
MENDOCINO

Local Agency Formation Commission

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

CHAIR

Richard Shoemaker
Russian River Flood Control
And Water Conservation
Improvement District

MEMBERS

Dan Hamburg
County Board
Of Supervisors

Doug Hammerstrom
Fort Bragg City Council

Gerald Ward
Public Member

Holly Madrigal
Willits City Council

John McCowen
County Board
Of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

ALTERNATE MEMBERS

Carre Brown
County Board
Of Supervisors

Kevin Doble
Ukiah City Council

Angela Silver
Calpella County Water District

vacant
Public Member

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

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

A G E N D A

Regular Meeting of Monday, February 2, 2015 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Call to Order and Roll Call

NEW APPOINTMENTS

- Oath of Office for Board of Supervisors Members
- Election of Officers: Chair, Vice Chair and Treasurer
- Appointment of Committees: Executive and Polices & Procedures

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.

1. Approval of the January 5, 2015 Regular Meeting Summary Minutes
2. Authorization for Angela Silver and Theresa McNerlin to attend One-Day UC Davis Extension Course on LAFCo: Planning and Regulating the Boundaries and Service Areas of Cities and Special Districts in California
3. Approval of December 31, 2014 – January 26, 2015 claims

PUBLIC EXPRESSION

4. 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.

MATTERS SET FOR HEARING

5. **City of Point Arena Municipal Service Review (LAFCo M-2012-02) (CONTINUED FROM DECEMBER 1, 2014)**
Continuation of the Public Hearing on the City of Point Arena MSR. The document is available for review at www.mendolafco.org, click on 'Studies.' Recommended Action: Adopt Final MSR.
6. **City of Willits Municipal Service Review (LAFCo M-2012-01) (CONTINUED FROM DECEMBER 1, 2014)**
Continuation of the Public Hearing on the City of Willits MSR. The document is available for review at www.mendolafco.org, click on 'Studies.' Recommended Action: Adopt Final MSR.

(OVER)

WORKSHOP

7. Mendocino County Fire Protection Districts (7 Districts) Municipal Service Review (LAFCo File M-2012-06)

Presentation of the Administrative Review Draft MSR for the following Fire Protection Districts:

Hopland Fire Protection District
Leggett Valley Fire Protection District
Long Valley Fire Protection District
Valley-Calpella Fire Protection District

Covelo Fire Protection District
Little Lake Fire Protection District
Potter Valley Community Services District Redwood

OTHER MATTERS FOR DISCUSSION & POSSIBLE ACTION

8. Monthly Financial Report
 - Refund for Fort Bragg FPD deposit
9. Audit Status Update Report
 - Fiscal Year 12/13 Audit Preparation Status
 - Fiscal Years 12/13 and 13/14 Audit RFP
10. Status of Current and Future Projects

OTHER ITEMS

11. Correspondence
 - Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election
12. Commissioner Reports, Comments or Questions
 - Executive Committee Report
13. Executive Officer's Report
14. Legislation Report

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, March 2 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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CHAIR

Richard Shoemaker
Russian River Flood Control
And Water Conservation
Improvement District

Agenda Item No. 1

DRAFT SUMMARY MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

VICE CHAIR

Carre Brown
County Board
Of Supervisors

Regular Meeting of Monday, January 5, 2015

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

MEMBERS

Doug Hammerstrom
Fort Bragg City Council

Call to Order

Chair Shoemaker called the meeting to order at 9:05 AM.

Jerry Ward
Public Member

Roll Call

Members Present:

Commissioners Carre Brown, Doug Hammerstrom,
Holly Madrigal, John McCowen, Richard Shoemaker,
Gerald Ward

Holly Madrigal
Willits City Council

John McCowen
County Board
Of Supervisors

Members Absent:

None

Theresa McNerlin
Ukiah Valley Sanitation District

Alternate

Members Present:

Commissioners Kevin Doble, Dan Hamburg, and Angela
Silver

ALTERNATE MEMBERS

Dan Hamburg
County Board
Of Supervisors

Alternate

Members Absent:

None (1 Vacancy)

Kevin Doble
Ukiah City Council

Staff Present:

George Williamson, Executive Officer
Colette Metz, Analyst and Elizabeth Salomone, Clerk

Angela Silver
Calpella County Water District

The Oath of Office was administered by Commission Clerk to Kevin Doble, Doug Hammerstrom, Theresa McNerlin, Richard Shoemaker, and Angela Silver.

Vacant
Public Member

George Williamson reviewed the process and results of the Special District Member Election. Commissioner McCowen suggested sending a letter to all Special Districts announcing the results of the election.

Executive Officer
George Williamson

Counsel
Scott Browne

George Williamson reviewed the process and results of the Regular Public Member recruitment. Commissioners Brown, Shoemaker and McCowen commended Commissioner Ward on his years of quality service on the Commission and in his role as Treasurer.

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

Regular Meetings

Frist Monday
of each month
At 9:00 AM
At the Mendocino
County Board
Of Supervisors Chambers
501 Low Gap Road

Upon motion by Commissioner Brown and second by Commissioner McCowen, the appointment of Gerald Ward as was approved by roll call vote:

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

The Oath of Office was administered by Commission Clerk to Gerald Ward.

George Williamson recommended advertising for the vacant Alternate Public Member seat and the Commission directed Staff to do so.

Consent Calendar

1. Approval of the Summary minutes of the November 3, 2014 Regular Meeting and
2. Approval of the Summary Minutes of the December 1, 2014 Regular Meeting

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, the Summary Minutes of the November 3, and December 1, 2014 Regular Meetings with corrections noted by Commissioner Brown was approved by roll call vote:

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

Commissioner Ward asked for minutes from the November 2014 Executive Committee Meeting and George Williamson indicated he will present them in the February 2015 meeting.

3. Approval of December 2014 Claims

Commissioner Ward asked George Williamson several questions on claims, which were addressed. Commissioner McCowen noted he would vote no on the claims due to the lack of detail provided by Planwest regarding the break down the Executive Officer’s hours. Commissioner McCowen requested the Commission direct Staff to show expenses broken down by projects. Commissioner Hammerstrom commended Staff on the narrative and suggested it remain. Commissioner McNerlin stressed the importance of clear and precise accounting of all types of expenses. Commissioner Ward suggested the spreadsheet to show Staff time could be resurrected. Chair Shoemaker suggested the Executive Committee review the Staff detailing of time.

Upon motion by Commissioner Madrigal and second by Commissioner Brown, the November 26 - December 29, 2014 Claims were approved by roll call vote:

Ayes: Commissioners Brown, Hammerstrom, Madrigal, Shoemaker, and Ward

Noes: Commissioners McCowen and McNerlin

Public Expression

4. Commissioners Shoemaker and Brown invited the three new Commissioners and offered suggestions on how to obtain more information about serving on the Commission. Commissioner McNerlin noted the January agenda was not posted on the website and Chair Shoemaker shared that it is normal practice and Staff would correct. [Note: Staff later confirmed that Agenda and Agenda Packet were posted on website prior to meeting but may have been easily overlooked. Format will be changed for the future.] Commissioners McCowen and Shoemaker invited and encouraged new Alternate Commissioners to participate and to attend all meetings.

Public Hearing

5. City of Point Arena Public Review Draft Municipal Service Review (MSR) (LAFCo M-2012-02)

Chair Shoemaker noted the original Public Hearing on December 1, 2014 remained open and was considered continued to today's meeting. Bruce Baracco noted there is no new development in the City of Point Arena Public Review Draft MSR. He reviewed the direction from the Commission to obtain further information from PAWW which was unsuccessful during the Holiday season. Mr. Baracco is working with the new City Manager and expects to have an update presented at the February 2015 Regular meeting.

Commissioner McCowen confirmed with Mr. Baracco that an updated annotated draft with the new information included will be sent to Commissioners for review before the next meeting.

Chair Shoemaker continued the Public Hearing until the February 2, 2015 Regular Meeting.

6. City of Willits Public Review Draft Municipal Service Review (MSR) (LAFCo M-2012-01)

Chair Shoemaker noted the original Public Hearing on December 1, 2014 remained open and was considered continued to today's meeting. Bruce Baracco presented the annotated Public Review Draft and a cover letter from the Brooktrails Township CSD in response to the draft, noting their suggested changes were received after this version was produced and has not been thoroughly reviewed by Mr. Baracco. It was also noted that Tony Orth submitted a letter to the Commission just before the meeting was called to order and copies were provided to Commissioners. Comments, questions, and suggested changes were offered by Commissioners McCowen, Brown, Shoemaker, Hammerstrom, Ward and Madrigal.

Adrienne Moore, City Manager, confirmed that the City of Willits did receive Mr. Orth's letter. Ms. Moore and Rob Wilburn, Willits Public Works Director, provided information to address Commissioners questions.

Tony Orth, Citizen and Board Member of the Brooktrails Township CSD, addressed the Commission.

Chair Shoemaker closed the Public Hearing at 10:11 AM.

Commissioner Hammerstrom noted his concern in regards to the out of service area issue and asked Mr. Baracco what is required by LAFCo law. Commissioner Madrigal added explanatory comments and asked further questions. Mr. Baracco reviewed the history of the law in regards to out of service areas and how it pertains to Willits.

Comments, questions and suggested changes were offered by Commissioners McCowen, Ward, Brown, Madrigal, Shoemaker, Hammerstrom, McNerlin and Mr. Baracco.

Chair Shoemaker called a recess from 11:13 AM 11:22 AM

Upon motion by Commissioner McCowen and second by Commissioner Ward, authorization for Mr. Baracco to prepare a revised annotated City of Willits MSR that includes today's revisions in redline and clean copy format for discussion and final adoption at the February Regular Meeting was approved by roll call vote:

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

Workshop

7. Mendocino County Fire Protection Districts (7 Districts) Municipal Service Review (MSR)
(LAFCo File M-2012-06, Part 1)

- | | |
|--|---|
| Hopland Fire Protection District | Covelo Fire Protection District |
| Leggett Valley Fire Protection District | Little Lake Fire Protection District |
| Long Valley Fire Protection District | Potter Valley Community Services District |
| Redwood Valley-Calpella Fire Protection District | |

Bruce Baracco presented the most recent Fire Protection District Administrative Draft MSR. He noted that more information is being secured from the fire districts. Mr. Baracco explained the Hopland Fire Protection District MSR is serving as a prototype of how the remaining 13 Fire District MSRs will be presented and asked for suggested edits, additions and comments from Commissioners on the first 7 MSRs be submitted in writing as soon as possible after receiving the draft chapters. He anticipates distributing the remaining MSRs soon.

Comments and questions were offered by Commissioners Madrigal, Ward, Brown, Shoemaker, McNerlin, and Doble.

Other Matters for Discussion & Possible Action

8. Monthly Financial Report

George Williamson presented the Monthly Financial Report. Comments and questions were offered by Commissioners Ward, McCowen, and Hammerstrom.

9. Audit Status Update Report

Commissioner Ward reported on his meeting with Michael Celentano and the progress of the audits. He asked Staff to prepare a draft RFP for the audit to be presented at the February meeting.

10. Status of Current and Future Projects

George Williamson presented the Staff Report regarding the status of projects including the City of Ukiah Sphere of Influence update, City of Ukiah detachment of Ukiah Valley Sanitation District served areas, Irish Beach County Water District detachment, Irish Beach County Water District Annexation, and the proposed Russian River Flood Control and Water Conservation Improvement District and the Redwood Valley County Water District annexation/dissolution. Comments and questions were offered by Commissioners Ward and Shoemaker.

Other Items

11. Correspondence

None to report.

12. Commissioners Reports, Comments or Questions

Commissioner Brown reported on communication with Clerk regarding obtaining additional file cabinets and on the CALAFCO conference. Commissioners can obtain copies of CALAFCO Conference information directly from Commission Brown.

13. Executive Officer's Report

George Williamson noted he will bring a proposal for a Special Meeting to present LAFCo 101 material and provide an opportunity for Legal Counsel, Scott Brown, to meet with the Commission. Commissioner Hammerstrom suggested inviting all the Special Districts and other interested parties to that meeting.

14. Legislation Report

None to report

Adjournment

There being no further business, at 12:17 PM the meeting was adjourned to the next regular meeting on Monday, February 2, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

Respectfully Submitted,

George Williamson
Executive Officer

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: February 2, 2015

TO: Mendocino Local Agency Formation Commission

FROM: George Williamson, Executive Officer

SUBJECT: Estimated Costs for One-Day UC Davis Extension Course

Request for authorization: Angela Silver and Theresa McNerlin to attend One-Day UC Davis Extension Course on LAFCo: Planning and Regulating the Boundaries and Service Areas of Cities and Special Districts in California

The following items are estimated expenditures:

Description	Subtotal	Total Estimated Expenditure
Class Registration	\$330 each	\$660
Mileage, Ukiah to Sacramento, 300 round trip at .56 per mile	\$168 (if carpool)	\$168
Lodging, if necessary	\$150 each	\$150 if share \$300 if no share
		\$1,218 or \$1,368

Currently budget availability:	
Travel/Lodging:	\$5,000+
Conference:	\$2,500+



Photo Credit: Dan Burden, www.pedbikeimages.org

LAND USE

EXTENSION.UCDAVIS.EDU/LAND

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: February 2, 2015
 TO: Mendocino Local Agency Formation Commission
 FROM: George Williamson, Executive Officer
 SUBJECT: Claims for the Period December 31 – January 26, 2014

 The following items for payment have been presented and it is recommended that the claims listed be authorized for payment:

Name	Description	Amount
Planwest Partners	Act. #5500 Basics Services – EO/Analyst, SOI Updates & Applications (\$11,473.00) Act. #5302 Basic Services – Clerk Project Act #'s: none this period (\$1,295.00)	\$12,768.00
Ukiah Valley Conf. Center	Acct #s: 5502 Office space: \$400 5503 Work room: \$25 5603 Photocopy: \$150 (estimate) 5605 Postage: \$150 (estimate)	\$725.00*
P. Scott Brown	Legal Services Dec 16-Jan 15, 2015 flat fee	\$500.00
Mendocino Access TV	Act #56000 Production costs for April, May, June, July, August, October, November & December 2014	\$1,030.00
UC Davis Extension Course	Registration for Angela Silver: \$330 Registration for Theresa McNerlin: \$330	\$660.00
Petty Cash	Petty Cash for Office Supplies	\$200.00

*subject to adjustment upon receipt of invoice

Please note that copies of all invoices and bank statements were forwarded to Commission Treasurer, Jerry Ward for review at time of Agenda Packet distribution.



INVOICE

DATE: January 26, 2015

INVOICE #: 15-218-01

TO: Mendocino LAFCo

PROJECT: LAFCo Planning/ Staffing Services & Expense- December 31 to January 28 2015

DECEMBER 31 2014 THROUGH JANUARY 26 2015 COSTS SUMMARY

Sphere of Influence Updates	\$ 4,978.00
Basic Services (includes Clerk Services)	\$ 5,460.00
Other Services	\$ 520.00
Application City of Ukiah SOI Reduction	\$ 208.00
Application City of Ukiah UVSD Detach	\$ 156.00
Application Irish Beach WD Detach	\$ 104.00
Application Irish Beach WD Annex	<u>\$ 1,342.00</u>
TOTAL AMOUNT DUE	\$12,768.00

Invoice Detail for Executive Officer

Sphere of Influence Updates/ Municipal Service Reviews

MSR & SOI Update Schedule & Questionnaires

1-6-15 reviewed Hopland Fire Protection District Admin Draft MSR from former EO

1-14-15 reviewed questionnaires for water district SOI Updates

1-16-15 reviewed maps to go with water district SOI Update questionnaires

1-20-15 reviewed edits to water district SOI Update questionnaires

Subtotal hours this item this period 2.0 hours

Subtotal costs at \$104.00/hour \$ 208.00

Applications

City of Ukiah SOI Reduction.

1-7-15 reviewed IS/DMND comments for discussion with legal counsel on response

1-7-15 researched UVSD IS/DMND comments on agricultural resources and open space

1-12-15 researched UVSD IS/DMND comments on programmatic level analysis

1-13-15 sent legal counsel email on form of responses to UVSD

Subtotal hours this item this period 2.0 hours

Subtotal costs at \$104.00/hour \$ 208.00

Irish Beach Water District – Proposed detachment by petition.

1-13-15 prepared analysis on proposed detachment for commission report

1-14-15 prepared analysis on proposed detachment for commission report

1-22-15 reviewed email from Irish Beach WD advising of board position on detachment

Subtotal hours this item this period 1.0 hours

Subtotal costs at \$104.00/hour \$ 104.00

Irish Beach Water District – Proposed annexation.

1-5-15 phone call with applicant Moores on application status

1-15-15 sent applicant email advising of materials needed for processing

1-22-15 reviewed email from Irish Beach WD advising of board position on annexation

TEL: (707) 825-8260
FAX: (707) 825-9181

P.O. Box 4581
Arcata, CA 95518

planners@planwestpartners.com
www.planwestpartners.com



1-23-15 resent applicant email advising of County GPA materials needed for processing
 1-23-15 phone call with applicant Moores on application status – will fax GPA information
Subtotal hours this item this period 2.5 hours
Subtotal costs at \$104.00/hour \$ 260.00

City of Ukiah Detachment of UVSD lands within City Boundary Application.

1-6-15 reviewed application materials and analyzed proposed detachment.
Subtotal hours this item this period 1.5 hours
Subtotal costs at \$104.00/hour \$ 156.00

Basic Services

General Duties - Research, analysis, evaluation –

1-13-15 provided new commissioners with information on UCD CALAFCO 101 training
 1-13-15 updated existing LAFCo 101 materials for Mendocino LAFCo new commissioners.
 1-15-15 reviewed LAFCo and Law workshop materials for application in practice
 1-14-15 sent Clerk CALAFCO U survey for completion & submittal
 1-15-15 spoke with former EO Frank McMichael regarding Fort Bragg FPD Detachment. He will review file to confirm detachment status.
 1-15-15 updated application status agenda items for February 3 Commission meeting
 1-20-15 updated claims agenda items for February 3 Commission meeting
 1-21-15 reviewed chair vice-chair election procedures for February meeting
 1-22-15 received msge from Clerk - Frank M reviewed Ft Bragg FPD detach files as requested.
 1-23-15 reviewed draft minutes for January meeting.

Office Staffing at UVCC Suite F –

1-5-15 worked in LAFCo office after commission meeting

Commission Meeting Preparations & Attendance –

12-31-14 prepared materials for January commission meeting
 1-4-15 reviewed suggested recommended Action language for final MSR adoption
 1-5-15 attended January commission meeting
 1-20-15 prepared claims materials for February commission meeting
 1-22-15 worked with Clerk on FY 1013-14/ 14-15 Audit RFP for February meeting
 1-22-15 prepared proposal status reports for February commission meeting
 1-23-15 prepared agenda materials for February commission meeting
 1-26-15 prepared agenda materials for February commission meeting

Exec Committee Subcommittees & Special Meetings

1-13-15 participated by phone in Ad Hoc Treasury Committee Meeting
 1-13-15 prepared & distributed Ad Hoc Treasury Comm action minutes
 1-22-15 sent Exec Comm. msge on CALAFCO Workshop registration

Website Maintenance –

1-23-15 reviewed February commission meeting materials for posting

Budget & Accounts Management –

- 12-31-14 updated FY 2014-15 budget tracking spreadsheet for January meeting,
- 1-5-15 deposited Moores Annex application fees to Savings Bank of Mendocino County.
- 1-12-15 printed & mailed check for \$200 cash to Treasurer for signatures
- 1-24-15 updated FY 2014-15 budget tracking spreadsheet for February meeting,

Legal Counsel Coordination –

- 1-2-15 sent meeting materials to legal counsel for review.
- 1-2-15 conferred with legal counsel on pending applications and special meeting.

LAFCo Application Inquiries

- 1-19-15 responded to inquiry - potential joining of Elk County Water District and Elk CSD
- 1-20-15 responded to Round Valley Co. Water District, inquiry - adding watershed to SOI
- 1-22-15 responded to inquiry - potential park & recreation district formation for city/county area.

Subtotal hours for Basic Services this period 23.5 hours
Subtotal costs at \$104.00/hour \$ 2,444.00

Other Services

- 12-31-14 compiled January 2015 claims for commissioner review and approval.
- 1-4-15 prepared QBooks 6 month revenue/expense summary for Treasurer
- 1-6-15 recorded application deposits in QBooks program.
- 1-14-15 prepared 1099s for Baracco & Associates and Beth Salomone.
- 1-15-15 advised Treasurer of 1099s \$ limits due to ½ yr accounting
- 1-23-05 entered FY 2014-15 December expenses in QuickBooks program.
- 1-23-15 prepared claims for February 2015 agenda

Subtotal hours this item this period 5.0 hours
Subtotal costs at \$104.00/hour \$ 520.00

Invoice Detail for LAFCo Analyst

Sphere of Influence Updates/ Municipal Service Reviews

MSR & SOI Update Schedule & Questionnaires

- 12-31-14 Reviewed questionnaires for water district SOI Updates
- 1-7-15 Reviewed and updated compliance work plan for MSR and SOI updates; Reviewed questionnaires for water district SOI Updates
- 1-12-15 Reviewed questionnaires for water district SOI Updates
- 1-23-15 Reviewed questionnaires for water district SOI Updates

Subtotal hours this item this period 6.5 hours
Subtotal costs at \$78.00/hour \$ 507.00

Applications

Irish Beach Water District – Proposed Moores Annexation

- 1-23-15 Updated project file, reviewed application, began referral preparation
- 1-23-15 Continued working on referral

Subtotal hours this item this period 6.0 hours
Subtotal costs at \$78.00/hour \$ 468.00

Basic Services

General Duties - Research, analysis, evaluation

1-8-15 Prepared PSA for Alternate Public Member Vacancy

Commission Meeting Preparations & Attendance

- 12-31-14 Prepared materials for January commission meeting
- 1-5-15 Attended January commission meeting; coordinated post meeting needs and tasks
- 1-6-15 Coordinated post meeting needs and tasks
- 1-22-15 Reviewed February meeting agenda and needs
- 1-22-15 Coordinated with EO on meeting and project needs
- 1-26-15 Reviewed and prepared February meeting staff reports

Website Maintenance

- 1-6-15 Coordinated website postings and updates
- 1-8-15 Continued developing and editing content

Subtotal hours Basic Services this period 15.00 hours
Subtotal costs at \$78.00/hour \$ 1,170.00

Invoice Detail for LAFCo Assistant Planner Staff

Sphere of Influence Updates/ Municipal Service Reviews

MSR & SOI Update Schedule, Questionnaires Mapping Report Preparations

- 12-31-14 Irish Beach SOI Report Preparation
- 1-5-15 Irish Beach SOI Report Prep
- 1-7-15 water District Questionnaire Prep (10 Districts)
- 1-8-15 water District Questionnaire Prep (10 Districts)
- 1-9-15 water District Questionnaire Prep (10 Districts)
- 1-12-15 water District Questionnaire Prep (10 Districts)
- 1-13-15 Irish Beach SOI Report Prep & Water District Questionnaire Prep (10 Districts)
- 1-14-15 water district SOI Updates mapping coordination, questionnaire prep (10 Districts)
- 1-15-15 Water District Questionnaire Prep (10 Districts)
- 1-20-15 Draft questionnaire and map for Calpella & Willow County Water District
- 1-21-15 Draft questionnaire and map for District & Millview County Water District
- 1-22-15 Draft questionnaire and map for Millview & Redwood Valley County Water Districts, and Caspar South Water District,
- 1-23-15 Draft questionnaire and map for Elk, & Redwood Valley County Water District
- 1-26-15 Draft questionnaire and map for Elk County Water District, Laytonville County Water District, Pacific Reefs Water District, & Round Valley County Water District

Subtotal hours this item this period 43.5 hours
Subtotal costs at \$58.00/hour \$2,523.00

Basic Services

General Duties - Research, analysis, evaluation –

1-20-15 Research and analysis of Special District agreements and Resolution 94-4

Subtotal hours Basic Services this period 2.0 hours
Subtotal costs at \$58.00/hour \$ 116.00

Invoice Detail for LAFCo Website/ GIS Staff

Sphere of Influence Updates/ Municipal Service Reviews

MSR & SOI Update Schedule, Questionnaires Mapping Report Preparations

- 1-12-15 Mapping for water district SOI updates.
- 1-13-15 Mapping for water district SOI updates.
- 1-14-15 Mapping for water district SOI updates.
- 1-15-15 SOI map update edits.
- 1-21-15 SOI map update edits.
- 1-26-15 District boundary maintenance and edits.

Subtotal hours this item this period	30 hours
Subtotal costs at \$58.00/hour	\$ 1,740.00

Website Maintenance –

- 12-31-14 posted agenda, packet, and hearing materials to website.
- 1-14-15 continued developing and editing website content for new Cities, CSDs, FPDs, Water & Other Districts.
- 1-15-15 continued developing and editing website content for new Cities, CSDs, FPDs, Water & Other Districts
- 1-20-15 continued developing and editing website content for new Cities, CSDs, FPDs, Water & Other Districts

Subtotal hours this item this period	7.5 hours
Subtotal costs at \$58.00/hour	\$ 435.00

To: Planwest Partners on behalf of Mendocino LAFCo

Invoice

Invoice Detail for Elizabeth Salomone

<u>Date</u>	<u>Item</u>	<u>Hours</u>			<u>Total Hours</u>
		<u>5302 Contract Services</u>	<u>6202 Book - keeping</u>	<u>Spec Dist Election</u>	
12/29/2014	Basic Service Office Duties	0.50			0.50
12/30/2014	Basic Service Office Duties	3.50		0.50	4.00
12/31/2014	Basic Service Office Duties	2.00			2.00
1/5/2015	Regular Monthly Meeting & Office	4.00			4.00
1/6/2015	Basic Service Office Duties	4.25			4.25
1/8/2015	Basic Service Office Duties	4.25			4.25
1/13/2015	Basic Service Office Duties	4.00			4.00
1/15/2015	Basic Service Office Duties	4.25			4.25
1/20/2015	Basic Service Office Duties	4.00			4.00
1/22/2015	Basic Service Office Duties	4.75			4.75
1/26/2015	Basic Service Office Duties etc.	1.00			1.00
Subtotal Hours		36.50	0.00	0.50	37.00
Costs at \$35 per hour		\$ 1,277.50	\$ -	\$ 17.50	\$ 1,295.00

Total Amount Due \$ 1,295.00

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

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

Andrew A. Harris

Of Counsel

Marsha A. Burch

Of Counsel

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

Period Ending:

1/15/2015

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

	<u>Hours</u>	<u>Amount</u>
Total Professional Hours Per Representation Agreement, flat fee of \$500/month.	0.00	\$500.00
Previous balance		\$500.00
 <u>Payments and Credit Activity</u>		
1/15/2015 Payment - Thank You. Check No. 1027		(\$500.00)
Total payments and adjustments		(\$500.00)
TOTAL BALANCE NOW DUE		<u><u>\$500.00</u></u>

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: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: City of Point Arena Municipal Service Review (LAFCo M-2012-02)
Public Hearing Continued from December 1, 2014

This is a continuation of the Public Hearing for which notices were posted and published on October 10, 2014 for the City of Point Arena Municipal Service Review (MSR). The purpose of the continued hearing today is to: hear further presentation from LAFCo Staff; entertain comments and questions; and following completion of the hearing, consider approval and possible adoption of the Final MSR.

Copies of the Draft MSR were distributed to Commissioners, the City of Point Arena, posted on the LAFCo website and available for review at the LAFCo office and the Mendocino County Main Library in Ukiah.

Commissioners – please bring your copy of the MSR to the meeting.

The MSR workshop was held at the November 3rd LAFCo meeting. Comments and questions from the Commission, affected and interested agencies, and members of the public were submitted to Bruce Baracco and the Public Hearing draft was distributed. A public hearing was first held on December 1st and continued to January 5 and February 2, 2015.

Note: Proof of Publication was provided in December 2014 Agenda Packet

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: City of Willits Municipal Service Review (LAFCo M-2012-01)
Public Hearing Continued from December 1, 2014

This is a continuation of the Public Hearing for which notices were posted and published on October 10, 2014 for the City of Willits Municipal Service Review (MSR). The purpose of the continued hearing today is to: hear further presentation from LAFCo Staff; entertain comments and questions; and following completion of the hearing, consider approval and possible adoption of the Final MSR.

Copies of the Draft MSR were distributed to Commissioners, the City of Willits, posted on the LAFCo website and available for review at the LAFCo office and the Mendocino County Main Library in Ukiah.

Commissioners – please bring your copy of the MSR to the meeting.

The MSR workshop was held at the November 3rd LAFCo meeting. Comments and questions from the Commission, affected and interested agencies, and members of the public were submitted to Bruce Baracco and the Public Hearing draft was distributed. A public hearing was first held on December 1st and continued to January 5 and February 2, 2015.

Note: Proof of Publication was provided in December 2014 Agenda Packet

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Workshop for Mendocino County Fire Protection Districts (Part 1-first 7 of 13 Districts) Municipal Service Review (LAFCo File M-2012-06) (CONTINUED)

An Administrative Draft of the Mendocino County Fire Protection Districts Municipal Service Review (MSR) is in progress for the following Fire Protection Districts: (Part 1)

Hopland Fire Protection District	Covelo Fire Protection District
Leggett Valley Fire Protection District	Little Lake Fire Protection District
Long Valley Fire Protection District	Potter Valley Community Services District
Redwood Valley-Calpella Fire Protection District	

Documents were prepared by Baracco & Associates.

The purpose of the Workshop is to: hear a presentation from LAFCo Staff; entertain comments and questions from the Commission, the participating districts, and members of the public. Due to the number of Districts being reviewed (13 total), additional MSR Workshops are anticipated.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Monthly Financial Report

Revenues received in the past month:

Supplemental application deposit in the amount of \$1,450 for the proposed Moores Annexation to the Irish Beach Water District.

Attached is the updated budget track form including budget items, account numbers and amounts through January 26, 2015.

A petty cash check in the amount of \$200 was issued for LAFCo expenses in January 2015. The Clerk is keeping an itemized list of expenses charged. A second check also in the amount of \$200 is included in the claims for this meeting.

Claims for UC Davis Extension registration for commissioners McNerlin and Silver for:
LAFCO - Planning and Regulating the Boundaries and Service Areas of Cities and Special Districts in California, in the amount of \$330 each are included in this month's claims. In addition the following travel expenses are anticipated:

Mileage Ukiah to Sacramento – 300 miles round trip @ .56/mi:	\$168.00
Lodging estimate:(if needed)	\$150.00

Attachments: Budget Track Spreadsheet

Mendocino LAFCo
FY 2014-15 Budget Track

Task	Account #s	FY 14-15 Budget/Deps	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Year to Date	Remaining Budget*
Contract Services - Basic Services		\$55,000.00	\$3,683.25	\$4,865.50	\$3,718.50	\$3,988.50	\$5,417.50	\$4,182.75	\$5,451.00	\$31,307.00	
Basic Services - EO/Analyst/GIS	5500	\$37,500.00	\$2,397.00	\$3,343.00	\$2,301.00	\$2,676.00	\$4,035.00	\$2,879.00	\$4,156.00	\$21,787.00	\$15,713.00
Basic Services - Clerk	5500	\$17,500.00	\$1,286.25	\$1,522.50	\$1,417.50	\$1,312.50	\$1,382.50	\$1,303.75	\$1,295.00	\$9,520.00	\$7,980.00
Other Expenses		\$46,235.00	\$3,358.92	\$1,340.02	\$1,700.91	\$2,400.56	\$2,547.77	\$2,197.61	\$3,435.00	\$16,980.79	
Rent	5501-5503	\$6,100.00	\$499.00	\$499.00	\$499.00	\$499.00	\$499.00	\$450.00	\$425.00	\$3,370.00	\$2,730.00
Office Expenses	5600-5607	\$3,100.00	\$18.80	\$95.48	\$66.81		\$325.92	\$214.70	\$300.00	\$1,021.71	\$2,078.29
Internet & Website Costs	5700-5703	\$920.00	\$960.00							\$960.00	-\$40.00
Publication & Legal Notices	5900	\$1,950.00		\$572.04		\$112.56	\$101.18	\$798.66		\$1,584.44	\$365.56
Televising Meetings	6000	\$1,760.00							\$1,030.00	\$1,030.00	\$730.00
Audit Services	6100	\$3,000.00								\$0.00	\$3,000.00
Bookkeeping (Other)	6200-6203	\$4,100.00	\$138.00	\$173.50	\$208.00	\$208.00	\$216.75	\$234.25	\$520.00	\$1,698.50	\$2,401.50
Legal Counsel (S Browne)	6300	\$6,000.00			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00	\$3,500.00
A-87 Insurance Costs	6400	\$6,000.00								\$0.00	\$6,000.00
Insurance General Liability	6500	\$1,050.00	\$974.12							\$974.12	\$75.88
Memberships (CALAFCO/CSDA)	6600	\$1,755.00	\$769.00			\$1,081.00				\$1,850.00	-\$95.00
In-County Travel	6740	\$1,500.00								\$0.00	\$1,500.00
Travel & Lodging Expenses	6750	\$6,000.00					\$904.92			\$904.92	\$5,095.08
Conferences (CALAFCO)	6800	\$3,000.00			\$427.10				\$660.00	\$1,087.10	\$1,912.90
MSR & SOI Updates		\$34,000.00	\$416.00	\$614.50	\$2,410.00	\$1,773.00	\$1,825.50	\$1,900.00	\$4,978.00	\$13,917.00	
MSR Reviews - Admin	7001	\$5,000.00		\$42.50			\$17.50			\$60.00	\$4,940.00
SOI Updates	7501	\$29,000.00	\$416.00	\$572.00	\$2,410.00	\$1,773.00	\$1,808.00	\$1,900.00	\$4,978.00	\$13,857.00	\$15,143.00
Applications with/needingedeposits		\$23,908.81	\$260.00	\$277.50	\$338.00	\$608.25	\$589.50	\$2,135.00	\$1,810.00	\$6,018.25	
City of Ukiah SOI Reduction	8008	\$3,000.00	\$260.00	\$260.00	\$338.00	\$608.25	\$329.50	\$260.00	\$208.00	\$2,263.75	\$736.25
North of Ten Mile Annex	8004	\$0.00		\$8.75						\$8.75	-\$8.75
Schuster - Willits Detachment	8006	\$0.00		\$8.75						\$8.75	-\$8.75
Ukiah City/Valley San Dist	8002	\$11,000.00								\$0.00	\$11,000.00
Irish Beach Moores Annex	8001	\$2,456.44						\$614.00	\$1,342.00	\$1,956.00	\$500.44
Irish Beach Detachment	8009	\$4,500.00					\$156.00	\$585.00	\$104.00	\$845.00	\$3,655.00
Fort Bragg FPD Detachment	8003	\$7,452.37								\$0.00	\$7,452.37
City of Ukiah UVSD detach	8010	\$4,000.00					\$104.00	\$676.00	\$156.00	\$936.00	\$3,064.00
FY 2013-14 MSR's Finalization		\$14,000 + Expenses									
Barraco & Associates	7000	\$14,000.00		\$2,200.00						\$2,200.00	\$11,800.00
FY 2013-14 Final MSR's Exp.	7000			\$180.00						\$180.00	

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Audit Status Update Report

Current Preparation of Fiscal Year 12/13 Audit

Commission Treasurer and Executive Officer met with Mr. Celantano to discuss remaining information needed for FY 2012-13 Audit completion. Commission Treasurer to pull requested information from QBooks files and transmit to Mr. Celantano.

RFP for Fiscal Year 12/13 and 13/14 Audits

A draft Request for Proposals (RFP) has been prepared for purposes of retaining a qualified individual or firm to conduct an independent audit of LAFCo's financial statements for the 12/13 and 13/14 fiscal years. The Commission is requested to review the RFP and provide direction to staff.

Attachments:
Draft RFP

MENDOCINO

Local Agency Formation Commission

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

CHAIR

Richard Shoemaker
Russian River Flood Control
And Water Conservation
Improvement District

(insert name and address)

MEMBERS

Dan Hamburg
County Board
Of Supervisors

Doug Hammerstrom
Fort Bragg City Council

Gerald Ward
Public Member

Holly Madrigal
Willits City Council

John McCowen
County Board
Of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

ALTERNATE MEMBERS

Carre Brown
County Board
Of Supervisors

Kevin Doble
Ukiah City Council

Angela Silver
Calpella County Water District

vacant
Public Member

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

Regular Meetings
Frist Monday
of each month
At 9:00 AM
At the Mendocino
County Board
Of Supervisors Chambers
501 Low Gap Road

Request for Proposals

The Mendocino Local Agency Formation Commission – known as LAFCo – is currently seeking a firm to prepare audits for FY 12/13 and FY 13/14. LAFCo may also be interested in forming a multi-year relationship with an auditor for purposes of an annual audit and for other recommendations that may be pertinent to the budget process.

Please provide a scope of engagement for the audit, a profile of your firm, a list of references of other agencies or private sector firms for which you have provided audits, your anticipated timing, rate schedule and any other information you consider appropriate.

It is expected that audits would be performed in accordance with generally accepted audit standards. LAFCo will provide access to pertinent records and assistance, as needed.

All proposal materials must be received at the LAFCo office, 200 S. School Street, Ukiah, CA 95482 on or before _____, 2015. The Commission will consider proposals at the Regular Commission Meeting on _____, 2015.

Please visit the website at www.mendolafco.org for further information on Mendocino LAFCo including budgets, minutes, and a PowerPoint presentation entitled The Role of LAFCo.

If you have any questions, please do not hesitate to contact us.

Respectfully,

George Williamson
Executive Officer

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: February 2, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Status of Current and Future Projects

Following is a summary of active and future proposals.

Active Proposals

There are currently four (4) active applications on file with the Commission, as follows.

-City of Ukiah Sphere of Influence Update

The City of Ukiah has submitted an application for a SOI reduction to conform to the SOI delineated in the City's 1995 General Plan and in the Ukiah Valley Area Plan. On October 14, 2014, LAFCo as lead agency released a draft Initial Study (IS) and Mitigated Negative Declaration (MND) for a 30-day public review and comment period. Comments were received and LAFCo staff is conferring with Legal Counsel on form of response and mitigation monitoring plan.

-City of Ukiah Detachment of Ukiah Valley Sanitation District (UVSD) Served Areas

The City of Ukiah has submitted a proposal, by resolution of application, for detachment of approximately 1,304 parcels located within the UVSD service area. The application was received on November 18, 2014. LAFCo staff sent a letter to the City on December 17, 2014 requesting additional information, including a Plan for Services and Property Tax Exchange Agreement, needed for application completion and processing. The City is responding to this request.

-Irish Beach County Water District Detachment

LAFCo has received a proposed detachment application by property owner petition on October 16, 2014. The application proposes detaching 60 acres of land designated as rangeland in the Mendocino County General Plan from the Irish Beach County Water District. The detachment would create an island separating several other parcels from the District. LAFCo staff has advised the applicant of the need for early consultation with District, and has scheduled a meeting with the General Manager for February 3rd.

-Irish Beach County Water District Annexation

LAFCo staff requested an updated application filing and indemnification from applicant due to the length of time since original application was filed in 2009. The proposed annexation area consists of two (2) vacant parcels totaling 17 acres located within the SOI of the Irish Beach CWD. The annexation area is also located within the Coastal Zone. LAFCo staff has advised the applicant of the need for early consultation with District, and has scheduled a meeting with the General Manager for February 3rd.

Future Proposals

There is a potential new proposal that may be submitted to the Commission in the near future based on discussions with proponents. A summary of the anticipated proposal follows.

-Consolidation of the Russian River Flood Control and Water Conservation Improvement District (RRFC) and the Redwood Valley County Water District (RVCWD)

LAFCo staff advised the RRFC of the need to prepare a plan for services pursuant to GC §56653. The plan for services describes how a proposal will be implemented if approved. LAFCo relies on applicants and service providers to document how the proposed services tie into the agency's master plans, capital improvement plans and overall agency operations.

-Reorganization of the Elk Community Services District and the Elk County Water District

LAFCo staff has scheduled a meeting for February 3rd with representatives of both districts to review reorganization options for potential consolidation that could result in improved efficiency.

Notification of Nominations – 2015 Election SDRMA Board of Directors

January 23, 2015


Mr. Richard Shoemaker
Commission Chair
Local Agency Formation Commission of Mendocino County
200 South School Street, Suite F
Ukiah, California 95482-4828

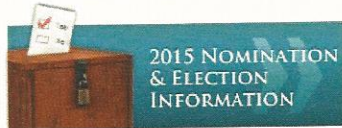
Dear Mr. Shoemaker:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2015-01, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Friday, May 1, 2015. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 25, 2015.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2015-01, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

 Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2015 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2016 and expire December 31, 2019.

Nomination Filing Deadline - Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 1, 2015.**

Please do not hesitate to contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2015 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer