



## COMMISSIONERS

Maureen Mulheren  
Chair  
County Member

Gerald Ward  
Vice-Chair/Treasurer  
Public Member

Gerardo Gonzalez  
City Member

Candace Horsley  
Special District Member

Glenn McGourty  
County Member

Mari Rodin  
City Member

Vacant  
Special District Member

Francois Christen  
Alternate Special District Member

Douglas Crane  
Alternate City Member

John Haschak  
Alternate County Member

Raghda Zacharia, 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

## **AGENDA**

### **Regular Commission Meeting**

**Monday, December 2, 2024 at 9:00 a.m.**

#### Location

**Mendocino County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, CA 95482**

### **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/86410285714>
2. Telephone option (audio only):  
Dial: **(669) 900-9128** (Please note that this is not a toll-free number)  
Meeting ID: **864 1028 5714**

**Public Participation is encouraged and public comments are accepted:**

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

### **Meeting Participation**

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

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

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

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

**1. CALL TO ORDER and ROLL CALL**

**2. PUBLIC EXPRESSION**

The Commission welcomes participation in the LAFCo meeting. Any person may address the Commission on any subject within the jurisdiction of LAFCo which is not on the agenda. There is a three-minute limit and no action will be taken at this meeting. See public participation information above.

**3. OTHER BUSINESS**

None

**4. CONSENT CALENDAR**

The following consent items are expected to be routine and non-controversial and will be acted on by the Commission in a single action without discussion, unless a request is made by a commissioner or a member of the public for discussion or separate action.

**4a) November 4, 2024 Regular Meeting Summary**

**4b) November Claims & Financial Report**

**4c) 2025 Calendar of Regular Commission Meetings**

**4d) Certificate of Appreciation for Commissioner McGourty**

**4e) Certificate of Appreciation for Commissioner Christen**

**5. PUBLIC HEARING ITEMS**

None

**6. WORKSHOP ITEMS**

None

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

**7a) Proposed Amendments to Indemnification Policies**

The Commission will consider proposed amendments to Mendocino LAFCo's indemnification policies to align with Senate Bill (SB) 1209. RECOMMENDATION: Approve Resolution No. 2024-25-05 amending Policy 11.4.3 *Fees and Indemnification* and superseding 11.4.8 *Voluntary Indemnification Agreement* to align with new legislation (GOV 56383.5) granting LAFCo authority to require indemnification from applicants.

**7b) Round Valley County Water District Review**

The Commission will consider staff's review and determination that there has been no substantial change in circumstances for the Round Valley County Water District that warrants an update of the 2014 Municipal Service Review and 2016 Sphere of Influence. RECOMMENDATION: Approve Resolution No. 2024-25-06 finding that (1) staff conducted an interview with district staff, including reviewing the previous MSR/SOI determinations, finding that no substantial change in governance, finance, and services has occurred since the last review, and in so doing, satisfies the intent of GOV 56425 that requires SOIs for municipal service providers be reviewed every five years, and (2) affirming no change to the Round Valley County Water District's 2016 Sphere of Influence and directs staff to schedule the next review for five years, or as needed.

**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, **December 2, 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@mendolaftco.org](mailto:eo@mendolaftco.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.



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## 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

## AGENDA ITEM NO. 4a

### DRAFT MEETING MINUTES

### Regular Commission Meeting

### Regular Meeting of Monday, November 4, 2024

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

- 1. CALL TO ORDER and ROLL CALL** (Video Time 04:25)  
Chair Mulheren called the meeting to order at 9:00 a.m.

**Regular Commissioners Present:** Maureen Mulheren, Mari Rodin, Glenn McGourty, Candace Horsley, Gerardo Gonzalez, Gerald Ward

**Regular Commissioners Absent:** None

**Alternate Commissioners Present:** None

**Alternate Commissioners Absent:** Francois Christen, Douglas Crane, John Haschak

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

- 2. PUBLIC EXPRESSION** (Video Time 4:57)  
None

- 3. OTHER BUSINESS** (Video Time 5:30)  
**3a) Oath for Incoming Alternate Public Member**  
Incoming Alternate Public Member Raghda Zacharia read the oath into the record.

- 4. CONSENT CALENDAR** (Video Time 7:02)  
**4a) October 7, 2024 Regular Meeting Summary**  
**4b) October 2024 Claims & Financial Report**  
**4c) Contract with the County of Mendocino Information Services for GIS and Meeting Support Services for Fiscal Year 2024-25**

<b>October 2024 Claims totaling:</b>	<b>\$ 24,934.69</b>
Hinman & Associates Consulting	20,798.38
Commissioner Stipends – Francois Christen	100.25
Marsha Burch Law Office	315.00
Streamline	115.00
CSDA	1,351.00
Ukiah Valley Conference Center	1,044.64
Gerardo Gonzalez - Travel & Lodging (CALAFCO Conf)	545.90
Francois Christen - Travel & Lodging (CALAFCO Conf)	439.52

The following discussion points were made by members of the Commission:

Commissioner Ward

- Noted that he would abstain from voting on Item 4a due to his absence from the October meeting.
- Requested clarification on the recent rates increases for the proposed County GIS service contract; EO Hinman confirmed that the nominal increase was the standard cost of living adjustment (COLA) rate.

<b>Motion:</b> Approve the Consent Calendar (Items 4a – 4b).		
<b>Motion Maker:</b> McGourty	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) Rodin, McGourty, Horsley, Gonzalez, Ward*, Mulheren		
* Commissioner Ward abstained from Item 4a since he was absent for the October 7, 2024 meeting.		

5. PUBLIC HEARING ITEMS (Video Time 8:44)

**5a) PUBLIC HEARING: City of Ukiah Western Hills Annexation and Sphere Amendment (File No. A-2022-02) and Findings Pursuant to the California Environmental Quality Act**

Analyst Feiler presented the item. Three representatives from the City of Ukiah – Jesse Davis, Craig Schlatter, and Maya Simerson – were in attendance of the meeting and provided responses to the Commissioners inquires.

The following discussion points were made by members of the Commission:

Commissioner Horsley asked for clarification on the following:

- Will the City of Ukiah or developers hold the proposed easements in the purchase agreement.
- Whether ‘private sewage disposal system’ referred to private septic systems.
- Whether the City of Ukiah’s General Plan maximum build out potential noted in the staff report referred to the whole city or the proposed annexation area.
- Benefits of enhanced public infrastructure in the annexation area for the private land-owner(s).

Commissioner McGourty made the following requests for clarification and comments:

- Fire safety concerns with a single ingress/egress for the parcels identified for residential development.
- Whether geological conditions would be considered during development on steep slopes of residences and infrastructure, such as roads.
- Noted the potential for increased management of the watershed.

Commissioner Gonzalez inquired who would be responsible for fuels management for fire safety.

Commissioner Ward requested the following clarifications:

- Why the area needs to be annexed in order to be maintained as open space and expressed concern about fire management.
- How future development would impact the annexed area and its infrastructure.
- The number of protests required to necessitate holding protest proceedings.
- Defining the Ukiah Balance Area and minimum parcel sizes.
- Is the annexation subject to the newly adopted County Master Tax Agreement; EO Hinman confirmed.

Commissioner Rodin asked what LAFCo’s role in approving the CEQA document associated with the proposed annexation. Counsel Burch responded that she reviewed the City’s Mitigated Negative Declaration and Addendum, and felt comfortable with the conclusions of the reports. She added that it is beneficial for LAFCo staff and counsel to be involved in the CEQA process early on and throughout the process.

Craig Schlatter, City of Ukiah, Community Development Director, clarified that the General Plan buildout number presented in the staff report represents the highest potential number of housing units for the whole City anticipated by 2040

Jesse Davis, City of Ukiah, Chief Planning Manager, made the following clarifications and comments:

- Residential properties in the annexation area may rely on private on-site septic systems.
- Residential properties in the annexation area would be subject to the City’s hillside development requirements and discretionary review, which would analyze the soils and potential fire impacts.
- The City is seeking the annexation to facilitate management of public safety and development, and protection of the watershed and natural resources. Additionally, at this time the lots are mostly under one ownership and the City has the resources in place, including a Master Tax Share Agreement, to help guide and support annexation.
- The 20 residential properties that are in the annexation area would likely develop incrementally over time.
- The City is actively planning and developing resources to manage fuels for fire safety within the annexation.
- The City identified a number of cannabis cultivation sites in the annexation area which will be addressed post-annexation.

Maya Simerson, City of Ukiah, Project Administrator, made the following clarifications and comments:

- Power easements would be dedicated to the City of Ukiah.
- Regarding fire safety and road access, the major road in the annexation area has been installed and is currently the only ingress/egress; however, there is the potential to add a secondary loop for fire access.
- The annexation area will be under the purview of the Ukiah Valley Fire Authority.

Analyst Feiler clarified that there are only four registered voters in the proposed annexation area; only one would need to provide written opposition to the waiver of protest proceedings, which would necessitate protest proceedings.

There were no public comments.

<b>Motion:</b> Acting as the Responsible Agency pursuant to the California Environmental Quality Act (CEQA), find that the Mitigated Negative Declaration and the Addendum thereto (SCH No. 2021040428) adopted by the City of Ukiah for the project were reviewed, considered, and determined to be adequate pursuant to CEQA.		
<b>Motion Maker:</b> Gonzalez	<b>Motion Second:</b> McGourty	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) Rodin, McGourty, Horsley, Gonzalez, Ward, Mulheren		

<b>Motion:</b> Adopt LAFCo Resolution 2024-25-04, approving the City of Ukiah Western Hills Annexation and Sphere Amendment (File No. A-2022-02) and making findings.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) McGourty, Rodin, Ward, Gonzalez, Horsley, Mulheren		

<b>Motion:</b> Waive Protest Proceedings pursuant to GOV §56663 unless written opposition to the proposal is received, and not withdrawn, from landowners/voters within the affected territory before the close of the hearing.		
<b>Motion Maker:</b> Rodin	<b>Motion Second:</b> Gonzalez	<b>Outcome:</b> Passed unanimously
<b>Roll Call Vote:</b> (6) Ward, Gonzalez, Horsley, McGourty, Rodin, Mulheren,		

**6. WORKSHOP ITEMS** (Video Time 53:50)

**6a) Irish Beach Water District Municipal Service Review and Sphere of Influence Update**

EO Hinman presented the item. Heather Hackett, Board Secretary for the Irish Beach Water District, was in attendance and provided responses to Commissioners inquires.

The following discussion points were made by members of the Commission:

Commissioner Horsley asked for clarification on the following items:

- Why the District took on the responsibility of managing private septic systems.
- Which infrastructure projects received grant funding from the State.
- Why the District is looking for additional water sources if they are operating at 31% capacity.

Commissioner Ward asked for clarification about the lawsuit that was mentioned in the previous MSR.

Commissioner McGourty asked for clarification on the following items:

- If the new pipeline was under or above ground.
- The kind of water diversion agreement the District has and how secure it is for the future.

Commissioner Gonzalez asked about the impact on the District of absentee and seasonal residents and vacationers.

Commissioner Rodin asked for clarification on the following items:

- The referenced shared operational resources with Elk County Water District.
- If the County's Department of Environmental Health would monitor the septic systems if the District did not.

The following responses were provided by Heather Hackett, Irish Beach Water District Board Secretary:

- The three grant-funded infrastructure projects included 1) renovating a 60,000-gallon water storage tank, 2) activating a well developed nine years ago, and 3) replacing an 11,000-gallon water storage tank.
- The District can serve some, but not the full projected buildout, of 450 lots and plans for incremental development over time that will require funding and more resources.
- The lawsuit was resolved with a partial settlement and final judgement in July of 2024.
- Until very recently, Irish Beach Water District and Elk County Water District shared a general manager, which provided an ease of administrative and operational exchange between the two Districts. However, Mr. Acker is retiring and the District is currently recruiting for a general manager.
- Since formation, the District has provided administrative oversight of the private onsite septic systems.
- The District's water pipeline is aboveground.

There were no public comments.

**7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION**

None

**8. INFORMATION AND REPORT ITEMS**

**8a) Work Plan, Current and Future Proposals** (Video Time 1:22:03)

EO Hinman provided an informational update on the Work Plan: Irish Beach Water District will move forward to public hearing. There are two more coastal agencies that are still in process and that are awaiting information from the districts; Elk County Water District and Westport County Water District. Administrative draft studies are in process for the Potter Valley Irrigation District and the Mendocino County Russian River Flood Control and Water Conservation and Improvement District. An initial interview meeting with Laytonville County Water District

is scheduled and a meeting took place with Round Valley County Water District, which will be the first use of the streamlined MSR process that was approved by the Commission earlier this year.

**8b) Correspondence** (Video Time 1:23:23)

None

**8c) CALAFCO Business and Legislation Report** (Video Time 1:23:30)

None

**8d) Executive Officer's Report** (Video Time 1:23:50)

EO Hinman reported that she will be conducting a LAFCo 101 presentation in partnership with the Brooktrails Township CSD for incoming commissioners on December 12<sup>th</sup> at the Brooktrails Township CSD office in Willits. EO Hinman reported that initiating the Grand Jury-requested MSR for the Mendocino Coast Healthcare District (MCHD) has been delayed at the MCHD's request because they are in the middle of negotiations with Adventist Health. It is hoped that the negotiation will be resolved by the end of November. At Commissioner Ward's inquiry, EO Hinman explained the uncertainty of the District's financial status as it relates to collection of apportionments. Lastly, Mendocino Coast Park and Recreation District has requested preparation of an MSR for the District (its most current was adopted in 2008). The MCRPD Board authorized between \$21,000 and \$25,000 for the study. Chair Mulheren recommended the LAFCo 101 presentation be offered to all the Commissioners and interested agency board members.

**8e) Committee Reports (Executive Committee, Policies & Procedures)** (Video Time 1:29:14)

None

**8f) Commissioners Reports, Comments or Questions** (Video Time 1:29:15)

The following comments were provided by commissioners regarding their experience of the CALAFCO Conference:

- Commissioner Horsley commented that the CALAFCO group was very resourceful. A particular lesson of note was the importance of public outreach before and during processing of annexation projects.
- Commissioner Rodin also commented on the importance of incorporating the public into the process.
- Commissioner Gonzalez reported the new CALAFCO Board Members representing the Northern District.

**ADJOURNMENT** (Video Time 1:33:18)

There being no further business, the meeting adjourned at 10:38 a.m.

The next regular meeting of the Commission is scheduled for Monday, **December 2, 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 [November 4, 2024 YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).





## STAFF REPORT

Agenda Item No. 4b	
<b>MEETING DATE</b>	December 2, 2024
<b>MEETING BODY</b>	Mendocino Local Agency Formation Commission
<b>FROM</b>	Uma Hinman, Executive Officer
<b>SUBJECT</b>	Claims and Financial Report for November 2024

### RECOMMENDED ACTION

Approve the November 2024 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 7,546.50	\$ 11,446.44
	5601 Office Supplies (QB, Phone.com)	\$ 99.00	
	5700 Internet (Comcast)	\$ 96.94	
	6200 Bookkeeping	\$ 440.00	
	7001 Work Plan (Coastal W/WW Districts)	\$ 1,716.00	
	7001 Work Plan (Inland W/WW Districts)	\$ 688.00	
	8029 Ukiah Annex Western Hills	\$ 860.00	
Commissioner Stipends	6740 In-County Travel & Stipends Zacharia (November)	\$ 68.76	\$ 68.76
Marsha Burch	6300 Legal Counsel 8029 Ukiah Annexation Western Hills	\$ 2,047.50	\$ 2,047.50
Streamline	5700 Website Hosting	\$ 115.00	\$ 115.00
Newspapers	5900 Publications and Legal Notices	\$ 451.35	\$ 451.35
Mendocino County IS	6000 Televised Meetings (July-Oct)	\$ 473.31	\$ 1,074.39
	6670 GIS Services (July-Oct)	\$ 601.08	
Ukiah Valley Conf. Center	5500 Office Space	\$ 581.25	\$ 602.20
	5600 Postage and copies	\$ 20.95	
<b>Total Claims</b>			<b>\$ 15,805.64</b>

**Deposits:** None

**Transfers:** None

### ATTACHMENTS

- (1) Budget Tracking Spreadsheet
- (2) Invoices: Hinman & Associates Consulting, Marsha Burch Law Office

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

# MENDOCINO LAFCO FY 2024-25 BUDGET TRACKING

BUDGET SUMMARY		2024-25 Budget	July	August	September	October	November	Totals To Date	% Expended
Starting Balance (Checking + Treasury)		87,415.46	270,644.26	241,908.18	227,866.17	207,569.69	182,635.00		
Total Revenue		285,000.00	1,808.67	100,662.45	1,110.50	1,393.52	1,270.00	106,245.14	
Total Expenses		308,000.00	34,164.98	14,924.15	19,422.98	24,939.69	15,810.64	105,602.44	
Projected End Balance (Checking + Treasury)		64,415.46	238,287.95	227,646.48	209,553.69	184,023.52	168,094.36		
<b>FUND BALANCES</b>		<b>Beginning Balance</b>							
Treasury (apportionments held in Treasury, transferred to Checking for claims)		31,732.34	219,390.83	119,390.83	119,390.83	119,390.83	119,390.83		
Checking Account (Bank Statement)		55,683.12	51,253.43	122,517.35	108,475.34	88,178.86	63,244.17		
Reserves (Bank Statement)		131,818.20	132,061.85	132,283.76	132,507.12	132,709.14	132,910.00		

Account #	REVENUE								
4000	LAFco Apportionments Fees (Transfer from Treasury to Checking for claims)	275,000.00		100,000.00				100,000.00	
4100	Fees and Reimbursements							-	
4800	Miscellaneous							-	
4910	Interest	1,000.00	246.17	224.95	228.00	206.02		905.14	
8000	Applications								
4150	Service Fees	9,000.00	487.50	136.50	275.50	370.50	410.00	1,680.00	
80XX	Applications Less Service Fees		1,075.00	301.00	607.00	817.00	860.00	3,660.00	
	<b>TOTAL</b>	<b>\$ 285,000.00</b>	<b>\$ 1,808.67</b>	<b>\$100,662.45</b>	<b>\$ 1,110.50</b>	<b>\$ 1,393.52</b>	<b>\$ 1,270.00</b>	<b>\$ 106,245.14</b>	

Account #	EXPENSES								
<b>OPERATIONS</b>									
5300	Basic Services	155,000.00	14,763.50	9,887.50	9,211.50	7,278.00	7,546.50	48,687.00	31%
5500	Rent	8,000.00	581.25	555.00	581.25	581.25	581.25	3,255.00	41%
5500	Rent (Board Chambers)		375.00						
5600	Office Expenses	4,000.00	494.37	104.71	354.04	562.39	119.95	1,635.46	41%
5700	Internet & Website	3,000.00	211.94	211.94	211.94	211.94		1,059.70	35%
5900	Publication and Legal Notices	3,000.00	272.06				451.35	723.41	24%
6000	Televising Meetings	2,400.00	245.25				473.31	718.56	30%
6100	Audit Services	4,500.00			2,125.00			2,125.00	47%
6200	Bookkeeping	5,500.00	440.00	440.00	825.00	440.00	440.00	2,585.00	47%
6300	Legal Counsel	19,000.00	1,102.50	877.50	315.00	540.00	2,047.50	4,882.50	26%
6400	A-87 Costs County Services	3,500.00						-	0%
6500	Insurance - General Liability	3,000.00	2,844.86					2,844.86	95%
6600	Memberships (CALAFCO/CSDA)	4,000.00	2,581.00			1,351.00		3,932.00	98%
6670	GIS Contract (County)	3,000.00					601.08	601.08	20%
6740	In-County Travel & Stipends	3,000.00	100.25		100.25	100.25	68.76	369.51	12%
6750	Travel & Lodging Expense	7,000.00				3,400.86		3,400.86	49%
6800	Conferences (Registrations)	5,000.00				2,800.00		2,800.00	56%
7000	Work Plan (MSR/SOI)	75,000.00	9,073.00	2,541.50	5,087.00	6,852.00	2,404.00	25,957.50	35%
9000	Misc Expenses (bank fees)	100.00	5.00	5.00	5.00	5.00	5.00	25.00	25%
	<b>TOTAL</b>	<b>308,000.00</b>	<b>33,089.98</b>	<b>14,623.15</b>	<b>18,815.98</b>	<b>24,122.69</b>	<b>14,950.64</b>	<b>105,602.44</b>	<b>34%</b>
<b>8000 APPLICATIONS</b>									
								<b>Deposits TD</b>	<b>Deposit Remaining</b>
8022	City of Ukiah North Annexation Pre-Application (P-2020-01)	1,500.00						1,122.00	378.00
8028	Elk CSD Activation of Latent Powers (L-2022-01)	5,000.00						4,516.75	483.25
8029	City of Ukiah Annexation of Western Hills Properties (A-2022-02)	9,239.25	1,000.00	437.50	882.50	1,187.50	1,270.00	11,239.25	(2,000.00)
8031	AVCSD Annexation of SOI (A-2023-01)	6,000.00	437.50					5,399.00	601.00
8032	Fort Bragg Pre-Application Request (P-2023-02)	2,500.00	125.00					1,615.00	885.00
	<b>Applications Less Service Fees Subtotal</b>		1,075.00	301.00	607.00	817.00	860.00	1,075.00	
	<b>Service Fees Subtotal</b>		487.50	136.50	275.50	370.50	410.00	487.50	
	<b>TOTAL</b>		<b>1,562.50</b>	<b>437.50</b>	<b>882.50</b>	<b>1,187.50</b>	<b>1,270.00</b>	<b>1,562.50</b>	
<b>EXPENSES TOTAL</b>			<b>34,652.48</b>	<b>15,060.65</b>	<b>19,698.48</b>	<b>25,310.19</b>	<b>16,220.64</b>	<b>107,164.94</b>	
<b>MONTHLY CLAIMS TOTAL</b> (not including service fees and bank fees)		<b>308,000.00</b>	<b>34,159.98</b>	<b>14,919.15</b>	<b>19,417.98</b>	<b>24,934.69</b>	<b>15,805.64</b>		



**Hinman & Associates Consulting**

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

**Date** November 25, 2024  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** October 28 - November 24, 2024

**Invoice No.** 846  
**Invoice Total** \$ 11,446.44

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Executive Officer \$110	Analyst \$86	Analyst/Clerk \$78		
5300	Basic Services Public Records Act Requests	44.25	18.00	14.50		\$ 7,546.50
5601	Office Supplies Quickbooks Online fee				\$ 99.00	\$ 99.00
5700	Internet & Website Costs (Comcast)				\$ 96.94	\$ 96.94
6200	Bookkeeping	4.00				\$ 440.00
6750	Travel & Lodging Expense					\$ -
6800	Conferences (Registrations)					\$ -
7001	Coastal Region Water/Wastewater MSR/SOI			22.00		\$ 1,716.00
7001	Inland Region Water/Wastewater MSR/SOI		8.00			\$ 688.00
8029	City of Ukiah Annex Western Hills		10.00			\$ 860.00
<b>Totals</b>		<b>\$ 5,307.50</b>	<b>\$ 3,096.00</b>	<b>\$ 2,847.00</b>	<b>\$ 195.94</b>	<b>\$ 11,446.44</b>

**5300 Basic Services**

Administrative tasks, file research and maintenance of official records and files. Respond to public inquiries and research requests. Prepare and process October and November claims. Website updates. Agenda packet development and facilitate November 4, 2024 Commission meeting. Agenda packet development for December 2, 2024 Commission meeting. Coordination meetings with Legal Counsel and staff. Correspondence with newly appointed commissioners; scheduled training for December. Coordinate with Legal Counsel to develop indemnification agreement language and policy updates in response to SB 1209; follow through updates to application processing forms. Refinements to Streamlined MSR/SOI review process.

**6200 Bookkeeping**

Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks.

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

Coordinated with Irish Beach Water District staff to prepare for workshop on the MSR/SOI study. Outreach and follow up with Elk County Water District regarding information requests. Development of administrative draft Westport County Water District MSR/SOI and request for additional information.

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

Development of administrative draft MSR/SOI study for the Potter Valley Irrigation District.

**8029 City of Ukiah Annexation of Western Hills Properties**

Prepared staff report and supporting documentation for the November 4th public hearing. Coordination with City staff and legal counsel. Coordination with County and City staff for map reviews and corrections.

# 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](https://business.comcast.com/help) or  
call 1-800-391-3000

Ready to pay?  
Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount)

### Your monthly account summary

Previous balance	96.94
Credit Card Payment Nov 04, 2024	-96.94 cr
<b>New charges</b>	
Comcast Business services	94.90
Taxes and fees	2.04

**Amount due** **\$96.94**  
Payment due Dec 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](https://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 11102024 NNNNNNNN 01 999714

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

Account number **8155 30 052 0354952**  
Automatic payment due **Dec 04, 2024**  
**Please pay** **\$96.94**  
**Credit Card Payment To Be Applied 12/04/24**

COMCAST  
PO BOX 60533  
CITY OF INDUSTRY CA 91716-0533

815530052035495200096941

**From:** Intuit QuickBooks Team <No\_Reply@notifications.intuit.com>  
**Sent:** Tuesday, November 19, 2024 6:34 AM  
**To:** eo@mendolafco.org  
**Subject:** We received your QuickBooks subscription payment!



## Payment success

Executive Officer, thank you for your payment.

**Invoice number:**  
10001351694905  
**Invoice date:** 11/19/2024  
**Total:** \$99.00  
**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 or is canceled. Additional service fees may apply based on whether you add or remove services and your usage. See your [Subscriptions and billing](#) page for additional pricing details. To cancel your subscription at any time, go to the Subscriptions and billing page 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

# Marsha Burch

131 S. Auburn Street  
Grass Valley, CA 95945

# INVOICE

Invoice # 222  
Date: 11/26/2024  
Due On: 12/26/2024

Mendocino LAFCo

## 00201-Mendocino LAFCo

### General Counsel

Type	Date	Notes	Quantity	Rate	Total
Service	10/28/2024	Review City Project documents; revise CEQA section for staff Report; research; msg. to Analyst	1.80	\$225.00	\$405.00
Service	10/29/2024	Agenda review	0.40	\$225.00	\$90.00
Service	10/30/2024	Revise and review staff report and resolution for Western Hills Annexation	2.20	\$225.00	\$495.00
Service	11/06/2024	Prepare NOD; file with Office of Planning and Research	0.50	\$225.00	\$112.50
Service	11/08/2024	Mtg. with EO and Analyst	0.60	\$225.00	\$135.00
Service	11/11/2024	Policies and Procedures Committee agenda review; review and revise fee/indemnification policy and agreement	0.60	\$225.00	\$135.00
Service	11/15/2024	Mtg. with EO and Analyst	0.50	\$225.00	\$112.50
Service	11/19/2024	Review issue of broadband services; tel. conf. with EO; mtg. with EO, Analyst, and EO Lucas (Butte) re JPA and application of CKH	1.00	\$225.00	\$225.00
Service	11/22/2024	Review December agenda; review resolution re indemnification policy; msg. to EO	0.50	\$225.00	\$112.50
Service	11/25/2024	Review questions regarding agenda/CEQA; respond to msg. regarding out of agency services	0.40	\$225.00	\$90.00
Service	11/25/2024	Review Policy revision staff report; review CEQA question re MSR/SOI no change	0.60	\$225.00	\$135.00
				<b>Total</b>	<b>\$2,047.50</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
222	12/26/2024	\$2,047.50	\$0.00	\$2,047.50
			<b>Outstanding Balance</b>	<b>\$2,047.50</b>
			<b>Total Amount Outstanding</b>	<b>\$2,047.50</b>

Please make all amounts payable to: Marsha Burch

Please pay within 30 days.



## STAFF REPORT

Agenda Item No. 4c	
<b>MEETING DATE</b>	December 2, 2024
<b>MEETING BODY</b>	Mendocino Local Agency Formation Commission
<b>FROM</b>	Uma Hinman, Executive Officer
<b>SUBJECT</b>	<b>2025 Calendar of Regular Commission Meetings</b>

### RECOMMENDED ACTION

The Commission approve the proposed schedule of regular Commission meetings for the 2025 calendar year.

### BACKGROUND

All regular meetings of the Commission fall on the first Mondays of the month starting at 9:00 a.m., unless otherwise scheduled to accommodate observance of federal holidays. Meetings are typically held in the Mendocino County Board of Supervisors Chambers on Low Gap Road, Ukiah.

The following meeting dates are proposed for 2025:

January	February	March
6	3	3
April	May	June
7	5	2
July	August	September
7	4	8
October	November	December
6	3	1

Attachment: 2025 Calendar



# 2025 Calendar

United States

## January

Su	Mo	Tu	We	Th	Fr	Sa
			<u>1</u>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<u>20</u>	21	22	23	24	25
26	27	28	29	30	31	

## February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	<u>14</u>	15
16	<u>17</u>	18	19	20	21	22
23	24	25	26	27	28	

## March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<u>17</u>	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	<u>15</u>	16	17	18	19
<u>20</u>	21	22	<u>23</u>	24	25	26
27	28	29	30			

## May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
<u>11</u>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<u>26</u>	27	28	29	30	31

## June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
<u>15</u>	16	17	18	<u>19</u>	20	21
22	23	24	25	26	27	28
29	30					

## July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	<u>4</u>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

Su	Mo	Tu	We	Th	Fr	Sa
	<u>1</u>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	<u>13</u>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	<u>31</u>	

## November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	<u>11</u>	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<u>27</u>	<u>28</u>	29
30						

## December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<u>24</u>	<u>25</u>	26	27
28	29	30	<u>31</u>			

### 2025 Holidays for United States

Jan 1 New Year's Day  
 Jan 20 Martin Luther King Jr. Day  
 Feb 14 Valentine's Day  
 Feb 17 Washington's Birthday  
 Mar 17 St. Patrick's Day  
 Apr 15 Tax Day  
 Apr 20 Easter Sunday  
 Apr 23 Administrative Professionals Day

May 11 Mother's Day  
 May 26 Memorial Day  
 Jun 15 Father's Day  
 Jun 19 Juneteenth  
 Jul 4 Independence Day  
 Sep 1 Labor Day  
 Oct 13 Columbus Day  
 Oct 31 Halloween

Nov 11 Veterans Day  
 Nov 27 Thanksgiving Day  
 Nov 28 Day after Thanksgiving Day  
 Dec 24 Christmas Eve  
 Dec 25 Christmas Day  
 Dec 31 New Year's Eve

# Certificate of Commendation

WHEREAS, Glenn McGourty was appointed as Regular County Member on the Mendocino Local Agency Formation Commission in 2021; and

WHEREAS, he contributed greatly to the accomplishments of the Commission; and

WHEREAS, during his tenure on the Commission, his experience and dedication have been invaluable.

NOW, THEREFORE BE IT RESOLVED that the Mendocino Local Agency Formation Commission does hereby express great appreciation to

*Glenn McGourty*

*For his valuable service and leadership as a member of the  
Mendocino Local Agency Formation Commission  
Presented on this 2nd Day of December 2024*

---

*Maureen Mulheren, Commission Chair*

---

*Uma Hinman, Executive Officer*

# Certificate of Commendation

WHEREAS, Francois Christen was elected as an Alternate Special District Member on the Mendocino Local Agency Formation Commission in 2023; and

WHEREAS, he contributed greatly to the accomplishments of the Commission; and

WHEREAS, during his tenure on the Commission, his experience and dedication have been invaluable.

NOW, THEREFORE BE IT RESOLVED that the Mendocino Local Agency Formation Commission does hereby express great appreciation to

*Francois Christen*

*For his valuable service and leadership as a member of the  
Mendocino Local Agency Formation Commission  
Presented on this 2nd Day of December 2024*

---

*Maureen Mulheren, Commission Chair*

---

*Uma Hinman, Executive Officer*



## STAFF REPORT

Agenda Item No. 7a	
MEETING DATE	December 2, 2024
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	<b>Proposed Amended Indemnification Policies</b>

### RECOMMENDED ACTION

The Commission consider Resolution No. 2024-25-05 amending Policy 11.4.3 *Fees and Indemnification* and rescinding 11.4.8 *Voluntary Indemnification Agreement* to align with new legislation (GOV 56383.5) granting LAFCo authority to require indemnification.

### BACKGROUND

For most applications to public agencies, private parties indemnify the involved city or county. Similarly, LAFCos have historically required an indemnity clause in applications and conditions of approval, including Mendocino LAFCo. However, in 2021, a court case ruling (*San Luis Obispo vs. City of Pismo Beach*) determined that LAFCo could not require or rely upon indemnification because it was not expressly authorized in the Cortese-Knox-Hertzberg Local Government Act of 2000. In response to the case, in May 2021, the Commission adopted Resolution No. 2020-21-05 amending its indemnification policies and shifting to voluntary indemnification.

To address the omission, Senator Cortese authored CALAFCO-sponsored Senate Bill (SB) 1209, which was signed by the Governor on September 28, 2024. The new legislation codifies LAFCo’s authority to require, as a condition for processing a change of organization or reorganization, a sphere amendment or sphere update, or any other action or determination requested from the LAFCo, that an applicant indemnify the LAFCo, its agents, officers, and employees from and against any claim, action, or proceeding that may stem from a LAFCo decision to approve an application. The legislation takes effect January 1, 2025..

Mendocino LAFCo provided letters of support for the bill at various times during its journey through the legislature.

In response to the new legislation, the Executive Officer and Legal Counsel have prepared revised indemnification policies for the Commission’s consideration. The revisions include the following amendments to affected policies:

#### **Amend Policy 11.4.3, as follows:**

##### 11.4.3 AGREEMENT TO PAY FEES AND INDEMNIFICATION

The application shall also include a signed agreement to pay costs and to indemnify, defend and hold harmless the Commission, its staff, agents, and consultants/contractors in any litigation or administrative proceeding in connection with the Applicant’s proposal or request for services. The agreement to pay costs and to indemnify must be signed by the applicant for the application to be deemed complete.

**Rescind Policy 11.4.8:**

**11.4.8 VOLUNTARY INDEMNIFICATION AGREEMENT**

~~As part of the application, applicant shall be asked to sign and submit the voluntary indemnification agreement approved by the Commission concurrent with the adoption of this policy for all reasonable expenses and attorney fees incurred from proceedings brought by a third party in connection with the application. While LAFCo retains the discretion in all cases to decide whether to defend an action, the Applicant's voluntary agreement to indemnify LAFCo will have a significant bearing on LAFCo's decision whether to defend its decision.~~

Upon Commission approval of the policy amendments (Attachment 1), staff will update the Fee Agreement to include the indemnity clause for use with applications beginning January 1, 2025.

**ATTACHMENTS**

- (1) Draft Resolution No. 2024-25-05 Amended Indemnification Policies
- (2) SB 1209 text

# Attachment 1

## Resolution No. 2024-25-05 of the Mendocino Local Agency Formation Commission

### Approving the Amended Indemnification Policies 11.4.3 and 11.4.8

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt policies and procedures to carry out their functions (§56300); and

WHEREAS, the Mendocino Local Agency Formation Commission (Commission) historically required indemnification agreements for all applications for reorganizations and studies as common practice prior to 2021; and

WHEREAS, on May 3, 2021 the Commission adopted Resolution No. 2020-21-05 amending its indemnification policies in response to a court case ruling (*San Luis Obispo LAFCo v. City of Pismo Beach*) that found that Local Agency Formation Commissions (LAFCOs) had no statutory authority to require indemnification to process applications; and

WHEREAS, on September 28, 2024 the Governor signed Senate Bill 1209, explicitly granting LAFCOs authority to require indemnification as a condition for processing changes of organization or reorganization, sphere amendments or sphere updates, or any other action or determination requested from the Commission; and

WHEREAS, at its regular meeting of December 2, 2024 the Commission publicly considered the amended policies, the report of the Executive Officer, and all oral and written comments with respect to the proposed policy amendments.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE and ORDER the adoption of revised indemnification policies, as set forth below in Exhibit A, which will take effect January 1, 2025.

BE IT FURTHER RESOLVED that the Mendocino LAFCo Policies & Procedures Manual and application forms be updated accordingly.

BE IT FURTHER RESOLVED that Resolution 2020-21-05 is hereby superseded by this Resolution.

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 2nd day of December 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
MAUREEN MULHEREN, Commission Chair

\_\_\_\_\_  
UMA HINMAN, Executive Officer

## Exhibit A

Amend Policy 11.4.3, as follows:

### ~~11.4.3 AGREEMENT TO PAY FEES AND INDEMNIFICATION~~

The application shall also include a signed agreement to pay costs and to indemnify, defend and hold harmless the Commission, its staff, agents, and consultants/contractors in any litigation or administrative proceeding in connection with the Applicant's proposal or request for services. The agreement to pay costs and to indemnify must be signed by the applicant for the application to be deemed complete.

Rescind Policy 11.4.8:

### ~~11.4.8 VOLUNTARY INDEMNIFICATION AGREEMENT~~

~~As part of the application, applicant shall be asked to sign and submit the voluntary indemnification agreement approved by the Commission concurrent with the adoption of this policy for all reasonable expenses and attorney fees incurred from proceedings brought by a third party in connection with the application. While LAFCo retains the discretion in all cases to decide whether to defend an action, the Applicant's voluntary agreement to indemnify LAFCo will have a significant bearing on LAFCo's decision whether to defend its decision.~~


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## SB-1209 Local agency formation commission: indemnification. (2023-2024)

SHARE THIS:



Date Published: 09/30/2024 09:00 PM

### Senate Bill No. 1209

#### CHAPTER 886

An act to add Section 56383.5 to the Government Code, relating to local government.

[ Approved by Governor September 28, 2024. Filed with Secretary of State September 28, 2024. ]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 1209, Cortese. Local agency formation commission: indemnification.

Existing law, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, except as specified. The act continues in existence in each county a local agency formation commission (LAFCO) that consists of members appointed, as specified, and oversees those changes of organization and reorganization. The act authorizes a LAFCO to, among other things, review and approve with or without amendment, wholly, partially, or conditionally, or disapprove proposals for changes of organization or reorganization, as specified.

This bill would authorize a LAFCO to require, as a condition for, among other things, processing a change of organization or reorganization, that the applicant agrees to defend, indemnify, and hold harmless the LAFCO, its agents, officers, and employees from and against any claim, action, or proceeding, as specified, to attack, set aside, void, or annul an approval by the LAFCO. The bill would require the LAFCO to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the LAFCO and require the LAFCO to fully cooperate in the defense. The bill would specify that an applicant who is a party to the agreement is not responsible to defend, indemnify, or hold harmless the LAFCO if the LAFCO fails to notify the applicant or cooperate fully in the defense, and is not required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement. The bill would specify that nothing in its provisions are to be construed to prohibit the LAFCO from participating in the defense of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the commission if specified conditions are met, including that the LAFCO bears its own attorney's fees and costs of the claim, action, or proceeding.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 56383.5 is added to the Government Code, to read:



**56383.5.** (a) The commission may require, as a condition for processing a change of organization or reorganization, a sphere amendment or a sphere update, or any other action or determination requested from the commission, that the applicant agrees to defend, indemnify, and hold harmless the commission, its agents, officers, and employees from any claim, action, or proceeding against the commission, its agents, officers, or employees to attack, set aside, void, or annul an approval by the commission.

(b) (1) An agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall require the commission to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the commission and shall require the commission to cooperate fully in the defense.

(2) An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be responsible to defend, indemnify, or hold harmless if the commission fails to notify the applicant or cooperate fully in the defense pursuant to paragraph (1).

(c) An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement.

(d) Nothing in this section shall be construed to prohibit the commission from participating in the defense of any claim, action, or proceeding to attack, set aside, void or annul an approval by the commission if both of the following conditions are met:

(1) The commission bears its own attorney's fees and costs of the claim, action, or proceeding.

(2) The commission defends the claim, action, or proceeding in good faith.



## STAFF REPORT

Agenda Item No. 7b	
MEETING DATE	December 2, 2024
MEETING BODY	Mendocino Local Agency Formation Commission
FROM	Uma Hinman, Executive Officer
SUBJECT	<b>Round Valley County Water District Review</b>

### RECOMMENDED ACTION

The Commission approve Resolution No. 2024-25-06 finding that:

- (1) The Executive Officer conducted an interview with district staff, including reviewing the previous MSR/SOI determinations, finding that no substantial change in governance, finance, and services has occurred since the last review, and in so doing, satisfies the intent of GOV 56425(g) that requires SOIs for municipal service providers be reviewed every five years, and
- (2) Affirm no change to the Round Valley County Water District’s 2016 Sphere of Influence and direct staff to schedule the next review for five years, or as needed.

### BACKGROUND

In February 2024 the Commission supported a streamlined review process that reflects a shift in approach to the work plan that focuses staff and budget resources where most appropriate. The approach emphasizes 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 (GOV 56425(g)).

The 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.

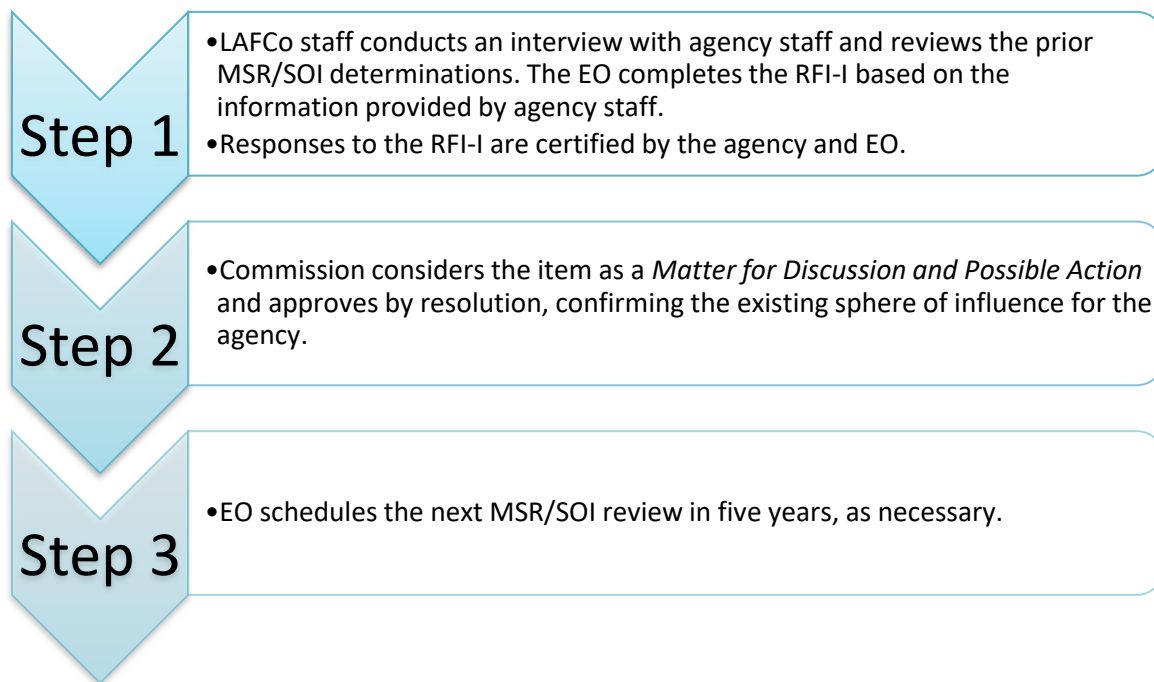
In addition, focusing on preparing comprehensive studies every 10-years, instead of abbreviated compliance studies every 5-years, will be beneficial because comprehensive studies generally remain relevant and reliable for a longer period of time than 5-years and allow staff the time and resources to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

### Streamlined MSR/SOI Review Process

The streamlined MSR/SOI review process is initiated with a Request for Information – Phase I (RFI-I) sent to an agency and an interview scheduled with agency staff. The RFI-I covers the standard performance measures and indicators of the potential for agency growth and service efficiencies for independent special districts. During the interview any changes are discussed and considered in the streamlined review process.

When responses to the RFI-I indicate 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 the questionnaire 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. 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. See the following figure for a summary of the process.



Should the interview and responses to RFI-I demonstrate that the agency has undergone changes that affect the governance, operations, finances or overall health of the agency, staff will schedule an in-depth MSR/SOI Update (Attachment 1).

### **Round Valley County Water District**

The Round Valley County Water District (Round Valley CWD/District) provides flood control and stream restoration services to landowners within the Round Valley watershed. As the creeks are tributaries to the Eel River and the prime source of water for Round Valley’s aquifer, the District is committed to maintaining the quality and historic levels of these resources for present and future use. The District collaborates with Mendocino County Public Works, Caltrans, Department of Fish and Wildlife, and Department of Water Resources to provide, plan, and monitor flood control and stream restoration projects within its boundaries

The District continues to operate with a full board and part-time general manager. Basic operations have a budget of approximately \$20,000. District revenues consist of approximately \$24,600 in property tax shares and project-specific grant funds. The district’s stream restoration and flood control projects are grant-funded in partnership with other agencies and landowners. District activities include collaborative flood control projects with the Covelo Community Services District (CCSD), Mendocino County Public Works Department, California Department of Fish and Wildlife (CDFW) and Caltrans for area drainage improvements, particularly along roadways. Approximately 15 miles of stream banks are maintained by the District. Groundwater and surface water quality, and groundwater levels are monitored by the Round Valley (CWD) and uploaded to the California Statewide Groundwater Elevation Monitoring Program (CASGEM) and the Department of Water Resources. See Attachment 3 for most recent Financial Statements.

The last update of the District’s SOI was in 2016 at which time a coterminous SOI was adopted by the Commission. At that time, the Commission also recognized a larger Out of District Area that more accurately reflects the nature of the District’s responsibilities at the watershed level. The area was not included in the SOI at the time primarily because the territory overlaps with the Round Valley Indian Tribes’ lands; the 2016 SOI Study determined that

coordination with the Tribes would need to occur before expansion of the District's SOI was considered. The District noted that coordination has not occurred as of yet and no change to the SOI is being considered in the near future.

The Executive Officer conducted an in-person interview with the General Manager for the Round Valley County Water District (CWD) on October 16, 2024. The previous MSR and SOI determinations were reviewed and discussed, as was the RFI-I. Additionally, the District provided the most recent financial statement. Based on the interview, the Executive Officer prepared responses to the RFI-I, which were certified by both the district's General Manager and the EO (Attachment 2).

Staff requests the Commission consider the Executive Officer's review and determination that there has been no substantial change in circumstances for the Round Valley County Water District that warrants an in-depth update of the [2014 Municipal Service Review](#) and [2016 Sphere of Influence Study](#) and affirm no change to the 2016 SOI.

#### **ATTACHMENTS**

- (1) Process Flowchart for Initiating Work Plan Studies
- (2) Certified RFI-I
- (3) Financial Report
- (4) Draft Resolution No. 2024-25-06 Round Valley County Water District SOI Review

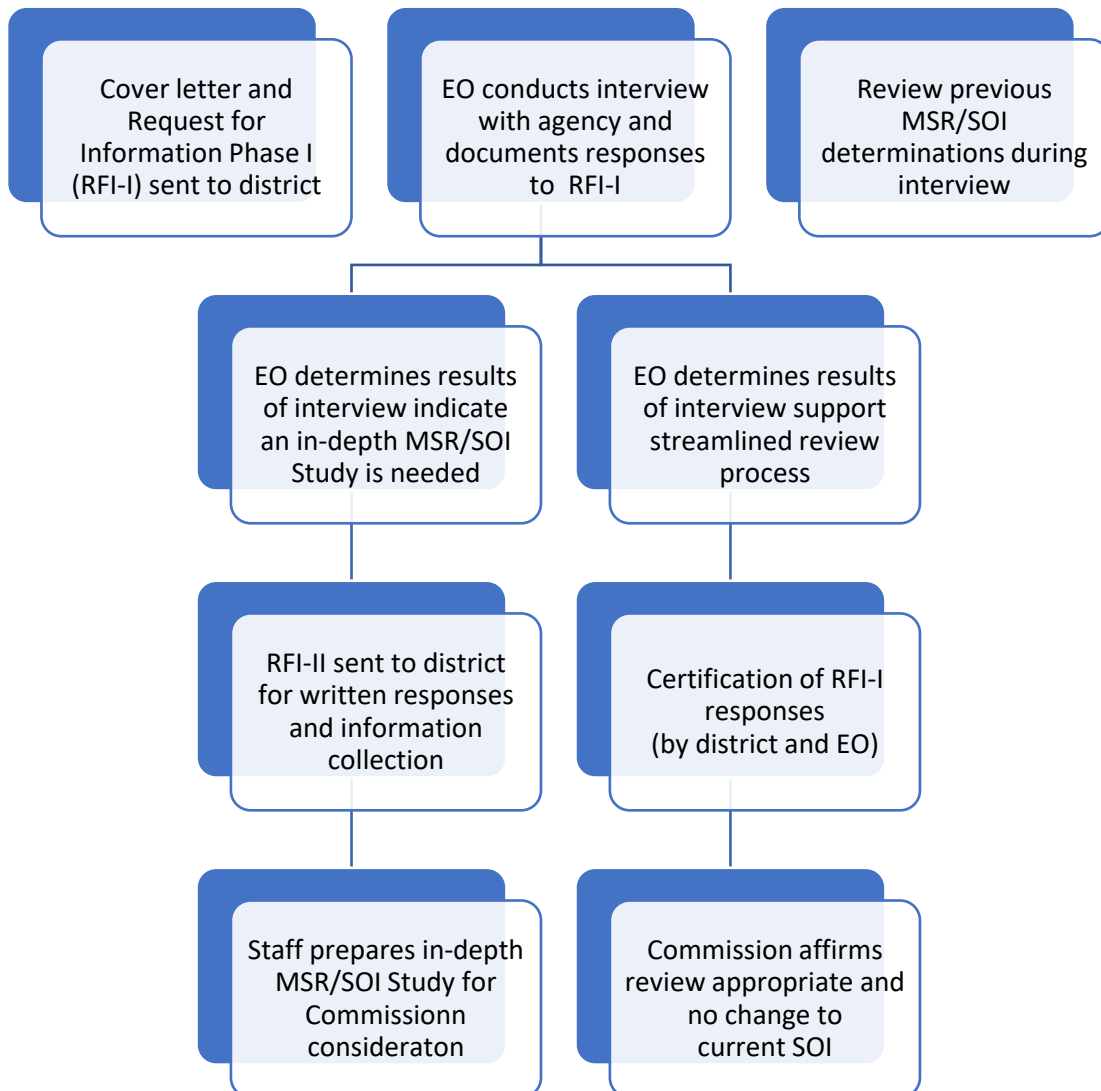
## Attachment 1

# Process Flowchart for Initiating Work Plan Studies

In preparing the responses to the Request for Information Part I, LAFCo staff will confer 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 to the Request for Information Part I (RFI-I) will be completed by LAFCo staff in coordination with agency staff, to support LAFCo in scheduling MSR/SOI studies for the work plan.

If a review of the previous MSR/SOI determinations and responses to RFI-I indicates no changes are needed for the current sphere, and the agency is not proposing a change to its SOI, the Executive Officer (EO) will prepare a resolution for the Commission to affirm 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.

The following flowchart outlines the process for initiating and implementing work plan tasks.



## Attachment 2

### Streamlined Review Questionnaire – **RFI Part I** 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 checked="" type="checkbox"/>	
b) The District Board of Directors is comprised of registered voters residing within the District boundaries.	<input checked="" type="checkbox"/>	
c) Incoming officials receive training regarding District programs, policies, and procedures via a Board of Directors Manual or in-person orientation.	<input checked="" type="checkbox"/>	
d) The District does not have difficulty filling vacancies or retaining long-term members on the Board of Directors.	<input checked="" 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 checked="" type="checkbox"/>	
f) District Board members receive low or no compensation for their public service or stipends for attending meetings.	<input checked="" 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 checked="" type="checkbox"/>	
h) Constituents are well represented by the Board of Directors.	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>	Agendas are publicly posted but does not have a website.
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 checked="" type="checkbox"/>	The district does maintain minutes but does not have a website; they are available at meetings and by request.
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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>	There are no current fees or assessments
l) The District's annual Budget and any Budget amendments are approved at a Board of Directors meeting in open session.	<input checked="" 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"/>	The district financial have not had a completed audit since 2022-2023
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 checked="" 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"/>	The district does not have a website and passes an annual hardship resolution.
q) The District complies with government ethics and public interest laws and regulations and operates with accountability and transparency.	<input checked="" type="checkbox"/>	A website with posted information would help with transparency
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 checked="" type="checkbox"/>	
s) The Public Expression portion of Board meetings is not the primary venue for constituents to raise complaints or concerns.	<input checked="" type="checkbox"/>	
t) Public engagement is encouraged, and the District's plans and programs reflect constituent input.	<input checked="" type="checkbox"/>	

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

<b>Agency Performance</b>	<b>True</b>	<b>Changes</b>
a) The District measures staff productivity and workload through regular time tracking.	<input checked="" 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 checked="" type="checkbox"/>
e) District staff learns about new opportunities to achieve operational efficiencies by participating in regional and service-specific associations and organizations.	<input checked="" 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 checked="" type="checkbox"/>

<b>Shared Services and Facilities</b>	<b>True</b>	<b>Changes</b>
a) The District has interagency collaborative arrangements with other local and regional public agencies and organizations.	<input checked="" type="checkbox"/>	The district shares office and meeting space with the Covelo CSD and coordinates projects with other local and state agencies.
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 checked="" type="checkbox"/>	The district conducts projects primarily through grants, which are coordinated with other local agencies and organizations.
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	
f) All opportunities for the District to achieve organizational or operational efficiencies are currently being investigated or implemented.	<input checked="" type="checkbox"/>	

<b>Government Restructure</b>	<b>True</b>	<b>Changes</b>
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<p>a) The District’s jurisdictional boundary accurately reflects customers receiving services from the District.</p>	<input checked="" type="checkbox"/>	<p>The district focuses primarily on watershed restoration and related flood control activities; the SOI reflects the watershed boundaries</p>
<p>b) The District’s jurisdictional boundary, or service area, does not confuse the public.</p>	<input checked="" type="checkbox"/>	
<p>c) The District’s jurisdictional boundary does not overlap with adjacent local agencies providing similar services.</p>	<input checked="" type="checkbox"/>	<p>The district boundaries include some areas of Tribal lands, which are managed by the Round Valley Indian Tribes. Coordination with the Tribes may be beneficial to the watershed.</p>
<p>d) No changes to the District’s current governance structure or boundary are needed in order to:</p> <ul style="list-style-type: none"> <li>1) Enhance service efficiency.</li> <li>2) Enhance accountability or representation.</li> </ul>	<input checked="" type="checkbox"/>	<p>A website would be beneficial for increasing transparency and encouraging public involvement.</p>
<ul style="list-style-type: none"> <li>3) Eliminate service deficiencies.</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>4) Eliminate service redundancies.</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>5) Reduce high infrastructure costs.</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>6) Reduce high service costs/rates.</li> </ul>	<input checked="" type="checkbox"/>	
<p>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.</p>	<input checked="" type="checkbox"/>	

<b>Finances</b>	<b>True</b>	<b>Changes</b>
<p>a) The District’s financial resources are accounted for in different funds based on organizational units, such as departments, functions, and services.</p>	<input checked="" type="checkbox"/>	
<p>b) The District’s operations and expenses are consistent with the annual Budget, or subsequent Budget amendments.</p>	<input checked="" 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 checked="" type="checkbox"/>	
d) The District Board of Directors receives periodic (monthly or quarterly) financial reports regarding assets, liabilities, and net position.	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>	N/A
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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	The district's revenue supports a part-time general manager and administration of general district operations. However, development and implementation of watershed projects require grant funding.
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 checked="" 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 checked="" type="checkbox"/>
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<b>Growth and Development</b>	<b>True</b>	<b>Changes</b>
a) The District does not provide outside agency services (services outside its jurisdictional boundary).	<input checked="" 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 checked="" type="checkbox"/>	The district notes that expanding its boundaries to coincide with the watershed would provide opportunity to be more effective with watershed restoration
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 checked="" 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 checked="" 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"> <li>1) Reduce the District's existing level of service.</li> <li>2) Create significant additional service demands or needs.</li> <li>3) Reach or exceed the District's service capacity.</li> <li>4) Create the need to expand the District's service capacity.</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>	The community of Covelo is a DUC as is the Round Valley Indian Tribes; no change.

<p>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.</p>	<input checked="" type="checkbox"/>	<p>The district notes that expanding its boundaries to coincide with the watershed would provide opportunity to be more effective with watershed restoration. However, the boundaries are adequate at this time.</p>
<p>k) The District’s existing Sphere of Influence boundary remains relevant and appropriate for the next five years.</p>	<input checked="" type="checkbox"/>	

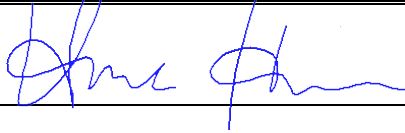
<b>Municipal Services and Facilities</b>	<b>True</b>	<b>Changes</b>
<p>a) The District regularly reviews its services and facilities to plan for near-term infrastructure needs and deficiencies, and to plan for the long-range service needs of current and future customers.</p>	<input checked="" type="checkbox"/>	
<p>b) The District has adequate capacity to serve current and future demands for public services over the next five years.</p>	<input checked="" type="checkbox"/>	
<p>c) The District has adequate land, facilities, and equipment to meet current and future demands for public services over the next five years.</p>	<input checked="" type="checkbox"/>	
<p>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.</p>	<input checked="" type="checkbox"/>	
<p>e) The District has satisfactorily addressed all service-related complaints received from constituents in the last two years.</p>	<input checked="" type="checkbox"/>	
<p>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.</p>	<input type="checkbox"/>	<p>N/A</p>
<p>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.</p>	<input type="checkbox"/>	<p>The district has considered groundwater services; however, at this time no expansion of powers is proposed in the near term.</p>

**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	Round Valley County Water Distrit
Name/Title	Imil Ferrara/General Manager
Signature	
Date	11/20/24

**Mendocino LAFCo staff that conducted the District interview and completed this Questionnaire**

Name/Title	 , Executive Officer
Date	11/22/2024

**Attachment 3**

**ROUND VALLEY COUNTY WATER DISTRICT**  
**REVIEWED**  
**FINANCIAL STATEMENTS**  
**and**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**June 30, 2023**

Rick Bowers, CPA,  
A Professional Corporation

**ROUND VALLEY COUNTY WATER DISTRICT**

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Certified Public Accountant  
Personal Financial Specialist  
Certified Management Accountant

### **Independent Accountant's Review Report**

Board of Directors  
Round Valley County Water District  
Covelo, CA

I have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Round Valley County Water District (the District) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the District's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

#### ***Accountant's Responsibility***

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of the District and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my review.

#### ***Accountant's Conclusion***

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Supplementary Information*

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a required part of the basic financial statements, is supplementary information required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The results of my review of the basic financial statements are not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.



Rick Bowers, CPA  
Ukiah, California  
January 30, 2024

**ROUND VALLEY COUNTY WATER DISTRICT**  
**STATEMENT OF NET POSITION**  
June 30, 2023

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**ASSETS**

**Current Assets**

Cash \$ 72,802

**Noncurrent Assets**

Restricted Cash 270,605

**Capital Assets**

New Roof 14,650

Accumulated Depreciation (2,992)

**Total Net Capital Assets** 11,658

**TOTAL ASSETS** 355,065

**LIABILITIES**

**Current Liabilities**

Accrued Expenses 1,800

**NET POSITION**

Net Investment in Capital Assets 11,658

Restricted 270,605

Unrestricted 71,002

**TOTAL NET POSITION** \$ 353,265

See Independent Accountant's Review Report and notes to financial statements.

**ROUND VALLEY COUNTY WATER DISTRICT**  
**STATEMENT OF ACTIVITIES**  
For The Year Ended June 30, 2023

Functions / Programs	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Revenue and Change in Net Assets</u>
		<u>Charges for Services</u>	<u>Grants and Contributions</u>	<u>Primary Governmental Activities</u>
<b>Primary Government</b>				
Governmental Activities:				
General Government	<u>\$ 20,866</u>	<u>\$ -</u>	<u>\$ 274,243</u>	\$ 253,377
<b>General Revenues</b>				
Property Taxes				24,642
Unrestricted Investment Earnings				1,008
<b>Total General Revenues</b>				<u>25,650</u>
<b>Change in Net Position</b>				279,027
<b>Net Position - Beginning</b>				<u>74,238</u>
<b>Net Position - Ending</b>				<u>\$ 353,265</u>

See Independent Accountant's Review Report and notes to financial statements.

**ROUND VALLEY COUNTY WATER DISTRICT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
 June 30, 2023

	General	Special Revenue	Total
<b><u>ASSETS</u></b>			
Cash	\$ 72,802	\$ -	\$ 72,802
Restricted Cash		270,605	270,605
<b>Total Assets</b>	<b>\$ 72,802</b>	<b>\$ 270,605</b>	<b>\$ 343,407</b>
 <b><u>LIABILITIES AND FUND BALANCE</u></b>			
<b>Liabilities</b>			
Accrued Expenses	\$ 1,800	\$ -	\$ 1,800
 <b>Fund Balance</b>			
Restricted		270,605	270,605
Unassigned	71,002		71,002
<b>Total Fund Balance</b>	<b>71,002</b>	<b>270,605</b>	<b>341,607</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 72,802</b>	<b>\$ 270,605</b>	<b>\$ 343,407</b>

See Independent Accountant's Review Report and notes to financial statements.

**ROUND VALLEY COUNTY WATER DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCE - GOVERNMENTAL FUNDS**  
For The Year Ended June 30, 2023

<b><u>REVENUES</u></b>	<b><u>General</u></b>	<b><u>Special Revenue</u></b>	<b><u>Total</u></b>
Property Taxes	\$ 24,642	\$ -	\$ 24,642
Grant		274,243	274,243
Interest	1,008		1,008
<b>Total Revenues</b>	<b>25,650</b>	<b>274,243</b>	<b>299,893</b>
<b><u>EXPENDITURES</u></b>			
Contract Labor	9,835	3,638	13,473
Election Support	342		342
Insurance	2,881		2,881
Memberships	291		291
Office Expense	317		317
Professional Fees	250		250
Property Tax Admin Fees	535		535
Review Fees	1,800		1,800
<b>Total Expenditures</b>	<b>16,251</b>	<b>3,638</b>	<b>19,889</b>
<b>Excess of Revenues Over Expenditures</b>	<b>9,399</b>	<b>270,605</b>	<b>280,004</b>
<b>Fund Balance - Beginning</b>	<b>61,603</b>	<b>0</b>	<b>61,603</b>
<b>Fund Balance - Ending</b>	<b>\$ 71,002</b>	<b>\$ 270,605</b>	<b>\$ 341,607</b>

See Independent Accountant's Review Report and notes to financial statements.

**ROUND VALLEY COUNTY WATER DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**TO THE STATEMENT OF ACTIVITIES**  
June 30, 2023

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**Excess of Revenues Over Expenditures -**  
**Governmental Fund** \$ 280,004

Current year capital outlays are expenditures in the governmental fund financial statements, but they are shown as increases in capital assets in the government-wide financial statements. 0

Depreciation is not recognized as an expense in governmental funds since it does not require the use of current financial resources. The effect of depreciation is to decrease net assets. (977)

**Change in Net Position -**  
**Statement of Activities** \$ 279,027

See Independent Accountant's Review Report and notes to financial statements.

**ROUND VALLEY COUNTY WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED JUNE 30, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**a. Organization**

The Round Valley County Water District (the District) was formally approved by the people in the district at an election held on January 23, 1953. The Certificate of Formation was filed with the Secretary of State in Sacramento, California on February 17, 1953 under Water Code Section 30321. The organizational meeting was held, and the bylaws were adopted on March 2, 1953. The primary functions of the District are flood management activities and riparian restoration work within the valley.

**b. Government-Wide Financial Statements**

The government-wide financial statements (the statement of net position and statement of activities) report information on all of the non-fiduciary activities of the primary government. The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges for services rendered, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as *general revenues*.

**c. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The financial statements of the District are prepared in conformity with accounting principles generally accepted in the United States of America, as defined by the Government Accounting Standards Board (GASB), the independent and ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The District's reporting entity applies all relevant GASB pronouncements.

Government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The District reports the following governmental fund types:



**ROUND VALLEY COUNTY WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)**

**YEAR ENDED JUNE 30, 2023**

General Fund - The General Fund is used to account for all financial resources of the District except those required to be accounted for in another fund. The General Fund is the District's primary operating fund.

Special Revenue Fund - This fund accounts for financial resources to be used in a subgrant agreement with County of Humboldt for drilling monitoring wells, developing drought preparedness and management studies, and other related projects.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Property taxes, charges for services, and interest revenues associated with the current fiscal period are considered susceptible to accrual and are recognized as revenues when earned. All other revenue items are considered measurable and available only when the District receives the cash.

**d. Reporting Entity**

Criteria used in determining the scope of the reporting entity includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters. The reporting entity consists of the District as the primary, and sole, reporting entity.

**e. Cash**

Cash consists of amounts on deposit with the county treasury.

**f. Net Position and Fund Balance**

Net position represents the difference between assets and liabilities in the statement of net position. Net investment in capital assets is reduced by the outstanding balances of any borrowing used for acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by the District, creditors, laws or regulations.

Fund balance is classified as restricted or unassigned. Restricted fund balance reflects the constraints imposed on resources externally by creditors, grantors, contributors, or laws and regulations. Unassigned fund balance is the residual classification for the General Fund.

**ROUND VALLEY COUNTY WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)**

**YEAR ENDED JUNE 30, 2023**

**g. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2. CASH**

County treasury accounts are pooled money investment accounts and are accessible by warrants issued by the county. The funds deposited with the County are invested in accordance with Sections 53601 and 53635 of the California Government Code which specify the authorized investments which an investment pool can purchase.

**NOTE 3. CAPITAL ASSETS**

Capital asset purchases are recorded as expenditures in the general fund, and in the government wide financial statements they are capitalized and depreciated. Contributions are recorded at fair value on the date received. Depreciation is recorded on the straight-line method over the estimated useful life of the asset. Structures and improvements useful lives are estimated at 10 – 20 years, and equipment at 5 – 10 years. Depreciation for the year ended June 30, 2023 was \$977.

**NOTE 4. PROPERTY TAXES**

Tax revenue received by the District consists of general property taxes. General property taxes represent the portion of ad valorem taxes received as determined by their allocation factor. This tax revenue is available for general district use. Tax allocation factors represent each agency's pro rata share of the total ad valorem taxes collected countywide. This allocation is calculated by the county under provisions of Proposition 13, as revised by Assembly Bill 8, by adjustment of "base year" 1977-78 total taxes received and is modified annually by an adjustment for:

- Increases and decreases in "full cash value" of property within the District's boundaries,
- Increases or decreases resulting from boundary annexations,
- State mandated property tax shifts to fund education.

**NOTE 5. SUBSEQUENT EVENTS**

Subsequent events have been evaluated for potential disclosure through 01/30/24, the date the financial statements were available to be issued. There are no reportable subsequent events.

**ROUND VALLEY COUNTY WATER DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCE - GOVERNMENTAL FUNDS**  
**BUDGET TO ACTUAL**  
June 30, 2023

<u>REVENUES</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Property Taxes	\$ 23,160	\$ 24,642	\$ 1,482
Grant		274,243	274,243
Interest		1,008	1,008
<b>Total Revenues</b>	<u>23,160</u>	<u>299,893</u>	<u>276,733</u>
 <u>EXPENDITURES</u>			
Contingency	26,864		26,864
Audit (Review) Fees	2,500	1,800	700
Contract Labor	30,000	13,473	16,527
Education and Training	5,250		5,250
Election Expense	1,000	342	658
Insurance	3,500	2,881	619
Memberships	500	291	209
Miscellaneous	4,500		4,500
Office Expense	1,000	317	683
Professional Services		250	(250)
Property Tax Admin Fees	1,000	535	465
Small Tools & Equipment	5,225		5,225
Transportation & Travel	1,000		1,000
Equipment	1,804		1,804
Transfer From Reserves	<u>(60,983)</u>		<u>(60,983)</u>
<b>Total Expenditures</b>	<u>23,160</u>	<u>19,889</u>	<u>3,271</u>
<b>Excess of Revenues over Expenditures</b>	<u>\$ -</u>	280,004	<u>\$ 280,004</u>
<b>Fund Balance - Beginning</b>		<u>61,603</u>	
<b>Fund Balance - Ending</b>		<u>\$ 341,607</u>	

See Independent Accountant's Review Report and notes to financial statements.

## **Attachment 4**

### **Resolution No. 2024-25-06 of the Mendocino Local Agency Formation Commission**

#### **Approving the Review and Determination for the Round Valley County Water District Sphere of Influence**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Mendocino County; and

WHEREAS, Government Code § 56425(g) requires that on or before January 1, 2008, and every five years thereafter, the Commission shall, as necessary, review and update the sphere of influence of each city and special district; and

WHEREAS, the Commission adopted a municipal service review evaluating the Round Valley County Water District, hereinafter referred to as the “Round Valley CWD or District”, pursuant to California Government Code Section 56430 in October 2014; and

WHEREAS, the Commission adopted a sphere of influence (SOI) update for the District pursuant to California Government Code Section 56425 by Resolution No. 2015-16-16 on April 4, 2016; and

WHEREAS, in February 2024, the Commission approved an internal process for streamlined SOI reviews of municipal service providers intended to satisfy the intent of GOV 56425(g) that requires SOIs for municipal service providers be reviewed every five years, consisting of an interview with district staff to review the previous MSR/SOI determinations, to determine whether changes in governance, finance, and services has occurred since the last review, which would warrant a comprehensive update to the previously adopted studies; and

WHEREAS, on October 16, 2024, the Executive Officer conducted an interview with the General Manager of the Round Valley CWD, reviewing the previous MSR/SOI determinations and any changes in governance, finance, and services since the last reviews; and

WHEREAS, on November 23, 2024, the General Manager of the Round Valley CWD certified the Executive Officer’s summary of information provided during the interview, concurring that no substantial changes have occurred since the 2016 SOI update; and

WHEREAS, at its regular meeting of December 2, 2024 the Commission publicly considered the report of the Executive Officer, and all oral and written comments with respect to the streamlined review of the Round Valley CWD SOI.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE and ORDER the following

1. Staff conducted an interview with Round Valley CWD staff, including reviewing the 2014 MSR and 2016 SOI determinations, finding that no substantial change in governance, finance, and services has occurred since the last review, and in so doing, satisfies the intent

- of GOV 56425 that requires SOIs for municipal service providers be reviewed every five years; and
2. An update (modification) to the Sphere of Influence for Round Valley CWD is not necessary; and
  3. Commission affirms no change to the Round Valley CWD's 2016 Sphere of Influence and directs staff to schedule the next review for five years, or as needed.

PASSED and ADOPTED by the Mendocino Local Agency Formation Commission this 2nd day of December 2024 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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MAUREEN MULHEREN, Commission Chair

ATTEST:

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UMA HINMAN, Executive Officer



## STAFF REPORT

Agenda Item No. 8a	
<b>MEETING DATE</b>	December 2, 2024
<b>MEETING BODY</b>	Mendocino Local Agency Formation Commission
<b>FROM</b>	Uma Hinman, Executive Officer
<b>SUBJECT</b>	<b>Report on Applications and Work Load</b>

### RECOMMENDED ACTION

Staff recommends the Commission receive and file this report.

### BACKGROUND

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

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

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

### Active and Future 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**

<b>LAFCo File No.<sup>1</sup></b>	<b>Applicant</b>	<b>Project Name</b>	<b>Date Application Received</b>	<b>Certificate of Filing</b>	<b>LAFCo Hearing Date</b>	<b>Certificate of Completion</b>	<b>BOE Submittal Date</b>
<b>Active Proposals</b>							
<b>P-2023-02</b>	Fort Bragg	Pre-Application Review for Annexation of City-owned Properties	4/10/2023	N/A	N/A	N/A	N/A
The City of Fort Bragg submitted a Pre-Application Review Request for annexation of Mendocino Coast Recreation and Park District properties consisting of 6 parcels totaling 582 acres. The intended use of the parcels is for water supply reservoirs, power generation, preservation and recreation. A pre-application meeting was held with Fort Bragg staff on July 25, 2023. Staff met with City staff on June 27, 2024 to pre-review the application materials for annexation.							
<b>A-2023-01</b>	AVCSD	Annexation of Sphere	3/6/2023				
The Anderson Valley Community Services District (AVCSD) proposes to annex the District’s Sphere of Influence (SOI) for fire and ambulance services. The Agency Referral and Notice of Filing were distributed to initiate the tax share negotiation process (3/2023). The application is incomplete pending additional information and a tax share agreement.							
<b>A-2022-02</b>	Ukiah	City of Ukiah Annexation of Western Hills (Hull Properties)	6/8/2022 3/21/2024	9/27/2024	11/4/2024		
The City of Ukiah proposes to annex approximately 791 acres in the Western Hills for open space preservation, while allowing the potential for future low density residential up to 20 dwelling units on the 40 easternmost acres. New application materials were submitted March 21, 2024; the agency referrals were distributed on 3/21/24 and the Notice of Filing sent to the Auditor and Assessor for the tax share agreement process. A Certificate of Filing was issued on September 27, 2024. The proposal was approved by the Commission on November 4, 2024. The 30-day reconsideration period ends December 4.							
<b>L-2022-01</b>	ECSD	Elk Community Services District Activation of Latent Powers for Wastewater Services	4/8/2022				
The Elk Community Services District (ECSD) proposes to activate latent powers for the provision of wastewater services. The district will be assuming ownership and operation of a community leach field within the community of Elk. The application has been referred to affected agencies and a Notice of Filing sent to the County Assessor and Auditor-Controller to initiate the tax share negotiation process in accordance with Revenue & Tax Code Section 99. The application is incomplete pending a tax share agreement.							
<b>Future Proposals</b>							
	AVCSD	AVCSD Activation of Latent Powers for Water and Wastewater Services					
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.							
	MCRRFC&W CID / RVCWD	MCRRFC&WCID Annexation of RVCWD					
The Mendocino County Russian River Flood Control & Water Conservation Improvement District (MCRRFC&WCID) and Redwood Valley County Water District (RVCWD) have established an ad hoc committee to prepare an application to LAFCo for annexation of the RVCWD into the MCRRFC&WCID. The annexation will allow the RRFC to establish a contract with the RVCWD to see non-surplus water; thereby creating a more stable source of water. Currently, the MCRRFC&WCID is only able to sell surplus water, when available, to the RVCWD.							





**Attachment 2. Summary Table – Work Plan Tracking and Status**

**FY 2024-25 ESTIMATED WORK PLAN IMPLEMENTATION SCHEDULE AND STATUS**

*Work Plan status as of December 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 is intended to enhance communication and transparency.

Agency	Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Status/Notes
<b>FY 2024-25 Work Plan</b>						
Laytonville County Water District	8/9/2024					RFI Phase I sent; request for interview sent
Potter Valley Irrigation District	7/25/2024					RFI Phase I sent; interview held 8/29/24; Admin Draft in process
Round Valley County Water District	8/9/2024					RFI Phase 1 interview held on October 26, 2024. Streamlined review in progress.
Calpella County Water District						
Hopland Public Utilities District						
Millview County Water District						
Redwood Valley County Water District						
Willow County Water District						
Russian River Flood Control District	8/9/2024					Administrative Draft in process
<b>FY 2023-24 Work Plan</b>						
Caspar South Water District	5/15/2024	7/25/2024	9/9/2024	10/7/2024	10/11/2024	Completed
Elk County Water District	8/28/2024	In process				District indicates response to RFI at end of December
Gualala Community Services District	1/31/2024	3/15/2024	6/3/2024	7/1/2024	7/26/2024	Completed
Irish Beach Water District	6/7/2024	10/14/2024	11/4/2024			Public Hearing tentatively scheduled for January
Mendocino County Water Works Water Works District No. 2	10/12/2023	1/31/2024	3/4/2024	7/1/2024	7/5/2024	Completed
Pacific Reefs Water District	10/27/2023	4/8/2024	5/6/2024	6/3/2024	6/4/2024	Completed
Westport County Water District	6/4/2024	In process				Admin Draft in process; coordinating information