

# MENDOCINO

## Local Agency Formation Commission

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

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### COMMISSIONERS

**Jerry Ward, Chair & Treasurer**  
Public Member

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

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

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

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

**Carol Rosenberg, Alternate**  
Public Member

**Vacant**  
Special District Seat, Alternate

**STAFF**  
**Executive Officer**  
Uma Hinman

**Analyst**  
Larkyn Feiler

**Commission Clerk**  
Elizabeth Salomone

**Counsel**  
Scott Browne

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

*Approved by Commission on March 5, 2018*

### MINUTES

#### Local Agency Formation Commission of Mendocino County

#### Regular Meeting of Monday, February 5, 2018

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

**1. CALL TO ORDER and ROLL CALL** (Video Time 1:27)

Chair Ward called the meeting to order at 9:01am.

Members Present: Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, John McCowen, Theresa McNerlin (departed at noon), Tony Orth, and Jerry Ward

Members Absent: None

Alternate Members Present: Commissioners Dan Hamburg and Carol Rosenberg

Alternate Members Absent: Commissioner Scott Ignacio

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

**2. PUBLIC EXPRESSION** (Video Time 2:08)

No one from the public addressed the Commission.

**3. OTHER BUSINESS** (Video Time 2:14)

**3a) City and County Representative Appointments**

The City Select Committee was unable to meet in time to appoint City representatives to the Commission. The County Board of Supervisors appointments to LAFCo for 2018 were seated in January. The deadline for Special District Alternate Seat representatives is February 16, 2018 and no nominations have been received as of yet.

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

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

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

Chair Ward appointed Carre Brown and Kevin Doble to the Executive Committee. Commissioner McNerlin suggested Commissioner Orth's appointment to the Executive Committee, noting a Special District Representative has not been on the Executive Committee for some time. Chair Ward confirmed his appointment of Kevin Doble to the Executive Committee.

Chair Ward appointed Dan Hamburg, Tony Orth, and Carol Rosenberg to the Policy & Procedures Committee.

4. **CONSENT CALENDAR** (Video Time 7:46)

4a) **Approval of the January 8, 2017 Regular Meeting Summary Minutes**

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

Commissioner Brown noted “Willow County Water District” on the claims staff report should read “Millview County Water District.” Chair Ward provided an update on the Ukiah Valley Conference Center Lease renewal, noting there is a credit from January overpayment reflected on the current invoice.

January 2018 Claims totaling:	\$ 11,224.34
Uma Hinman Consulting:	\$ 9,589.75
Ukiah Valley Conference Center:	\$ 494.60
P. Scott Browne:	\$ 600.00
Commissioner Reimbursement	\$ 178.07
County of Mendocino (audio/video, GIS, etc):	\$ 351.92
County of Mendocino A-87 Costs	\$ 123.00
Millview County Water District, remainder of deposit	\$ 10.00

Upon motion by Commissioner McCowen and second by Commissioner Orth, Item 4a) Approval of the January 8, 2017 Regular Meeting Minutes and Item 4b) Approval of the January 2018 Claims and Financial Report were approved as corrected by roll call vote:

- Ayes: (6/7) Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward
- Abstain: (1) Gonzalez (abstained from item 4a only)

5. **PUBLIC HEARING ITEMS** – (Video Time 10:59)

No public hearings in February 2018.

**Note: Items 6c) Workshop for Piercy Fire Protection District Draft Sphere of Influence (SOI) Update and Item 9 Closed Session for Public Employee Performance Evaluation were moved up after Item 5. Chair Ward called a break from 10:05am – 10:10 am before Closed Session, and again from 11:03 - 11:08 am after Closed Session.**

6. **WORKSHOP ITEMS**

6a) **Leggett Valley Fire Protection District Draft Sphere of Influence (SOI) Update** (Video Time 2:44:00)

EO Hinman presented. Comments and questions were offered by Commissioners Brown, McCowen, Doble, Ward, and Rosenberg. The Commission directed staff to address Commissioner comments and edit suggestions to the workshop draft and bring to Public Hearing with the full Fire District SOI Update document.

Items for staff to address:

It was noted that some suggestions refer to the previously adopted MSR rather than the current SOI Update and staff will evaluate those items for appropriate updating.

- Pg 1-3: Clarify the reference to Mutual Aid Agreements with Mendocino County – should it be CALFIRE?
- Pg 1-3, 1.2.2.3: Clarify “The areas of interest described above...” as section 1.2.2.2.
- Pg 1-7, 6: Add “the” before “main station at Drive Thru Tree Road.”
- Pg 1-7, 11: Clarify “CPFD.”
- Pg 1-7, 13: Evaluate the necessity of statement inclusion.
- Pg 1-3: Clarify the references to previously adopted SOI boundaries in several places in document.

- 1-6, clarify the \$10,000 received from 501 (c)(3) Leggett Valley Volunteer Firefighters Association on a line item in revenue.
- Pg 1-7, 6: Update the main station remodeling “four years ago” and referring to 2015 in past.
- Pg 1-7, 7: Clarify the capital improvement reserve on budget.
- Pg 1-7, 11: Verify if they are a member of the Mendocino County Association of Fire Districts and include, if so.
- Request to include results of annual audits by certified CPA to verify the net income and address depreciation on capital assets.

**6b) Long Valley Fire Protection District Draft Sphere of Influence (SOI) Update** (Video Time 2:09:53) EO Hinman presented. Comments and questions were offered by Commissioners Brown, Ward, McCowen, Doble, Orth, Rosenberg, and McNerlin. The Commission directed staff to address Commissioner comments and edit suggestions to the workshop draft and bring to Public Hearing with the full Fire District SOI Update document.

Items for staff to address:

It was noted that some suggestions refer to the previously adopted MSR rather than the current SOI Update and staff will evaluate those items for appropriate updating.

- Pg 1-5: Remove extra spacing after “Policy Consistency Analysis
- 1-8, 16: Clarify the Board of Directors terms (November 2017)
- Request for the annual CPA financial audit in document.
- Pg 1-8, 1.2.4.1. General Store is now closed.
- Staff Report Pg 26 of agenda packet: Clarify if “Laytonville Volunteer Ambulance” as later stated in report.
- Pg 1-4 1.2.2.4: Discussion on Consistency with LAFCo Policies section in each District SOI or in the compiled report.
- Pg 1-5 1.2.2.4: Consider moving last 2 sentences of last paragraph regarding SOI to Section 1.2.2.3 Proposed SOI Changes.
- Check labeling on maps.
- Discussion on the clarification of relationships and identification of volunteer fire companies and in the LAFCo documents and maps.
- Discussion on the clarification of the relationship between Fire Districts and their volunteer fire departments.
- Check status of website and update report, if necessary.
- Pg 1-3 1.2.1.3. and Pg1-7 Determination 7: Change “emergency medical transport response services”
- Pg 1-3: Include statement referring to annual funding contribution from County and clarify where this money is allocated in financial tables.
- Pg 1-8 Determination 14: Clarify if a member of the Mendocino County Association of Fire Districts member.
- Pg 1-8 Determination 16: strike-through statement is accurate.

**6c) Piercy Fire Protection District Draft Sphere of Influence (SOI) Update** (Video Time 12:45) EO Hinman presented. Jeffrey Hedin and Judith Castell, Piercy Fire Protection District residents, addressed the Commission with corrections, comments, and questions. Comments and questions were offered by Commissioners McCowen, Orth, McNerlin, Brown, Gonzalez, Doble, and Rosenberg. The Commission directed staff to consult with Piercy Fire Protection District representatives to develop a Public Hearing Draft of the SOI Update for the Piercy Fire Protection District.

Items for staff to address:

It was noted that some suggestions refer to the previously adopted MSR rather than the current SOI Update and staff will evaluate those items for appropriate updating.

- Pg 1-6 Paragraph under financial table: specify of fundraising on financial table [District Representative noted inaccuracy in the reporting of amount of money.]
- Discussion on the clarification of the relationship between Fire Districts and their volunteer fire departments.
- Pg 1-6 MSR Determinations 5 and 13: Discussion on service areas – address MSR determination to discontinue services.
- Discussion on up to date required audits, website, out of service coordination and agreements.

Further action: District Representatives and LAFCo staff to meet and review the draft document.

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

### **7a) Introduction to AB 54 LAFCO Requirements for Mutual Water Companies** (Video Time: 3:05:14)

EO provided an Introduction to AB 54 LAFCO Requirements for Mutual Water Companies and Assembly Bill 54 (2011) establishing requirements for cooperation with LAFCo requests for information. An overview of LAFCo’s responsibilities under AB 54 and approach to complying with the requirements was provided. Comments and questions were offered by Commissioners Brown and Ward. A draft of the Mutual Water Company Profile is scheduled to be presented to the Commission in April 2018.

## **8. INFORMATION/ REPORT ITEMS** (Video Time 3:11:53)

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

No comments or questions were offered.

### **8b) Correspondence**

No comments or questions were offered.

### **8c) Executive Officer’s Report**

EO Hinman reported on the following:

- Special District Alternate Seat replacement nominations are due February 15, 2018.
- EO and Analyst attended a CALAFCO course on LAFCo’s Evolving Mission; New Laws, Requirements, and Transparency. EO Hinman gave a summary and was directed by Commission to bring a full report to the March 2018 meeting.

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

An Executive Committee was held directly after the January 8, 2018 Regular Meeting and another is scheduled directly following today’s Regular Meeting. No further comments or questions were offered.

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

No comments or questions were offered.

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

No comments or questions were offered.

## **9. CLOSED SESSION** (Video Time: 1:03:46)

Public Employee Performance Evaluation – Contract Executive Officer (Government Code 54957(b)(1)).

The Commission entered closed session at 10:10am and returned to open session at 11:08am. Chair Ward reported the evaluation of LAFCo Executive Officer was completed.

### **ADJOURNMENT**

There being no further business, at 12:14pm the meeting was adjourned. The next regular meeting is scheduled for Monday, March 5, 2018 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

*Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website. [https://www.youtube.com/watch?v=ybERdrE\\_xM](https://www.youtube.com/watch?v=ybERdrE_xM)*