

MENDOCINO

Local Agency Formation Commission

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

Vacant, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Marsha Burch

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, February 5, 2023 at 9:00 am

Location

Mendocino County Board of Supervisors Chambers
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/88148216547>
2. Telephone option (audio only):
Dial: **(669) 900-9128** (*Please note that this is not a toll-free number*)
Meeting ID: **881 4821 6547**

Public Participation is encouraged and public comments are accepted:

1. Live: via the Zoom meeting link or telephone option above
2. Via Email: eo@mendolaoco.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

3a) Announcement of Commission Appointments

Announcement of Commission appointments by the County Board of Supervisors and updates on vacancies.

3b) Selection of 2024 Officers

The members of the Commission will elect a Chair, Vice-Chair and Treasurer for the calendar year 2024.

3c) Standing Committee Appointments

The elected Chair will recommend standing committee appointments. The Executive Committee is made up of the Chair, the Vice-Chair and the Treasurer or a third Commissioner appointed by the Chair. The Policies & Procedures Committee is made up of three Commissioners, as recommended by the Chair and ratified by the Commission.

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) December 4, 2023 Regular Meeting Summary

4b) December 2023 Claims & Financial Report

4c) January 2024 Claims & Financial Report

4d) Ratify Support Letter for Proposed Eel-Russian River Facility

5. PUBLIC HEARING ITEMS

None

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Mid-Year Financial and Work Program Report

The Commission receive the Executive Officer's report on the mid-year budget and work program status for fiscal year 2023-2024.

7b) Proposed Streamlined Review Process for Work Plan Studies

The Commission review and provide feedback on the proposed streamlined review questionnaire and process for work plan studies supported by the Policies & Procedures Committee.

7c) Proposed Logo for Mendocino LAFCo

The Commission consider the Policies & Procedures Committee's recommended draft logo that is intended to support Mendocino LAFCo's visibility and outreach efforts.

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

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 scheduled for Monday, **March 4, 2024** 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 GOV 54953, including rules for teleconferencing.

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 Staff Report

DATE: February 5, 2024
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Announcement of Commission Appointments**

RECOMMENDED ACTION

Announcement of Commission appointments made by the County Board of Supervisors.

BACKGROUND

Per GOV 56334, all LAFCo commissioners serve four-year terms. The County Board of Supervisors and City Selection Committee meet and make annual appointments. The Mendocino County Board of Supervisors met in January and affirmed the appointment of current County members for 2024.

The Alternate Public member vacancy has been advertised and has a current application deadline of March 1, 2024. The vacancy was first advertised in October 2023 and the deadline for applications has been extended twice due to lack of response.

2024 Mendocino Local Agency Formation Commission				
Representative	Seat	Year Sworn In	Current Term Beginning	Term Ending (December)
County				
Glenn McGourty	Regular	2021	2021	2024
Maureen Mulheren	Regular	2021	2021	2026
John Haschak	Alternate	2020	2020	2027
City				
Gerardo Gonzalez	Regular	2019	2023	2026
Mari Rodin	Regular	2022	2022	2025
Douglas Crane	Alternate	2022	2022	2025
Special District				
Candace Horsley	Regular	2023	2023	2026
Katharine Cole	Regular	2023	2023	2024
Francois Christen	Alternate	2023	2023	2026
Public				
Gerald Ward	Regular	2015	2023	2026
Vacant	Alternate			

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Selection of Officers for 2024**

RECOMMENDED ACTION

The Commission will select a Chair, Vice-Chair and Treasurer for the 2024 calendar year.

BACKGROUND

Per LAFCo [Policy 3.5](#), the members of the Commission will elect a Chair, Vice-Chair and Treasurer at the first meeting of the Commission of each year or as soon thereafter as possible. The following table identifies the officers that served in 2023.

2023 Officers of the Commission		
Office	Commissioner	Representation
Chair	Maureen Mulheren	County
Vice-Chair	Gerald Ward	Public
Treasurer	Gerald Ward	Public

The Chair presides at all meetings of the Commission and shall preserve order and decorum and decides all questions of order, subject to action of a majority of the Commission. The Chair has authority to sign all resolutions, directives and contracts approved by the Commission, and any document necessary for the operation of the Commission. The Chair also has the authority to appoint members to Committees.

The Vice-Chair shall act as the Chair and exercise all powers and duties of the Chair in their absence. The Vice-Chair also serves on the Executive Committee.

The Treasurer reviews monthly revenues and expenditures for consistency with the adopted budget and monitors invoices to be paid. The Treasurer typically serves on the Executive Committee, unless another Commissioner is appointed by the Chair.

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Standing Committee Appointments**

RECOMMENDED ACTION

The Chair will make appointments to the Executive Committee and the Policies and Procedures Committee with ratification by the full Commission.

BACKGROUND

Per LAFCo [Policy 3.9](#), the Commission has two standing committees: the Executive Committee and the Policies and Procedures Committee. The committees meet on an as-needed basis and are subject to the requirements of the Brown Act.

The Executive Committee consists of the Chair, Vice Chair, and Treasurer or a third Commissioner appointed by the Chair. The Executive Committee is responsible for administrative oversight, personnel matters, and budget preparation and review. The following table identifies the Committee members that served in 2023.

2023 Executive Committee		
Commissioner	Position	Representation
Maureen Mulheren	Chair	County
Gerald Ward	Vice-Chair/Treasurer	Public
Mari Rodin	Commissioner	City (Ukiah)

The Policies and Procedures Committee is made up of three members appointed at the first Commission meeting of each calendar year, as recommended by the Chair and ratified by the Commission. The Policies and Procedures Committee is responsible for developing local policies and maintaining the Policies and Procedures Manual. Revisions are proposed to the full Commission for consideration and adoption. The following table identifies the Committee members that served in 2023.

2023 Policies & Procedures Committee		
Commissioner	Position	Representation
Gerardo Gonzalez	Commissioner	City (Willits)
Maureen Mulheren	Chair	County
Mari Rodin	Commissioner	City (Ukiah)

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Agenda Item No. 4a

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
Marsha Burch

REGULAR MEETINGS

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

DRAFT MEETING MINUTES Regular Commission Meeting

Regular Meeting (Hybrid) of Monday, December 4, 2023

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

1. CALL TO ORDER and ROLL CALL (Video Time 3:50)

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

Regular Commissioners Present: Maureen Mulheren, Gerald Ward, Gerardo Gonzalez, Candace Horsley, Katharine Cole, and Glenn McGourty

Regular Commissioners Absent: Mari Rodin

Alternate Commissioners Present: Richard Weinkle, Francois Christen (remotely), and Douglas Crane (remotely joined the meeting at 9:19 a.m.)

Alternate Commissioners Absent: John Haschak

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

2. PUBLIC EXPRESSION (Video Time 4:35)

None

3. OTHER BUSINESS

None

4. CONSENT CALENDAR (Video Time 5:06)

4a) November 6, 2023 Regular Meeting Summary

4b) November 2023 Claims & Financial Report

November 2023 Claims totaling:	\$17,345.20
Hinman & Associates Consulting	14,842.21
Commissioner Stipends	177,95
Marsha Burch Law Office	495.00
Streamline	63.00
Newspapers	605.01
Mendocino County	480.52
Ukiah Valley Conference Center	681.51

4c) 2024 Meeting Calendar

4d) Certificate of Appreciation for Alternate Commissioner Weinkle

Commissioner Ward reported that he coordinated with the Acting Auditor-Controller/Treasurer-Tax Collector, Sara Pierce, regarding our process for the regular transfer of funds from the County Treasury to LAFCo's checking account.

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

5. PUBLIC HEARING ITEMS

None

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Informational Presentation on the Status and Proposal for the Potter Valley Project (Video Time 6:45)

Chair Mulheren introduced Janet Pauli, Chair of the Mendocino County Inland Water and Power Commission, who presented an overview and update on the proposed Eel-Russian River Facility that is included in PG&E’s plans to FERC for decommissioning of the Potter Valley Project.

Commissioner Ward requested clarification on a number of questions:

- EO Hinman: LAFCo’s role in the proposal relate primarily to the impact to water service providers; i.e., the availability of water supply and the effects on special districts and agencies that currently depend on water supplies coming through the Potter Valley Project.
- Ms. Pauli: PG&E would be responsible for the removal of Scott Dam.
- Ms. Pauli: Lake County would be negotiating with PG&E to mitigate the loss of Lake Pillsbury on their County.
- Ms. Pauli: operation and management costs for a future program would ideally be funded by the customers.
- Ms. Pauli: PG&E’s proposal included two options for fish passage: a pump-back option (mechanical) and an engineered ramp option.
- Ms. Pauli: Sonoma County has been a strong ally in the proposal for the Eel-Russian River Facility project. The proposal to raise Coyote Valley Dam is still in progress; however, Sonoma County is an active participant in the discussions as it affects their overall water supply portfolio.
- Chair Mulheren: both Sonoma County and Sonoma Water Agency have been actively engaged and strong supporters for the proposed Eel-Russian River Facility, and expressed the importance of Mendocino County’s active engagement in the Coyote Dam proposals.

In response to Commissioner Gonzalez’s question about who is in opposition to the project (i.e. the water diversion continuing), Ms. Pauli noted that there a number of parties associated with the Eel River that would prefer the diversion stop completely (including Friends of the Eel River and Humboldt County Board of Supervisors among others). Commissioner Gonzalez asked if hydroelectric power would still be generated in addition to the water diversion; Ms. Pauli responded that the existing hydro license would expire, but that does not necessarily exclude future entities from applying for another license. Ms. Pauli further clarified that the existing hydroelectric infrastructure has not been functional for the last two years.

Commissioner McGourty asked Counsel Burch if it would be appropriate for LAFCo to write a letter to PG&E in support of the project and expressing the importance of maintaining the existing infrastructure. Counsel Burch noted that considering the Commission does not have a formal role to play in the process, writing a letter of support for the project would be appropriate.

Commissioner McGourty made a motion to draft a letter in support of the Eel-Russian River Facility proposal; Commissioner Gonzalez seconded the motion.

Commissioner Horsley noted there were timelines to consider, and asked when a response to the proposal was expected. Ms. Pauli explained that on average it takes FERC at least four (4) years to determine an order. Ms. Pauli further clarified that while the project will not have immediate movement, time is still of the essence.

Commissioner Ward asked if the Mendocino County Board of Supervisors would be submitting a letter of support, to which Commissioner McGourty responded that they were drafting a letter that could be shared with Counsel Burch for reference. Ms. Pauli noted that each member agency of the JPA would be drafting support letters as well.

EO Hinman commented that there is a procedure in place that addresses providing comment letters on legislative matters and requested a Commissioner assist with reviewing the letter once it was drafted; Chair Mulheren and Commissioner McGourty volunteered.

No public comments were provided on the item.

Motion: Submit a letter of support to PG&E regarding the proposed Eel-Russian River Facility.		
Motion Maker: McGourty	Motion Second: Gonzalez	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Ward, McGourty, Gonzalez, Horsley, Cole, Mulheren		

7b) Proposed Policy Establishing a Process for Requests for Proposals or Qualifications (Video Time 50:10)

EO Hinman presented the item. Commissioner Ward asked if this process was prompted as a result of the last RFP process for Legal Services. EO Hinman confirmed that at the end of the Legal Services RFP process, the Commission requested the Policies & Procedures Committee establish a procedure or policy for implementation of RFP/RFQs in order to establish consistency of process. Chair Mulheren further clarified that the new process establishes two Commissioners assigned by the Commission to participate in the review process with staff. Chair Mulheren noted there is also the potential to create an ad hoc committee for the purpose.

Commissioner Horsley commented on the differences between the RFP and RFQ process and recommend that the rating be added to the actual proposal in order to clarify scoring criteria. Commissioner Horsley asked if the rating percentages and criteria would vary for each RFP/RFQ; EO Hinman responded that the procedure was designed to be flexible so it could be tailored to the subject of each proposal.

Commissioner McGourty made a motion to adopt the procedure; Commissioner Cole seconded the motion.

Commissioner Ward supported the flexibility of the procedure.

Commissioner Christen recommended that the attributes have weights added to them for further distinguishment and asked when the procedure would be utilized and how bids are sought and chosen. EO Hinman responded that the RFP/RFQ process is generally used for establishing contract professionals and preparation of complex MSR and SOI reports and studies.

Commissioner Ward inquired about other items that were discussed at the Policy & Procedures Committee meeting and EO Hinman responded that those items were still in process.

Commissioner Gonzalez commented that it was not formally acknowledged that Commissioner Crane was seated in Commissioner Rodin’s absence. *Note: because the Alternate Commissioner was participating remotely, the Commission would have had to take action to approve remote participation per GOV 54953 and LAFCo Policy 3.8.1.1. Therefore, Commissioner Crane was not seated as a regular member and his votes are omitted from the record of the actions taken by the Commission.*

No public comments were provided on the item.

Motion: Adopt a new policy establishing a process for requests for proposals or qualifications		
Motion Maker: McGourty	Motion Second: Cole	Outcome: Passed unanimously
Roll Call Vote: Ayes: (6) Ward, McGourty, Gonzalez, Horsley, Cole, Mulheren		

8. INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time 59:36)

EO Hinman presented the item. The City of Ukiah's proposed annexation of City-owned properties was completed and the Board of Equalization acknowledged the boundary change. The Anderson Valley Community Services District (CSD) application to adopt its sphere of influence (SOI) is moving forward with meetings to coordinate the tax share process. All other active applications are pending tax share agreements. Staff has also been working with Anderson Valley CSD on their application for the activation of powers for water and sewer services.

EO Hinman provided an update on the Work Plan studies, noting that the Pacific Reefs Water District and Mendocino County Water Works District No. 2 had both responded to the request for information (RFI) and progress is being made on administrative drafts for both Gualala CSD and Mendocino County Water Works District No. 2; the remaining reports are under development.

Commissioner Ward asked if the work plan will be completed by the end June 2024 and EO Hinman responded that it depends on the timing of the responses received by the districts. Commissioner McGourty asked whether the staffing of the smaller Districts impacted their ability to respond to the RFI and EO Hinman responded that it does.

Commissioner Ward asked Chair Mulheren about the status of the master tax share agreements; she responded that it is the intention to bring the item to the Mendocino County Board of Supervisors in January 2024.

EO Hinman added that if the Commission does not find it necessary the January meeting can be canceled.

8b) Correspondence (Video Time 1:04:40)

None

8c) CALAFCO Business and Legislation Report (Video Time 1:04:45)

None

8d) Executive Officer's Report (Video Time 1:04:58)

EO Hinman informed the Commission that no applications were received for the vacant alternate public member position by the November 17, 2023 deadline so it was extended to January 19, 2024. Commissioner Ward asked about the cost associated with advertising for the vacant position and asked if it was necessary; EO Hinman responded that it wasn't specified in the GOV code but that it seemed appropriate.

Commissioner McGourty asked if the Commissioners should come up with recommendations for the vacant position; EO Hinman encouraged all Commissioners to share the information.

EO Hinman reported that a letter had been sent to the Millview County Water District regarding their outstanding balance.

Commissioner Ward asked if the Commission has a Clerk to which EO Hinman responded that Analyst Feiler is filling the Clerk role and that staff included an office administrative assistant that is employed through a temp agency.

8e) Committee Reports (Executive Committee, Policies & Procedures) (Video Time 1:08:08)

None

8f) Commissioners Reports, Comments or Questions (Video Time 1:08:08)

None

ADJOURNMENT (Video Time 1:09:24)

There being no further business, the meeting adjourned at 10:05 a.m.

The next regular meeting of the Commission is scheduled for Monday, **January 8, 2024** 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 [December 4, 2023 YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).

DRAFT

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Claims and Financial Report for December 2023**

RECOMMENDED ACTION

Approve the December 2023 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 9,985.69	\$ 14,749.06
	5601 Office Supplies (QB)	\$ 233.70	
	5700 Internet (Comcast)	\$ 93.67	
	6200 Bookkeeping	\$ 440.00	
	7001 Work Plan (Coastal W/WW Districts)	\$ 3,876.50	
	8029 City of Ukiah Western Hills Annex	\$ 119.50	
Commissioner Stipends	6740 In-County Travel & Stipends		\$ 128.82
	Weinkle (December)	\$ 78.82	
	Christen (December)	\$ 50.00	
Marsha Burch	6300 Legal Counsel	\$ 540.00	\$ 540.00
Streamline	5700 Website Hosting	\$ 63.00	\$ 63.00
Mendocino County	6000 Televised Meetings	\$ 267.54	\$ 267.54
	6670 GIS Contract	\$ -	
Ukiah Valley Conf. Center	5500 Office Space	\$ 555.00	\$ 581.89
	5600 Postage and copies	\$ 26.89	
Total Claims			\$ 16,330.31

Deposits: \$100,000 (Apportionments)

Transfers: None

Attachments:

- Budget Tracking Spreadsheet
- Work Plan Tracking
- Invoices: Hinman & Associates Consulting

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	August	September	October	November	December	Totals To Date	% Expended
Total Revenue		\$ 285,000.00	\$ 1,583.15	\$ 101,198.42	\$ 3,626.51	\$ 428.23	\$ 158.15	\$ 100,173.75	\$ 207,168.21	
Total Expenses										
Operations		\$ 320,000.00	\$ 21,176.15	\$ 25,480.07	\$ 21,770.97	\$ 20,735.30	\$ 16,596.70	\$ 16,219.81	\$ 121,979.00	38%
Applications		\$ 30,000.00	\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 4,885.50	
Balance Beginning of Year									Balance	
Treasury (apportionments held in Treasury until moved to Checking for claims)		\$ 31,732.34	\$ 33,757.62	\$ 195,422.70	\$ 139,067.41	\$ 291,288.83	\$ 293,682.06	\$ 193,682.06		
Checking Account (Bank Statement)		\$ 49,459.33	\$ 44,814.99	\$ 110,712.10	\$ 84,402.21	\$ 62,896.43	\$ 40,583.53	\$ 12,236.11		
Reserves (Bank Statement)		\$ 116,027.49	\$ 116,033.25	\$ 130,009.41	\$ 130,012.74	\$ 130,059.03	\$ -			

Account #	REVENUE									
4000	LAFCo Apportionments Fees (held in Treasury until moved to Checking for claims)	\$ 275,000.00		\$ 100,000.00				\$ 100,000.00	\$ 200,000.00	
4100	Fees and Reimbursements								\$ -	
4800	Miscellaneous								\$ -	
4910	Interest	\$ 500.00	\$ 9.40	\$ 10.92	\$ 11.51	\$ 53.23	\$ 1.90		\$ 86.96	
8000	Applications									
4150	Service Fees	\$ 9,500.00	\$ 491.25	\$ 370.50	\$ 1,114.00	\$ 117.00	\$ 48.75	\$ 54.25	\$ 2,195.75	
80XX	Applications Less Service Fees		\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 4,885.50	
	TOTAL	\$ 285,000.00	\$ 1,583.15	\$ 101,198.42	\$ 3,626.51	\$ 428.23	\$ 158.15	\$ 100,173.75	\$ 207,168.21	

Account #	EXPENSES									
OPERATIONS										
5300	Basic Services	\$ 133,000.00	\$ 7,427.59	\$ 12,817.55	\$ 12,192.61	\$ 9,005.56	\$ 10,305.54	\$ 9,985.69	\$ 61,734.54	46%
5500	Rent	\$ 7,000.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 3,330.00	48%
5600	Office Expenses	\$ 4,500.00	\$ 249.22	\$ 309.85	\$ 1,005.69	\$ 218.29	\$ 216.51	\$ 260.59	\$ 2,260.15	50%
5700	Internet & Website	\$ 3,000.00	\$ 172.84	\$ 156.67	\$ 156.67	\$ 156.67	\$ 156.67	\$ 156.67	\$ 956.19	32%
5900	Publication and Legal Notices	\$ 3,000.00					\$ 605.01		\$ 605.01	20%
6000	Televising Meetings	\$ 2,400.00					\$ 423.61	\$ 267.54	\$ 691.15	29%
6100	Audit Services	\$ 4,000.00	\$ 2,000.00						\$ 2,000.00	50%
6200	Bookkeeping	\$ 5,500.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 2,640.00	48%
6300	Legal Counsel	\$ 30,000.00	\$ 900.00	\$ 900.00	\$ 1,867.50		\$ 495.00	\$ 540.00	\$ 4,702.50	16%
6400	A-87 Costs County Services	\$ 2,500.00							\$ -	0%
6500	Insurance - General Liability	\$ 3,000.00				\$ 2,857.81			\$ 2,857.81	95%
6600	Memberships (CALAFCO/CSDA)	\$ 4,000.00	\$ 2,521.00			\$ 1,281.00			\$ 3,802.00	95%
6670	GIS Contract (County)	\$ 3,000.00					\$ 56.91		\$ 56.91	2%
6740	In-County Travel & Stipends	\$ 4,000.00				\$ 177.95	\$ 177.95	\$ 128.82	\$ 484.72	12%
6750	Travel & Lodging Expense	\$ 6,500.00				\$ 842.52			\$ 842.52	13%
6800	Conferences (Registrations)	\$ 4,500.00		\$ 1,950.00		\$ 650.00	\$ (650.00)		\$ 1,950.00	43%
7000	Work Plan (MSR/SOI)	\$ 100,000.00	\$ 6,901.50	\$ 8,342.00	\$ 5,544.50	\$ 4,541.50	\$ 3,805.50	\$ 3,876.50	\$ 33,011.50	33%
9000	Misc Expenses (bank fees)	\$ 100.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 54.00	54%
	TOTAL	\$ 320,000.00	\$ 21,176.15	\$ 25,480.07	\$ 21,770.97	\$ 20,735.30	\$ 16,596.70	\$ 16,219.81	\$ 121,979.00	

8000	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)	\$ 8,283.75	\$ 111.25	\$ 875.00	\$ 2,955.00	\$ 125.00				\$ 4,066.25	\$ -
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						\$ 173.75		\$ 173.75	\$ 4,576.25
8031	AVCSD Annexation of SOI (A-2023-01)	\$ 6,000.00	\$ 285.00		\$ 660.00	\$ 250.00	\$ 156.25			\$ 1,351.25	\$ 2,382.00
8032	Fort Bragg Pre-Application Request (P-2023-02)	\$ 1,500.00	\$ 1,177.50	\$ 312.50						\$ 1,490.00	\$ 10.00
	Applications Less Service Fees Subtotal		\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 4,885.50		
	Service Fees Subtotal		\$ 491.25	\$ 370.50	\$ 1,114.00	\$ 117.00	\$ 48.75	\$ 54.25	\$ 2,195.75		
	TOTAL		\$ 1,573.75	\$ 1,187.50	\$ 3,615.00	\$ 375.00	\$ 156.25	\$ 173.75	\$ 7,081.25		

EXPENSES TOTAL		\$ 22,749.90	\$ 26,667.57	\$ 25,385.97	\$ 21,110.30	\$ 16,752.95	\$ 16,393.56	\$ 129,060.25
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MONTHLY CLAIMS TOTAL (not including service fees and bank fees)	\$ 320,000.00	\$ 22,249.65	\$ 26,288.07	\$ 24,262.97	\$ 20,984.30	\$ 16,695.20	\$ 16,330.31	\$ 258,120.50
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Mendocino LAFCo
FY 2023-24 Estimated Work Plan Implementation Schedule and Cost Tracking
 January 1, 2024

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 and cost tracking table is intended to enhance communication and transparency.

Agency	Coordination/ Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Previous FY Expenses	FY 2023-24 Budget	FY 2023-24 Expenses	Total Cost to Date ²
Coastal Water/Wastewater Districts (7)						\$ 18,754	\$ 100,000	\$ 33,012	\$ 51,765
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	10/12/2023	In process							
Pacific Reefs Water District	10/27/2023	In process							
Westport County Water District	In process	In process							



Hinman & Associates Consulting

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

Date January 2, 2024 **Invoice No.** 783
To Mendocino LAFCo **Invoice Total** \$ 14,749.06
Project Executive Officer Services
Work Period November 27 - December 31, 2023

Account Description	Staff/Hours		Other (At Cost)	Totals
	Executive Officer \$110	Analyst \$86		
5300 Basic Services Public Records Act Requests	40.25	50.50	\$ 1,215.19	\$ 9,985.69
5601 Office Supplies Quickbooks Online fee Staples (Printer Ink)			\$ 90.00 \$ 143.70	\$ 233.70
5700 Internet & Website Costs (Comcast)			\$ 93.67	\$ 93.67
6200 Bookkeeping	4.00			\$ 440.00
7001 Coastal Region Water/Wastewater MSR/SOI	4.75	39.00		\$ 3,876.50
8029 City of Ukiah Annex Western Hills	0.50	0.75		\$ 119.50
Totals	\$ 5,445.00	\$ 7,761.50	\$ 1,542.56	\$ 14,749.06

5300 Basic Services

Administrative tasks, file research and maintenance of official records and files. Respond to public inquiries and research requests. Prepare and process November claims. Preparation for December 4, 2023 regular Commission meeting. Coordination with Policies & Procedures Committee members on follow up items. Reminders and extension of deadline for Alternate Public member vacancy. Prepare scanned historic resolutions for website posting; development of reference index. Website updates. Research and develop out of agency service procedures to support draft policy changes. Research and develop draft application form updates. Draft reports to support annual audit.

6200 Bookkeeping

Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks.

7001 Work Plan (Sphere of Influence Updates, Municipal Service Reviews, and Special Studies)

Conduct research for coastal water and wastewater districts and private water companies (Pacific Reefs Water District, Caspar South Water District, Westport County Water District, Gualala CSD, Elk CWD, Irish Beach CWD, Mendocino County Water Works District 2 etc.); develop administrative drafts and information requests. Coordinate with agencies regarding information needs and requests.

8029 City of Ukiah Annexation of Western Hills Properties

Coordination meeting with City staff regarding updates to the application scope and materials.

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Tuesday, December 19, 2023 8:00 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!



Payment success

Executive Officer, thank you for your payment.

Invoice number:
10001274389897
Invoice date: 12/19/2023
Total: \$90.00
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 Dec 04, 2023	-93.67 cr
New charges	
Comcast Business services	91.90
Taxes and fees	1.77

Amount due **\$93.67**
Payment due Jan 04, 2024



➔ **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 12102023 NNNNNNNN 01 999581

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

Account number **8155 30 052 0354952**
Automatic payment due **Jan 04, 2024**
Please pay **\$93.67**
Credit Card Payment To Be Applied 01/04/24

COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533

This receipt paper is BPA free. Please save this receipt.
Available at the Customer Service Desk of each U.S. Staples store at staples.com/returns

Staples

1225 Airport Park Blvd
Ukiah, CA 95482
707-463-7110

Sale

Store: 800 Register: 1
Date: 12/1/23 Time: 3:08 PM
Transaction: 29720 Cashier: 2068282

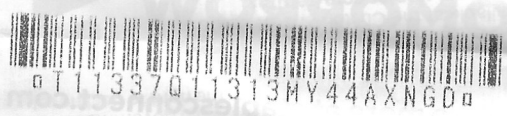
REWARDS NUMBER 3494233665

Qty	Item	Price	Amount
1	HP 952 XL BLACK/CM 889894824653	131.99	131.99
Subtotal			131.99
CALIFORNIA 8.875%			11.71
Total			143.70

VISA CREDIT USD\$143.70
 Card No.: XXXXXXXXXXXX0384 [T]
 Contactless
 Auth No.: 684293
 Mode.: Issuer
 AID.: A0000000031010
 TVR.: 0000000000
 IAD.: 060F1203A00000
 TSI.:
 ARC.: 3030

Staples,
 the working and learning store.
 Discover every tool to take on tomorrow
 including products, services
 and inspiration that help you
 unlock what is possible.

THANK YOU FOR SHOPPING AT
 STAPLES!



Customer Copy

CUT HERE

HAPPY HOLIDEALES

LAFCo Office
 Printer Ink

Marsha Burch

131 S. Auburn Street
Grass Valley, CA 95945
United States

INVOICE

Invoice # 173
Date: 01/02/2024
Due On: 02/01/2024

Mendocino LAFCo

00201-Mendocino LAFCo

General Counsel

Type	Date	Notes	Quantity	Rate	Total
Service	11/27/2023	Review RFP/RFQ policy; review teleconferencing policy re AB 557; revise draft annexation agreement	0.80	\$225.00	\$180.00
Service	12/04/2023	Attend meeting	1.00	\$225.00	\$225.00
Service	12/08/2023	Revise consent to annex; msg. to EO and Analyst	0.60	\$225.00	\$135.00
				Total	\$540.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
173	02/01/2024	\$540.00	\$0.00	\$540.00	
				Outstanding Balance	\$540.00
				Total Amount Outstanding	\$540.00

Please make all amounts payable to: Marsha Burch

Please pay within 30 days.

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Claims and Financial Report for January 2024**

RECOMMENDED ACTION

Approve the January 2024 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 14,197.00	\$ 24,837.19
	5601 Office Supplies (QB, MS365, Adobe)	\$ 399.87	
	5700 Internet (Comcast)	\$ 96.94	
	6200 Bookkeeping	\$ 605.00	
	7001 Work Plan (Coastal W/WW Districts)	\$ 9,237.38	
	8028 ECSD Activation of Latent Power	\$ 129.00	
	8031 AVCSO Annexation of SOI	\$ 172.00	
Marsha Burch	6300 Legal Counsel	\$ 360.00	\$ 360.00
Streamline	5700 Website Hosting	\$ 63.00	\$ 63.00
Mendocino County	6000 Televised Meetings	\$ 178.36	\$ 1,003.36
	5600 BOS Chamber Rental	\$ 825.00	
Ukiah Valley Conf. Center	5500 Office Space	\$ 555.00	\$ 555.00
	5600 Postage and copies	\$ -	
Total Claims			\$ 26,818.55

Deposits: \$109.25 (MCWD P-2020-04)

Transfers: None

Attachments:

- Budget Tracking Spreadsheet
- Work Plan Tracking
- Invoices: Hinman & Associates Consulting

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	August	September	October	November	December	January	Totals To Date	% Expended
Total Revenue		\$ 285,000.00	\$ 1,583.15	\$ 101,198.42	\$ 3,626.51	\$ 428.23	\$ 377.29	\$ 100,403.35	\$ 546.75	\$ 208,163.70	
Total Expenses											
Operations		\$ 320,000.00	\$ 21,176.15	\$ 25,480.07	\$ 21,770.97	\$ 20,735.30	\$ 16,596.70	\$ 16,219.81	\$ 26,526.55	\$ 148,505.55	46%
Applications		\$ 30,000.00	\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 301.00	\$ 5,186.50	
Balance Beginning of Year											
Treasury (apportionments held in Treasury until moved to Checking for claims)		\$ 31,732.34	\$ 33,757.62	\$ 195,422.70	\$ 139,067.41	\$ 291,288.83	\$ 293,682.06	\$ 193,682.06	\$ 93,682.06		
Checking Account (Bank Statement)		\$ 49,459.33	\$ 44,814.99	\$ 110,712.10	\$ 84,402.21	\$ 62,896.43	\$ 40,583.53	\$ 12,236.11	\$ 106,922.00		
Reserves (Bank Statement)		\$ 116,027.49	\$ 116,033.25	\$ 130,009.41	\$ 130,012.74	\$ 130,059.03	\$ 130,274.17	\$ 130,496.99	\$ 130,700.00		

Account #	REVENUE	2023-24 Budget	July	August	September	October	November	December	January	Totals To Date	% Expended
4000	LAFCo Apportionments Fees (held in Treasury until moved to Checking for claims)	\$ 275,000.00		\$ 100,000.00				\$ 100,000.00		\$ 200,000.00	
4100	Fees and Reimbursements									\$ -	
4800	Miscellaneous									\$ -	
4910	Interest	\$ 500.00	\$ 9.40	\$ 10.92	\$ 11.51	\$ 53.23	\$ 221.04	\$ 229.60		\$ 535.70	
8000	Applications										\$ 8,163.70
4150	Service Fees	\$ 9,500.00	\$ 491.25	\$ 370.50	\$ 1,114.00	\$ 117.00	\$ 48.75	\$ 54.25	\$ 136.50	\$ 2,332.25	
80XX	Applications Less Service Fees		\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 410.25	\$ 5,295.75	
TOTAL		\$ 285,000.00	\$ 1,583.15	\$ 101,198.42	\$ 3,626.51	\$ 428.23	\$ 377.29	\$ 100,403.35	\$ 546.75	\$ 208,163.70	

Account #	EXPENSES	2023-24 Budget	July	August	September	October	November	December	January	Totals To Date	% Expended
OPERATIONS											
5300	Basic Services	\$ 133,000.00	\$ 7,427.59	\$ 12,817.55	\$ 12,192.61	\$ 9,005.56	\$ 10,305.54	\$ 9,985.69	\$ 14,197.00	\$ 75,931.54	57%
5500	Rent	\$ 7,000.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 555.00	\$ 3,885.00	56%
5600	Office Expenses	\$ 4,500.00	\$ 249.22	\$ 309.85	\$ 1,005.69	\$ 218.29	\$ 216.51	\$ 260.59	\$ 1,224.87	\$ 3,485.02	77%
5700	Internet & Website	\$ 3,000.00	\$ 172.84	\$ 156.67	\$ 156.67	\$ 156.67	\$ 156.67	\$ 156.67	\$ 159.94	\$ 1,116.13	37%
5900	Publication and Legal Notices	\$ 3,000.00					\$ 605.01			\$ 605.01	20%
6000	Televising Meetings	\$ 2,400.00					\$ 423.61	\$ 267.54	\$ 178.36	\$ 869.51	36%
6100	Audit Services	\$ 4,000.00	\$ 2,000.00							\$ 2,000.00	50%
6200	Bookkeeping	\$ 5,500.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 605.00	\$ 3,245.00	59%
6300	Legal Counsel	\$ 30,000.00	\$ 900.00	\$ 900.00	\$ 1,867.50		\$ 495.00	\$ 540.00	\$ 360.00	\$ 5,062.50	17%
6400	A-87 Costs County Services	\$ 2,500.00								\$ -	0%
6500	Insurance - General Liability	\$ 3,000.00				\$ 2,857.81				\$ 2,857.81	95%
6600	Memberships (CALAFCO/CSDA)	\$ 4,000.00	\$ 2,521.00			\$ 1,281.00				\$ 3,802.00	95%
6670	GIS Contract (County)	\$ 3,000.00					\$ 56.91			\$ 56.91	2%
6740	In-County Travel & Stipends	\$ 4,000.00				\$ 177.95	\$ 177.95	\$ 128.82		\$ 484.72	12%
6750	Travel & Lodging Expense	\$ 6,500.00				\$ 842.52				\$ 842.52	13%
6800	Conferences (Registrations)	\$ 4,500.00		\$ 1,950.00		\$ 650.00	\$ (650.00)			\$ 1,950.00	43%
7000	Work Plan (MSR/SOI)	\$ 100,000.00	\$ 6,901.50	\$ 8,342.00	\$ 5,544.50	\$ 4,541.50	\$ 3,805.50	\$ 3,876.50	\$ 9,237.38	\$ 42,248.88	42%
9000	Misc Expenses (bank fees)	\$ 100.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 63.00	63%
TOTAL		\$ 320,000.00	\$ 21,176.15	\$ 25,480.07	\$ 21,770.97	\$ 20,735.30	\$ 16,596.70	\$ 16,219.81	\$ 26,526.55	\$ 148,505.55	

Account #	EXPENSES	2023-24 Budget	July	August	September	October	November	December	January	Totals To Date	% Expended	Deposit Remaining
APPLICATIONS												
Deposits TD												
8022	City of Ukiah North Annexation Pre-Application (P-2020-01)	\$ 1,500.00								\$ -		\$ 378.00
8024	Millview CWD Annexation Pre-Application (P-2020-04)	\$ 3,609.25								\$ -		\$ -
8025	City of Ukiah Annexation of City-Owned Properties (A-2021-01)	\$ 8,283.75	\$ 111.25	\$ 875.00	\$ 2,955.00	\$ 125.00				\$ 8,283.75		\$ -
8028	Elk CSD Activation of Latent Powers (L-2022-01)	\$ 5,000.00							\$ 187.50	\$ 4,516.75		\$ 483.25
8029	City of Ukiah Annexation of Western Hills Properties (A-2022-02)	\$ 5,000.00						\$ 173.75		\$ 423.75		\$ 4,576.25
8031	AVCSD Annexation of SOI (A-2023-01)	\$ 6,000.00	\$ 285.00		\$ 660.00	\$ 250.00	\$ 156.25		\$ 250.00	\$ 3,868.00		\$ 2,132.00
8032	Fort Bragg Pre-Application Request (P-2023-02)	\$ 1,500.00	\$ 1,177.50	\$ 312.50						\$ 1,490.00		\$ 10.00
Applications Less Service Fees Subtotal			\$ 1,082.50	\$ 817.00	\$ 2,501.00	\$ 258.00	\$ 107.50	\$ 119.50	\$ 301.00	\$ 5,186.50		
Service Fees Subtotal			\$ 491.25	\$ 370.50	\$ 1,114.00	\$ 117.00	\$ 48.75	\$ 54.25	\$ 136.50	\$ 2,332.25		
TOTAL			\$ 1,573.75	\$ 1,187.50	\$ 3,615.00	\$ 375.00	\$ 156.25	\$ 173.75	\$ 437.50	\$ 7,518.75		

EXPENSES TOTAL			\$ 22,749.90	\$ 26,667.57	\$ 25,385.97	\$ 21,110.30	\$ 16,752.95	\$ 16,393.56	\$ 26,964.05	\$ 156,024.30	
MONTHLY CLAIMS TOTAL (not including service fees and bank fees)		\$ 320,000.00	\$ 22,249.65	\$ 26,288.07	\$ 24,262.97	\$ 20,984.30	\$ 16,695.20	\$ 16,330.31	\$ 26,818.55	\$ 323,112.10	

Mendocino LAFCo
FY 2023-24 Estimated Work Plan Implementation Schedule and Cost Tracking
 February 1, 2024

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.

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Agency	Coordination/ Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Previous FY Expenses	FY 2023-24 Budget	FY 2023-24 Expenses	Total Cost to Date ²
Coastal Water/Wastewater Districts (7)						\$ 18,754	\$ 100,000	\$ 42,249	\$ 61,003
Caspar South Water District	In process	In process							
Elk County Water District	In process	In process							
Gualala Community Services District	1/31/2024	1/31/2024	4/1/2024						
Irish Beach Water District	In process	In process							
Mendocino County Water Works Water Works District No. 2	10/12/2023	1/31/2024	3/4/2024						
Pacific Reefs Water District	10/27/2023	In process	4/1/2024						
Westport County Water District	In process	In process							



Hinman & Associates Consulting

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

Date January 31, 2024 **Invoice No.** 788
To Mendocino LAFCo **Invoice Total** \$ 24,837.19
Project Executive Officer Services
Work Period January 1 - 31, 2024

Account	Description	Staff/Hours		Other (At Cost)	Totals
		Executive Officer \$110	Analyst \$86		
5300	Basic Services Public Records Act Requests	84.50	57.00		\$ 14,197.00
5601	Office Supplies Quickbooks Online fee MS Office 365 subscription Adobe Acrobat Prop subscription			\$ 90.00 \$ 69.99 \$ 239.88	\$ 399.87
5700	Internet & Website Costs (Comcast)			\$ 96.94	\$ 96.94
6200	Bookkeeping	5.50			\$ 605.00
7001	Coastal Region Water/Wastewater MSR/SOI		84.00	\$ 2,013.38	\$ 9,237.38
8028	ECSD Activation of Latent Powers		1.50		\$ 129.00
8031	AVCSD Annex SOI A-2023-01		2.00		\$ 172.00
Totals		\$ 9,900.00	\$ 12,427.00	\$ 2,510.19	\$ 24,837.19

5300 Basic Services

Administrative tasks, file research and maintenance of official records and files. Respond to public inquiries and research requests. Prepare and process December and January claims. Preparation for December 4, 2023 regular Commission meeting. Coordination with Policies & Procedures Committee members on follow up items. Reminders and extension of deadline for Alternate Public member vacancy. Coordination with Commissioners regarding board terms. Website updates. Research and develop out of agency service procedures to support draft policy changes; updates to annexation agreement template. Research and develop draft application form updates. Development of streamlined MSR/SOI review process. Coordinated with BOE regarding mapping sizes and specific application requirements. Prepare written comments in response to County Planning & Building project referral. Prepare support letter for proposed Eel-Russian Facility. Prepare draft reports to support annual audit. Budget and Work Program development for FY 2024-25.

6200 Bookkeeping

Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks. Prepared reports for budget development process.

7001 Work Plan (Sphere of Influence Updates, Municipal Service Reviews, and Special Studies)

Conduct research for coastal water and wastewater districts and private water companies (Pacific Reefs Water District, Caspar South Water District, Westport County Water District, Gualala CSD, Elk CWD, Irish Beach CWD, Mendocino County Water Works District 2 etc.); develop administrative drafts and information requests. Coordinate with agencies regarding information needs and requests. We have contracted for assistance in developing the administrative draft studies.

8028 Elk Community Services District Activation of Latent Powers

Follow up with County Environmental Health and Assessor's Office regarding project referral responses and tax share process. Coordination with Sonoma LAFCo regarding potential outreach to landowners within AVCSD public notice areas in Sonoma County.

8031 AVCSD Annexation of SOI (A-2023-01)

Prepared GIS map for registered voter list request.

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Friday, January 19, 2024 5:37 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!



Payment success

Executive Officer, thank you for your payment.

Invoice number:
10001281062914
Invoice date: 01/19/2024
Total: \$90.00
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.



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2654180665
 Invoice Date 12-JAN-2024
 Payment Terms Credit Card
 Purchase Order ADD059607682
 Order Number 7032500207
 Customer Number 1219979539
 Currency USD

Bill To

Uma Hinman
 Mendocino LAFCo
 PO Box 1251
 CA 95924

INVOICE

Item Details

Service Term: 12-JAN-2024 to 11-JAN-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
30000065	Acrobat Pro	1	EA	239.88	239.88	0.00%	0.00	239.88

Invoice Total

NET AMOUNT (USD)	239.88
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	239.88

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

January 12, 2024 | Order number a93f702d-0a93-4779-9ac6-f8eda2ea8fb0



Microsoft 365 Personal
\$69.99 | Subscription

Completed

[Manage subscription](#)

Total \$69.99

Paid with Visa **0384

[Hide details](#) ^

Shipping details

Uma Hinman
200 S. School St.
Ukiah, CA, 95482-4828
US

Billing details

Subtotal	\$69.99
Tax	\$0.00
Total	\$69.99
Paid with	Visa **

Related links: [Print order](#) [Order help](#)

[Feedback](#)

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 Jan 04, 2024	-93.67 cr
New charges	
Comcast Business services	94.90
Taxes and fees	2.04

Amount due **\$96.94**
Payment due Feb 04, 2024



➔ **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 01102024 NNNNNNNN 01 999576

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

Account number **8155 30 052 0354952**
Automatic payment due **Feb 04, 2024**
Please pay **\$96.94**
Credit Card Payment To Be Applied 02/04/24

COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533

815530052035495200096941

Services from Jan 14, 2024 to Feb 13, 2024

Your new charges in detail

Comcast Business services	\$94.90
Comcast Business Internet	
Data Only Business Internet Starter	71.95
Starter Business Internet	
Equipment Fee	22.95
Internet.	
Taxes and fees	\$2.04
Sales Tax	2.04
New charges	\$96.94

Additional information

PRICE CHANGE NOTICE: Effective December 20, 2023, the equipment fee associated with your Comcast Business Voice and/or Comcast Business Internet services will increase to \$22.95 per month for each location where you receive Comcast Business Voice and/or Comcast Business Internet services. To learn more about Comcast Business fees, please visit <https://business.comcast.com/understand-your-bill> or call us at 800-391-3000.

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.

Franchise Authority: The State of CA. For franchise issues contact the CA Public Utilities Commission; www.cpuc.ca.gov; 1-800-848-5580. The above is not a payment or service center. FCC Community ID: CA0481.



Marsha Burch

131 S. Auburn Street
Grass Valley, CA 95945
United States

INVOICE

Invoice # 177
Date: 01/21/2024
Due On: 02/20/2024

Mendocino LAFCo

00201-Mendocino LAFCo

General Counsel

Type	Date	Notes	Quantity	Rate	Total
Service	01/09/2024	Respond to questions regarding comments on GP amendment; tel. conf. with Charlotte Scott (County Counsel's office) re tax share negotiations	1.20	\$225.00	\$270.00
Service	01/11/2024	Review and revise County planning referral letter	0.40	\$225.00	\$90.00
				Total	\$360.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
173	02/01/2024	\$540.00	\$0.00	\$540.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
177	02/20/2024	\$360.00	\$0.00	\$360.00	
				Outstanding Balance	\$900.00
				Total Amount Outstanding	\$900.00

Please make all amounts payable to: Marsha Burch

Please pay within 30 days.

MENDOCINO

Local Agency Formation Commission

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

COMMISSIONERS

Maureen Mulheren, Chair
County Member

Gerald Ward,
Vice Chair/Treasurer
Public Member

Katharine Cole
Special District Member

Gerardo Gonzalez
City 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

Vacant, Alternate
Public Member

STAFF

Executive Officer
Uma Hinman

Clerk/Analyst
Larkyn Feiler

Counsel
Marsha Burch

REGULAR MEETINGS

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

January 16, 2024

Tony Gigliotti
Senior Licensing Project Manager: Power Generation
12840 Bill Clark Way
Auburn, CA 95602
E-mail: PVSurrender@pge.com

Re: Support for the Proposed Eel-Russian Facility in PG&E’s Initial Draft Surrender Application

Dear Mr. Gigliotti,

Thank you for the opportunity to provide comments on PG&E’s Initial Draft Surrender Application, which includes a proposal termed the “New Eel-Russian Facility.” We understand the proposal was developed with input from the California Department of Fish and Wildlife, California Trout, Humboldt County, Mendocino County Inland Water and Power Commission, the Round Valley Indian Tribes, Sonoma Water Agency, and Trout Unlimited for Project facilities in the Cape Horn Dam Area.

We write to express our support for the PG&E’s continued and serious consideration of the proposed New Eel-Russian Facility that has been developed with regional collaboration. Mendocino Local Agency Formation Commission (LAFCo) supports a cooperative solution that addresses the interests and concerns of our local governments and agencies, and acknowledges the dependency of water users beyond the southern boundaries of Mendocino County.

Mendocino LAFCo is concerned with our region’s collective need for the continued availability of sufficient water supply to support agriculture and water agencies and their customers that depend on the historic diversion of water from the Eel River into the Russian River watershed. In Mendocino County, the Potter, Redwood, Ukiah and Sanel Valleys have developed dependent on the mingled waters of the Eel and Russian Rivers, which for nearly 120 years has flowed through what is now the Potter Valley Hydroelectric Project. Namely, affected water service providers include Redwood Valley County Water District, Calpella County Water District, Millview County Water District, Willow County Water District, the Mendocino County Russian River Flood Control & Water Conservation Improvement District, the City of Ukiah, various private and mutual water companies, and private water rights holders dependent on the water that comes through the diversion and Lake Mendocino.

Mr. Tony Gigliotti
January 16, 2024

Mendocino LAFCo supports the collaborative effort represented in the proposed New Eel-Russian Facility that seeks to continue to provide a secure water source for water users in the Upper Russian River Watershed and below.

Thank you for your thoughtful consideration of our comments.

Sincerely Yours,



Maureen Mulheren, Commission Chair

cc: Janet Pauli, Mendocino County Inland Water & Power Commission

MENDOCINO

Local Agency Formation Commission

Staff Report

DATE: February 5, 2024
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Mid-Year Budget Review and Work Plan Report for FY 2023-24**

RECOMMENDATION

Receive and file report.

BACKGROUND

This report presents the mid-fiscal year status of the Commission's annual budget and progress made on projects in the approved annual work program. The mid-year budget review is an opportunity to review itemized operating expenses and provide feedback as necessary.

Mid-year budget reviews are intended to evaluate expenses and revenues half-way through a budget year to determine whether any adjustments are needed before the end of the fiscal year. The mid-year budget review also assists with development of the next fiscal year budget and work program.

Mid-Year Budget Review

The Commission adopted a FY 2023-24 budget of \$320,000 (Attachment 1). Table 1 summarizes the adopted budget, the current expenditure totals and the percent of the budget expended as of January 15, 2024 (see Attachment 2 for additional detail). The adopted Work Plan includes seven coastal water and wastewater agency MSR/SOI studies.

The budget review indicates staffing and work plan costs are within budget and budget projections indicate no need for changes at this time. Under [Policy 5.1.6 Budget Adjustments](#), the Executive Officer may approve expenditures exceeding individual account budgets by up to five percent, not to exceed \$3,000.

The following notes summarize the overview:

1. Revenues for this fiscal year include apportionment fees totaling \$275,000, split equally among the categories of cities/county/special districts. As of January 1, 99% of apportionment fees had been collected. Additional revenues include service fees and bank interest, which at mid-year are a combined total of approximately \$7,600.
2. Expenses approved as of January 15, 2024 reflected 38% of the budget (Table 1). Budget savings under Basic Services, which consists of the Executive Officer, Analyst and Clerk positions, are due to not filling the Clerk position. Services and Supplies are underbudget largely due to substantial savings from limited attendance at the annual CALAFCO Conference and in the Legal Counsel budget account. In contracting with a smaller legal firm, less than 20% of the Legal Counsel budget has been expended. Finally, because the work plan studies are being prepared mostly in-house, there have been savings in the Work Plan budget as well.

Table 1. Mid-Year Summary of Expenses			
Mid-Year Expense Summary	Adopted (\$)	Mid-Year Total (\$)	% of total
Basic Services (Staffing)	133,000	61,735	46
Services and Supplies	87,000	27,232	31
Work Plan	100,000	33,012	33
Expenses Total	320,000	121,979	38

3. Applications are processed and billed to the applicant per the adopted services rates. Table 2 shows a summary of application expenses. “Contract Staff” is the costs incurred by LAFCo’s contract staff to process applications. The “Revenue” is the portion of service fees retained by LAFCo and used to offset operational and work plan costs during the next budget cycle. “Direct Costs” are those incurred expenses that are billed at cost to the applicant (i.e., public notice publishing, mailing costs, etc.).

Table 2. Mid-Year Summary of Application Expenses			
Service Fees	Contract Staff	Revenue	Direct Costs
\$7,081	\$4,886	\$2,196	\$0

Application processing has been focused on a number of projects this fiscal year, including the City of Ukiah Annexation of City-Owned Properties (A-2021-01), the City of Fort Bragg’s Pre-Application Review for annexation of City-owned properties (P-2023-02), Anderson Valley Community Services District’s Annexation of its Sphere of Influence (A-2023-01), the City of Ukiah Annexation of the Western Hills (A-2022-02), and the Elk Community Services District’s Activation of Latent Powers (L-2022-01). See the staff report Agenda Item 8a for more detail.

4. Reserves are slightly over target at \$130,497.
- \$50,000 for legal reserves; as directed by Commission
 - \$80,000 for operational reserves; policy specifies 25% of operational budget
5. Contingencies for Work Plan implementation is approximately \$30,000. The contingencies are intended to cover unanticipated work plan costs such as overages on MSR/SOI and special study development (e.g., consultant contracts, adjusting the work plan to include additional agencies or complicated subjects, etc.). Additionally, the contingencies may be used to cover CEQA related costs for SOI updates that are not included in the Work Plan budget, which normally assumes Exemptions.

Work Program Status Report

Each year an annual Work Program is developed along with the budget, and approved by the Commission with adoption of the final budget and work program. Tasks identified in the FY 2023-24 Work Program are summarized below.

Organizational Improvements

Comprehensive Update of Application Forms – staff have been researching and conducting outreach to County departments and other LAFCos to update and revise LAFCo’s application forms. Challenges involve determining the necessary and appropriate mapping for various types of applications, and developing application-specific forms.

Policy Development – the annual Work Program includes review of LAFCo policies and procedures, and development of new policies and policy amendments, as needed. In the first half of the fiscal year, a new policy on implementing requests for proposals/requests for qualifications was developed and adopted by the Commission. Staff has been focused on researching and refining the out-of-agency service reviews

and annexation consent agreement, and is working with Legal Counsel and interested agencies to develop a draft for review by the Policies & Procedures Committee.

Transparency Improvements to Website – an assessment and implementation of website improvements was included in the Work Program. In a focused effort to make Commission decisions more publicly accessible, all resolutions have been scanned and posted on LAFCo’s website. Staff will continue to work on the catalog to make it more readily searchable and user friendly. This new resource should be highly beneficial to members of the public as well as LAFCo Commissioners and staff.

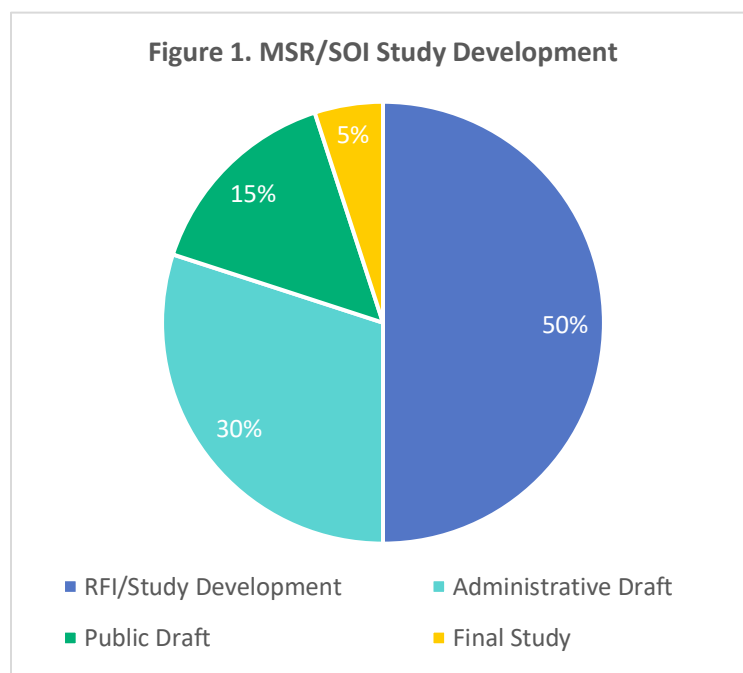
Work Plan

Seven (7) special districts and 10 mutual water companies (MWC) have been identified for the coastal water and wastewater districts MSR/SOI studies. Progress on the Work Plan is summarized in Figure 1. 50-percent of the studies are in the study development stage, 30-percent are in the administrative draft stage, 15-percent are in the public draft stage, and 5-percent are in the final study stage.

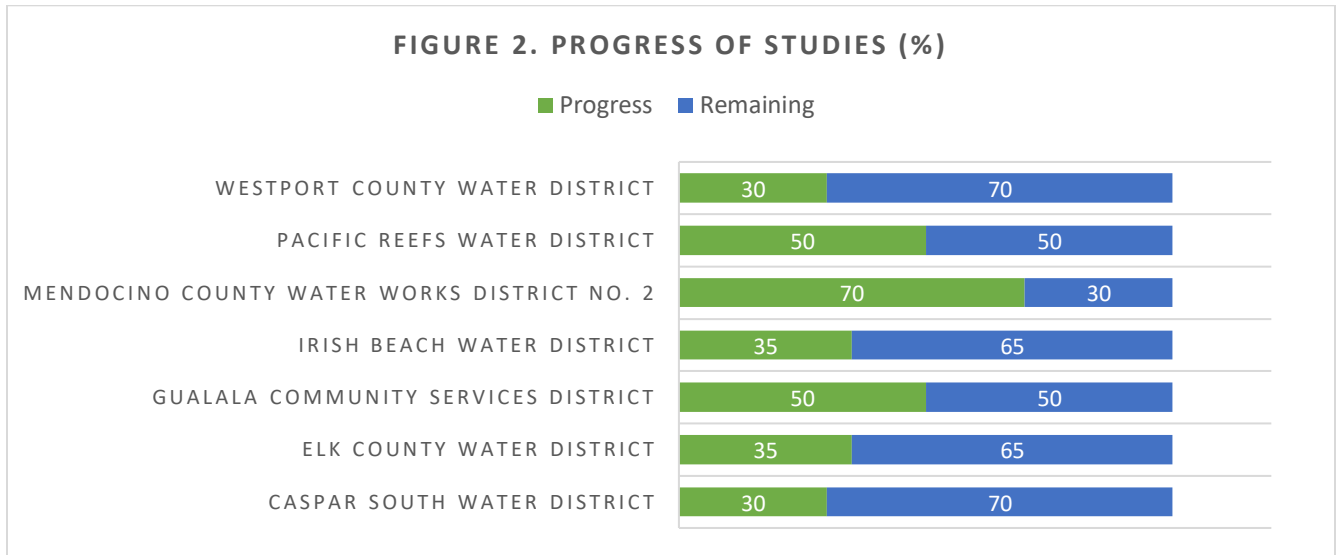
Note that under Assembly Bill (AB) 54, MWCs are required to provide service area maps and service information upon request by LAFCo. While a full MSR analysis will not be completed for MWCs, their inclusion in the context of regional water discussion and analyses is important, particularly as the State Water Resources Control Board has the authority to require consolidation under AB 88 as well as continued regional drought planning. LAFCo prepared a [report](#) on MWCs in 2018.

The annual Work Plan may be prepared either in-house or by consultants. The budget for the FY 2023-24 Work Plan provided the option to contract for consultants to prepare the studies. With the addition of an Analyst in 2023, Hinman & Associates Consulting (contract staff) was able to initiate the preparation of the studies in-house. Due to bottlenecks in overall workload, Hinman & Associates has contracted with a consultant to assist in more timely completion of the studies.

As a reminder, the bulk of the work on these studies occurs in the study development and administrative draft steps (Figure 1). Approximately 50% of staff time is spent in the development of a rough draft, which forms the basis of a Request for Information (RFI).



The studies are being developed concurrently and nearly all of the studies are in or nearing the administrative draft development phase. Development of the Work Plan is progressing well with the first workshops tentatively scheduled for March/April, depending on responsiveness of agencies in reviewing the administrative draft studies. Figure 2 shows the estimated progress of the studies.



Staff Activities During First Half of FY 2022-23

In addition to the Work Plan, the first half of this fiscal year has been focused on application processing and responding to inquiries and researching issues brought forward by member agencies and landowners.

The following summary of staff activities for the first half of FY 2023-24 is intended to be an informative overview and is not all-inclusive:

- Applications
 - Completed the application process for the City of Ukiah Annexation of City-Owned Properties.
 - Processing a Pre-Application for the City of Fort Bragg’s proposed annexation of City-owned properties.
 - Processing an application for the Anderson Valley CSD’s proposed annexation of its Sphere of Influence for fire and ambulance services. Coordination with County departments and staff to assist with facilitating a tax share process for the application.
 - Coordinating with the Anderson Valley CSD on the LAFCo process for activation of latent powers for water and sewer; coordination with the CSD’s CEQA consultant to incorporate LAFCo’s process needs in the EIR.
- Policies & Procedures
 - Developed a policy for implementing RFP/RFQs processes.
 - Developing policy refinements for out-of-agency service agreements; outreach with interested agencies.
 - Developing policy refinements for final filing procedure; outreach to County and State staff.
 - Development of a proposed streamlined review process for MSR/SOI studies.
 - Development of a custom logo for Mendocino LAFCo.
 - Developing a Commissioner Handbook.

- Prepared written responses to County Planning project referrals, including EIRs.
- Notice of vacancy distribution and extensions to fill the Alternate Public Member seat.
- Meeting and coordination with the Mendocino County Water Works District No. 2 board representative to support their efforts to comply with special district regulatory requirements and participation in the development of the district's first MSR/SOI study.
- Researching and coordinating with the City of Fort Bragg regarding out-of-agency services.
- Researching and responding to numerous public inquiries including service provision of coastal districts; potential for activating powers for the Covelo CSD to provide a hydrant system; process for forming a special district for the Bells Springs Volunteer Fire Department; and funding options for the Palo Verde Fire Company.
- Scanned and posted all resolutions on LAFCo's website; continue work on the catalog searchability.
- Prepare LAFCo financials for the FY 2022-23 annual audit in coordination with CPA and Treasurer.
- Development of the FY 2024-25 preliminary budget and work program.

Anticipated Staff Activities for Remainder of FY 2023-24

Staff will remain focused on progressing Work Plan tasks and processing several applications and proposals that are on file and anticipated in the coming months. Following is a brief summary of anticipated tasks through the end of the fiscal year:

- Development of FY 2024-25 Budget and Work Program.
- Anderson Valley CSD application proposing annexation of its Sphere of Influence.
- Elk Community Services District proposal to activate latent powers.
- City of Ukiah application proposing annexation of Western Hills Properties.
- Policy development and application form updates.
- Coastal region water/wastewater MSR/SOI updates.

Attachments (1) Adopted FY 2023-24 Budget and Work Program
(2) Mid-Year Budget Summary

Attachment 1

Mendocino Local Agency Formation Commission Final Budget for FY 2023-2024

June 5, 2023

ACCOUNT #	DESCRIPTION	FY 2022-23		FY 2023-24
		Adopted	Amended	Proposed
REVENUE				
4000	LAFCo Apportionment Fees	\$ 265,000	\$ 265,000	\$ 275,000
4100	Fees and Reimbursements (Includes Service Fee OH)	\$ -	\$ 9,000	\$ 9,500
4800	Miscellaneous			
4910	Interest Income	\$ 100	\$ 100	\$ 500
	REVENUE TOTAL	\$ 265,100	\$ 274,100	\$ 285,000
	<i>Anticipated Cash Balance</i>			\$ 56,000
	TOTAL			\$ 341,000
EXPENSES				
5300	Basic Services (EO, Analyst, Clerk)	\$ 125,100	\$ 125,100	\$ 133,000
5500	Rent	\$ 6,500	\$ 6,500	\$ 7,000
5600	Office Expenses	\$ 3,300	\$ 3,300	\$ 4,500
5700	Internet & Website Costs	\$ 2,500	\$ 2,500	\$ 3,000
5900	Publication and Legal Notices	\$ 2,000	\$ 2,000	\$ 3,000
6000	Televising Meetings	\$ 2,000	\$ 2,000	\$ 2,400
6100	Audit Services	\$ 3,800	\$ 3,800	\$ 4,000
6200	Bookkeeping	\$ 4,500	\$ 4,500	\$ 5,500
6300	Legal Counsel	\$ 19,000	\$ 19,000	\$ 30,000
6400	A-87 Costs County Services	\$ 2,100	\$ 3,200	\$ 2,500
6500	Insurance-General Liability	\$ 3,200	\$ 3,200	\$ 3,000
6600	Memberships (CALAFCO/CSDA)	\$ 3,700	\$ 3,700	\$ 4,000
6670	GIS Contract with County	\$ 2,000	\$ 4,000	\$ 3,000
6740	In-County Travel & Stipends	\$ 4,000	\$ 4,000	\$ 4,000
6750	Travel & Lodging Expense	\$ 6,000	\$ 2,900	\$ 6,500
6800	Conferences (Registrations)	\$ 4,100	\$ 4,100	\$ 4,500
7000	Work Plan (MSRs and SOIs)	\$ 70,000	\$ 70,000	\$ 100,000
9000	Misc Exp (Special District Training Support, bank charges)	\$ 60	\$ 60	\$ 100
	OPERATING EXPENSE TOTAL	\$ 263,800	\$ 263,800	\$ 320,000
	Increase to Operational Reserves per Policy			\$ 14,025
	Increase to Work Plan Contingency			\$ 6,975
				\$ 341,000
8000	Application Fees (Revenue)			\$ 37,500
8000	Applications (Expenses)			\$ 30,000
8600	Special Projects	\$ 9,200	\$ 9,200	\$ -
	REVENUE/EXPENSE DIFFERENCE	\$ 1,300	\$ 1,300	\$ -
	<i>(Negative balance indicates use of fund balance and/or reserves)</i>			
RESERVES / CONTINGENCIES				
	Legal Reserves	\$ 50,000	\$ 50,000	\$ 50,000
	Operations Reserves @ 25% Annual Operating Budget	\$ 65,950	\$ 65,950	\$ 80,000
	Total Reserves	\$ 115,950	\$ 115,950	\$ 130,000
	Work Plan Contingency	\$ 30,815	\$ 30,815	\$ 37,760

Final Work Program (Basic Services and Work Plan)

FY 2023-24

June 5, 2023

Tasks	Description & Assumptions	Estimated Budget
Basic Services		
Office Hours & Administrative Duties	Clerk duties not related to projects; office hours; public assistance; PRA requests; budget development, tracking, amendments; accounts payable, QuickBooks; annual audit; EO correspondence; response to requests for Agency Comments for projects and/or environmental documents routed to LAFCo for review, etc.; carrying out Commission direction.	\$ 70,000
Commission & Committee Meetings	Commission & Committee meeting attendance (12 Regular and 8 Committee); agenda packet development, staff reports, presentations, minutes.	\$ 34,000
Work Plan Support	Prepare and distribute Public Notices, development of staff reports specifically related to MSR/SOI studies, presentation at Commission meetings for Public Workshops and Public Hearings.	\$ 5,000
Consult Legal Counsel	Contract allows for a minimum of 4 hours per month.	Per Contract
Application Forms	Update application forms; map research and process clarification	\$ 8,000
Application Processing	Process change of organization or reorganization applications initiated by landowner petition or resolution of application from Cities and Special Districts to modify existing powers, annex and/or detach territory from agency boundaries, and create, dissolve, or consolidate/merge local agencies.	Paid by applicant
Policy Development	Prepare policy amendment and development as needed (overhaul)	\$ 15,000
Transparency Improvements to Website	Assess/implement website improvements (JPAs, maps, etc.)	\$ 1,000
Total		\$ 133,000
Work Plan		
MSR/SOI Update	Prepare and adopt combined Municipal Service Review and Sphere of Influence (MSR/SOI) Update studies pursuant to GOV \$56425 and \$56430, either in-house or by contract.	\$ 100,000
<p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2023-24.</p> <p>The actual completion of a specific study may span multiple fiscal years. The budget allocation for each agency is based on estimated costs. Actual costs for study completion may be higher or lower than estimated below.</p> <p>Work Plan implementation is subject to change due to various factors, such as: (a) agency responsiveness and timely provision of requested information, (b) complexity of issues involved, (c) level of public and affected agency controversy, (d) changing needs and priorities, (e) overall staff workload, and (f) higher than anticipated costs.</p> <p>The Work Plan budget assumes minimal costs for CEQA compliance related to filing a Notice of Exemption (NOE). Agencies requesting a non-coterminous SOI may expedite a potential multi-fiscal year process by contributing to the cost of preparing an Initial Study and associated environmental document (ND/MND, EIR, etc.).</p>		
The total Work Plan Budget is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year.	Coastal Water/Wastewater Districts (7 special districts, 10 mutual water companies) (initiated in FY 2022-23) Outsourced/Consultant Contract	\$ 100,000
Total		\$ 100,000

Attachment 2

Mendocino Local Agency Formation Commission Budget for FY 2023-2024

January 15, 2024

ACCOUNT #	DESCRIPTION	FY 2023-24		
		Adopted	YTD - January	
REVENUE				
	<i>Anticipated Cash Balance</i>	\$ 56,000	\$ 56,000	
4000	LAFCo Apportionment Fees	\$ 275,000	\$ 272,000	
4100	Fees and Reimbursements (Includes Service Fees)	\$ 9,500	\$ 2,195	
4800	Miscellaneous			
4910	Interest Income	\$ 500	\$ 536	
	REVENUE TOTAL	\$ 341,000	\$ 330,731	
EXPENSES				
				Expended TD
5300	Basic Services (<i>EO, Analyst, Clerk</i>)	\$ 133,000	\$ 61,735	46%
5500	Rent	\$ 7,000	\$ 3,330	48%
5600	Office Expenses	\$ 4,500	\$ 2,260	50%
5700	Internet & Website Costs	\$ 3,000	\$ 956	32%
5900	Publication and Legal Notices	\$ 3,000	\$ 605	20%
6000	Televising Meetings	\$ 2,400	\$ 691	29%
6100	Audit Services	\$ 4,000	\$ 2,000	50%
6200	Bookkeeping	\$ 5,500	\$ 2,640	48%
6300	Legal Counsel	\$ 30,000	\$ 4,702	16%
6400	A-87 Costs County Services	\$ 2,500	\$ -	0%
6500	Insurance-General Liability	\$ 3,000	\$ 2,858	95%
6600	Memberships (<i>CALAFCO/CSDA</i>)	\$ 4,000	\$ 3,802	95%
6670	GIS Contract with County	\$ 3,000	\$ 57	2%
6740	In-County Travel & Stipends	\$ 4,000	\$ 485	12%
6750	Travel & Lodging Expense	\$ 6,500	\$ 843	13%
6800	Conferences (<i>Registrations</i>)	\$ 4,500	\$ 1,950	43%
7000	Work Plan (<i>MSRs and SOIs</i>)	\$ 100,000	\$ 33,012	33%
9000	Misc Exp (Special District Training Support, bank charges)	\$ 100	\$ 54	54%
	OPERATING EXPENSE TOTAL	\$ 320,000	\$ 121,980	38%

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Proposed Streamlined Review Process for Work Plan Studies**

RECOMMENDATION

The Commission review and provide feedback on the proposed streamlined review questionnaire and process for work plan studies supported by the Policies & Procedures Committee.

BACKGROUND

A Municipal Service Review (MSR) is a study of a local agency's governance and operations. MSRs are conducted for all cities and special districts prior to or concurrently with Sphere of Influence (SOI) Updates.

The Work Plan established each year in the annual budget is a tentative plan for future work products to meet state mandates for preparation of MSR/SOI Updates. In the FY 2023-24 budget, staff recommended developing a streamlined MSR/SOI review procedure to apply on a 5-year schedule.

Streamlining the process involves a proposed shift in approach to a comprehensive 10-year MSR/SOI review schedule with a midpoint streamlined review, especially for agencies without significant changes since the prior study, to satisfy the LAFCo law requirement of SOI Updates every 5-years, as needed.

Developing a streamlined MSR/SOI review process is anticipated to result in cost savings over time by reducing the overall number of comprehensive studies prepared and lengthening the amount of time in between comprehensive studies to make the work plan more manageable.

In addition, focusing on preparing comprehensive studies every 10-years, instead of abbreviated compliance studies every 5-years, would be beneficial because comprehensive studies remain relevant and reliable for a longer period of time than 5-years and allow staff the time and resources to dig deeper into potential issues and assess or identify real challenges facing the agencies.

Streamlined Review Questionnaire

The draft streamlined review questionnaire (Attachment 1) covers the standard performance measures and indicators of the potential for agency growth and service efficiencies for independent special districts.

LAFCo staff will complete the questionnaire in coordination with the agency based on an interview with agency staff, not analysis of information. LAFCo staff will also discuss any changes from the prior MSR/SOI determinations. The questionnaire will likely need to change or be refined over time and will be updated by LAFCo staff as needed.

When the questionnaire indicates that there have been no substantial changes since the last agency MSR/SOI, staff may recommend delaying an in-depth update of an agency's MSR/SOI study for five years. The responses to this questionnaire will help form the basis of the Commission's administrative record that the agency has undergone a five-year review and that no substantial changes have been identified.

The streamlined review will also serve as the basis for supporting the existing agency's SOI and extending the review period another five years, or sooner as necessary. This in no way limits the ability of the Commission to determine the need for additional studies or review if more information becomes available at a later date.

Streamlined MSR/SOI Review Process

When the streamlined MSR/SOI review is appropriate, the following general process will apply.

Step 1: LAFCo staff will confer with agency staff to prepare a response to the Streamlined Review Questionnaire.

Step 2: The Commission will consider as a *Matter for Discussion and Possible Action* and approve by resolution, confirming the existing sphere for the agency.

Step 3: LAFCo staff will schedule the next MSR/SOI review in five years, as necessary.

Policies & Procedures Committee Support

The Policies & Procedures Committee reviewed the draft questionnaire at its November 6, 2023 meeting and supported moving it forward for Commission review and input. Below are Committee discussion points.

1. LAFCo could request the agency provide the prior 3-years of audits to be attached to the questionnaire.
2. The questionnaire could provide a good check-in opportunity to help keep agencies on track in the years in between comprehensive studies.
3. The questionnaire could offer helpful guidance to local agencies regarding LAFCo expectations and reduce apprehension about the MSR/SOI process.
4. The questionnaire could be posted on the LAFCo website for transparency and for agency self-assessment.
5. The Commission could review other things beyond the standard six MSR determinations (GOV 56430(a)(7)), and some other LAFCos are opting to review disaster planning and preparedness, housing, and homelessness.

Staff is requesting the Commission provide input on the above process and attached questionnaire, and bless both in concept. It is anticipated that in applying this new process and questionnaire, there will continue to be refinements and improvements made as lessons are learned.

Attachment: Streamlined Review Questionnaire

Attachment 1

Streamlined Review Questionnaire Municipal Service Review (MSR) and Sphere of Influence (SOI) Independent Special District

In preparing this questionnaire response, LAFCo staff have conferred with the subject agency staff to determine whether changes have occurred that would necessitate an in-depth MSR in conjunction with updating the agency's sphere of influence. The responses have been completed by LAFCo staff in coordination with agency staff, to support LAFCo in scheduling MSR/SOI studies for the work plan.

If this streamlined review indicates no changes are needed for the current sphere, LAFCo staff will prepare a resolution for the Commission to confirm the existing sphere, thereby meeting the intent of 56425(g). If, on the other hand, the streamlined review indicates that circumstances require a more detailed evaluation, LAFCo staff will prepare a new MSR/SOI study, with appropriate CEQA compliance.

Governing Body	True	Changes
a) The District is governed by a five-member Board of Directors elected at-large to serve staggered four-year terms.	<input type="checkbox"/>	LAFCo staff notes...
b) The District Board of Directors is comprised of registered voters residing within the District boundaries.	<input type="checkbox"/>	
c) Incoming officials receive training regarding District programs, policies, and procedures via a Board of Directors Manual or in-person orientation.	<input type="checkbox"/>	
d) The District does not have difficulty filling vacancies or retaining long-term members on the Board of Directors.	<input type="checkbox"/>	
e) The Board of Directors elects Officers annually, such as a President, Vice-President, Treasurer, and Secretary, and no Board member holds more than one Office.	<input type="checkbox"/>	
f) District Board members receive low or no compensation for their public service or stipends for attending meetings.	<input type="checkbox"/>	
g) When a Board of Director seat is vacated prior to the scheduled term expiration date, the District follows GOV §§ 1780-1782 which governs the process for vacancy notice and appointment.	<input type="checkbox"/>	
h) Constituents are well represented by the Board of Directors.	<input type="checkbox"/>	

Transparency and Accountability	True	Changes
a) Board meetings are held on a regular basis at a consistent day, time, and location, are accessible and open to the public, and are scheduled and disclosed on an annual meeting calendar.	<input type="checkbox"/>	
b) When public meetings allow for hybrid in-person and remote attendance pursuant to GOV § 54953, there are clear instructions for remote participation near the top of the agenda, and all members of the governing body attend in-person at the meeting location, unless: (1) approved under the provisions of AB 2449, or (2) there are teleconference locations that are properly identified (notice/agenda), posted, and accessible to the public.	<input type="checkbox"/>	

c) All Board and Committee meeting agendas are publicly posted and distributed a minimum of 72 hours prior to regular meetings and 24 hours prior to special meetings in accordance with the Ralph M. Brown Act (GOV § 54950 et seq.).	<input type="checkbox"/>
d) The current meeting agenda is publicly posted on the District's website through a prominent, direct link in accordance with GOV § 54954.2(a)(2), and the agenda is platform independent and machine readable consistent with AB 2257.	<input type="checkbox"/>
e) Minutes are kept for all Board and Committee meetings, are adopted at the next regular meeting, and are made available to the public from the District's website and by request.	<input type="checkbox"/>
f) The Board of Directors conducts official business and takes action by a majority vote of a sufficient quorum in accordance with Robert's Rules of Order.	<input type="checkbox"/>
g) Board members publicly announce and recuse themselves from participating in deliberations on specific agenda items when there is a personal conflict of interest.	<input type="checkbox"/>
h) The District Board members file a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to GOV § 87203 of the Political Reform Act.	<input type="checkbox"/>
i) The District Board members receive two hours of training on public service ethics laws and principles at least once every two years pursuant to AB 1234.	<input type="checkbox"/>
j) The District Board of Directors has adopted policies and procedures related to elected officials including conflict of interest, compensation or reimbursement of expenses, and personal use of public resources.	<input type="checkbox"/>
k) The District Board of Directors considers proposed increases to rates and fees at a properly noticed Public Hearing and subject to mailing a Notice of Hearing for Protests to all property owners pursuant to Proposition 218.	<input type="checkbox"/>
l) The District's annual Budget and any Budget amendments are approved at a Board of Directors meeting in open session.	<input type="checkbox"/>
m) The District's annual or multi-year Financial Audit Report is prepared by a qualified Certified Public Accountant and is reviewed at a Board of Directors meeting in open session.	<input type="checkbox"/>
n) The District complies with the Auditor rotation requirement of not exceeding six consecutive fiscal years, commencing with FY 2013-14, unless another eligible firm is not available to perform the audit in accordance with GOV § GOV 12410.6.(b).	<input type="checkbox"/>
o) The District provides LAFCo a complete copy of all financial audit reports within 12-months of the end of the fiscal year or years under examination, starting with FY 2018-19, in accordance with GOV § 26909(a)(2)(b)(ii).	<input type="checkbox"/>
p) The District has and maintains a website with information and accessibility requirements consistent with SB 929, SB 272, AB 392, AB 169, and AB 2853 (optional).	<input type="checkbox"/>
q) The District complies with government ethics and public interest laws and regulations and operates with accountability and transparency.	<input type="checkbox"/>

r) The District responds to Public Records Act requests within 10 calendar days, unless eligible for a 14-day extension, and releases all disclosable records promptly, or in a reasonable timeframe for voluminous or complex requests (GOV §§ 7922.500 - 7922.605).	<input type="checkbox"/>
s) The Public Expression portion of Board meetings is not the primary venue for constituents to raise complaints or concerns.	<input type="checkbox"/>
t) Public engagement is encouraged, and the District's plans and programs reflect constituent input.	<input type="checkbox"/>

Management and Staffing	True	Changes
a) The District mission and vision statements and organizational chart are current and utilized in District documents and plans.	<input type="checkbox"/>	
b) The District's policies and procedures are current, reasonable, and communicate important information about management-level expectations for agency operations.	<input type="checkbox"/>	
c) District staff and Board members are held accountable to report performance data and work towards improvement.	<input type="checkbox"/>	
d) The District has not evaluated or considered expanding or reducing staffing levels in the last two years.	<input type="checkbox"/>	
e) The District's current staffing level is adequate to deliver services, and there are no long-standing staff vacancies.	<input type="checkbox"/>	
f) The District has a high employee retention rate, or a low staff turnover rate.	<input type="checkbox"/>	

Agency Performance	True	Changes
a) The District measures staff productivity and workload through regular time tracking.	<input type="checkbox"/>	
b) The District conducts written employee performance evaluations annually.	<input type="checkbox"/>	
c) During the annual budget development process, the District reviews the goals and objectives from the prior fiscal year and establishes goals and objectives for the next fiscal year.	<input type="checkbox"/>	
d) In the regular performance of duty, District staff identifies areas of improvement and takes corrective action when feasible and appropriate.	<input type="checkbox"/>	
e) District staff learns about new opportunities to achieve operational efficiencies by participating in regional and service-specific associations and organizations.	<input type="checkbox"/>	
f) District staff learns about new opportunities to achieve operational efficiencies by communicating with colleagues regarding industry standards, best management practices, changing regulations, and service delivery models implemented by other local agencies.	<input type="checkbox"/>	

Shared Services and Facilities	True	Changes
a) The District has interagency collaborative arrangements with other local and regional public agencies and organizations.	<input type="checkbox"/>	
b) The District works cooperatively with other local agencies to deliver services more effectively or efficiently by sharing public facilities, resources, and service delivery responsibility.	<input type="checkbox"/>	
c) There are no opportunities for the District to share services or facilities with neighboring or overlapping local agencies that are not currently being utilized.	<input type="checkbox"/>	
d) There are no opportunities for the District to produce economies of scale and/or improve buying power in order to reduce costs to benefit constituents.	<input type="checkbox"/>	
e) There are no opportunities for the District to allow appropriate facilities and/or resources to be shared, or to make excess facility or resource capacity available to other local agencies, in order to avoid construction of extra or unnecessary infrastructure or eliminate duplicative facilities or resources.	<input type="checkbox"/>	
f) All opportunities for the District to achieve organizational or operational efficiencies are currently being investigated or implemented.	<input type="checkbox"/>	

Government Restructure	True	Changes
a) The District's jurisdictional boundary accurately reflects customers receiving services from the District.	<input type="checkbox"/>	
b) The District's jurisdictional boundary, or service area, does not confuse the public.	<input type="checkbox"/>	
c) The District's jurisdictional boundary does not overlap with adjacent local agencies providing similar services.	<input type="checkbox"/>	
d) No changes to the District's current governance structure or boundary are needed in order to: <ul style="list-style-type: none"> 1) Enhance service efficiency. 2) Enhance accountability or representation. 3) Eliminate service deficiencies. 4) Eliminate service redundancies. 5) Reduce high infrastructure costs. 6) Reduce high service costs/rates. 7) Adhere to good planning principals. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
e) There are no governance restructure options (such as consolidation with other local agencies providing similar services) recommended for the District over the next five years.	<input type="checkbox"/>	

Finances	True	Changes
a) The District's financial resources are accounted for in different funds based on organizational units, such as departments, functions, and services.	<input type="checkbox"/>	
b) The District's operations and expenses are consistent with the annual Budget, or subsequent Budget amendments.	<input type="checkbox"/>	
c) The District has clear accounting policies and procedures and segregates financial duties among the District Board of Directors and District staff to minimize risk of error or misconduct and utilizes a system of authorization, approval, and verification for all transactions.	<input type="checkbox"/>	
d) The District Board of Directors receives periodic (monthly or quarterly) financial reports regarding assets, liabilities, and net position.	<input type="checkbox"/>	
e) The District's financial reconciliation process includes comparing budgets to actuals and comparing expenses from one fiscal year to the next.	<input type="checkbox"/>	
f) The District provides financial assurance through annual, or multi-year if approved by the County Board of Supervisors, independent audited financial statements.	<input type="checkbox"/>	
g) The District demonstrates sound budgeting practices, such as adopting the budget by June 30th and not utilizing reserve funds to balance the budget.	<input type="checkbox"/>	
h) The District generally operates at a net income or revenue gain, maintains a stable financial position, and does not practice poor financial management such as deficit spending.	<input type="checkbox"/>	
i) The District's primary revenue sources are reoccurring and reliable, as opposed to one-time and short-term revenue sources such as grants and donations.	<input type="checkbox"/>	
j) The District's rates and fee schedule is similar to local agencies providing similar services and is set based on actual expenditures and cost recovery.	<input type="checkbox"/>	
k) The District maintains a sufficient unallocated fund balance, or reserve account, to safeguard against fluctuations in revenues, to protect against unexpected costs, and to save for significant future expenses.	<input type="checkbox"/>	
l) The District has a Capital Improvement Plan or defines capital improvement priorities on a five-year basis in the annual budget development process.	<input type="checkbox"/>	
m) The District does not have any debt or has clear capital financing and debt management policies to maintain debt at a manageable level.	<input type="checkbox"/>	
n) The District generates sufficient annual revenue to cover annual operating expenses and save for on-going operations, maintenance, and future capital needs.	<input type="checkbox"/>	
o) The District is fiscally healthy and does not anticipate reducing the existing level of service due to financial constraints within the next five years.	<input type="checkbox"/>	

p) The District has adequate finances to meet current demands for public services and ongoing financial obligations within the next five years.	<input type="checkbox"/>
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Growth and Development	True	Changes
a) The District does not provide outside agency services (services outside its jurisdictional boundary).	<input type="checkbox"/>	
b) There are no pending or anticipated requests for or commitments from the District to provide outside agency services over the next five years.	<input type="checkbox"/>	
c) It is not anticipated that growth or development adjacent to the District's boundary over the next five years could result in District residents or businesses relocating outside the District boundary.	<input type="checkbox"/>	
d) There are no proposed or anticipated significant land use changes, new development projects, or redevelopment of existing sites within the District's boundary over the next five years.	<input type="checkbox"/>	
e) Over the next five years, there is no projected growth or anticipated development within the District's boundary that could: <ul style="list-style-type: none"> 1) Reduce the District's existing level of service. 2) Create significant additional service demands or needs. 3) Reach or exceed the District's service capacity. 4) Create the need to expand the District's service capacity. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
f) There are no anticipated changes to the District's boundary (annexations, detachments, etc.) to be proposed by the District or District landowners or registered voters over the next five years.	<input type="checkbox"/>	
g) There are no significant population changes (growth, out-migration, etc.) projected or anticipated within the District's boundary over the next five years.	<input type="checkbox"/>	
h) There are no significant population changes (growth, out-migration, etc.) projected or anticipated adjacent to the District's boundary over the next five years.	<input type="checkbox"/>	
i) There are no Disadvantaged Unincorporated Communities (DUC = 12 voters and below 80% of State MHI) located within or contiguous to the District's existing Sphere of Influence that need public water, wastewater, or structural fire protection services.	<input type="checkbox"/>	
j) The District's current boundary is adequate and accurately reflects existing service needs and projected service demands within and adjacent to the District's boundary over the next five years.	<input type="checkbox"/>	
k) The District's existing Sphere of Influence boundary remains relevant and appropriate for the next five years.	<input type="checkbox"/>	

Municipal Services and Facilities	True	Changes
a) The District regularly reviews its services and facilities to plan for near-term infrastructure needs and deficiencies, and to plan for the long-range service needs of current and future customers.	<input type="checkbox"/>	
b) The District has adequate capacity to serve current and future demands for public services over the next five years.	<input type="checkbox"/>	
c) The District has adequate land, facilities, and equipment to meet current and future demands for public services over the next five years.	<input type="checkbox"/>	
d) The District has not needed to take corrective action in the last two years to address non-compliance issues related to State or local permit requirements.	<input type="checkbox"/>	
e) The District has satisfactorily addressed all service-related complaints received from constituents in the last two years.	<input type="checkbox"/>	
f) There are no anticipated changes in Federal, State, or Local regulations on the horizon that will require significant upgrades to District facilities or infrastructure.	<input type="checkbox"/>	
g) The District does not anticipate proposing any changes to its existing services or powers (activation of latent powers, divestiture of power, etc.) over the next five years.	<input type="checkbox"/>	

Certification

The undersigned hereby certifies that the information provided, and statements made in this streamlined questionnaire are complete and accurate to the best of my knowledge.

District	
Name/Title	
Signature	
Date	

MENDOCINO

Local Agency Formation Commission

Staff Report

DATE: February 5, 2024
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Proposed Logo for Mendocino LAFCo**

RECOMMENDATION

The Commission consider the Policies & Procedures Committee's recommended logo that is intended to build Mendocino LAFCo's identity and increase visibility and outreach efforts. In assessing the draft logos, potential actions of the Commission include the following:

1. Adopt the draft logo as presented as the new Mendocino LAFCo logo;
2. Adopt the draft logo with modifications (e.g., changes to colors or tag lines); or
3. Provide additional direction to the Policies & Procedures Committee and/or staff.

BACKGROUND

Several years ago, the [Little Hoover Commission](#), an independent state oversight agency, released a report called [Special Districts: Improving Oversight & Transparency](#) (August 2017). The report incorporated substantial testimony and participation by CALAFCO as well as individual LAFCOs. In response to the feedback from the Little Hoover Commission, CALAFCO prioritized goals to further its identity and visibility for outreach and advocacy purposes. In 2020, CALAFCO developed outreach flyers for each of the States 58 LAFCOs, which were intended to encourage and promote local partnerships and LAFCOs as a resource during the COVID pandemic. More recently, CALAFCO updated their logo, which was adopted in December 2023.

Under the premise that low visibility contributes to challenges with public engagement, CALAFCO has continued to encourage individual LAFCOs to promote their recognition and increase outreach both locally and to support legislative advocacy efforts. In response, LAFCOs throughout the State have been working towards branding and increased presence through updated logos, websites, and communication and outreach plans and materials. Attachment 1 includes a sample of LAFCo logos, many of which have been updated in the past few years.

Mendocino LAFCo has no official logo and our letterhead is outdated and lackluster. Each year our annual Work Program identifies enhancements for transparency and outreach efforts for organizational improvements. A unique logo will help to build identity and support public outreach efforts through recognition and messaging.

A logo's main function is to help identify, create a consistent message, be recognizable and meaningful. A logo should accomplish the following:

- Promote awareness and familiarity
- Inform the viewer
- Be unique and recognizable
- Provide a distinct, cohesive look that references goals and mission

Intent: To develop a unique, representative logo that conveys what LAFCo is to external stakeholders and legislators, to communicate LAFCo’s goals and mission to member agencies, and to increase visibility and recognition to encourage public engagement.

Target: member agencies, other governmental agencies, and the state legislature

Elements: Geographic scope – inland, coastal – agricultural and open space preservation

Elements to represent Mendocino County’s inland and coastal regions, and LAFCo’s goals to preserve agricultural and open space areas, were provided to a freelance graphic designer who created a series of draft designs for consideration by the Policies & Procedures Committee. The Committee reviewed the draft logos at its November 6, 2023 meeting and provided direction to staff for refinements. Staff then worked with Commissioner Rodin and a freelance graphic designer to refine the draft logo, the result of which is recommended to the Commission for consideration and feedback (see Figure 1 and Attachment 2, *Option 1*).



Figure 1 Proposed Mendocino LAFCo Logo

The logo will form the foundation of the branding for Mendocino LAFCo and will guide color and typography for letterhead and outreach materials. Example uses and guides of the logo:

- Website and search engine results
- Correspondence (e.g., letterheads, agendas, etc.)
- Identifier on studies, reports, white papers
- Collaborative documents (e.g., Sustainable Agricultural Lands grant application and completion reports, etc.)
- Advocacy materials

The costs for developing the draft logo fall within the budget for Basic Services (Account 5300) and office expenses (Account 5600). Staff has spent approximately six hours on logo development and working with the graphic designer, who has prepared the drafts for \$105. Once approved by the Commission, the graphic designer will create letterhead and branding guidelines for an additional \$35.

Staff is requesting Commission feedback related to overall logo design and elements, color scheme and typography.

- Attachments (1) Example LAFCo logos
(2) Draft Mendocino LAFCo logos

Attachment 1
Example Logos



LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY



ALAMEDA
LOCAL AGENCY FORMATION COMMISSION



Attachment 2

Draft Mendocino LAFCo Logos



Option 1



Option 2



Option 3

**MENDOCINO
Local Agency Formation Commission**

Staff Report

MEETING February 5, 2024
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 (LAFCo) 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
<p>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.</p>							
A-2023-01	AVCSD	Annexation of Sphere	3/6/2023				
<p>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. Coordination meetings are being held with AVCSD staff and County Departments regarding the tax share process.</p>							
A-2022-02	Ukiah	City of Ukiah Annexation of Western Hills (Hull Properties)	6/8/2022				
<p>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. Coordination meetings are being held with LAFCo and City staff.</p>							
L-2022-01	ECSD	Elk Community Services District Activation of Latent Powers for Wastewater Services	4/8/2022				
<p>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.</p>							
A-2021-01	Ukiah	City of Ukiah Annexation of City-Owned Properties	3/1/2021 2/25/2022	7/18/2023	9/11/2023	10/23/2023	11/1/2023
<p>The City of Ukiah’s proposal to annex City-owned properties was approved by the Commission on September 11, 2023. The Certificate of Completion has been recorded and the Board of Equalization Acknowledgement Letter was received on November 28, 2023.</p>							
Potential Future Proposals							
	AVCSD	AVCSD Activation of Latent Powers for Water and Wastewater Services					
<p>For several years the AVCSD has been developing a plan and design for providing water and wastewater services to the community of Boonville, which will require activation of latent powers through LAFCo. Staff have recently provided direction to District staff regarding application needs. Staff is coordinating with District CEQA consultants to provide input for inclusion in CEQA analysis.</p>							

¹Key: A – Annexation
 C – Consolidation

 D – Detachment
 F – Formation

 L – Activation of Latent Powers
 O – Out of Agency Service Agreement

 P – Pre-application Review Request
 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 February 1, 2024</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 an Administrative Draft and Request for Information (RFI) is in process.
Elk County Water District	In process	In process				Research and development of an Administrative Draft and RFI is in process.
Gualala Community Services District	1/31/2024	1/31/2024	4/1/2024			Research and development of an Administrative Draft and RFI is in process. EO met with District General Manager on 11/15/23.
Irish Beach Water District	In process	In process				Research and development of an Administrative Draft and RFI is in process.
Mendocino County Water Works Water Works District No. 2	10/12/2023	1/31/2024	3/4/2024			This will be the first MSR for the District. EO met with District Board President on 11/15/23. RFI response received 11/22/23. Administrative Draft sent to District for internal review.
Pacific Reefs Water District	10/27/2023	In process	4/1/2024			Research and development of an Administrative Draft; RFI response received 11/28/23.
Westport County Water District	In process	In process				Research and development of an Administrative Draft and RFI is in process.

MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 5, 2024
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **CALAFCO Business and Legislative Report**

RECOMMENDATION

The Commission receive and file report.

BACKGROUND

Following is a summary of CALAFCO Board activities:

Newly Elected Board Members

During the 2023 Annual Business meeting, three Board members re-elected (Bill Connelly, Margie Mohler, and Anita Paque), and five new members elected. New Board members are:

Central Region: Tamara Wallace (City), El Dorado (assuming the position previously held by Daniel Parra)

Coastal Region: Kenneth Leary (Public), Napa (assuming the position previously held by Shane Stark)

Northern Region: Gordon Mangel (District), Nevada (assuming the position previously held by Deb Lake)

Southern Region: Kimberly Cox (District), San Bernardino (assuming the position previously held by Jo MacKenzie) Yxstian Gutierrez (County), Riverside (assuming the position previously held by Mike Kelley)

The CALAFCO 2024 Events Calendar is provided as Attachment 1. Of note, the Staff Workshop will be held in Pleasanton, California, from April 24-26, 2024. The annual conference will be held at the Tenaya Lodge, outside of Yosemite National Park, from October 16-18, 2024.

Member dues have been approved by the CALAFCO Board and reflect a CPI adjustment for FY 24-25 dues of 3.1%, which mirrors the rate of inflation from June, 2022 to June, 2023. A schedule showing the adjusted dues is included as Attachment 2.

Attachments (1) CALAFCO 2024 Calendar of Events
(2) 2024/25 Membership Dues
(3) CALAFCO Quarterly Newsletter

2024 Events Calendar

JANUARY

- 5 CALAFCO Board of Directors Meeting (Virtual)*
- 12 CALAFCO Legislative Committee (Virtual)†
- 24-26 League New Mayor & Council Academy
- 24-26 CA Assn. of Sanitation Agencies Winter Conference (Palm Springs)

FEBRUARY

- 10-13 NACo Legislative Conference
- 16 CALAFCO Legislative Committee (Virtual)†

MARCH

- 22 CALAFCO Legislative Committee (Virtual)†

APRIL

- 12 CALAFCO Board of Directors Meeting (Virtual)*
- 17-19 CA State Assn. of Counties Leg Days (Sacto.)
- 23-26 Fire District Assn. Annual Meeting (Seaside)
- 24-26 CALAFCO Staff Workshop (Pleasanton)

MAY

- 7-9 Assn. of CA Water Agencies Conference (Sacto.)
- 10 CALAFCO Legislative Committee (Virtual)†
- 21-22 CA Special Districts Assn. Leg Days (Sacto.)

JUNE

- 14 CALAFCO Legislative Committee (Virtual)†

JULY

- 12 CALAFCO Legislative Committee (Virtual)†
- 19 CALAFCO Board of Directors Meeting (Virtual)*
- 31 CA Assn. of Sanitation Agencies Annual Conference (Monterey)

AUGUST

- 1-2 CA Assn. of Sanitation Agencies Annual Conference (Monterey)
- 23 CALAFCO Legislative Committee (Virtual), if needed†

SEPTEMBER

- 9-12 CA Special Districts Assn. Conference (Monterey)
- 18-20 Regional Council of Rural Counties Annual Meeting (Sonoma)

OCTOBER

- 16-18 League Annual Conference (Long Beach)
- 16-18 CALAFCO Annual Conference (Yosemite)
- 17 CALAFCO Annual Business Meeting (Yosemite)
- 18 CALAFCO Board of Directors Meeting (Yosemite)

NOVEMBER

- 1 CALAFCO Legislative Committee (Virtual)†
- 18-22 CA State Assn. of Counties Annual Conference (Pasadena)

DECEMBER

- 3-5 Assn. of CA Water Agencies Conference (Palm Desert)
- 6 CALAFCO Legislative Committee (Virtual), if needed†

*Regular Board Meetings start at 10:00 AM

†Legislative Committee Meetings start at 9:00 AM

For current information and other CALAFCO resources please visit www.calafco.org

CALAFCO MEMBER DUES

COUNTY	HISTORICAL INFO	
	FY 23-24 DUES	FY 24-25 DUES with 3.1% increase
ALAMEDA	12,133	12,509
ALPINE	1,146	1,181
AMADOR	1,718	1,772
BUTTE	4,372	4,507
CALAVERAS	1,823	1,880
COLUSA	1,475	1,521
CONTRA COSTA	12,133	12,509
DEL NORTE	1,555	1,603
ELDORADO	4,146	4,275
FRESNO	12,133	12,509
GLENN	1,591	1,640
HUMBOLDT	3,214	3,313
IMPERIAL	4,085	4,212
INYO	1,417	1,461
KINGS	3,561	3,671
LAKE	2,130	2,196
LASSEN	1,582	1,631
LOS ANGELES	12,133	12,509
MADERA	3,624	3,736
MARIN	5,199	5,360
MARIPOSA	1,407	1,451
MENDOCINO	2,503	2,581
MERCED	5,604	5,778
MODOC	1,275	1,315
MONO	1,338	1,380
MONTEREY	8,066	8,316
NAPA	3,308	3,411
NEVADA	2,660	2,742
ORANGE	12,133	12,509
PLACER	7,377	7,605
PLUMAS	1,414	1,458
RIVERSIDE	12,133	12,509
SACRAMENTO	12,133	12,509
SAN BENITO	2,114	2,180
SAN BERNARDINO	12,133	12,509
SAN DIEGO	12,133	12,509
SAN FRANCISCO	12,133	12,509
SAN JOAQUIN	12,133	12,509
SAN LUIS OPISPO	5,469	5,638
SAN MATEO	12,133	12,509
SANTA BARBARA	8,223	8,478
SANTA CLARA	12,133	12,509
SANTA CRUZ	5,374	5,541
SHASTA	3,922	4,043
SIERRA	1,176	1,213
SISKIYOU	1,817	1,873
SOLANO	8,049	8,298
SONOMA	8,849	9,123
STANISLAUS	9,868	10,174
SUTTER	2,717	2,802
TEHAMA	2,154	2,220
TRINITY	1,336	1,378
TULARE	8,687	8,956
TUOLUMNE	1,951	2,011
VENTURA	12,133	12,509
YOLO	4,613	4,756
YUBA	2,371	2,445
Total:	\$326,137	\$336,248

FROM THE BOARD CHAIR

**Dear Board of Directors and esteemed
LAFCO members,**

I am honored by your invitation to serve as the Chair of the CALAFCO Board for 2024. I sincerely appreciate your trust and confidence in me, and I look forward to working with you to advance our organization's mission and vision.

As the Chair of the Board, I will strive to uphold the highest standards of leadership, integrity, and accountability. I will also seek to foster a culture of collaboration, innovation, and excellence among our board members, staff, and stakeholders. I believe that together, we can overcome any challenges and seize any opportunities that may arise in our dynamic environment.

I am excited about the prospects of our organization and the potential impact we can have on our communities and beyond. I am eager to hear your ideas, insights, and feedback on improving our performance and achieving our goals. I invite you to



contact me anytime with your suggestions, concerns, or questions.

Thank you once again for this incredible opportunity. I am grateful to Bill Connelly and would like to thank him for his leadership in 2023. I wish you all a productive and prosperous year ahead.

Sincerely,

Margie Mohler, Chair

Watch for our New Look

www.calafco.org

BOARD BRIEF

Retirements and other circumstances saw five members cycle off the Board after the October elections. Our profoundest thanks go to Southern region reps Jo MacKenzie (San Diego) and Mike Kelley (Imperial), Coastal Region rep Shane Stark (Santa Barbara), Northern region rep Debra Lake (Humboldt), and Central Region rep Daniel Parra (Fresno) for the time and expertise that they devoted to CALAFCO—some of them for many years. We are confident that we will see many of you in future endeavors.

In their place, we were also honored to install the five new members. Southern Region: Kimberly Cox (San Bernardino) and Yxstian Gutierrez (Riverside); Coastal Region: Kenneth Leary (Napa); Northern Region: Gordon Mangel (Nevada); and Central Region: Tamara Wallace (El Dorado). We look forward to the many contributions that we know our new Board members will make to CALAFCO. Welcome aboard, everyone!

While the end and beginning of a year are typically full of holiday happenings, the CALAFCO Board was still hard at work. Actions taken during the December and January meetings included approval of the following items:

- CALAFCO 2024 Legislative Policies and Priorities. (Those were unchanged from 2023.)
- 2024 Board meeting schedule (see the Schedule of Events on page 9 for more information.)
- FY 2024-2025 Member dues (approved with a 3.1% CPI

(Continued on page 4)

BOARD MEMBERS

Margie Mohler, Chair
Acquanetta Warren, Vice Chair
Gay Jones, Treasurer
Black Inscore, Secretary
Bill Connelly
Kimberly Cox
Rodrigo Espinosa
Yxstian Gutierrez
Kenneth Leary
Gordon Mangel
Michael McGill
Derek McGregor
Anita Paque
Wendy Root Askew
Josh Susman
Tamara Wallace

CALAFCO Staff

René LaRoche, Exec. Director
Clark Alsop, Legal Counsel
Stephen Lucas, Exec. Officer
José Henriquez, Dep. Exec. Ofc.
Dawn Longoria, Dep. Exec. Ofc.
Gary Thompson, Dep. Exec. Ofc.
Jeni Tickler, Administrator



FROM THE EXECUTIVE DIRECTOR



Happy 2024!

It absolutely boggles my mind to be saying that because it seems like we just launched into 2023. Where *did* the year go?

As we bid farewell to 2023 and welcome the new year, I am filled with gratitude for the incredible community that is CALAFCO. Your enthusiasm, volunteerism, commitment, and support have made the past year truly remarkable.

We've developed a new brand and have some exciting plans in the pipeline – from our engaging events and enriching workshops, to a new website and staff photo contest – and all are designed to make the CALAFCO experience even more fantastic for our members. Stay tuned for updates and get ready to make this year the best one yet!

Of course, it wouldn't be a new year without a toast! So, here's to new beginnings, shared laughter (and lots of it), and the continued growth of our wonderful association. My wish for each of you is that the year ahead is filled with



accomplishments, health, happiness, and countless reasons to celebrate.

May we all embark on 2024 with boundless energy, fresh perspectives, and a shared spirit of collaboration, and may this year bring you nothing but joy, success, and memorable moments!

Here's to making the new year all that we want it to be!

Happy New Year!!

René LaRoche, Executive Director



BOARD COMMITTEE ASSIGNMENTS

The following Board member committee assignments were made on January 5, 2024:

AWARDS COMMITTEE:

Rodrigo Espinosa (Central), Blake Inscore (Northern), Kenneth Leary (Coastal), and Derek McGregor (Southern)

CONFERENCE COMMITTEE:

Kenneth Leary (Coastal), Gordon Mangel (Northern), Anita Paque (Central), and Acquanetta Warren (Southern)

ELECTIONS COMMITTEE:

Bill Connelly (Northern), Kimberly Cox (Southern), Kenneth Leary (Coastal), and Anita Paque (Central)

LEGISLATIVE COMMITTEE:

Bill Connelly (Northern), Yxstian Gutierrez (Southern), Gay Jones (Central), Mike McGill (Coastal), Derek McGregor (Southern), Margie Mohler, Anita Paque, Wendy Root Askew (Coastal), Josh Susman (Northern), and Tamara Wallace (Central)

AD HOC MODERNIZATION COMMITTEE:

Gordon Mangel (Northern), Margie Mohler (Coastal), Tamara Wallace (Central), Acquanetta Warren (Southern)

BOARD BRIEF, Continued from page 2

adjustment.)

- Amended CALAFCO Policy 4.5, pertaining to the Legislative Committee (Now defines a quorum as 7 of the Board and Staff voting members, requires the committee to disband within 15 minutes of the start time when no quorum exists, and has been reformatted for easier reading.)
- A new CALAFCO brand.
- Authorization to move association funds into higher yielding accounts.
- Appointment of members to committees.

Additional information for any Board item can be found in the agenda packets posted on the website, or by contacting the Executive Director.

NEW BRAND UNVEILED

NEW LOOK

It's here! It's here! After a process that started with our Strategic Planning in February, 2023, we are thrilled to share our revitalized CALAFCO brand! As our first ever professionally designed logo, this brand represents a significant milestone in our journey towards modernization and innovation under Phase I of our Strategic Plan.

Our new brand provides us with a **Refreshed Visual Identity** in a simple, modern design to better represent our professionalism, as well as **Enhanced Messaging** that builds on CALAFCO's new Mission Statement. We've also added a new tag line to better communicate the supportive position that CALAFCO plays for its members.

While operational enhancements have been happening, and continue to happen, behind the scenes, the new logo is our first public-facing change. As such, it also symbolizes our transition into a streamlined, more efficient, and modernized association.

The rebranding will soon be accompanied by a new website, which is currently under development. The new website is expected to complement our new brand with a similar modern aesthetic, while also providing us with the technological platform to take event



registrations, and administer dues and payments.

As the hub for all CALAFCO information and resources, we look forward to enhanced website features that will serve up information with an intuitive and friendly user experience. Watch for that unveiling soon!

Of course, work of this magnitude does not occur in a vacuum. Thank you to the Board of Directors for their effort to develop the 2023-2026 Strategic Plan which outlined rebranding as an action item, as well as for the input they provided to develop the logo Design Brief that guided our consultant, Tara Bravo Mulally with CV Strategies.

Also, our sincere thanks to the EOs who took the polls which provided us with needed feedback.

Finally, special thanks to our Ad Hoc Rebranding Committee members who guided the development of this new brand through multiple meetings, discussions, and polls. Those members were Mike Kelley (Southern), Steve Lucas (Northern), Margie Mohler (Coastal), and Anita Paque (Central).



The End of the year brought with it the retirement of long-time Imperial EO, Jurg Heuberger - a life change to which Jurg was looking forward! Displaying their characteristic solidarity, Southern Region EOs and staffers traveled to El Centro on December 13th where they wined and dined Jurg, and then hailed him the next day at his last LAFCO meeting. Respect takes many forms, and this display was certainly one of the sweetest! **Congratulations to Jurg on this new journey!**

Associate Member SPOTLIGHT

NEW GOLD ASSOCIATE!

Thank you to Planwest Partners for upgrading to a **Gold Membership!**

Planwest Partners provides contract LAFCO staffing services to multiple LAFCOs - and Collette is a regular presenter at workshops and conferences! Many thanks!

Also, **WELCOME** to our new Associate member, **David Scheurich!** David is Staff Chief of Cooperative Fire Protection for CAL FIRE. His primary activities include review and assistance in coordination of Cooperative Fire Protection agreements.



TRACKS AROUND THE STATE

Only one month into the year and we have two new EOs!

Congratulations to Paula Graf, who traded in the "Assistant" mantle to become the new Imperial LAFCO EO on January 1st.

And in Shasta, Krystle Heaney replaces George Williamson who happily stepped aside as EO. **Congratulations, Krystle!**

NEW LAWS

(Continued from page 6)

Governments to serve on the Coastal Commission.

AB 557 (Hart) Brown Act teleconferencing - Revises the rules for teleconferencing during a proclaimed emergency by removing the sunset date, removing references to social distancing, and extending the time between legislative findings of a continued emergency from the previous 30-day period to 45 days. Does not affect regular teleconferencing rules.



2023 CONFERENCE – MONTEREY



“The best conference, yet!”

We heard that refrain repeatedly from attendees during the October, 2023, Annual Conference. But, it’s hard NOT to get it right when you’ve got the location, weather, and volunteers that we had to help put it all together! Thank you to the 40 or so volunteers who had our backs to make everything happen from planning to execution! It definitely takes a village to provide for 270 attendees (nearly 23% higher than our previous high) but you all nailed it!



And, a special thank you to Director Wendy Root Askew, EO Kate McKenna, and the fabulous crew from Monterey LAFCO for providing SOOOO much assistance! You guys rock!



Award Winners

Of course, the much anticipated highlight of the event was the Achievement Awards that were presented at the Association Dinner on Thursday night. Congratulations to all of our winners!

OUTSTANDING VOLUNTEER: *Anita Paque (Calaveras)*

OUTSTANDING ASSOCIATE MEMBER: *Colantuono, Highsmith & Whatley*

OUTSTANDING COMMISSIONER: *Richard Bettencourt (San Benito)*

OUTSTANDING LAFCO PROFESSIONAL: (two-way tie)

Andrea Ozdy (Ventura), and José Henriquez (Sacramento)

MIKE GOTCH EXCELLENCE IN PUBLIC SERVICE AWARDS,

- **AGRICULTURE CATEGORY:** *Napa LAFCO*

- **INNOVATION CATEGORY:** *Tom Cooley (Plumas)*

LIFETIME ACHIEVEMENT AWARD: *Dawn Mittleman Longoria (Napa)*



And, a special congratulations to *Commissioner Fred Sheriff* from *Tulare LAFCO* who won the evening’s door prize - a spectacular painting donated by Anwar Fonseca. Congrats, Fred!



SCHEDULE OF UPCOMING EVENTS

*Tenaya Lodge, Fish Camp, CA
2024 Annual Conference Site*

JANUARY	5	CALAFCO Board of Directors Meeting (Virtual)*
	12	CALAFCO Legislative Committee (Virtual)†
FEBRUARY	16	CALAFCO Legislative Committee (Virtual)†
MARCH	5	CALAFCO U -
	22	CALAFCO Legislative Committee (Virtual)†
APRIL	12	CALAFCO Board of Directors Meeting (Virtual)*
	24-26	CALAFCO Staff Workshop (Pleasanton)
MAY	10	CALAFCO Legislative Committee (Virtual)†
JUNE	14	CALAFCO Legislative Committee (Virtual)†
JULY	12	CALAFCO Legislative Committee (Virtual)†
	19	CALAFCO Board of Directors Meeting (Virtual)*
AUGUST	23	CALAFCO Legislative Committee (Virtual), if needed†
SEPTEMBER		Let's get ready for the Conference!
OCTOBER	16-18	CALAFCO Annual Conference (Yosemite)
	17	CALAFCO Annual Business Meeting (Yosemite)
	18	CALAFCO Board of Directors Meeting (Yosemite)
NOVEMBER	1	CALAFCO Legislative Committee (Virtual)†
DECEMBER	6	CALAFCO Legislative Committee (Virtual), if needed†



* 10:00 AM Start time
† 9:00 AM Start time