the performance of this Agreement, discriminated against applicants or employees because of their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Veteran's status, political affiliation, or any other non-merit factor.
 - c. If requested to do so by LAFCO, IS shall provide the LAFCO with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act, which is prohibited by law.
11. DOCUMENTS AND MATERIALS: IS shall maintain and make available to LAFCO for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 9 of this Agreement. LAFCO's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by LAFCO), and IS shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the LAFCO's last payment to IS under this Agreement.
12. TERMINATION: LAFCO has and reserves the right to suspend, terminate or abandon the execution of any work by the IS without cause at any time upon giving to the IS prior 30 day written notice.

IS has and reserves the right to suspend, terminate or abandon the execution of any work for LAFCO without cause at any time upon giving to LAFCO prior 30 day written notice.

In the event this Agreement is terminated prior to LAFCO, IS shall be paid on a prorated basis for only that portion of the Agreement term during which IS provided services pursuant to this Agreement.

13. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between LAFCO and the IS, relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both parties.
14. HEADINGS: herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.
15. ADVERTISING OR PUBLICITY: IS shall not use the name of LAFCO, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of LAFCO in each instance.
16. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
17. ASSURANCE OF PERFORMANCE: If at any time LAFCO believes IS may not be adequately performing its obligations under this Agreement or that IS may fail to complete the Services as required by this Agreement, LAFCO may request from IS prompt written assurances of performance and a written plan acceptable to LAFCO, to correct the observed deficiencies in IS's performance. IS shall provide such written assurances and written plan within ten (10) calendar days of its receipt of LAFCO's request and shall thereafter diligently commence and fully perform such written plan. IS acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
18. SUBCONTRACTING/ASSIGNMENT: IS shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without LAFCO's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. IS shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between IS and its subcontractors.
19. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 11), and Conflict of Interest (Paragraph 7), shall survive termination or expiration.
20. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.

21. PATENT AND COPYRIGHT INDEMNITY: IS represents that it knows of no allegations, claims, or threatened claims that the materials, services, hardware or software services provided to LAFCO under this Agreement infringe any patent, copyright or other proprietary right. IS shall defend, indemnify and hold harmless LAFCO of, from and against all losses, claims, damages, liabilities, costs expenses and amounts (collectively, "Losses") arising out of or in connection with an assertion that any IS Products or the use thereof, infringe any patent, copyright or other proprietary right of any third party.

22. OTHER AGENCIES:

Other tax supported agencies within the State of California who have not contracted for their own requirements may desire to participate in this contract. If IS is requested to service these agencies it will be given the opportunity to accept or reject the additional requirements. If the IS elects to supply service to other agencies, orders will be placed directly by the agency and payments made directly by the agency.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

1. **General:**

- 1.1. Inclusions – Information Services Division (IS) shall provide:
 - 1.1.1. Miscellaneous Geographical Information Services (GIS) and mapping services.
 - 1.1.2. Audio visual administration and support including recording meetings, encoding, uploading and copying meetings.
 - 1.1.3. A point of contact e-mail address and phone number.
 - 1.1.4. Documentation will be maintained for all services provided.
- 1.2. Exclusions - IS will NOT provide:
 - 1.2.1. Funding for providing physical equipment or software.

EXHIBIT B

ESTIMATED STANDARD REIMBURSABLE RATES

MENDOCINO COUNTY shall bill LAFCO for time associated with services provided under this agreement, based upon the following rate schedule:

MENDOCINO COUNTY INFORMATION SERVICES TECHNICAL SERVICES AND SUPPORT STANDARD RATES		
SUPPORT COSTS*	RATE	UNIT OF COST
GIS Coordinator	\$99.46	Per Hour
GIS Technician	\$65.33	Per Hour
Information Systems Technician	\$54.53 – \$75.34	Per Hour
Network Systems Analyst	\$75.65 – \$94.71	Per Hour

1. Weighted average salary rate is per hour based on the above referenced class specifications. Weighted rates may be modified during the term of this agreement when updates are provided by the Mendocino County Auditor's Office.
2. Requests for services outside of regular business hours, as identified in Exhibit A, will be billed at the following rates:
 - a. Service charges will equal 1.5 times the weighted average salary rate
 - b. The minimum call out will equal three (3) hours

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve COUNTY for liability in excess of such coverage, nor shall it preclude LAFCO from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

COUNTY agrees to indemnify and hold harmless LAFCO, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorneys' fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of this Agreement by COUNTY.

COUNTY affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and COUNTY further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. LAFCO shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and COUNTY shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of COUNTY's and subcontractors' employees.

COUNTY shall furnish to LAFCO certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Public Hearing** to Consider Adoption of a Resolution Approving the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update

RECOMMENDATION

- (1) Find the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update is exempt from the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations §15306 and §15061(b)(3) and approve the Notice of Exemption for filing; and
- (2) Adopt LAFCo Resolution 2017-18-12, approving the Redwood Coast Fire Protection District Municipal Service Review and Sphere of Influence Update and amend the existing Sphere of Influence to add Area A containing 16 parcels to the District SOI boundary.

DISCUSSION

This is a public hearing to consider public testimony and proposed adoption of the Redwood Coast Fire Protection District Municipal Service Review (MSR) and Sphere of Influence (SOI) Update. The Commission held a Workshop on May 7, 2018 to provide comments and requested revisions on the draft study and directed staff to notice the matter for public hearing on June 4, 2018, or as soon as possible, for consideration. Staff has revised the study to address the Commission's following requested revisions:

1. Page 2-2, Section 2.1.2, 1st paragraph: add the Mendocino College Coastal Field Station to the description of lands within the District boundary.
2. Page 2-2, Section 2.1.2, 4th paragraph: clarify where the few pockets of FRA are located within the District boundary.
3. Page 2-10, Section 2.4.1: under the paragraph describing Strike Team reimbursement funding, clarify whether volunteer firefighters are paid or not consistent with Section 3.1.1.5. Replace the sentence "Volunteer firefighters are paid a large percentage of these reimbursement payments and the District receives approximately 25-33% from this funding" with "While volunteer firefighters are not paid personnel, volunteers receive a large percentage of reimbursements from Strike Team assignments and the District receives approximately 25-33% of this funding".

4. Page 2-12, Section 2.5.1, 3rd paragraph: modify the sentence “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” to clarify that the naming of a National Monument, BLM lands being opened to the public, and the Mendocino College Coastal Field Station within the District boundary have added more people to the area and the potential for more service calls.
5. Page 2-13, Section 2.6, 2nd paragraph: further clarify that the City of Point Arena qualifies as a disadvantaged community but does not qualify as a Disadvantaged Unincorporated Communities (DUC) because it is an incorporated area.
6. Page 2-1, Section 2.1.1, 1st paragraph: reconcile the discrepancy between the 3rd and 4th sentences that reference different numbers of volunteer fire departments prior to district formation.
7. Page 2-2, Section 2.1.2, 1st paragraph: correct the reference to the “Manchester Band of Pomo Indians of the Manchester Rancheria and the Point Arena Rancheria” to remove “and the Point Arena Rancheria”. Also, correct this reference under Section 3.1.1.2.
8. Page 2-6, Section 2.3.1: update Figure 2-1 Redwood Coast FPD Organizational Chart to reference the Duty Officer as singular instead of plural.
9. Page 2-8, Section 2.4.1: update Table 2.3 Financial Summary to reconcile the discrepancy between the FY 14-15 ending balance of \$224,685 and the FY 15-16 beginning balance of \$197,732.
10. Page 2-8, Section 2.4.1: update Table 2.3 Financial Summary to separate the District’s special tax measure funding from the Taxes & Intergovernmental revenue category.
11. Page 2-9, Section 2.4.1: update Table 2.3 Financial Summary to provide the District’s reserve fund balance and clarify whether the District has a separate reserve account consistent with Section 2.4.2.1.
12. Page 2-7, Section 2.3.3: under the 1st paragraph after the bullet point items, clarify the sentence “The District’s vehicles and equipment are essential to performing District operations and therefore cannot currently be shared with other public fire service providers” to address that the District vehicles are used for mutual aid services. Also, add two bullet point items related to additional examples of shared facility/collaboration including sharing District vehicles for Strike Team assignments and providing coverage for the CAL FIRE station located in the City of Point Arena when needed.
13. Page 3-1, Section 3.1.1.2: clarify that the Manchester Band of Pomo Indians of the Manchester Rancheria includes two non-contiguous land holdings at the Manchester Rancheria and the Point Arena Rancheria.
14. Page 3-5, Section 3.1.3.3, 2nd paragraph: clarify whether the fire hydrant system is the property of the District or Point Arena Water Works and who is responsible for maintenance and replacement of this infrastructure.

Item #10 from the list above cannot be addressed at this time. The revised study is attached for consideration and proposed adoption.

The District’s existing SOI is coterminous with the District boundary and was established by LAFCo on October 2, 2006 (LAFCo Resolution No. 2006-07). There is a small unserved area located south of the District boundary and north of the South Coast Fire Protection District boundary. The District currently serves 16 parcels accessible from State Highway 1 and adjacent to

the Pacific Ocean in this area. The SOI Update recommends an amendment to the District's existing sphere to add Area A containing 16 parcels as depicted in Figure 1-1.

The Notice for this Public Hearing was posted on May 8, 2018 and published on May 11, 2018 in the Independent Coast Observer newspaper according to the attached proof of publication.

Attachments:

- (1) Redwood Coast Fire Protection District Municipal Service Review & Sphere of Influence Update
- (2) Proof of Publication
- (3) Notice of Exemption
- (4) LAFCo Resolution No. 2017-18-12

PUBLIC HEARING 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: June 4, 2018

Adopted: XXX

LAFCo Resolution No: 2017-18-12

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1 INTRODUCTION

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.

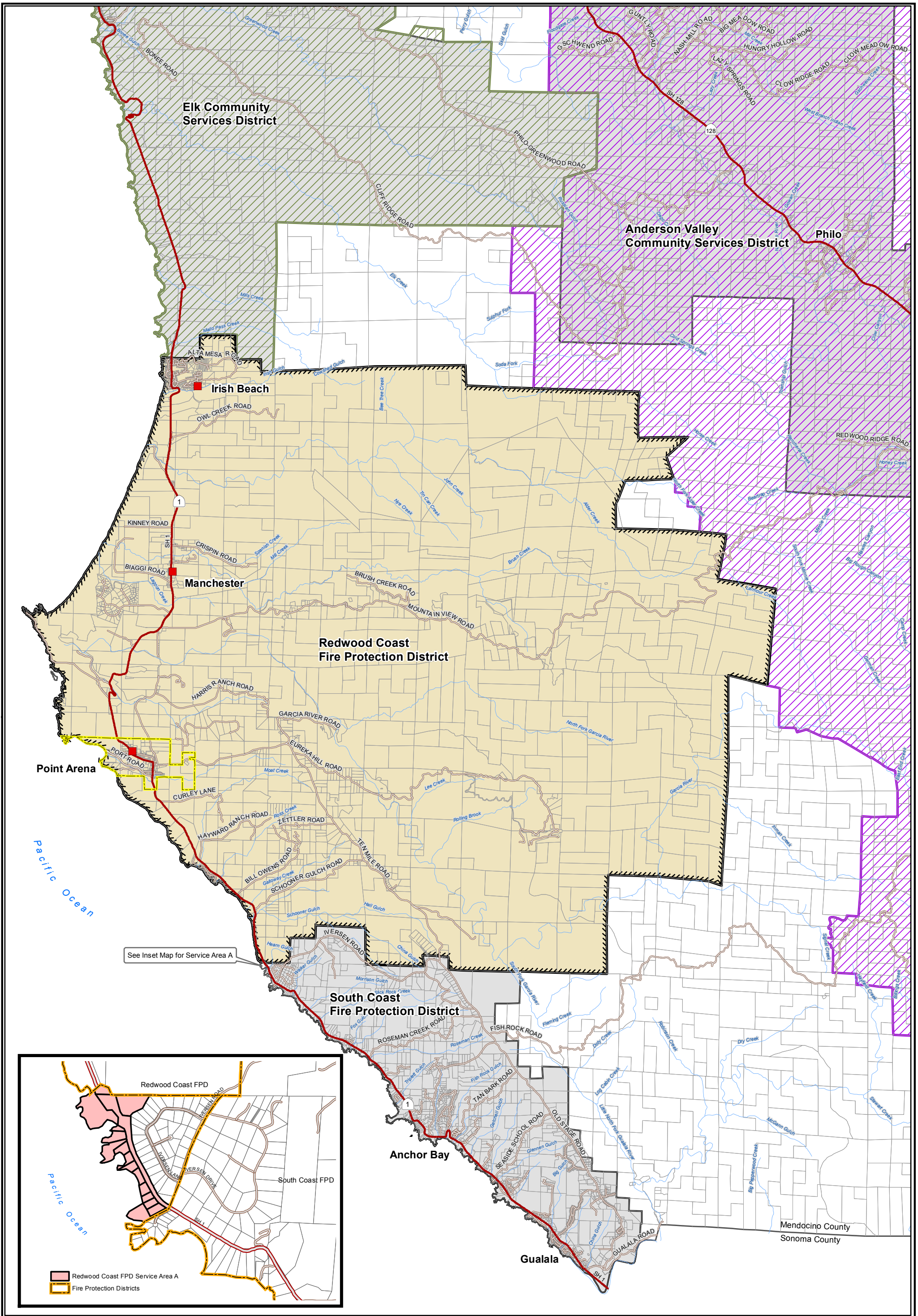
Territory placed within a city's sphere indicates that the city is the most logical provider of urban services. LAFCo encourages annexation of developing territory (i.e., area not currently receiving services) that is currently within a city's sphere to that city rather than to one or more single-purpose 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.

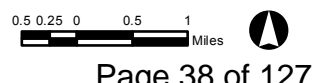
Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns through adoption and implementation of general plan and zoning regulations. The fire districts in Mendocino County were established to provide 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

Source: This map was prepared by the County of Mendocino's Information Services Division, GIS Program, May 2018.
 Note: This map is not a survey product.

- Redwood Coast FPD
- Redwood Coast FPD SOI
- Fire Protection Districts
- Anderson Valley CSD SOI
- Elk CSD SOI
- Incorporated City
- Parcels
- Highways
- Roads
- Streams
- Redwood Coast FPD Stations



2 AGENCY OVERVIEW

Table 2.1 Redwood Coast FPD Profile	
Agency Name:	Redwood Coast Fire Protection District
Phone Number:	(707) 882-1833
Fax Number:	(707) 882-2003
Mailing Address:	P.O. Box 245, Point Arena, CA 95468
District Office:	19601 S Highway 1, Manchester, CA 95459
Website:	http://www.rcfpd.net/
General Email:	rcfpd731@gmail.com
Date of Formation:	June 3, 1997
Agency Type:	Independent Special District, Single-Service Provider
Enabling Legislation:	Fire Protection District Law: Health and Safety Code §13800 et seq.
Board Meeting Schedule:	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 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, Garcia River Casino, Manchester State Park, California Coastal National Monument, Point Arena-Stornetta Public Lands, Point Arena Lighthouse and Museum, Mendocino College Coastal Field Station, 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). The FRA includes federal land associated with (a) the Point Arena-Stornetta Unit of the California Coastal National Monument, which is approximately 1,665 acres of Bureau of Land Management (BLM) lands along the Mendocino coastline, (b) the Point Arena Air Force Station, which is a closed United States Air Force General Surveillance Radar station located 3.7-miles east of Point Arena and which was closed in 1998 by the Air Force and turned over to the Federal Aviation Administration, and (c) the Manchester Band of Pomo Indians of the Manchester Rancheria. (LAFCo, 2006; RCFPD, 2018)

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).

Name	Title	Term Expiration
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 4th 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:

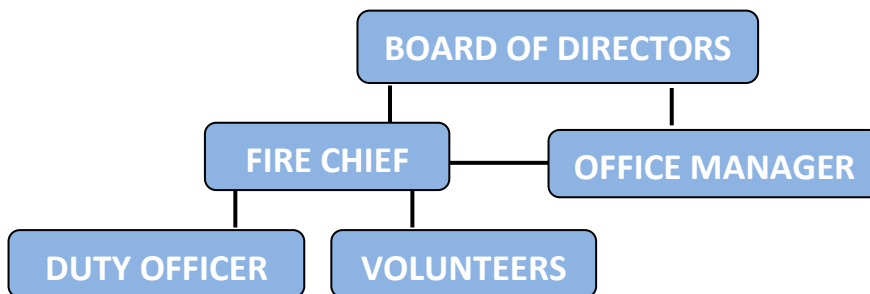
- Interfacing with the public, Fire Chief, Board of Directors, District Counsel, vendors, and other agencies as required.
- Maintaining the District tax billing software (Excel database). Understand District tax information and District policy. Answer questions relating to tax related matters.
- Research, 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, 2018)

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.
- The District shares vehicles, equipment, and staff with other public fire service providers through Strike Team assignments and other mutual aid services.
- The District participates in Strike Team assignments and provides coverage for the CAL FIRE station located in the City of Point Arena when needed.

(RCFPD: 2017, 2018)

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.

Table 2.3 Financial Summary			
	FY 13-14	FY 14-15	FY 15-16
Prior Period Adjustments	\$0	-\$26,953	\$0
Beginning Fund Balance	\$183,098	\$240,196	\$197,732
Ending Fund Balance	\$240,196	\$197,732	\$330,367
Reserves Balance	\$146,962	\$110,028	\$177,182
Revenues			
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
Total Revenue	\$246,350	\$239,359	\$606,364
Expenses			
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

Table 2.3 Financial Summary			
	FY 13-14	FY 14-15	FY 15-16
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
Total Expenses	\$244,884	\$255,255	\$488,067
Net Income/Loss	\$1,466	-\$15,896	\$118,297
Fixed Assets Expenditures	\$34,186	\$57,500	\$40,846

Source: Pehling: 2014, 2015, 2017; RCFPD, 2018.

According to the financial information in the table above, the District annual operations fluctuate between a net income and loss and the District maintains sufficient reserves to address current and future needs in addition to unforeseen expenses. Financial reserves are held separately from the District's Checking Account (Refer to Section 2.4.2.1 for more information). 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. While volunteer firefighters are not paid personnel, volunteers receive a large percentage of reimbursements from Strike Team assignments and the District receives approximately 25-33% of this funding. (RCFPD, 2018)

The District also provides coverage for the CAL FIRE station located in the City of Point Arena and receives reimbursement for the service.

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>
<u>ASSETS</u>	
<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>
TOTAL ASSETS	<u><u>1,506,986</u></u>
<u>LIABILITIES</u>	
<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>
TOTAL LIABILITIES	<u>131,992</u>
<u>NET POSITION</u>	
Net Investment in Capital Assets	1,035,426
Unrestricted	339,568
TOTAL NET POSITION	<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)

While there have been no major new development projects built within the District since the 2006 MSR, there have been changes to the area that affect the District's provision of services. For example, naming the Point Arena-Stornetta Public Lands as part of the California Coastal National Monument in 2014, opening BLM lands to the public, and increased use of the Mendocino College Coastal Field Station, located on the former U.S. Coast Guard LORAN site. These changes have added more people to the District's service area and increased the potential for more service calls. (RCFPD, 2018)

Mendocino County and the City of Point Arena are not currently proposing to change their existing land use and development codes. In addition, no substantial new development is anticipated for the District in the foreseeable future. (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.

Table 2.4 District Projected Growth			
2010 Population	Annual Growth Rate (%)	Projected Population (2020)	Projected Population (2030)
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) that is less than 80% of the State MHI of \$63,783, 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 incorporated 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). While the City MHI is less than 80% of the State MHI, the City does not qualify as a DUC because it is an incorporated area. Manchester qualifies as a DUC and the areas surrounding Point Arena and Manchester may 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

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 Band of Pomo Indians of the Manchester Rancheria since they do not have their own fire personnel or equipment. The Manchester Band of Pomo Indians of the Manchester Rancheria includes two non-contiguous land holdings at the Manchester Rancheria and

the Point Arena Rancheria. The Point Arena Rancheria includes the 10,000-square foot Garcia River Casino. (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
TOTAL	251	206	245	248	290

(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	Gallo ns
2009	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
1996	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 (PAWW) 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) The District does not own, operate, or maintain any of the fire hydrants within its boundaries; most of the fire hydrants in the City of Point Arena are the responsibility of PAWW and some are the responsibility of the City (RCFPD, 2018).

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

20. There are no other matters related to service delivery required by Mendocino LAFCo Policy.

4 SPHERE OF INFLUENCE

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. This remote area is located in the SRA and CAL FIRE is the appropriate service provider for the foreseeable future.

There is a small unserved area located south of the District boundary and north of the South Coast Fire Protection District (SCFPD) boundary. The District currently serves the parcels accessible from State Highway 1 and adjacent to the Pacific Ocean and SCFPD currently serves the parcels accessible from Iversen Road which encompasses a rural residential subdivision.

4.1.4 PROPOSED SOI CHANGES

A portion of the fourth unserved area described in the Areas of Interest section above is proposed to be added to the District's SOI boundary, and eventually the District's jurisdictional boundary. The District is the first responder to Area A containing 16 parcels located directly south of the District boundary and adjacent to the Pacific Ocean, as depicted in Figure 1-1. These parcels are accessible from State Highway 1 and are served by the District's fire station at 282 Lake Street in Point Arena located approximately 6-miles north of Area A.

Area A - List of Assessor Parcel Numbers (APNs):

027511RW	14201007
142050RW	14201008
14201054	14201009
14201053	14203101
14201003	14203102
14201004	14203103 (developed)
14201005	14203104
14201006	14203105 (developed)

4.1.5 CONSISTENCY WITH LAFCO POLICIES

The 16 parcels proposed to be added to the District SOI are zoned Rural Residential 5 Acre Minimum (RR5) and Rangeland (RL) by Mendocino County. Two of the 16 parcels are located in road right-of-way (RW), two parcels are developed with single-family dwellings, five parcels are owned by the Redwood Coast Land Conservancy, 14 of the 16 parcels are undeveloped, and 12 of the 14 non-RW parcels are approximately 2-acres in size or less.

While there is one non-RW parcel in Area A designated for rangelands, the provision of fire protection services alone does not jeopardize the preservation of this open space area. While the addition of Area A to the District SOI will create a corridor, this irregular boundary shape represents the most logical and orderly provision of fire service because it is consistent with the existing conditions of the first responder to the area. The addition of Area A to the District SOI is not anticipated to affect the District's current operating level since the District already serves this area and is consistent with Mendocino LAFCo Policies. Refer to Section 1.5 for the specific SOI policies.

4.1.6 DETERMINATIONS

It is recommended that the Commission amend the existing SOI for the Redwood Coast Fire Protection District to add Area A containing 16 parcels to the District SOI boundary. 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
----------------------------------------	--------------------------------------------------------------------------------------------------

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.
- 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.
- 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/>.

Independent Coast Observer

P.O. Box 1200
Gualala, CA 95445

(707) 884-3501
(707) 884-1710 fax
www.mendonoma.com

Proof of Publication of MENDOCINO LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOTICE OF PUBLIC HEARING

I, the undersigned say:

That I am over the age of eighteen and am not a party to or interested in the above entitled matter of proceeding; and am, and at all times embraced in the publication herein mentioned, was the principal clerk of the editor and publisher of the INDEPENDENT COAST OBSERVER, a weekly newspaper printed, published and circulated in the County of Mendocino, and adjudged a newspaper of general circulation by the Superior Court of California, Proceeding #15294, that the above Mendocino Local Agency Formation Commission (LAFCo)

NOTICE OF PUBLIC HEARING of which is annexed a true printed copy, was printed in type not smaller than nonpareil and published in said newspaper on the following date(s), to wit: May 11, 2018.

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

Executed and dated at Gualala, California, this May 8, 2018

Signature _____

(ICO Ad number 7391)

Public Notice

MENDOCINO LOCAL AGENCY FORMATION COMMISSION
(LAFCO) NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Monday, June 4, 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, LAFCo will hold a public hearing to consider the following: **Municipal Service Review and Sphere of Influence Update for the Redwood Coast Fire Protection District.** This study is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Title 14 CCR §15306 and §15061(b)(3). Copies of all related documents are on file and may be reviewed at the LAFCo website (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; 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:

(7391) May 11, 2018

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, CA 95482

(Address)

Project Title: Redwood Coast FPD MSR/SOI Update 2018

Project Applicant: N/A

Project Location - Specific:

The City of Point Arena and adjacent unincorporated areas of Mendocino County.

Project Location - City: Point Arena and environs Project Location - County: Mendocino

Description of Nature, Purpose and Beneficiaries of Project:

This is a LAFCo initiated Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Redwood Coast Fire Protection District prepared in accordance with Government Code § 56430 and § 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: §15306 and §15061(b)(3)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The MSR is exempt per § 15306 (Information Collection); it is a data collection and service evaluation study and any future actions based on this study will be subject to additional environmental review. The SOI Update is exempt per § 15061(b)(3) (General Rule Exemption); there is no possibility of significantly effecting the environ

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: 6/4/2018 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. 2017-18-12
of the Local Agency Formation Commission of Mendocino County

Approving Adoption of the
Redwood Coast Fire Protection District
Municipal Service Review and 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, the Commission conducted a municipal service review to evaluate the Redwood Coast Fire Protection District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for thirteen the District 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 municipal service review and 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 municipal service review and sphere of influence update on June 4, 2018; and

WHEREAS, the Commission considered all the factors required under California Government Code Sections 56430 and 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 municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations §15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. 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 that 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.
3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: “Redwood Coast FPD MSR/SOI Update 2018”.

4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. 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.
6. The Executive Officer shall revise the official records of the Commission to reflect this update of the sphere of influence for the District.

BE IT FURTHER RESOLVED that the Redwood Coast FPD MSR/SOI Update 2018 is hereby approved and incorporated herein by reference and the existing sphere of influence for the District is amended to add Area A containing 16 parcels to the District SOI boundary as depicted in Exhibit "A", attached hereto.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 4th day of June 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

UMA HINMAN, Executive Officer

GERALD WARD, Chair

MENDOCINO

Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Commissioner Terms of Office, Special District Election and Public Member Recruitment

Recommendation

Receive informational report from staff regarding Commissioner terms of office, Special District Member election, and Public Member recruitment.

Background

Staff is presenting this information to advise the Commission of ending terms and processes staff will be undertaking over the next six months to fill the positions. In December 2018, current terms end for the following Commissioners:

- County Member – Dan Hamburg
- City Member – Geraldo Gonzales
- Special District Member – Theresa, McNerlin
- Special District Alternate – Jenifer Bazzani
- Public Member – Gerald Ward

The process and timeline for filling the anticipated vacancies follows.

County Member – Mendocino County Board of Supervisors

LAFCo staff will request the Board of Supervisors appoint new county members in December/January.

City Member - City Selection Committee

LAFCo staff will request the City Selection Committee convene a meeting after the November Elections to appoint new city members.

Special District – Mailed Ballot Election

A notice of vacancy with nomination forms will be sent to independent special districts for the following terms:

- Regular member – January 1, 2019 to December 31, 2022
- Alternate member – January 1, 2019 to December 31, 2022

Public Member – Mendocino LAFCo

A notice of vacancy will be advertised in newspapers and posted on the website. Interviews may be held and the Commission will make an appointment.

Election/Appointment Process	Date of Distribution	Due Date
Special District Member and Alternate		
Notice of vacancy with separate nomination forms	June 2018	September 13, 2018
Candidate ballots to independent special districts (if more than one candidate nominated)	September 14, 2018	November 14, 2018
Candidates notified of election results		November 15, 2018
Commission certifies election results at regular meeting		December 3, 2018
Elected Special District Member and Alternate terms begin.		January 5, 2019
Public Member		
Notice of availability and public member application form	September 17, 2018	October 26, 2018
Public member interviews (tentative)		November 5, 2018
Public member appointment by Commission		December 3, 2018
Public Member and term begins.		January 5, 2019

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Electronic Email and Devices Policy

Recommendation

- a) Adopt Resolution 17-18-10, approving the proposed Electronic Email and 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 reviewed and discussed the draft Electronic Email and Devices Policy at its May 7, 2018 meeting and directed staff to consult with legal counsel regarding proposed changes to the policy. The Executive Officer reviewed the proposed changes with legal counsel and no additional changes were recommended. The following draft policy language reflects the Commission's direction.

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 personal communication 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, provided a copy has been stored in LAFCo records and will be available for the required retention period.

Attachment: Resolution 17-18-10

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

**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 Mendocino Local Agency Formation Commission 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 personal communication 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, provided 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 4th day of June 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

GERALD WARD, Chair

UMA HINMAN, Executive Officer

DRAFT

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Definition of Terms for the Policies & Procedures Manual

Recommendation

- a) Approve the proposed Definition of Terms for the Policies & Procedures Manual, directing staff to bring back with the updated Policies & Procedures Manual for formal adoption; or
- b) Provide further direction to the Policies and Procedures Committee and/or staff.

Background

During the last update of the Policies & Procedures Manual, the Definition of Terms was eliminated from the Manual. As part of the current update, it is recommended that they be included back into the Manual.

The Policies & Procedures Committee reviewed and discussed the draft definition of terms for the Policies & Procedures Manual at its May 21, 2018 meeting and directed staff to recommend the attached Definition of Terms to the full Commission for discussion and possible adoption.

The attached set of terms are based on the last adopted version, with strikethrough and underline indicating updated language, recommended deletions and new terms.

Staff recommends the Commission review and discuss the Definition of Terms, providing any direction to staff, and/or approve the Terms for inclusion in the Policies & Procedures Manual update. They will be brought back for formal adoption with the updated Manual, which is anticipated to ready for Commission consideration in August 2018.

Attachment: Proposed Definition of Terms

DEFINITION OF TERMS

Proposed additions not in previous versions of the Policies & Procedures Manual definitions are noted with underline; proposed deletions are noted in ~~strikethrough~~.

This glossary presents a listing of key terms that are used in Cortese-Knox-Hertzberg Act of 2000 (CKH), Mendocino County Local Agency Formation Commission (LAFCo) Policies and Procedures, Executive Officer reports, or Commission proceedings. These definitions of terms used are taken from CKH, other documents (such as CEQA) and from previously adopted versions of the Policies & Procedures Manual. Where the definition is taken from CKH, the relevant section is cited. The definition of a word applies to any of that word's variants.

Affected city/district/ local agency	Any city, district, or local agency that contains or would contain, or whose sphere of influence contains or would contain territory for which a change of organization is proposed or ordered, either singularly or as part of a reorganization. [§56011, §56013, §56014]
Affected county	Any county that contains, or would contain, any territory for which a change of organization or reorganization is proposed or ordered, either singularly or as part of a reorganization or that contains all or any part of a district for which a change of organization or reorganization is proposed or ordered with respect to territory outside that county, district, or local agency. [§56012]
Affected territory	Any territory for which a change of organization or reorganization, or sphere of influence change is proposed or ordered. [§56015]
Agricultural lands	Land currently used for the purpose of producing an agricultural commodity for commercial purposes, land left fallow under a crop rotational program, or land enrolled in an agricultural subsidy or set-aside program. [§56016; see also “Prime agricultural land” §56064]
Annexation	The inclusion, attachment, or addition of territory to a city or district. [§56017]
Application	Applies to any of the following [§56017.2]: (a) A resolution of application or petition initiating a change of organization or reorganization with supporting documentation as required by the commission or executive officer. (b) A request for a sphere of influence amendment or update pursuant to §56425. (c) A request by a city or district for commission approval of an extension of services outside the agency’s jurisdictional boundaries pursuant to §56133. (d) A request by a public agency for commission approval of an extension of serves outside the agency’s jurisdictional boundaries pursuant to §56134.
Area of Concern <u>Interest</u>	The geographical area beyond the Sphere of Influence of a local agency in which land use decisions, or other governmental actions of the

jurisdiction impact directly or indirectly upon the local agency, or for which urbanization may be anticipated in the intermediate or long range planning horizons.

Board of supervisors	The legislative body or governing board of a county. [§56020]
<u>Categorical Exemption</u>	<u>An exemption from CEQA for a class of projects based on a finding by the Secretary for Resources that the class of projects does not have a significant impact on the environment (14 CCR Section 15300-15331). [§15354]</u>
<u>CEQA</u>	<u>The California Environmental Quality Act contained in Public Resources Code §21000 et seq.</u>
Certificate of completion	The document prepared by the executive officer and recorded with the county recorder that confirms the final successful completion of a change of organization or reorganization. [§56020.5]
Certificate of filing	The document issued by the executive officer that confirms an application for a change or organization or reorganization has met submission requirements and is accepted for filing. [§56020.6]
Certificate of termination	The document prepared by the executive officer and retained by the commission that indicates that a proposal for a change of organization or reorganization was terminated because of majority written protest, rejection by voters in an election, or the expiration of time prior to completion of proceedings pursuant to §57001 or a court order. [§56020.7]
Change of organization	Refers to any of the following [§56021]: (a) A city incorporation (b) A district formation (c) An annexation to a city or district. (d) A detachment from a city or district. (e) A disincorporation of a city (f) A district dissolution (g) A consolidation of cities or special districts (h) A merger of a city and a district (i) Establishment of a subsidiary district (j) The exercise of new or different functions or classes of services, or divestiture of the power to provide particular functions or classes of services, within all or part of the jurisdictional boundaries of a special district as provided in Article 1.5 (commencing with §56824.10) of Chapter 5 of Part 3 of this division.
City	Any incorporated chartered or general law city, including any city the name of which includes the word "town." [§56023]
Clerk	The clerk or secretary of a commission, county, city, or district, or the clerk or secretary of the legislative body of a county, city, or district.

Where the office of county clerk is separate from the office of the clerk of the board of supervisors, "clerk" means the clerk of the board of supervisors. Where the office of county clerk is separate from the office of the registrar of voters, "clerk" means the registrar of voters with respect to all duties pertaining to the conduct of elections and the county clerk with respect to all other duties. [§56026]

Commission	A local agency formation commission. [§56027]
Commission proceedings	Proceedings which are taken by a commission pursuant to Part 3 (commencing with §56650). [§56028]
Conducting authority	The Commission of the principal county, or the commission's executive officer when authorized by the commission, when exercising its responsibility to conduct protest proceedings following approval by the commission of a change of organization or reorganization. [§56029]
Consolidation	The uniting or joining of two or more cities located in the same county into a single new successor city or two or more districts into a single new successor district. [§56030]
Contiguous	(a) Territory that abuts or shares a common boundary with territory within a local agency; (b) Territory is not contiguous if the only contiguity is based upon a strip of land more than 300 feet long and less than 200 feet wide at its narrowest width, that width to be exclusive of highways. [§56031]
Dependent special district or dependent district	Any special district that has a legislative body that consists, in whole or part, of ex officio members who are officers of a county or another local agency, or who are appointees of those officers, and who are not appointed to fixed terms. "Dependent special district" or "dependent district" does not include any district excluded from the definition of district contained in §56036 or §56036.6. [§56032.5]
Detachment	The exclusion, deletion, or removal from a city or district of any portion of the territory of that city or district. [§56033]
"Disadvantaged unincorporated community" (DUC)	Inhabited territory, as defined by §56046, or as determined by commission policy, that constitutes all or a portion of a "disadvantaged community" as defined by Section 79505.5 of the Water Code. [§56033.5]
Disincorporation	The dissolution, extinguishment, or termination of the existence of a city and the cessation of its corporate powers, except for the purpose of winding up the affairs of the city. [§56034]
Dissolution	The disincorporation, extinguishment, and termination of the existence of a district and the cessation of all its corporate powers, except as the commission may otherwise provide pursuant to §56886 or for the purpose of winding up the affairs of the district. [§56035]

District or special district

(a) "District" or "special district" are synonymous and mean an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries and in areas outside boundaries when authorized by the commission pursuant to §56133.

(b) "District" or "special district" includes a county service area, but excludes all of the following:

1. The state.
2. A county.
3. A city.
4. A school district or community college district.
5. A special assessment district or special assessment district.
6. An improvement district.
7. A community facilities district formed pursuant to the Mello-Roos Community Facilities Act of 1982 (Chapter 2.5 (commencing with §53311) of Part 1 of Division 2 of Title 5).
8. A permanent road division formed pursuant to Article 3 (commenting with §1160) of Chapter 4 of Division 2 of the Streets and Highways Code.
9. An air pollution control district or an air quality maintenance district.
10. A zone of any special district. [§56036]

Elections official

"Elections official" shall have the same meaning as in Section 320 of the Elections Code. [§56037.5]

Environmental Impact Report (EIR)

An environmental impact report is an informational document produced according to CEQA regulations which, when its preparation is required pursuant to Public Resources Code §21000 et seq., shall be considered by every public agency prior to its approval or disapproval of a project. The purpose of an environmental impact report is to provide public agencies and the public in general with detailed information about the effect which a proposed project is likely to have on the environment; to list ways in which the significant effects of such a project might be mitigated; and to indicate alternatives to such a project. [§21061]

Environmental Review

The process set forth in CEQA (Public Resources Code §21000 et seq.) which involves an assessment of potential significant adverse impacts of an action.

Executive officer

The person appointed by a commission pursuant to §56384. [§56038]

Feasible

Capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, legal, social, and technological factors. [§56038.5]

Function	Any power granted by law to a local agency to provide designated governmental or proprietary services or facilities for the use, benefit, or protection of persons or property. [§56040]
Improvement district	An area or zone formed for the sole purpose of designating an area which is to bear a special tax or assessment for an improvement benefiting that area. [§56041]
Inactive District	A special district that meets all of the following: [§56042] (a) The special district is defined in §56036. (b) The special district has had no financial transactions in the previous fiscal year. (c) The special district has no assets and liabilities. (d) The special district has no outstanding debts, judgements, litigation, contracts, liens, or claims.
Incorporation	The creation or establishment of a city. Any area proposed for incorporation as a city shall have at least 500 registered voters residing within the affected territory at the time the proposal is initiated. [§56043]
Independent district or independent special district	Any special district having a legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex-officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. "Independent special district" does not include any district excluded from the definition of district contained in §56036 and §56036.6. [§56044]
<u>Infill</u>	<u>Building within unused and underutilized lands within existing development patterns, typically but not exclusively in urban areas.</u>
Inhabited territory	Territory within which there reside 12 or more registered voters. The number of registered voters as determined by the elections officer, shall be established as of the date a certificate of filing is issued by the executive officer. All other territory shall be deemed "uninhabited." [§56046]
<u>Initiating petition</u>	<u>A document signed either by registered voters or landowners that requests LAFCo to consider a boundary change. The petition must be in a form prescribed by LAFCo.</u>
Interested agency	Each local agency which provides facilities or services in the affected territory. [§56047.5]
<u>Island</u>	<u>Unincorporated territory substantially surrounded by a city, or territory surrounded by a city on one or more sides and the Pacific Ocean on the remaining side.</u>

Joint powers agency or joint powers authority	An agency or entity formed pursuant to the Joint Exercise of Powers Act (Article 1 (commencing with §6500) of Chapter of Division 7 of Title 1) that is formed for the local performance of governmental functions that includes the provisions of municipal services. [§56047.7]
Landowner, or owner of land, or property owner	Means all of the following: [§56048] (a) Any person or persons shown as the owner of land on the last equalized assessment roll prepared by the county at the time the determination is required to be made pursuant to the requirements of this division. Where that person or persons is no longer the owner, the landowner or owner of land is any person or persons entitled to be shown as owner of land on the next equalized assessment roll. (b) Where land is subject to a recorded written agreement of sale, any person shown in the agreement as purchaser. (c) Any public agency owning land other than highways, rights-of-way, easements, waterways, or canals
Landowner-voter	Any person entitled to vote in a landowner-voter district, or the legal representative of that person or, in the case of an election, the proxy of that person if authorized by the principal act. [§56049]
Landowner-voter district	A district whose principal act provides that owners of land within the district are entitled to vote upon the election of district officers, the incurring of bonded indebtedness, or any other district matter. [§56050]
Latent service or power	Those services, facilities, functions, or powers authorized by the principal act under which the district is formed, but that are not being exercised, as determined by the commission pursuant to §56425(i). [§56050.5]
Lead Agency	Under CEQA, the public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment. [§21067]
Legal representative	An officer of a corporation, partnership, or limited-liability company duly authorized to sign for, and on behalf of, the entity. Legal representative also includes a guardian, conservator, executor, administrator, trustee or other person holding property in a trust capacity under appointment of a court, when authorized by an order of the court. [§56052]
Local agency	A city, county, or district. [§56054]
Merger	The termination of the existence of a district when the responsibility for the functions, services, assets, and liabilities of that district are assumed by a city as a result of proceedings taken pursuant to his division. [§56056]

<u>Municipal services</u>	<u>The full range of services that a public agency provides or is authorized to provide.</u>
<u>Municipal service review (MSR)</u>	<u>A comprehensive study designed to better inform LAFCo, local agencies, and the community examining the provision of municipal services for the area.</u>
Open space	Any parcel or area of land or water which is substantially unimproved and devoted to an open-space use, as defined in §65560. [§6059]
Overlap or overlapping territory	Territory which is included within the boundaries of two or more districts or within one or more districts and a city or cities. [56061]
<u>Plan for services</u>	<u>A plan prepared pursuant to §56653 for purposes of providing sufficient information to assess the proposed provision of services for applications.</u>
<u>Prezoning</u>	<u>A zoning designation formally adopted by a city that applies to property outside city limits. Prezoning has no regulatory effect until a property is annexed.</u>
Prime agricultural land	<p>An area of land, whether a single parcel or contiguous parcels, that has not been developed for a use other than an agricultural use and that meet any of the following qualifications: [§56064]</p> <ul style="list-style-type: none"> (a) Land that qualifies, if irrigated, for rating as class I or class II in the USDA Natural Resources Conservation Service land use capability classification, whether or not the land is actually irrigated, provided that irrigation is feasible. (b) Land that qualifies for rating 80 through 100 Storie Index Rating. (c) Land that supports livestock used for the production of food and fiber and that has an annual carrying capacity equivalent to at least one animal unit per acre as defined by the United States Department of Agriculture in the National Range and Pasture Handbook, Revision 1, December 2003. (d) Land planted with fruit or nut-bearing trees, vines, bushes, or crops that have a nonbearing period of less than five years and that will return during the commercial bearing period on an annual basis from the production of unprocessed agricultural plant production not less than four hundred dollars (\$400) per acre. (e) Land that has returned from the production of unprocessed agricultural plant products an annual gross value of not less than four hundred dollars (\$400) per acre for three of the previous five calendar years.
Principal act	In the case of a district, the law under which the district was formed and, in the case of a city, the general laws or the city charter. [§56065]

Proceeding	Proceedings taken by the commission for a proposed change for a change of organization or reorganization pursuant to Part 4 (commencing with §57000). [§56067]
Proposal	A desired change of organization or reorganization initiated by petition or by resolution of application of a legislative body or school district for which a certificate of filing has been issued. [§56069]
Protest proceedings	Proceedings taken by a commission, or its executive officer when authorized by the commission, as the conducting authority pursuant to Chapter 1 (commencing with §57000), Chapter 2 (commencing with §57025), Chapter 3 (commencing with §57075) of Part 4 of this division. [§56069.5]
Public agency	The state or any state agency, board, or commission, any city, county, city and county, special district, or any agency, board, or commission of the city, county, city and county, special district, joint powers authority, or other political subdivision. [§56070]
Reorganization	Two or more changes of organization contained within a single proposal. [§56073]
Service	A specific governmental activity established within, and as a part of, a general function of the special district as provided by regulations adopted by the commission pursuant to Chapter 5 (commencing with §56820) of Part 3. [§56074]
Sphere of influence (SOI)	A plan for the probable physical boundaries and service area of a local agency, as determined by the commission. [§56076]
Subject agency	Each district or city for which a change of organization or reorganization is proposed or provided in a plan of reorganization. [§56077]
Subsidiary district	A district in which a city council is designated as, and empowered to act as, the ex officio board of directors of the district. [§56078]
Urban service area	Developed, undeveloped, or agricultural land, either incorporated or unincorporated, within the sphere of influence of a city, which is served by urban facilities, utilities, and services or which are proposed to be served by urban facilities, utilities, and services during the first five years of an adopted capital improvement program of the city if the city adopts that type of program for those facilities, utilities, and services. The boundary around an urban area shall be called the "urban service area boundary" and shall be developed in cooperation with a city and adopted by a commission pursuant to policies adopted by the commission in accordance with §56300, §56301 and §56425. [§56080]
<u>Zoning</u>	<u>The primary regulatory instrument for implementing the general plan. Zoning divides a community into districts or "zones" which specify the permitted and prohibited uses and development standards.</u>

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Inter-LAFCo Coordination Policy

STAFF RECOMMENDATION

Commission discuss the draft Inter-LAFCo Coordination Policy and either:

- A. Adopt Resolution No. 2017-18-13, approving the proposed Inter-LAFCo Coordination Policy, or
- B. Provide further direction to the Policies and Procedures Committee and/or staff; or
- C. Deny the draft policy.

BACKGROUND

The Cortese-Knox-Hertzberg Act of 2000 (CKH) provides that the county having all or the greater portion of the assessed value of all taxable property within a district for which a change of organization or reorganization is proposed is the principal county for changes in organization that involving that district. The Act further provides that the LAFCo of the principal county shall have exclusive jurisdiction over all boundary changes affecting a district located in more than one county, unless the LAFCo of the principal county vests exclusive jurisdiction in the LAFCo of another affected county, and both LAFCos agree to the transfer of jurisdiction.

Mendocino County shares at least two districts with neighboring counties; Mendocino County is not the principal county for either. Humboldt County's Southern Humboldt Community Healthcare District extends into Mendocino County to south of Piercy. Sonoma County's Coast Life Support District extends into Mendocino County's southern coastal region, providing services as far north as Irish Beach. Whenever issues or potential applications have arisen regarding either of these districts, common practice has been to notify the affected LAFCo and solicit comments.

Sonoma County approved a policy in June 2004 regarding multi-county districts (attached), which was based on information in sections 56123 and 56124 of CKH. There have been a few situations in which issues associated with the Mendocino-Sonoma shared district have come up. In 2004 the Coast Life Support District applied for a sphere amendment and annexation. At that time, Sonoma LAFCo sent Mendocino LAFCo the application and requested comment/recommendation from Mendocino LAFCo on the MSR and proposal, for which Mendocino LAFCo provided a letter of support to Sonoma LAFCo. Additionally, in 2015, Mendocino LAFCo staff requested Sonoma LAFCo's comment on a request from the Gualala CSD to amend its sphere to include territory in Sonoma County. A policy would formalize the Commission's intent to coordinate with adjacent LAFCos and provide clear staff direction.

The Policies & Procedures Committee discussed the following draft policy at its May 21, 2018 meeting and recommends the following proposed policy to the Commission for discussion and possible action.

1.1 Inter-LAFCo Coordination (Draft)

1.1.1 Purpose

Mendocino LAFCo recognizes that special districts may have territory in more than one county and that development patterns similarly do not always follow county boundaries. The Commission also recognizes that decisions made in one county can have significant environmental, economic, or fiscal impacts on another county. Recognizing that sharing information, policies and perspectives with neighboring LAFCos can benefit the public by enhancing and expediting the decision-making process, Mendocino LAFCo seeks to foster such sharing by formalizing its policy on cooperation with other LAFCos.

1.1.2 General

In recognition that the Cortese-Knox-Hertzberg Act vests authority for jurisdictional changes and all other matters with the LAFCo of a district's Principal County, Mendocino LAFCo affirms as policy that activities and decisions affecting independent special districts having territory in more than one county ("multi-county districts") are the sole responsibility of the Principal County LAFCo. This policy applies to:

- 1) Conduct and adoption of Municipal Service Reviews ("MSRs");
- 2) Adoption, update and amendment of Sphere of Influence Plans ("SOIs"), including adjustments of sphere horizons and changes in the assignment of territory to particular horizons;
- 3) Changes of organization such as formation, dissolution, annexation, and detachment;
- 4) Actions affecting the provision of services, such as changes in service boundaries and provision of new services.
- 5) Notwithstanding the policy stated above, Mendocino LAFCo will share information and engage in joint activities with neighboring LAFCos whenever doing so can reasonably be expected to reduce costs, improve efficiency in performance of LAFCo actions, or enhance the quality of LAFCo decisions and not conflict with provisions of applicable law.

1.1.3 Transfers of Jurisdiction

When requested by LAFCo of an affected county, Mendocino LAFCo will consider and determine, on a case-by-case basis, whether it is appropriate to transfer jurisdiction to the LAFCo of the affected county.

The Commission has authority pursuant to the provisions of Section 56388 of the Government Code to transfer jurisdiction for certain district proposals to the LAFCo of the county in which the subject territory is wholly or partially located. Mendocino LAFCo recognizes that such transfer of jurisdiction may benefit the public by expediting service or enhancing development of information regarding the subject territory. The Commission hereby delegates to its Executive Officer its authority to transfer jurisdiction for proposals involving a multi-county district and property located wholly outside Mendocino County if those proposals are of minor significance and the transfer would be of benefit to the public.

- 1) Proposals for formation or dissolution of agencies, modification of sphere plans, or activation of latent powers may not be transferred without Commission approval.
- 2) Considerations involved in the determination whether a proposal is of minor significance include, but are not necessarily limited to, the size of the area involved, the number of property owners, the assessed valuation, and the potential impact of the action on all affected service providers.

- 3) The Mendocino LAFCo Executive Officer shall make any such transfer of jurisdiction in writing (or subsequently prepare a written record for a transfer first approved orally or electronically) and promptly inform the Chair. The Chair and Executive Officer shall report such transfers to the Commission in a timely manner.

1.1.4 Multi-County Application Processing Procedures

Mendocino LAFCo recognizes the need to collaborate with the LAFCos of affected counties and when considering a change of organization of a district that is located in more than one county. To further this collaboration and assure thorough and consistent consideration of applications affecting more than one county, the Commission adopts the following procedure for processing applications from multi-county districts.

1.1.4.1 Mendocino LAFCo the Principal LAFCo

The Executive Officer of Mendocino LAFCo will inform neighboring LAFCo Executive Officers whenever Mendocino LAFCo receives a proposal for or initiates action on an MSR, SOI, organizational change, or service change involving a multi-county district for which Mendocino is the Principal County but has territory in the neighboring LAFCo's county.

- 1) Applications affecting the boundaries of a district for which Mendocino LAFCo is the principal LAFCo shall be submitted to Mendocino LAFCo, including instances in which the subject territory is located in another county. Prior to application, applicants should meet with Mendocino LAFCo staff and the staff of the LAFCo in the affected county regarding process and application requirements.
- 2) Upon receipt of an application involving territory in another county, Mendocino LAFCo staff shall immediately forward a copy of the application to the LAFCo of the affected county. Mendocino LAFCo staff shall also notify all affected local agencies of any proceedings, action, or reports on the proposed change of organization.
- 3) Mendocino LAFCo staff shall consult with the staff of the LAFCo of the affected county and the staffs of affected agencies, to gather data for the Executive Officer's report and recommendation.
- 4) Mendocino LAFCo shall schedule Commission consideration of the application so that the LAFCo of the affected county has had time to review the application and submit a written recommendation to be included in the Executive Officer's report for Mendocino LAFCo consideration.
- 5) During its consideration of the application, the Commission shall consider the Executive Officer's report, the recommendation of the LAFCo of the affected county, and the comments of interested persons and affected local agencies in making its determination.
- 6) Following the Commission's consideration of the application, the Executive Officer shall forward any resolutions and written report of Commission action to all affected local agencies and the LAFCo of the affected county.

1.1.4.2 Mendocino LAFCo not Principal LAFCo

Upon receipt by Mendocino LAFCo of a referral from the LAFCo of another county of an application for a change of organization affecting territory in Mendocino County, Mendocino County staff shall place the application and report and recommendation on Mendocino LAFCo's next possible agenda so that the Commission may consider the application and forward a recommendation to the principal LAFCo. The application will be processed and a staff report will be prepared consistent with Mendocino LAFCo's Policies and Procedures.

**Resolution No. 2017-18-13
of the Mendocino Local Agency Formation Commission**

**Approving the
Inter-LAFCo Coordination 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 coordination with adjacent counties regarding multi-county agencies, 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.

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

1. The Commission hereby approves the Inter-LAFCo Coordination Policy as set forth in Exhibit A, attached hereto.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 4th day of June 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

UMA HINMAN, Executive Officer

GERALD WARD, Chair

EXHIBIT A

1.1 Inter-LAFCo Coordination

1.1.1 Purpose

Mendocino LAFCo recognizes that special districts may have territory in more than one county and that development patterns similarly do not always follow county boundaries. The Commission also recognizes that decisions made in one county can have significant environmental, economic, or fiscal impacts on another county. Recognizing that sharing information, policies and perspectives with neighboring LAFCos can benefit the public by enhancing and expediting the decision-making process, Mendocino LAFCo seeks to foster such sharing by formalizing its policy on cooperation with other LAFCos.

1.1.2 General

In recognition that the Cortese-Knox-Hertzberg Act vests authority for jurisdictional changes and all other matters with the LAFCo of a district's Principal County, Mendocino LAFCo affirms as policy that activities and decisions affecting independent special districts having territory in more than one county ("multi-county districts") are the sole responsibility of the Principal County LAFCo. This policy applies to:

- 1) Conduct and adoption of Municipal Service Reviews ("MSRs");
- 2) Adoption, update and amendment of Sphere of Influence Plans ("SOIs"), including adjustments of sphere horizons and changes in the assignment of territory to particular horizons;
- 3) Changes of organization such as formation, dissolution, annexation, and detachment;
- 4) Actions affecting the provision of services, such as changes in service boundaries and provision of new services.
- 5) Notwithstanding the policy stated above, Mendocino LAFCo will share information and engage in joint activities with neighboring LAFCos whenever doing so can reasonably be expected to reduce costs, improve efficiency in performance of LAFCo actions, or enhance the quality of LAFCo decisions and not conflict with provisions of applicable law.

1.1.3 Transfers of Jurisdiction

When requested by LAFCo of an affected county, Mendocino LAFCo will consider and determine, on a case-by-case basis, whether it is appropriate to transfer jurisdiction to the LAFCo of the affected county.

The Commission has authority pursuant to the provisions of Section 56388 of the Government Code to transfer jurisdiction for certain district proposals to the LAFCo of the county in which the subject territory is wholly or partially located. Mendocino LAFCo recognizes that such transfer of jurisdiction may benefit the public by expediting service or enhancing development of information regarding the subject territory. The Commission hereby delegates to its Executive Officer its authority to transfer jurisdiction for proposals involving a multi-county district and property located wholly outside Mendocino County if those proposals are of minor significance and the transfer would be of benefit to the public.

- 1) Proposals for formation or dissolution of agencies, modification of sphere plans, or activation of latent powers may not be transferred without Commission approval.
- 2) Considerations involved in the determination whether a proposal is of minor significance include, but are not necessarily be limited to, the size of the area involved, the number of property owners, the assessed valuation, and the potential impact of the action on all affected service providers.
- 3) The Mendocino LAFCo Executive Officer shall make any such transfer of jurisdiction in writing (or subsequently prepare a written record for a transfer first approved orally or electronically) and promptly inform the Chair. The Chair and Executive Officer shall report such transfers to the Commission in a timely manner.

1.1.4 Multi-County Application Processing Procedures

Mendocino LAFCo recognizes the need to collaborate with the LAFCos of affected counties and when considering a change of organization of a district that is located in more than one county. To further this collaboration and assure thorough and consistent consideration of applications affecting more than one county, the Commission adopts the following procedure for processing applications from multi-county districts.

1.1.4.1 Mendocino LAFCo the Principal LAFCo

The Executive Officer of Mendocino LAFCo will inform neighboring LAFCo Executive Officers whenever Mendocino LAFCo receives a proposal for or initiates action on an MSR, SOI, organizational change, or service change involving a multi-county district for which Mendocino is the Principal County but has territory in the neighboring LAFCo's county.

- 1) Applications affecting the boundaries of a district for which Mendocino LAFCo is the principal LAFCo shall be submitted to Mendocino LAFCo, including instances in which the subject territory is located in another county. Prior to application, applicants should meet with Mendocino LAFCo staff and the staff of the LAFCo in the affected county regarding process and application requirements.
- 2) Upon receipt of an application involving territory in another county, Mendocino LAFCo staff shall immediately forward a copy of the application to the LAFCo of the affected county. Mendocino LAFCo staff shall also notify all affected local agencies of any proceedings, action, or reports on the proposed change of organization.
- 3) Mendocino LAFCo staff shall consult with the staff of the LAFCo of the affected county and the staffs of affected agencies, to gather data for the Executive Officer's report and recommendation.
- 4) Mendocino LAFCo shall schedule Commission consideration of the application so that the LAFCo of the affected county has had time to review the application and submit a written recommendation to be included in the Executive Officer's report for Mendocino LAFCo consideration.
- 5) During its consideration of the application, the Commission shall consider the Executive Officer's report, the recommendation of the LAFCo of the affected county, and the comments of interested persons and affected local agencies in making its determination.
- 6) Following the Commission's consideration of the application, the Executive Officer shall forward any resolutions and written report of Commission action to all affected local agencies and the LAFCo of the affected county.

1.1.4.2 Mendocino LAFCo not Principal LAFCo

Upon receipt by Mendocino LAFCo of a referral from the LAFCo of another county of an application for a change of organization affecting territory in Mendocino County, Mendocino County staff shall place the application and report and recommendation on Mendocino LAFCo's next possible agenda so that the Commission may consider the application and forward a recommendation to the principal LAFCo. The application will be processed and a staff report will be prepared consistent with Mendocino LAFCo's Policies and Procedures.

MENDOCINO
Local Agency Formation Commission
Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Area of Interest Policy

STAFF RECOMMENDATION

The Commission discuss the concept and proposed language and provide feedback to the Policies & Procedures Committee and/or staff.

BACKGROUND

“Areas of Interest” is a policy tool used by other LAFCoS throughout the state to serve as a compromise approach that recognizes situations involving challenging boundary considerations. LAFCoS in other counties that have adopted SOI policies or other agreements that include “Area of Interest” include Butte, Merced, Napa, Nevada, San Luis Obispo, Stanislaus, and Ventura.

An “Area of Concern/Interest” is defined in the Definition of Terms as the geographical area beyond the Sphere of Influence of a local agency in which land use decisions, or other governmental actions of the jurisdiction impact directly or indirectly upon the local agency, or for which urbanization may be anticipated in the intermediate or long range planning horizons.

The Policies & Procedures Committee recommends the Commission consider both the concept and the following proposed language, which closely mirrors many of the other LAFCoS, and describe how a policy would be applied in Mendocino County.

1.1 Areas of Interest

LAFCo may, at its discretion, designate a geographic area beyond the sphere of influence as an Area of Interest to any local agency.

- A. An Area of Interest is a geographic area beyond the sphere of influence in which land use decisions or other governmental actions of one local agency (the "Acting Agency") impact directly or indirectly upon another local agency (the "Interested Agency"). For example, approval of a housing project developed to urban densities on septic tanks outside the city limits of a city and its sphere of influence may result in the city being forced subsequently to extend sewer services to the area to deal with septic failures and improve city roads that provide access to the development. The city in such a situation would be the Interested Agency with appropriate reason to request special consideration from the Acting Agency in considering projects adjacent to the city.
- B. When LAFCo receives notice of a proposal from another agency relating to the Area of Interest, LAFCo will notify the Interested Agency and will consider its comments.
- C. LAFCo will encourage Acting and Interested Agencies to establish Joint Powers Agreements or other commitments as appropriate.

Staff have initiated outreach with the Cities and County of Mendocino to introduce the concept, potential uses of the policy, and to provide opportunity for dialogue and feedback for the Commission to consider.

MENDOCINO
Local Agency Formation Commission
Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Legal Counsel Contract Amendment

STAFF RECOMMENDATION

The Commission review the proposed contract amendment language and:

- a) Approve Legal Counsel’s proposed contract amendment and direct the Chair to sign the contract amendment; or
- b) Provide direction to staff.

BACKGROUND

Attorney P. Scott Browne’s office is proposing an amendment to their contract with Mendocino LAFCo. The amendment is to make all of their legal agreements which are for flat-rate LAFCo clients are consistent with regards to reimbursement for our out of pocket costs and expenses. The proposed contract amendment includes the following language under the “Compensation” section of the contract:

“The monthly payment is compensation not only for time spent directly on Mendocino LAFCo business, but also for the substantial Attorney investment of time providing special seminars put on by Mendocino LAFCo such as AB 1234 training and Best Management Practices for Small Districts, and also working with CALAFCo, the Legislative Committee of CALAFCo, CALAFCo University, and attending and presenting in the CALAFCo conferences, all of which benefits Mendocino LAFCo.

Client further agrees to reimburse all costs and expenses advanced by Attorney on behalf of client, such as facsimile charges, postage, photocopying, travel, legal research, conference registration fees, etc. When costs are incurred for joint CALAFCo projects and workshops such as those listed above, client will be billed only a proportionate share, i.e., the costs will be shared with Attorney’s other flat rate LAFCo clients.”

The proposed contract amendment addresses questions raised during the last Commission meeting regarding Legal Counsel’s bill, which included a portion of April’s CALAFCO Staff Workshop expenses.

Attachment: Legal Counsel Contract (August 4, 2014)
Proposed Contract Amendment

LAW OFFICES OF P. SCOTT BROWNE

The Old Post Office
131 South Auburn Street
Grass Valley, California 95945-6501
scott@scottbrowne.com
(530) 272-4250
Fax (530) 272-1684

MARSHA A. BURCH
Of Counsel
marsha@scottbrowne.com

LEGAL REPRESENTATION

Client: LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

This Agreement for the Provision of Legal Services (hereinafter, the "Agreement") is entered into this 4th day of August, 2014, by and between the Local Agency Formation Commission of Mendocino County (hereinafter "LAFCO" or the "Commission") and P. Scott Browne, Attorney at Law (hereinafter, "Contractor").

PURPOSE OF REPRESENTATION:

The purpose of the representation is to provide general legal advice to the Client and to represent Client in connection with litigation and administrative proceedings.

1) COMPENSATION. Client agrees to pay Attorney at the rate of \$500.00 monthly for the following legal services:

3 hours counsel per month, averaged over 12 months, reviewed annually for adjustment.¹

THE ABOVE RATE REFLECTS A DISCOUNT OFF ATTORNEY'S NORMAL HOURLY RATE.

Rates are per hour for all legal services rendered. Client will be billed for time spent waiting for Client matters to be heard and travel time on Client Business. Client further understands that Attorney will often use his legal assistant to provide paralegal services for Client. Client will be billed for those services at paralegal rates (\$85/hour) when working in that capacity. If Client's needs include projects involving substantial clerical work, or if Attorney's legal assistant is required to handle financial transactions on behalf of Client, Client will be billed at the Special Clerical RATE (\$30/hour) for such time.

Services rendered in connection with any litigation matters are not subject to this rate, and will be billed at \$225.00/hour.

Client further agrees to reimburse all costs and expenses advanced by Attorney on behalf of client, such as facsimile charges, postage, photocopying, etc.

¹ If the cumulative hours for any three month period exceed twelve (12) hours total, Attorney will bill Client for hours in excess of 12 at hourly rate of \$185/hour (excluding litigation, which will be billed at \$225/hour.)

Legal Representation Agreement-Mendocino County LAFCo

Page 2

Client understands that these rates may be adjusted from time to time with the consent of Client, such consent being evidenced by use of the new rates in determining the provision for legal services included in Client's annual adopted budget.

Costs/Expenses

Photocopies	\$0.20/page
Faxes (incoming/outgoing)	\$0.50/page
Online Legal Research	Actual Cost

- 2) BILLING. Client will be billed in the latter part of each month for all services performed for the month ending on the 15th of the month. Client agrees to pay all amounts shown as due and owing within 30 days (the "payment period"), unless an alternate payment schedule is agreed to by Attorney in writing. Any amounts not paid within the payment period may be subject to a monthly interest charge of .833% (10% on an annualized basis).
- 3) OBJECTIONS TO BILL. Client agrees that any questions or disagreements client may have concerning the bill or amount due shall be communicated to Attorney prior to the end of the payment period, along with payment of any undisputed portion of the bill.
- 4) RESOLUTION OF BILLING DISAGREEMENT. If there is any dispute between Client and Attorney over the amount billed, which the parties cannot resolve themselves, then Client may require that the matter be submitted to binding arbitration in accordance with the rules of the State Bar Fee Arbitration Program (Sections 6200 - 6206 of the California Business and Professions Code).
- 5) ATTORNEY'S FEES AND COSTS. If there is a fee dispute that is not resolved by arbitration and litigation is required to enforce payments under the terms of this contract, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 6) INDEPENDENT CONTRACTOR. No employment relationship is created by this Agreement. Attorney and his staff shall for all purposes be independent contractors to the Client.
- 7) INSURANCE. Attorney agrees to at all times maintain the following insurances covering his activities on behalf of the Client:
 - i) Professional Liability Insurance in the amount of \$1,000,000.00 combined single limits
 - ii) General Liability Insurance in the amount of \$1,000,000.00 combined single limits
 - iii) Automobile Insurance in the amount of \$500,000.00 combined single limits
- 8) CLOSED CASES. Client understands that Attorney assumes no responsibility to keep Client informed of changes in the law or other matters that could affect Client's interest after a case is closed.

- 9) WITHDRAWAL, DISMISSAL OR DISCHARGE OF ATTORNEY.
- a. Withdrawal of Attorney. Attorney may withdraw at any time as permitted under the Rules of Professional Conduct of the State Bar of California. The circumstances under which the Rules permit such withdrawal include, but are not limited to, the following: (a) The Client consents; (b) the Client's conduct renders it unreasonably difficult for the Attorney to carry out the engagement effectively; and (c) the Client fails to pay Attorney's fees or costs as required by his or her agreement with the Attorney.
 - b. Discharge or Dismissal. The Client may discharge Attorney at any time. If Attorney is Client's attorney of record in any proceeding, Client will execute and return a substitution-of-attorney form immediately on its receipt from Attorney.
 - c. Withdrawal or Termination. Client understands that if Attorney withdraws or is terminated from a case, for any reason, Attorney is still entitled to all attorney's fees and costs due and owing to Attorney to the time of termination, including fees incurred in obtaining court permission for Attorney's withdrawal when required.
- 10) COOPERATION. Client agrees to keep in contact with Attorney, cooperate and promptly carry out all reasonable requests of Attorney, in the furtherance of Attorney's representation of client.
- 11) DISCLAIMER OF GUARANTEE. Nothing in this Contract and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of Client's matter are expressions of opinion only.
- 12) AMENDMENT. This agreement may be amended at any time by mutual consent of the parties, expressed in writing and signed by their duly authorized representatives.

Date: 8/6, 2014

CLIENT: LOCAL AGENCY FORMATION COMMISSION
OF MENDOCINO COUNTY

Richard Shoemaker, Chair of the Commission

ATTORNEY:

P. Browne
P. Scott Browne

**Mendocino Local Agency Formation Commission Legal
Representation Agreement**

AMENDMENT NO. 1

This Amendment, dated as of June 4, 2018, is by and between the Mendocino Local Agency Formation Commission, hereinafter referred to as "COMMISSION", and P. Scott Browne, Attorney at Law (hereinafter, "CONTRACTOR").

WITNESSETH

WHEREAS, pursuant to Government Code Section 56375(k) COMMISSION may contract for professional or consulting services; and,

WHEREAS, COMMISSION entered into contract for professional services with CONTRACTOR on August 6, 2014 to provide general legal advice to the COMMISSION and to represent the COMMISSION in connection with litigation and administrative proceedings; and

WHEREAS, CONTRACTOR has requested an amendment to the August 6, 2014 Legal Representation contract; and,

WHEREAS, CONTRACTOR agrees to the following amendment to Compensation as were contained in the Legal Representation Agreement dated August 6, 2014.

Add the following language to COMPENSATION:

The monthly payment is compensation not only for time spent directly on Mendocino LAFCo business, but also for a proportion share of the substantial Attorney investment of time working with CALAFCo, the Legislative Committee of CALAFCo, CALAFCo University, and attending and presenting at the CALAFCo conferences. All of this benefits Mendocino LAFCo by assuring that LAFCo staff and Commissioners are provided with the latest updated information on legislation and that CONTRACTOR can provide Mendocino LAFCo with a broad knowledge base on LAFCo legal issues and solutions from around the State.

Client further agrees to reimburse all out of pocket costs and expenses advanced by Attorney on behalf of client, such as postage, photocopying, travel, legal research, conference registration fees, etc. When costs are incurred for joint CALAFCo projects and workshops such as those listed above, client will be billed only a proportionate share, i.e., the costs will be shared with Attorney's other flat rate LAFCo clients (currently 7, but subject to change). CONTRACTOR agrees that such reimbursement by Client shall not exceed \$450 per year without Client approval.

NOW, THEREFORE it is agreed that COMMISSION does hereby amend the contract of Contract Amendment as listed above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Mendocino LAFCo

Contractor

By: _____
Gerald Ward, Chair

P. Scott Browne, Attorney

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: June 6, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: CALAFCO Calls for Legislative Action

Recommendation

Direct the Chair to sign the attached letters of support for:

- a. AB 2238 as amended April 3, 2018,
- b. AB 2268 as amended April 2, 2018, and
- c. SB 929 as amended March 6, 2018.

Discussion

CALAFCO is supporting the bills discussed below and has issued a *Call for Legislative Action*, requesting letters of support by June 29, 2018. Draft letters of support are attached for consideration.

AB 2238 (Aguiar-Curry)

This bill adds a factor for LAFCo consideration in the review of a proposal for changes of organizations or reorganizations. In reviewing proposals, LAFCo would be required to consider information contained in a local hazard mitigation plan, in a safety element of a general plan. Additionally, LAFCo would consider 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.

AB 2268 (Reyes)

This bill restores funding for inhabited annexations. Payments come from Educational (ERAF), which is backfilled from the general fund. The bill also offers similar incentives to support future annexations of inhabited territory to improve services to affected residents consistent with state LAFCo policies of providing communities with local governance and efficient service delivery options. The inability to do so creates a tremendous detriment to the creation of logical development boundaries and to the prevention of urban sprawl.

SB 929 (McGuire)

This bill requires all independent special districts to have a website by January 1, 2020, and is intended to increase transparency standards. The bill includes exemption standards for districts that are unable to maintain a website because of hardship, such as inadequate staff, financial resources, or access to broadband. The exemption would require an annual resolution be adopted by the governing board with detailed findings.

Attachments:

- 1) Draft Support Letter for AB 2238
- 2) Draft Support Letter for AB 2268
- 3) Draft Support Letter for SB 929

MENDOCINO

Local Agency Formation Commission

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

Telephone: (707) 463-4470 | Fax: (707) 462-2088 | E-mail: eo@mendolafco.org | Web: <http://mendolafco.org>

COMMISSIONERS

Gerald Ward, Chair & Treasurer
Public Member

Carre Brown, Vice Chair
County Board of Supervisors

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

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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

June 4, 2018

Assembly Member Cecilia Aguiar-Curry
California State Assembly
State Capital Room 5144
Sacramento, CA 95814

RE: Support of AB 2238 as amended April 3, 2018

Dear Assembly Member Aguiar-Curry:

The Mendocino Local Agency Formation Commission (LAFCo) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support **Assembly Bill AB 2238 as amended April 3, 2018**. Specifically of interest to LAFCos is the provision requiring 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 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.

When reviewing proposals for changes of organization or reorganizations, it's important for LAFCos to consider whether or not the proposal is consistent with a city or county general plan and other types of growth plans. Further, considering the impact of specific potential fire hazard threats is an important part of smart growth and development planning. As we collectively work to adapt and evolve the way we respond to the impacts of climate change, these kinds of considerations are important in balancing orderly growth and climate adaptation efforts.

Because **AB 2238** is aligned with CALAFCO's policy to use LAFCo resources to review growth plans to ensure reliable services, orderly growth and sustainable communities, Mendocino LAFCo is pleased to support this bill.

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

Sincerely,

Gerald Ward
Chair, Mendocino Local Agency Formation Commission

Cc: Debbie Michel, Chief Consultant, Assembly Local Government Committee
Anton Favorini-Csorba, Consultant, Senate Governance & Finance Committee
Ryan Eisberg, Consultant, Senate Republican Caucus
Pamela Miller, Executive Director, CALAFCO

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June 4, 2018

Assembly Member Eloise Gómez Reyes
California State Assembly
State Capital Room 2175
Sacramento, CA 95814

RE: Support of AB 2268 as amended April 2, 2018

Dear Assembly Member Reyes:

The Mendocino Local Agency Formation Commission (LAFCo) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support of **Assembly Bill AB 2268 as amended April 2, 2018**. This bill would restore funding to approximately 140 cities that had annexed inhabited territory in reliance on previous financial incentives, then suffered significant fiscal harm when those funds were swept away due to the passage of SB 89 (2011). The bill also offers similar incentives to support future annexations of inhabited territory to improve services to affected residents consistent with state LAFCo policies.

The VLF gap created by SB 89, one of the 2011 budget bills, created a financial disincentive to future city incorporations and annexations of inhabited territory. Further, it created severe fiscal penalties for those communities which chose to annex inhabited territories, particularly unincorporated islands. In several previous legislative acts the Legislature had directed LAFCos to work with cities to annex unincorporated inhabited islands. The loss of financial incentives for these inhabited annexations has made it difficult for LAFCos to follow this legislative directive.

Reinstating revenues for annexations is consistent with statewide LAFCo legislative policies providing communities with local governance and efficient service delivery options, including the ability to annex. The inability to do so creates a tremendous detriment to the creation of logical development boundaries and to the prevention of urban sprawl. Because **AB 2268** reinstates a critical funding component to cities who previously annexed inhabited territory and did so rely on this financing, and to those cities who annex inhabited territory in the future, Mendocino LAFCo supports this bill.

Thank you for carrying this important legislation. Please do not hesitate to contact me with any questions you may have on our position.

Sincerely,

Gerald Ward
Chair, Mendocino Local Agency Formation Commission

Cc: Pamela Miller, Executive Director, CALAFCO
Dan Carrigg, Deputy Executive Director and Legislative Director, League of CA Cities

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June 4, 2018

Senator Mike McGuire
California State Senate
State Capital Room 5061
Sacramento, CA 95814

RE: Support of SB 929 as amended March 6, 2018

Dear Assembly Senator McGuire:

The Mendocino Local Agency Formation Commission (LAFCo) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support of **Senate Bill 929**, which would require all independent special districts have a website by January 1, 2020, thereby increasing transparency.

LAFCos work very closely with special districts in their role of overseeing the provision of municipal services. For the approximately 50 percent of the independent special districts that have websites today, communication and transparency with the local LAFCo is far more seamless than with the other half that do not have a website. In those instances, the LAFCo is left to creative resourcefulness to gain access to critical contact and agency information, often times requiring the LAFCo to expend a great deal of effort and resources. This information is especially critical for LAFCo when fulfilling their statutory obligations related to conducting Municipal Service Reviews on these districts.

Further, providing information in an easy, accessible and transparent way to all members of the public – especially those being served by the district – is simply good governance.

For these reasons Mendocino LAFCo supports SB 929.

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

Sincerely,

Gerald Ward
Chair, Mendocino Local Agency Formation Commission

Cc: Chair and Members, Assembly Local Government Committee
Jimmy MacDonald, Consultant, Assembly Local Government Committee
William Weber, Consultant, Assembly Republican Caucus
Pamela Miller, Executive Director, CALAFCO
Dillon Gibbons, CA Special Districts Association

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Status of Applications, Proposals, and Work Plan

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
- Potential Annexation of Industrial Property into City of Willits
Last Activity: May 2018

(Continued...)

MSR & SOI UPDATES:

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

MSR	SOI	MSR/SOI	Targeted Workshop Date	Status
X	X	Redwood Coast FPD	5/7/18	Public Hearing 6/4/18
		Mutual Water Companies	July	Profiles only; MWCs reviewing administrative drafts
X	X	Ukiah Valley FPD	July/August	In progress
X	X	Fort Bragg Rural FPD	August/September	
X	X	Brooktrails CSD	September	In progress
X	X	City of Willits	September	Special study in progress
X	X	Covelo CSD		
X	X	Mendocino City CSD		
X	X	Mendocino Coast RPD		
X	X	City of Fort Bragg	--	Completed – Adopted 12/4/17
	X	Fire Districts (13)	Varies	Completed - Adopted 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	

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: June 4, 2018
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: CALAFCO Business and Legislative Report

STAFF RECOMMENDATION

The Commission discuss the CALAFCO requests for nomination to the 2018/19 CALAFCO Board of Directors and request for nominations for the CALAFCO Achievement Award.

Attachments:

- 1) CALAFCO Nominations for 2018/19 CALAFCO Board of Directors
- 2) CALAFCO Achievement Award Nominations

Board of Directors Nomination and Election Procedures and Forms

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

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.⁸
- b. The Board shall appoint one of the members of the Election Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Election Committee in cooperation with the CALAFCO Executive Director.⁸
- c. Each region shall designate a regional representative to serve as staff liaison to the Election Committee.⁸
- d. Goals of the Committee are to provide oversight of the elections process and to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban suburban and rural population if there is an open seat for which no nominations papers have been received close to the deadline.⁸

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS:

- a. No later than three months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:⁸
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The dates by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Elections Committee action."⁸
 - iv. The names of the Election Committee members with the Committee Chairman's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Election Committee Chairman shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the web site. The announcement shall include the following:⁸

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

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Election Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."⁸
 - iii. The names of the Election Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.⁸
- b. At the close of the nominations the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.⁸
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.⁸
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election.⁸
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.⁸

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING⁶ Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee and may not vote in any run-off elections.⁸

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

- a. The Election Committee Chairman, another member of the Election Committee or the Chair's designee (hereafter called the Presiding Officer) shall:⁸
 - i. Review the election procedure with the membership.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer

shall:

1. Poll the LAFCoS in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.⁸
 4. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. The nominee receiving the majority⁶ of votes cast is elected.
 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).⁶
 3. In case of tie votes⁶:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.⁶
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Election Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.⁸
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting

places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

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

8. FILLING BOARD VACANCIES

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

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007¹, 8 February 2008², 13 February 2009³, 12 February 2010⁴, 18 February 2011⁵, 29 April 2011⁶, 11 July 2014⁷ and 27 October 2017⁸. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



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

Northern Region

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

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Carolyn Emery
Orange LAFCo
cemery@oclafco.org

Coastal Region

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

CONTACT: Martha Poyatos
San Mateo LAFCo
mpoyatos@smcgov.org

Central Region

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

CONTACT: Christine Crawford, Yolo LAFCo
christine.crawford@yolocounty.org

Board of Directors 2018/2019 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

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

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nominations must be received by **September 4, 2018** to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Board of Directors 2018/2019 Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

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

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 4, 2018** to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

CALAFCO Board Members 2017-18*(as of May 15, 2018)*

Board Member Name	LAFCo - Region	Type (Term Expires)
Cheryl Brothers	Orange - <i>Southern</i>	City (2018)
Bill Connelly	Butte - <i>Northern</i>	County (2019)
Shiva Frentzen	El Dorado - <i>Central</i>	County (2018)
Gay Jones – Chair	Sacramento - <i>Central</i>	District (2018)
Michael Kelley - Treasurer	Imperial - <i>Southern</i>	County (2019)
Dr. William Kirby	Placer - <i>Central</i>	City (2019)
Debra Lake	Humboldt - <i>Northern</i>	District (2019)
John Leopold	Santa Cruz - <i>Coastal</i>	County (2018)
Gerard McCallum	Los Angeles - <i>Southern</i>	Public (2018)
Michael McGill - Secretary	Contra Costa - <i>Coastal</i>	District (2018)
Jo MacKenzie	San Diego - <i>Southern</i>	District (2019)
Margie Mohler	Napa - <i>Coastal</i>	City (2019)
Anita Paque	Calaveras - <i>Central</i>	Public (2019)
Ricky Samayoa	Yuba - <i>Northern</i>	City (2018)
Josh Susman – Vice Chair	Nevada - <i>Northern</i>	Public (2018)
Susan Vicklund-Wilson	Santa Clara - <i>Coastal</i>	Public (2019)

Date: 25 May, 2018

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: CALAFCO Achievement Awards Committee

Subject: **2018 CALAFCO Achievement Award Nominations**

**CALAFCO
2018
AWARDS**



Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition. *Please carefully review the nomination instructions and note the form has changed with the addition of a new section.*

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations you can submit.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to highlight the most important points of your nomination.
3. Nominations must be limited to no more than 1500 words or 3 pages in length maximum. You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount will be returned.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Limit supporting documentation to no more than 5 pages. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount will be returned.
5. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
6. **Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 3, 2018.** Send nominations via e-mail, or U.S. mail to:

Stephen Lucas, CALAFCO Executive Officer
c/o Butte LAFCo
1453 Downer Street, Suite C
Oroville, CA 95965
slucas@calafco.org

Members of the 2018 CALAFCO Board of Directors Awards Committee are:

Mike Kelley, Committee Chair (Imperial LAFCo, Southern Region)
Cheryl Brothers (Orange LAFCo, Southern Region)
Debra Lake (Humboldt LAFCo, Northern Region)
Margie Mohler (Napa LAFCo, Coastal Region)
Anita Paque (Calaveras LAFCo, Central Region)

mkelley@calafco.org
cbrothers@calafco.org
dlake@calafco.org
mmohler@calafco.org
apaque@calafco.org

Please contact Steve Lucas, CALAFCO Executive Officer, at slucas@calafco.org or (530) 538-7784 with any questions. A list of the previous Achievement Award recipients is attached to this announcement.

Nomination Form

NOMINEE - Person or Agency Being Nominated:

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION CATEGORY (check one – see category criteria on attached sheet)

- Outstanding CALAFCO Member
- Most Effective Commission
- Outstanding Commissioner
- Outstanding LAFCo Professional
- Outstanding LAFCo Clerk
- Outstanding CALAFCO Associate Member
- Project of the Year
- Distinguished Service Award
- Government Leadership Award
- Legislator of the Year (must be approved by the full CALAFCO Board)
- Mike Gotch Courage and Innovation in Local Government Award
- Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION SUMMARY

In no more than 250 words, summarize why this recipient is the most deserving of this award.

ACHIEVEMENTS

Please indicate the reasons why this person or agency deserves to be recognized (Remember to keep this portion to 1500 words or 3 pages maximum and use additional sheets as needed):

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until *Friday, August 3, 2018* in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Recognizes a LAFCo Clerk for exemplary service during the past year.
Outstanding CALAFCO Associate Member	Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos, and has helped elevate the roles and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
Mike Gotch Courage and Innovation in Local Government Award	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.
Lifetime Achievement Award	Recognizes any individual who has made extraordinary contributions to the LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and/or demonstrated support in innovative and creative ways of the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least ten years.

CALAFCO ACHIEVEMENT AWARD RECIPIENTS**2017**

Most Effective Commission	Los Angeles LAFCo
Outstanding CALAFCO Member	Sblend Sblendorio, Alameda LAFCo
Outstanding Commissioner	John Marchand, Alameda LAFCo
Outstanding LAFCo Professional	Paul Novak, Los Angeles LAFCo
Outstanding LAFCo Clerk	Richelle Beltran, Ventura LAFCo
Outstanding CALAFCO Associate Member	Policy Consulting Associates
Project of the Year	County Services MSR, Butte LAFCo Santa Rosa Annexation, Sonoma LAFCo
Government Leadership Award	San Luis Obispo County Public Works Dept.
Lifetime Achievement Award	Kathy Rollings McDonald (San Bernardino)

2016

Distinguished Service Award	Peter Brundage, Sacramento LAFCo
Most Effective Commission	San Luis Obispo LAFCo
Outstanding CALAFCO Member	John Leopold, Santa Cruz LAFCo
Outstanding Commissioner	Don Tatzin, Contra Costa LAFCo
Outstanding LAFCo Professional	Steve Lucas, Butte LAFCo
Outstanding LAFCo Clerk	Cheryl Carter-Benjamin, Orange LAFCo
Project of the Year	Countywide Water Study, (Marin LAFCo)
Government Leadership Award	Southern Region of CALAFCO
Lifetime Achievement Award	Bob Braitman (retired Executive Officer)

2015

Mike Gotch Courage & Innovation in Local Government Leadership Award	Yuba County Water Agency
Distinguished Service Award	Mary Jane Griego, Yuba LAFCo
Most Effective Commission	Butte LAFCo
Outstanding CALAFCO Member	Marjorie Blom, formerly of Stanislaus LAFCo
Outstanding Commissioner	Matthew Beekman, formerly of Stanislaus LAFCo
Outstanding LAFCo Professional	Sam Martinez, San Bernardino LAFCo
Outstanding LAFCo Clerk	Terri Tuck, Yolo LAFCo
Project of the Year	Formation of the Ventura County Waterworks District No. 38 (Ventura LAFCo) and 2015 San Diego County Health Care Services five-year sphere of influence and service review report (San Diego LAFCo)
Government Leadership Award	The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency
CALAFCO Associate Member of the Year	Michael Colantuono of Colantuono, Highsmith & Whatley
Legislators of the Year Award	Assembly member Chad Mayes
Lifetime Achievement Award	Jim Chapman (Lassen LAFCo) and Chris Tooker (formerly of Sacramento LAFCo)

2014

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

David Church, San Luis Obispo LAFCo

Kate McKenna, Monterey LAFCo

Santa Clara LAFCo

Stephen Lucas, Butte LAFCo

Paul Norsell, Nevada LAFCo

Kate McKenna, Monterey LAFCo

Paige Hensley, Yuba LAFCo

LAFCo Procedures Guide: 50th Year Special Edition,
San Diego LAFCo

Government Leadership Award

**Orange County Water District, City of Anaheim, Irvine
Ranch Water District, and Yorba Linda Water District
Assembly member Katcho Achadjian**

Legislators of the Year Award

Susan Wilson, Orange LAFCo

Lifetime Achievement Award

2013

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
LAFCo Outstanding LAFCo Clerk
Project of the Year
Government Leadership Award

Simón Salinas, Commissioner, Monterey LAFCo

Roseanne Chamberlain, Amador LAFCo

Stanislaus LAFCo

Harry Ehrlich, San Diego LAFCo

Jerry Gladbach, Los Angeles LAFCo

Lou Ann Texeira, Contra Costa

Kate Sibley, Contra Costa LAFCo

Plan for Agricultural Preservation, Stanislaus LAFCo

Orange County LAFCo Community Islands Taskforce,
Orange LAFCo

Legislators of the Year Award

Senators Bill Emerson and Richard Roth

Lifetime Achievement Award

H. Peter Faye, Yolo LAFCo; **Henry Pellissier**, Los Angeles
LAFCo; **Carl Leverenz**, Butte LAFCo; **Susan Vicklund-Wilson**,
Santa Clara LAFCo.

2012

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
LAFCo Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Bill Chiat, CALAFCO Executive Director

Marty McClelland, Commissioner, Humboldt LAFCo
Sonoma LAFCo

Stephen A. Souza, Commissioner, Yolo LAFCo and
CALAFCO Board of Directors

Sherwood Darington, Monterey

Carole Cooper, Sonoma LAFCo

Gwenna MacDonald, Lassen LAFCo

Countywide Service Review & SOI Update, Santa Clara
LAFCo

Government Leadership Award

North Orange County Coalition of Cities, Orange LAFCo

Lifetime Achievement Award

P. Scott Browne, Legal Counsel LAFCos

2011

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
LAFCo Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

Martin Tuttle, Deputy Director for Planning, Caltrans
Mike McKeever, Executive Director, SACOG

Carl Leverenz, Commissioner and Chair, Butte

San Bernardino LAFCo

Keene Simonds, Executive Officer, Napa LAFCo

Louis R. Calcagno, Monterey LAFCo

June Savala, Deputy Executive Officer, Los Angeles LAFCo

Debbie Shubert, Ventura LAFCo

Cortese-Knox-Hertzberg Definitions Revision

Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper,
and George Spiliotis

Contra Costa Sanitary District

**Elsinore Water District and Elsinore Valley Municipal Water
District**

2010

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award

Most Effective Commission

Outstanding CALAFCO Member

Outstanding Commissioner

Outstanding LAFCo Professional

Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Special Achievement

Helen Thompson, Commissioner, Yolo LAFCo

Kathleen Rollings-McDonald, Executive Officer, San
Bernardino LAFCo

Bob Braitman, Executive Officer, Santa Barbara LAFCo

Tulare LAFCo

Roger Anderson, Ph.D., CALAFCO Chair, Santa Cruz LAFCo

George Lange, Ventura LAFCo

Harry Ehrlich, Government Consultant, San Diego LAFCo

Candie Fleming, Fresno LAFCo

Butte LAFCo

Sewer Commission - Oroville Region Municipal Service
Review

**Nipomo Community Services District and the County of San
Luis Obispo**

Chris Tooker, Sacramento LAFCo and CALAFCO Board of
Directors

2009

Mike Gotch Courage & Innovation in
Local Government Leadership Award

Distinguished Service Award

Most Effective Commission

Outstanding CALAFCO Member

Outstanding Commissioner

Outstanding LAFCo Professional

Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Legislator of the Year Award

Paul Hood, Executive Officer, San Luis Obispo LAFCo

William Zumwalt, Executive Officer, Kings LAFCo

Napa LAFCo

Susan Vicklund Wilson, CALAFCO Vice Chair

Jerry Gladbach, CALAFCO Treasurer

Larry M. Fortune, Fresno LAFCo

Pat McCormick, Santa Cruz LAFCo Executive Officer

Emmanuel Abello, Santa Clara LAFCo

Orange LAFCo Boundary Report

**Cities of Amador City, Jackson, Ione, Plymouth & Sutter
Creek; Amador County; Amador Water Agency; Pine
Grove CSD – Countywide MSR Project**

Assembly Member Jim Silva

2008

Distinguished Service Award	Peter M. Detwiler , Senate Local Government Committee Chief Consultant
Most Effective Commission	Yuba LAFCo
Outstanding Commissioner	Dennis Hansberger , San Bernardino LAFCo
Outstanding LAFCo Professional	Michael Ott , San Diego LAFCo Executive Officer Martha Poyatos , San Mateo Executive Officer
Outstanding LAFCo Clerk	Wilda Turner , Los Angeles LAFCo
Project of the Year	Kings LAFCo City and Community District MSR and SOI Update
Government Leadership Award	San Bernardino Board of Supervisors
Legislator of the Year Award	Assembly Member Anna M. Caballero

2007

Outstanding CALAFCO Member	Kathy Long , Board Chair, Ventura LAFCo
Distinguished Service Award	William D. Smith , San Diego Legal
Counsel Most Effective Commission	Santa Clara LAFCo
Outstanding Commissioner	Gayle Uilkema , Contra Costa LAFCo
Outstanding LAFCo Professional	Joyce Crosthwaite , Orange LAFCo Executive Officer
Outstanding LAFCo Clerk	Debby Chamberlin , San Bernardino LAFCo
Project of the Year	San Bernardino LAFCo and City of Fontana Islands Annexation Program
Government Leadership Award	City of Fontana - Islands Annexation Program
Lifetime Achievement	John T. "Jack" Knox

2006

Outstanding CALAFCO Member	Everett Millais , CALAFCO Executive Officer and Executive Officer of Ventura LAFCo
Distinguished Service Award	Clark Alsop , CALAFCO Legal Counsel
Most Effective Commission Award	Alameda LAFCo
Outstanding Commissioner Award	Ted Grandsen , Ventura LAFCo Chris Tooker , Sacramento LAFCo
Outstanding LAFCo Professional Award	Larry Calemine , Los Angeles LAFCo Executive Officer
Outstanding LAFCo Clerk Award	Janice Bryson , San Diego LAFCo Marilyn Flemmer , Sacramento LAFCo
Project of the Year Award	Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; Sacramento LAFCo
Outstanding Government Leadership Award	Cities of Porterville, Tulare, and Visalia and Tulare LAFCo Island Annexation Program
Legislator of the Year Award	Senator Christine Kehoe

2005

Outstanding CALAFCO Member	Peter Herzog , CALAFCO Board, Orange LAFCo
Distinguished Service Award	Elizabeth Castro Kemper , Yolo LAFCo
Most Effective Commission Award	Ventura LAFCo
Outstanding Commissioner Award	Art Aseltine , Yuba LAFCo
	Henri Pellissier , Los Angeles LAFCo
Outstanding LAFCo Professional Award	Bruce Baracco , San Joaquin LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Diego LAFCo MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCO Member	Scott Harvey , CALAFCO Executive Director
Distinguished Service Award	Julie Howard , Shasta LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Commissioner Award	Edith Johnsen , Monterey LAFCo
Outstanding LAFCo Professional Award	David Kindig , Santa Cruz LAFCo
Project of the Year Award	San Luis Obispo LAFCo Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCO Member	Michael P. Ryan , CALAFCO Board Member
Distinguished Service Award	Henri F. Pellissier , Los Angeles LAFCo
Most Effective Commission Award	San Luis Obispo LAFCo
Outstanding Commissioner Award	Bob Salazar , El Dorado LAFCo
Outstanding LAFCo Professional Award	Shirley Anderson , San Diego LAFCo
Outstanding LAFCo Clerk Award	Lori Fleck , Siskiyou LAFCo
Project of the Year Award	Napa LAFCo Comprehensive Water Service Study
Special Achievement Award	James M. Roddy

2002

Outstanding CALAFCO Member	Ken Lee , CALAFCo Legislative Committee Chair
Most Effective Commission Award	San Diego LAFCo Outstanding
Commissioner Award	Ed Snively , Imperial LAFCo
Outstanding LAFCo Professional Award	Paul Hood , San Luis Obispo LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Luis Obispo LAFCo
Outstanding Government Leadership Award	Napa LAFCo , Napa County Farm Bureau , Napa Valley Vintners Association , Napa Valley Housing Authority , Napa County Agricultural Commissioner's Office , Napa County Counsel Office , and Assembly Member Patricia Wiggins

2001

Outstanding CALAFCO Member	SR Jones , CALAFCO Executive Officer
Distinguished Service Award	David Martin , Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	H. Peter Faye , Yolo LAFCo
Outstanding LAFCo Professional Award	Ingrid Hansen , San Diego LAFCo
Project of the Year Award	Santa Barbara LAFCo
Outstanding Government Leadership Award	Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council
Legislator of the Year Award	Senator Jack O'Connell

2000

Outstanding CALAFCO Member	Ron Wootton , CALAFCO Board Chair
Distinguished Service Award	Ben Williams , Commission on Local Governance for the 21st Century
Most Effective Commission Award	Yolo LAFCo
Outstanding Commissioner	Rich Gordon , San Mateo LAFCo
Outstanding LAFCo Professional Award	Annamaria Perrella , Contra Costa LAFCo
Outstanding LAFCo Clerk Award	Susan Stahmann , El Dorado LAFCo
Project of the Year Award	San Diego LAFCo
Legislator of the Year Award	Robert Hertzberg, Assembly Member

1999

Distinguished Service Award	Marilyn Ann Flemmer-Rodgers , Sacramento LAFCo
Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	Don Graff , Alameda LAFCo
Outstanding LAFCo Clerk Award	Dory Adams , Marin LAFCo
Most Creative Solution to a Multi-Jurisdictional Problem	San Diego LAFCo
Outstanding Government Leadership Award	Assembly Member John Longville
Legislator of the Year Award	Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member	Dana Smith , Orange LAFCo
Distinguished Service Award	Marvin Panter , Fresno LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Executive Officer Award	George Spiliotis , Riverside LAFCo
Outstanding Staff Analysis	Joe Convery , San Diego LAFCo Joyce Crosthwaite , Orange LAFCo
Outstanding Government Leadership Award	Santa Clara County Planning Department

1997

Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	George Finney , Tulare LAFCo
Outstanding Staff Analysis	Annamaria Perrella , Contra Costa LAFCo
Outstanding Government Leadership Award	South County Issues Discussion Group
Most Creative Solution to a Multi-Jurisdictional Problem	Alameda LAFCo and Contra Costa LAFCo
Legislator of the Year Award	Assembly Member Tom Torlakson

**Please join us for the
CALAFCO Annual Conference
October 3 – 5, 2018
Yosemite, California**



May 25, 2018

To: Local Agency Formation Commission
Members and Alternate Members

From: Bill Kirby, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: Nominations for 2018/2019 CALAFCO Board of Directors

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

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

Northern Region

City Member
Public Member

Central Region

County Member
District Member

Coastal Region

County Member
District Member

Southern Region

City Member
Public Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 4, 2018 at the Tenaya Lodge in Yosemite, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until *Tuesday, September 4, 2018*.

Incumbents are eligible to run for another term. Nominations received by September 4 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than September 20 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Tuesday, September 4, 2018. Completed absentee ballots must be returned by September 28, 2018.

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

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Tuesday, September 4, 2018. Here is a summary of the deadlines for this year's nomination process:

- **May 25** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 4** – Completed Nomination packet due
- **September 4** – Request for an absentee/electronic ballot due
- **September 4** – Voting delegate name due to CALAFCO
- **September 20** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **September 20** – Distribution of requested absentee/electronic ballots.
- **September 28** – Absentee ballots due to CALAFCO
- **October 4** - Elections

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

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

Questions about the election process can be sent to the Chair of the Committee, Bill Kirby, at wkirby@calafco.org or by calling him at 530-889-4097. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2018/2019 CALAFCO Election Committee are:

Bill Kirby, Chair wkirby@calafco.org	Placer LAFCo (Central Region) 530-889-4097
Debra Lake dlake@calafco.org	Humboldt LAFCo (Northern Region) 707-445-7508
Jo MacKenzie jmackenzie@calafco.org	San Diego LAFCo (Southern Region) 530-295-2707
Margie Mohler mmohler@calafco.org	Napa LAFCo (Coastal Region) 707-259-8645

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures as well as the current listing of Board Members and corresponding terms of office.

Please consider joining us!

Enclosures