

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
Telephone: (707) 463-4470 | E-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org) | Web: [www.mendolafco.org](http://www.mendolafco.org)

### A G E N D A

#### COMMISSIONERS

**Carre Brown, Chair**  
County Board of Supervisors

**Tony Orth, Vice Chair**  
Brooktrails Township CSD

**Gerald Ward, Treasurer**  
Public Member

**Gerardo Gonzalez**  
Willits City Council

**John Huff**  
Mendocino Coast Recreation  
and Park District

**Scott Ignacio**  
Point Arena City Council

**John McCowen**  
County Board of Supervisors

**Jenifer Bazzani, Alternate**  
Ukiah Valley Fire District

**Will Lee, Alternate**  
Fort Bragg City Council

**Carol Rosenberg, Alternate**  
Public Member

**Ted Williams, Alternate**  
County Board of Supervisors

#### 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, March 4, 2019 ~ 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-2019/>*

#### 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) Announcement of Appointments and Oath of Office

Announcements of the 2019 City representatives. The Oath of Office to be conducted for Gerardo Gonzalez, Regular City Representative and Will Lee, Alternate City Representative.

##### 3b) Appointments to Committees

The Chair will review and appoint Commissioners to the Executive and Policies & Procedures Committees, as necessary, due to the late appointments of the City Regular and Alternate Representatives.

#### 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 February 4, 2019 Regular Meeting Summary

##### 4b) Approval of the February 2019 Claims & Financial Reports

(3-4-19 Agenda Continued...)

## 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://mendocofco.org/meeting-documents-2019/>

### 5a) Public Hearing for the Fort Bragg Rural Fire Protection District (FPD) Municipal Service Review (MSR) and Sphere of Influence (SOI) 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 on the level and range of services provided by the District. RECOMMENDED ACTIONS: 1) Find the Fort Bragg Rural 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 Sections 15306 and 15061(b)(3) and approve the Notice of Exemption for filing; and 2) Adopt LAFCo Resolution No. 2018-19-05, approving the Fort Bragg Rural Fire Protection District Municipal Service Review and Sphere of Influence Update and affirming the District's existing Sphere of Influence that is coterminous with the District's 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://mendocofco.org/meeting-documents-2019/>

### 6a) Workshop on Preliminary Draft Budget and Work Plan for FY 2019-20

Staff recommends the Commission review the Preliminary FY 2019-20 Budget and Work Plan, directing staff to revise as appropriate and notice the Preliminary Budget and Work Plan for FY 2019-20 for a public hearing to be held on April 1, 2019.

## 7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

### 7a) Proposed Amendment to Financial Reserves Policy

The Commission will consider an amendment to Policy 5.1.5 *Reserves for Fiscal Stability, Cash Flow, and Contingencies*. RECOMMENDED ACTIONS: 1) Approve LAFCo Resolution No. 2018-19-06 amending Policy 5.1.5 to reduce the legal reserve amount to \$35,000; or 2) Provide additional direction to staff.

### 7b) County Service Area 3 Status Determination

In accordance with SB 448, the State Controller's Office notified LAFCo that County Service Area 3 has been identified as an inactive district. RECOMMENDED ACTIONS: 1) Delay status determination pending the Mendocino County Board of Supervisors' action regarding CSA 3; or 2) Determine that CSA 3 is an inactive district pursuant to Government Code Section 56042 and adopt Resolution No. 18-19-04 initiating dissolution proceedings; or 3) Determine that CSA 3 does not meet the criteria of Government Code Section 56042 and direct staff to notify the State Controller's Office of its status; or 4) Provide direction to staff.

**7c) Special District Risk Management Agency Board of Directors 2019 Nominations**

The Commission will consider nominations of candidates for the SDRMA Board of Directors 2019 Election. RECOMMENDATION: 1) Select nominees for the SDRMA Board of Directors 2019 Election; or 2) Take no action.

**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 (Policies & Procedures and Executive)** (Verbal)

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

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

**ADJOURNMENT**

The next Regular Commission Meeting is scheduled for Monday, April 1, 2019 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 or by e-mail to eo@mendolafco.org. Requests must be made as early as possible, and at least two full business days prior to the meeting. Fair Political Practice Commission (FPPC) Notice: State Law requires that a participant in LAFCo proceedings who has a financial interest in a Commission decision, and who has made a campaign contribution of more than \$250 to any Commissioner in the past 12-months, must disclose the contribution. If you are affected, please notify the Commission prior to the agenda item.

# MENDOCINO

## Local Agency Formation Commission

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### COMMISSIONERS

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**Vacant**  
City Council Representative

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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, February 4, 2019

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

#### 1. **CALL TO ORDER and ROLL CALL** (Video Time 4:39)

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

**Regular Commissioners Present:** Carre Brown, John Huff, Scott Ignacio, John McCowen, Tony Orth, Gerald Ward

**Alternate Commissioners Present:** Jen Bazzani, Carol Rosenberg, Ted Williams

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

At 10:50am, Chair Brown left the meeting. Vice Chair Orth assumed duties of the Chair and Commissioner Williams assumed the seat of County Board of Supervisors representative.

#### 2. **PUBLIC EXPRESSION** (Video Time 5:05)

No one from the public indicated interest in public expression.

#### 3. **OTHER BUSINESS** (Video Time 5:20)

##### 3a) **Announcement of Appointments and Oath of Office**

EO Hinman announced the 2019 City and County representatives, John Huff, Special District Representative and Ted Williams, County Board of Supervisors Representative. The Clerk conducted the Oath of Office for both Commissioners. Commissioners Brown and McCowen are continuing as the Regular County Board of Supervisors Representatives. EO Hinman noted a City Select Committee meeting to appoint the remaining vacant Regular and Alternate City was scheduled for the afternoon of February 4<sup>th</sup>.

##### 3b) **Selection of Officers and Appointments to Committees**

Upon motion by Commissioner McCowen and second by Commissioner Orth, the nomination and election of Carre Brown to serve as Chair, Tony Orth to serve as Vice Chair, and Gerald Ward to serve as Treasurer was approved by roll call vote:

Ayes: (7) Brown, Huff, Ignacio, McCowen, Orth, and Ward



Commission Brown immediately assumed office as Chair. EO Hinman noted policy dictates the Executive Committee is to be made up of the Chair, the Vice Chair and the Treasurer or a Commissioner appointed by the Chair. Chair Brown appointed Commissioner Ignacio to the Executive Committee as the third member, and Commissioners McCowen and Rosenberg to the Policies & Procedures Committee, postponing the third member until the March Regular Meeting when two new City Representatives are expected to take seat.

**4. CONSENT CALENDAR** (Video Time 17:00)

- 4a) Approval of the December 3, 2018 Regular Meeting Summary Minutes**
- 4b) Approval of the December 2018 Claims and Financial Report**
- 4c) Approval of the January 2019 Claims and Financial Report**

Chair Ward noted an edit was needed to the next meeting date from December 3<sup>rd</sup>, 2018 to January 7, 2019 to the minutes.

<u>December 2018 Claims Paid, Needing Ratification</u>	\$ 1415.84
Deluxe Checks	\$ 232.24
CALAFCO Conference, Travel/Lodging	\$ 1155.59
Ukiah Valley Conference Center	\$ 28.01
<u>December 2018 Claims totaling</u>	<u>\$ 8,592.90</u>
Hinman & Associates Consulting	\$ 7,135.00
P. Scott Browne	\$ 600.00
Ukiah Valley Conference Center	\$ 444.12
Commissioner Reimbursement	\$ 178.07
Mendocino County, GIS & Televising	\$ 235.11
Deluxe Checks	\$ .06
<u>January 2019 Claims totaling</u>	<u>\$ 9,753.80</u>
Hinman & Associates Consulting	\$ 8,560.50
P. Scott Browne	\$ 600.00
Ukiah Valley Conference Center	\$ 455.00
Mendocino County, GIS & Televising	\$ 138.30

Upon motion by Commissioner Ignacio and second by Commissioner Ward, Consent Calendar items 4a) Approval of the December 3, 2018 Regular Meeting Summary Minutes with noted edit, 4b) Approval of the December 2018 Claims and Financial Report, and 4c) Approval of the January 2019 Claims and Financial report were approved by roll call vote:

Ayes: (7) Brown, Huff, Ignacio, McCowen, Orth, and Ward

**5. PUBLIC HEARING ITEMS** (Video 18:40)

None

## 6. WORKSHOP ITEMS

### 6a) Fort Bragg Rural Fire Protection District MSR/SOI Update (Video time 18:45)

EO Hinman introduced the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Fort Bragg Rural Fire Protection District, noting the District had reviewed both an administrative draft and the Workshop Draft and had no comments or questions to present for the Workshop. Comments and questions were offered by Commissioners Brown, Orth, Ward, Huff, Ignacio, Williams, McCowen, and Rosenberg. The following points were noted for staff to address:

- On Page 2-6, Table 2.4 shows staffing levels with one Fire Chief and two Battalion Chiefs, whereas on Page 2-7, Figure 2-1 also shows three Assistant Chiefs. Verify the accuracy of the organizational chart.
- On pages 2-2 and 2-4, reference the governing body in a general manner instead of specifically naming the elected/appointed officials for the specific local agency so this information does not need to be updated in each MSR document.
- On page 2-4, under Section 2.2.3 Volunteer Organization, confirm the accuracy of the formation date of October 1891 for the Fort Bragg Volunteer Fire Department.
- Provide current financial statements and balance sheet.
- On page 2-6, Table 2.4 shows the Fire Authority staffing includes a paramedic which suggests that they are an ALS first responder, but they are a BLS first responder. A paramedic in a non-ALS fire department can only function to the level of an EMT. Please clarify with the District.
- Request for future: review Fire Authority including Fort Bragg Rural Fire Protection District and the City of Fort Bragg to capture all finances of Fire Authority in one document. EO response: The Fire Authority is a Joint Powers of Authority (JPA) and LAFCo does not have direct oversight into JPAs.
- CAL FIRE is listed as the primary provider and the District is listed as the secondary provider for wildland fire service under Sections 2.1.3 Services, 3.1.1 Service Overview, 3.1.1.3 Adjacent Providers, and 4.1.5.2 Need for Facilities and Services. Given that CAL FIRE provides coverage seasonally, sometimes Fort Bragg Rural FPD is the only resource available for those fires, which should be captured in the document and some chronology of how many State Responsibility incidents the Fort Bragg Fire Authority was the first to respond.
- Provide an explanation of the prior period adjustment in Fiscal Year 2014-15 of \$1,349,908.
- Clarify the relationship between the Fire Authority, District, City, and Volunteer Fire Department. Clarify if the local agency boundaries overlap, and if so clarify dispatch protocol and Incident Command for overlap areas.
- Revise the map to show the city limits in solid red instead of white or gray with a yellow border.
- Provide details for financial contributions from the Fire Association to the Fire District.
- Capture the insurability of property within the Fire District. Staff was asked to explore the responsibility of LAFCo to review and provide determinations on the insurability of properties. It was also noted that LAFCo could explore providing legislature awareness on property insurability issues in the County.

The Commission directed staff to notice the Fort Bragg Rural Fire Protection District MSR/SOI Update for public hearing on March 4, 2019, or as soon as possible, for consideration of approval.

## 7. MATTERS FOR DISCUSSION & POSSIBLE ACTION

### 7a) Mid-Year Budget and Work Plan Review FY 2018-19

Chair Brown noted the Executive Committee reviewed the proposed mid-year budget and work plan status for Fiscal Year 2018-19. EO Hinman presented the report. Comments and questions were offered

by Commissioners Ward, Rosenberg, McCowen, Orth, Ignacio, and Brown. The following points were noted:

- The impact of mandated and unfunded requirements from the State was acknowledged.
- Direction to staff to develop a policy and/or fee schedule line item to allow for cost recovery on inquiries that take significant amounts of staff time.
- Staff noted that the increase in the estimated budget for Willits from \$12,000 to \$16,000 was due to preparing a focused MSR update to support the SOI update.
- Timely completion of reports within budget was discussed. The impact of District/City delays in response to the Commission's inquiries was discussed.

The following direction to staff for discussion regarding the preliminary fiscal year 2019-20 budget review:

- Directed staff to provide CALAFCO's budget survey to the Commission as information, noting the overall budget of Mendocino LAFCo is comparatively lean; however it also noted that the contributing Special Districts, Cities, and County are also operating on lean budgets.
- Commissioner request to review the current fiscal policy amounts for legal and operational reserves.

**NOTE: Item 7c) was heard out of order to accommodate public attendance.**

**7b) Preliminary Fiscal Year 2019-20 Budget Review** (Video 1:29:40)

EO Hinman presented the preliminary budget estimates and work plan priorities for Commission feedback to staff for development of the Draft Budget and Work Plan. Comments and questions were offered by Commissioners McCowen, Brown, Williams, Orth, Rosenberg, Ward, and Ignacio.

The following points were made:

- Staff noted that CEQA costs were not included in any Work Plan cost estimates, which would likely be triggered by any non-coterminous sphere updates. Further, in order to be considered for annexation, properties must be within an agency's sphere.
- Staff noted that the \$50,000 Legal reserve amount was recommended by Legal Counsel.
- Staff confirmed that indemnity clauses are required to be signed for all applications, deposits, etc.
- Alternatives were discussed for obtaining requested information from special districts and cities during the preparation of municipal services reviews and sphere updates.

**Chair Brown called a short break from 10:17 to 10:25 am.** (Video 1:21:27-1:29:40)

**7c) County Service Area 3 Status Determination** (Video 59:00)

EO Hinman presented the State Controller's Office (SCO) notification to Mendocino LAFCo that County Service Area (CSA) 3 was identified as an inactive district in accordance with SB 448, noting the requirement for Commission action within 90 days of receiving the SCO's notice. Staff recommendation is to delay Commission determination on the status of CSA 3 to allow the Board of Supervisors' to discuss the matter during its February 5, 2019 meeting, and to direct staff to schedule the CSA determination and possible resolution initiating dissolution proceedings to the March 4, 2019 Commission meeting. Comments and questions were offered by Commissioners Brown, Ward, Williams, Orth, McCowen, Huff, Ignacio, and Rosenberg. EO Hinman reviewed the determinations that led to the State's identification of CSA 3 as an inactive district. The Commission discussed and then directed staff to consult with Legal Counsel regarding options for this LAFCo to make a determination supporting the CSA 3 continue with an active status.

Carmel Angelo, Mendocino County CEO, provided an update the Commission and noted written legal opinion from County Counsel is expected soon. CEO Angelo asked the Commission to support Staff recommendation to delay determination on the District's status.

Upon motion by Commissioner McCowen and second by Commissioner Orth, a delay in Commission determination on the status of CSA 3 to allow the Board of Supervisors' to discuss the matter during its February 5, 2019 meeting and direction to staff to consult with Legal Counsel and to schedule the district determination and possible resolution initiating dissolution proceedings to the March 4, 2019 Commission meeting was approved by unanimous vote:

Ayes: (7) Brown, Huff, Ignacio, McCowen, Orth, and Ward

## **8. INFORMATION/ REPORT ITEMS**

### **8a) Work Plan, Current, and Future Proposals (Video Time: 1:52:48)**

EO Hinman presented the staff report, noting updates. She also provided details on the upcoming schedule for MSR/SOI updates.

### **8b) Correspondence (Video Time: 1:56:00)**

EO Hinman noted the inclusion in the packet of correspondence from Lisa Weger regarding the Mendocino Coast Healthcare District proposed detachment. Comments and questions from Commissioners Orth, Williams, and Rosenberg

### **8c) Executive Officer's Report (Video Time: 1:59:01)**

EO Hinman reported on the following:

- The California Fair Political Practices Commission Statement of Economic Interests Form 700 are due in April.
- As per Commission direction in January, a letter to the County, and copied to the four Cities, regarding Master Tax Share Agreements was distributed.
- Staff continued to work with pre-application work process with Lisa Weger regarding possible detachment from Mendocino Coast Healthcare District.
- Staff met with landowners regarding possible annexations to the Ukiah Valley Sanitation District and the Millview County Water District.
- Staff met with Albion Little River Fire District to discuss their concerns of administrative efficiencies of the District.
- LAFCo is now eligible for Sustainable Agricultural Lands Planning Grants.
- EO thanked Jerry Ward for his mentoring and support during his time as Chair.

### **8d) Committee Reports (Video Time: 2:02:35)**

Commissioners Ward and Ignacio noted all items from the last Executive Meeting had been addressed during the meeting.

### **8e) Commissioners Reports, Comments or Questions (Video Time: 2:01:00)**

Commissioner Ward asked for complete billings from Legal Counsel to track hours.

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

None

## ADJOURNMENT

There being no further business, at 11:04 the meeting was adjourned. The next regular meeting is scheduled for Monday, March 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=OofY2kTUvoY>

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 4, 2019  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Financial Report and Claims for February 2019

### Claims

The following claims are recommended for payment authorization:

Name	Account Description	Amount	Total
Hinman & Associates	5300 Basics Services	\$ 7,081.00	\$ 8,366.99
	6200 Bookkeeping	\$ 121.00	
	7000 MSR SOI Workplan	\$ 850.00	
	5600 Office Expenses	\$ 74.99	
	5700 Internet and Website (Pacific Internet - rate increase)	\$ 72.00	
	8019 Weger Pre-Application	\$ 168.00	
P. Scott Browne	6300 Legal Counsel-Monthly flat fee	\$ 600.00	\$ 600.00
Ukiah Valley Conf. Center	5502 Office space	\$ 425.00	\$ 481.57
	5503 Work room	\$ 30.00	
	5603 Photocopy (Jan 2018)	\$ 21.40	
	5605 postage (Jan 2018)	\$ 5.17	
Commissioner Reimbursement In-County Travel & Stipends	6740 Bazzani (Feb mtg)	\$ 50.00	\$ 380.96
	6740 Huff (Feb mtg)	\$ 84.80	
	6740 Ignacio (Feb mtg)	\$ 116.00	
	6740 Orth (Feb mtg)	\$ 79.00	
	6740 Rosenberg (Feb mtg)	\$ 51.16	
<b>Total:</b>			<b>\$ 9,829.52</b>

### Deposits:

- On 2/4/19: \$14,000 from County account to SBMC checking account

### Attachments:

- Budget Track Spreadsheet
- Workplan Cost Tracking
- 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 2018-19 Budget and Application Tract

Acct #	Task	FY 18-19 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	3rd Qtr Subtotal	Year to Date	Remaining Budget
<b>EXPENSES</b>									
5300	Basic Services - EO/Analyst/Clerk	\$70,560	\$14,985.00	\$17,790.50	\$8,367.00	\$7,081.00	\$15,448.00	\$48,223.50	\$22,336.50
5500	Rent	\$5,360	\$1,335.00	\$1,345.00	\$455.00	\$455.00	\$910.00	\$3,590.00	\$1,770.00
5600	Office Expenses	\$3,450	\$411.33	\$444.71	\$60.00	\$101.56	\$161.56	\$1,017.60	\$2,432.40
5700	Internet & Website Costs	\$1,300	\$1,081.24	\$0.00		\$72.00	\$72.00	\$1,153.24	\$146.76
5900	Publication & Legal Notices	\$2,000	\$557.45	\$0.00			\$0.00	\$557.45	\$1,442.55
6000	Televising Meetings	\$3,000	\$384.48	\$401.07	\$138.30		\$138.30	\$923.85	\$2,076.15
6100	Audit Services	\$3,100	\$1,550.00	\$0.00			\$0.00	\$1,550.00	\$1,550.00
6200	Bookkeeping	\$4,000	\$2,220.50	\$244.00	\$31.50	\$121.00	\$152.50	\$2,617.00	\$1,383.00
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$1,800.00	\$600.00	\$600.00	\$1,200.00	\$4,800.00	\$2,400.00
6400	A-87 Costs County Services	\$0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
6500	Insurance - General Liability	\$1,000	\$0.00	\$0.00			\$0.00	\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,300	\$925.00	\$1,377.00			\$0.00	\$2,302.00	\$-2.00
6670	GIS Contract with County	\$3,500	\$1,068.85	\$0.00			\$0.00	\$1,068.85	\$2,431.15
6740	In-County Travel & Stipends	\$2,000	\$305.07	\$456.14		\$380.96	\$380.96	\$1,142.17	\$857.83
6750	Travel & Lodging Expenses	\$3,000	\$0.00	\$4,218.11			\$0.00	\$4,218.11	\$-1,218.11
6800	Conferences (Registrations)	\$3,000	\$2,600.00	\$0.00			\$0.00	\$2,600.00	\$400.00
7000	Work Plan (MSRs and SOIs)	\$35,000	\$14,313.50	\$9,058.00	\$102.00	\$850.00	\$952.00	\$24,323.50	\$10,676.50
9000	Special District Training Support	\$500	\$0.00	\$0.00			\$0.00	\$0.00	\$500.00
	Unfunded Mandates								
<b>Monthly/ Year to Date Totals</b>		<b>\$150,270.00</b>	<b>\$43,537.42</b>	<b>\$37,134.53</b>	<b>\$9,753.80</b>	<b>\$9,661.52</b>	<b>\$19,415.32</b>	<b>\$100,087.27</b>	<b>\$50,182.73</b>
<b>APPLICATIONS</b>									
		<b>BALANCE</b>	<b>1st Qtr Subtotals</b>	<b>2nd Qtr Subtotal</b>	<b>January</b>	<b>February</b>	<b>3rd Qtr Subtotal</b>	<b>Year to Date</b>	<b>Remaining Budget</b>
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 UVSD lands	\$1,532.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,532.75
P-2019-8019	Weger Detachment Pre-Application	\$1,500.00	\$0.00	\$0.00	\$0.00	\$168.00	\$0.00	\$168.00	\$1,332.00
<b>Applications to Date Totals</b>		<b>\$2,422.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$168.00</b>	<b>\$168.00</b>	<b>\$168.00</b>	
<b>EXPENSES AND APPLICATION TOTALS</b>			<b>\$43,537.42</b>	<b>\$37,134.53</b>	<b>\$9,753.80</b>	<b>\$9,829.52</b>	<b>\$19,583.32</b>	<b>\$100,255.27</b>	

Operations (Checking) Account Balance	\$	15,547.39					from statement as of	1/31/2019
Legal Reserve Balance	\$	50,000.00					from statement as of	1/31/2019
Operations Reserve Balance	\$	40,351.34					from statement as of	1/31/2019
County of Mendocino Account Balance	\$	36,560.38					from statement as of	2/21/2019

**Mendocino LAFCo**  
**FY 2018-19 Estimated Work Plan Implementation Schedule and Cost Tracking**  
 March 4, 2019

**Disclaimer:** The estimated schedule and costs for the Fiscal Year 2018-19 Work Plan are subject to change based on agency responsiveness and timely provision of requested information, complexity of issues, and public controversy. Each study is assumed to be exempt from CEQA; therefore, a separate cost estimate would be necessary for studies subject to a Negative Declaration or EIR. It is difficult to completely contain staff activities in a single fiscal year; therefore, completion of the studies listed below may roll over to the next fiscal year. This estimated work plan implementation schedule and cost tracking table will be prepared on a monthly basis to enhance communication and transparency.

Agency	Request for Information	Outreach	Admin Draft	Public Workshop	Public Hearing	Final Study	Initial Cost Estimate	Current Cost Estimate	Cost to Date <sup>(1)</sup>
Mutual Water Companies	Completed	Completed	Completed	Completed	N/A	8/6/2018	\$1,500	\$1,750	\$1,750
City of Willits <sup>(2)</sup>	Completed	Completed	Completed	12/3/2018	4/1/2019	TBD	\$9,000	\$16,000	\$13,728
Brooktrails Township CSD <sup>(3)</sup>	Completed	In Progress	In Progress	3/4/2019	TBD	TBD	\$6,000	\$9,000	\$7,139
Ukiah Valley FD	In Progress	In Progress	In Progress	4/1/2019	TBD	TBD	\$5,500	\$5,500	\$1,309
Fort Bragg Rural FPD	Completed	Completed	Completed	2/4/2019	3/4/2019	TBD	\$5,000	\$5,000	\$5,025
Mendocino City CSD	Pending	Pending	Pending	TBD	TBD	TBD	\$8,000	\$8,000	\$0
<b>Estimated Total</b>							<b>\$35,000</b>	<b>\$45,250</b>	<b>\$28,950</b>

(1) The Cost to Date category accounts for all staff activities related to each study and is not limited to a specific fiscal year.

(2) The project scope for the City of Willits study changed from a stand-alone SOI Update to include a partial MSR Update and has also involved subconsultant activities and consulting with Legal Counsel related to complex SOI issues.

(3) The estimated cost for the Brooktrails Township CSD study was reduced from \$8,000 to \$6,000 to account for staff activities in FY 2017-18 and was not intended to reduce the overall project cost to \$6,000.





# Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

**Date** February 25, 2019  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** January 26 - February 24, 2019

**Invoice No.** 404  
**Invoice Total** \$ **8,366.99**

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$100)	Feiler Analyst (\$68)	Salomone Clerk (\$40)*		
5300	Basic Services	46.75	5.25	47.00		\$ 7,006.00
	CSA 3 inactive status	0.75				\$ 75.00
5601	Office Supplies					
	Quickbooks Online Fee				\$ 74.99	\$ 74.99
	Office Supplies					
5700	Internet & Website (rate increase)				\$ 72.00	\$ 72.00
6200	Bookkeeping	1.00		0.50		\$ 121.00
7000	Work Plan (MSR/SOI/Special Studies)					
	City of Willits		1.50			\$ 102.00
	Fort Bragg Rural FPD					\$ -
	Ukiah Valley FPD					\$ -
	Brooktrails CSD		11.00			\$ 748.00
8019	Weger MCHD Detachment Pre-App	1.00	1.00			\$ 168.00
<b>Totals</b>		\$ 4,950.00	\$ 1,275.00	\$ 1,995.00	\$ 146.99	\$ <b>8,366.99</b>

### **5300 Basic Services**

Prepared for February 4 Regular Commission meeting and postings. Staffed office during the time period. Website updates. File research. Responded to Public Records Act requests, inquiries, and met with MCWD representatives regarding potential annexations into Millview CWD, MCHD consultants and Interim CEO, and Mr. Howard. Coordinated with Pehling & Pehling regarding the draft 2017/18 audit. Preliminary Budget and Work Plan development. Coordinated with County regarding CSA 3.

### **6200 Bookkeeping**

Compiled claims for Commissioner review and approval at next regular meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at next Regular meeting. Reviewed claims, bank records, etc. Reconciled Quickbooks with bank statements and claims.

### **7000 Work Plan (Sphere of Influence Updates, Municipal Service Reviews, and Special Studies)**

Coordinate with City on follow items and preparation of Public Hearing Draft Willits MSR/SOI Update with the City and coordinated with City staff. Preparation of Public Hearing Draft Fort Bragg Rural FPD MSR/SOI Update. Preparation of Administrative Draft Brooktrails Township CSD MSR/SOI.

### **Notes:**

\* Plus administrative fee of 5% for subconsultant labor

## Uma Hinman

---

**From:** Intuit 1099 Support Team <noreply@intuit.com>  
**Sent:** Thursday, February 14, 2019 9:38 AM  
**To:** eo@mendolafco.org  
**Subject:** Credit Card Activity Report for Mendocino LAFCo from Intuit 1099 E-File Service

Dear Uma Hinman:

The following is a summary of Intuit 1099 E-File Service activity for your Visa Card account (number ending ....0384):

Date: 02/14/2019  
Description: 1099 Service Fee for 1 new form for Mendocino LAFCo  
Amount: \$14.99

Thank you for choosing Intuit 1099 E-File Service. We appreciate the opportunity to serve you.

Sincerely,

The Intuit 1099 E-File Service Support Team

**IMPORTANT NOTICE:** This notification is being sent to inform you of a critical matter concerning your current service, software or billing. Please note that if you previously opted out of receiving marketing materials from Intuit, you may continue to receive notifications similar to this communication. If you have any questions or comments about this email, please call us at (866) 729-2925. DO NOT REPLY to this email, this inbox is not monitored for replies.

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**Pacific Internet**  
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 Santa Rosa, CA 95402

**Late Notice**  
 Date: 2/9/2019  
 Account: 15757

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

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

Invoice	399061	Date	12/31/2018	Invoice Name	LAFC of Mendocino County	
Item	Description			Price	Qty	Extended Price
FUSPISL	Single Line Fusion Price Increase (6 months) - Circuit ID: STI-0086097-8			\$72.00	1	\$72.00
Subtotal		Total Taxes		Total	Paid	Due
\$72.00		\$0.00		\$72.00	\$0.00	\$72.00

**Your account has overdue invoice(s). Please remit these charges.**

Fusion voice provided by Pacific Internet under Sonic Telecom. Th  
 Technical issues? Call (707) 468-1005 or email [support@pacific.net](mailto:support@pacific.net)  
 Billing questions? Call (707) 468-1005 or email [billing@pacific.net](mailto:billing@pacific.net)

**Due Upon Receipt**  
**Please Pay this Amount: \$72.00**

0-30 Days	30-60 Days	60-90 Days	Over 90 Days
	\$72.00		

Please return this portion with payment.

Account: 15757

Name: LAFC of Mendocino County  
 Username: lafco



Mail remittance to:  
 Pacific Internet  
 PO Box 14038  
 Santa Rosa, CA 95402

**Total Amount Due: \$72.00**  
**Amount Enclosed: \_\_\_\_\_**

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

**Staff Report**

DATE: March 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Public Hearing** to Consider Adoption of a Resolution Approving the Fort Bragg Rural Fire Protection District Municipal Service Review and Sphere of Influence Update

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**RECOMMENDATION**

- (1) Find the Fort Bragg Rural 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 2018-19-05, approving the Fort Bragg Rural Fire Protection District Municipal Service Review and Sphere of Influence Update and affirming the District's existing Sphere of Influence that is coterminous with the District's boundary.

**DISCUSSION**

This is a public hearing to consider public testimony and proposed adoption of the Fort Bragg Rural Fire Protection District Municipal Service Review (MSR) and Sphere of Influence (SOI) Update. The Commission held a Workshop on February 4, 2019 to provide comments and requested revisions on the draft study and directed staff to notice the matter for public hearing on March 4, 2019, or as soon as possible, for consideration. The Commission requested the following revisions:

1. On Page 2-6, Table 2.4 shows staffing levels with one Fire Chief and two Battalion Chiefs, whereas on Page 2-7, Figure 2-1 also shows three Assistant Chiefs. Verify the accuracy of the organizational chart.
2. On pages 2-2 and 2-4, reference the governing body in a general manner instead of specifically naming the elected/appointed officials for the specific local agency so this information does not need to be updated in each MSR document.
3. On page 2-4, under Section 2.2.3 Volunteer Organization, confirm the accuracy of the formation date of October 1891 for the Fort Bragg Volunteer Fire Department.
4. Provide current financial statements and balance sheet.

5. On page 2-6, Table 2.4 shows the Fire Authority staffing includes a paramedic which suggests that they are an ALS first responder, but they are a BLS first responder. A paramedic in a non-ALS fire department can only function to the level of an EMT. Please clarify with the District.
6. CAL FIRE is listed as the primary provider and the District is listed as the secondary provider for wildland fire service under Sections 2.1.3 Services, 3.1.1 Service Overview, 3.1.1.3 Adjacent Providers, and 4.1.5.2 Need for Facilities and Services. Given that CAL FIRE provides coverage seasonally, sometimes Fort Bragg Rural FPD is the only resource available for those fires, which should be captured in the document and some chronology of how many State Responsibility incidents the Fort Bragg Fire Authority was the first to respond.
7. Provide an explanation of the prior period adjustment in Fiscal Year 2014-15 of \$1,349,908.
8. Clarify the relationship between the Fire Authority, District, City, and Volunteer Fire Department. Clarify if the local agency boundaries overlap, and if so clarify dispatch protocol and Incident Command for overlap areas.
9. Revise the map to show the city limits in solid red instead of white or gray with a yellow border.
10. Provide details for financial contributions from the Fire Association to the Fire District.
11. Capture the insurability of property within the Fire District.

Staff has revised the attached study to address the Commission's requested revisions, where feasible. The following items from the list above cannot be addressed at this time.

Item #4: The most recent audit prepared for the District was for FY 2013-14 and FY 2014-15; therefore, the MSR Financial Summary table is based on State Controller's Office data. MSR determination #12 has been modified to require the District to provide LAFCo a complete copy of all subsequent financial audit reports.

Item #6: Data is not readily available for how many State Responsibility incidents the Fort Bragg Fire Authority was the first to respond. The entire District is located within the SRA and the District is responsible for responding to wildfires within the District boundary. During wildfire season, CAL FIRE is also dispatched to wildfires in the SRA. This information has been added to Section 3.1.1 Service Overview.

Item #7: The data regarding prior period adjustments was inaccurate and has been removed.

Item #10: Page 2-11 states that the Fort Bragg Volunteer Fire Department raises approximately \$20,000 annually from donations and fundraising activities and purchases equipment to provide to the Fire Authority. Revenue is held by the non-profit and therefore is not reflected in the District's Financial Summary table.

Item #11: Data is not readily available for how many properties within the District have received notice of non-renewal for their existing homeowner's insurance policy due to high wildfire risk. This issue has been generally addressed under Section 3.1.2.3 ISO Rating and a map has been added (Figure 3-1) showing the District and City boundaries and Fire Hazard Severity Zones established in 2007. The District reports that there are properties within the District boundary that have received notice of non-renewal, but property owners are finding coverage from other insurance providers.

The District's SOI was amended in 2011 to address the following proposed changes of organization:

1. Detachment of 862.2-acres from the District boundary to address three areas that overlapped the City of Fort Bragg boundary and one area located south of Caspar Creek that was actually served by the Mendocino Fire Protection District.
2. Annexation of 1,200-acres to the District boundary for a contiguous area comprised of 66-parcels located north of the Ten Mile River.

These changes of organization have been completed and the District's SOI is coterminous with the District boundary as modified by these changes of organization. The SOI Update recommends that the Commission affirm the existing SOI for the District that is coterminous with the District boundary.

The Notice for this Public Hearing was posted on February 7, 2019 and published on February 7, 2019 in the Fort Bragg Advocate News newspaper according to the attached proof of publication. No public comments have been received to date.

Attachments:

- (1) Fort Bragg Rural Fire Protection District Municipal Service Review and Sphere of Influence Update
- (2) Proof of Publication
- (3) Notice of Exemption
- (4) LAFCo Resolution No. 2018-19-05

**PUBLIC HEARING DRAFT**

**FORT BRAGG RURAL  
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: February 4, 2019

Public Hearing: March 4, 2019

Adopted: XXXX

LAFCo Resolution No: XXXX

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# TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1-1</b>
1.1	LOCAL AGENCY FORMATION COMMISSION .....	1-1
1.2	MENDOCINO LAFCO .....	1-1
1.3	MUNICIPAL SERVICE REVIEW .....	1-1
1.4	SPHERE OF INFLUENCE .....	1-2
1.5	MENDOCINO LAFCO POLICIES .....	1-2
1.6	SENATE BILL 215 .....	1-5
<b>2</b>	<b>AGENCY OVERVIEW .....</b>	<b>2-1</b>
2.1	HISTORY.....	2-1
2.1.1	FORMATION.....	2-1
2.1.2	BOUNDARY .....	2-1
2.1.3	SERVICES.....	2-2
2.2	GOVERNMENT STRUCTURE .....	2-2
2.2.1	JOINT POWERS AUTHORITY.....	2-2
2.2.2	GOVERNING BODY.....	2-3
2.2.3	PUBLIC OUTREACH .....	2-4
2.2.4	COMPLAINTS .....	2-4
2.2.5	ACCOUNTABILITY.....	2-4
2.3	OPERATIONAL EFFICIENCY .....	2-5
2.3.1	MANAGEMENT AND STAFFING .....	2-5
2.3.2	AGENCY PERFORMANCE.....	2-7
2.3.3	SHARED FACILITIES AND REGIONAL COLLABORATION .....	2-8
2.4	FINANCES .....	2-9
2.4.1	CURRENT FISCAL HEALTH .....	2-9
2.4.2	LONG TERM FINANCIAL CONSIDERATIONS.....	2-11
2.5	GROWTH .....	2-13
2.5.1	PRESENT AND PLANNED LAND USE AND DEVELOPMENT .....	2-13
2.5.2	EXISTING POPULATION AND PROJECTED GROWTH .....	2-13
2.6	DISADVANTAGED UNINCORPORATED COMMUNITIES .....	2-14
<b>3</b>	<b>MUNICIPAL SERVICES .....</b>	<b>3-1</b>
3.1	FIRE PROTECTION SERVICES .....	3-1
3.1.1	SERVICE OVERVIEW .....	3-1
3.1.2	SERVICE ADEQUACY.....	3-3
3.1.3	FACILITIES AND INFRASTRUCTURE .....	3-6
3.1.4	DETERMINATIONS .....	3-9
<b>4</b>	<b>SPHERE OF INFLUENCE .....</b>	<b>4-1</b>
4.1	SOI UPDATE .....	4-1
4.1.1	EXISTING SPHERE OF INFLUENCE.....	4-1
4.1.2	STUDY AREAS.....	4-1
4.1.3	PROPOSED SOI CHANGES .....	4-1
4.1.4	CONSISTENCY WITH LAFCO POLICIES .....	4-1
4.1.5	DETERMINATIONS .....	4-1
<b>5</b>	<b>REFERENCES .....</b>	<b>5-1</b>
<b>6</b>	<b>ACKNOWLEDGEMENTS.....</b>	<b>6-1</b>

6.1 REPORT PREPARATION ..... 6-1

6.2 ASSISTANCE AND SUPPORT ..... 6-1

**7 APPENDICES ..... 7-1**

7.1 APPENDIX A – OPEN GOVERNMENT RESOURCES ..... 7-1

# 1 INTRODUCTION

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## 1.1 LOCAL AGENCY FORMATION COMMISSION

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

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

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

## 1.2 MENDOCINO LAFCO

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

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

## 1.3 MUNICIPAL SERVICE REVIEW

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

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

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

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

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

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

## 1.4 SPHERE OF INFLUENCE

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

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

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

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

## 1.5 MENDOCINO LAFCO POLICIES

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

The following Sphere of Influence policies are from the Mendocino LAFCo Policies and Procedures Manual, adopted November 5, 2018.

### 10.1.1 Legislative Authority and Intent

A sphere of influence is the probable 20-year growth boundary for a jurisdiction's physical development. The Commission shall use spheres of influence to:

- a) promote orderly growth and development within and adjacent to communities;
- b) promote cooperative planning efforts among cities, the County, and special districts to address concerns regarding land use and development standards, premature conversion of agriculture and open space lands, and efficient provision of public services;
- c) guide future local government reorganization that encourages efficiency, economy, and orderly changes in local government; and
- d) assist property owners in anticipating the availability of public services in planning for the use of their property.

### 10.1.2 Definitions

The Commission incorporates the following definitions:

- a) an "establishment" refers to the initial development and determination of a sphere of influence by the Commission;
- b) an "amendment" refers to a limited change to an established sphere of influence typically initiated by a landowner, resident, or agency; and
- c) an "update" refers to a comprehensive change to an established sphere of influence typically initiated by the Commission.

### 10.1.3 Sphere Updates

In updating spheres of influence, the Commission's general policies are as follows:

- a) The Commission will review all spheres of influences every five years for each governmental agency providing municipal services. Municipal services include water, wastewater, police, and fire protection services.
- b) Sphere of influence changes initiated by any agency providing a municipal service shall generally require either an updated or new service review unless LAFCo determines that a prior service review is adequate.
- c) Spheres of influence of districts not providing municipal services including, but not limited to, ambulance, recreation, hospital, resource conservation, cemetery, and pest control shall be updated as necessary.

### 10.1.4 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.

#### **10.1.5 Zero Spheres**

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

#### **10.1.6 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.

#### **10.1.7 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.

#### **10.1.8 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.

#### **10.1.9 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.

#### **10.1.10 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.

#### **10.1.11 Memorandum of Agreements (For City Sphere Amendments and Updates)**

Prior to submitting an application to LAFCo for a new city sphere of influence or a city sphere of influence update, the city shall meet with the County to discuss the proposed new boundaries of the sphere and explore methods to reach agreement on development standards and planning and zoning requirements as contained in G.C. §56425. If an agreement is reached between the city and County the agreement shall be forwarded to LAFCo. The Commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by LAFCo and the County, and LAFCo shall give great weight to the agreement to the extent that it is consistent with LAFCo policies in its final determination of the city sphere.

#### **10.1.12 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. (Resolution No. 2018-19-01)

- 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 Concern, 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.

(LAFCo, 2018)

## **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 2018 Mendocino County Regional Housing Needs Allocation (RNHA) Plan and 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.



# Fort Bragg Rural FPD

Mendocino FPD

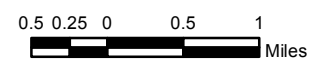
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## Fort Bragg Rural FPD SOI

Source: This map was prepared by the County of Mendocino's Information Services Division, GIS Program, July 2018, Modified, February 2019.  
Note: This map is not a survey product.

- Fort Bragg Rural Fire Protection Dist.
- Fort Bragg Rural FPD SOI
- City/District Overlap Areas
- Fire Protection Districts
- City of Fort Bragg
- Parcels
- Highways
- Roads
- Rail Roads
- Streams

Note: The SOI boundary of the surrounding Fire Protection Districts are coterminous with their district boundaries.



## 2 AGENCY OVERVIEW

<b>Table 2.1 Fort Bragg Rural FPD Profile</b>	
<b>Agency Name:</b>	Fort Bragg Rural Fire Protection District
<b>Volunteer Organization:</b>	Fort Bragg Volunteer Fire Department
<b>Phone Number:</b>	(707) 961-2831
<b>Fax Number:</b>	(707) 961-2821
<b>Mailing Address:</b>	141 N. Main Street, Fort Bragg, CA 95437
<b>District Office:</b>	141 N. Main Street, Fort Bragg, CA 95437
<b>Website:</b>	<a href="http://www.city.fortbragg.com/372/Fire-Department">http://www.city.fortbragg.com/372/Fire-Department</a>
<b>General Email:</b>	fbfd8300@yahoo.com
<b>Date of Formation:</b>	June 16, 1960
<b>Agency Type:</b>	Independent Special District, Single-Service Provider
<b>Enabling Legislation:</b>	Fire Protection District Law: Health and Safety Code §13800 et seq.
<b>Board Meeting Schedule:</b>	Wednesday at 7:00 p.m. following the 4 <sup>th</sup> Tuesday of the month

### 2.1 HISTORY

#### 2.1.1 FORMATION

The Fort Bragg Rural Fire Protection District (Fort Bragg Rural FPD, FBRFPD, or District) was formed on June 16, 1960 based on approval by the Mendocino County Board of Supervisors per Resolution No. 3416 adopted on May 3, 1960. (LAFCo, 2011)

#### 2.1.2 BOUNDARY

The Fort Bragg Rural FPD boundary comprises approximately 77-square miles and encompasses the unincorporated coastal communities of Caspar and Cleone (Figure 1-1). The District is bordered by the Pacific Ocean along the western boundary and extends inland for approximately eight miles. State Highway 1 traverses the District in a north-south direction for approximately 15-miles, and is the primary transportation route in the area. State Highway 20 traverses the District in an east-west direction and provides access to the inland portion of the County. The District extends from the Caspar Creek Bridge on the southern end to approximately two miles north of the Ten Mile River Bridge on the northern end, and excludes the MacKerricher State Park campgrounds and the contiguous or core portion of the City of Fort Bragg. The City of Fort Bragg boundary includes five island areas (non-contiguous land) that overlap the District boundary and are shown in yellow in Figure 1-1 (see Section 4.1.2 for more information).

On September 12, 2011, the Commission approved a reorganization application per LAFCo Resolution No. 2011-02 to remove 862.2 acres from the District boundary. This project detached three areas of the District that overlapped the City of Fort Bragg boundary in order to be consistent with prior approved City annexations, and detached an overlap area of the District located south of Caspar Creek that was also served by the Mendocino Fire Protection District.

On May 6, 2013, the Commission approved the North of Ten Mile River Annexation application per LAFCo Resolution No. 12-13-04; the change of organization was ordered by the Commission on September 3,

2013 following a Protest Hearing held on July 31, 2013. This project added a contiguous area of 1,200 acres, comprised of 66-parcels, located north of the Ten Mile River to the District boundary.

(LAFCo, 2018; FBRFPD, 2018)

### **2.1.3 SERVICES**

The District is exercising the following powers: structural fire protection, first responder for emergency medical services and hazardous materials incidents, rescue and extrication, cliff and close to shore ocean rescue, fire prevention, and wildland fire protection (refer to Section 3.1.1 for more information).

## **2.2 GOVERNMENT STRUCTURE**

### **2.2.1 JOINT POWERS AUTHORITY**

Originally, the Fort Bragg Rural FPD and the City of Fort Bragg used the same fire station and volunteer firefighters and officers, while maintaining separate fire engines and equipment. In the early 1980's, the District and the City first entered into a mutual aid agreement for fire services. In 1990, the District and the City mutually agreed to jointly provide fire protection services within the boundaries of their two agencies under a Joint Powers Authority (JPA) and created the Fort Bragg Fire Protection Authority (FBFPA or Fire Authority) by a JPA Agreement on June 14, 1990. The original JPA Agreement was superseded on March 28, 2005 and remains in effect.

Under the JPA Agreement, the Fire Authority is a public entity that is legally separate from the District and the City and is authorized to provide fire protection services within the jurisdictional boundaries of the District and the City; approximately 80-square miles. The Fire Authority has the power to make or enter into contracts, to acquire, lease, rent, construct, manage, maintain, operate, or dispose of any services, equipment, improvements, or property necessary to carry out its responsibilities, to incur debts, liabilities, or other obligations which do not accrue to the member agencies, and to sue or be sued in its own name.

Specific duties and responsibilities of the Fire Authority include the following:

- Have any and all powers relating to fire protection, fire suppression, and emergency rescue authorized by law.
- Have the sole authority to consider and establish policies and procedures as necessary.
- Fund, direct, and oversee fire operations including directing the Fire Chief, an at-will employee.
- Appoint and remove, employ and discharge, prescribe the duties and establish any compensation, of all officers, agents, and employees.
- Supervise all officers, agents, and employees to ensure that their duties are performed properly.
- Hold monthly meetings and special meetings as needed subject to the Brown Act.
- Have Standing and Ad Hoc committees as may from time to time be designated by resolution of the Board of Directors.
- Adopt a budget on or before the beginning of the fiscal year.
- Elect officers for the term of one year. A vacancy in any office shall be filled by the Board of Directors.

The Fort Bragg Volunteer Fire Department (FBVFD or Fire Department) was formed in October of 1891. The Fire Department is a 501(c)(3) non-profit organization that supports the activities of the Fire Authority. The Fire Department recruits and maintains volunteer Officers and Firefighters. Under agreement with the Fire Authority, the Fire Department volunteer workforce is dispatched to all service

calls in the District and City boundaries. The Fire Department also accepts charitable funds and hosts fundraisers and capital campaigns that support donations to the Fire Authority for purposes of purchasing equipment and making facility improvements, as needed.

(LAFCo, 2011; FBFPA, 2005; Fort Bragg, 2018; FBVFD: 2018, 2019)

## **2.2.2 GOVERNING BODY**

### **2.2.2.1 Fort Bragg Rural FPD**

The District is governed by a five-member Board of Directors elected at-large to serve staggered four year terms. 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 County Board of Supervisors. The Board of Directors elects officers, including a President (Chairman), Vice-President, and Treasurer, and two Board members to represent the District on the JPA Board of Directors, every two years at the January Board meeting following a District Board of Directors election. There are no term limits for serving as an Officer of the Board. The Fire Chief/Office Clerk serves as the Board Secretary. Board members do not receive a stipend for attending meetings; however, tuition, travel, lodging, meals, and other expenses incurred by a Board member for educational conferences and professional meetings may be reimbursed per established Board policy. (FBRFPD, 2018)

Regularly scheduled meetings for the District Board of Directors are held on the Wednesday following the fourth Tuesday of every month, when the Fire Authority Board meets, starting at 7:00 p.m. at the Main Fire Station located at 141 N. Main Street in Fort Bragg. 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 meeting location. Meeting agendas are sent via email or fax to anyone that has requested such notification and sent to local radio stations. Minutes are kept for all Board meetings and are available upon request. There are currently no standing committees of the District Board of Directors. (LAFCo, 2011; FBRFPD, 2018)

### **2.2.2.2 Fort Bragg Fire Protection Authority**

The Fire Authority is governed by a five-member Board of Directors appointed to serve two-year terms. The Fire Authority Board consists of two members from the District, two members from the City, and one at-large member. The at-large member is appointed during a joint meeting of the District Board of Directors and the Fort Bragg City Council. The Fire Authority Board elects unpaid officers each year including a Chair, Vice-Chair, and Treasurer. The Fire Chief serves as the Board Secretary.

Regularly scheduled meetings for the Fire Authority Board of Directors are held on the fourth Tuesday of every month starting at 5:00 p.m. at the City of Fort Bragg Town Hall located at 363 N. Main Street in Fort Bragg. A quorum consists of a majority of the Board provided that at least one member appointed by each represented agency are present. No action can be taken by the Board except upon the affirmative vote of a majority of the members of the Board, which includes at least one member appointed by the governing body of the District and the City.

(LAFCo, 2011; FBRFPD, 2019)



### 2.2.3 PUBLIC OUTREACH

In addition to public meetings, the District and the Fire Authority try to reach constituents through community outreach efforts. The Fort Bragg Volunteer Fire Department is very involved in community events such as Water Fights on Labor Day, Lighted Truck Parade, Candy Cane Run with Canned Food Drive, and the Annual Fireman's Ball and Tri Tip BBQ fundraisers. In addition, volunteer firefighters give fire prevention education presentations at local schools and the Main Street Fire Station. (FBVFD, 2018)

The District does not maintain a website. However, the City of Fort Bragg maintains a website at <https://city.fortbragg.com/372/Fire-Department> that provides information regarding the Fire Authority and Board of Directors, Fire Department operations and history, and includes a link to the Fort Bragg Volunteer Fire Department's Facebook Page.

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 could create a website to provide information regarding the current District Board of Directors, staff, and upcoming Board meeting information in addition to posting past Board 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 or provide verbal comments or complaints at the District Board of Directors meetings during the general public comment period. The District has not received any significant complaints in the last two years. (FBRFPD, 2019)

### 2.2.5 ACCOUNTABILITY

The District has an adopted Policy Handbook that addresses the Board of Directors elections, officers, code of ethics, meeting conduct, decisions, rules of order, and responsibilities in addition to administrative, financial, and general operating policies and procedures for the District. The Fire Authority has adopted Personnel Rules and Regulations that address policies related to employment classifications, volunteers, recruitment, compensation, leave, rules of conduct, disciplinary action, safety, dress code, use of equipment, travel, and training.

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 (FBRFPD, 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 and the City do not have employees that provide fire protection services. The Fire Authority is staffed with four paid positions including a full-time Fire Chief, a part-time Fire Prevention Officer, a part-time Maintenance Engineer, and a part-time Office Manager. The Fire Authority personnel are supplemented by the volunteer workforce from the Fort Bragg Volunteer Fire Department. The Fire Authority does not maintain a contract for legal services; they seek legal advice from County Counsel or an independent qualified Attorney as needed. (LAFCo, 2011; FBRFPD: 2018, 2019)

The maximum number of volunteers that the FBVFD can support is 40 regular members and 10 auxiliary members. Currently, the FBVFD has 32 volunteer firefighters and 4 auxiliary members. The average age of the volunteer firefighters is 43. The District reports that the current staffing level is adequate to deliver services and there are sufficient volunteers available during daytime hours. However, the District acknowledges that there may be a time when volunteer resources will no longer be sufficient to meet demand and the community will need to determine their willingness to pay for additional staffing at that time. (LAFCo, 2011; FBRFPD; 2018, 2019)

The following table provides information regarding the current staff resources dedicated to providing fire protection services to the District and the City.

<b>Title</b>	<b>Career</b>	<b>Paid On-Call</b>	<b>Volunteer*</b>
Fire Chief	1		
Assistant Chief			3
Battalion Chief			2
Fire Captain			4
Firefighter			23
Fire Prevention Officer	1		
Maintenance Engineer	1		
Office Manager	1		
*There are 16 EMTs and 1 Paramedic that operates at an EMT level.			

Source: FBRFPD: 2018, 2019.

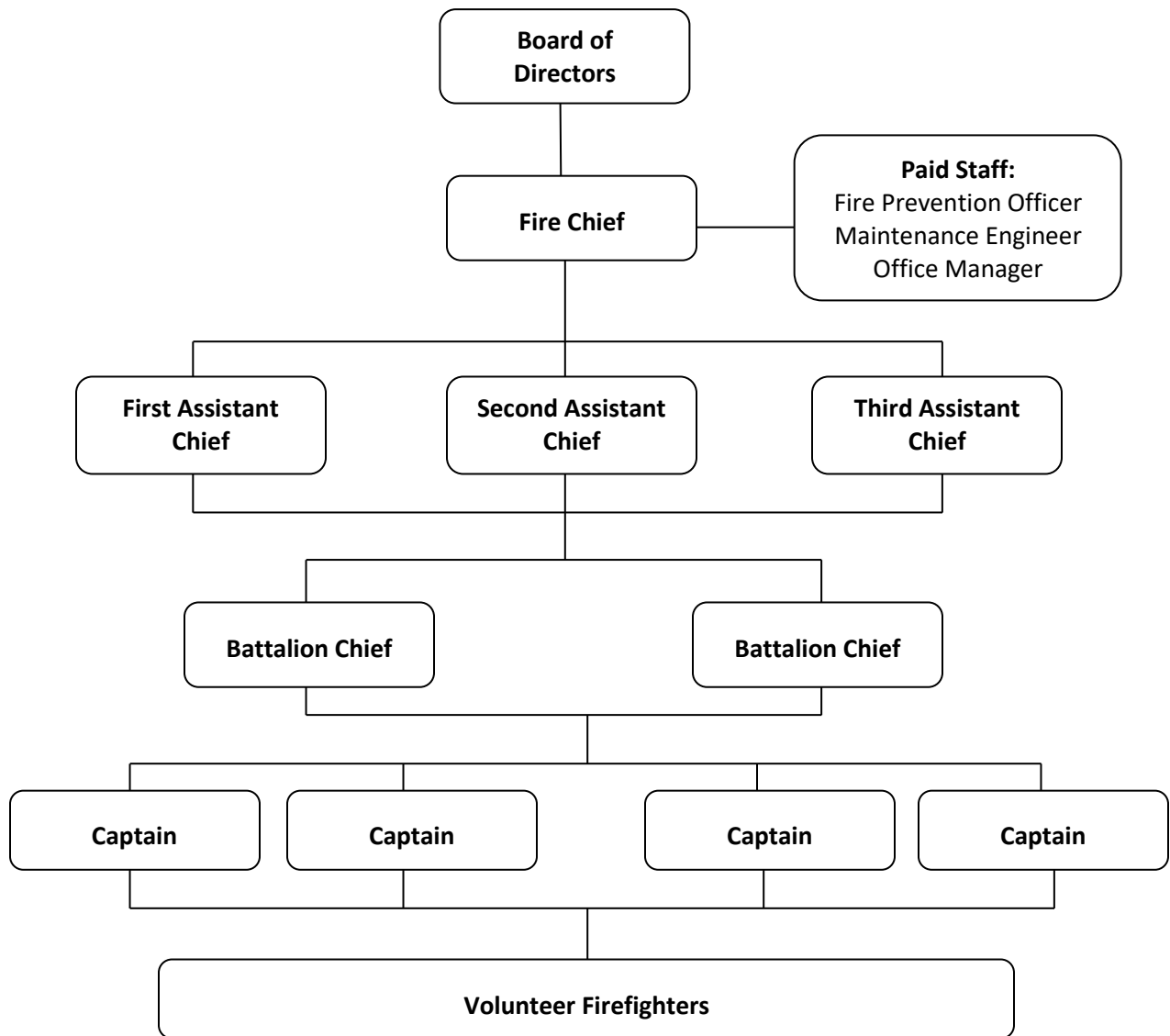
The Fire Chief is responsible for managing the daily operations of fire protection services provided under the Fire Authority and specific duties include the following:

- Supervise the fire protection and suppression functions of the City of Fort Bragg and Fort Bragg Rural Fire Protection District.
- Administer efficient and effective management of fire operations.
- Appoint all chief officers from within with the approval of the FBVFD.
- Approve all new volunteers as to their physical and mental capabilities to perform as firefighters.
- Evaluate organizational structure and make modifications as necessary to improve and maintain the level of fire protection and suppression services.
- Develop administrative systems for purchasing of supplies and materials.
- Prepare annual budget after consultation with FBVFD officers.
- Review development plans for fire safety adequacy.

- Develop long range plans for equipment replacement.
  - Respond to citizen inquiries and complaints.
  - Recommend ordinances or regulation changes to improve fire protection.
  - Participate as a member of the Technical Advisory Committee.
  - Attend meetings of the City of Fort Bragg Public Safety Committee, Fort Bragg Rural FPD Board of Directors, and Fire Authority Board of Directors.
  - Supervise Fort Bragg Fire Protection Authority employees and manage FBVFD volunteer workforce.
- (LAFCo, 2011)

Refer to Figure 2-1 below for the Fire Authority’s organizational chart.

Figure 2-1 Fire Authority Organizational Chart



Source: FBRFPD, 2019.

### 2.3.2 AGENCY PERFORMANCE

A component of monitoring agency performance is routinely evaluating staff productivity. The District does not have employees. The Fire Authority, on behalf of the District and the City, tracks employee workload through regular timesheets. The Fire Authority informally evaluates employee performance for paid staff on a weekly basis, but does not prepare written annual evaluations.

In addition, the Fire Chief informally evaluates volunteers as part of training sessions. Volunteer firefighters have a weekly regular training schedule on Thursdays from 7:00 to 10:00 pm. Volunteer firefighters are encouraged to attend 75% of all mandatory trainings per year. Volunteer firefighters are trained to a Firefighter 1 level and must meet first responder level under Title 22 requirements.



The Fire Authority maintains an emergency response log and training records. During the monthly District Board meetings, the Fire Chief provides a report on all emergency calls that occurred since the prior meeting and provides an update on Fire Authority and FBVFD activities.

The District periodically identifies additional opportunities to achieve operational efficiencies by regularly attending regional fire agency meetings and discussing best practices.

(LAFCo, 2011; FBRFPD: 2018, 2019)

### **2.3.3 SHARED FACILITIES AND REGIONAL COLLABORATION**

In addition to participating in the Fire Authority, the District works cooperatively with other public agencies to deliver services more effectively or efficiently by sharing public facilities, resources, and service responsibility when feasible. For example, the Fire Authority staffs the Fort Bragg CAL FIRE Station when requested and when volunteers are available. The Fire Authority collaborates with other public agencies and emergency response providers through the countywide dispatch service call system and mutual aid agreements (refer to Sections 3.1.1.4 and 3.1.1.5 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, the Fire Districts Association of California, and the California Special Districts Association.

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 Fire Authority annual budget is approved by the District and City and adopted by the Fire Authority at the May Board meeting. Funding responsibility for the Fire Authority operating budget is shared by the District and the City and the share of operating costs is calculated based on a three-year service call ratio average. Typically, the City averages a higher percentage of service calls and therefore pays a higher percentage of the approved budget, with the District paying the remaining amount. The following table (Table 2.3) provides an overview of the Fire Authority operating budget and respective shares for each agency for the past five years. (LAFCo, 2011; FBRFPD, 2018)

<b>Fiscal Year</b>	<b>Operating Budget</b>	<b>District Share</b>	<b>City Share</b>
2013-14	\$649,992	43%	57%
2014-15	\$658,200	45%	55%
2015-16	\$677,976	44%	56%
2016-17	\$698,360	45%	55%
2017-18	\$718,776	45%	55%
2018-19	\$735,448	*	*
* To be calculated at the end of the fiscal year.			

Source: FBRFPD, 2018.

The District prepares an annual budget and submits the budget to the Mendocino County Auditor-Controller in August each year. The budget serves as a financial planning tool and an expense control system. A written summary of monthly expenditures is provided at District Board meetings and all checks issued require two signatures by active Board members. The most recent independent financial audit report for the District was prepared by Pehling and Pehling, CPAs on December 29, 2017 for Fiscal Year (FY) 2013-14 and FY 2014-15. (LAFCo, 2011; FBRFPD: 2018, 2019)

The following table (Table 2.4) provides year-end (not budget) financial information for the District. This table summarizes the District's annual revenues, expenditures, and changes in fund balances based on data from the State Controller's Office (CSCO). This financial data represents the actual flow of cash resources for a given year. The Capital Outlay expenditure category shown in the table represents the cost of acquiring capital assets (land, buildings and improvements, equipment and vehicles) at the time of acquisition and does not account for depreciation of capital assets. If financial audit information was available for the District, this table would represent the long-term financial standing of the District based on depreciation expense reporting.

<b>Table 2.4 Financial Summary</b>			
	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>
<b>Beginning Fund Balance</b>	\$526,647	\$1,899,897	\$1,747,446
<b>Ending Fund Balance</b>	\$1,899,897	\$1,747,446	\$471,960
<b>Revenues</b>			
Property Taxes	\$200,157	\$215,554	\$218,051
Special Tax/Assessment	\$167,743	\$170,178	\$169,744
Other Taxes & Assessments	\$0	\$0	\$43,816
Intergovernmental	\$0	\$0	\$43,848
Charges for Services	\$0	\$0	\$0
Other State	\$0	\$0	\$0
Interest Income	\$888	\$3,108	\$2,547
Other Revenue	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$368,788</b>	<b>\$388,840</b>	<b>\$478,006</b>
<b>Expenses</b>			
Salaries & Employee Benefits	\$0	\$0	\$0
Contributions to other Agencies	\$0	\$0	\$394,216
Debt Service	\$5,889	\$6,000	\$0
Services & Supplies	\$338,557	\$361,371	\$9,368
Capital Outlay	\$0	\$297,980	\$0
Interest Expense	\$1,000	\$800	\$0
Other Expenses	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$345,446</b>	<b>\$666,151</b>	<b>\$403,584</b>
<b>Revenues Over/Under Expenditures</b>	<b>\$23,342</b>	<b>-\$277,311</b>	<b>\$74,422</b>

Source: CSCO: 2017, 2018.

According to the financial information in the table above, the District generally operates at a net income or revenue gain which 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 also maintains a sufficient fund balance to protect against unexpected costs.

On June 5, 2018, the voters in the District approved Measure D to replace the existing special tax of \$18.75 per unit established in 2002 with a new tax of \$25.00 per unit to maintain and improve fire protection, suppression activities, and prevention; to acquire and maintain equipment or apparatus; and to increase the District's medical and rescue services. The District estimates that this new annual special tax will increase revenues by approximately \$55,914 annually. The special assessment tax is based on the number of units on a given parcel. For example, a residential parcel of less than 3-acres with one single-family residence is assigned a unit value of 2 and an assessment of \$50 per year. If the same property had a second home it would be assigned an additional unit and be assessed an additional \$25 per year. A higher unit value is assigned for commercial uses such as Heavy Industrial, Packing Plants, and Hospitals. (LAFCo, 2011; Mendocino, March 2018)

Mendocino County disbursed a share of Proposition 172 funds to Fort Bragg Rural FPD as follows: \$35,856 in FY 2016-17 and \$34,066 in FY 2017-18 (BOS, 2018). These allocations are discretionary and reviewed annually based on availability of funding. Based on the current adopted County Budget, the same level of Proposition 172 funding will be provided in FY 2018-19 based on actual Proposition 172 receipts from the most recent year (Mendocino, June 2018).

The Fire Authority participates in Strike Team assignments for wildland fire incidents throughout the State and receives reimbursement for firefighters and the responding fire engine from the out-of-county California Fire Assistance Agreement (CFAA). The FBVFD raises approximately \$20,000 annually from donations and fundraising activities and purchases equipment to provide to the Fire Authority. (FBRFPD, 2019)

## **2.4.2 LONG TERM FINANCIAL CONSIDERATIONS**

### **2.4.2.1 Reserves**

The District does not have a policy related to financial reserves; however, the District's current practice is to set aside \$40,000 annually for the Fire Authority's Engine Replacement Plan. The District currently has \$200,000 in their account with the Mendocino County treasury and \$35,938 in an account with a local credit union earmarked as restricted funds to be used for engine replacement. In an emergency, the District Board could approve by majority vote to use this funding for another purpose. The District's current special tax would need to be increased to provide for the accumulation of reserves to safeguard the District and plan for significant future expenses beyond engine replacement. (FBRFPD, 2019)

### **2.4.2.2 Outstanding Debt**

The District currently does not have any outstanding debt. (FBRFPD, 2018)

### **2.4.2.3 Capital Improvement Plan**

The Fire Authority is responsible for prioritizing and budgeting for all capital needs of the District and the City, including on-going operations and maintenance costs. The Fire Authority maintains an Engine Replacement Plan and the District contributes \$40,000 annually for implementing this plan (refer to Section 3.1.3.2 for more information). The Fire Authority also maintains a small Capital Improvement Fund. When a project exceeds available funds, the project is put on hold until another source of funding is identified. (FBRFPD, 2019)

## Fort Bragg Rural Fire Protection District

### Statement of Net Position June 30, 2014 and June 30, 2015

<u>ASSETS</u>	<u>2014</u>	<u>2015</u>
<u>Current Assets:</u>		
Cash	\$ 409,632	\$ 433,364
Accounts Receivable	45,499	45,499
Deposits & Prepaid Expenses	82,275	84,747
Total Current Assets	<u>537,406</u>	<u>563,610</u>
<u>Capital Assets:</u>		
Land	113,420	113,420
Total Capital Assets	<u>113,420</u>	<u>113,420</u>
<b>TOTAL ASSETS</b>	<u>650,826</u>	<u>677,030</u>
<u>DEFERRED OUTFLOW</u>		
<b>TOTAL DEFERRED OUTFLOW</b>	<u>-</u>	<u>-</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u>650,826</u>	<u>677,030</u>
<u>LIABILITIES</u>		
<u>Current Liabilities:</u>		
Current Portion of Long-Term Debt	5,889	6,189
Accounts Payable	-	-
Total Current Liabilities	<u>5,889</u>	<u>6,189</u>
<u>Long-term Liabilities:</u>		
Long-Term Debt	7,026	837
Total Long-term Liabilities	<u>7,026</u>	<u>837</u>
<b>TOTAL LIABILITIES</b>	<u>12,915</u>	<u>7,026</u>
<u>DEFERRED INFLOWS</u>		
<b>TOTAL DEFERRED INFLOWS</b>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u>12,915</u>	<u>7,026</u>
<u>NET POSITION</u>		
Net Investment in Capital Assets	100,505	106,394
Unrestricted	537,406	563,610
<b>TOTAL NET POSITION</b>	<u>\$ 637,911</u>	<u>\$ 670,004</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 Fort Bragg Rural FPD boundary contains a variety of land uses including commercial and residential development adjacent to the City of Fort Bragg, various tourist-based commercial and recreational areas along State Highway 1, and transitioning to rural residential, agricultural and open space lands, and large tracts of forest and range lands in outlying areas. Mendocino County has land use authority over privately-owned lands within the District boundary and makes land-use decisions based on the County's Coastal and Inland General Plan and Zoning Regulations.

For the Fire Authority, the primary area with existing development pressure is in the City of Fort Bragg, including redevelopment of the old Georgia Pacific mill site (refer to the 2017 MSR prepared for the City of Fort Bragg for more information). In addition, the Noyo Harbor is a significant commercial hub and tourist attraction located south of the City limits and is developed with restaurants, fishing-related businesses, and an extensive marina. There is a commercial center within the City limits located south of the Noyo River and the Todd Point residential subdivision is located outside the City limits and west of this commercial center. There are also various lodging and commercial areas located along State Highway 1. Developed areas in the northern portion of the City limits include a low-density residential area along the Pudding Creek riparian corridor and industrial businesses north of Pudding Creek. (Mendocino, 2008)

There have been no significant new development projects built within the District in the last 5 years. In addition, no substantial new development is anticipated for the District in the foreseeable future.

### 2.5.2 EXISTING POPULATION AND PROJECTED GROWTH

The Fire Authority is estimated to serve approximately 15,000 residents (LAFCo, 2011), including a population of 7,287 in the City of Fort Bragg (LAFCo, 2017) and a remaining population of 7,713 in the District. The 15,000 population estimate is consistent with the 2013-2017 American Community Survey (ACS) 5-Year Population Estimates for the area based on zip codes and are as follows: 95437 has a population of 14,489 and 95437 has a population of 752 for a total estimated population of 15,241 (USCB, 2018). There are also large influxes of visitors to the area during the summer and fishing season. The population of the District is heavily concentrated near the coast; however, there are many homes built in remote locations within the rural portion of the District boundary.

Population growth is expected to increase at an annual rate of approximately 0.5% for Mendocino County (DOT, 2017). The table below shows the projected growth for the District over a ten year period based on this small estimated annual growth rate.

<b>2017 Population</b>	<b>Annual Growth Rate (%)</b>	<b>Projected Population Increase (2027)</b>	<b>Total Projected Population (2027)</b>
7,713	0.5	386	8,099

The District is anticipated to experience minimal change in population size over the next 5-10 years.

With minimal growth anticipated, 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 unincorporated communities of Caspar and Cleone are Census Designated Places (CDPs) and are the population centers within the District. Caspar has an MHI of \$73,776 and Cleone has an MHI of \$44,000 (USCB, 2018); Cleone qualifies as a DUC. The incorporated City of Fort Bragg is not located within the District boundary, but is a major population center adjacent to the District. Fort Bragg has an MHI of \$41,273 (USCB, 2018). 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. The areas surrounding Caspar, Cleone, and Fort Bragg 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 wastewater services, and is therefore not responsible for ensuring that these services are adequately provided to the community.

## 3 MUNICIPAL SERVICES

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

### 3.1 FIRE PROTECTION SERVICES

This section provides information regarding the municipal services provided by the Fort Bragg Rural Fire Protection District. This is the second MSR prepared for the District; the first one was adopted by the Commission on September 12, 2011 (LAFCo Resolution No. 2011-01).

#### 3.1.1 SERVICE OVERVIEW

Through the Fire Authority, the District provides structural fire protection, first responder for emergency medical services and hazardous materials incidents, rescue and extrication, cliff and close to shore ocean rescue, fire prevention, and wildland fire protection.

The entire District is located within the State Responsibility Area (SRA) and the District, through the Fire Authority, is responsible for responding to wildfires within the District boundary. During wildfire season, the California Department of Forestry and Fire Protection (CAL FIRE) is also dispatched to wildfires in the SRA, and the first agency to respond generally assumes the role of Incident Command (IC). The Fire Authority is often the first to respond to such incidents, particularly during non-wildfire season months when the Fort Bragg CAL FIRE Station is not staffed. The City of Fort Bragg is located within the Local Responsibility Area (LRA) and CAL FIRE normally does not respond to wildfires within this designation.

The Fire Authority does not have a hazardous materials response team. Mendocino County's Redwood Empire Hazardous Incident Team (REHIT) is responsible for HAZMAT incidents including direct management and control of the event. All firefighters take the Haz-Mat FRO (First Responder Operational) course within their first year as members of the FBVFD. The Fire Department has the materials needed and the capabilities to set up decontamination zones, as well as diking, absorbing, and controlling a basic hazardous material spill. The Fire Authority offers fire safe inspections to all existing commercial and institutional buildings. A weed abatement program is enforced within the City of Fort Bragg. Upon request, the Fire Authority will make recommendations to residents regarding defensible space, fuel load, fire rated roofing, accessibility, signage, and other issues regarding fire prevention. (LAFCo, 2011)

##### 3.1.1.1 Customers

The Fire Authority is estimated to serve approximately 15,000 residents, including a population of 7,287 in the City of Fort Bragg and a remaining population of 7,713 in the District (refer to Section 2.5.2 for more information). There are also large influxes of visitors to the area during the summer and fishing season.



### **3.1.1.2 Contract Services**

The District does not maintain contracts with individual property owners to provide services outside its boundary. However, as part of the JPA, the Fire Authority responds to service calls both within the District and the City boundaries.

### **3.1.1.3 Adjacent Providers**

Local fire protection providers adjacent to the District include the City of Fort Bragg and the Mendocino Fire Protection District to the south. The Westport Volunteer Fire Department is located approximately 6-miles north of the District's northern boundary line. The areas located north, east, and southeast of the District are not within the jurisdiction of a local fire agency. These areas are within the State Responsibility Area (SRA) and receive wildland fire protection services from CAL FIRE during wildfire season and local fire agencies when dispatched.

Ambulance or medical transport service is provided within the District and the City by the Mendocino Coast Healthcare District.

### **3.1.1.4 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.

An emergency backup for the coastal repeater tower is needed and an upgraded system is needed to eliminate dark spots. (LAFCo, 2011)

### **3.1.1.5 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 Fire Authority maintains a verbal agreement with the Mendocino Fire Protection District for mutual aid and written agreement with the Westport Volunteer Fire Department for automatic aid on structure fires (FBRFPD, 2018).

The Fire Authority primarily serves residents and property within the District and City jurisdictional boundaries. 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 Fire Authority response area is larger than the District and the City boundaries based on the Countywide Mutual Aid System. According to the 2015 Mendocino County Community Wildfire Protection Plan, the Fire Authority is within Mutual Aid/Planning Zone 4, which includes the City of Fort Bragg, Mendocino Fire Protection District, Albion-Little River Fire Protection District, Comptche Community Services District, and Westport Volunteer Fire Department (MCFCA, 2015).

In addition to the local mutual aid system, the Fire Authority participates in the California Fire Service and Rescue Emergency Mutual Aid System for wildland fire incidents throughout the State. The Fire Authority responds to out-of-County fire incidents upon request and when the remaining equipment and personnel are capable of providing service to the District and City.

(LAFCo, 2011; FBRFPD: 2018, 2019)

### 3.1.2 SERVICE ADEQUACY

#### 3.1.2.1 Service Calls

The following table provides a summary of the total number and types of service calls the Fire Authority responded to during years 2013 through 2017.

Service Call Type	2013	2014	2015	2016	2017
Structure/Vegetation Fire	91	61	60	78	72
Wildland Fire	0	0	0	0	0
EMS/ALS	143	163	150	208	202
Rescue and Extrication	103	108	155	124	129
Hazardous Conditions	56	37	63	70	62
Public Assist	37	139	98	117	89
Mutual Aid	5	5	7	5	10
False Alarm	70	96	43	82	98
Other	20	8	3	16	13
TOTAL	525	617	579	700	675

Source: FBRFPD, 2018.

The Fire Authority responds to 500 to 700 calls per year, varying from structure fires to public assistance. The majority of service calls are related to emergency medical responses. The Fire Authority can successfully manage multiple service calls in one day and simultaneously.

The Structure/Vegetation Fire category in the table above includes calls for vegetation fires that are not considered wildland fires. The Fire Authority also responds to larger fires located outside the District boundary which is accounted for in the Mutual Aid category in the table above. The Hazardous Conditions category in the table above involves calls related to downed power lines, suspicious odors, and potentially hazardous materials.

(FBRFPD: 2018, 2019)

#### 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 Fire Authority would fall under the NFPA 1720 category.

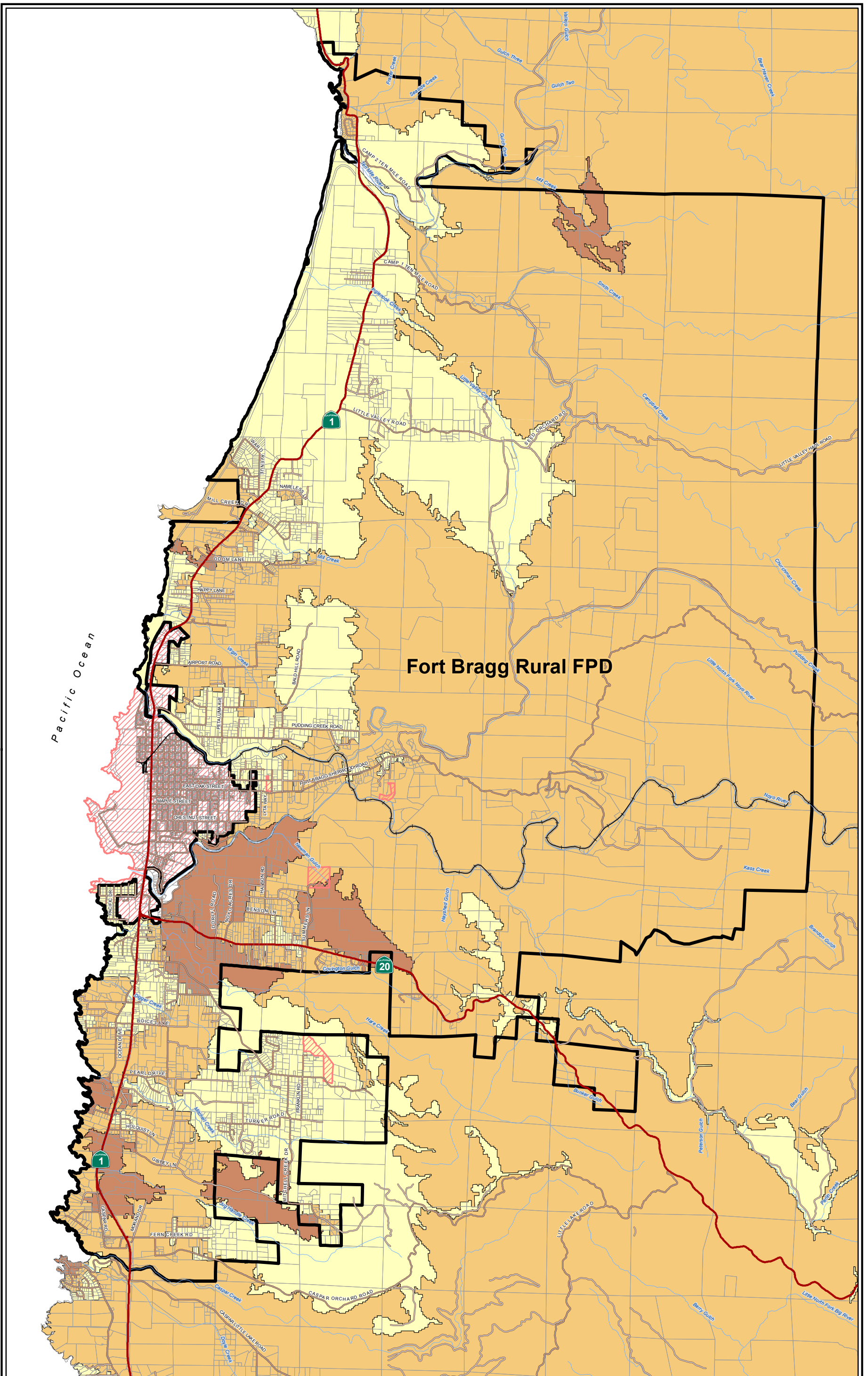
The Fire Authority's average response time is six to eight (6-8) minutes for fire and medical emergencies. Overall response time varies by call location. Emergency response personnel are generally able to arrive on scene within five to seven (5-7) minutes within City limits and within fifteen (15) minutes for remote locations. Prior policy allowed EMT volunteers with personal EMS bags to go directly to the scene of an emergency to expedite response. The current policy requires volunteers to report to the fire station and travel with the responding fire engine, unless the incident is located on the way to the fire station in which case the volunteer may drive directly to the incident. (LAFCo, 2011; FBRFPD: 2018, 2019)

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, 2011)

### **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 City of Fort Bragg has an ISO rating of 3 and the District has an ISO rating of 4. Areas of the District that are not served by a public water and hydrant system and are beyond 5-miles from a fire station have an ISO rating of 10. (LAFCo, 2011; FBRFPD, 2019)



### Fort Bragg Rural Fire Protection District, Fire Hazard Zones

Source: This map was prepared by the County of Mendocino Division of Information Services GIS Program, February 2019.

Note: This map is not a survey product.

- Fort Bragg Rural Fire Protection Dist.
- Very High Fire Hazard
- High Fire Hazard
- Moderate Fire Hazard
- City of Fort Bragg
- Parcels
- Highways
- Roads
- Rail Roads
- Streams





While wildfires are a natural occurrence in California, the effects of prolonged drought, record high temperatures, and longer fire seasons are resulting in increasingly extreme and destructive wildfires. There is a growing trend of insurance companies issuing non-renewal notices for existing homeowner's insurance policies due to high wildfire risk. The insurability of property has historically been closely tied to the ISO rating classification system. With the changing landscape of wildfires in California, some insurance companies are moving away from ISO rating altogether and some are also relying on information regarding the level of fire severity established by CAL FIRE. With more sophisticated fire behavior modeling available, CAL FIRE is anticipated to update the 2007 Fire Hazard Severity Zones mapping (Figure 3-1), which could result in property being re-classified into a higher fire severity zone and becoming less insurable. As a last resort, the California Fair Access to Insurance Requirements (FAIR) Plan is a fire insurance pool comprised of all California licensed insurers to provide insurance for property owners that are not able to obtain basic coverage in the voluntary insurance market. The District reports that there are properties within the District boundary that have received notice of non-renewal, but property owners are finding coverage from other insurance providers (FBRFPD, 2019).

### **3.1.3 FACILITIES AND INFRASTRUCTURE**

The Fire Authority operates and maintains multiple capital assets including land, buildings, equipment, and infrastructure to provide services to the District and the City.

#### **3.1.3.1 Facilities**

The Fire Authority leases the following three facilities from the District and the City:

- The City-owned Main Street Fire Station, located at 141 N. Main Street in Fort Bragg, was built in the late 1940's and is approximately 13,062-square feet in size. The station consists of three sections. The oldest of these sections dates to 1947 and is not considered seismically safe. The north section of the station, which includes a truck garage, storage rooms, and a firefighter's lounge, was built with unreinforced masonry and will eventually need to be repaired. The south apparatus bay was constructed in 1977, and the office and crew room portions were constructed in 1977 and 1997. The City and the Fire Authority have engineering plans for retrofitting all three sections of the station to current seismic safety standards; however, funding is not available at this time.
- The City-owned Highway 20 Substation, located at 32270 Highway 20, was rebuilt in 2013 with a 40-foot by 60-foot metal building to house one Type I Engine and one 2000-gallon Water Tender and a separate 30-foot by 50-foot metal building to house specialty items such as a rescue boat and an Urban Search and Rescue (USAR) trailer.
- The District-owned Little Valley Fire Company Station, located at 33680 Little Valley Road, is improved with a 40-foot by 60-foot metal building built in 2011 to house one Type I Engine and one Type III Engine, two 5,000-gallon water storage tanks, a rocked driveway, and electrical, water, and sewer service. This site served as a water storage and engine refill facility prior to construction of the fire station. Adding this fire station and annexing properties within five-miles of this facility to the District boundary has helped property owners in the northern portion of the District address fire insurance needs.

(LAFCo, 2011; FBRFPD; 2018, 2019)

### 3.1.3.2 Equipment

The Fire Authority operates multiple fire engines and emergency response vehicles (Figure 3-2).

**Figure 3-2 Fire Authority 2018 Schedule of Vehicles**

<b>FORT BRAGG FIRE PROTECTION AUTHORITY SCHEDULE OF VEHICLES - 2018</b>			
<b>YEAR</b>	<b>MAKE</b>	<b>BODY</b>	<b>ID #</b>
2018	GMC	Utility	8340
2016	Chevy	First Response	8300
2015	Freightliner	Tender	8391
2015	Pierce	Pumper	8381
2010	International	Type 3 engine	8360
2009	Ford	Utility	8340
2008	Dodge	Prevention/Duty Officer	8320
2006	Pierce	Quint/Aerial	8386
2005	Kenworth	Tanker	8390
2002	Ferrara	Pumper	8380
1997	F-350	Rescue	8331
1996	International	Pumper	8370
1989	Ford	Pumper	8385
1984	Ford	Pumper	8381
1983	GMC	Mini-Pumper	8330
1951	Mack	Hose wagon	8350
<b>Fort Bragg Volunteer Association-Owned Vehicles</b>			
<b>YEAR</b>	<b>MAKE</b>	<b>BODY</b>	<b>FBDtt.</b>
1955	Chevy	Pumper	"Muster"
1926	American LaFrance	Pumper	Antique
<b>Trailers</b>			
2018	Bauer Compressors	SCBA fill	SCBA Fill
2006	Interstate	MCI/ATV	MCI
2004	Wells Cargo	USAR	USAR
<b>Miscellaneous</b>			
1999	Zodiac	Boat	Boat
2006	Polaris	ATV	ATV

Source: FBRFPD, 2018.

The current fire protection fleet is adequate to deliver services. The Fire Authority maintains an Engine Replacement Plan (Figure 3-3) to address future equipment needs. The Engine Replacement Plan was originally developed in 2007 based on a 25-year schedule for replacing engines. The plan is updated regularly to reflect the actual condition of vehicles and to address unanticipated needs. The Engine Replacement Plan is funded by an annual contribution of \$100,000 as follows:

- \$45,000 - City of Fort Bragg Fire Tax Fund
- \$40,000 - Fort Bragg Rural FPD Engine Replacement Reserves
- \$15,000 - JPA Apparatus Replacement Account (funded by out-of-District service calls)

**Figure 3-3 Fire Authority 2018-2025 Engine Replacement Plan**

FORT BRAGG FIRE PROTECTION AUTHORITY ENGINE REPLACEMENT PLAN/FINANCES							
Date	City Fire Tax Predicted Transactions	City Fire Tax Ending Balance	Rural District Transactions	Rural District Balances	JPA ARA Transactions	JPA ARA Balances	Total Fire Engine Replacement Balances
7/1/2018		\$224,000	\$200,000 +\$76,819 (OPA ARA)	\$276,819	\$133,244	\$133,244	\$634,063
7/1/2019	+\$55,000 -\$216,000 (New Engine)	\$63,000	+\$40,000 -\$184,000 (New Engine)	\$132,819	\$15,000 -\$100,000 (New Engine)	\$48,241	\$244,063
7/1/2020	+\$55,000	\$118,000	+\$40,000	\$172,819	\$15,000	\$63,244.00	\$354,063
7/1/2021	+\$55,000 -\$54,000 (New Rescue Truck)	\$119,000	+\$40,000 -\$46,000 (New Rescue Truck)	\$166,819	\$15,000 -\$50,000 New Rescue Truck	\$28,244.00	\$314,063
7/1/2022	+\$55,000	\$174,000	+\$40,000	\$206,819	+\$15,000	\$43,249.00	\$424,063
7/1/2023	+\$55,000	\$229,000	+\$40,000	\$246,819	+\$15,000	\$58,244.00	\$534,063
7/1/2024	+\$55,000	\$284,000	+\$40,000	\$286,819	+\$15,000	\$73,244.00	\$644,063
7/1/2025	+\$55,000	\$339,000	+\$40,000	\$326,819	+\$15,000	\$88,244.00	\$754,063

Source: FBRFPD, 2018.

### 3.1.3.3 Water Supply

Available water supply for fire suppression varies based on location in the District and includes such resources as two 5,000-gallon water storage tanks at the Little Valley Fire Company Station, one 2000-gallon water tender, on-board tanks on fire engines, and other water supplies available for drafting such as ponds, rivers, and 2,000 to 10,000-gallon water tanks with fire department hook-ups on private property. In some cases, property located within the District near the City limits may have use of City fire hydrants in an emergency.

In the City of Fort Bragg, water for fire suppression is available from the City's public water system via 260 fire hydrants. Implementing projects to address low pressure in the City's water distribution system for the East and South Fort Bragg Pressure Zones is needed to provide adequate water pressure for fire flows.

(LAFCo, 2011; Fort Bragg 2017)

### 3.1.3.4 Needs and Deficiencies

Since the prior MSR prepared for the District in 2011, the District has constructed a fire station on the property located at the intersection of State Highway 1 and Little Valley Road and the City has rebuilt the fire station located along State Highway 20.

The buildings at the Main Street Fire Station need to be retrofitted to current seismic safety standards, but funding is not available at this time to implement this project.

### 3.1.4 DETERMINATIONS

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

#### 3.1.4.1 Growth

Growth and population projections for the affected area

1. The Fort Bragg Fire Protection Authority is estimated to serve approximately 15,000 residents, including a population of 7,287 in the City of Fort Bragg and a remaining population of 7,713 in the Fort Bragg Rural Fire Protection District. There are also large influxes of visitors to the area during the summer and fishing season. The population of the District is heavily concentrated near the coast; however, there are many homes built in remote locations within the rural portion of the District boundary.
2. Population growth is expected to increase at an annual rate of approximately 0.5% for Mendocino County. The District is anticipated to experience minimal change in population size over the next 5-10 years and no substantial new development is anticipated for the District in the foreseeable future.
3. Mendocino County has land use authority over privately-owned lands within the District boundary and makes land-use decisions based on the County's Coastal and Inland General Plan 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 unincorporated communities of Caspar and Cleone are the population centers within the District. Caspar has an MHI of \$73,776 and Cleone has an MHI of \$44,000; Cleone qualifies as a DUC. The incorporated City of Fort Bragg is not located within the District boundary, but is a major population center adjacent to the District. Fort Bragg has an MHI of \$41,273. 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. The areas surrounding Caspar, Cleone, and Fort Bragg 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 wastewater 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 Fort Bragg Fire Protection Authority responds to 500 to 700 calls for service per year and the average response time is six to eight minutes for fire and medical emergencies and fifteen minutes for remote locations. The City of Fort Bragg has an ISO rating of 3 and the Fort Bragg Rural Fire Protection District has an ISO rating of 4. Areas of the District that are not served by a public water and hydrant system and are beyond 5-miles from a fire station have an ISO rating of 10.
6. The Fort Bragg Rural Fire Protection Authority is staffed by a full-time Fire Chief, a part-time Fire Prevention Officer, a part-time Maintenance Engineer, and a part-time Office Manager and



supplemented by the Fort Bragg Volunteer Fire Department volunteer workforce including, 32 volunteer Officers and Firefighters including sixteen EMTs and one Paramedic that operates at an EMT level, and four auxiliary members. The current staffing level is adequate to deliver services.

7. The Fire Authority leases three facilities from the Fort Bragg Rural Fire Protection District and the City of Fort Bragg including the Main Street Fire Station located at 141 N. Main Street which needs to be retrofitted to current seismic safety standards, the Highway 20 Substation located at 32270 Highway 20 which has been rebuilt since the 2011 MSR, and the Little Valley Fire Company Station located at 33680 Little Valley Road which has been constructed since the 2011 MSR. There are no major facility or infrastructure needs to be addressed within the timeframe of this MSR.
8. It is recommended that the City of Fort Bragg continue to secure funding to implement projects to address low pressure in the water distribution system for the East and South Fort Bragg Pressure Zones to provide adequate water pressure for fire flows.
9. The Fort Bragg Fire Protection Authority maintains an Engine Replacement Plan to address future equipment needs with a shared funding responsibility of \$100,000 dedicated annually. The current fire protection fleet is adequate to deliver services.
10. It is suggested that the Fort Bragg Fire Protection Authority prepare a Capital Improvement Plan (CIP) similar to the Engine Replacement Plan that identifies current and long-term facility and infrastructure needs, including upgrades, renovations, facility expansions, new facilities, and land acquisitions, and identifies potential revenue sources for addressing those capital needs.
11. The Fort Bragg Fire Protection Authority has adequate capacity to serve current demand for fire protection services within the jurisdictional boundaries of the Fort Bragg Rural Fire Protection District and the City of Fort Bragg in addition to assisting CAL FIRE and adjacent fire districts through mutual aid services and dispatched services calls.

#### 3.1.4.4 Financial Ability of Agency

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

12. The District prepares an annual budget. The District's most recent independent financial audit report was prepared for Fiscal Years 2013-14 and 2014-15. The District shall provide LAFCo a complete copy of all subsequent financial audit reports prepared by a Certified Public Accountant upon completion, and once the District is current on preparing financial audit reports, within 12-months of the end of the fiscal year or years under examination consistent with the timeframes established by Government Code Section 26909(a)(2)(b)(ii) as amended by SB 448.
13. According to State Controller's Office financial information from Fiscal Years 2014-15, 2015-016, and 2016-17, the District generally operates at a net income or revenue gain to sufficiently cover operating costs and maintains a sufficient fund balance to protect against unexpected costs. This indicates that under the current level of service delivery, the District is able to meet its ongoing financial obligations.
14. On June 5, 2018, the voters in the District approved Measure D to replace the existing special tax of \$18.75 per unit established in 2002 with a new total tax of \$25.00 per unit. The District estimates that this new annual special tax will increase revenues by approximately \$55,914 annually.
15. The District is very resourceful in maintaining a robust volunteer workforce. There may be a time when volunteer resources will no longer be sufficient to meet demand and the community will need to determine their willingness to pay for additional staffing at that time.
16. Funding responsibility for the Fort Bragg Fire Protection Authority operating budget is shared by the Fort Bragg Rural Fire Protection District and the City of Fort Bragg. The share of operating costs is

calculated based on a three-year service call ratio average. Typically, the City averages a higher percentage of service calls and therefore pays a higher percentage of the approved budget, with the District paying the remaining amount.

#### 3.1.4.5 Shared Facilities

Status of, and opportunities for, shared facilities

17. The Fort Bragg Rural Fire Protection District and the City of Fort Bragg established the Fort Bragg Fire Protection Authority in 1990 to work cooperatively and to deliver fire protection services more efficiently and cost effectively within the jurisdictional boundaries of both agencies. The District and the City have consolidated their fire equipment and share the costs of operating the Fort Bragg Fire Protection Authority and the Fort Bragg Volunteer Fire Department volunteer workforce.
18. Dispatch services are provided by the CAL FIRE Emergency Communications Command Center (ECC) at the Howard Forest Station near Willits.
19. The District participates in Zone 4 of the Mendocino Countywide Mutual Aid System and works closely with the Mendocino Fire Protection District and the Westport Volunteer Fire Department.
20. There are no additional opportunities for the District to achieve management or operational efficiencies identified during the preparation of this MSR.

#### 3.1.4.6 Accountability for Community Services

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

21. 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 Wednesday following the fourth Tuesday of every month, when the Fire Authority Board meets, starting at 7:00 p.m. at the Main Fire Station located at 141 N. Main Street in Fort Bragg. 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.
22. The Fort Bragg Fire Protection Authority is governed by a five-member Board of Directors appointed to serve two year terms and consists of two members from the District, two members from the City, and one at-large member. Regularly scheduled meetings for the Fire Authority Board of Directors are held on the fourth Tuesday of every month starting at 5:00 p.m. at the City of Fort Bragg Town Hall located at 363 N. Main Street in Fort Bragg.
23. It is recommended that the District prepare written performance evaluations for District employees on an annual basis.
24. A local agency website can be a helpful communication tool to enhance government transparency and accountability and to provide details regarding agency services and programs. It is recommended that the District create and maintain a website. The website for the City of Fort Bragg includes a page for fire protection services at <https://city.fortbragg.com/372/Fire-Department> and provides information regarding the Fort Bragg Fire Protection Authority and includes a link to the Fort Bragg Volunteer Fire Department's Facebook Page.
25. The public can submit written or provide verbal comments or complaints at the District Board of Directors meetings during the general public comment period.

#### 3.1.4.7 Other Service Delivery Matters

Any other matter related to effective or efficient service delivery, as required by commission policy

26. 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 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 Fort Bragg Rural Fire Protection District.

### 4.1 SOI UPDATE

#### 4.1.1 EXISTING SPHERE OF INFLUENCE

The Sphere of Influence (SOI) for the Fort Bragg Rural FPD was amended by LAFCo on September 12, 2011 (LAFCo Resolution No. 2011-03) to address the following proposed changes of organization:

- Detachment of 862.2-acres from the District boundary to address three areas that overlapped the City of Fort Bragg boundary and one area located south of Caspar Creek that was actually served by the Mendocino Fire Protection District.
- Annexation of 1,200-acres to the District boundary for a contiguous area comprised of 66-parcels located north of the Ten Mile River.

These changes of organization have been completed and the District's SOI is coterminous with the District boundary as modified by these changes of organization. There have been no further changes to the District boundary or SOI since then (refer to Section 2.1.2 for more information).

#### 4.1.2 STUDY AREAS

The areas located north, east, and southeast of the District are not within the jurisdictional boundary of a local agency providing fire protection services. These areas are within the State Responsibility Area (SRA) and receive wildland fire protection services from CAL FIRE during wildfire season and local fire agencies when dispatched. These areas are primarily owned by timber production companies and public land for the Jackson State Forest. These remote areas are difficult to serve due to their distance from existing District fire stations and access issues. CAL FIRE is the appropriate service provider in these areas for the foreseeable future.

The City boundary includes five island areas (non-contiguous land) comprised of City-owned property that was annexed in 1997 and that overlap the District boundary. These City/District Overlap Areas are shown in yellow in Figure 1-1 and are proposed to remain within the City and District boundaries since the Fire Authority is dispatched to all service calls in the District and City boundaries. If the Fire Authority ceases to exist, the appropriate responding agency to these outlying areas will then be determined.

#### 4.1.3 PROPOSED SOI CHANGES

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

#### 4.1.4 CONSISTENCY WITH LAFCO POLICIES

While there are agricultural lands, open space lands, and agricultural preserves located within and adjacent to the District boundary, the provision of fire protection services alone does not jeopardize the preservation of these areas. Maintaining the existing District SOI is consistent with Mendocino LAFCo Policies (refer to Section 1.5 for the specific SOI policies).

#### 4.1.5 DETERMINATIONS

It is recommended that the Commission affirm the existing Sphere of Influence for the Fort Bragg Rural Fire Protection District that is coterminous with the District boundary. The following statements have been prepared in support of this recommendation.

##### 4.1.5.1 Land Uses

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

The Fort Bragg Rural FPD boundary contains a variety of land uses including commercial and residential development adjacent to the City of Fort Bragg, various tourist-based commercial and recreational areas along State Highway 1, and transitioning to rural residential, agricultural and open space lands, and large tracts of forest and range lands in outlying areas. Mendocino County has land use authority over privately-owned lands within the District boundary and makes land-use decisions based on the County's Coastal and Inland General Plan and Zoning Regulations.

##### 4.1.5.2 Need for Facilities and Services

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

Through the Fort Bragg Fire Protection Authority, the Fort Bragg Rural FPD provides structural fire protection, first responder for emergency medical services and hazardous materials incidents, rescue and extrication, cliff and close to shore ocean rescue, fire prevention, and wildland fire protection.

The Fort Bragg Fire Protection Authority is estimated to serve approximately 15,000 residents, including a population of 7,287 in the City of Fort Bragg and a remaining population of 7,713 in the Fort Bragg Rural Fire Protection District. There are also large influxes of visitors to the area during the summer and fishing season. Population growth is expected to increase at an annual rate of approximately 0.5% for Mendocino County. The District is anticipated to experience minimal change in population size over the next 5-10 years and no substantial new development is anticipated for the District 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.

##### 4.1.5.3 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 District, through the Fort Bragg Fire Protection Authority, the Fort Bragg Rural FPD has adequate personnel, finances, facilities, and equipment to meet current and future demands for public services within the next five years.

#### 4.1.5.4 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 Fort Bragg Rural FPD boundary or SOI.

#### 4.1.5.5 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 unincorporated communities of Caspar and Cleone are the population centers within the Fort Bragg Rural FPD boundary. Caspar has an MHI of \$73,776 and Cleone has an MHI of \$44,000; Cleone qualifies as a DUC. The incorporated City of Fort Bragg is not located within the District boundary, but is a major population center adjacent to the District. Fort Bragg has an MHI of \$41,273. 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. The areas surrounding Caspar, Cleone, and Fort Bragg 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 wastewater services, and is therefore not responsible for ensuring that these services are adequately provided to the community.

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## 6 ACKNOWLEDGEMENTS

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### 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.

Fort Bragg Rural Fire Protection District	Steve Orsi, Fire Chief
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## 7 APPENDICES

### 7.1 APPENDIX A – OPEN GOVERNMENT RESOURCES

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

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

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

**Fort Bragg Advocate-News**

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PO Box 1188  
Fort Bragg, California 95437  
707-964-5642

2114461

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

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

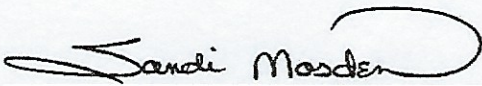
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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

02/07/2019

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

Dated at Fort Bragg, California,  
February 7th, 2019



Sandi Mosden, LEGAL CLERK

Legal No. 0006289587

**Mendocino  
Local Agency  
Formation  
Commission  
(LAFCo):  
NOTICE OF  
PUBLIC  
HEARING**

NOTICE IS HEREBY GIVEN that on Monday, March 4, 2019, 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 Fort Bragg Rural 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 may be reviewed once available at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street.

Ukiah, CA 95482;  
e-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org);  
phone: (707) 463-4470. All interested persons are invited to attend, be heard, and participate in the hearings. BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMISSION. UMA HINMAN, Executive Officer.  
Publish: 02/07/2019



Notice of Exemption

Appendix E

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

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

Project Title: Fort Bragg Rural FPD MSR/SOI Update 2019

Project Applicant: N/A

Project Location - Specific:  
The City of Fort Bragg and adjacent unincorporated areas of Mendocino County.

Project Location - City: Fort Bragg & 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 Fort Bragg Rural Fire Protection District prepared in accordance with California 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:  
§15306 (Information Collection): the MSR is a service evaluation study and any future actions will be subject to additional environmental review. §15061(b)(3) (General Rule): the SOI Update does not grant new land use entitlements, changes to the physical environment, or municipal service powers or areas.

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: 3/4/2019 Title: Executive Officer

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR: \_\_\_\_\_  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

**Resolution No. 2018-19-05  
of the Mendocino Local Agency Formation Commission**

**Approving Adoption of the  
Fort Bragg Rural 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 Fort Bragg Rural 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 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 March 4, 2019; 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 or areas.

3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Fort Bragg Rural FPD MSR/SOI Update 2019".
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 Fort Bragg Rural FPD MSR/SOI Update 2019 is hereby approved and incorporated herein by reference and the existing sphere of influence that is coterminous with the District's boundary is affirmed with no changes 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 March 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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

\_\_\_\_\_  
CARRE BROWN, Chair

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 4, 2019  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Preliminary Draft Budget and Work Plan for FY 2019-20

---

### RECOMMENDATION

Staff recommends the Commission review the Preliminary FY 2019-20 Budget and Work Plan, provide requested revisions, and direct staff to notice a public hearing for the Proposed Draft Budget and Work Plan for FY 2018-19 for April 1, 2019.

### BACKGROUND

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

The Commission provided initial direction to staff regarding the Preliminary Budget, Basic Services Tasks, and Draft Work Plan during its February 4, 2019 regular meeting, which is summarized as follows and has been incorporated into the Preliminary Budget:

- Bring forward for consideration a proposed change to Policy 5.1.5 *Reserves for Fiscal Stability, Cash Flow, and Contingencies* to reduce the legal reserves from \$50,000 to \$35,000.
- Keep apportionment fees consistent with FY 2018-19 at \$135,000, utilizing \$15,000 from legal reserves and the remaining from operational reserves to meet revenue needs.
- Utilize cost recovery for public and agency inquiries; developing a policy or fee schedule line item if necessary.

### Proposed Operating Expenses

The proposed operating expenses for FY 2019-20 are \$160,248 and reflect the anticipated staffing services for day-to-day operations and for conducting MSR/SOIs Updates scheduled for FY 2019-20 (Attachment 3).

Estimated Budget Summary	FY 2018-19		FY 2019-20 Estimated Budget
	Adopted	Projected	
Apportionment	135,000	135,000	150,000
Staffing Total	70,560	70,560	72,060
Services and Supplies Total	44,710	38,410	46,938
Work Plan Total	35,000	35,000	41,250
<b>Totals</b>	<b>150,270</b>	<b>143,970</b>	<b>160,248</b>

The proposed expenses are an increase of \$9,978 above the FY 2018-19 budget; changes are summarized below:

Account	FY 2018-19	FY 2019-20	Difference	Notes
5300 Basic Services	\$70,560	\$72,060	\$1,500	Increase due to unfunded mandates, current number of inquiries and public records act requests
5500 Rent	5,360	5,460	100	Increase in rent per contract
5600 Office Expenses	3,450	2,700	(750)	
6100 Audit Services	3,100	3,500	400	Potential increase due to new contracted auditor
6200 Bookkeeping	4,000	4,500	500	Anticipated increase in Bookkeeping expenses due to change in auditor and anticipated need to increase coordination
6400 A-87 Costs	0	428	428	Estimate from County
6500 Insurance-General Liability	1,000	1,100	100	Anticipated increase
6600 Memberships (CALAFCO/CSDA)	2,300	2,750	450	Anticipated CALAFCO increase; CSDA (anticipate 5% increase)
6670 County GIS Services	3,500	2,500	(1,000)	Fewer mapping needs anticipated for Work Plan in FY 2019-20
6740 In-County Travel & Stipends	2,000	4,000	2,000	Due to change in policy that allows City Members to request mileage reimbursement
6750 Travel & Lodging Expenses	3,000	3,500	500	2019 CALAFCO Conference in Sacramento; assumes expenses for four Commissioners
7000 Work Plan (MSR/SOI)	35,000	41,250	6,250	Moved UVSD up to FY 2019-20
9000 Special District Training Support	500	0	(500)	To supplement training needs if needed
			\$9,978	

### **Proposed Operating Revenues**

The following table summarizes the FY 2018-19 and Proposed FY 2019-20 budget options for apportionment fees and the impact to reserves.

	FY 2018-19	Proposed FY 2019-20		
<b>Budget</b>	<b>150,270</b>	<b>\$160,248</b>	<b>\$160,248</b>	<b>\$160,248</b>
<b>Revenue/Funds</b>				
Apportionment Fees	135,000	135,000	140,000	150,000
Anticipated use of reserves	12,000	25,248	20,248	10,248
<b>Anticipated Reserve Balances</b>				
At beginning of FY	90,356	78,356	78,356	78,356
At end of FY	78,356	53,108	58,108	68,108
<b>Target Reserve Balances per Policy</b>				
Operational Reserves (25%)	37,568	39,955	39,955	39,955
Legal Reserves	50,000	35,000*	35,000*	35,000*
Total Target Balance	87,568	74,955*	74,955*	74,955*

\* Legal Reserve target if policy amended.



As of January 31, 2019, the total available balance for operations was \$41,695. It is anticipated that expenses for the remainder of FY 2018-19 will be approximately \$53,530, which will require withdrawing approximately \$12,000 from reserves. The withdrawal will result in dipping below the 25% operational reserves threshold established by policy by approximately \$9,200. A FY 2018-19 financial projection is included as Attachment 1.

The previous five adopted budgets included utilization of cash balances and reserves to meet operational expenditures. Last year was the first year that necessitated withdrawing from reserves, which were replaced with revenue from this FY.

LAFCo financial policies adopted in 2017 established reserve amounts of \$50,000 for legal and operational reserves of 25% of operating costs (Policy 5.1.5). The following table summarizes estimated apportionment fees and reserves for the current FY and options for FY 2019-20. Per Commission direction, the Commission will be considering an amendment to Policy 5.1.5 to reduce the legal services to \$35,000 at its March 4, 2019 meeting.

**Proposed FY 2019-20 Work Plan**

Staff have reviewed the 5-Year Rolling Work Plan and also considered inquiries regarding potential annexations, and recommends the following MSR/SOI Updates for FY 2019-20. The full 5-year Rolling Work Plan is included as Attachment 3.

<b>Proposed Work Plan Tasks FY 2019-20</b>
Ukiah Valley Sanitation District (unknown)
Mendocino City CSD (2008)
Covelo Community Services District (2010)

Staff had previously proposed preparing the City of Ukiah and Ukiah Valley Sanitation District MSR/SOI updates for the same year. However, several property owners have contacted staff regarding proposed annexations into the UVSD, which cannot be considered until the MSR/SOI has been updated. It is likely that the UVSD SOI Update will trigger CEQA review.

The City of Ukiah is initiating its General Plan Update this year and it will likely be at least two years in process. Initial discussions with the City of Ukiah have been to coordinate the General Plan Update and SOI Update so as to save on planning efforts and CEQA costs.

**Work Plan Notes:**

- No CEQA costs have been included in the estimates other than Exemptions
- Future budget numbers are estimates only and will be reviewed annually and adjusted as needed as part of the budget development process for the next FY.

**NEXT STEPS**

Budget development steps are set forth in the Mendocino LAFCo Policies and Procedures (Chapter 5) and Government Code Section 56381(a). The following is an estimated schedule to reach the mandated final budget adoption by June 3.

<b>Budget Phase</b>	<b>Schedule</b>
Preliminary Budget and Proposed Work Plan	March 4
Proposed Budget and Work Plan – Public Hearing	April 1
Final Budget and Work Plan – Public Hearing	May 6 or June 3

- Attachments: (1) Financial Summary  
 (2) Preliminary FY 2019-20 Budget Spreadsheet  
 (3) Preliminary Draft 5-year Work Plan

## Attachment 1

### Financial Summary

The following table summarizes LAFCo's current financial status and end of FY 2018-19 projection.

Cash in Savings Bank, February 24, 2019	\$	15,550
Cash in Treasury (County) February 4, 2019		25,856
Total Funds in Accounts	\$	41,406
Accounts Receivable - Apportionment still due	\$	144
Total Funds Available	\$	41,550
Accounts Payable - Remaining Claims Due by June 30, 2019		(59,829)
Application Deposit Held - City of Ukiah Detachment/UVSD		(1,532)
2018/2019 Operating Budget Deficit		6,300
2018/2019 Proposed Additions to Operating Budget		-
Estimated Net Funds Available at 6-30-19	\$	(13,511)
Reserves: Operational	\$	40,395
Legal	\$	50,000

**Mendocino Local Agency Formation Commission**  
**Estimated Budget FY 2019-2020**  
(March 2019)

ACCOUNT #	DESCRIPTION	FY 2018-19 Adopted	FY 2019-20 Proposed
<b>REVENUE</b>			
	<i>Anticipated Cash Balance</i>		\$ -
4000	LAFCO Apportionment Fees	\$ 135,000	\$ 135,000
4100	Service Charges		
4800	Miscellaneous		
4910	Interest Income	\$ 120	\$ 350
	<b>Revenue Total</b>	<b>\$ 135,120</b>	<b>\$ 135,350</b>
	<b>Estimated Operating Total</b>		<b>\$ 135,350</b>
<b>EXPENSES</b>			
5300	Basic Services	\$ 70,560	\$ 72,060
5500	Rent	\$ 5,360	\$ 5,460
5600	Office Expenses	\$ 3,450	\$ 2,700
5700	Internet & Website Costs	\$ 1,300	\$ 1,300
5900	Publication and Legal Notices	\$ 2,000	\$ 2,000
6000	Televising Meetings	\$ 3,000	\$ 3,000
6100	Audit Services	\$ 3,100	\$ 3,500
6200	Bookkeeping	\$ 4,000	\$ 4,500
6300	Legal Counsel	\$ 7,200	\$ 7,200
6400	A-87 Costs County Services	\$ -	\$ 428
6500	Insurance-General Liability	\$ 1,000	\$ 1,100
6600	Memberships (CALAFCO/CSDA)	\$ 2,300	\$ 2,750
6670	GIS Contract with County (Counsel training, IT support)	\$ 3,500	\$ 2,500
6740	In-County Travel & Stipends	\$ 2,000	\$ 4,000
6750	Travel & Lodging Expense	\$ 3,000	\$ 3,500
6800	Conferences (Registrations)	\$ 3,000	\$ 3,000
7000	Work Plan (MSRs and SOIs)	\$ 35,000	\$ 41,250
9000	Special District Training Support	\$ 500	
	<b>Operating Expense Total</b>	<b>\$ 150,270</b>	<b>\$ 160,248</b>
	<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>\$ (15,150)</b>	<b>\$ (24,898)</b>
	<i>(Negative balance indicates use of fund balance)</i>		
<b>Unreserved/Unrestricted Fund Balance</b> (estimated for end of FY 2018-19)			
	Anticipated Cash Balance		\$ -
	Anticipated Work Plan roll over for FY 2019-20		\$ -
	Total Unreserved/Unrestricted Funds		\$ -
<b>Reserve Fund Balance (January 31, 2019)</b>			
	SBMC (January 31, 2019)		\$ 11,972.16
	County Treasury (January 18, 2019)		\$ 39,977.83
	Apportionment outstanding (December 31, 2018)		\$ 144.59
	<b>Subtotal Fund Balance, not including reserves (January 31, 2019)</b>		<b>\$ 52,094.58</b>
	Application Deposit Held - City of Ukiah Detachment/UVCSD		\$ (1,532.75)
	<b>Total Available Fund Balance, not including reserves (January 31, 2019)</b>		<b>\$ 50,561.83</b>

## Mendocino LAFCo 5-Year Rolling Work Plan

**FY 2019-20 through 2023-24**

January 2019 Draft

**Disclaimer:** The schedule and cost for each study identified in this Work Plan is an estimate and is subject to change based on overall staff workload, agency responsiveness and timely provision of requested information, complexity of issues, and public controversy. Each study is assumed to consist of a combined MSR and SOI Update and be exempt from CEQA. A separate cost estimate will be prepared for studies subject to a Negative Declaration or EIR. The cost estimate reflects the minimum staff time to: coordinate a response to the Request for Information (RFI), draft the study for agency review and make revisions, prepare the study for one Public Workshop and Public Hearing and make revisions, and finalize the study to post online and mail to the subject agency. This Work Plan will be reviewed mid-year, or sooner as needed, and revised to account for a more refined level of detail related to the anticipated scope of work for specific studies. The estimated Work Plan schedule and costs may roll over to the next Fiscal Year.

Prior Study	Municipal Service Provider	Estimated Cost
<b>Fiscal Year 2018-19 (Remaining budget)</b>		
n/a	Mutual Water Companies Profile and Map (9)	\$ -
2015 (MSR)	City of Willits	\$ 2,495
2010	Brooktrails Township CSD	\$ 2,583
2011	Fort Bragg Rural FPD (Fort Bragg Fire Protection Authority JPA)	\$ 995
2013	Ukiah Valley FD (Ukiah Valley Fire Authority JPA)	\$ 4,191
2016	Mendocino Coast Healthcare District ( <i>fee-based application</i> )	\$ -
Estimated Subtotal		<b>\$ 10,264</b>
Estimated Work Plan roll-over to FY 2019-20		\$ -
<b>Fiscal Year 2019-20</b>		
2008	Mendocino City CSD	\$ 10,000
??	Ukiah Valley Sanitation District	\$ 20,000
2010	Covelo CSD	\$ 7,500
	10% Contingency	\$ 3,750
Estimated Subtotal		<b>\$ 41,250</b>
<b>Fiscal Year 2020-21</b>		
2008	Mendocino Coast Recreation and Park District	\$ 8,000
2012	City of Ukiah	\$ 25,000
n/a	Lighting Districts Discovery Only (11?)	TBD
n/a	CSAs Discovery Only (10?)	TBD
	10% Contingency	\$ 3,300
Estimated Subtotal		<b>\$ 36,300</b>
<b>Fiscal Year 2021-22</b>		
2015	City of Point Arena	\$ 8,000
2015	Anderson Valley CSD	\$ 7,500
2015, 2016	Water/Wastewater Districts (14) - include Mutual Water Companies	\$ 20,000
	10% Contingency	\$ 3,550
Estimated Subtotal		<b>\$ 39,050</b>
<b>Fiscal Year 2022-23</b>		
2017	City of Fort Bragg	\$ 10,000
2016	Mendocino County Resource Conservation District	\$ 5,000
2016	Noyo Harbor District	\$ 8,000
2017	Cemetery Districts (8)	\$ 10,000
	10% Contingency	\$ 3,100
Estimated Subtotal		<b>\$ 36,100</b>
<b>Fiscal Year 2023-24</b>		
2016	Hopland PUD	\$ 8,000
2018	Brooktrails Township CSD	\$ 8,000
2018	Fire Districts (16)	\$ 10,000
2019	City of Willits	\$ 12,000
	10% Contingency	\$ 4,000
Estimated Subtotal		<b>\$ 42,000</b>

# MENDOCINO

## Local Agency Formation Commission

### Staff Report

DATE: March 4, 2019  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Proposed Amendment to Financial Reserves Policy

**RECOMMENDATIONS**

- 1) Approve LAFCo Resolution No. 218-19-06 amending Policy 5.1.5 to reduce the legal reserve amount to \$35,000; or
- 2) Provide additional direction to staff.

**BACKGROUND**

In 2017, the Commission adopted a policy setting reserves minimums as follows:

5.1.5 RESERVES FOR FISCAL STABILITY, CASH FLOW, AND CONTINGENCIES  
 Mendocino LAFCo will strive to maintain reserves for fiscal stability, unforeseen operating or capital needs, cash flow requirements, revenue source stability from revenue shortfalls, and unanticipated legal fees. The reserves consist of an Operating Reserve of 25 percent of the annual operating budget and a Legal Reserve of \$50,000 and are to be maintained in separate accounts. (Resolution No. 2016-17-04)

A survey of other LAFCo’s demonstrated reserve policies ranging from 10 to 20 percent of annual operating budgets. Additionally, some LAFCo’s maintain a separate reserve for unanticipated legal fees, which typically range from \$50,000 to \$100,000 across the state. Mendocino LAFCo Counsel recommended a minimum legal reserve of \$50,000.

The current (as of January 31, 2019) reserves account balance is summarized in the following table.

	Current Reserves Balance	Minimum Balance Per Policy (25%)	
		FY 2018-19 Budget	FY 2019-20 Budget (Proposed)
Legal Reserves	\$50,000	\$50,000	\$50,000
Operational Reserves	40,354	37,568	39,750
Total	90,354	87,568	89,750

During the February 4, 2019 regular meeting, the Commission directed staff to bring forward for discussion a draft amendment to Policy 5.1.5 to reduce the legal reserves to \$35,000. The resulting unrestricted \$15,000 is then proposed to be used towards balancing the FY 2019-20 budget operating expenditures.

Attachment: Draft LAFCo Resolution No. 2018-19-06

**A RESOLUTION OF  
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY**

**LAFCo Resolution No. 18-19-06**

**Amending the  
Policy 5.1.5 Reserves for Fiscal Stability, Cash Flow, and Contingencies**

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

WHEREAS, this Commission held a public meeting on the proposed policy amendment to Policy 5.1.5 “Reserves for Fiscal Stability, Cash Flow, and Contingencies,” and at that meeting, this Commission received the report of the Executive Officer and all oral and written comments with respect to the proposed policy amendment.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE AND ORDER Mendocino LAFCo Policy 5.1.5 be amended as follows:

**5.1.5 Reserves for Fiscal Stability, Cash Flow, and Contingencies**

Mendocino LAFCo will strive to maintain reserves for fiscal stability, unforeseen operating or capital needs, cash flow requirements, revenue source stability from revenue shortfalls, and unanticipated legal fees. The reserves consist of an Operating Reserve of 25 percent of the annual operating budget and a Legal Reserve of \$35,000 and are to be maintained in separate accounts.

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 March 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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

\_\_\_\_\_  
CARRE BROWN, Chair

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: County Service Area 3 Update

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### RECOMMENDATIONS

- 1) Delay status determination pending the Mendocino County Board of Supervisors' action regarding CSA 3; or
- 2) Determine that CSA 3 is an inactive district pursuant to Government Code Section 56042 and adopt Resolution No. 18-19-04 initiating dissolution proceedings; or
- 3) Determine that CSA 3 does not meet the criteria of Government Code Section 56042 and directing staff to notify the State Controller's Office of its status; or
- 4) Provide direction to staff.

### BACKGROUND

On November 6, 2018, Mendocino LAFCo received notice from the State Controller's Office (SCO) that County Service Area (CSA) 3 has been identified as an inactive special district. Staff notified the County Executive Officer and Auditor-Controller of the SCO's determination and requested assistance in confirming the status of CSA 3. Documentation was provided to staff by the Auditor-Controller's Office that had been provided to the SCO in 2017, which stated that the district was created in 1974 and designated by the State Board of Equalization as a "Non-Revenue District." Further, the District does not and never has received any property tax revenues, and there is no financial activity.

The CSA 3 was discussed during the February 4<sup>th</sup> Commission meeting and directed staff to delay decision of the matter until the Mendocino County Board of Supervisors could discuss the issue, which they did on February 5 and 26, 2019. The attached memorandum from County Counsel was included in the staff report for the February 26<sup>th</sup> Board meeting. A verbal update will be provided during the March 4<sup>th</sup> LAFCo meeting.

### NEXT STEPS

Within 90 days of receiving the SCO's notice, the Commission is required to initiate dissolution of inactive special districts by resolution unless the Commission determines that a district does not meet the criteria of 56042. If it is determined that the district meets the statutory criteria, LAFCo is required to dissolve the district. The final step is notification to the SCO.

1. Confirm status of CSA 3

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code §56879 sets forth the criteria and process for dissolution, which applies to inactive districts as defined in §56042:

- a. The special district is as defined in §56036; and
- b. The special district has had no financial transactions in the previous fiscal year; and
- c. The special district has no assets and liabilities; and
- d. The special district has no outstanding debts, judgements, litigation, contracts, liens, or claims.

2. Resolution initiating dissolution – within 90 days of notice (February 6, 2019)

A draft resolution initiating dissolution is attached for the Commission's consideration (Attachment 3).

3. Public hearing to dissolve district within 90 days of adopting resolution initiating dissolution. Section 56879(c) requires the Commission to hold one public hearing to dissolve inactive districts.

4. Notify the State Controller's Office.

Attachment 1: Mendocino County Counsel Memo, February 15, 2019

Attachment 2: Draft Resolution No. 18-19-04

Attachment 3: CKH Sections 56879 and 56042





## OFFICE OF THE COUNTY COUNSEL

### MEMORANDUM

**DATE:** February 15, 2019  
**TO:** Chair Brown  
**FROM:** Katharine L. Elliott, County Counsel *KE*  
**SUBJECT:** County Service Agency #3

Senate Bill 448 enacted Government Code section 56879 in order to dissolve all inactive districts. A district is "inactive" if it meets all of the following criteria:

- (a) The special district is as defined in Section 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, judgments, litigation, contracts, liens, or claims.

At this time, County Service Area 3, qualifies for dissolution. However, if the Board of Supervisors would like to keep this as an active district, it would require a transfer of funds into that account. There does not appear to be any prohibition in using general funds for that purpose.

If the Board decides to keep this as an active district, the Board can look at creating different "zones of benefit."

California Government Code section 25217 provides that:

- (a) Whenever the board determines that it is in the public interest to provide different authorized services, provide different levels of service, provide different authorized facilities, or raise additional revenues within specific areas of a county service area, it may form one or more zones pursuant to this article.
- (b) The board shall initiate proceedings for the formation of a new zone by adopting a resolution that does all of the following:
  - (1) States that the proposal is made pursuant to this article.



- (2) Sets forth a description of the boundaries of the territory to be included in the zone.
- (3) States the reasons for forming the zone.
- (4) States the different authorized services, different levels of service, different authorized facilities, or additional revenues that the zone will provide.
- (5) Sets forth the methods by which those authorized services, levels of service, or authorized facilities will be financed.
- (6) Proposes a name or number for the zone.

County Service Area #3 was originally created in 1974 and was expanded to include the entire County in 1985. I have attached BOS Resolutions #85-103 and #85-118 so that you can see the services that were contemplated in that expansion.

The law has changed since then and further expanded the definition of authorized services and facilities. I list it below so that you can see the different uses for a County Service Area.

California Government Code section 25213:

A county service area may provide any governmental service and facility within the county service area that the county is authorized to perform and that the county does not perform to the same extent on a countywide basis, including, but not limited to, services and facilities for any of the following:

- (a) Law enforcement and police protection.
- (b) Fire protection, fire suppression, vegetation management, search and rescue, hazardous material emergency response, and ambulances.
- (c) Recreation, including, but not limited to, parks, parkways, and open space.
- (d) Libraries.
- (e) Television translator stations and low-power television services.
- (f) Supplying water for any beneficial uses.
- (g) The collection, treatment, or disposal of sewage, wastewater, recycled water, and stormwater.
- (h) The surveillance, prevention, abatement, and control of pests, vectors, and vectorborne diseases.

- (i) The acquisition, construction, improvement, and maintenance, including, but not limited to, street sweeping and snow removal, of public streets, roads, bridges, highways, rights-of-way, easements, and any incidental works.
- (j) The acquisition, construction, improvement, maintenance, and operation of street lighting and landscaping on public property, rights-of-way, and easements.
- (k) The collection, transfer, handling, and disposal of solid waste, including, but not limited to, source reduction, recycling, and composting.
- (l) Funding for land use planning within the county service area by a planning agency established pursuant to Article 1 (commencing with Section 65100) of Chapter 3 of Title 7, including, but not limited to, an area planning commission.
- (m) Soil conservation.
- (n) Animal control.
- (o) Funding for the services of a municipal advisory council established pursuant to Section 31010.
- (p) Transportation.
- (q) Geologic hazard abatement on public or private property or structures where the board of supervisors determines that it is in the public interest to abate geologic hazards.
- (r) Cemeteries.
- (s) The conversion of existing overhead electrical and communications facilities, with the consent of the public agency or public utility that owns the facilities, to underground locations pursuant to Chapter 28 (commencing with Section 5896.1) of Part 3 of Division 7 of the Streets and Highways Code.
- (t) Emergency medical services.
- (u) Airports.
- (v) Flood control and drainage.
- (w) The acquisition, construction, improvement, maintenance, and operation of community facilities, including, but not limited to, cultural facilities, child care centers, community centers, libraries, museums, and theaters.
- (x) Open-space and habitat conservation, including, but not limited to, the acquisition, preservation, maintenance, and operation of land to protect unique, sensitive, threatened, or endangered species, or historical or culturally significant properties. Any setback or buffer requirements to protect open-space or habitat lands shall be owned by a public

agency and maintained by the county service area so as not to infringe on the customary husbandry practices of any neighboring commercially productive agricultural, timber, or livestock operations.

(y) The abatement of graffiti.

(z) The abatement of weeds and rubbish.

(aa) The acquisition, construction, improvement, maintenance, or operation of broadband Internet access service. For purposes of this section, "broadband Internet access service" has the same meaning as defined in Section 53167. A county service area that acquires, constructs, improves, maintains, or operates broadband Internet access service shall comply with the requirements of Article 12 (commencing with Section 53167) of Chapter 1 of Part 1 of Division 2 of Title 5.

RESOLUTION NO. 85-103

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS  
OF APPLICATION TO ANNEX THE UNINCORPORATED AREAS OF  
MENDOCINO COUNTY LYING WITHOUT COUNTY SERVICE AREA 3  
TO COUNTY SERVICE AREA #3,  
RESCINDING RESOLUTION 85-048

WHEREAS, this resolution of application is being made by the Mendocino County Board of Supervisors of its own initiative, and is pursuant to the District Reorganization Act of the California Government Code, (Section 56000 et seq.); and

WHEREAS, the District Reorganization Act is the principal act under which this proposed reorganization is being formulated; and

WHEREAS, pursuant to Section 25210.4c of the California Government Code, the Mendocino County Board of Supervisors deems it appropriate to annex those unincorporated areas of the County, both inhabited and uninhabited, which lie without the boundaries of current County Service Area #3 to County Service Area #3; and

WHEREAS, the Mendocino County Board of Supervisors believes that the proposed reorganization will provide the framework for offering increased services to the citizens of this County; and

WHEREAS, the Mendocino County Board of Supervisors has set forth the following terms and conditions to which the proposed reorganization is desired to be subject:

- 1) The area known as County Service Area #3 prior to the proposed reorganization shall be renamed County Service Area #3, Benefit Zone 1. At this time, the only service provided to this area will be ambulance service as authorized in Mendocino County Board of Supervisors' Resolution No. 74-325 passed on the 27th day of August, 1974.
- 2) The Mendocino County Board of Supervisors proposes that, upon completion of the proposed reorganization, County Service Area #3 be empowered to offer any and all of the services enumerated in Sections 25210.4 and 25210.4a of the California Government Code including but not limited to:

SECTION 25410.4 Enumeration of Services

- a. Extended police protection.
- b. Structural fire protection.
- c. Local park, recreation or parkway facilities and services.
- d. Any other governmental services, hereinafter referred to as miscellaneous extended services, which the county is authorized by law to perform and which the county does not also perform to the same extent on a

countywide basis both within and without cities, if:

1. The Board of Supervisors determines that such services should be provided on an extended basis within a county service area; or
  2. Such services are specified in a request or a petition for the initiation of proceedings for the furnishing of additional types of services within a county service area.
- e. Extended library facilities and services.
- f. Television translator station facilities and services, if:
1. The number of station facilities to be erected by the service area will not exceed six.
  2. The number of television channels provided by the service area will not exceed 10.
- g. Low-power television services.

SECTION 25210.4A Miscellaneous extended services

1. Water service including the acquisition, construction, operation, replacement, maintenance and repair of water supply and distribution systems, including land, easements and right-of-way and water rights.
2. Sewer service, including the acquisition, construction, operation, replacement, maintenance and repair of sewage collection, transportation and disposal systems, including land, easements and rights-of-way.
3. Pest or rodent control.
4. Street and highway sweeping.
5. Street and highway lighting including the acquisition, construction, replacement, maintenance and repair of a street or highway lighting system, including land, easements and rights-of-way.
6. Refuse collection.
7. Garbage collection.
8. Ambulance service.
9. Area planning by an area planning commission establishing pursuant to Article 11 (commencing with Section 65600) of Chapter 3 of Title 7.
10. Soil conservation and drainage control.
11. Animal control.

12. Services provided by a municipal advisory council established pursuant to Section 31010.
  13. Transportation services.
  14. Geologic hazard abatement on public or private property or structures where the Board of Supervisors determines that it is in the public interest to do so. "Geologic hazard", for purposes of this subdivision, means an actual or threatened landslide, land subsidence, soil erosion, earthquake, or any other natural or unnatural movement of land or earth.
  15. Road maintenance, street, highway, and bridge construction, improvement and maintenance, including related drainage facilities and structures, necessary design and engineering services and the acquisition of land, easements, and rights-of-way needed for the work. The provisions of Article 3.5 (commencing with Section 20120 of Chapter 1 of Part 3 of Division 2 of the Public Contract Code are applicable to the furnishing of extended services pursuant to this paragraph.
- 3) Upon implementing zones of benefit within county service area #3, this Board's policy will be to insure that the establishment of said zones will not serve to replace special districts nor provide services of special districts within their sphere of influence.
  - 4) Implementing Benefit Zones within County Service Area #3, for provision of any of the services outlined in the above-mentioned Code section, will only come about after having complied with the requirements for extension of authorized services as outlined in Section 25210.30 et seq. of the California Government Code.
  - 5) Newly-formed Benefit Zones within County Service Area #3 shall be numbered Benefit Zone 2, 3, 4, etc., as they are subsequently established.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that a copy of this resolution of application be transmitted to the Executive Officer of the Local Agency Formation Commission;

BE IT FURTHER RESOLVED that this Board requests that proceedings be taken for the reorganization outlined herein.

The foregoing resolution was introduced by Supervisor Redding, seconded by Supervisor Eddie, and carried this 21 day of May, 1985 by the following roll call vote:

AYES: Supervisors Butcher, Redding, Eddie, de Vall, Cimolino  
 NOES: None  
 ABSENT: None

WHEREUPON, the Chairman declared the Resolution adopted AND SO ORDERED.

*Marilyn J. Butcher*  
 \_\_\_\_\_  
 Chairman, Board of Supervisors

ATTEST: JOYCE A. BEARD  
 CLERK OF THE BOARD

*Sorella & Ellard*  
 \_\_\_\_\_  
 DEPUTY.

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

JOYCE A. BEARD  
 Clerk of the Board  
 By: *Virginia Goodace*  
 Deputy

RESOLUTION NO. 85-118

RESOLUTION OF THE MENDOCINO COUNTY  
BOARD OF SUPERVISORS INITIATING  
PROCEEDINGS TO ANNEX THE UNINCORPORATED  
AREAS OF MENDOCINO COUNTY OUTSIDE OF  
COUNTY SERVICE AREA #3 TO COUNTY SERVICE #3

WHEREAS, on the 27th day of August, 1974, the Mendocino County Board of Supervisors adopted Resolution No. 74-325 which established County Service Area #3; and

WHEREAS, on the 24th day of April, 1985, the Mendocino County Board of Supervisors, of its own initiative and under authority of Section 56000 et. seq., of the Government Code, presented a resolution of application to the Local Agency Formation Commission requesting authorization to annex to County Service Area #3 those unincorporated areas of the County of Mendocino lying without County Service Area #3; and

WHEREAS, the area to be annexed is inhabited as defined in Section 56045 of the Government Code; and

WHEREAS, on the 3rd day of June, 1985, the Local Agency Formation Commission approved the proposed annexation by adoption of Resolution No. 85-6; and

-WHEREAS, the Mendocino County Board of Supervisors views this annexation as being an important step in establishing a comprehensive framework through which the citizenry of the unincorporated areas of the County can avail themselves to additional and/or extended governmental services, said services being financed on a benefit assessment basis; and

WHEREAS, the services offered through County Service Area #3 are those enumerated in Sections 25210.4 and 25210.4a of the Government Code; and

WHEREAS, the policy of this Board shall be that no action will be taken on extending the services referred to above until one of the following prerequisites is met:

- 1) That at least 51% of the landowners, or 51% of the registered voters residing in the proposed Benefit Zone sign a legal petition in which they request that services be provided within the proposed zone; or
- 2) That the Board of Supervisors place the issue of establishing a Benefit Zone before the voters residing in the area of the proposed Benefit Zone in the General Election following adoption of the proposal.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT on the 16th day of July, 1985, the Mendocino County Board of Supervisors will hold a public hearing on the question of the proposed annexation. Said hearing shall be held in the Chambers of the Board of Supervisors at 10:00 a.m. Interested persons desiring to make written protest against the proposed annexation shall do so by written communication filed with the Clerk of the Board of Supervisors not later than the hour set for hearing. A written request by a landowner shall contain a description sufficient to identify the land owned by him; a protest by a voter shall contain the residential address of such voter.



The foregoing resolution was introduced by Supervisor de Vall, seconded by Supervisor Cimolino, and carried this 18th day of June, 1985 by the following roll call vote:

AYES: Supervisors Redding, Eddie, Cimolino, de Vall, Butcher

NOES: None

ABSENT: None

WHEREUPON, the Chairman declared the Resolution adopted AND SO ORDERED.

Marilyn J. Butcher  
Chairman, Board of Supervisors

ATTEST: JOYCE A. BEARD  
CLERK OF THE BOARD

Joyce A. Beard

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

JOYCE A. BEARD  
Clerk of the Board

By: Joyce A. Beard  
DEPUTY

**Resolution No. 2018-19-04  
of the Mendocino Local Agency Formation Commission**

**Approving the  
Initiation of Dissolution Proceedings of County Service Area 3**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission,” has authorities pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with §56000, et seq. of the Government Code and specifically in accordance with §56375; and

WHEREAS, County Service Area 3 was formed to provide ambulance services within the area covered by the Point Arena Joint Unified School District, and later expanded to include all unincorporated areas of the County of Mendocino with powers expanded to include all services identified under §25210.4 and §25210.4a (LAFCo Resolution No. 85-6); and

WHEREAS, the State Controller’s Office has determined CSA 3 to be inactive and notified Mendocino LAFCo on November 6, 2018; and

WHEREAS, the Executive Officer has given notice to the affected agency, the County of Mendocino, of the State Controller’s Office determination; and

WHEREAS, Government Code §56879 requires LAFCo to initiate dissolution of inactive districts by resolution within 90 days of receiving notification from the Controller that a district is inactive, and is required to dissolve inactive districts after one public hearing.

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

1. The dissolution of County Service Area 3 is hereby initiated by the Commission and staff is directed to commence dissolution proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code §56879, finding that CSA 3 meets the definition of “Inactive District” as set forth in §56042:
  - a. The special district is as defined in §56036; and
  - b. The special district has had no financial transactions in the previous fiscal year; and
  - c. The special district has no assets and liabilities; and
  - d. The special district has no outstanding debts, judgements, litigation, contracts, liens, or claims.
2. The Executive Officer is further directed to schedule a public hearing to occur within 90 days of the adoption of this resolution as required pursuant to the provisions of §57879 for the dissolution of inactive special districts.

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 March 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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

\_\_\_\_\_  
CARRE BROWN, Chair

## ATTACHMENT 3

### CKH Sections 56879 and 56042

#### Inactive Special District List and Dissolution

56879. (a) On or before November 1, 2018, and every year thereafter, the Controller shall create a list of special districts that are inactive, as defined in Section 56042, based upon the financial reports received by the Controller pursuant to Section 53891. The Controller shall publish the list of inactive districts on the Controller's Internet Web site. The Controller shall also notify the commission in the county or counties in which the district is located if the Controller has included the district in this list.

(b) The commission shall initiate dissolution of inactive districts by resolution within 90 days of receiving notification from the Controller pursuant to subdivision (a), unless the commission determines that the district does not meet the criteria set forth in Section 56042. The commission shall notify the Controller if the commission determines that a district does not meet the criteria set forth in Section 56042.

(c) The commission shall dissolve inactive districts. The commission shall hold one public hearing on the dissolution of an inactive district pursuant to this section no more than 90 days following the adoption of the resolution initiating dissolution. The dissolution of an inactive district shall not be subject to any of the following:

- (1) Chapter 1 (commencing with Section 57000) to Chapter 7 (commencing with Section 57176), inclusive, of Part 4.
- (2) Determinations pursuant to subdivision (b) of Section 56881.
- (3) Requirements for commission-initiated changes of organization described in paragraph (3) of subdivision (a) of Section 56375. 56880. This article shall not apply to a special district formed by special legislation that is required by its enabling statute to obtain funding within a specified period of time or be dissolved. That district shall not be subject to this article during that specified period of time.

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#### Definitions

56042. "Inactive district" means a special district that meets all of the following:

- a. The special district is as defined in §56036; and
- b. The special district has had no financial transactions in the previous fiscal year; and
- c. The special district has no assets and liabilities; and
- d. The special district has no outstanding debts, judgements, litigation, contracts, liens, or claims.

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Special District Risk Management Agency Board of Directors 2019 Nominations

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### RECOMMENDATIONS

- 1) Select candidates to nominate for the SDRMA Board of Directors 2019 Election; or
- 2) Take no action.

### BACKGROUND

The Special District Risk Management Authority (SDRMA) Board of Directors' consist of seven directors who are elected from member agencies in both SDRMA's Property/Liability and Workers' Compensation programs. The Board of Directors' responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

Special District Risk Management's Authority (SDRMA) Board of Directors is soliciting nominations for election of three seats. The newly elected Directors will serve four-year terms from January 1, 2020 to December 31, 2023. The nomination filing deadline is Wednesday, May 1, 2019.

Nominees must be a member of the agency's governing body or a management employee and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualification." Nomination documents and information are available from Clerk upon request.

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Status of Applications, Proposals, and Work Plan

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### **ACTIVE APPLICATIONS**

The following applications have been files with the Commission and are in process.

- Weger Mendocino Coast Healthcare District Detachment Pre-Application Review  
Status: Pre-Application Referral distributed to agencies for comments.

### **APPLICATIONS ON-HOLD**

The following applications have been filed with the Commission but are currently on hold. Any updates available are noted below in addition to the date of last activity.

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

### **POTENTIAL FUTURE PROJECTS**

The following potential future projects have been brought to LAFCo's attention and are included for informational purposes. Any updates available are noted below in addition to the date of last activity.

- Anderson Valley CSD Proposed Activation of Latent Powers to Provide Water/Sewer Services  
Last Activity: October 2018
- Millview County Water District Proposed Annexation of Masonite Properties  
Last Activity: February 2019