

CHAIR

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

Dan Hamburg
County Board
of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Counsel
Scott Browne

Regular Meetings

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

A G E N D A

Regular Meeting of Monday, August 1, 2016 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Live web streaming and recordings of Commission meetings are now available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are also available on the LAFCo website.

Call to Order and Roll Call

PUBLIC EXPRESSION

1. The Commission welcomes participation in the LAFCo meeting. Any person may address the Commission on any subject within the jurisdiction of LAFCo which is not on the agenda. There is a three minute limit and no action will be taken at this meeting. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting.

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.

2. Approval of the July 11, 2016 Regular Meeting Summary Minutes
3. Approval of the July 2016 Claims
4. Acceptance of the Monthly Financial Report

MATTERS FOR DISCUSSION & POSSIBLE ACTION

The following discussion and business items are for review and possible action by the Commission. Questions and comments from the Commission, participating agencies, and members of the public are welcome.

5. Report on Fiscal Year 2015/16 Financials (Verbal report by Chair Ward)

PUBLIC HEARINGS

Any member of the public may address the Commission on public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak. Documents are available for review at www.mendolafco.org or by contacting the LAFCo office.

6. Fiscal Year 2016-17 Budget Amendment
This is a public hearing to consider approving a FY 2016-17 Budget Amendment that would reallocate to accommodate GIS services to carry out the Commission's work for the remainder of the year and Clerk hourly rate increase.

Continued...

INFORMATION/REPORT ITEMS

The following informational items are to report on current commission activities, communications, studies, legislation, and special projects. General direction to staff for future action may be provided by the Commission.

7. Status of Applications, Future Projects, MSR & SOI Updates (Written)
8. Correspondence –Further information can be requested from Commission Clerk
 - **CSDA Finance Corporation Board** A seat is open to staff or elected officials from CSDA member districts to serve on the board of directors. Each director of the CSDA Finance Corporation holds office for the period that the director remains a member of the CSDA Finance Corporation committee, as approved by the CSDA Board of Directors. There are typically four board meetings scheduled throughout the year and board members are reimbursed for their travel expenses. On occasion, there is also a need to participate in a conference call meeting. Interested parties should submit by Friday, July 29, 2016.
 - **2nd Annual Jere Melo Community Service Awards Dinner & Auction** August 27, 2016.
9. Executive Officer's Report (Verbal)
 - Special District Elections
10. Committee Reports (Verbal)
11. Commissioner Reports, Comments or Questions (Verbal)
12. Legislation Report

PLEASE NOTE: September meeting delayed by a week due to Labor Day

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, September 12, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Notes: Participation on LAFCo Matters

All persons are invited to testify and submit written comments to the Commission on public hearing items. Any challenge to a LAFCo action in Court may be limited to issues raised at a public hearing or submitted as written comments prior to the close of the public hearing.

Americans with Disabilities Act (ADA) Compliance: If you are a disabled person and need a disability-related modification or accommodation to participate in a meeting, please contact the LAFCo office at 707-463-4470, by e-mail to eo@mendolafco.org, or by FAX to 707-462-2088. Requests must be made as early as possible, and at least two full business days prior to the meeting.

Fair Political Practice Commission (FPPC) Notice: State Law requires that a participant in LAFCo proceedings who has a financial interest in a Commission decision, and who has made a campaign contribution of more than \$250 to any Commissioner in the past 12-months, must disclose the contribution. If you are affected, please notify the Commission prior to the agenda item.

MENDOCINO

Local Agency Formation Commission

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

Agenda Item No. 2

CHAIR

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VICE CHAIR

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County Board
of Supervisors

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Executive Officer
Uma Hinman

Analyst
Larkyn Feiler

Commission Clerk
Elizabeth Salomone

Counsel
Scott Browne

Regular Meetings

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

MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, July 11, 2016

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

Call to Order

Chair Ward called the meeting to order at 9:02am.

Roll Call

Members Present:

Commissioners Carre Brown, Kevin Doble, Doug Hammerstrom, John McCowen, Theresa McNerlin, Tony Orth, and Jerry Ward

Members Absent:

Commissioner Holly Madrigal

Alternate Members Present:

Commissioners Dan Hamburg, Carol Rosenberg, and Angela Silver

Staff Present:

Uma Hinman, Executive Officer
Elizabeth Salomone, Clerk

Alternate Commissioner Doble immediately took seat as City Representative.

PUBLIC EXPRESSION

1. No one from the public indicated an interest to speak.

OATH OF OFFICE

2. Swearing In of New Executive Officer, Uma Hinman

Commission Clerk administered Oath of Office to Executive Officer, Uma Hinman.

CONSENT CALENDAR

3. Approval of the June 6, 2016 Regular Meeting Summary Minutes
4. Approval of the June 2016 Claims –Pulled for further discussion
5. Acceptance of the Monthly Financial Report –Pulled for further discussion

Upon motion by Commissioner McCowen and second by Commissioner Doble the Consent Calendar Item 3 was approved by roll call vote:

Ayes: (7) Brown, Doble, Hammerstrom, McCowen, McNerlin, Orth, and Ward
Absent: (1) Madrigal

Chair Ward made the following points regarding the monthly claims and the monthly financial report and will work with staff to address:

- Planwest exceeded their basic services amount by \$257.00
- There is an error in the In-County Travel and Stipends account #6740.
- The budget tracking spreadsheet and the claims report do not match.
- On the application tracking spreadsheet, closed accounts need to be removed.
- The deposit for Anderson Valley CSD Activation of Latent Powers (Ambulance) and Annexation needs to be added. [Staff note: Deposit shown on FY 2016-17 tracking.]
- Waiting for payment on the Irish Beach WD Moores Annexation; it is still in arrears.
- The Fort Bragg FPD Detachment account needs to be settled.

Upon motion by Commissioner McCowen and second by Commissioner Brown, Consent Calendar Items 4 and 5 were approved by unanimous consent:

Ayes: (7) Brown, Doble, Hammerstrom, McCowen, McNerlin, Orth, and Ward
Absent: (1) Madrigal

Approval of June 2016 claims totaling \$8,548.02

Planwest Partners:	\$4,388.50
Ukiah Valley Conf Ctr:	\$537.34
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$200.76
Newspaper Noticing	246.87
Pehling & Pehling	\$1,550.00
Pacific Internet	\$998.62
Petty Cash	\$125.93

MATTERS FOR DISCUSSION/POSSIBLE ACTION

6. Willow Water County Water District (WCWD) Sphere of Influence Update

A Public Hearing Notice was published in the newspapers for the June 6, 2016 regular meeting. George Williamson, former Executive Officer, presented the SOI Update and recommended approving an SOI amendment (reduction) for the WCWD to include only those properties currently receiving service within the existing SOI or with appropriate land use designations to receive municipal water services, and to exclude those properties which overlap with the City of Ukiah boundary and do not currently receive services from the District (i.e., Area 1bIII as shown in Figure 2 of the SOI Report included in the June 6, 2016 Agenda Packet).

Clerk Salomone was asked to read aloud from the June 6, 2016 meeting the motion made by Commissioner McCowen and seconded by Commissioner Madrigal to approve the Resolution 15-16-23 approving WCWD SOI Update with the following changes:

- Pg 14, 1st Para to read:
Those overlap territories not receiving services from the District should be removed from the District's SOI. These include those territories identified in items "1bI", "1bII", and "1bIII" discussed above in the "Sphere of Influence" section (See Figure 2.) Those territories within both the District's boundary and the City's boundary which receive services from the District should ~~continue to be within~~ *be removed from the District's SOI, but shall not be detached from the District prior to analysis of the fiscal impacts to the District and approval of a plan to make the District whole financially.* This includes the 85 customers discussed in item "1a" and the agricultural territories in "1bIV" ~~Additionally, those territories within the City's boundary that are receiving service from the District should remain within the District's SOI; this includes~~ *and includes* those properties discussed in item "1C." No other boundary overlaps are identified at this time.
- Pg 16, Conclusion 1 to read:
Those properties receiving service within the existing SOI ~~remain within~~ *but which are within the City limits be removed from the proposed updated sphere.*
- Changes to the map as appropriate per the above changes.

The motion remained on the floor to the July 11, 2016 meeting.

Uma Hinman presented. A letter was received on June 30, 2016 signed by representatives of Willow County Water District, Millview County Water District, Russian River Flood Control District, and Calpella County Water District and was included in the packet.

Commissioner Orth stated his support that reference to the 85 parcels be removed from the motion and detach only non-served parcels, and to wait for a Memorandum of Understanding (MOU) between City and District. He expressed that the intent of LAFCo is to drive agreements between agencies and there are positive reports on the progress of the agreement therefore LAFCo need not force a hand.

Charley Stump, City of Ukiah, noted City representatives hadn't had a chance to review material and asked for no action to be taken in order to allow the City and District to develop a MOU. He expressed the mutual willingness of the City and District to work together for an agreeable solution. He further noted that if action must be taken, the City supported Commissioner McCowen's motion.

Dave Redding, Willow County Water District, supported LAFCo staff recommendation, legal counsel opinions and Commissioner Orth's comments. He confirmed that the District was looking forward to further discussions with the City to develop the MOU.

Comments and questions were offered by Commissioners Orth, McCowen, McNerlin, Hammerstrom, Brown, Rosenberg, Ward, Silver, and Hamburg.

Tamara Alaniz, General Manager for Russian River Flood Control District, addressed the Commission stressing the Special District perspective that LAFCo action at this time is unnecessary and disruptive to the CKH process of orderliness and efficiency, as well as the process between the City and District negotiating an MOU.

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, Resolution 15-16-23 approving WCWD SOI Update with the changes noted above and read aloud by Commission Clerk was approved by roll call vote:

Ayes: (4), Doble, Hammerstrom, McCowen, and Ward
Noes: (3) Brown, McNerlin, and Orth,
Absent: (1) Madrigal

Chair Ward called a break from 10:27 – 10:38am.

7. Cemetery District Municipal Service Reviews (MSRs) Contract

Uma Hinman presented. Chair Ward noted this is to complete the work originally assigned to Baracco & Associates and Mr. Baracco is aware of the situation through LAFCo counsel.+

Upon motion by Commissioner McCowen and second by Commissioner Hammerstrom, approval of the contract for completion of Cemetery District MSRs with Uma Hinman Consulting and additional direction to Chair and staff to proceed as indicated by the Chair was approved by roll call vote:

Ayes: (7) Brown, Doble, Hammerstrom, McCowen, McNerlin, Orth, and Ward
Absent: (1) Madrigal

8. Website Transition Contract

Uma Hinman presented. Comments and questions were offered by Commissioners Ward, McCowen, and Brown.

Upon motion by Commissioner Doble and second by Commissioner Orth, approval of the contract for completion of website transition with Planwest Partners with the following changes was approved by roll call vote:

IT IS FURTHER AGREED that the CONTRACTOR will be compensated at a rate of \$62.00 per hour for up to ~~approximately~~ 40 hours, ~~for an estimated cost~~ with a cap of \$2,480.00.

Ayes: (7) Brown, Doble, Hammerstrom, McCowen, McNerlin, Orth, and Ward
Absent: (1) Madrigal

9. Hastings Frontage Road

Uma Hinman presented an inquiry regarding a 1981 annexation of property to the City of Ukiah from the County of Mendocino. At issue is what portion of the Hastings Frontage Road (on the east side of 101) is within the City of Ukiah and what portion remains in the County. Chair Ward assigned Commissioners Brown and McCowen to an ad hoc committee to assist LAFCo staff in resolving the issue. Charley Stump from the City of Ukiah Planning Department offered assistance, as needed. Amber Munoz, Department of Transportation, provided further information for staff, offering further assistance, as needed. Staff will schedule an ad hoc meeting to establish steps to a solution.

10. Special District Elections

Uma Hinman presented. Comments and questions were offered by Commissioner Orth. He suggested a return envelope be included with the ballot and clarified it is to be a 4 year term.

11. Policy Review: Chapter 9, Section 1.10 Overlapping Spheres

Uma Hinman presented. In January 2016, the Commission considered alternate language on overlapping spheres but ultimately voted to approve the policy with a hierarchy included. Due to a continued lack of agreement among Commissioners on whether this hierarchy applies in all situations, especially in rural areas where there are existing overlapping jurisdictional boundaries and spheres, the policy was placed on the agenda for further discussion as requested by the Commission in May 2016.

Comments and questions were offered by Commissioners Hammerstrom, McCowen, Orth, Doble, McNerlin, Hamburg, and Rosenberg. Points of discussion included:

- Possible Economic disadvantage to service entities
- Lower cost of providing service to customers
- Voting rights of customers within the overlap areas regarding governing entity
- Sound long-range planning view
- Clarity of LAFCo's intention to clarify overlapping areas
- Service agreement between agencies in question
- Origin of the Policy creating a hierarchy

Commission consensus was to maintain Policy (Chapter 9, Section 1.10 Overlapping Spheres) as written.

INFORMATION/ REPORT ITEMS

12. Status of Applications, Future Projects, MSR and SOI Updates

Uma Hinman presented. An application was received from the Anderson Valley CSD for annexation, detachment, and activation of latent powers for ambulance services. EO Hinman noted that she would be meeting with Commissioner Silver and the Calpella County Water District (CCWD) staff to review District files relating to the Central Avenue annexation later in the day. Chair Ward noted some errors on the application cost tracking sheet and asked staff to contact Mr. Moores and the Fort Bragg Rural FPD regarding outstanding payments. Comments and questions offered by Commission Ward.

13. Correspondence

Several Commissioners indicated interest in attending the annual CALAFCO conference scheduled for October 26-28, 2016.

14. Executive Officer's Report

Uma Hinman provided a verbal update.

- Cemetery District files requested from Baracco & Associates.
- Staff reviewing the work plan and files.
- Researching SOI inquiry from City of Willits.
- EO meeting with Calpella CWD today.
- QuickBooks transitioning between Planwest and UHC.

15. Committee Reports

This is a new item that will appear monthly on the agenda with a written report.

16. Commissioners Reports, Comments or Questions

Commissioner Hammerstrom: Members of the public asked Commissioner Hammerstrom if there is any action LAFCo can take to assist in the public request for financial documents from the “Hospital District” [Mendocino Coast Health Care District.] Discussion offered suggestions noting mandatory reporting on the State level and using the Public Records Act.

Commissioner Silver provided a summary of the last CSDA Special District training held, which was focused on district financials. Comments and questions were offered by Commissioner Orth, Hamburg, Rosenberg, Madrigal, McNerlin, McCowen, and Ward. Commissioner Silver suggested that the training be given annually or biennially. It was suggested that it could be a regional training with funding and hosting to be shared by other counties as well.

Commissioner Ward has received FY 14/15 financial information from Planwest, reviewed and forwarded to the Auditor and will work on the FY 15/16 as soon as the fiscal year is complete.

17. Legislation Report

No comments or questions were offered.

ADJOURNMENT

There being no further business, at 11:00am the meeting was adjourned to the next regular meeting on Monday, July 11, 2016 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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MENDOCINO Local Agency Formation Commission

Staff Report

DATE: August 1, 2016
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Claims for July 2016

 The following claims are recommended for payment authorization:

Name	Account Description	Amount
Uma Hinman Consulting	5300 Basics Services: \$ 4,610.00	\$ 4,728.00 \$ 130.00
	6200 Bookkeeping: \$ 100.00	
	5607 Office Equipment \$ 18.00	
	7000 Cemetery District MSR \$ 130.00	
Ukiah Valley Conf. Center	5502 Office space: \$ 400.00	\$ 430.00+
	5503 Work room: \$ 30.00	
	5603 Photocopy: \$ TBD	
	5605 Postage: \$ TBD	
P. Scott Browne	6300 Legal Counsel, Monthly flat fee	\$ 500.00
Commissioner Reimbursements	6740 In-County Travel & Stipends: Rosenberg \$50.00 (July 2016) McNerlin \$50 (July 2016) Orth \$77.00(July 2016) Silver \$60.80 (July 2016)	\$237.80
	5601 office supplies Silver \$45.50	\$45.50
Ukiah Daily Journal Willits News Fort Bragg Advocate-News	5900 Publication and Legal Notices Public Hearing notice for April 2016	\$ 244.95
Pehling & Pehling	6100 Audit Services: FY 2015-16 Audit deposit	\$1,550.00
SHN Consulting	8000 North of 10 Mile Annexation Map Correction	\$2,000.00
Baracco & Associates	2015/16:7000 Baracco & Assoc MSR Contract Final Payment for Contract MSR preparation	\$2,400.00
Total:		\$12,266.25

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



Uma Hinman Consulting Invoice

Date	July 25, 2016	Invoice No.	272
To	Mendocino LAFCo		
Project	LAFCo Planning Services		
Work Period	July 1 - 25, 2016		

Cost Summary	Total
Acct 5300 Basic Services	\$ 4,610.00
Acct 6200 Bookkeeping (Other Services)	\$ 100.00
Acct 7501 Sphere of Influence Updates	\$ -
Acct 5607 Office Equipment Applications	\$ 18.00
	\$ -
Total Amount Due:	\$ 4,728.00

Basic Services (Acct 5300)	Rate	Hours	Total
Executive Officer, Uma Hinman	\$ 90.00	34.00	\$ 3,060.00
Analyst, Larkyn Feiler	\$ 65.00	0.00	\$ -
Clerk, Elizabeth Salomone	\$ 40.00	38.75	\$ 1,550.00
Subtotal			\$ 4,610.00
Office Equipment (Acct 5607)			
Quickbooks Online (monthly fee)			\$ 18.00
Subtotal			\$ 18.00
Bookkeeping (Acct 6200)			
Executive Officer, Uma Hinman	\$ 90.00	\$ -	\$ -
Clerk, Elizabeth Salomone	\$ 40.00	\$ 2.50	\$ 100.00
Subtotal			\$ 100.00
Sphere of Influence Updates (Acct 7501)			
Executive Officer, Uma Hinman	\$ 90.00	\$ -	\$ -
Analyst, Larkyn Feiler	\$ 65.00	\$ -	\$ -
Clerk, Elizabeth Salomone	\$ 40.00	\$ -	\$ -
Subtotal			\$ -
Applications			
Executive Officer, Uma Hinman	\$ 90.00	\$ -	\$ -
Analyst, Larkyn Feiler	\$ 65.00	\$ -	\$ -
Clerk, Elizabeth Salomone	\$ 40.00	\$ -	\$ -
Subtotal			\$ -

Basic Services

Prepared, posted and distributed agenda and packet materials. Coordinated meeting packet preparation, and staffed July 2016 meeting. Transcribed and reviewed draft June meeting minutes for review at July meeting. Staffed office in July. Started preparing August meeting agenda and staff reports, Posted notices and agendas. Prepared and distributed hearing notices for publishing. Compiled claims for July agenda. Researched Quickbooks options, purchased, and set up online Quickbooks program.

Responded to inquiries from Mendocino Beacon, Anderson Valley CSD,. Followed up on next steps for Fort Bragg Rural FPD detachment in order to complete project. Followed up on Fort Bragg Rural FPD North of Ten Mile annexation mapping and routed revised map to County GIS and Surveyor for review. Met with Calpella CWD to review files on proposed Central Avenue annexation. Researched Hastings Road annexation and coordinated ad-hoc committee meeting.

Researched, prepared and sent letter to Mr. Moores regarding the outstanding balance due on the Moores annexation application.

Bookkeeping (Other Services)

Compiled claims for Commissioner review and approval at August meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at August 1 meeting.

Sphere of Influence Updates

No activity

Applications

No activity



Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

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

Marsha A. Burch
Of Counsel

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

Period Ending:

7/15/2016

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

Professional Services

	<u>Hours</u>	
6/28/2016 PSB Conference call with Program Committee; Email to Program Committee re: panelist for program.	0.25	
	<hr/>	
SUBTOTAL:	[0.25]	
		<u>Amount</u>
Total Professional Hours	0.25	\$500.00
<i>Per Representation Agreement, flat fee of \$500/month.</i>		
Previous balance		\$500.00

Payments and Credit Activity

7/14/2016 Payment - Thank You. Check No. 1136	(\$500.00)
	<hr/>
Total payments and adjustments	(\$500.00)
	<hr/>
TOTAL BALANCE NOW DUE	\$500.00
	<hr/> <hr/>

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

Uma Hinman Consulting
 PO Box 1251
 CA 95924
 uhinman@comcast.net
 (916) 813-0818

Invoice

Date	Invoice #
7/25/2016	273

Bill To
Mendocino LAFCo 200 School Street, #2 Ukiah, CA 95482

P.O. No.	Terms	Project
		Cemetery District MSR

Quantity	Description	Rate	Amount
2	Draft report template for Cemetery District MSR/SOI	65.00	130.00
		Total	\$130.00

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: August 1, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Monthly Financial Report

Application Revenues: none

Other Deposits: none

Budgeted Expenses: Attached is the updated budget track form with budget items, account numbers, and amounts. The monthly claims are also itemized in the Claims under Consent Calendar.

Petty Cash: \$0

(Note: Petty cash expenses allocated in budget track at time of expenditure)

Attachments:
Budget Track Spreadsheet
Application Track Spreadsheet

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget Track - Through July 2016

Task	Acct #	FY 16-17 Budget	July	Year to Date	Remaining Budget*
EXPENSES		\$59,000.00			
Basic Services - EO/Analyst/Clerk	5301	\$43,000.00	\$4,610.00	\$4,610.00	\$38,390.00
Office Space	5502	\$4,800.00	\$400.00	\$400.00	\$4,400.00
Work Room	5503	\$360.00	\$30.00	\$30.00	\$330.00
Office Supplies	5601	\$700.00	\$45.50	\$45.50	\$654.50
Photocopy	5603	\$1,000.00	TBD	\$0.00	\$1,000.00
Postage	5605	\$300.00	TBD	\$0.00	\$300.00
Office Equipment	5607	\$0.00	\$18.00	\$18.00	\$-18.00
Internet & Website Costs	5700	\$1,200.00		\$0.00	\$1,200.00
Publication & Legal Notices	5900	\$2,000.00	\$244.95	\$244.95	\$1,755.05
Televising Meetings	6000	\$1,700.00		\$0.00	\$1,700.00
Audit Services	6100	\$3,025.00	\$1,550.00	\$1,550.00	\$1,475.00
Bookkeeping	6200	\$4,800.00	\$100.00	\$100.00	\$4,700.00
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$5,500.00
A-87 Costs County Services	6400	\$2,010.00			\$2,010.00
Insurance - General Liability	6500	\$1,000.00		\$0.00	\$1,000.00
Memberships (CALAFCO/CSDA)	6600	\$2,100.00		\$0.00	\$2,100.00
In-County Travel & Stipends	6740	\$4,300.00	\$237.80	\$237.80	\$4,062.20
Travel & Lodging Expenses	6750	\$5,000.00		\$0.00	\$5,000.00
Conferences (Registrations)	6800	\$3,000.00		\$0.00	\$3,000.00
MSR & SOI Updates		\$47,000.00			
MSR Reviews - Admin	7001	\$15,000.00		\$0.00	\$15,000.00
SOI Updates	7501	\$39,000.00		\$0.00	\$39,000.00
Monthly/ Year to Date Totals			\$7,736.25	\$7,736.25	\$132,558.75

Cemetery District MSRs	7000		\$130.00	\$130.00	
Baracco & Associates Final Payment	7000		\$2,400.00		
North of 10 Mile Map Correction	8000		\$2,000.00	\$2,000.00	
			\$12,266.25	\$9,866.25	

Mendocino LAFCo Application Cost Track FY 2016-17									
Application Name	Acct #	FY 14-15 Standing	2015/16 Deposits	2016/17 Deposits	Expenses to Date	Remaining Budget	Final Payment/ Reimburse	Remaining Balance	Final Invoice
Filed Applications	8000								
Irish Beach WD Moores Annexation	8001	-\$610.56	\$0.00	\$0.00	\$0.00	-\$610.56		-\$610.56	sent
Fort Bragg FPD Detachment	8003	\$7,452.37	\$0.00	\$0.00	\$0.00	\$7,452.37		\$7,452.37	
City of Ukiah Detachment of UVSD lands	8010	\$1,532.75	\$0.00	\$0.00	\$0.00	\$1,532.75		\$1,532.75	
AVCSD (Ambulance) Activation of Latent Powers & Annexation	TBD	-	-	\$6,000.00	\$1,464.00	\$4,536.00			
Pre-application Reviews									

MENDOCINO

Local Agency Formation Commission

Staff Report

DATE: August 1, 2016
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Public Hearing** on Proposed Budget Amendment for FY 2016-17

Background

This is a public hearing to consider approving a FY 2016-17 Budget Amendment that would reallocate funds based on the Executive Officer contract and in anticipation of funds necessary for GIS services to carry out the Commission’s work for the remainder of the year. When the budget was developed, it was assumed that the Clerk position would be contracted directly with LAFCo, with the Executive Officer Services being a separate contract to LAFCo. During contract negotiations, LAFCo requested that the Clerk position be subcontracted under the Executive Officer Basic Services contract. During Uma Hinman Consulting’s discussion with Ms. Salomone for the Clerk contract, Ms. Salomone noted an increase in her rate that was not included in the estimated Clerk services budget. Discussions with the Executive Committee resulted in a recommendation to the Commission for a budget increase of \$3,680 to Basic Services for Uma Hinman Consulting to accommodate the increase in Clerk’s rate during Fiscal Year 2016-17.

A task not included in the Executive Officer Request for Proposals or addressed in LAFCo’s budget for Fiscal Year 2016-17 was Geographic Information Systems (GIS) support services. Under the past Executive Officer contract, GIS services were provided by Planwest Partners. Under the previous Executive Officer contract with Baracco and Associates, GIS services were provided by the Mendocino County Information Systems Division under direct contract with LAFCo. Staff has discussed a similar contract with Leif Farr, Mendocino County, and the County is in the process of drafting a contract for LAFCo consideration. It is difficult to foresee mapping needs for the fiscal year; however, based on the MSR/SOI Work Plan and discussions with Mr. Farr, staff is estimating approximately 40 hours to prepare maps for the 25 MSR/SOI reports included in this year’s Work Plan. At a rate of \$90.55 per hour, the estimated GIS budget to support the SOI Work Plan for Fiscal Year 2016-17 is \$3,622. The following table summarizes the budget amendment:

Account	Description	FY 2016-17 Budget	Proposed Amendment Amount	Proposed Amended Budget Total
5301	Basic Services: Executive Officer Contract	\$ 43,000	\$ 1,080	\$ 44,080
5302	Basic Services: Clerk Contract	\$ 19,000	\$ 2,600	\$ 21,600
7501	SOI Updates (GIS Services, County Services Contract)	\$ 39,000	\$ 3,622	\$ 42,622
	Total Proposed Budget Increase		\$ 7,302	

Recommendation

Staff recommends the Commission adopt Resolution No. 16-17-01 (attachment 1), thereby approving a budget amendment for FY 2016-17.

Attachments: 1) Resolution No. 16-17-01
 2) Proposed FY 2016-17 Budget Amendment Spreadsheet

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

LAFCo Resolution No. 16-17-01

AMENDING THE BUDGET FOR FISCAL YEAR 2016-17

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, annually approves a final budget to fulfill its purposes and functions that are set by State law; and

WHEREAS, the Commission adopted a fiscal year 2016-17 budget for \$189,295.00 at its June 11, 2016 meeting; and

WHEREAS, the Commission considered a proposed fiscal year 2016-17 budget amendment for \$196,597.00, a difference of \$7,302.00 which would be covered by the Commission’s available fund balance; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the proposed fiscal year 2016-17 budget amendment on August 1, 2016.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission does hereby RESOLVE, DETERMINE, and ORDER as follows:

1. The Commission approves a fiscal year 2016-17 budget increase in the amount of \$7,302.00 as shown in Exhibit A.

The foregoing resolution was duly adopted by the Local Agency Formation Commission of the County of Mendocino, State of California.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 1st day of August 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

JERRY WARD, Chair

UMA HINMAN, Executive Officer

**Mendocino Local Agency Formation Commission
Operating Budget**

ACCOUNT #	DESCRIPTION	FY 2016-17 Final	FY 2016-17 Proposed Amend
REVENUE			
4000	LAFCO Apportionment Fees	\$120,000.00	\$120,000.00
4030	Application Filing Fees	\$30,000.00	\$30,000.00
4100	Service Charges	\$0.00	\$0.00
4800	Miscellaneous	\$0.00	\$0.00
4910	Interest Income	\$120.00	\$120.00
	Revenue Total	\$150,120.00	\$150,120.00
EXPENSES			
5300	Basic Services (split between sub-accounts)	\$0.00	\$0.00
5301	Executive Officer Contract	\$43,000.00	\$44,080.00
5302	Clerk Contract	\$19,000.00	\$21,600.00
5500	Rent (split between sub-accounts)	\$0.00	\$0.00
5502	Office Space	\$4,800.00	\$4,800.00
5503	Work Room	\$360.00	\$360.00
5600	Office Expenses (split between sub-accounts)	\$0.00	\$0.00
5601	Office Supplies (petty cash)	\$700.00	\$700.00
5603	Photocopy	\$1,000.00	\$1,000.00
5605	Postage	\$300.00	\$300.00
5607	Office Equipment	\$0.00	\$0.00
5700	Internet & Website Costs	\$1,200.00	\$1,200.00
5900	Publication and Legal Notices	\$2,000.00	\$2,000.00
6000	Televising Meetings	\$1,700.00	\$1,700.00
6100	Audit Services	\$3,025.00	\$3,025.00
6200	Bookkeeping	\$4,800.00	\$4,800.00
6300	Legal Counsel	\$6,000.00	\$6,000.00
6400	A-87 Costs County Services	\$2,010.00	\$2,010.00
6500	Insurance-General Liability	\$1,000.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,100.00	\$2,100.00
6740	In-County Travel & Stipends	\$4,300.00	\$4,300.00
6750	Travel & Lodging Expense	\$5,000.00	\$5,000.00
6800	Conferences (Registrations)	\$3,000.00	\$3,000.00
7000	Barraco & Associates MSR Contract	\$0.00	\$0.00
7001	MSR Reviews - Admin	\$15,000.00	\$15,000.00
7501	SOI Updates	\$39,000.00	\$42,622.00
9000	Special District Training Support	\$0.00	\$0.00
	Operating Expense Total	\$159,295.00	\$166,597.00
8000	Application Filing Expenses	\$30,000.00	\$30,000.00
	Expense Total	\$189,295.00	\$196,597.00
	REVENUE/EXPENSE DIFFERENCE	-\$39,175.00	-\$46,477.00
	<i>(Negative balance indicates use of fund balance)</i>		
	Fund Balance	73,968.00	73,968.00
	<i>(As of April 2016)</i>		
	Reserves Total	\$100,105.41	\$100,105.41
	<i>(As of December 2015)</i>		

Ukiah Daily Journal

590 S. School St
PO Box 749
Ukiah, California 95482
(707) 468-3500
udjlegals@pacific.net
2117504

MENDOCINO COUNTY LAFCO
200 SOUTH SCHOOL ST, STE 2
UKIAH, CA 95482

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

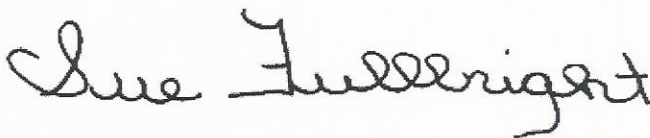
**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

07/10/2016

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

Dated at Ukiah, California,
July 11th, 2016



Sue Fullbright, LEGAL CLERK



RECEIVED

7/14/16

Legal No. 0005771227

2020-16

7/10/16

Mendocino LAFCo Notice of Public Hearings

NOTICE IS HEREBY GIVEN that on Monday, August 1, 2016, at 9:00am (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, CA, the Mendocino Local Agency Formation Commission will hold public hearings to consider the following:

Proposed FY 2016-17 Budget Amendment

Copies of all related documents are on file and may be reviewed at the LAFCo office. If you cannot attend the public hearing(s) described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.

BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMISSION
UMA HINMAN, Executive Officer

The Willits News

77 W Commercial Street
PO Box 628
Willits, CA 95490
707-459-4643

2117504

MENDOCINO COUNTY LAFCO
200 SOUTH SCHOOL ST, STE 2
UKIAH, CA 95482

PROOF OF PUBLICATION

**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Willits News, a newspaper of general circulation, printed and published Every Wednesday and Friday in the City of Willits, California, County of Mendocino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, in the year 1903, Case Number 9150; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/13/2016

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

Dated at Willits, California this 13th day of July, 2016.



Signature



RECEIVED *ES*
7/13/16

Legal No. **0005770996**

WN16003
Mendocino LAFCo Notice of Public Hearings

NOTICE IS HEREBY GIVEN that on Monday, August 1, 2016, at 9:00am (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, CA, the Mendocino Local Agency Formation Commission will hold public hearings to consider the following:

Proposed FY 2016-17 Budget Amendment

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All interested persons are invited to attend, be heard, and participate in the hearings.

BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMISSION
s/UMA HINMAN, Executive Officer
07/13/2016

Fort Bragg Advocate-News

450 N. Franklin Street
PO Box 1188
Fort Bragg, California 95437
707-964-5642

2114461

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

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

STATE OF CALIFORNIA COUNTY OF MENDOCINO

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

07/14/2016

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

Dated at Ukiah, California,
July 14th, 2016



Mary Martin, LEGAL CLERK

 RECEIVED *ef*
7/18/16

Legal No. 0005770980

MENDOCINO LAFCO NOTICE OF PUBLIC HEARINGS

NOTICE IS
HEREBY GIVEN
that on Mon-
day, August 1,
2016, at 9:00am
(or as soon
thereafter as
the matter may
be heard) in the
Mendocino
County Board of
Supervisors
Chambers, 501
Low Gap Road,
Ukiah, CA, the
Mendocino Lo-
cal Agency For-
mation Com-
mission will
hold public
hearings to
consider the
following:

Proposed FY 2016-17 Budget Amendment

Copies of all re-
lated docu-
ments are on
file and may be
reviewed at the
LAFCo office. If
you cannot at-
tend the public
hearing(s) de-
scribed in this
notice, you may
submit written
comments prior
to the hearing.
Please direct
c o m m e n t s ,
questions, and
requests to re-
view docu-
ments to LAFCo,
200 South
School Street,
Ukiah, CA 95482;
e-mail: eo@men
dolafco.org;
phone: (707)
463-4470.

All interested
persons are in-
vited to attend,
be heard, and
participate in
the hearings.

BY ORDER OF
THE MENDO-
CINO LOCAL
AGENCY FOR-
MATION COM-
MISSION
UMA HINMAN.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: August 1, 2016
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Status of Applications, Future Projects, MSR & SOI Updates

ACTIVE APPLICATIONS

There are currently two (2) active applications on file with the Commission and two (2) that require finalizing:

1. Anderson Valley CSD Proposed Reorganization (Annexation, Detachment, and Activation of Latent Powers to Provide Ambulance Services)

The AVCSO has submitted application materials to LAFCo for a Reorganization consisting of annexation, detachment, and latent powers activation for ambulance services. The proposed latent powers activation would allow the AVCSO to pursue a functional merger by contract with the Anderson Valley Ambulance Service, an independent non-profit entity that currently provides ambulance services to the Anderson Valley community. The proposed merger into a single entity for fire/rescue and EMS transport would support the provision of local ambulance services and improve financial and operational efficiencies. Along with the application, the District submitted a deposit of \$6,000.00 for processing the application. Staff is reviewing the application for completeness.

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

The City of Ukiah was notified in December 2014 that their detachment application was incomplete pending submittal of a Plan for Services and property tax exchange agreement.

3. Fort Bragg RFPD North of 10 Mile Annexation

SHN Engineers submitted a revised annexation map and legal description in July 2016. The map has been initially reviewed and approved by Leif Farr, Mendocino County GIS. Mr. Farr requested that the County Surveyor also review the map before LAFCo signature. LAFCo staff have requested electronic files of the map from SHN. Upon approval of the map by the County Surveyor, LAFCo may finalize the annexation process.

4. Fort Bragg RFPD Detachment

A Certification of Completion for the detachment was filed November 11, 2011 and a map filing submitted to the State Board of Equalization. On April 11, 2012, LAFCo staff received a rejection letter from the BOE requesting a new geographic description and a processing fee. The mapping error has not yet been finalized. Upon receipt of an inquiry by the District as to the status of the correction, staff is following up with the District and the contracted surveyor to determine the status and remaining steps for completing the project.

(continued...)

FUTURE PROJECTS:

There are five (5) potential project proposals that may be submitted in the future:

1. Anderson Valley CSD Proposed Activation of Latent Powers to Provide Water and Sewer Services

AVCSD has indicated they are making progress on preparing a Plan for Services and associated LAFCo application materials. This process is ongoing and will be maintained separately from the Ambulance Services Latent Powers process described above.

2. Nicolls inquiry into water and wastewater services in the Ukiah Valley

A property owner with an undeveloped parcel located in both the Millview CWD and the Ukiah Valley Sanitation District (UVSD) inquired about annexation options. Staff has met with the property owner and District Managers to discuss annexation options.

3. Calpella CWD Proposed Annexation

The Calpella CWD provides out of district water services to an area adjacent to the district boundary known as the Central Avenue Area. This “Out of District Service Area” has been receiving water services since 2000 and was part of past annexation proposals that were disapproved by LAFCo. The 2013 Ukiah Valley MSR noted that annexation of this area should be considered in the future. At the February 1, 2016 LAFCo meeting, the Commission approved a SOI amendment (reduction) for the Calpella CWD to include only those areas within the Out of District Service Area and District boundary (Resolution No. 15-16-11). The District has expressed interest in annexing the Central Avenue Area now that the MSR and SOI Update are complete. A fee waiver/reduction in LAFCo application costs was considered by the Commission on May 12, 2016. The Commission approved providing one-half of the required deposit to be matched by the District. Staff met with the District to review files and history of annexation on July 11, 2016.

4. Laytonville CWD Proposed Annexation

The Laytonville CWD has received a property owner inquiry regarding the availability of water service to parcels located outside the District’s boundary. These properties are located within the District’s sphere of influence (SOI), which was adopted by LAFCo in December 2015. The District has indicated it has available capacity to provide additional water service hookups, and has expressed potential interest in expanding its boundaries in order to allow additional properties to connect to the system.

5. Elk County Water District Proposed Annexation

Elk CWD has expressed interest in annexing areas currently served within their SOI, which includes an associated parcel map being filed with Mendocino County.

(continued...)

(Status of Applications, Future Projects, MSR & SOI Updates continued...)

MSR & SOI UPDATES:

The following MSR and/or SOI Studies are included in the 2016/2017 Work Plan:

MSR	SOI	MSR/SOI	Start Date	Targeted Completion Date	Status
X	X	Cemetery Districts (8)	7/11/16	11/7/16	Research and report template in process
	X	Fire Districts (14)	7/1/16	1/9/17	File review
	X	Russian River FCWCID	8/1/16	12/5/16	File review
	X	City of Willits	8/1/16	2/6/17	File review
X	X	City of Fort Bragg	9/1/16	3/6/17	Pending