

# 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

Regular Meeting of Monday, February 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/>*

#### **COMMISSIONERS**

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

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

**John Huff**  
(to be sworn in Feb 2019)  
Mendocino Coast Recreation and Park District

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

**John McCowen**  
County Board of Supervisors

**Tony Orth**  
Brooktrails Township CSD

**Vacant**  
City Member

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

**Carol Rosenberg, Alternate**  
Public Member

**Ted Williams, Alternate**  
(to be sworn in Feb 2019)  
County Board of Supervisors

**Vacant, Alternate**  
City Member

#### **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 d

### 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 and County representatives. The Oath of Office to be conducted for John Huff, Special District Representative and Ted Williams, County Board of Supervisors Representative.

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

The Commission will nominate and vote for officers for 2019 and the elected Chair will appoint Commissioners to the Executive and Policies & Procedures Committees.

### 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 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

### 5. PUBLIC HEARING ITEMS

None

(2-4-19 Agenda Continued...)

## 6. WORKSHOP ITEMS

Workshops are scheduled for Commission review of draft reports prior to the noticing for public hearing. The Commission is invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final SOI Update for formal action as part of a public hearing at a future meeting. No action will be taken by the Commission as part of the following item. Questions and comments from the Commission, participating agencies, and members of the public are welcome. Documents are available for review at: <http://mendolafco.org/meeting-documents-2018>

### 6a) Fort Bragg Rural Fire Protection (RFP) District MSR/SOI Update

The Commission will review and discuss a Workshop Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Fort Bragg Rural Fire Protection District.

## 7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

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

The Commission will receive the Executive Officer's report on the mid-year budget and work plan status for Fiscal Year 2018-19. RECOMMENDED ACTION: receive and file report.

### 7b) Preliminary Fiscal Year 2019-20 Budget Review

The Commission will review and discuss preliminary budget estimates and work plan priorities and provide direction to staff for development of the Draft Budget and Work Plan. RECOMMENDED ACTION: provide direction to staff for development of the Fiscal Year 2019-20 Draft Budget and Work Plan.

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

In accordance with SB 448, the State Controller's Office notified LAFCo that County Service Area 3 was identified as an inactive district. RECOMMENDED ACTIONS: 1) 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 directing staff to schedule the district determination and possible resolution initiating dissolution proceedings to the March 4, 2019 Commission meeting; 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.

## 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, March 4, 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](mailto: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

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

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

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

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

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

**Carol Rosenberg, Alternate**  
Public Member

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

### STAFF

**Executive Officer**  
Uma Hinman

**Analyst**  
Larkyn Feiler

**Commission Clerk**  
Elizabeth Salomone

**Counsel**  
Scott Browne

### Regular Meetings

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

Agenda Item No. 4a

## MINUTES

### Local Agency Formation Commission of Mendocino County

#### Regular Meeting of Monday, December 3, 2018

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

#### 1. CALL TO ORDER and ROLL CALL (Video Time 2:45)

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

Members Present: Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, John McCowen (arrived at 10:00am), Theresa McNerlin, Tony Orth, and Jerry Ward

Alternate Members Present: Commissioners Scott Ignacio and Carol Rosenberg

Alternate Members Absent: Commissioner Jenifer Bazzani and Dan Hamburg

Staff Present: Uma Hinman, Executive Officer  
Larkyn Feiler, Analyst  
Elizabeth Salomone, Clerk

#### 2. PUBLIC EXPRESSION (Video Time 3:20)

No one from the public indicated interest in public expression.

#### 3. OTHER BUSINESS (Video Time 3:51)

##### 3a) Public Member Representative Interviews

EO Hinman presented, noting the only applicant for the position was current Commissioner Gerald Ward.

Upon motion by Commissioner Orth and second by Commission Gonzalez, Gerald Ward's reappointment as the Public Representative to serve a 4 year term commencing January 1, 2019 was approved by unanimous vote:

Ayes: (5) Brown, Doble, Gonzalez, McNerlin, and Orth

Absent: (1) McCowen

Abstain: (1)Ward

##### 3b) 2019 Meeting Schedule

Upon motion by Commissioner Brown and second by Commission Gonzalez, the proposed Mendocino LAFCo Regular Meeting Schedule for the 2019 calendar year was approved by unanimous vote:

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

Absent: (1) McCowen

**3c) Executive Committee Interim Member Appointment**

Chair Ward noted with Commissioner Doble’s term on the Ukiah City Council ending, so will his eligibility to serve on LAFCo, leaving a vacancy on the Executive Committee.

Upon motion by Commissioner Gonzalez and second by Commission Orth, Chair Ward’s appointment of Commissioner Scott Ignacio to serve on the Executive Committee until 2019 appointments are made was approved by unanimous vote:

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

**4. CONSENT CALENDAR** (Video Time 7:17)

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

**4b) Approval of the November 2018 Claims & Financial Reports**

Chair Ward pulled item 4b) Approval of the November 2018 Claims & Financial Reports for further discussion.

Upon motion by Commissioner Brown and second by Commissioner Gonzalez, Consent Calendar item 4a) Approval of the November 5, 2018 Regular Meeting Summary Minutes, was approved by unanimous vote:

Ayes: (5) Brown, Doble Gonzalez, McNerlin, and Orth  
Absent: (1) McCowen  
Abstain: (1) Ward

<u>November 2018 Claims totaling</u>	<u>\$ 11,663.77</u>
Hinman & Associates Consulting	\$ 10,160.00
P. Scott Browne	\$ 600.00
Ukiah Valley Conference Center	\$ 459.74
Commissioner Reimbursement	\$ 278.07
Mendocino County, GIS & Televising	\$ 165.96

Upon motion by Commissioner Gonzalez and second by Commissioner Brown, Consent Calendar item 4b) Approval of the November 2018 Claims, with a correction of \$0.94 to the Budget and Application Tracking report, was approved by roll call vote:

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

**5. PUBLIC HEARING ITEMS** (Video 9:19)

None

**6. WORKSHOP ITEMS**

**6a) City of Willits MSR/SOI Update** (Video time 9:25)

EO Hinman and Analyst Feiler introduced the Draft Municipal Service Review (MSR) and options for the Sphere of Influence (SOI) Update for the City of Willits. Comments and questions were offered by Commissioners Orth, Doble, Brown, Gonzalez, Rosenberg, McNerlin, and Ward.



Dusty Duley, Community Development Director for the City of Willits, Stephanie Garrabrant-Sierra, City Manager for the City of Willits, and David Addington, interested developer, addressed the Commission offering comments and answering questions.

The following points were noted for staff to address:

- Page 2-2: Consider updating/editing the governing body details.
- Update the maps to include the by-pass area.
- Page 1-2: Update the Mendocino LAFCo Policies & Procedures reference
- Page 1-3, 4<sup>th</sup> para: "...LAFCo may adopt an SOI..."
- Consider the relationship with, and impacts to, the Sherwood Water Group.

Commissioners Ward and Orth thanked staff of the City of Willits and LAFCo for the quality of the document, as well commending the City on their achievement of economic gains.

The public hearing for this report is tentatively scheduled for February 2019.

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

### **7a) Mendocino Coast Healthcare District Report** (Video time 50:45)

Analyst Feiler presented the requested report regarding the history of the District boundary and review of the possible rescheduling of the Municipal Service Review and Sphere of Influence update in 2019. EO Hinman noted the item was postponed from the November regular meeting upon request of the Mendocino Coast Healthcare District and yet her attempts to communicate directly with the District were unsuccessful. Comments and questions were offered by Commissioners Ward, Gonzalez, Orth, Brown, McCowen, and McNerlin.

Lisa Weger, property owner, addressed the Commission, offering comments and answering questions. She provided a handout of California Health and Safety Code Section 320001.

Katherine Elliot, Mendocino County Counsel, addressed the Commission, offering comments and answering questions. She reported on communications between the County Counsel's office and the District, noting the District is aware of the parcel issue and LAFCo's involvement. She shared her impression that the District is willing to cooperate on finding a solution within legal parameters available to them.

Upon motion by Commissioner Gonzalez and second by Commissioner McCowen, a letter from the Commission to the Mendocino Coast Healthcare District encouraging cooperation and communication between land owners and the District was approved by roll call vote:

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

**Chair Ward called a short break from 10:18 to 10:25 am.** (Video 1:15:10)

### **7b) Anderson Valley Community Services District (CSD) Out of Area Fire Service Agreements** (Video time 1:24:27)

EO Hinman presented the history and process for considering out of area fire service agreements. Comments and questions were offered by Commissioners McCowen, Ward, Orth, Rosenberg, Doble, Gonzalez, and McNerlin. Joy Andrews, General Manager of Anderson Valley CSD, addressed the Commission, offering comments and answering questions. She explained the benefits of the agreements to both the District and the residents. Ms. Andrews shared apologies from Chief Avilla who had hoped to

attend but was training out of the area. GM Andrews noted the Chief wished to communicate to the Commission that the District supported annexation of areas outside of the current District boundary however, with the discovering that the financial implications of doubling the district size while only increasing revenue by 2%, it was deemed the annexation did not support the overall efficiency or responsibility of the District to its citizens.

The Commission directed staff to develop a clear and streamlined process for the Out of Area Fire Service Agreements and schedule the Anderson Valley Out of Area Fire Service Agreements approval on a future Commission meeting agenda.

## 8. INFORMATION/ REPORT ITEMS

### 8a) Work Plan, Current, and Future Proposals (Video Time: 1:54:00)

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

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

None to additionally note.

### 8c) Executive Officer's Report (Video Time: 1:56:01)

EO Hinman reported. She also noted this is the last meeting for Commissioners McNerlin, Hamburg, and Doble, thanking them for their service.

### 8d) Committee Reports (Video Time: 1:58:00)

The Executive Committee was scheduled to meet directly after the regular meeting.

The last Policies and Procedures committee meeting was held in October and it was noted the Committee has no current issues to discuss.

### 8e) Commissioners Reports, Comments or Questions (Video Time: 1:58:34)

Both Commissioner Doble and McNerlin expressed appreciation to their fellow Commissioners and staff at LAFCo. The Commission and staff reciprocated appreciation to Commissioners Doble and McNerlin, as well as Commissioner Hamburg (who was absent.)

### 8f) CALAFCO Business and Legislation Report (Video Time: 2:02:00)

Commissioner Browne noted an upcoming vacancy on the CALAFCO Board.

EO Hinman noted the legislative summary within the agenda packet.

## ADJOURNMENT

There being no further business, at 11:03 the meeting was adjourned. The next regular meeting is scheduled for Monday, December 3, 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=FnwSo8rYo94>

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: January 7, 2019  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Financial Report and Claims for December 2018

### Claims

The following claims are recommended for payment authorization:

Name	Account Description	Amount	Total
Hinman & Associates	5300 Basics Services	\$ 5,398.00	\$ 7,135.00
	6200 Bookkeeping	\$ 181.00	
	7000 MSR SOI Workplan	\$ 1,496.00	
	5600 Office Expenses	\$ 60.00	
P. Scott Browne	6300 Legal Counsel-Monthly flat fee	\$ 600.00	\$ 600.00
Ukiah Valley Conf. Center	5502 Office space - January 2019	\$ 425.00	\$ 444.12
	5503 Work room - January 2019	\$ 30.00	
	5600 Photocopy/Postage (credit Nov)	\$ (14.74)	
	5600 Photocopy/Postage (Dec 2018)	\$ 3.86	
Commissioner Reimbursement In-County Travel & Stipends	6740 McNerlin (Dec mtg)	\$ 50.00	\$ 178.07
	6740 Orth (Dec mtg)	\$ 77.00	
	6740 Rosenberg (Dec mtg)	\$ 51.07	
County of Mendocino	6000 Video Recording of Meetings	\$ 235.11	\$ 235.11
Deluxe Checks	5600 Office Expenses, check reorder	\$ 0.60	\$ 0.60
<b>Total:</b>			\$ 8,592.90
<b>PAID, NEEDING RATIFICATION:</b>			
Deluxe Checks	5600 Office Expenses, check reorder	\$ 232.24	\$ 232.24
CALAFCO Conference Travel & Lodging Expenses	6750 Ignacio (Oct 2018)	\$ 1,155.59	\$ 1,155.59
Ukiah Valley Conf. Center	5600 Photocopy/Postage (Nov 2018)	\$ 28.01	\$ 28.01
<b>Total:</b>			\$ 1,415.84

### Deposits:

- o none

### Attachments:

- o Budget Track Spreadsheet
- o Workplan Cost Tracking
- o Hinman & Associates Consulting Invoice & Scott Browne Invoice

Please note that copies of all invoices, bank statements and other attachments were forwarded to Commission Treasurer. Pg 7 of 85

Mendocino Local Agency Formation Commission  
 FY 2018-19 Budget and Application Tract

Acct #	Task	FY 18-19 Budget	1st Qtr Subtotals	October	Nov	Dec	2nd Qtr Subtotal	Year to Date	Remaining Budget
<b>EXPENSES</b>									
5300	Basic Services - EO/Analyst/Clerk	\$70,560	\$14,985.00	\$5,285.50	\$7,107.00	\$5,398.00	\$17,790.50	\$32,775.50	\$37,784.50
5500	Rent	\$5,360	\$1,335.00	\$445.00	\$445.00	\$455.00	\$1,345.00	\$2,680.00	\$2,680.00
5600	Office Expenses	\$3,450	\$411.33	\$74.74	\$320.25	\$49.72	\$444.71	\$856.04	\$2,593.96
5700	Internet & Website Costs	\$1,300	\$1,081.24				\$0.00	\$1,081.24	\$218.76
5900	Publication & Legal Notices	\$2,000	\$557.45				\$0.00	\$557.45	\$1,442.55
6000	Televising Meetings	\$3,000	\$384.48		\$165.96	\$235.11	\$401.07	\$785.55	\$2,214.45
6100	Audit Services	\$3,100	\$1,550.00				\$0.00	\$1,550.00	\$1,550.00
6200	Bookkeeping	\$4,000	\$2,220.50	\$42.00	\$21.00	\$181.00	\$244.00	\$2,464.50	\$1,535.50
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$600.00	\$600.00	\$600.00	\$1,800.00	\$3,600.00	\$3,600.00
6400	A-87 Costs County Services	\$0	\$0.00				\$0.00	\$0.00	\$0.00
6500	Insurance - General Liability	\$1,000	\$0.00				\$0.00	\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,300	\$925.00	\$1,377.00			\$1,377.00	\$2,302.00	\$-2.00
6670	GIS Contract with County	\$3,500	\$1,068.85				\$0.00	\$1,068.85	\$2,431.15
6740	In-County Travel & Stipends	\$2,000	\$305.07	\$0.00	\$278.07	\$178.07	\$456.14	\$761.21	\$1,238.79
6750	Travel & Lodging Expenses	\$3,000	\$0.00	\$3,062.52	\$1,155.59		\$4,218.11	\$4,218.11	\$-1,218.11
6800	Conferences (Registrations)	\$3,000	\$2,600.00				\$0.00	\$2,600.00	\$400.00
7000	Work Plan (MSRs and SOIs)	\$35,000	\$14,313.50	\$4,590.00	\$2,972.00	\$1,496.00	\$9,058.00	\$23,371.50	\$11,628.50
9000	Special District Training Support	\$500	\$0.00				\$0.00	\$0.00	\$500.00
	Unfunded Mandates								
Monthly/ Year to Date Totals		\$150,270.00	\$43,537.42	\$15,476.76	\$13,064.87	\$8,592.90	\$37,134.53	\$80,671.95	\$69,598.05
<b>APPLICATIONS</b>									
		<b>BALANCE</b>	<b>1st Qtr Subtotals</b>	<b>October</b>	<b>Nov</b>	<b>Dec</b>	<b>2nd 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
Applications to Date Totals		\$922.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSES AND APPLICATION TOTALS</b>			<b>\$43,537.42</b>	<b>\$15,476.76</b>	<b>\$13,064.87</b>	<b>\$8,592.90</b>	<b>\$37,134.53</b>	<b>\$80,671.95</b>	

Operations (Checking) Account Balance	\$	19,940.00	from statement as of	12/31/2018
Legal Reserve Balance	\$	50,000.00	from statement as of	12/31/2018
Operations Reserve Balance	\$	40,345.89	from statement as of	12/31/2018
County of Mendocino Account Balance	\$	50,401.58	from statement as of	11/19/2018



# Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

**Date** December 31, 2018  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** November 25, 2018 - December 31, 2018

**Invoice No.** 399  
**Invoice Total** \$ **7,135.50**

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$100)	Feiler Analyst (\$68)	Salomone Clerk (\$40)*		
5300	Basic Services	20.75	10.25	53.00		\$ 4,998.00
	CSA 3 inactive status	4.00				\$ 400.00
5601	Office Supplies					
	Quickbooks Online Fee				\$ 60.00	\$ 60.00
	Office Supplies					
6200	Bookkeeping	1.50		0.75		\$ 181.50
7000	Work Plan (MSR/SOI/Special Studies)					
	City of Willits		4.00			\$ 272.00
	Fort Bragg Rural FPD		18.00			\$ 1,224.00
	Ukiah Valley FPD					\$ -
	Brooktrails CSD					\$ -
<b>Totals</b>		\$ 2,625.00	\$ 2,193.00	\$ 2,257.50	\$ 60.00	\$ <b>7,135.50</b>

### 5300 Basic Services

Scheduled and prepared for December 3 Regular and Executive Committee meeting and postings. Staffed office during the time period. Website updates. File research. EO attended Covelo Cemetery District meeting at their request. Responded to inquiries and met with landowners regarding potential annexations into Millview CWD and UVSD. Coordinated with Pehling & Pehling regarding the draft 2017/18 audit. Drafted letters to MCHD regarding encouraging working with landowners, and the County regarding Master Tax Sharing agreements. Corresponded with County and Commissioners regarding State Controller's letter identifying CSA 3 as an inactive district. Responded to inquiries from ALRFPD.

### 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)

Finalized workshop draft Willits MSR/SOI Update with the City and coordinated with City staff. Worked on preparing admin Fort Bragg Rural FPD MSR/SOI Update. Follow up on Willits Workshop items.

Notes:

\* Plus administrative fee of 5% for subconsultant labor

**Law Offices of P. Scott Browne**

131 South Auburn Street  
Grass Valley, CA 95945

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

**Marsha A. Burch**  
*Of Counsel*

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

Period Ending:

12/15/2018

*Payment due by the 15th of next month*

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

**Professional Services**

	<u>Hours</u>
12/4/2018 PSB Respond to question re: incompatible offices.	0.75
12/12/2018 PSB Review documents for Legislative Committee Meeting (Time split evenly between all LAFCo clients).	0.20
12/14/2018 PSB Prepare for meeting, Travel to meeting, Attend Legislative Committee Meeting (Time split evenly between all LAFCo clients).	1.40
SUBTOTAL:	[ 2.35 ]

	<u>Amount</u>
<b>Total Professional Hours</b>	2.35
Per Representation Agreement, flat fee of \$600/month.	\$600.00
<b>Previous balance</b>	\$600.00

**Payments and Credit Activity**

12/11/2018 Payment - Thank You. Check No. 1412	(\$600.00)
<b>Total payments and adjustments</b>	(\$600.00)
<b><i>TOTAL BALANCE NOW DUE</i></b>	<b><i>\$600.00</i></b>

**Mendocino LAFCo**  
**FY 2018-19 Estimated Work Plan Implementation Schedule and Cost Tracking**  
 January 7, 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	N/A	\$1,500	\$1,750	\$1,750
City of Willits <sup>(2)</sup>	Completed	Completed	In Progress	12/3/2018	TBD	TBD	\$9,000	\$16,000	\$13,506
Brooktrails Township CSD <sup>(3)</sup>	Completed	In Progress	In Progress	2/4/2019	TBD	TBD	\$6,000	\$9,000	\$6,391
Ukiah Valley FD	In Progress	In Progress	In Progress	3/4/2019	TBD	TBD	\$5,500	\$5,500	\$1,309
Fort Bragg Rural FPD	Completed	In Progress	In Progress	1/7/2019	TBD	TBD	\$5,000	\$5,000	\$5,025
Mendocino City CSD	Pending	Pending	Pending	5/6/2019	TBD	TBD	\$8,000	\$8,000	\$0
<b>Estimated Total</b>							\$35,000	\$45,250	\$27,980

(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.



# MENDOCINO Local Agency Formation Commission

## Staff Report

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

### Claims

The following claims are recommended for payment authorization:

Name	Account Description	Amount	Total
Hinman & Associates	5300 Basics Services	\$ 8,367.00	\$ 8,560.50
	6200 Bookkeeping	\$ 31.50	
	7000 MSR SOI Workplan	\$ 102.00	
	5600 Office Expenses	\$ 60.00	
P. Scott Browne	6300 Legal Counsel-Monthly flat fee	\$ 600.00	\$ 600.00
Ukiah Valley Conf. Center	5502 Office space	\$ 425.00	\$ 455.00
	5503 Work room	\$ 30.00	
County of Mendocino	6000 Video Recording of Meetings	\$ 138.30	\$ 138.30
	7501 GIS Mapping	\$ -	
<b>Total:</b>			<b>\$ 9,753.80</b>

### Deposits:

- none

### 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	October	Nov	Dec	2nd Qtr Subtotal	January	Year to Date	Remaining Budget
<b>EXPENSES</b>										
5300	Basic Services - EO/Analyst/Clerk	\$70,560	\$14,985.00	\$5,285.50	\$7,107.00	\$5,398.00	\$17,790.50	\$8,367.00	\$41,142.50	\$29,417.50
5500	Rent	\$5,360	\$1,335.00	\$445.00	\$445.00	\$455.00	\$1,345.00	\$455.00	\$3,135.00	\$2,225.00
5600	Office Expenses	\$3,450	\$411.33	\$74.74	\$320.25	\$49.72	\$444.71	\$60.00	\$916.04	\$2,533.96
5700	Internet & Website Costs	\$1,300	\$1,081.24				\$0.00		\$1,081.24	\$218.76
5900	Publication & Legal Notices	\$2,000	\$557.45				\$0.00		\$557.45	\$1,442.55
6000	Televising Meetings	\$3,000	\$384.48		\$165.96	\$235.11	\$401.07	\$138.30	\$923.85	\$2,076.15
6100	Audit Services	\$3,100	\$1,550.00				\$0.00		\$1,550.00	\$1,550.00
6200	Bookkeeping	\$4,000	\$2,220.50	\$42.00	\$21.00	\$181.00	\$244.00	\$31.50	\$2,496.00	\$1,504.00
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$600.00	\$600.00	\$600.00	\$1,800.00	\$600.00	\$4,200.00	\$3,000.00
6400	A-87 Costs County Services	\$0	\$0.00				\$0.00		\$0.00	\$0.00
6500	Insurance - General Liability	\$1,000	\$0.00				\$0.00		\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,300	\$925.00	\$1,377.00			\$1,377.00		\$2,302.00	\$-2.00
6670	GIS Contract with County	\$3,500	\$1,068.85				\$0.00		\$1,068.85	\$2,431.15
6740	In-County Travel & Stipends	\$2,000	\$305.07	\$0.00	\$278.07	\$178.07	\$456.14		\$761.21	\$1,238.79
6750	Travel & Lodging Expenses	\$3,000	\$0.00	\$3,062.52	\$1,155.59		\$4,218.11		\$4,218.11	\$-1,218.11
6800	Conferences (Registrations)	\$3,000	\$2,600.00				\$0.00		\$2,600.00	\$400.00
7000	Work Plan (MSRs and SOIs)	\$35,000	\$14,313.50	\$4,590.00	\$2,972.00	\$1,496.00	\$9,058.00	\$102.00	\$23,473.50	\$11,526.50
9000	Special District Training Support	\$500	\$0.00				\$0.00		\$0.00	\$500.00
	Unfunded Mandates									
Monthly/ Year to Date Totals		\$150,270.00	\$43,537.42	\$15,476.76	\$13,064.87	\$8,592.90	\$37,134.53	\$9,753.80	\$90,425.75	\$59,844.25
<b>APPLICATIONS</b>										
		BALANCE	1st Qtr Subtotals	October	Nov	Dec	2nd Qtr Subtotal	January	Year to Date	Remaining Budget
A-2009-8001	Irish Beach WD Moores Annexation	\$-610.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$1,532.75
Applications to Date Totals		\$922.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>EXPENSES AND APPLICATION TOTALS</b>			\$43,537.42	\$15,476.76	\$13,064.87	\$8,592.90	\$37,134.53	\$9,753.80	\$90,425.75	

Operations (Checking) Account Balance	\$	19,940.17							from statement as of	12/31/2018
Legal Reserve Balance	\$	50,000.00							from statement as of	12/31/2018
Operations Reserve Balance	\$	40,345.89							from statement as of	12/31/2018
County of Mendocino Account Balance	\$	50,401.58							from statement as of	12/31/2018

**Mendocino LAFCo**  
**FY 2018-19 Estimated Work Plan Implementation Schedule and Cost Tracking**  
 February 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	3/4/2019	TBD	\$9,000	\$16,000	\$13,626
Brooktrails Township CSD <sup>(3)</sup>	Completed	In Progress	In Progress	3/4/2019	TBD	TBD	\$6,000	\$9,000	\$6,391
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>\$28,100</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** January 25, 2019  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** January 1 - January 25, 2019

**Invoice No.** 403  
**Invoice Total** \$ **8,560.50**

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$100)	Feiler Analyst (\$68)	Salomone Clerk (\$40)*		
5300	Basic Services CSA 3 inactive status	57.25	10.75	45.50		\$ 8,367.00 \$ -
5601	Office Supplies Quickbooks Online Fee Office Supplies				\$ 60.00	\$ 60.00
6200	Bookkeeping			0.75		\$ 31.50
7000	Work Plan (MSR/SOI/Special Studies)					
	City of Willits		1.50			\$ 102.00
	Fort Bragg Rural FPD					\$ -
	Ukiah Valley FPD					\$ -
	Brooktrails CSD					\$ -
<b>Totals</b>		\$ 5,725.00	\$ 833.00	\$ 1,942.50	\$ 60.00	\$ <b>8,560.50</b>

**5300 Basic Services**

Scheduled and prepared for January 28 Executive Committee meeting, February 4 Regular Commission meeting and postings. Staffed office during the time period. Website updates. File research. EO meetings with potential MCHD detachment applicant. Responded to inquiries and met with landowners regarding potential annexations into Millview CWD. Coordinated with Pehling & Pehling regarding the draft 2017/18 audit. Draft Budget and Work Plan development. Preparation of mid-year financial review.

**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 Workshop Draft Fort Bragg Rural FPD MSR/SOI Update.

**Notes:**

\* Plus administrative fee of 5% for subconsultant labor

**Law Offices of P. Scott Browne**

131 South Auburn Street  
Grass Valley, CA 95945

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

**Marsha A. Burch**  
*Of Counsel*

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

Period Ending:

1/15/2019

*Payment due by the 15th of next month*

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

**Professional Services**

	<u>Hours</u>	
12/17/2018 PSB Review documents from Legislative Committee Meeting. (Time split evenly between all CALAFCo clients)	0.20	
1/7/2019 PSB Review and respond to email from Uma re: CSA 3.	0.35	
	<hr/>	
SUBTOTAL:	[ 0.55 ]	
		<hr/>
<b>Total Professional Hours</b>	0.55	<u>Amount</u>
Per Representation Agreement, flat fee of \$600/month.		\$600.00
<b>Previous balance</b>		\$600.00
 <b><u>Payments and Credit Activity</u></b>		
1/2/2019 Payment - Thank You. Check No. 1423		(\$600.00)
		<hr/>
<b>Total payments and adjustments</b>		(\$600.00)
		<hr/>
<b>TOTAL BALANCE NOW DUE</b>		<u><b>\$600.00</b></u>
		<hr/> <hr/>

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

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

**Staff Report**

DATE: February 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Workshop** for Fort Bragg Rural Fire Protection District Draft Municipal Service Review and Sphere of Influence Update

---

**RECOMMENDATION**

Hold a workshop on the Draft Fort Bragg Rural Fire Protection District Municipal Service Review and Sphere of Influence Update, provide comments and requested revisions, and direct staff to notice the matter for March 4, 2019, or as soon as possible, for consideration.

**DISCUSSION**

This is a workshop to introduce the Draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Fort Bragg Rural Fire Protection District (FBRFPD or District). The last MSR and SOI for the District was adopted by the Commission on September 12, 2011.

The FBRFPD was formed on June 16, 1960 and encompasses the unincorporated coastal communities of Caspar and Cleone. The District's boundary area is approximately 77-square miles in size and does not include the City of Fort Bragg (City).

In 1990, the District and the City created the Fort Bragg Fire Protection Authority (Fire Authority), a Joint Powers Authority, to provide fire protection services to the City of Fort Bragg and outlying rural areas. 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 as a secondary provider

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. There have been no further changes to the District boundary or SOI since then.

The District has confirmed the adequacy of their existing SOI and the SOI Update recommends the Commission affirm the existing coterminous sphere. The District reviewed and provided feedback on the MSR/SOI Update Administrative Draft and requested changes have been incorporated into this Workshop Draft as appropriate.

Attachments:

- (1) Fort Bragg Rural Fire Protection District Draft Municipal Service Review and Sphere of Influence Update



**WORKSHOP 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: XXXX

Adopted: XXXX

LAFCo Resolution No: XXXX

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# 1 INTRODUCTION

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## 1.1 LOCAL AGENCY FORMATION COMMISSION

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

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

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

## 1.2 MENDOCINO LAFCO

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

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

## 1.3 MUNICIPAL SERVICE REVIEW

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

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

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

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

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

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

## 1.4 SPHERE OF INFLUENCE

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

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

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

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

## 1.5 MENDOCINO LAFCO POLICIES

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

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

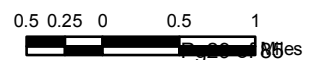
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Fort Bragg Rural FPD SOI

-  Fort Bragg Rural Fire Protection Dist.
-  Fort Bragg Rural FPD SOI
-  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.

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





## 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. Initially, the District 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 created the Fort Bragg Fire Protection Authority (FBFPA or Fire Authority), a Joint Powers Authority (JPA), to provide fire protection services to the City of Fort Bragg and outlying rural areas as further described in Section 2.2.2. (LAFCo, 2011; Fort Bragg, 2018)

#### 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 core portion of the City of Fort Bragg. The Fire Authority provides fire protection services in both the District and the City boundaries for a total of approximately 80-square miles.

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

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 as a secondary provider (refer to Section 3.1.1 for more information).

## 2.2 GOVERNMENT STRUCTURE

### 2.2.1 GOVERNING BODY

The District is governed by a five-member Board of Directors elected at-large to serve staggered four year terms (Table 2.2). 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)

<b>Name</b>	<b>Title</b>	<b>Term Expiration</b>
Cas Smith	Chair	Nov 2020
Rich Pyorre	Vice-Chair	Nov 2022
Steve Woultee	Treasurer	Nov 2020
Robert Rossi	Director	Nov 2020
Clark Rishel	Director	Nov 2022
* The Fire Chief serves as Secretary of the Board of Directors.		

Source: FBRFPD: 2018, 2019.

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 FORT BRAGG FIRE PROTECTION AUTHORITY**

The Fort Bragg Rural FPD and the City of Fort Bragg have mutually agreed to jointly provide fire protection services within the boundaries of their two agencies under a Joint Powers Authority (JPA) known as the Fort Bragg Fire Protection Authority (FBFPA or Fire Authority). The Fire Authority was formed in Fiscal Year 1989-90 by a JPA Agreement that was superseded on March 28, 2005. The Fire Authority is a public entity that is legally separate from both the District and the City and can provide all the services that are common to and agreed upon by the member agencies. The Fire Authority has the power to contract for the purchase, lease, or rental of services and equipment necessary to carry out its responsibilities and any debts, liabilities, or other obligations of the Fire Authority do not accrue to the member agencies unless specified otherwise by agreement. The 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.
- 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.

Under the auspices of the Fire Authority, the Fort Bragg Volunteer Fire Department (FBVFD or Fire Department) provides fire protection services within the jurisdictional boundaries of the District and the City. The relationship between the Fire Authority and the FBVFD is established by a Memorandum of Understanding (MOU) (FBRFPD, 2018). The Fire Authority is responsible for funding and overseeing the Fire Department activities, including hiring paid staff and directing the Fire Chief.

The Fire Authority is governed by a five-member Board of Directors appointed to serve two-year terms (Table 2.3). 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.



<b>Name</b>	<b>Title</b>	<b>Agency Representative</b>
Dave Turner	Chairman	City
Bernie Norvel	Vice-Chair	City
Cas Smith	Treasurer	District
Steve Woultee	Director	District
Joe Sutphin	Director	At-Large Member
* The Fire Chief serves as Secretary of the Board of Directors.		

Source: FBRFPD, 2018.

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 VOLUNTEER ORGANIZATION**

The Fort Bragg Volunteer Fire Department (FBVFD or Fire Department) was formed in October of 1891. The FBVFD supports the activities of the Fire Authority and as a 501(c)(3) non-profit organization may accept charitable funds. The FBVFD hosts fundraisers and capital campaigns that support donations to the Fire Authority for purposes of purchasing equipment and making facility improvements. (Fort Bragg, 2018; FBVFD, 2018)

### **2.2.4 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.

## 2.2.5 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)

## 2.2.6 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 by personnel from the Fort Bragg Volunteer Fire Department (FBVFD). Both paid staff and volunteer firefighters are considered to be employees of the Fire Authority. Currently, there are four paid positions in the FBVFD 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 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 30 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-call</b>	<b>Volunteer*</b>
Fire Chief	1		
Battalion Chief			2
Fire Captain			4
Firefighter			20
Paramedic			1
Fire Prevention Officer		1	
Maintenance Engineer		1	
Office Manager		1	
Other			3
*Of the 30 volunteer Firefighters, 16 are EMTs.			

Source: FBRFPD, 2018.

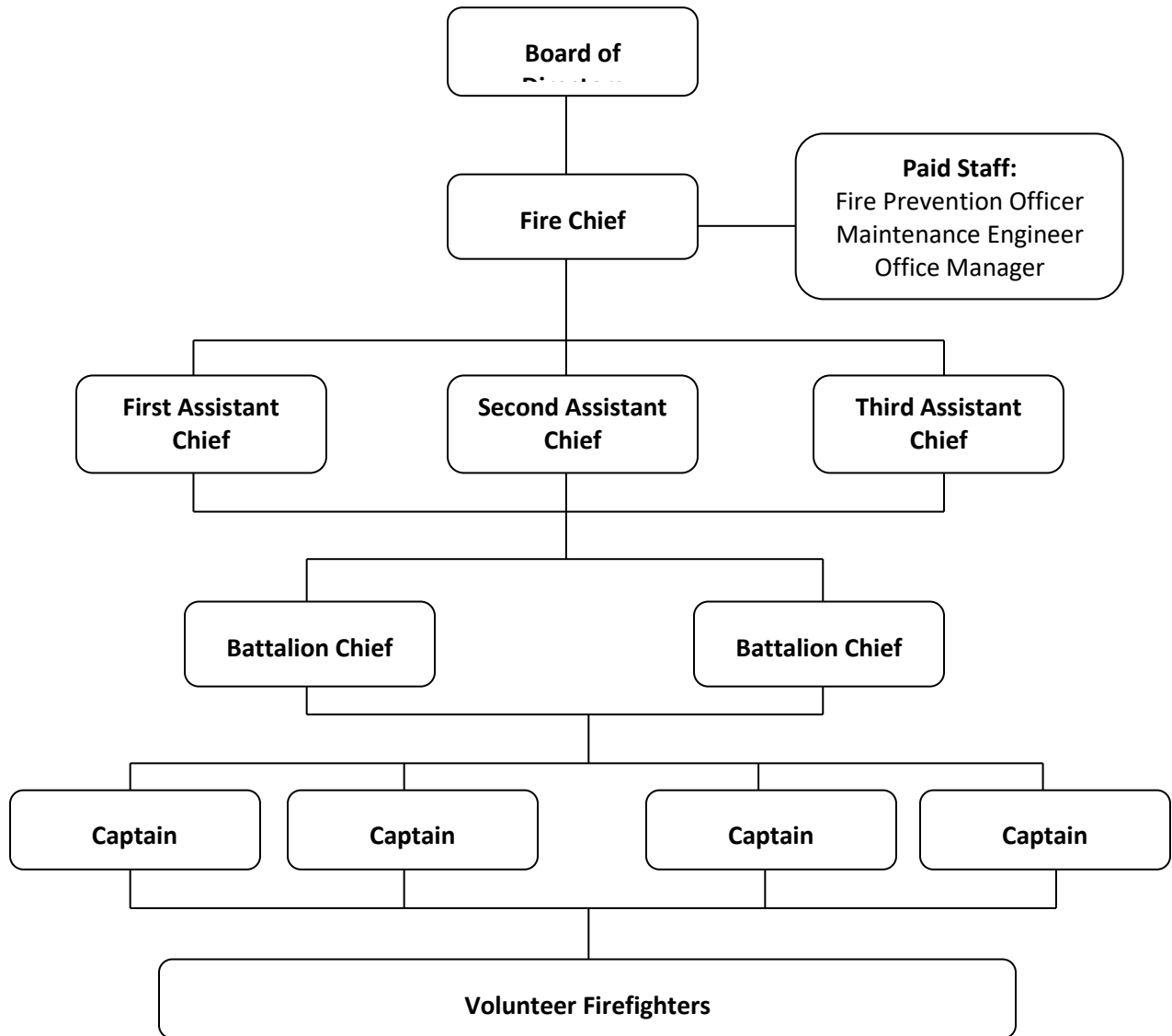
The Fire Chief is responsible for managing the fire protection services provided under the Fire Authority and the FBVFD and specific duties include the following:

- 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 the FBVFD.
- 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 all Fort Bragg Fire Protection Authority employees.

(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. District 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 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 2.5) 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 2.6) 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 2.6 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>Prior Period Adjustments</b>	\$1,349,908	\$124,860	-\$1,349,908
<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. (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**

<b><u>ASSETS</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
<b><u>Current Assets:</u></b>		
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>
<b><u>Capital Assets:</u></b>		
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>
<b><u>DEFERRED OUTFLOW</u></b>		
<b>TOTAL DEFERRED OUTFLOW</b>	<u>-</u>	<u>-</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u>650,826</u>	<u>677,030</u>
<b><u>LIABILITIES</u></b>		
<b><u>Current Liabilities:</u></b>		
Current Portion of Long-Term Debt	5,889	6,189
Accounts Payable	-	-
Total Current Liabilities	<u>5,889</u>	<u>6,189</u>
<b><u>Long-term Liabilities:</u></b>		
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>
<b><u>DEFERRED INFLOWS</u></b>		
<b>TOTAL DEFERRED INFLOWS</b>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u>12,915</u>	<u>7,026</u>
<b><u>NET POSITION</u></b>		
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

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 as a secondary provider.

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

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.

The District is within the State Responsibility Area (SRA) and the City of Fort Bragg is within the Local Responsibility Area (LRA). Wildland fire protection service is primarily provided by the California Department of Forestry and Fire Protection (CAL FIRE) in SRA during the wildfire season and secondarily by the Fire Authority; although, the Fire Authority is often the first to respond to such incidents, particularly during non-fire season months when the Fort Bragg CAL FIRE Station is not staffed.

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 their jurisdictional boundary. However, due to the critical need for rapid response in emergency situations, when a call for service is received, the nearest available response unit is dispatched regardless of jurisdictional boundary. Therefore, the 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.

<b>Service Call Type</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
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
<b>TOTAL</b>	<b>525</b>	<b>617</b>	<b>579</b>	<b>700</b>	<b>675</b>

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 their 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)

## 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 3-1).



**Figure 3-1 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>FBFDtt.</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 3-2) 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 3-2 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 personnel from the Fort Bragg Volunteer Fire Department including a full-time Fire Chief, a part-time Fire Prevention Officer, a part-time

Maintenance Engineer, a part-time Office Manager, 30 volunteer Firefighters including sixteen EMTs and one Paramedic, 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 and the most recent independent financial audit report was prepared for Fiscal Year 2014-15.
13. According to 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 Volunteer Fire Department under the auspices of the Fort Bragg Fire Protection Authority.
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 AREAS OF INTEREST

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 fire protection services from CAL FIRE during fire 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 for the foreseeable future.

#### 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 as a secondary provider.

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/>.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: February 4, 2019  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Mid-Year Budget Review

**RECOMMENDATION**

Staff recommends the following:

1. Receive report and file.
2. Provide direction to staff on items for the balance of the fiscal year.

**OVERVIEW**

Mid-year budget reviews are intended to review expenses and revenues half-way through a budget year to help determine if any adjustments need to be made in order to keep within an adopted budget. This budget review will also assist staff in developing the next fiscal year budget and provide information to the member agencies regarding the likely cost of their contribution to LAFCo for their next budget year (2019-20), which many of the jurisdictions will start work on shortly. The budget status does not indicate any shortfalls and no adjustments are recommended at this time.

The mid-year budget review is an opportunity to review itemized operating expenses and make adjustments as necessary. Staff has prepared the attached multi-year budget comparison. Notes to the budget review to date:

1. The Commission adopted a FY 2018/19 budget of \$150,270, which is summarized in the following table:

<b>Mid-Year Expense Summary</b>	<b>Adopted</b>	<b>Mid-Year Total</b>	<b>% of total</b>
Staffing Total	70,560	32,776	46
Services and Supplies Total	44,710	24,524	55
Work Plan Total	35,000	23,372	67
<b>Expense Total</b>	<b>150,270</b>	<b>80,672</b>	<b>54</b>

2. Revenues received to date include \$134,855 in apportionment fees. Revenues projected for this fiscal year included apportionment and funds as follows:
  - \$135,000 in apportionments: \$45,000 each for Cities/County/Special Districts
  - \$8,150 cash balance from the previous FY
  - \$7,120 from reserves
3. Expenses as of December 31, 2018 were \$80,672, generally related to Work Plan, staffing and office operation. Memberships, conferences and out of county travel expenses, and

annual internet charges are paid for the year. Remaining expenses consist primarily of the following:

- Staffing, legal counsel, monthly office expenses, GIS services
- Approximately \$11,000 remaining in Work Plan to finish four MSR/SOI Updates

4. Reserves are at \$90,346

- \$50,000 for legal reserves; consistent with policy
- \$40,346 for operational reserves; policy dictates 25% of operational budget (\$37,568)

**Work Plan Status**

Staff time to date on MSR/SOI updates has largely focused on coordinating with affected agencies to assure that information presented to the Commission accurately reflects the agency’s services and functions, and also contains an appropriate level of detail/analysis to make the required determinations. Addressing these issues ensures that LAFCo records for each agency are organized and correct with miscellaneous issues identified and addressed. Staff has continued to focus on establishing and/or updating spheres of influence (SOIs) per Cortese-Knox-Hertzberg statutes.

Difficulties in keeping the work plan progressing on schedule is primarily related to delays in obtaining requested information from the agencies. Staff continues to outreach to agencies and work to keep the work plan moving forward. Progress on the Work Plan is summarized below.

<b>Remaining Work Plan Tasks 2018-19</b>	<b>Status (% complete)</b>
City of Willits	85
Fort Bragg Rural FPD	80
Brooktrails CSD	75
Ukiah Valley FD	25

**Staffing Tasks in first half of FY 2018/19**

The first part of this FY has been busy with responding to inquiries and researching issues brought forward by special districts and landowners. Additionally, there were two unfunded, state mandates that staff have completed and are working through.

- RDA Oversight Committee Special District Selection – mandated, unfunded
- State Controller’s Office inactive district process – mandated, unfunded
- Mendocino Coast Healthcare District/Landowner boundary concerns
- Albion-Little River Fire Protection District board member meeting and correspondence
- Millview County Water District/Masonite property annexation inquiries
- Ukiah Valley Sanitation District/landowner annexation inquiries
- Mendocino Voice “Gears of Democracy” project participation

**Anticipated Projects for Remainder of FY 2018/19**

- CSA 3 inactive district status determination and possible dissolution
- Mendocino Coast Healthcare District detachment proposal and concurrent minor MSR update and SOI amendment
- Proposed Millview County Water District annexation
- Anderson Valley CSD activation of latent powers for water and wastewater services

Attachments: Mid-Year Budget Review Spreadsheet

Mendocino Local Agency Formation Commission  
 FY 2018-19 Budget and Application Tract

Acct #	Task	FY 18-19 Budget	1st Qtr Subtotals	October	Nov	Dec	2nd Qtr Subtotal	Year to Date	Remaining Budget	% to Date
<b>EXPENSES</b>										
5300	Basic Services - EO/Analyst/Clerk	\$70,560	\$14,985.00	\$5,285.50	\$7,107.00	\$4,998.00	\$17,390.50	\$32,775.50	\$37,784.50	46%
5300	Unfunded Mandates (SCO Inactive Districts)					\$400.00	\$400.00			
5500	Rent	\$5,360	\$1,335.00	\$445.00	\$445.00	\$455.00	\$1,345.00	\$2,680.00	\$2,680.00	50%
5600	Office Expenses	\$3,450	\$411.33	\$74.74	\$320.25	\$49.72	\$444.71	\$856.04	\$2,593.96	25%
5700	Internet & Website Costs	\$1,300	\$1,081.24				\$0.00	\$1,081.24	\$218.76	83%
5900	Publication & Legal Notices	\$2,000	\$557.45				\$0.00	\$557.45	\$1,442.55	28%
6000	Televising Meetings	\$3,000	\$384.48		\$165.96	\$235.11	\$401.07	\$785.55	\$2,214.45	26%
6100	Audit Services	\$3,100	\$1,550.00				\$0.00	\$1,550.00	\$1,550.00	50%
6200	Bookkeeping	\$4,000	\$2,220.50	\$42.00	\$21.00	\$181.00	\$244.00	\$2,464.50	\$1,535.50	62%
6300	Legal Counsel (S Browne)	\$7,200	\$1,800.00	\$600.00	\$600.00	\$600.00	\$1,800.00	\$3,600.00	\$3,600.00	50%
6400	A-87 Costs County Services	\$0	\$0.00				\$0.00	\$0.00		
6500	Insurance - General Liability	\$1,000	\$0.00				\$0.00	\$0.00	\$1,000.00	0%
6600	Memberships (CALAFCO/CSDA)	\$2,300	\$925.00	\$1,377.00			\$1,377.00	\$2,302.00	\$-2.00	100%
6670	GIS Contract with County	\$3,500	\$1,068.85				\$0.00	\$1,068.85	\$2,431.15	31%
6740	In-County Travel & Stipends	\$2,000	\$305.07	\$0.00	\$278.07	\$178.07	\$456.14	\$761.21	\$1,238.79	38%
6750	Travel & Lodging Expenses	\$3,000	\$0.00	\$3,062.52	\$1,155.59		\$4,218.11	\$4,218.11	\$-1,218.11	141%
6800	Conferences (Registrations)	\$3,000	\$2,600.00				\$0.00	\$2,600.00	\$400.00	87%
7000	Work Plan (MSRs and SOIs)	\$35,000	\$14,313.50	\$4,590.00	\$2,972.00	\$1,496.00	\$9,058.00	\$23,371.50	\$11,628.50	67%
9000	Special District Training Support	\$500	\$0.00				\$0.00	\$0.00	\$500.00	0%
Monthly/ Year to Date Totals		\$150,270.00	\$43,537.42	\$15,476.76	\$13,064.87	\$8,592.90	\$37,134.53	\$80,671.95	\$69,598.05	54%
<b>APPLICATIONS</b>										
		<b>BALANCE</b>	<b>1st Qtr Subtotals</b>	<b>October</b>	<b>Nov</b>	<b>Dec</b>	<b>2nd 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	
Applications to Date Totals		\$922.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>EXPENSES AND APPLICATION TOTALS</b>			<b>\$43,537.42</b>	<b>\$15,476.76</b>	<b>\$13,064.87</b>	<b>\$8,592.90</b>	<b>\$37,134.53</b>	<b>\$80,671.95</b>		

Operations (Checking) Account Balance	\$	23,472.68					from statement as of	12/30/2018
Legal Reserve Balance	\$	50,000.00					from statement as of	12/30/2018
Operations Reserve Balance	\$	40,345.89					from statement as of	12/30/2018
County of Mendocino Account Balance	\$	50,401.58					from statement as of	11/19/2018

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: January 28, 2019  
 TO: Mendocino Local Agency Formation Commission Executive Committee  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Preliminary Budget Priorities for Fiscal Year 2019-20

**RECOMMENDATION**

Staff recommends the following:

1. Provide direction to staff regarding preliminary FY 2019-20 budget priorities and estimates.

**Overview of Estimated Budget**

Adopted budgets in the past five years have relied upon excess reserves to balance the operational and work plan expenses. This year the :

1. As shown in Attachments 1 and 2, and the table below, the estimated budget for FY 2019/20 is \$159,720.

Estimated Budget Summary	FY 2018-19		FY 2019-20 Estimated Budget	Proposed % change
	Adopted	Projected		
Apportionment	135,000	135,000	150,000	11
Staffing Total	70,560	70,560	72,060	2
Services and Supplies Total	44,710	38,410	46,410	4
Work Plan Total	35,000	35,000	41,250	18
<b>Totals</b>	<b>150,270</b>	<b>143,970</b>	<b>159,720</b>	

2. Revenues received to date include \$134,855 in apportionment fees. Revenues projected for this budget included apportionment and funds as follows:
  - \$50,000 each for Cities/County/Special Districts; a total of \$150,000
  - \$8,150 cash balance from the previous FY
  - \$7,120 from reserves
3. Increases in Expenses
  - Staffing – An approximate increase of \$1,500 is proposed for basic services, which covers Clerk duties not related to projects; office hours; public assistance; PRA requests; budget development, tracking, amendments; accounts payable, QuickBooks; annual audit; EO correspondence; response to requests for Agency Comments for projects and/or environmental documents routed to LAFCo for review, etc.; carrying out



Commission direction. The increase is proposed due to unfunded mandates, the current increase in inquiries and Public Records Act requests.

- Office Services/Supplies – an approximate increase of \$2,300 is anticipated to cover increased in-county travel expenses due to policy changes that allow City Members to submit for mileage reimbursement, and anticipated increases in CALAFCO membership fees.
- Work Plan – an increase of \$6,250 is proposed as well as shifting some of the work plan tasks to bump up the Ukiah Valley Sanitation District to the FY 2019-20. See Work Plan section below for more detail.

4. Reserves are at \$90,346

- \$50,000 for legal reserves; consistent with policy
- \$40,346 for operational reserves; policy dictates 25% of operational budget

**Proposed FY 2019-20 Work Plan**

Staff has 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 2019-20</b>
Ukiah Valley Sanitation District (??)
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 a couple of years in process. Initial discussions with the City of Ukiah was to coordinate the General Plan Update and SOI Update so as to save on planning efforts and CEQA costs.

Because we have a number of MSR/SOI updates to prepare within the Ukiah Valley area, it would be beneficial to prepare a comprehensive growth analysis so as to allow for a regional overview of the growth potential for the valley. The City of Ukiah, UVSD and five area water districts would then tier off the analysis. Staff is coordinating with City staff to ascertain the possibility of coordinating it with the City of Ukiah’s General Plan Update efforts.

**Options for FY 2019-20 Budget**

Initial thoughts on the FY 2019/20 budget development:

- In order to keep reserve balances consistent with policy, reserves can no longer be depended on to balance the annual budget and bridge the gap between expenses over revenues.
- CKH requires that the budget remain the same, at a minimum, than the previous year’s budget, or the Commission must make findings regarding the reason for a decrease.
- To maintain for the existing \$150,000 budget level, apportionment fees would need to be raised to \$50,000 for each of the three agency categories.

- Options for reducing costs:
  - Move to Commission meetings every other month instead of monthly
  - Focus staff time/budget on responding to inquiries, limiting outreach and operations improvements
  - Amend the current Fee Schedule (General Information line item) to provide a cap on staff time dedicated to public assistance and responding to member agency inquiries and create a Fee Schedule line item for Staff Consultation with a suggested minimum deposit of two hours to recoup costs for more in-depth research.

The attached preliminary FY 2019-20 budget, basic services, and 5-Year Rolling Work Plan are an initial look at proposed operational costs and estimated revenues. Staff is requesting direction from the Commission for further development of the budget.

**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.

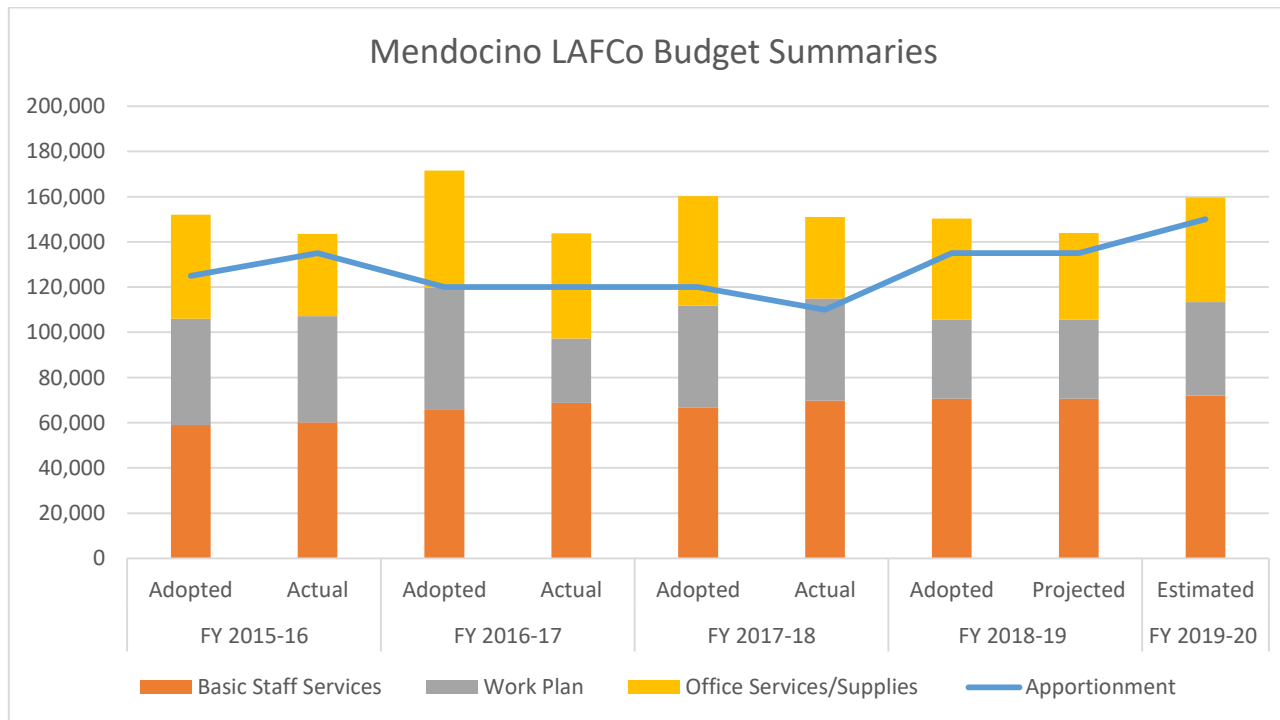
<b>Budget Phase</b>	<b>Schedule</b>
Preliminary Budget and Proposed Work Plan	March 1
Proposed Budget and Work Plan	April 1
Final Budget and Work Plan	May or June 3

- Attachments: 1) Budget Summaries  
 2) Preliminary FY 2019-20 budget  
 3) Preliminary 5-Year Rolling Work Plan

### Attachment 1

#### Mendocino LAFCo Budget Summaries

Budget Summary	FY 2015-16		FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20
	Adopted	Actual	Adopted	Actual	Adopted	Actual	Adopted	Projected	Estimated
Apportionment	125,000	135,000	120,000	120,000	120,000	110,000	135,000	135,000	150,000
Basic Staff Services	59,000	60,218	65,680	68,716	66,815	69,755	70,560	70,560	72,060
Work Plan	47,000	46,999	54,000	28,553	45,000	45,155	35,000	35,000	41,250
Office Services/Supplies	46,070	36,280	51,825	46,533	48,410	36,087	44,710	38,410	46,410
<b>Expenditure Totals</b>	<b>152,070</b>	<b>143,497</b>	<b>171,505</b>	<b>143,802</b>	<b>160,225</b>	<b>150,997</b>	<b>150,270</b>	<b>143,970</b>	<b>159,720</b>



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

ACCOUNT #	DESCRIPTION	FY 2018-19 Adopted	FY 2019-20 Proposed
<b>REVENUE</b>			
	<i>Anticipated Cash Balance</i>		\$ 6,300
4000	LAFCO Apportionment Fees	\$ 135,000	\$ 150,000
4100	Service Charges		
4800	Miscellaneous		
4910	Interest Income	\$ 120	\$ 350
	<b>Revenue Total</b>	<b>\$ 135,120</b>	<b>\$ 150,350</b>
	<b>Estimated Operating Total</b>		<b>\$ 156,650</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	\$ 1,200
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	\$ -	\$ -
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>\$ 159,720</b>
	<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>\$ (15,150)</b>	<b>\$ (3,070)</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		\$ 6,300
	Anticipated Work Plan roll over for FY 2019-20		\$ -
	Total Unreserved/Unrestricted Funds		\$ 6,300
<b>Reserve Fund Balance (as of 12/31/18)</b>			
	SBMC (December 30, 2018)		\$ 23,472.68
	County Treasury (November 19, 2018)		\$ 50,401.58
	Apportionment outstanding (December 31, 2018)		\$ 520.00
	<b>Subtotal Fund Balance, not including reserves (December 31, 2018)</b>		<b>\$ 74,394.26</b>
	Application Deposit Held - City of Ukiah Detachment/UVCSD		\$ (1,532.75)
	<b>Total Available Fund Balance, not including reserves (December 31, 2018)</b>		<b>\$ 72,861.51</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: February 4, 2019  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: State Controller's Office Notice of Inactive Districts

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**RECOMMENDATIONS**

- 1) 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 directing staff to schedule the district determination and possible resolution initiating dissolution proceedings to the March 4, 2019 Commission meeting.
- 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.

**OVERVIEW**

The passage of SB 448 in 2017 added provisions to the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (CKH) regarding special districts that are inactive. Government Code §56879 requires the State Controller's Office (SCO) to create a list of inactive special districts based on information in the special district's Financial Transactions Report, to publish an annual list of inactive districts on its website, and to notify LAFCo of inactive special districts with its county. The statute also requires LAFCo to process the dissolution of inactive districts.

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.

On November 6, 2018, Mendocino LAFCo received notice from the SCO that CSA 3 has been identified as an inactive special district (Attachment 1). 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 governing board or financial activity.

## BACKGROUND

Numerous resolutions were adopted by the BOS and LAFCo through the years; following is a brief summary of the primary resolutions that created the current CSA 3.

August 12, 1974 – LAFCo adopted Resolution 74-5 approved the formation of County Service Area 1 with boundaries coterminous with the Point Arena Joint Union School District, and for the specific purpose of ambulance service.

October 9, 1974 – BOS adopted Resolution 74-377 establishing CSA 3 with boundaries coterminous with the Point Arena Joint Union School District, and for the specific purpose of ambulance service.

March 19, 1985 – BOS adopted Resolution 85-103 approving application to LAFCo to annex the rest of Mendocino County (sans the cities) into CSA 3 and expanding powers to include all services identified under Section 25210.4 and 25210.4a.

June 3, 1985 – LAFCo adopted Resolution 85-6 approving the annexation of the remainder of Mendocino County (sans cities) into CSA 3 and expanding powers to include all services identified under Section 25210.4 and 25210.4a.

## NEXT STEPS

### 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.

There is no provision for discretion in dissolving inactive districts.

### 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). However, a discussion of CSA 3 is on the Board of Supervisor's agenda for its February 5, 2019 meeting.

### 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: Notice from State Controller's Office

Attachment 2: Board of Supervisors Resolution No. 74-377 Formation of County Service Area 3

Attachment 3: Draft Resolution No. 18-19-04

Attachment 4: SB 448 Text



**BETTY T. YEE**  
**California State Controller**

November 6, 2018

Gerald Ward  
Ukiah Valley Conference Center  
200 South School Street  
Ukiah, CA, 95482

**SUBJECT: Notification of Inactive Special Districts in County**

Dear Mr. Ward:

Chapter 334, Statutes of 2017, also known as Senate Bill (SB) 448, added various provisions to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 regarding special districts that are inactive. It requires the State Controller's Office (SCO) to create a list of inactive special districts based on information in the special district's Financial Transactions Report (FTR), to publish the list of inactive special districts on its website annually, and to notify the local agency formation commission in the county or counties in which the inactive special district is located.

Pursuant to Government Code (GC) section 56042, an "inactive special district" must:

- Meet the definition set forth in GC section 56036;
- Have no financial transactions in the previous fiscal year; and
- Have no assets, liabilities, outstanding debts, judgments, litigation, contracts, liens, or claims.

Pursuant to GC 56879, within 90 days of receiving this 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 set forth in GC 56042. Additionally, the Commission is required to notify the SCO if it determines that district does not meet the dissolution criteria in GC 56042. Once the dissolution process is complete, please inform the SCO using the contact information on the next page.

The enclosure lists the special districts within your jurisdiction that are inactive, based on financial data in each special district's fiscal year 2016-17 FTR. The complete list of inactive California special districts may be found at:  
[https://www.sco.ca.gov/ard\\_local\\_rep\\_freq\\_requested.html](https://www.sco.ca.gov/ard_local_rep_freq_requested.html).

Local Government Programs and Services Division  
MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250  
3301 C Street, Suite 700, Sacramento, CA 95816



Name  
November 6, 2018  
Page 2

If you have any questions or need to notify us of a special district's status, please contact Derek Miller by telephone at (916) 322-5579, or by email at [dmiller@sco.ca.gov](mailto:dmiller@sco.ca.gov).

Sincerely,  


PHILLIP PANGILINAN  
Manager  
Local Government Reporting Section

Enclosure: 2016-17 County Inactive Districts List

**State Controller's Office**  
**2016-17 Inactive Districts for Mendocino County**

County Name	District Name	District Type	Email Address	Street Address 1	Street Address 2	P.O. Box	City	Zip
Mendocino	County Service Area No. 3 (Mendocino)	Dependent	auditor@co.men docino.ca.us	Auditor-Controller	501 Low Gap Road, Room 1080		Ukiah	95482

Note: Email Address belongs to the Financial Transactions Report preparer; in some cases this may be an outside consultant.

COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 74-377RESOLUTION OF FORMATION OF COUNTY SERVICE AREA  
NO. 3 (South Coast Ambulance Service)

The Board of Supervisors of the County of Mendocino resolves as follows:

WHEREAS this Board on August 27, 1974, did adopt Resolution 74-325, which is incorporated herein by reference, said resolution consisting of, and entitled as, "Resolution of Intention to Establish County Service Area No. 3," and

WHEREAS, pursuant to said resolution this Board did regularly conduct a public hearing on October 1, 1974, and

WHEREAS good cause appears,

NOW, THEREFORE, the Board of Supervisors RESOLVES AND ORDERS as follows:

1. The Board finds that proper notice of the public hearing on the establishment of Mendocino County Service Area No. 3 was given by the Clerk of the Board of Supervisors by publication pursuant to Government Code, Section 6061.

2. The Board finds that the public hearing of October 1, 1974, was regularly conducted and did provide opportunity for all interested persons and taxpayers to testify and present evidence for or against the establishment of the area, the extent of the area, and the type of extended services proposed to be provided.

3. The Board finds that protests sufficient to terminate the proposal have not been filed.

4. The Board finds that a "resolution of consent adopted by a majority vote of the membership of the city legislative body" of the City of Point Arena has been filed with the Clerk of the Board of Supervisors.

MENDOCINO COUNTY

5. The boundaries of Mendocino County Service Area No. 3 are determined and established as the boundaries of the Point Arena Joint Union High School District excluding all areas in Sonoma County. All of the City of Point Arena shall be included within the boundaries of Mendocino County Service Area No. 3.

6. The types of services to be performed in County Service Area No. 3 are miscellaneous extended services consisting of and limited to: Ambulance Service.

7. The Board finds that all proceedings taken prior to the adoption of this resolution were valid and in conformity with the requirements of Chapter 2.2 of Division 2 of Title 3 of the California Government Code (commencing with Section 25210.1).

8. This Board hereby declares that Mendocino County Service Area No. 3 is finally established without an election.

9. The Clerk of the Board of Supervisors is hereby directed to take all steps required by Sections 54900, et seq., of the California Government Code, to submit a statement, map, and certified copy of this resolution to the Mendocino County Assessor and the State Board of Equalization in Sacramento.

10. The Mendocino County assessment roll shall be utilized for whatever taxes or assessment levies may be legally required to finance the aforesaid services.

The foregoing resolution was introduced by Supervisor Avila, seconded by Supervisor Williams, and passed and adopted this 8th day of October, 1974, by the following vote on roll call:

AYES: Supervisors Williams, Avila, Galletti  
NOES: None  
ABSENT: Supervisors Banker, Sawyers

MENDOCINO COUNTY

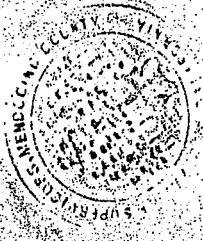
WHEREUPON, the Chairman declared said resolution passed and adopted and SO ORDERED.

*Ted Galletta*  
Chairman, Board of Supervisors

ATTEST:

VIOLA N. RICHARDSON  
Clerk of said Board

By *Joyce Hart*  
Deputy Clerk



69126

RECORDED AT REQUEST OF  
COUNTY BOARD OF SUPERVISORS

BOOK 983 PAGE 124

Nov 21 11 26 AM '74

OFFICIAL RECORDS  
MENDOCINO COUNTY, CALIF.

*Viola Richardson*  
RECORDER

*No. 22*

BOOK 983 PAGE 126

OCT 16 1974

TO THE STATE BOARD OF EQUALIZATION AND  
COUNTY ASSESSOR OF THE COUNTY OF MENDOCINO:

PLEASE TAKE NOTICE that there has been created within the boundaries of the County of Mendocino, State of California, a county service area created under the provisions of Sections 25210.1, et seq., of the California Government Code. This county service area has been designated: "County Service Area No. 3." Attached hereto is a certified copy of a resolution ordering the creation of the aforesaid county service area together with a legal description of the boundaries and a map showing said boundaries.

PLEASE FURTHER TAKE NOTICE that the proceedings do not require the filing of any document with the Secretary of State and that the affected property will not be taxed for any existing bonded indebtedness or contractual obligations.

Dated: October 8, 1974.

VIOLA N. RICHARDSON  
County Clerk and ex-officio  
Clerk of the Board of Supervisors  
of the County of Mendocino

By Joyce Hart  
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 February 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

UMA HINMAN, Executive Officer

---

GERALD WARD, Chair

## ATTACHMENT 4

### 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.

---

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

---

### ACTIVE APPLICATIONS

None

### 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
- Proposed Consolidation of Four Water Districts in the Ukiah Valley area  
Last Activity: December 2016
- Proposed Annexation to Millview County Water District  
Last Activity: January 2019
- Proposed Detachment from the Mendocino Coast Healthcare District  
Last Activity: January 2019

**Weger Ranch  
18471 Orr Springs Rd.  
Ukiah, CA 95482**

January 21, 2019

Board of Directors  
Uma Hinman, Executive Director  
Mendocino County LAFCO  
200 S. School St. #2  
Ukiah, CA 95482

Re: MCDH Detachment

Dear Board Members and Ms. Hinman:

On January 10, 2019, I met with the CEO and CFO of the Mendocino Coast District Hospital (MCDH) and their two consultants. I presented our side of the story regarding our desire to cooperatively remove the eastern arm of the Coast Hospital District from the burden of the Measure C parcel tax.

After presenting an hour's worth of facts and supporting legal citations, the short answer is that they had made up their minds before I got there. The Hospital management is not willing to work with us to remove the tax burden. Their rationale, supposedly on advice of legal counsel, is that such action would jeopardize Measure C. However, they did not present any legal citations supporting their position, or the citations that they cited did not apply.

At the end of my afternoon meeting, I explained that if they were not going to cooperate, we would proceed with the detachment ASAP and that this would be an expensive process for the landowners. They were under the misconception that we would have to wait several years for a new MSR before seeing a detachment.

Per the LAFCO Board's previous suggestion that I meet with the MCDH Board, I did go to the MCDH Board meeting that same evening to speak at public comment. (I had neither been previously notified that our issue would be on the agenda, nor had I been invited to speak to the Board).

After my meeting with the CEO, I was concerned that he was not fully explaining the situation to his Board. I presented each Board member with a packet supporting our position. I had three minutes to make my point. I showed them the map, gave an example of the tax burden, and asked the Board to reconsider. I am attaching an article from the Boonville newspaper describing the meeting more fully.



As an aside, the speaker before me pointed out that the hospital (including the bond measure funds) is running millions of dollars in debt each year and soon will no longer be able to borrow more money to keep the hospital open. After I spoke, I left. The one thing that struck me was how many people were in the audience. It was standing room only. The attached article explains what was really going on. The hospital may be headed for Receivership.

Regardless, the bottom line for our group is that we must proceed with the Detachment. I assume that even if MCDH goes into receivership, the tax burden will continue for the next 11 years. I am willing to pay the cost and fees for the Detachment process. The Hospital said they would not oppose it. However, Mr. Beak's letter makes me question that assertion.

I am aware of the substantial fees necessary to effectuate the Detachment. However there is one lingering issue that I would like to address----the CEQA issue. Ms. Hinman explained that a Negative Declaration could cost approximately \$5,000, while a Notice of Exemption from CEQA costs \$500. This is a substantial difference in expense to be borne by the landowners.

To determine if the Detachment involves CEQA I looked to the Statutes:

*"The first step in determining whether a public agency action is subject to the provisions of CEQA is to determine whether the Action is a "project" as defined by PRC Section 21065. . . . a "project", as the whole of an action, has the potential for resulting in either direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment."*

I strongly suggest that there will be no physical changes to the environment (either direct or indirect) as a result of redrawing the MCDH boundary. In fact, redrawing the boundary only reflects what is actually happening. Landowners in the area of the proposed Detachment would seek medical care in Ukiah irrespective of the boundary because it is the closest hospital. If one urgently needs medical services, one would rush to the closest hospital.

If LAFCO files a Notice of Exemption (which I would be happy to help prepare), and if no one challenges it, then in 30 days the CEQA issue is put to rest. We can then proceed with the other steps necessary to complete the Detachment.

The preparation of needed maps and itemization of the landowners whose parcels would be removed from the District boundaries has been completed. I am prepared to make whatever deposit is required.

I look forward to working with both Ms. Hinman and the LAFCO Board in swiftly concluding this process.

Best Regards,



Lisa Weger,  
Weger Ranch



Lisa Weger

FROM THE ANDERSON VALLEY

Subject:

FW: mcdh

NEWS PAPER

## WHISPERS OF DOOM

by Rex Gresset

It was a full house at Coast Hospital last Thursday night. Every seat was taken the Redwood Room, as the Hospital executive leadership met in the first post-election meeting to seat a new board of directors and face the music. In the November election the candidates had made their passionate pledges to keep the hospital open at all costs and aggressively committed themselves to reform, and innovation.

Last June regional voters enacted a self-inflicted parcel tax to save the only hospital on the remote Mendocino coast. The community bit the bullet and put their money on the table in reluctant support for the failing institution, as hemorrhaging red ink chronic deficits, a persistent a pervasive sense of substandard care and an impending state mandate to close the hospital for failure to comply with seismic standards in 2023 pushed the parcel tax over the top with a razor-thin victory. That was the context. This was the meeting where the rubber met the road. Amy McColley , Jessica Grinberg, John Redding , and Karen Arnold took their seats and looked down the barrel.

The meeting was intense. Doubtless across the city and across the region citizens were attentive to watch the meeting at home. I sat in the last row, next to Terry Vaughn of Mendocino Television, the private enterprise station that covers the meetings for free that we all depend on to know what the administration is doing, set up his camera in the corner. I assumed the camera was working. When I got home after the meeting I was anxious to review the meeting and dig into the intricacy of detail. I was dismayed to discover that coverage was limited to a protracted shot of a fire extinguisher and a few interesting camera verite moments as people filed into the room. With his customary media professionalism, Terry's Mendocino TV posted a notice that the station was experiencing technical difficulties.

The interested viewers at home missed quite a show. The first act featured reaction to the parcel tax. Some annoyed taxpayers who live hours closer to the patently superior health care at the apparently solvent hospital in Ukiah protested their parcel taxation by submitting a petition to withdraw from the Hospital District through the County's Local Area Formation Commission (LAFCo) accompanied by signatures and maps.

A very tedious recitation of tax law was also presented to the board by a consultant paid by the hospital proposing that all parcel tax annexation numbers be consolidated, reducing the number of taxable parcels. It would save some taxpayers money and possibly avoid litigation, but it would cost the hospital a chunk of the parcel tax windfall. The principle but by no means, the only beneficiary of consolidation would be Mendocino Redwood Company, the giant billion-dollar timberland owner and harvester who were dismayed to be facing \$90k a year to support the hospital. In communications with the consultant, they had apparently indicated their displeasure. It was the suggestion of the consultant that under consolidation the cost to MRC be reduced to around \$10k. The matter was deferred.



Then came the Collision. It was inevitable. It had been foretold in the election and anticipated by the executive administration. The hospital execs and a few loyal employees of the hospital staff forthrightly explained to the citizens in attendance and the new board that the hospital by-laws clearly gave the elected board of directors explicit authority over the legally subordinate hospital executive administration. But this basic concept was only in the eye of the beholder.

Hospital CEO Bob Edwards eloquently made the point that the complexity of a hospital was second only to a nuclear power plant. Very few indeed could understand it, he insisted. The long futile battle of the old board of directors to maintain and implement solid oversight of the hospital was necessarily wrong-headed, and the executives of the hospital were autonomous and independent of the board in their management of financial collapse. The room of concerned citizens did not buy it. The board didn't. The by-laws were affirmed and Mr. Edwards subsided in red-faced resignation.

Then they dropped the bomb.

Hospital Financial Officer Mike Ellis explained that the bonds which finance the hospital had been called by CalMortgage, the State insurance agency that insures the hospital bonds. The long-feared insolvency of the hospital and its collapse into receivership had only been averted by an emergency waiver. Mr. Ellis explained that the Hospital could fall into receivership at any time subject to the discretion of CalMortgage which had, to its grave misfortune, insured the hospital bonds.

Of the \$10 million of overall hospital debt, \$6 million was bond financed. The debt ratio and the current ratio were both below the required minimum. Receivership had been for the moment deferred by an emergency waiver, but alas. Financial Officer Ellis was abashed to report that debt ratio stood no chance of improvement and the hospital could pass into receivership and presumably draconian curtailment of services at the whim of the bond insurers. He was, however, optimistic that waivers on the hospital bond obligation could continue indefinitely. Yes, Virginia, there is a Santa Claus.

After these things, somewhat anticlimactically CEO Edwards amusingly recounted the struggles to maintain the failing physical structure and surprised some of the attendees by his estimate that basic repairs to keep the rain out and the doors open would require \$19 million.

Oh, sure. Just ask the bond holders or parcel taxpayers for another few million.

In the last act, a citizen in attendance remarked that the summary of employee costs presented in the agenda did not discriminate between payments to the executive and payments to the staff. I suspect she said that we will find that the administration of the Hospital is top heavy with overpaid executives and dragging along underpaid staff.

CFO Ellis looked blank, and new board member John Redding, charged as of this meeting with financial responsibility, winked at her. Yes, he literally winked, and suggested that, chuckle chuckle, maybe they could talk about that later.

It was a hell of a meeting.