

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendola Alco.org | Web: www.mendola Alco.org

COMMISSIONERS

Maureen Mulheren, Chair
County Member

Gerald Ward, Vice-Chair/Treasurer
Public Member

Gerardo Gonzalez
City Member

Katharine Cole
Special District Member

Candace Horsley
Special District Member

Glenn McGourty
County Member

Mari Rodin
City Member

Francois Christen, Alternate
Special District Member

Douglas Crane, Alternate
City Member

John Haschak, Alternate
County Member

Richard Weinkle, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

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, Ukiah

A G E N D A

Regular Commission Meeting

Monday, August 7, 2023 at 9:00 am

Location

**Mendocino County Board of Supervisors Chambers and Conference Room C
501 Low Gap Road, Ukiah, California**

Hybrid Meeting

The Mendocino LAFCo will conduct this meeting in a **hybrid** format to accommodate both in-person and remote (video or telephone) participation by the public and staff pursuant to GOV 54953. Unless approved under the provisions of AB 2449, Commissioners will attend in-person at the meeting location identified above. The **hybrid** meeting can be accessed by the public in person, or remotely as described in the Instructions for Remote Participation Option, below.

Instructions for Remote Participation Option

Join Meeting Live: Please click the following Zoom link below to join the meeting or utilize the telephone option for audio only.

1. Zoom meeting link: <https://mendocinocounty.zoom.us/j/86908450946>
2. Telephone option (audio only):
Dial: **(669) 900-9128** (*Please note that this is not a toll-free number*)
Meeting ID: **869 0845 0946**

Public Participation is encouraged and public comments are accepted:

1. Live: via the Zoom meeting link or telephone option above
2. Via Email: eo@mendola Alco.org by 8:30 a.m. the day of the meeting
3. Via Mail: Mendocino LAFCo, 200 S School Street, Ukiah, CA 95482

Meeting Participation

To provide comments, please use the raise hand function in Zoom.

- a) For those accessing from a computer, tablet, or smartphone, the raise hand function may be selected by clicking or tapping it from the reactions options. When joining the Zoom meeting, please enter your name so that you can be identified to speak.
- b) For those utilizing the telephone option (audio only), please use the raise hand feature by pressing ***9** on your keypad to raise your hand, and ***6** to unmute yourself. When it is your turn to speak, you will be called on by the last four digits of your phone number, if available, and asked to identify yourself for the record.

All comments received will be conveyed to the Commission for consideration during the meeting. All meetings are live-streamed, recorded and available through the link below.

Live web streaming and recordings of Regular Commission meetings are available via the [Mendocino County YouTube Channel](#). Links to recordings, approved minutes, and meeting documents are available on the [LAFCo website](#).

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. See public participation information above.

3. OTHER BUSINESS

None

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) June 5, 2023 Regular Meeting Summary

4b) June 2023 Claims & Financial Report (Ratify)

4c) July 2023 Claims & Financial Report

4d) Contract with Pehling CPA Services for the FY 2022-23 Financial Audit

5. PUBLIC HEARING ITEMS

None

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Proposed Contract for General Legal Counsel Services with Marsha A. Burch Law Office

The Commission will consider a proposed contract with Marsha A. Burch Law Office to provide General Legal Counsel services.

7b) Proposed Contract for On-Call Special Legal Counsel Services with Sloan Sakai Yeung & Wong LLP

The Commission will consider a proposed contract with Sloan Sakai Yeung & Wong LLP to provide on-call Special Legal Counsel services.

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. No immediate action will be taken on any of the following items.

8a) Work Plan, Current and Future Proposals (Written)

8b) Correspondence (Copies provided upon request)

8c) CALAFCO Business and Legislative Report

- Board Recruitment and Call for Nominations
- 2023 Annual Conference

8d) Executive Officer's Report (Verbal)

8e) Committee Reports (Executive Committee, Policies & Procedures) (Verbal)

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

ADJOURNMENT

The next Regular Commission Meeting is tentatively scheduled for Monday, **September 11, 2023** at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

Notice: This agenda has been posted at least 72 hours prior to the meeting and in accordance with the Brown Act Guidelines and teleconferencing rules under AB 2449.

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: Commission meetings are held via a hybrid model – the in-person option held in a wheelchair accessible facility and also by teleconference. Individuals requiring special accommodations to participate in this meeting are requested to contact the LAFCo office at (707) 463-4470 or by e-mail to eo@mendolafco.org. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting. If attending by teleconference, if you are hearing impaired or otherwise would have difficulty participating, please contact the LAFCo office as soon as possible so that special arrangements can be made for participation, if reasonably feasible.

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 to any Commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission before the hearing.

MENDOCINO

Local Agency Formation Commission

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REGULAR MEETINGS

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

Agenda Item No. 4a

DRAFT MINUTES

Mendocino Local Agency Formation Commission

Regular Meeting (Hybrid) of Monday, June 5, 2023

County Board of Supervisors Chambers and Conference Room C
501 Low Gap Road, Ukiah, California

1. CALL TO ORDER and ROLL CALL (Video Time 17:40)

Chair Mulheren called the meeting to order at 9:00 a.m.

Regular Commissioners Present: Maureen Mulheren, Gerardo Gonzalez, Glenn McGourty, Mari Rodin, Candace Horsley, Katharine Cole, and Richard Weinkle (immediately seated)

Regular Commissioners Absent: Gerald Ward

Alternate Commissioners Present: Douglas Crane (remotely)

Alternate Commissioners Absent: Francois Christen and John Haschak

Staff Present: Uma Hinman, Executive Officer; Larkyn Feiler, Clerk /Analyst; Marsha Burch, Legal Counsel

2. PUBLIC EXPRESSION

None

3. OTHER BUSINESS

None

4. CONSENT CALENDAR (Video Time 19:41)

4a) May 1, 2023 Regular Meeting Summary

4b) May 2023 Claims & Financial Report

Commissioner Horsley asked about the \$29,082.31 revenue balance and whether funds are received at different times and EO Hinman clarified that it reflects the amount remaining in the County treasury that is available to LAFCo for withdrawal, as of December 2022.

April 2023 Claims totaling:	\$ 28,198.11
Hinman & Associates Consulting	23,003.15
P. Scott Browne	900.00
Commissioner Stipends	149.13
Streamline	50.00
Newspapers	349.03
Mendocino County	3,152.00
Ukiah Valley Conference Center	594.80

4c) FY 2023-24 Contract with County of Mendocino Information Services for GIS and Meeting Support Services

4d) Proposed Amendment to FY 2022-23 Budget to Shift Funds Between Budget Accounts

4e) Letter of Legislative Support for AB 1753 CALAFCO Sponsored Omnibus Bill

Motion: Approve the consent calendar.		
Motion Maker: McGourty	Motion Second: Gonzalez	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Gonzalez, McGourty, Rodin, Horsley, Cole, Weinkle, Mulheren		

5. PUBLIC HEARING ITEMS (Video Time 22:06)

5a) PUBLIC HEARING Final Budget and Work Program for Fiscal Year 2023-24

Chair Mulheren opened the Public Hearing at 9:05 a.m. for the Commission to consider and take action on the Final Budget and Work Program for Fiscal Year (FY) 2023-2024.

EO Hinman provided a staff presentation on the item. (Video Time 22:51 - 35:08)

The Commission discussed the item.

Commissioner McGourty asked about what precisely will be evaluated and studied for the water companies and EO Hinman responded that as part of the regularly scheduled MSR/SOI Updates for these agencies, areas of focus will include the effects of recent drought, such as supplies concerns and increased water hauling needs.

Commissioner McGourty asked about whether the ability to expand service for new hook-ups will be evaluated and EO Hinman confirmed that the MSR will evaluate agency capacity and ability to serve new customers. EO Hinman also explained that LAFCo staff has received inquiries regarding potential consolidation of coastal water providers.

Commissioner McGourty asked, from a governance standpoint, who coordinates the consolidation effort between public and private water providers and EO Hinman responded that it is a combined effort. EO Hinman explained that private water companies are not under LAFCo purview but are required to respond to LAFCo requests for information. EO Hinman also noted the intent to provide a good regional overview of water supply and demand on the coast and to prepare for any required consolidation of small water districts, which is within the State Water Board purview.

Commissioner Rodin added that mandatory areas of study per LAFCo law will be addressed in the MSR/SOI updates.

Commissioner McGourty noted that sourcing new water supplies on the coast presents challenges and the City Fort Bragg's wind and solar powered desalination project could be a useful example to other water providers to generate water supply with relatively minimal environmental impacts.

Chair Mulheren opened the Public Comment Period at 9:18 a.m. No public comments were provided.

Chair Mulheren closed the Public Hearing and Public Comment Period at 9:18 a.m.

Motion: 1) Adopt LAFCo Resolution 2022-23-12 with Exhibits A and B approving the Final Budget and Work Program for Fiscal Year 2023-24, which reflect the priorities for the coming fiscal year, and 2) Direct the Executive Officer to transmit the Final Budget and Work Program to the funding agencies and others as specified in Government Code §56381.		
Motion Maker: Rodin	Motion Second: Gonzalez	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Rodin, McGourty, Gonzalez, Weinkle, Horsley, Cole, Mulheren		

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Proposed Amendment No. 3 to the Executive Officer Services Agreement (Video Time 36:09)

EO Hinman briefly presented the item, starting on page 60 of the packet, regarding Amendment No. 3 to the Executive Officer Services Agreement adjusting Hinman & Associates Consulting, Inc.'s staff hourly rates.

Commissioner Horsley asked about the basis for the 30% rate increase amount for the Clerk/Administrative Assistant position and EO Hinman clarified that the proposed route to fill the Administrative Assistant vacancy will be through a Temp Agency and the rate increase accommodates their \$50 hourly charge and a standard 5% Administrative Fee from Hinman and Associates Consulting, Inc. Commissioner Horsley asked about whether the Temp Agency will pay all the employment costs, such as Workers' Compensation, and EO Hinman confirmed.

No public comments were provided on the item.

Motion: Approve Amendment No. 3 to the Executive Officer Services Agreement adjusting Hinman & Associates Consulting, Inc.'s staff hourly rates.		
Motion Maker: Rodin	Motion Second: Cole	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Gonzalez, McGourty, Rodin, Horsley, Cole, Weinkle, Mulheren		

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 39:31)

EO Hinman briefly presented the item, starting on page 63 of the packet, regarding the work plan and current and future proposals.

EO Hinman noted that all applications on file are pending tax share agreements, which is a process conducted by the County Assessor, Auditor, Executive Office, and Board of Supervisors. EO Hinman also noted that the Ukiah City Council will consider a proposed tax share agreement at the June 7th meeting for the City-owned properties annexation application (A-2021-01).

EO Hinman noted that LAFCo staff is also working on conducting research and developing information requests and a template for the coastal water/wastewater agencies MSR/SOI studies.

Motion: To receive and file the Work Plan, Current and Future Proposals report.		
Motion Maker: McGourty	Motion Second: Horsley	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) McGourty, Rodin, Gonzalez, Horsley, Cole, Weinkle, Mulheren		

8b) Correspondence

None

8c) CALAFCO Business and Legislation Report (Video Time 41:49)

EO Hinman provided an update that the CALAFCO Conference will be held in Monterey on October 18 – 20th, it is a great opportunity to learn about issues facing LAFCo throughout the State and networking with Commissioners and staff from other LAFCos, the budget accommodates 4-5 Commissioners to attend, and the Announcement is included in the packet for more information.

EO Hinman provided a reminder about the CALAFCO Nomination Period for the Annual Achievement Awards due on August 18, 2023 and an update on the CALAFCO Sponsored Omnibus Bill currently moving through the Legislature.

8d) Executive Officer's Report (Video Time 43:13)

EO Hinman provided a brief update regarding current efforts on training the new analyst to assist with application processing and work plan development.

EO Hinman announced planned time out of the office on June 7 – 13th and Analyst Feiler will provide back-up coverage.

Commissioner Horsley asked whether the scheduled update to application forms will impact current applications on file and EO Hinman confirmed that no new forms will be required for applications already in process.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 44:18)

None

8f) Commissioners Reports, Comments or Questions (Video Time 44:28)

None

9. CLOSED SESSION – Conducted in Conference Room C

9a) Conduct Interviews with Candidates for Legal Counsel Services Contract (Video Time 44:42)

No public comments were provided.

Closed Session held pursuant to Government Code Section 54957(b)(1) – consider appointment of Legal Counsel.

Report out from Closed Session (Video Time 3:07:42)

Direction was given to staff.

ADJOURNMENT (Video Time 3:07:52)

There being no further business, the meeting adjourned from Conference Room C at 11:53 a.m.

The next regular meeting of the Commission is scheduled on Monday, **July 3, 2023** at 9:00 a.m. The meeting will be conducted in a hybrid format to accommodate both in-person and remote participation. The in-person meeting will be held in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah.

Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel. [June 5, 2023 YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).

MENDOCINO Local Agency Formation Commission Staff Report

DATE: August 7, 2023
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Claims and Financial Report for June 2023**

RECOMMENDED ACTION

Approve the June 2023 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 9,904.50	\$ 20,969.42
	5601 Office Supplies (QB)	\$ 85.00	
	5700 Internet (Comcast)	\$ 93.67	
	6200 Bookkeeping	\$ 440.00	
	7000 Work Plan (Coastal W/WW Districts)	\$ 10,326.25	
	8025 City of Ukiah Annexation City Props	\$ 120.00	
P. Scott Browne	6300 Legal Counsel (Monthly flat fee)	\$ 900.00	\$ 900.00
Commissioner Stipends	6740 In-County Travel & Stipends		\$ 80.13
	Weinkle (June)	\$ 80.13	
Streamline	5700 Website Hosting	\$ 50.00	\$ 50.00
Newspapers	5900 Publications and Legal Notices	\$ 438.02	\$ 438.02
Mendocino County	6000 Televising Meetings (April, May, June)	\$ 695.27	\$ 3,037.53
	6670 GIS (May, June)	\$ 2,342.26	
Ukiah Valley Conf. Center	5500 Office Space	\$ 555.00	\$ 569.20
	5600 Postage and copies	\$ 14.20	
Total Claims			\$ 26,044.30

Deposits: None

Attachments:

- Budget Tracking Spreadsheet
- Work Plan Tracking
- Invoices: Hinman & Associates Consulting, P. Scott Browne

Please note that copies of all invoices, bank statements, reconciliation reports, and petty cash register were forwarded to the Treasurer.

FY 2022-23 YEAR TO DATE FINANCIAL SUMMARY			
	BUDGET	ACTUAL TO DATE	BALANCE
REVENUE TOTALS	\$ 265,100.00	\$ 236,040.06	\$ 29,059.94
Operating Income (Apportions)	\$ 265,000.00	\$ 220,000.00	\$ 45,000.00
Interest	\$ 100.00	\$ 113.88	\$ (13.88)
Miscellaneous	\$ -		
Applications & SALC	\$ -	\$ 15,926.18	\$ (15,926.18)
EXPENSES TOTALS	\$ 263,800.00	\$ (229,581.71)	\$ 34,218.29
Basic Services (Staffing)	\$ 125,100.00	\$ (120,480.75)	\$ 4,619.25
Services and Supplies	\$ 68,700.00	\$ (51,050.03)	\$ 17,649.97
Work Plan (MSRs and SOIs)	\$ 70,000.00	\$ (41,457.50)	\$ 28,542.50
Applications & SALC		\$ (16,593.43)	\$ 11,798.00
ACCOUNT BALANCES			
CASH AVAILABLE			\$ 101,439
County of Mendocino (March balance)			\$ 30,670
Operations (Quickbooks balance)			\$ 70,769
RESERVES			\$ 116,027
Legal Reserve			\$ 50,000
Operations Reserve			\$ 66,027
CONTINGENCIES			\$ 30,815
Work Plan (unreserved cash balance)			\$ 30,815
		Accounts Total	\$ 217,466

Mendocino LAFCo Budget Tracking

REVENUE		AMENDED BUDGET	1st Qtr Subtotal	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	June	4th Qtr Subtotal	YTD Subtotal	Balance
4020	OPERATING INCOME (APPORTIONMENTS)	\$ 265,000.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 100,000.00			\$ 100,000.00	\$ 220,000.00	\$ 45,000.00
4800	MISCELLANEOUS (SERVICE FEES OH, COPIES)		\$ 850.00	\$ 591.20	\$ 2,762.50	\$ 175.00	\$ -	\$ 62.50	\$ 237.50	\$ 4,441.20	\$ (4,441.20)
4910	INTEREST	\$ 100.00	\$ 26.65	\$ 26.38	\$ 27.05	\$ 11.43	\$ 12.00	\$ 10.37	\$ 33.80	\$ 113.88	\$ (13.88)
Income/Fees Subtotals		\$ 265,100.00	\$ 60,876.65	\$ 60,617.58	\$ 2,789.55	\$ 100,186.43	\$ 12.00	\$ 72.87	\$ 100,271.30	\$ 224,555.08	
8000	APPLICATIONS	PRIOR FY DEPOSITS								YTD Subtotal	Total Deposit TD
8010	City of Ukiah Detachment of UVSD lands (D-2014-8010)	\$ 21,500.00	\$ -	\$ -	\$ -	\$ (4,641.75)			\$ (4,641.75)	\$ (4,641.75)	\$ 16,858.25
8022	City of Ukiah North Annexation Pre-Application (P-2020-01)	\$ 1,500.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 1,500.00
8024	Millview CWD Annexation Pre-Application (P-2020-04)	\$ 3,500.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 3,500.00
8025	City of Ukiah Annexation of City-Owned Properties (A-2021-01)	\$ 5,000.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 5,000.00
8028	Elk CSD Activation of Latent Powers (L-2022-01)	\$ 3,000.00	\$ 2,000.00	\$ -	\$ -				\$ -	\$ 2,000.00	\$ 5,000.00
8029	City of Ukiah Annexation of Western Hills Properties (A-2022-02)	\$ 5,000.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 5,000.00
8030	City of Ukiah/UVSD Application for Out Of Agency Services (O-2022-03)	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 6,042.93			\$ 6,042.93	\$ 8,542.93	\$ 8,542.93
8031	AVCSD Annexation of SOI (A-2023-01)	\$ -	\$ -	\$ -	\$ 6,000.00				\$ -	\$ 6,000.00	\$ 6,000.00
8032	Fort Bragg Pre-Application Review (P-2023-02)	\$ -				\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
8601	Sustainable Ag Lands Committee Grant	\$ 3,225.00	\$ 2,525.00	\$ -	\$ -				\$ -	\$ 2,525.00	\$ 5,750.00
Application Deposit Subtotals			\$ 4,525.00	\$ 8,500.00	\$ 6,000.00	\$ 2,901.18	\$ -	\$ -	\$ 2,901.18	\$ 15,926.18	\$ 58,651.18
REVENUE TOTAL			\$ 65,401.65	\$ 69,117.58	\$ 8,789.55	\$ 103,087.61	\$ 12.00	\$ 72.87	\$ 103,172.48	\$ 240,481.26	
EXPENSES		AMENDED BUDGET	1st Qtr Subtotal	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	June	4th Qtr Subtotal	Total Expenses YTD	Budget Balance
5300	Basic Services - EO/Analyst/Clerk	\$ 125,100.00	\$ 21,800.00	\$ 21,565.00	\$ 40,951.25	\$ 12,410.00	\$ 13,850.00	\$ 9,904.50	\$ 36,164.50	\$ 120,480.75	\$ 4,619.25
	Unfunded Mandates (Public Records Requests)		\$ -	\$ -	\$ -				\$ -		
5500	Rent	\$ 6,500.00	\$ 1,590.00	\$ 1,590.00	\$ 1,665.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 1,665.00	\$ 6,510.00	\$ (10.00)
5600	Office Expenses	\$ 3,300.00	\$ 1,046.85	\$ 542.18	\$ 1,109.37	\$ 317.69	\$ 124.80	\$ 99.20	\$ 541.69	\$ 3,240.09	\$ 59.91
5700	Internet & Website Costs	\$ 2,500.00	\$ 431.01	\$ 337.34	\$ 353.33	\$ 153.67	\$ 251.31	\$ 143.67	\$ 548.65	\$ 1,670.33	\$ 829.67
5900	Publication & Legal Notices	\$ 2,000.00	\$ -	\$ 507.54	\$ -		\$ 349.03	\$ 438.02	\$ 787.05	\$ 1,294.59	\$ 705.41
6000	Televising Meetings	\$ 2,000.00	\$ 230.10	\$ 501.05	\$ 517.61			\$ 695.27	\$ 695.27	\$ 1,944.03	\$ 55.97
6100	Audit Services	\$ 3,800.00	\$ 1,875.00	\$ -	\$ 1,875.00				\$ -	\$ 3,750.00	\$ 50.00
6200	Bookkeeping	\$ 4,500.00	\$ 1,485.00	\$ 440.00	\$ 1,210.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 1,320.00	\$ 4,455.00	\$ 45.00
6300	Legal Counsel (\$ Browne)	\$ 19,000.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 2,700.00	\$ 10,800.00	\$ 8,200.00
6400	A-87 Costs County Services	\$ 3,200.00	\$ -	\$ -	\$ -		\$ 3,152.00		\$ 3,152.00	\$ 3,152.00	\$ 48.00
6500	Insurance - General Liability	\$ 3,200.00	\$ 2,799.92	\$ -	\$ -				\$ -	\$ 2,799.92	\$ 400.08
6600	Memberships (CALAFCO/CSDA)	\$ 3,700.00	\$ 2,329.00	\$ 1,250.00	\$ -				\$ -	\$ 3,579.00	\$ 121.00
6670	GIS Contract with County	\$ 4,000.00	\$ 548.96	\$ 1,240.68	\$ 633.54			\$ 2,342.26	\$ 2,342.26	\$ 4,765.44	\$ (765.44)
6740	In-County Travel & Stipends	\$ 4,000.00	\$ -	\$ -	\$ 378.38	\$ 149.13	\$ 149.13	\$ 80.13	\$ 378.39	\$ 756.77	\$ 3,243.23
6750	Travel & Lodging Expenses	\$ 2,900.00	\$ -	\$ 1,268.52	\$ -				\$ -	\$ 1,268.52	\$ 1,631.48
6800	Conferences (Registrations)	\$ 4,100.00	\$ 625.00	\$ -	\$ -		\$ 439.34		\$ 439.34	\$ 1,064.34	\$ 3,035.66
7000	Work Plan (MSRs and SOIs)	\$ 70,000.00	\$ 14,627.50	\$ 8,516.25	\$ -		\$ 7,987.50	\$ 10,326.25	\$ 18,313.75	\$ 41,457.50	\$ 28,542.50
Subtotals		\$ 263,800.00	\$ 52,088.34	\$ 40,458.56	\$ 51,393.48	\$ 14,925.49	\$ 28,198.11	\$ 25,924.30	\$ 69,047.90	\$ 212,988.28	
8000	APPLICATIONS	TOTAL DEPOSITS TD								Total Expenses TD	Deposit Balance
8010	City of Ukiah Detachment of UVSD lands (D-2014-8010)	\$ 16,858.25	\$ -	\$ -	\$ -				\$ -	\$ 16,858.25	\$ -
8022	City of Ukiah North Annexation Pre-Application (P-2020-01)	\$ 1,500.00	\$ -	\$ -	\$ -				\$ -	\$ 1,122.00	\$ 378.00
8024	Millview CWD Annexation Pre-Application (P-2020-04)	\$ 3,500.00	\$ -	\$ -	\$ -				\$ -	\$ 3,609.50	\$ (109.50)
8025	City of Ukiah Annexation of City-Owned Properties (A-2021-01)	\$ 5,000.00	\$ 120.00	\$ 31.25	\$ 218.75	\$ 62.50		\$ 182.50	\$ 245.00	\$ 4,217.50	\$ 782.50
8028	Elk CSD Activation of Latent Powers (L-2022-01)	\$ 5,000.00	\$ 2,047.50	\$ 516.25	\$ -				\$ -	\$ 4,236.25	\$ 763.75
8029	City of Ukiah Annexation of Western Hills Properties (A-2022-02)	\$ 5,000.00	\$ 80.00	\$ -	\$ -				\$ -	\$ 250.00	\$ 4,750.00
8030	City of Ukiah/UVSD Out of Agency Service Agreement (O-2022-03)	\$ 8,542.93	\$ -	\$ 937.50	\$ 7,605.43				\$ -	\$ 8,542.93	\$ -
8031	AVCSD Annexation of SOI (A-2023-01)	\$ 6,000.00	\$ -	\$ -	\$ 1,874.25	\$ 392.50			\$ 392.50	\$ 2,266.75	\$ 3,733.25
8032	Fort Bragg Pre-Application Request (P-2023-02)	\$ 1,500.00	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 1,500.00
8601	Sustainable Ag Lands Committee Grant	\$ 5,750.00	\$ 2,525.00	\$ -	\$ -				\$ -	\$ 5,750.00	\$ -
Contract Staff Billing Subtotal			\$ 3,922.50	\$ 922.50	\$ 6,531.25	\$ 280.00		\$ 120.00	\$ 400.00	\$ 11,776.25	
Service Fees Overhead (OH) Subtotal			\$ 850.00	\$ 562.50	\$ 2,762.50	\$ 175.00		\$ 62.50	\$ 237.50	\$ 4,412.50	
Application Expenses Total			\$ 4,772.50	\$ 1,485.00	\$ 9,698.43	\$ 455.00	\$ -	\$ 182.50	\$ 637.50	\$ 16,593.43	
EXPENSES TOTAL			\$ 56,860.84	\$ 41,943.56	\$ 61,091.91	\$ 15,380.49	\$ 28,198.11	\$ 26,106.80	\$ 69,685.40	\$ 229,581.71	
MONTHLY CLAIMS TOTAL (not including OH fees)						\$ 15,205.49	\$ 28,198.11	\$ 26,044.30			

Mendocino LAFCo
FY 2022-23 Estimated Work Plan Implementation Schedule and Cost Tracking
 July 1, 2023

Subject to Change: The estimated schedule and costs for the Fiscal Year 2022-23 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.

CEQA: Based on LAFCo practice, the work plan assumes minimal costs for CEQA compliance related to preparing a Notice of Exemption, unless an agency proposes a non-coterminous SOI and pays for any necessary studies and preparation of a Negative Declaration or Environmental Impact Report.

Rolling Work Plan: It is difficult to completely contain staff activities in a single fiscal year; therefore, completion of a study may roll over to the next fiscal year. This estimated work plan implementation schedule and cost tracking table is intended to enhance communication and transparency.

Agency	Coordination/ Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Total Cost Estimate ¹	Previous FY Expenses	FY 2022-23 Budget	FY 2022-23 Expenses	Total Cost to Date ²
County Service Area 3	Complete	Complete	4/4/2022	6/6/2022 7/11/2022	7/15/2022	\$10,000	\$16,199	\$0	\$1,031	\$17,230
Ukiah Valley Sanitation District	Complete	Complete	9/12/2022 11/7/2022	12/19/2022	12/22/2022	\$40,000	\$22,703	\$10,000	\$6,848	\$29,551
City of Ukiah	Complete	Complete	9/12/2022 11/7/2022	12/19/2022	12/22/2022	\$25,000	\$8,380	\$15,000	\$15,265	\$23,645
Inland Water Districts (8)	Pending					\$25,000	\$0	\$25,000		\$0
Coastal Water Districts (6)	In Process					\$20,000	\$0	\$20,000	\$18,314	\$18,314
					Estimated Total			\$70,000	\$41,458	

¹ Column indicates the initial cost estimated for each study and accounts for in process studies rolled over from prior fiscal years.

² Column indicates a running total for actual expenses incurred to date for each study in process and is not limited to a specific fiscal year.



Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924
 (916) 813-0818 | uhinman@comcast.net

Date	June 30, 2023	Invoice No.	747
To	Mendocino LAFCo	Invoice Total	\$ 20,969.42
Project	Executive Officer Services		
Work Period	May 29 - June 30, 2023		

Account	Description	Staff/Hours		Other (At Cost)	Totals
		Executive Officer \$110	Analyst \$75		
5300	Basic Services Public Records Act Requests	78.45	17.00		\$ 9,904.50
5601	Office Supplies Quickbooks Online Fee			\$ 85.00	\$ 85.00
5700	Internet & Website Costs (Comcast, Hostinger)			\$ 93.67	\$ 93.67
6200	Bookkeeping	4.00			\$ 440.00
6800	Conferences (Registrations: Staff Workshop)				\$ -
7001	Coastal Region Water/Wastewater MSR/SOI	2.00	134.75		\$ 10,326.25
8025	City of Ukiah Annex City Properties	0.75	0.50		\$ 120.00
Totals		\$ 9,372.00	\$ 11,418.75	\$ 178.67	\$ 20,969.42

5300 Basic Services

Administrative tasks, file research and maintenance of official records and files. Respond to public inquiries and research requests. Prepare meeting minutes for Commission meeting. Prepare and process May and June Claims. Preparation for and attendance at June 5, 2023 regular Commission meeting. Distribute final budget and work program for FY 2023-24. Implement and coordinate Commission direction to interview Legal Counsel candidates; communications with candidates and Commission-selected individuals/firms; coordinate contracts for Commission consideration. Cancel July 3rd Commission meeting.

6200 Bookkeeping

Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks.

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

Research and develop requests for information for coastal water and wastewater districts and private water companies (Pacific Reefs Water District, Caspar South Water District, Caspar South Service Company, etc.); meet with MCWA staff; schedule meeting with SWB staff; outreach with coastal agencies; develop report templates.

8025 City of Ukiah Annexation of City-Owned Properties

Coordination with City staff regarding the R&TC tax share process.

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Monday, June 19, 2023 5:07 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!



Payment success

Executive Officer, thank you for your payment.

Invoice number:
10001234983342
Invoice date: 06/19/2023
Total: \$85.00
Payment method: VISA ending
in

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

Account details

Billed to: Mendocino LAFCo
Company ID ending:
Items on this invoice: QuickBooks Online Plus

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. Additional service fees may apply based on whether you add or remove services and your usage. See your [Billing & Subscription](#) page for additional pricing details. To cancel your subscription at any time, go to [Account & Settings](#) and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

COMCAST BUSINESS

Mendocino Lafco

Account number
8155 30 052 0354952

For service at:
200 S SCHOOL ST STE K
UKIAH CA 95482-4828

Thanks for choosing Comcast Business

Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

Your monthly account summary

Previous balance	93.67
Credit Card Payment Jun 04, 2023	-93.67 cr
New charges	
Comcast Business services	91.90
Taxes and fees	1.77

Amount due **\$93.67**
Payment due Jul 04, 2023



➔ **Manage your services online**
Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates
See the "additional information" section for upcoming service updates.

COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302
8633 0500 NO RP 09 06102023 NNNNNNNN 01 999700

MENDOCINO LAFCO
ATTN UMA HINMAN
200 S SCHOOL ST STE K
UKIAH, CA 95482-4828

Account number **8155 30 052 0354952**
Automatic payment due **Jul 04, 2023**
Please pay **\$93.67**
Credit Card Payment To Be Applied 07/04/23

COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533

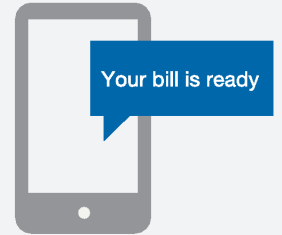
Did you know?

Your Comcast Business Internet service gives you access to millions of WiFi hotspots with the fastest WiFi and even more coverage. Find out more at business.comcast.com/wifi.



Did you know?

Never miss a payment with text alerts. Receive text message reminders when your bill is ready to pay or past due. Sign up at business.comcast.com/myaccount.



Need help? We're here for you.



Visit business.comcast.com/help
Call **1-800-391-3000**

Billing support

Open 6 am-9 pm MTN, Mon through Fri
and 7 am-8 pm Sat

Technical support

Open 24 hours, 7 days a week

Please notify us immediately with any questions regarding charges billed to your account. Comcast will issue a credit or refund for any verified billing error which is brought to our attention within sixty (60) days of the bill.



Additional payment options



Automatic payment

Sign up at business.comcast.com/myaccount



Online

Visit business.comcast.com/myaccount



By phone

Call **1-800-391-3000**

Moving? Let us help.

If you're moving, give us as much advanced notice as possible so we can help make a smooth transition.

Call **1-800-391-3000**



Services from Jun 14, 2023 to Jul 13, 2023

Your new charges in detail

Comcast Business services	\$91.90
Comcast Business Internet	
Data Only Business Internet Starter	71.95
Starter Business Internet	
Equipment Fee	19.95
Internet.	
Taxes and fees	\$1.77
Sales Tax	1.77
New charges	\$93.67

Additional information

Hearing/speech impaired call 711

Your automatic payment on your bill due date, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

Your Local Franchise Authority Is:

City of Ukiah
300 Seminary Ave.
Ukiah, CA 95482
FCC Unit #CA0481

(The above is not a payment or service center)



Law Office of P. Scott Browne
P.O. Box 764
Rough and Ready, CA 95975
5302724250
Tax ID: 68-0348904

June 15, 2023

Mendocino LAFCo
200 South School St. Ste F
Ukiah, CA 95482

Invoice Number: 1264
Invoice Period: 05-16-2023 - 06-15-2023

Payment due by the 15th of next month.

RE: Mendocino LAFCo - General
Mendocino LAFCo - General

Mendocino LAFCo - General

Time Details

Date	Staff Member	Description	Hours
05-16-2023	PSB	Monthly flat rate, as agreed upon in Legal Representation Agreement	
05-17-2023	MB	Telephone conference with Executive Officer re: closed session procedures	0.20
			Total 900.00
			Total for this Invoice 900.00
			Total Amount to Pay 900.00

We appreciate your business.

Page 1 of 2

Project Statement of Account

As of 06-15-2023

Project	Balance Due
Mendocino LAFCo - General	900.00
Total Amount to Pay	900.00

Mendocino LAFCo - General

Transactions

Date	Transaction	Applied	Invoice	Amount
05-15-2023	Previous Balance			900.00
06-15-2023	Payment Received - Reference Check #1869			(900.00)
06-15-2023	Payment Applied	900.00	1257	
06-15-2023	Invoice 1264			900.00
			Balance	900.00

We appreciate your business.

Page 2 of 2

MENDOCINO Local Agency Formation Commission Staff Report

DATE: August 7, 2023
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Claims and Financial Report for July 2023**

RECOMMENDED ACTION

Approve the July 2023 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 7,427.59	\$ 16,046.43
	5601 Office Supplies (QB)	\$ 85.00	
	5700 Internet (Comcast, Hostinger)	\$ 109.84	
	6200 Bookkeeping	\$ 440.00	
	7000 Work Plan (Coastal W/WW Districts)	\$ 6,901.50	
	8031 AVCSD Annexation of SOI	\$ 196.00	
	8025 City of Ukiah Annexation City Props	\$ 76.50	
	8032 Fort Bragg Pre-App	\$ 810.00	
P. Scott Browne	6300 Legal Counsel (Monthly flat fee)	\$ 900.00	\$ 900.00
Streamline	5700 Website Hosting	\$ 63.00	\$ 63.00
Newspapers	5900 Publications and Legal Notices		\$ -
Mendocino County	6000 Televising Meetings		\$ -
	6670 GIS (July)		
Pehling CPA	6100 Audit	\$ 2,000.00	\$ 2,000.00
CALAFCO	6600 Membership	\$ 2,521.00	\$ 2,521.00
Ukiah Valley Conf. Center	5500 Office Space	\$ 555.00	\$ 719.22
	5600 Postage and copies	\$ 164.22	
Total Claims			\$ 22,249.65
Mendocino LAFCo	Transfer from Checking to Reserves	\$ 13,972.51	

Deposits: None

Transfers: \$13,972.51 from SBMC (checking) to WestAmerica (reserves)

Attachments:

- Budget Tracking Spreadsheet
- Work Plan Tracking
- Invoices: Hinman & Associates Consulting, P. Scott Browne, Pehling CPA

Please note that copies of all invoices, bank statements, reconciliation reports, and petty cash register were forwarded to the Treasurer.

MENDOCINO LAFCO FY 2023-24 BUDGET TRACKING

BUDGET SUMMARY		2023-24 Budget	July	Totals To Date	% Expended
Total Revenue		\$ 285,000.00	\$ 491.25	\$ -	
Total Expenses		\$ 320,000.00	\$ 22,249.65	\$ 45,481.80	14%
FUND BALANCES		Balance Beginning of Year	July	Balance	
Treasury		\$ 30,670.46		\$ 30,670.46	
Checking Account		\$ 49,459.33	\$ (49,703.42)	\$ (244.09)	
Reserves		\$ 116,027.49	\$ 13,972.51	\$ 130,000.00	

Account #	INCOME				
4000	LAFCo Apportionments Fees	\$ 275,000.00		\$ -	
4100	Fees and Reimbursements	\$ 9,500.00	\$ 491.25	\$ 491.25	
4800	Miscellaneous			\$ -	
4910	Interest	\$ 500.00		\$ -	
8000	Applications	\$ -	\$ -	\$ -	
	TOTAL	\$ 285,000.00	\$ 491.25	\$ -	

Account #	EXPENSES				
OPERATIONS					
5300	Basic Services	\$ 133,000.00	\$ 7,427.59	\$ 7,427.59	6%
5500	Rent	\$ 7,000.00	\$ 555.00	\$ 555.00	8%
5600	Office Expenses	\$ 4,500.00	\$ 249.22	\$ 249.22	6%
5700	Internet & Website	\$ 3,000.00	\$ 172.84	\$ 172.84	6%
5900	Publication and Legal Notices	\$ 3,000.00		\$ -	0%
6000	Televising Meetings	\$ 2,400.00		\$ -	0%
6100	Audit Services	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	50%
6200	Bookkeeping	\$ 5,500.00	\$ 440.00	\$ 440.00	8%
6300	Legal Counsel	\$ 30,000.00	\$ 900.00	\$ 900.00	3%
6400	A-87 Costs County Services	\$ 2,500.00		\$ -	0%
6500	Insurance - General Liability	\$ 3,000.00		\$ -	0%
6600	Memberships (CALAFCO/CSDA)	\$ 4,000.00	\$ 2,521.00	\$ 2,521.00	63%
6670	GIS Contract (County)	\$ 3,000.00		\$ -	0%
6740	In-County Travel & Stipends	\$ 4,000.00		\$ -	0%
6750	Travel & Lodging Expense	\$ 6,500.00		\$ -	0%
6800	Conferences (Registrations)	\$ 4,500.00		\$ -	0%
7000	Work Plan (MSR/SOI)	\$ 100,000.00	\$ 6,901.50	\$ 6,901.50	7%
9000	Misc Expenses (bank fees)	\$ 100.00		\$ -	0%
	TOTAL	\$ 320,000.00	\$ 21,167.15	\$ 21,167.15	

APPLICATIONS		Deposits TD		Deposit Remaining	
8022	City of Ukiah North Annexation Pre-Application (P-2020-01)	\$ 1,500.00		\$ -	\$ 1,122.00
8024	Millview CWD Annexation Pre-Application (P-2020-04)	\$ 3,500.00		\$ -	\$ (109.50)
8025	City of Ukiah Annexation of City-Owned Properties (A-2021-01)	\$ 5,000.00	\$ 111.25	\$ 111.25	\$ 671.25
8028	Elk CSD Activation of Latent Powers (L-2022-01)	\$ 5,000.00		\$ -	\$ 763.75
8029	City of Ukiah Annexation of Western Hills Properties (A-2022-02)	\$ 5,000.00		\$ -	\$ 4,750.00
8031	AVCSD Annexation of SOI (A-2023-01)	\$ 6,000.00	\$ 285.00	\$ 285.00	\$ 3,448.25
8032	Fort Bragg Pre-Application Request (P-2023-02)	\$ 1,500.00	\$ 1,177.50	\$ 1,177.50	\$ 322.50
Contract Staff Billing Subtotal			\$ 1,082.50	\$ 1,082.50	
Service Fees (Overhead) Subtotal			\$ 491.25	\$ 491.25	
	TOTAL		\$ 1,573.75	\$ 1,573.75	

EXPENSES TOTAL		\$ 22,740.90	\$ 22,740.90
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MONTHLY CLAIMS TOTAL (not including service fees OH)	\$ 320,000.00	\$ 22,249.65	\$ 45,481.80
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Mendocino LAFCo
FY 2023-24 Estimated Work Plan Implementation Schedule and Cost Tracking
 August 1, 2023

Subject to Change: The estimated schedule and costs for the Fiscal Year 2022-23 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.

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Agency	Coordination/	Admin Draft	Public Workshop	Public Hearing	Final Study	Previous FY Expenses	FY 2023-24 Budget	FY 2023-24 Expenses	Total Cost to Date ²
	Request for Information								
Coastal Water/Wastewater Districts (7)						\$ 18,754	\$ 100,000	\$ 6,902	\$ 25,655
Caspar South Water District	In process	In process							
Elk County Water District	In process	In process							
Gualala Community Services District	In process	In process							
Irish Beach Water District	In process	In process							
Mendocino County Water Works Water Works District No. 2	Pending	Pending							
Pacific Reefs Water District	In process	In process							
Westport County Water District	Pending	Pending							



June 19, 2023

Mendocino LAFCO
200 S School St
Ukiah, CA 95482

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Mendocino LAFCO for the year-ended June 30 , 2023. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Mendocino LAFCO as of and for the year ended Mendocino LAFCO.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Mendocino LAFCO's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

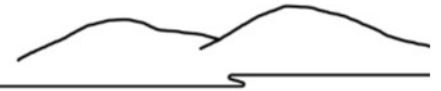
- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Mendocino LAFCO's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino LAFCO and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.



Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino LAFCO and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

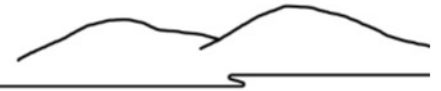
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Mendocino LAFCO's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Mendocino LAFCO's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Mendocino LAFCO complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Responsibilities of Management and Those Charged with Governance

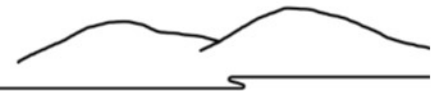
As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Mendocino LAFCO acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Mendocino LAFCO is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Mendocino LAFCO is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Mendocino LAFCO and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Mendocino LAFCO is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Mendocino LAFCO received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Mendocino LAFCO complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.



Written Report

We expect to issue a written report upon completion of our audit of Mendocino LAFCO's financial statements. Our report will be addressed to the Board of Directors of Mendocino LAFCO. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed 4,000.00 for the audit for this contract. An initial deposit of 2,000.00 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Zach Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Mendocino LAFCO and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Zach Pehling

RESPONSE:

This letter correctly sets forth the understanding of Mendocino LAFCO.

APPROVED:

Mendocino LAFCO

Date

**MENDOCINO
Local Agency Formation Commission**

Staff Report

MEETING August 7, 2023
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Proposed Contract for General Legal Counsel Services with Marsha A. Burch Law Office**

RECOMMENDATION

The Commission approve the proposed contract Marsha A. Burch Law Office to provide General Legal Counsel Services and authorize signature by the Chair of the Commission.

BACKGROUND

Government Code Section 56384(b) requires the appointment of legal counsel to advise the Commission. Mendocino LAFCo has been under contract with P. Scott Browne for Legal Counsel Services since 2012. In January 2023, Mr. Browne informed staff of his intention to scale back his practice and a Request for Proposals (RFP) for Legal Counsel Services was circulated.

The solicitation resulted in eight proposals that, through a scoring and review by the Executive Committee and the full Commission, were narrowed down to five proposals. The Commission interviewed these firms and individuals in closed session on June 5, 2023.

The Commission selected Marsha A. Burch Law Office as general legal counsel and DeeAnne Gillick of Sloan Sakai Yeung & Wong LLP as special counsel. The Commission directed staff to negotiate contracts for consideration at its next regular meeting.

Ms. Burch has served Mendocino LAFCo as its de facto Legal Counsel for roughly the past year and a half and has proven to be knowledgeable, professional, and an excellent resource to LAFCo staff and the Commission in developing policies, conditions of approval, and advising on matters of special district principal acts, LAFCo law, and CEQA.

Ms. Burch provided two options for compensation in her proposal for legal services: (1) a retainer of \$1,000/month, which would cover an average of 4.5 hours of general services per month, with a quarterly true-up; or (2) hourly billing at cost. The Commission expressed preference for the hourly billing, which is reflected in the attached proposed contract (Attachment 1).

The proposed contract has been reviewed by Ms. Burch, staff and Treasurer Ward and is presented to the Commission for consideration.

Attachments:

- (1) Proposed Contract for General Legal Counsel Services with Marsha A. Burch Law Office

August 7, 2023

Client: Mendocino Local Agency Formation Commission

Legal Representation Agreement

This Legal Representation Agreement ("Agreement") is effective August 7, 2023, by and between the Mendocino Local Agency Formation Commission ("LAFCo" or "Client") and the Law Office of Marsha A. Burch ("Legal Counsel" or "Attorney").

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56380 et seq.) authorizes LAFCo to employ or contract for professional or consulting services to carry out the functions of the Commission; and

WHEREAS, LAFCo desires the services of a law firm to provide legal representation / legal advice.

NOW, THEREFORE, IT IS MUTUALLY AGREED by and between parties as follows:

1. EMPLOYMENT OF LEGAL COUNSEL

LAFCo agrees to engage Legal Counsel and Legal Counsel agrees to perform the services hereinafter set forth.

2. INTENT OF THE PARTIES

It is understood between the parties that Legal Counsel will perform services as determined necessary by the Executive Officer and the Commission.

3. SCOPE OF LEGAL SERVICES

Legal Counsel shall provide the following services:

- A. Legal Counsel will be on call to answer questions from the Executive Officer and the Commission and to perform legal representation/legal advice services as requested by the Executive Officer or the Commission, on an "as-needed" basis.
- B. Legal Counsel shall perform those services listed in the "Response to Request for Proposals for Legal Counsel Services", attached as Exhibit A and fully incorporated by this reference, when requested by the Executive Officer and/or the Commission

4. ADMINISTRATION OF AGREEMENT

The Executive Officer is LAFCo's representative for purposes of administering this Agreement. Marsha A. Burch is Legal Counsel's representative for purposes of administering this Agreement.

5. TERM

This Agreement shall become effective upon execution by both parties and continues until Discharge or Withdrawal (Term 9).

6. COMPENSATION AND PAYMENT

Legal Counsel will be compensated only for legal representation/legal advice services described in Section 3 above, performed at the express direction of the Executive Officer and/or the Commission. Compensation shall include only labor and expenses to be paid as follows:

A. Labor: Compensation for labor of Legal Counsel shall be billed in accordance with the rates described in "Response to Request for Proposals for Legal Counsel Services", attached as Exhibit A, and shall not be amended during the term of this Agreement without the prior written approval of LAFCo.

Client agrees to pay Attorney at the hourly rate of \$225/hour for general legal services advising the Commission and staff that are not billable to a project applicant. Travel time will be billed at a reduced rate of \$175/hour.

The Attorney rate for litigation services is \$275/hour.

Legal services provided related to applications that are reimbursed by the applicant will be billed separately at the Attorney hourly rate of \$225/hour.

Client further understands that Attorney may use her assistant to provide paralegal services for Client. Client will be billed for those services at the paralegal rate of \$85/hour when working in that capacity.

Client understands that Attorney and paralegal rates may be adjusted from time to time with the consent of the Client, such consent being evidenced either by an amendment to this Agreement or by use of the new rates in determining the provision for legal services included in Client's annual adopted budget.

B. Expenses: Expenses shall be billed in accordance with the rates described in "Response to Request for Proposals for Legal Counsel Services", attached as Exhibit A, and shall not be amended during the term of this Agreement without the prior written approval of LAFCo.

C. Manner of and Maximum Payment: Payment shall be made in arrears pursuant to written invoices submitted to the Executive Officer on a monthly basis. Payment shall be made within 30 days of receipt of invoices. Such payment shall constitute full and complete payment for the period covered by the invoice. The total amount paid to Legal Counsel for work within any fiscal year shall be subject to the approval of the Executive Officer and may not exceed the amount budgeted for this purpose by LAFCO for that fiscal year.

D. Objections to Invoice: LAFCo agrees that any questions or disagreements LAFCo may have concerning the invoice or amount due shall be communicated to Legal Counsel prior to the end of the payment period, along with payment of any undisputed portion of the invoice.

7. INDEPENDENT CONTRACTOR:

No employment relationship is created by this Agreement. Legal Counsel shall for all purposes be an independent contractor to the LAFCo.

8. INSURANCE:

Legal Counsel agrees at all times to maintain the following insurances covering her activities on behalf of LAFCo:

A. Professional Liability Insurance in the amount of \$1,000,000.00 combined single limits.

- B. General Liability Insurance in the amount of \$1,000,000.00 combined single limits.
- C. Automobile Insurance in the amount of \$500,000.00 combined single limits.

9. DISCHARGE AND WITHDRAWAL

Client may discharge Legal Counsel at any time, and without cause, by giving Legal Counsel written notice of termination. Legal Counsel may withdraw with Client's advance written consent.

If Legal Counsel terminates services, Client agrees to execute a substitution of attorneys promptly and otherwise cooperate in effecting the termination.

Termination of services, whether by Client or Legal Counsel, will not relieve the obligation to pay for services rendered and costs incurred before Attorney services formally ceased.

10. COMMUNICATIONS

Legal Counsel encourages the Client to contact Counsel at any time they have any question whatsoever concerning Counsel's representation of the Client in this matter.

11. ENTIRE AGREEMENT AND MODIFICATION

This Agreement is the entire agreement between the parties and supersedes any prior agreements. Any modification to this Agreement shall be in writing and signed by Client and Legal Counsel.

12. DISCLAIMER OF GUARANTEE

Nothing in this Agreement and nothing in Legal Counsel's statements will be construed as a promise or guarantee about the outcome of Client's matter. Legal Counsel makes no such promises or guarantees, and comments are expressions of opinion only. Such opinions are, among other things, limited by Legal Counsel's knowledge of the facts and the law at the time Legal Counsel gives such opinions.

13. COUNTERPARTS

This agreement may be executed in counterparts which, taken together, shall constitute the whole of the agreement between the parties.

Mendocino Local Agency Formation Commission
August 7, 2023
Page 5 of 5

Date: _____, 2023

Mendocino Local Agency Formation Commission

By _____
Chair of the Commission

Date: _____, 2023

LAW OFFICES OF MARSHA A. BURCH

By _____
Marsha A. Burch

**MENDOCINO
Local Agency Formation Commission**

Staff Report

MEETING August 7, 2023
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Proposed Contract for On-Call Special Legal Counsel Services with Sloan Sakai Yeung & Wong LLP**

RECOMMENDATION

The Commission approve the proposed contract with Sloan Sakai Yeung & Wong LLP to provide On-Call Special Legal Counsel Services and authorize signature by the Chair of the Commission.

BACKGROUND

Government Code Section 56384(b) requires the appointment of legal counsel to advise the Commission. Further, it is common practice amongst LAFCos to establish a contract for general services and a separate contract for special counsel services.

In response to the RFP released in early 2023, a total of eight proposals were received. Through a scoring and review by the Executive Committee and the full Commission, the proposals were narrowed down to five. Interviews by the Commission were held in closed session on June 5, 2023.

The Commission selected Marsha A. Burch Law Office as general legal counsel and DeeAnne Gillick of Sloan Sakai Yeung & Wong LLP as special counsel. The Commission directed staff to negotiate contracts for consideration at its next regular meeting.

The intent of establishing an on-call special legal services contract with Sloan Sakai Yeung & Wong LLP is to ensure coverage should general legal counsel be unavailable and to provide ready access to additional counsel resources should special legal topics or circumstances arise. Consistent with LAFCo law, and based on the potential for complex projects in the near future, staff recommends that the Commission establish an on-call contract with Dee Ann Gillick of Sloan Sakai Yeung & Wong LLP for special legal counsel services (Attachment 1).

The proposed contract has been reviewed by Sloan Sakai Yeung & Wong LLP, staff and Treasurer Ward, and is presented to the Commission for consideration.

Attachments:

- (1) Proposed Contract for On-call Special Legal Counsel Services with Sloan Sakai Yeung & Wong LLP

July 27, 2023

TIM YEUNG
916-258-8803
tyeung@sloansakai.com

DEEANNE GILLICK
916-258-8811
dgillick@sloansakai.com

Chair Maureen Mulheren
Mendocino LAFCo
200 South School Street
Ukiah, CA 95482
Email: eo@mendoLAFCo.org

Via E-mail

Re: Engagement of Legal Services

Dear Honorable Chair Mulheren:

Thank you for retaining Sloan Sakai Yeung & Wong LLP (“SSYW”), to perform legal services in connection with the Mendocino Local Agency Formation Commission (“LAFCo”) as special counsel for on-call services. We appreciate the opportunity to serve as your lawyers and look forward to working with you on this matter.

This letter sets forth our agreement concerning the legal services we will provide and our fee and expense reimbursement arrangements for those services. Please read this entire agreement before signing and returning it to us.

1. **Scope of Engagement.** We will serve as special counsel and provide on-call legal services as requested by the Executive Officer or the Commission which may involve assisting the General Counsel as needed. Our work is limited to such services. We will provide legal services for additional matters that you request of us, provided we agree to perform that additional work. A letter confirming such additional work shall bring such work within the scope of this agreement.
2. **Fees and Personnel.** As compensation for our services, we propose using the discounted public agency hourly rate of \$295.00 for the personnel performing services under this agreement at the time such services are rendered. In addition, when legal services are provided that are to be reimbursed by project applicants, for all litigation matters, or specialized legal services such as employment matters, we propose using our regular hourly rates of \$345.00 for the attorneys specified.

I will be the partner in charge of your matter[s]. Senior Counsel DeeAnne Gillick will serve as Special Counsel with primary assistance from Senior Counsel Madeline Miller. However,

Chair Maureen Mulheren

July 27, 2023

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this agreement retains the legal services of our law firm and not of a particular attorney. Our proposed billing rates for this matter for attorneys, paralegals and legal assistants are attached as Attachment 1. Hourly rates are subject to reasonable change, usually in July of each year.

- 3. Billing and Payment Responsibilities.** We will send monthly invoices which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Billing is done in 1/10ths of an hour increments.

In addition, SSYW charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoices may be sent directly to you for payment. All costs and expenses are fully itemized. SSYW charges no administrative or overhead fee. When attendance in Mendocino County is requested by the Commission, we will discount our attorney travel time from our Sacramento office by twenty-five percent.

- 4. Termination of Services.** You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent of for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we send written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

- 5. Insurance.** During the term of this agreement, SSYW will maintain general liability and property damage insurance in the amount of \$1,000,000; lawyers professional liability insurance in an amount of \$2,000,000 per occurrence/\$4,000,000 aggregate; consultant (non-attorney) professional liability insurance in an amount of \$1,000,000 per occurrence/\$2,000,000 aggregate. These policies will not be canceled nor these limits reduced unless at least ten days advance written notice be given to you.

Chair Maureen Mulheren

July 27, 2023

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6. **No Guarantee of Outcome.** Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.
7. **Government Law; Venue.** This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws.
8. **Entire Agreement; Full Understanding; Modifications in Writing.** This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.
9. **Use of “Of Counsel” Independent Contractors.** Our firm maintains agreements with experienced “Of Counsel” attorneys who are not employees of SSYW, but are rather considered independent contractors. These Of Counsel attorneys may also practice law separate and apart from SSYW. Of Counsel attorneys are billed at the same rate, and meet the same exceptional performance standards, as comparable attorneys employed by SSYW. Our firm will obtain written consent from LAFCo prior to use of Of Counsel attorneys for your representation.
10. **Document Retention/Destruction.** SSYW is endeavoring to be a “paperless” law firm. To that goal, SSYW attempts to minimize the generation and retention of documents. As a general rule, SSYW does not keep “hard” copies of pleadings, discovery, correspondence, or other documents associated with a project unless there is a need to maintain an original. Instead, documents are electronically scanned and maintained on the firm’s network system. If you would like to have hard copies of documents forwarded to you please let us know. You will of course have the right to an electronic copy of any document associated with your matter at any time. Once our representation ends for any particular matter, SSYW’s policy is to maintain records for a period of five (5) years. If you wish to obtain a full copy of the Firm’s records for any particular project, we ask that you inform us of that desire at the outset of the project or at its conclusion. Otherwise, any records associated with a particular project will be destroyed after five (5) years.

Sincerely,



Tim Yeung

Enclosures

cc: Billing Department

Chair Maureen Mulheren

July 27, 2023

Page 4

These terms are accepted and agreed to as of the date of this letter.

By: _____
Chair Maureen Mulheren
Mendocino Local Agency Formation Commission

Chair Maureen Mulheren

July 27, 2023

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ATTACHMENT 1

Fee Schedule

Effective July 1, 2023 to June 30, 2024

DeeAnne Gillick	\$ 295
Madeline Miller	\$ 295
Osman Mufti	\$ 295
Nancy Miller	\$ 295
Genevieve Ng	\$ 295

Other Associates and Senior Counsel \$ 240 - \$ 310

Other Partners and Of Counsel \$ 300 - \$ 400

Paralegal/Legal Support \$ 105 - \$ 185

These rates are reviewed and may be adjusted annually, generally in July of each year.

Chair Maureen Mulheren

July 27, 2023

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ATTACHMENT 2

SLOAN SAKAI YEUNG & WONG LLP
STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

Professional Fees. Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training, and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

Billing and Payment Procedures. Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include duplicating, facsimile charges, telephone charges, e-mail, postage, mileage, and other administrative expenses.

In addition, SSYW charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements

Chair Maureen Mulheren

July 27, 2023

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include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery, and messenger services. For major disbursements to third parties, invoices may be sent directly to you for payment. SSYW also bills for time spent traveling on a client's behalf at our normal hourly rates.

If you have any questions regarding an invoice, the Billing Coordinator or Accounting Manager is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

MEETING August 7, 2023
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Applications and Work Load**

RECOMMENDATION

Staff recommends the Commission receive and file this report.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 delegates local agency formation commissions (LAFCos) with regulatory and planning duties to coordinate the logical formation and development of local government agencies. This includes approving or disapproving proposals for reorganizations (i.e., annexations, detachments, dissolutions, etc.), activation of latent powers, sphere of influence amendments, and outside service agreements.

LAFCo proceedings for jurisdictional changes are generally initiated by outside applicants through petitions (landowners or voters) and resolutions (local agencies). LAFCos may also initiate jurisdictional changes to form, consolidate, or dissolve special districts if consistent with the recommendations of approved municipal service reviews.

The item is for information and satisfies Mendocino LAFCo’s reporting requirement for current and future applications.

ACTIVE PROPOSALS

Attachment 1 is a regular update to the Commission on active proposals on file as well as identification of future proposals staff anticipates being filed with LAFCo in the near term based on discussions with local agencies and proponents.

WORK PLAN

Local policy directs the Commission to annually adopt a Work Plan for purposes of providing a comprehensive overview of municipal service reviews and sphere of influence updates over the course of the fiscal year. Attachment 2 is an update on the status of activities scheduled in the Work Plan. This report also serves to inform the Commission of any changes in circumstances or priorities.

Attachments

1. Summary Table – Application Activity and Potential Future Proposals
2. Summary Table – Work Plan Tracking and Status

Attachment 1. Summary Table – Application Activity and Potential Future Proposals

LAFCo File No. ¹	Applicant	Project Name	Date Application Received	Certificate of Filing	LAFCo Hearing Date	Certificate of Completion	BOE Submittal Date
P-2023-02	Fort Bragg	Pre-Application Review for Annexation of City-owned Properties	4/10/2023	N/A	N/A	N/A	N/A
The City of Fort Bragg submitted a Pre-Application Review Request for annexation of Mendocino Coast Recreation and Park District properties consisting of 6 parcels totaling 582 acres. The intended use of the parcels is for water supply reservoirs, power generation, preservation and recreation. A pre-application meeting was held with Fort Bragg staff on July 25. Additional research is being conducted to provide guidance on identified issues.							
A-2023-01	AVCSD	Annexation of Sphere	3/6/2023				
The Anderson Valley Community Services District (AVCSD) proposes to annex the District's Sphere of Influence (SOI) for fire and ambulance services. The Agency Referral and Notice of Filing have been distributed to initiate the tax share negotiation process (3/2023). The application is incomplete pending additional information and a tax share agreement. A coordination meeting was held with AVCSD staff in late July.							
A-2022-02	Ukiah	City of Ukiah Annexation of Western Hills (Hull Properties)	6/8/2022				
The City of Ukiah proposes to annex approximately 707 acres in the Western Hills for open space preservation, while allowing the potential for future low density residential up to 14 dwelling units on the 55 easternmost acres. The application is incomplete pending additional information and a tax share agreement.							
L-2022-01	ECSD	Elk Community Services District Activation of Latent Powers for Wastewater Services	4/8/2022				
The Elk Community Services District (ECSD) proposes to activate latent powers for the provision of wastewater services. The district will be assuming ownership and operation of a community leach field within the community of Elk. The application has been referred to affected agencies and a Notice of Filing sent to the County Assessor and Auditor-Controller to initiate the tax share negotiation process in accordance with Revenue & Tax Code Section 99. The application is incomplete pending a tax share agreement.							
A-2021-01	Ukiah	City of Ukiah Annexation of City-Owned Properties	3/1/2021 2/25/2022	7/18/2023	9/11/2023		
The City of Ukiah proposes to annex City-owned parcels that are used for government purposes and consisting of approximately 446 acres in total. Parcels include the City's Wastewater Treatment Plant, solid waste transfer station, a portion of the municipal airport and open space. A revised application was submitted to LAFCo on February 25, 2022 and was referred to affected agencies and County Auditor and Assessor. Tax share agreements were adopted by the City of Ukiah City Council and the Mendocino County Board of Supervisors in mid-July. The proposal is scheduled for Commission consideration on September 11, 2023.							
Potential Future Proposals							

¹Key: A – Annexation D – Detachment L – Activation of Latent Powers P – Pre-application Review Request
 C – Consolidation F – Formation O – Out of Agency Service Agreement R – Reorganization

Attachment 2. Summary Table – Work Plan Tracking and Status

FY 2023-24 ESTIMATED WORK PLAN IMPLEMENTATION SCHEDULE AND STATUS						
<i>Work Plan status as of July 31, 2023</i>						
Subject to Change: The estimated schedule and costs for the Fiscal Year 2023-24 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.						
CEQA: Based on LAFCo practice, the work plan assumes minimal costs for CEQA compliance related to preparing a Notice of Exemption, unless an agency proposes a non-coterminous SOI and pays for any necessary studies and preparation of a Negative Declaration or Environmental Impact Report.						
Rolling Work Plan: It is difficult to completely contain staff activities in a single fiscal year; therefore, completion of a study may roll over to the next fiscal year. This estimated work plan implementation schedule is intended to enhance communication and transparency.						
Agency	Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Status/Notes
Caspar South Water District	In process	In process				Research and development of a Request for Information (RFI) is in process.
Elk County Water District	In process	In process				Research and development of a Request for Information (RFI) is in process.
Gualala Community Services District	In process	In process				Research and development of a Request for Information (RFI) is in process.
Irish Beach Water District	In process	In process				Research and development of a Request for Information (RFI) is in process.
Mendocino County Water Works Water Works District No. 2	Pending	Pending				This will be the first MSR for the district.
Pacific Reefs Water District	In process	In process				Research and development of a Request for Information (RFI) is in process.
Westport County Water Districts	Pending	Pending				Research and development of a Request for Information (RFI) is in process.



May 5, 2023



To: Local Agency Formation Commission
Members and Alternate Members

From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

RE: Nomination Period Now Open for 2023/2024 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION
City Member	City Member	County Member	County Member
Public Member	Public Member	District Member	District Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

MONDAY, SEPTEMBER 18, 2023 at 5:00 PM

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, with half of the meetings currently held virtually and the rest being held at alternate sites around the state.

Board seats span a two-year term, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat. Elections are conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 19, 2023 at the Hyatt Regency Hotel in Monterey, California.

Should your Commission nominate a candidate, please return a completed Nomination Form and Candidate's Résumé Form by the deadline.



Please note that completed nomination forms and all materials must be RECEIVED by the CALAFCO Executive Director no later than **Monday, September 18, 2023 at 5:00 p.m.**

Returning the completed nomination and resume forms prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received.

Electronic filing of nomination forms is **highly encouraged** to facilitate the recruitment process (please email to info@calafco.org). However, hard copy forms and materials may also be mailed to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1129 Firehouse Alley
Sacramento, CA 9581

Nominations received by the September 18th deadline will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 5, 2023, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than 5:00 pm on Monday, September 18, 2023, with completed absentee ballots returned by 5:00 p.m. on Thursday, October 12, 2023.**

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **May 5** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 18** – Completed Nomination packet due
- **September 18** – Request for an absentee/electronic ballot due
- **September 18** – Voting delegate name due to CALAFCO
- **October 5** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 5** – Distribution of requested absentee/electronic ballots.
- **October 12** – Absentee ballots due to CALAFCO
- **October 19** - Elections

If you have any questions about the election process, please contact CALAFCO Executive Director René LaRoche at rlaroche@calafco.org or by calling 916-442-6536.

Members of the 2023/2024 CALAFCO Election Committee are:

Wendy Root Askew, Chair
district4@co.monterey.ca.us

Monterey LAFCo (Coastal Region)
831-883-7570

Rodrigo Espinosa
Rodrigo.Espinosa@countyofmerced.com

Merced LAFCo (Central Region)
209-398-4340

Derek McGregor
dmcgregor@dmceng.com

Orange Co. LAFCo (Southern Region)
530-538-6834

Josh Susman
jsusman@calafco.org

Nevada LAFCo (Northern Region)
530-559-1725

Additionally, you will also find attached for your reference a copy of the CALAFCO Board of Directors Nomination and Election Procedures, as well as the current listing of Board Members and corresponding terms of office.

I sincerely hope that you will consider joining us!

Enclosures

Board of Directors Nomination and Election Procedures and Forms

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

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a CALAFCO regional officer to serve as staff in cooperation with the Executive Director.
- c. Each regional officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFCo, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.
 - v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will

**Key Timeframes for
Nominations Process**

Days*

120	Nomination announcement
30	Nomination deadline
14	Committee report released

*Days prior to annual membership meeting

distribute the absentee ballots, and the date by which they must be received by the Executive Director.

- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

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

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.

- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

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

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a “Candidates Forum”. Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCos in good standing by written ballot.
 - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.

3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the regional officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. A majority of the total number of LAFCos in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

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

7. LOSS OF ELECTION IN HOME LAFCO

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

8. FILLING BOARD VACANCIES

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

CALAFCO's Four Regions



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

Northern Region

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

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Gary Thompson
Riverside LAFCo
gthompson@lafco.org

Coastal Region

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

CONTACT: Dawn Longoria
Napa LAFCo
dlongori@napa.lafco.ca.gov

Central Region

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

CONTACT: José Henriquez
Sacramento LAFCo
henriquezj@saccounty.net

CURRENT BOARD MEMBERS AND TERMS

NAME	REGION	TYPE & TERM
Bill Connelly, Chair	Butte <i>Northern</i>	County (2023)
Rodrigo Espinosa	Merced <i>Central</i>	County (2024)
Blake Inscore	Del Norte <i>North</i>	City (2024)
Gay Jones	Sacramento <i>Central</i>	District (2024)
Michael Kelley	Imperial <i>Southern</i>	County (2023)
Debra Lake <i>(not seeking re-election)</i>	Humboldt <i>Northern</i>	District (2023)
Jo MacKenzie	San Diego <i>Southern</i>	District (2023)
Michael McGill	Contra Costa <i>Coastal</i>	District (2024)
Derek McGregor	Orange <i>Southern</i>	Public (2024)
Margie Mohler, Vice Chair	Napa <i>Coastal</i>	City (2023)
Anita Paque	Calaveras <i>Central</i>	Public (2023)
Daniel Parra	Fresno <i>Central</i>	City (2023)
Wendy Root Askew	Monterey <i>Coastal</i>	County (2024)
Shane Stark	Santa Barbara <i>Coastal</i>	Public (2023)
Josh Susman	Nevada <i>Northern</i>	Public (2024)
Acquanetta Warren, Treasurer	San Bernardino <i>Southern</i>	City (2024)

Date Received

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



Board of Directors

2023/2024 Nomination Form

(Must accompany the Candidate Résumé Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

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

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 18, 2023 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1129 Firehouse Alley
Sacramento, CA 95814

Date Received

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



Board of Directors 2023/2024 Candidate Résumé Form (Complete both pages)

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

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

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nomination Packets must be received by **September 18, 2023 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1129 Firehouse Alley
Sacramento, CA 95814

Date Received

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



Board of Directors

2023/2024 Nomination Form (Must accompany the Candidate Résumé Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

Butte _____ LAFCo of the Northern _____ Region

Nominates Bill Connelly

for the (check one) City County Special District Public

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

Bill Connelly
LAFCo Chair

7 June 2023
Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 18, 2023 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1129 Firehouse Alley
Sacramento, CA 95814

Date Received

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



Board of Directors

2023/2024 Candidate Résumé Form

(Complete both pages)

Nominated By: Butte LAFCo _____ LAFCo Date: June 7, 2023

Region (please check one): Northern Coastal Central Southern

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

Candidate Name Bill Connelly _____

Address 1453 Downer Street, Suite C, Oroville, CA 95965 _____

Phone Office 530-538-7784 Mobile _____

e-mail bconnelly@buttecounty.net _____

Personal and Professional Background: Bill has lived in Butte County most of his life and considers Oroville to be his hometown. Bill has two grown children as well as a 14 year old grandson, 8 year old granddaughter and 3 year old grandson. Bill graduated from Oroville High School in 1971 and subsequently attended Santa Rosa Community College from 1971 to 1973 majoring in Business Administration. At that time he entered into service with the United States Air Force, completing a four year stint in 1977. Following his military service, Bill enrolled at Butte & Yuba Colleges to further his education. Bill is in his fifth term as Butte County Supervisor, representing District 1.

LAFCO Experience: Bill has served on the Butte LAFCo for 17 years being first appointed in January 2005 to complete an open term and subsequently re-appointed in 2007, 2011, 2015, 2019 and 2023 for four year terms. During Bill's term on LAFCO he has served on the Budget Committee annually. Bill was, and continues to be, instrumental in providing a small business perspective to LAFCo operations. As a member of the Budget Committee, Bill works closely with the Executive Officer in developing creative budget solutions which resulted in cost reductions to our member agencies. Bill has participated in ongoing discussions concerning cooperative land use programs and often serves as LAFCo's liaison to County staff. Perhaps Bill's greatest accomplishment was the Commission's push to annex two long standing County Disadvantaged Unincorporated Communities (DUCs) which was accomplished in 2005. Without Bill's constant pressure to move forward, the partners (city-county-LAFCo) may have stopped during early discussions.

CALAFCO or State-level Experience: Bill has served on the CALAFCO Board of Directors for 10 years and is currently the Chair of the Board.

- Bill has served on the Legislative Committee for 6 years.
- Bill most recently served on the CALAFCO Budget Committee to find an equitable solution to fee structures
- Bill was a delegate of the California State Association of Counties (CSAC) for 12 years.
- As a former small business owner, Bill understands the necessity for balance between good governance and encouraging business friendly environments.

Availability: Bill is currently available for all the dates provided by CALAFCO and is eager to continue to serve and provide a strong north state perspective.

Other Related Activities and Comments: Throughout his life Bill has believed in community awareness and the great opportunities available to serve his community. It is through these many opportunities as listed below, that he has recognized the value of community participation at all levels and from all citizens. Bill hopes to add to the list the opportunity to serve his greater community through the experience of participating with the CALAFCO Board of Directors for another term.

- RCRC Alternate
- Lifetime member of Masons
- Master of Masonic Lodge 103, 5 terms
- Shriner
- Butte County Local Agency Formation Commission since 01/2005
- Rotary Member
- Eagles Member
- American Legion Member
- Native Sons of California Member
- American Veteran Member
- Avid Hunter
- Raced motorcycles for 20 years as hobby in CA & NV.
- Moose Lodge Member

Join Us at the 2023 CALAFCO ANNUAL CONFERENCE

OCTOBER 18 – 20, 2023

Hyatt Regency Monterey Hotel And Spa
On Del Monte Golf Course
1 Old Golf Course Road, Monterey, CA 93940

Conveniently located near the Monterey Regional Airport







Network with other CALAFCO members and participate in sessions covering policy issues related to growth, sustainability, and preservation.

A diverse assortment of speakers will explore current challenges and solutions on a broad range of topics. Together, they will make the Annual Conference an unmatched opportunity to leverage your role in bringing together community stakeholders.





No other event like this brings together such a diverse group of elected officials.



General Sessions include:

-  A panel discussion on the application, scope, and exemptions under Government Code section 56133.
-  Municipal Services in the 21st Century - LAFCo and Evolving Municipal Services
-  The Future of LAFCos - Reimagining, Rebranding and Promoting LAFCos and Opportunities for Innovation
-  LAFCos and Special Districts - Opportunities for Collaboration

Break Out Sessions:

-  LAFCo Dynamics - EO & Commissioner leadership and partnerships
-  Your Community's Fire Service: Top Notch or Ticking Time Bomb?
-  Guiding Adrift Agencies Back on Course
-  When the Crystal Ball Hits the Wall: LAFCo Future Shock

REGISTRATION IS NOW OPEN! Visit <https://bit.ly/23Conference> to register.

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course *Near the Monterey Regional Airport*



Make your hotel reservations now at the special CALAFCO rate of \$205 per night (excludes taxes and fees). Book before September 18, 2023.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:
www.hyatt.com/en-US/group-booking/MRYDM/G-CL10 or call 877-803-7534 and reference the CALAFCO event.

Secure your spot today! You won't want to miss:

- ✓ Unique networking, collaboration and learning opportunities
- ✓ Meetings for regional representatives with elections
- ✓ CALAFCO Annual Business Meeting for member LAFCos
- ✓ Attorney and regional roundtables
- ✓ Luncheon keynotes
- ✓ Breakfast buffet and sponsor networking

Join Us at the
2023 CALAFCO ANNUAL CONFERENCE

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course
1 Old Golf Course Road, Monterey, CA 93940

TUESDAY – OCTOBER 17, 2023

2:00 p.m. Monterey Bay Coastal Bike Tour

WEDNESDAY – OCTOBER 18, 2023

7:00 a.m. Registration Opens

7:15 a.m. Mobile Workshop

10:00 a.m. LAFCo 101: Building on the Basics of LAFCo

1:30 p.m. Conference Opening

2:00 p.m. General Session: What's New with New Or Extended Services Outside Jurisdictional Boundaries?

3:15 p.m. Break

3:30 p.m. General Session: Reimagining LAFCo: Staying Relevant in Changing Times

5:30 p.m. CALAFCO Reception

7:00 p.m. Dinner on Your Own

THURSDAY – OCTOBER 19, 2023

7:00 a.m. Breakfast

8:00 a.m. Regional Caucus Meetings and Elections

9:15 a.m. CALAFCO Annual Business Meeting

10:30 a.m. Break

10:45 a.m. Attorney and Regional Roundtables

12:00 p.m. Lunch

1:45 p.m. **BREAKOUT SESSIONS**

1) LAFCo Dynamics

2) Your Community's Fire Service: Top Notch or Ticking Time Bomb?

3:15 p.m. Break

3:30 p.m. **BREAKOUT SESSIONS**

1) When the Crystal Ball Hits the Wall

2) Guiding Adrift Agencies Back on Course

6:00 p.m. Pre-dinner Reception

7:00 p.m. Dinner and Awards

FRIDAY – OCTOBER 20, 2023

7:00 a.m. Breakfast

7:30 a.m. CALAFCO Board of Directors Meeting

9:00 a.m. General Session: Municipal Services in the 21st Century

10:15 a.m. Break

10:30 a.m. General Session: LAFCOs and Special Districts: A Look at the History, Current Challenges, and Future Opportunities Among These Agencies

12:00 p.m. Conference Adjourns

REGISTRATION IS NOW OPEN. Visit
<https://bit.ly/23Conference> today!



THE SKY IS THE LIMIT

Multi-Agency Partnerships and Sustainability Projects at the Monterey Regional Airport

2023 Annual Conference Mobile Workshop

Explore the unique history, programs, sustainability projects, and partnerships of the Monterey Peninsula Airport District. The day will kick off with refreshments provided by the Airport District and includes presentations from Airport District and partner agency representatives about multi-agency collaboration and sustainability projects.



Wednesday, October 18, 2023
7:15 a.m. – 12:30 p.m.

Monterey Peninsula Airport District

200 Fred Kane Drive, Suite 200, Monterey, CA 93940

Enjoy a brisk 40-minute group walk to the event, leaving at 6:45 a.m. or board the bus in front of the hotel at 7:15 a.m.

Bus departs **promptly** at 7:30 a.m.

TOPICS INCLUDE:



Overview/History of the Monterey Peninsula Airport District



Sustainable Infrastructure: Solar Electricity and Water Service



Partnerships in Service Delivery – Fire Protection/ Emergency Medical Services, Law Enforcement Services, and Jet Center Services



Planned Modernization and Safety at the Airport, Regulatory Requirements, and Funding Sources



“Art at the Airport Program” – Partnerships with Monterey County Historical Society, Youth Arts Program, and Iconic Events

REGISTER TODAY!

Visit <https://bit.ly/23Conference> to pay online via credit card or complete the registration form attached to pay by check.

REGISTRATION DEADLINE: Friday, September 29, 2023

COST: \$75 per person, includes refreshments (Workshop is limited to the first 90 registrants.) Registration fees are refundable (less \$30), if a request is received in writing no later than September 29, 2023.

Please dress warmly in layers, as much of the workshop will be outside.

Remember to register for the 2023 CALAFCO Annual Conference!

Visit www.calafco.org for conference details or call us at 916-442-6536.



Thank you to our Mobile Workshop sponsor!



HOTEL RESERVATIONS AT THE HYATT REGENCY MONTEREY HOTEL AND SPA ON DEL MONTE GOLF COURSE are available at the special CALAFCO rate of \$205 per night (excludes taxes and fees), if booked before September 18, 2023. Visit www.hyatt.com/en-US/group-booking/MRYDM/G-CL10 or call 877-803-7534 and reference the CALAFCO event.

More information is available at www.calafco.org

MONTEREY BAY COASTAL BIKE TOUR

Tuesday, October 17, 2023 | 2 p.m. – 4 p.m.

Come early to Monterey and join the Monterey
LAFCO staff on a pre-conference bike ride!



WHERE: On the Monterey Bay Coastal Recreation Trail



MEET: In downtown Monterey at the large anchor
in front of Monterey History & Art at the Stanton Center,
adjacent to Custom House Plaza



DEPART: 2 p.m.

This fun, easy ride will be along the oceanfront recreation trail in Monterey and Pacific Grove. **FREE to everyone** and no advance registration is needed. Bring your own bicycle or rent one in town. Meet at the anchor outside of the Stanton Center (by Fisherman's Wharf and Custom House Plaza). This CALAFCO tradition started in 2012!



Monterey Bay Bike Tour participants at
the 2012 CALAFCO Conference

For more information, visit www.calafco.org

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