

# MENDOCINO

## Local Agency Formation Commission

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

### A G E N D A

Regular Meeting of **Monday, February 1, 2021** at 9:00 AM  
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

*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: <https://www.mendolaferco.org/commission-meetings>*

#### Important Notice

Pursuant to State Executive Order N-29-20 pertaining to the convening of public meetings in response to the COVID-19 pandemic, effective March 20, 2020, the Mendocino Local Agency Formation Commission (LAFCo) meetings will be conducted remotely and will not be available for in person public participation until further notice.

Submit **written comments** electronically to [eo@mendolaferco.org](mailto:eo@mendolaferco.org) by 8:00 a.m. on February 1. In the subject line, specify the agenda item number for your comments, "To be read aloud" if desired, and in the body of the email include your name. If to be read aloud, please keep your comments to 500 words or less. All written comments will be provided as soon as feasible to the Commission and posted on the [meeting documents](#) page of the website.

Provide **verbal comments** via teleconference with the information provided on the [website](#). Please pre-register by email to [eo@mendolaferco.org](mailto:eo@mendolaferco.org) by 8:00 a.m. on February 1. In the subject line, specify the agenda item number for your comments, "...Live", and your name (Example: Item 4a Public Comment Live, John Doe). Participants will also receive instructions for participation in the meeting. Each participant will have three minutes to provide comments related to the agenda item.

We thank you for your understanding and appreciate your continued interest.

#### 1. CALL TO ORDER and ROLL CALL

#### 2. PUBLIC EXPRESSION

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

#### 3. OTHER BUSINESS

##### 3a) Announcement of County Appointments and Oaths of Office

Announcement of County Representatives appointed to the Commission by the Mendocino County Board of Supervisors. Oaths of Office will be conducted for new Commissioners.

##### 3b) Announcement of Special District Representatives and Oaths of Office

Announcement of the Special District Representative Election results. Oaths of Office will be conducted for new Commissioners.

#### COMMISSIONERS

**Tony Orth, Vice-Chair**  
Brooktrails Township CSD

**Gerald Ward, Treasurer**  
Public Member

**Gerardo Gonzalez**  
Willits City Council

**Scott Ignacio**  
Point Arena City Council

**Glenn McGourty**  
County Board of Supervisors

**Maureen "Mo" Mulheren**  
County Board of Supervisors

**Vacant**  
Special District Member

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

**John Haschak, Alternate**  
County Board of Supervisors

**Richard Weinkle, Alternate**  
Public Member

**Vacant, Alternate**  
City Member

#### STAFF

**Executive Officer**  
Uma Hinman

**Analyst**  
Larkyn Feiler

**Commission Clerk**  
Kristen Meadows

**Counsel**  
Scott Browne

#### REGULAR MEETINGS

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

**3c) Selection of Officers and Appointments to Committees**

The Commission will vote on officers for 2021 and the elected Chair will appoint Commissioners to the Executive Committee and Policies & Procedures Committee.

**3d) Bank Signatures**

The Commission will select three signatories for banking purposes.

**4. CONSENT CALENDAR**

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

**4a) Approval of the January 4, 2021 Regular Meeting Summary**

**4b) Approval of the January 2021 Claims & Financial Report**

**5. PUBLIC HEARING ITEMS**

None

**6. WORKSHOP ITEMS**

None

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

None

**8. INFORMATION AND REPORT ITEMS**

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

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

**8b) Countywide Planning Activities Report**

- Drought Update – Elizabeth Salomone, General Manager, Russian River Flood Control District

**8c) Correspondence** (Copies provided upon request)

**8d) Executive Officer’s Report** (Verbal)

**8e) Committee Reports (Executive Committee/Policies & Procedures)** (Verbal)

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

**8g) CALAFCO Business and Legislative Report**

- Revitalizing our Communities: Special LAFCo messaging tool

**ADJOURNMENT**

The next Regular Commission Meeting is scheduled for Monday, **March 1, 2021** at 9:00 AM  
*Location to be determined based on current State and local mandates related to the COVID-19 pandemic.*

Notice: This agenda has been posted at least five (5) calendar days prior to the meeting and in accordance with the temporary Brown Act Guidelines instated by State Executive Order N-29-20.

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: Because the meeting is being held by teleconference, if you are hearing impaired or otherwise would have difficulty participating, please contact the LAFCo office as soon as possible so that special arrangements can be made for participation, if reasonably feasible.

Fair Political Practice Commission (FPPC) Notice: State Law requires that a participant in LAFCo proceedings who has a financial interest in a Commission decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission before the hearing.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: February 1, 2021  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Announcement of County Representatives and Oaths of Office**

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**RECOMMENDATION**

Staff will conduct the Oath of Office for new Commissioners McGourty and Mulheren.

**BACKGROUND**

In January, the Mendocino County Board of Supervisors appointed two County Members to serve as Regular Member of the Commission: Glenn McGourty and Maureen “Mo” Mulheren. Each are appointed to four-year terms. Supervisor Haschak will continue to serve as an Alternate Commissioner.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: February 1, 2021  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Announcement of Special District Representatives and Oaths of Office**

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**RECOMMENDATION**

Staff will conduct the Oath of Office for new Commissioner Matthew Froneberger.

**BACKGROUND**

Special District Regular Member vacancies consisted of the (1) remainder of a regular seat term ending in December 2022, resulting from the resignation of John Huff from the Mendocino Coast Recreation and Park District; and (2) the four-year term ending December 2024 currently held by Commissioner Orth. In accordance with Section 56332(f) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the Executive Officer conducted the election process on behalf of the Special District Selection Committee.

Based on the ballots received by the deadline of January 25, 2021 at 5:00 p.m., a quorum of special district votes was achieved for each seat and the election was deemed valid. The ballot count was conducted by Executive Officer Hinman and observed by Commissioner Ward at the LAFCo office on January 26, 2021. The ballot count was as follows:

<b>Regular Member Seat, Remainder 4-Year Term, ending December 31, 2022</b>		
<b>Candidate</b>	<b>Sponsoring Agency</b>	<b>Number of Ballots Cast</b>
Leslie Bates	Mendocino Coast Recreation & Park District	3
Jenifer Bazzani	Ukiah Valley Fire District	4
Matthew Froneberger	Russian River Flood Control District	11
Terry Gross	Elk Community Services District	6
Michael Schaeffer	Comptche Community Services District	4

<b>Regular Member Seat, Full 4-Year Term, ending December 31, 2024</b>		
<b>Candidate</b>	<b>Sponsoring Agency</b>	<b>Number of Ballots Cast</b>
Francois Christen	Anderson Valley Community Services District	7
Ross LaRue	Willow County Water District	4
Tony Orth	Brooktrails Community Services District	14

Matthew Froneberger will fill the remainder of the Regular Member seat with a term ending December 2022. Tony Orth will serve a new four-year term as a Regular Member with a term ending December 2024.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: February 1, 2021  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Selection of Officers and Appointments to Committees**

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**RECOMMENDATION**

- a) The Commission will select a Chair, Vice-Chair and Treasurer for the 2021 calendar year.
- b) The Chair will make appointments to the Executive Committee and the Policies and Procedures Committee.

**BACKGROUND**

Officers

Per LAFCo [Policy 3.5](#), the members of the Commission will elect a Chair, Vice-Chair and Treasurer at the first meeting of the Commission of each year or as soon thereafter as possible. This being the first meeting of the new Commission, the Executive Officer will facilitate the selection process.

Standing Committees

Per LAFCo [Policy 3.9](#), the Commission has two standing committees: the Executive Committee and the Policies and Procedures Committee. The two standing committees meet on an as-needed basis. Recommendations from the two standing committees can be made by the Committees and presented to the full Commission for consideration and approval.

The Executive Committee consists of the Chair, Vice Chair, and Treasurer or a third Commissioner appointed by the Chair. The Executive Committee is responsible for administrative oversight, personnel matters, and budget preparation and review. The 2020 Executive Committee consisted of Chair Brown, Vice Chair Orth, and Commissioner Ignacio.

The Policies and Procedures Committee is made up of three members appointed at the first Commission meeting of each calendar year, as recommended by the Chair and ratified by the Commission. The Policies and Procedures Committee is responsible for developing and maintaining the Policies and Procedures Manual. Revisions shall be proposed to the full Commission for consideration and adoption. The two Standing Committees are subject to the requirements of the Brown Act. The 2020 Policies and Procedures Committee was made up of Commissioners Gonzalez, McCowen and Ward.

**MENDOCINO  
Local Agency Formation Commission**

**Staff Report**

DATE: February 1, 2021  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: **Bank Signatures**

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**RECOMMENDATION**

Commission will assign signatories for banking purposes and direct staff to coordinate updating the banks' records.

**BACKGROUND**

The Mendocino LAFCo holds accounts with two separate banks for checking and for reserves. Each bank requires two Commissioner signatures for all checks and withdrawals.

The Commission must assign a total of three signatories for banking purposes. Commissioner Ward is the sole signatory now that previous Commissioners Brown and McCowen's no longer serve on LAFCo. For ease of obtaining signatures, staff recommends assignment of at least two Commissioners who are readily available in the region.

Upon direction, staff will coordinate with the banks and assigned Commissioners to update the bank signature cards.

# MENDOCINO

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### COMMISSIONERS

#### Carre Brown, Chair

County Board of Supervisors

#### Tony Orth, Vice Chair

Brooktrails Township CSD

#### Gerald Ward, Treasurer

Public Member

#### Gerardo Gonzalez

Willits City Council

#### Scott Ignacio

Point Arena City Council

#### John McCowen

County Board of Supervisors

#### Vacant

Special District Member

#### Jenifer Bazzani, Alternate

Ukiah Valley Fire District

#### Vacant, Alternate

City Member

#### Richard Weinkle, Alternate

Public Member

#### John Haschak, Alternate

County Board of Supervisors

### STAFF

#### Executive Officer

Uma Hinman

#### Analyst

Larkyn Feiler

#### Commission Clerk

Kristen Meadows

#### Counsel

Scott Browne

### Regular Meetings

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

## Agenda Item No. 4a

### DRAFT MINUTES

## Local Agency Formation Commission of Mendocino County

### Regular Meeting of Monday, January 4, 2021

Meeting held via Zoom due to COVID-19 Pandemic Emergency Conditions

#### 1. CALL TO ORDER and ROLL CALL (Video Time 5:13)

Chair Brown called the meeting to order at 9:03 a.m.

**Regular Commissioners Present:** Carre Brown, Tony Orth, Gerald Ward, Gerardo Gonzalez, John McCowen, and Scott Ignacio

**Regular Commissioners Absent:** none

**Alternate Commissioners Present:** Jenifer Bazzani (immediately seated for the vacant Regular Special District seat)

**Alternate Commissioners Absent:** Richard Weinkle, John Haschak

**Staff Present:** Uma Hinman, Executive Officer; Larkyn Feiler, Analyst; Kristen Meadows, Clerk; Scott Browne, Legal Counsel

#### 2. PUBLIC EXPRESSION (Video Time 6:38) None

#### 3. CONSENT CALENDAR (Video Time 7:14)

##### 3a) Approval of the December 7, 2020 Regular Meeting Summary

There were no corrections or comments from the Commission.

##### 3b) Approval of the December 2020 Claims & Financial Report

December 2020 Claims totaling:		\$ 10,522.06
Hinman & Associates Consulting	\$	6,728.00
Ukiah Valley Conference Center	\$	468.60
P. Scott Browne	\$	1,170.00
County of Mendocino	\$	2,213.46
Streamline	\$	50.00
Pacific Internet (Web Hosting Refund)	\$	(108.00)

EO Hinman noted a correction on page 8. The account number for Website Hosting should be 5700. The amounts are correct.

**Motion** by Commissioner Ward: Approve the December 7 Meeting Summary and the December Claims & Financial Report with noted correction.

**Seconded** by Commissioner McCowen.

**Approved** by roll call vote: unanimous.

**Ayes:** (7) McCowen, Bazzani, Ward, Orth, Ignacio, Gonzalez, Brown

Chair Brown asked how checks will be signed. EO Hinman responded that three Commissioner signature cards are needed for the file. Chair Brown suggested that Commissioner Ward provide the wet signature and she will call in the 2<sup>nd</sup> signature.

4. **PUBLIC HEARING ITEM** None.

5. **WORKSHOP ITEMS** None.

6. **MATTERS FOR DISCUSSION AND POSSIBLE ACTION** (Video Time 14:52)

**6a) SOI Policy Update and Work Plan Budget Discussion**

EO Hinman provided a report on the development process of the Sphere of Influence (SOI) policy, the costs associated with current LAFCo practices and the potential impact on the Fiscal Year 2021-22 Work Plan Budget.

The proposed policy changes were intended to seek guidance from the outgoing commissioners, put into writing the current practices of the Commission, establish uniform treatment, secure cost recovery from agencies requesting SOI expansion, and ensure that LAFCo continues to carry out its statutory mandate to prepare MSR/SOI and CEQA review in a timely manner. There is not consensus in the LAFCo Community regarding interpretation of the SOI Update timing. some review every agency every five years, others conduct updates on an as needed basis.

The 5-Year Rolling Work plan is a schedule and cost estimate plan for conducting MSR/SOI Updates for every agency on a five-year cycle and allows for flexibility to shift priorities during the year. However, budget limitations make it difficult to carry out the Work Plan in a timely manner. The current approach is to establish a coterminous sphere during the SOI Update process and to prepare studies in-house which helps keep apportionment fees low. As a result, the LAFCo budget is not sufficient for a non-coterminous SOI Update with CEQA review within a single fiscal year. The current Work Plan includes the City of Ukiah and the Ukiah Valley Sanitation District (a two-year process for each), plus three other agencies, but does not address CEQA. EO Hinman noted that CEQA costs can range from \$5,000 to \$100,000 and more depending on the scope of analysis.

Apportionment fees are the primary revenue source for LAFCo, and the Work Plan accounts for approximately a quarter of the overall budget. During the Fiscal Year 2021-22 Budget development process, the Commission will need to consider the Work Plan priorities and budgeting for CEQA review in addition to potential cost recovery from agencies and an increase in apportionment fees. EO Hinman noted staff provided a list of options in the staff report and invited Commission input to support the Budget and Work Plan development process.

Commissioner Orth asked if determining the lead agency for purposes of CEQA is an important initial step when beginning work on any application or MSR/SOI Review. Counsel Browne confirmed that the agency that acts first is generally the lead agency for the purposes of CEQA and explained that an SOI Update is a LAFCo action initiated by the Commission and in cases of an application the other agency may be lead agency. Commissioner Orth stated that the current policy does not clearly define or designate a lead agency and, if modified, could address some of the issues noted by the cities. He commented that special districts have far less revenue than cities or the county and usually do not have the authority to spend budget dollars on planning unless they adopt that power through the State. He commented that cost recovery is a critical component of an application process and believes there should be distinct verbiage to illustrate the difference between an application from an agency and a LAFCo-initiated process. He commented that the budget process should accurately reflect the costs of doing business and suggested adding a Policy Review Process budget line item to allow for a more thorough vetting process and collaboration with member agencies.

Commissioner McCowen agreed with the comments noted and encouraged the Commission to find a way to pass along the cost to the agency that would benefit from any update or boundary change. He suggested looking into frequency and necessity of review for agencies that do not provide municipal services.

Chair Brown reminded the Commission that the requirements for agency reviews is a State unfunded mandate and given the difference in interpretation, suggested seeking clarification from the state and or legislation so that LAFCo can be reimbursed for the associated costs.

Commissioner Orth suggested changing the designation of Fire Protection District to Fire/EMS Services. Counsel Brown clarified that under the Health and Safety Code, the districts are statutorily held as Fire Protection Districts and therefore the name cannot be changed, but EMS can be included when referring to the service provided. Commissioner Orth recommended a policy change to include EMS services in the Fire Protection District definition.



Chair Brown invited public expression and asked Staff to bring interested parties into the meeting.

Sage Sangiacomo, City of Ukiah City Manager, acknowledged that a lot more work is needed to appropriately develop the policy. He suggested identifying the appropriate approach to minimize costs while allowing LAFCo to carry out its duties of good governance should be the major objectives of the policy. He encouraged the Commission to allow the Policies and Procedures Committee to work through the issues to avoid unintended consequences and unnecessary costs for any of the governmental entities.

Commissioner McCowen expressed concern that if in depth environmental review is deemed necessary, significant costs could be added to an MSR/SOI Update when there is no immediate intention to make a change. He supports creating a policy that minimizes adding significant cost to an update and that reserves environmental review for applications. He believes that no environmental change is made by re-drawing the lines of an SOI. He asked if there is a way to assure agencies protection from environmental review costs through policy or other legal means.

Counsel Brown responded citing Supreme Court case *Bozung vs Local Agency Formation Commission of Ventura County* in which the question whether LAFCo decisions are subject to environmental review was raised. Counsel Brown explained that the potential eligibility for municipal services is changed when the SOI of an agency is changed, CEQA should be conducted at the earliest possible time when irrevocable steps are being taken that will lead to direct or indirect physical impacts on the environment, and one must consider to what extent a change will encourage later development that will ultimately have impacts on the environment when planning a project.

Commissioner Ward expressed concern with correspondence from Attorneys that suggest LAFCo is in violation of its Policies and LAFCo law and requested clarification from Counsel Browne at the next Policies and Procedures Committee meeting before they proceed with a recommendation to the Commission.

Chair Brown requested comments from Mr. Sangiacomo related to Commissioner Ward's comments and EO Hinman noted that Mr. Phil Williams would also like to speak to this item. Mr. Sangiacomo commented that there are approaches that LAFCo can take that would avoid a lengthy and expensive CEQA process. He reminded the Commission that Cities and the County have land use authority and encouraged partnerships and collaboration for both LAFCo and the Cities to reach their goals.

Phil Williams, Special Counsel for the City of Ukiah, encouraged the Commission to review the memo from the City of Ukiah written by Attorney Matarazzo which explains the steps to be taken under CEQA to address the questions and concerns of the Commission.

Commissioner Orth expressed support of Option 10 identified in the staff report.

Commissioner Ward expressed support of Options 1, 4 and 5 in addition to 10.

**Motion** by Commissioner Ignacio: To direct Staff to focus on options 1 and 10 as a start to the budget development process and to reach out to CALAFCO to help address questions.

**Seconded** by Commissioner Gonzalez

**Approved** by roll call vote: unanimous.

Ayes: (7) Gonzalez, Bazzani, Ignacio, McCowen, Orth, Ward, Brown

Following the vote, Chair Brown called for a 10-minute break at 10:11 a.m.

**TEN MINUTE BREAK** (Video Time: 1:12:57)

At 10:21 a.m. Chair Brown called for the next item and noted a correction to the Staff report for item 6b.

**6b) Mid-Year Budget Review, Work Plan Report, and Proposed Budget Amendment** (Video Time 1:23:52)

EO Hinman presented an overview of the current budget as of 12/30/20 and introduced a proposed budget amendment to address shortfalls in basic and legal service budget accounts. As noted in the staff report, 70% of basic services has been expended for the first half of the year.

<b>Mid-Year Expense Summary</b>	<b>Adopted</b>	<b>Mid-Year Total</b>	<b>% of total</b>
Staffing Total	72,060	50,544	70
Services and Supplies Total	47,090	25,066	53
Work Plan Total	42,500	4,121	10
<b>Expense Total</b>	<b>161,650</b>	<b>57,197</b>	<b>36</b>

- Revenues: \$150,000 Apportionment fees plus \$11,200 from reserves to close budget gap.
- Expenses: \$79,731 Basic services/staffing & office operations
- Reserves: \$90,469 as of 11/30/20. \$35,000 – Legal, \$55,469 – operational.

#### Work Plan Status

Agencies scheduled for MSR/SOI Updates:

- City of Ukiah
- Ukiah Valley Sanitation District
- Covelo Community Services District
- Community Service Area 3
- Ukiah Valley Fire District

#### Staffing Efforts - Current and anticipated

- Processing Applications
- Managing Work Plan
- Policy Development
- Special District Election
- Sustainable Agricultural Lands Committee meetings and grant project participation.
- New Commissioner orientation and training.
- Participation in the City of Ukiah General Plan update.
- Prepare agency comments for circulating land use permit applications and CEQA review.

#### Budget Amendment Proposal

- 70% of the Basic Services budget has been expended.
- Staff proposed budget increase total: \$22,543.
  - \$20,000 Basic Services.
  - \$4,500 Legal Services.
- Increased reserves use from \$11,200 to \$33,743.
- Reserves remaining: \$21,726 (Below policy threshold of 25%)

Commissioner Ward asked if funds for basic services should be taken out of legal reserves in order to maintain maximum operational reserves. He expressed concern with the proposal to take reserves down below 25%. He suggested modifying the Work Plan and welcomed comments from the Commission.

Commissioners Gonzalez and McCowen echoed Commissioner Ward's comments.

Commissioner Orth supported utilizing legal reserves and added the importance of determining if the Ukiah Valley Sanitation District wishes to move forward with its MSR/SOI Update this fiscal year.

Commissioner Ignacio supported the other comments and encouraged replenishing reserves so the Commission can functionally respond to the public.

Chair Brown encouraged consideration of presenting the SOI Policy to the full Commission instead of the Policies and Procedures Committee since having one conversation with the whole Commission could save on legal fees for all parties and avoid having the debate twice.

Commissioner Ignacio suggested the policy stay before the Policies and Procedures Committee and the policy will return to the Commission for ultimate resolution.

Commissioner Ward noted that he anticipated multiple Policies and Procedures Committee meetings and the Committee can meet more frequently than the Commission and potentially expedite the process. He also noted with the upcoming changes with new Commissioners it is important to keep the full Commission informed.

Commissioners Orth and McCowen suggested use of staff reports and Committee reporting under Agenda item 7d.

Chair Brown invited public Comment.

Mr. Sangiacomo stated that since the cost related to the City's SOI has been resolved, he suggested avoiding unintended consequences is the major issue before the Commission, not cost apportionment, and reaching agreement on a policy that works for everyone is feasible.

Commissioner Ward suggested postponing studies for Covelo Community Services District, County Service Area 3, and/or the Ukiah Valley Fire District to avoid reducing reserves below 25%.

EO Hinman replied that Staff has started working on the Ukiah Valley Fire District Update related to a pending application, it is possible to postpone the Covelo CSD, and Staff will reach out to the County regarding the CSA 3.

Commissioner Orth asked if postponing the Ukiah Valley Sanitation District would resolve the issue.

EO Hinman confirmed that the budgeted two-year process would provide some savings this fiscal year and further information is pending from the District Board of Directors.

Chair Brown requested a motion.

**Motion** by Commissioner Ignacio: Adopt Resolution No. 2020-21-03 authorizing a budget amendment of \$24,500, thereby increasing the Fiscal Year 2020-21 budget from \$161,650 to \$184,193.

**Seconded** by Commissioner Gonzalez

**Approved** by roll call vote: unanimous.

Ayes: (7) Gonzalez, Bazzani, Ignacio, McCowen, Orth, Ward, Brown

Chair Brown reminded Staff to email the Resolution to her for her signature.

#### **INFORMATION/REPORT ITEMS** (Video Time: 1:56:27)

##### **7a) Work Plan, Current, and Future Proposals**

EO Hinman presented the staff report.

##### **7b) Correspondence** None.

##### **7c) Executive Officer's Report** (Video Time: 2:00)

EO Hinman presented the report.

- The Special District Election ends on January 25. A quorum has not yet been reached, with 1 ballot needed for the remainder term and 4 ballots for the full term. Email reminders have been sent to districts that had not yet turned in ballots.
- Swearing in of new Commissioners, Officer Selection and Committee appointments will be held at the beginning of the February 1<sup>st</sup> Regular Meeting.
- As discussed under Agenda Item 3, letters to the banks regarding new signatories will be delivered when assigned.
- Staff participated in a City of Ukiah General Plan Community Update on December 8.
- The LAFCo Office remains closed to the public due to the pandemic and local health orders. Staff maintains office functions and responds to information needs.
- Staff continues work on the year-end financial audit.

Chair Brown asked if any of the (non-voting) Districts have contacted the office. EO Hinman confirmed that they have not and regular email reminders have and continue to be sent. Chair Brown confirmed that she has reached out to some of the Districts and will do so again and encouraged her colleagues to do so as well.

**7d) Committee Reports (Executive Committee/Policies & Procedures) (Video Time 2:03:22)**

- Executive Committee – None
- Policies & Procedures Committee – Any report items were covered earlier in the meeting.

**7e) Commissioners Reports, Comments or Questions (2:04:18)**

Commissioner Orth reported that Brooktrails has received a little over 14 inches of rain this season.

**7f) CALAFCO Business and Legislation Report (Video Time: 2:05:01)**

EO Hinman reported:

- The 2020 CKH is now available and posted on the LAFCo Website. It has been emailed to Commissioners and Staff.
- Commissioner Gonzalez attended the Northern Regions Roundtable on December 9th. He reported that it was sparsely attended and the discussion was informal.

Chair Brown asked if CALAFCO offers training for new commissioners on their website.

EO Hinman responded she has been working with Counsel Browne to prepare a LAFCo 101 presentation for the February or March Regular Meeting. CALAFCO offers a PowerPoint to assist with the training.

Commissioner Orth thanked Commissioners Brown and McCowen for their dedicated service on LAFCo and the County of Mendocino.

**ADJOURNMENT (Video Time: 2:12:47)**

There being no further business, the meeting adjourned at 11:10 a.m. The next regular meeting is scheduled for Monday, February 1, 2021 at 9:00 a.m. The location is to be determined based on guidelines recommended by the Mendocino County Public Health Officer and Executive Orders regarding the COVID-19 pandemic.

*Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel.  
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[January 4, 2021 Meeting Recording on YouTube](#)*

# MENDOCINO Local Agency Formation Commission Staff Report

DATE: February 1, 2021  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: **Financial Report and Claims for January 2021**

**RECOMMENDED ACTION**

Approve the January 2021 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 5,246.00	\$ 7,878.87
	5601 Office Supplies (QB, Adobe, Office 365)	\$ 319.87	
	6200 Bookkeeping	\$ 1,385.00	
	7000 Work Plan (City of Ukiah, UVSD)	\$ 505.00	
	8010 City of Ukiah Detach	\$ 50.00	
	8022 City of Ukiah North Annex Pre-App	\$ 272.00	
	8024 MCWD Annex Pre-App	\$ 101.00	
Ukiah Valley Conf. Center	5502 Office Space	\$ 464.00	\$ 471.30
	5600 Office Expenses (Postage)	\$ 7.30	
P. Scott Browne	6300 Legal Counsel - General Services	\$ 900.00	\$ 1,102.50
	8024 Millview Pre-Application	\$ 202.50	
County of Mendocino	6000 Televising Meetings (Dec.)	\$ 120.46	\$ 120.46
Streamline	5700 Website Hosting	\$ 50.00	\$ 50.00
<b>Total:</b>			<b>\$ 9,623.13</b>

**Deposits:** None

**Attachments:**

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

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

Mendocino Local Agency Formation Commission  
FY 2020-21 Budget and Application Tracking

Acct #	Task	FY 20-21 Budget Amended	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	March	3rd Qtr Subtotal	Year to Date	Remaining Budget	% of Budget Expended
<b>EXPENSES</b>											
5300	Basic Services - EO/Analyst/Clerk	\$92,060	\$28,703.00	\$21,841.00	\$5,246.00			\$5,246.00	\$55,790.00	\$36,270.00	61%
	Unfunded Mandates	\$0		\$0.00				\$0.00			
5500	Rent	\$5,568	\$898.00	\$1,856.00	\$464.00			\$464.00	\$3,218.00	\$2,350.00	58%
5600	Office Expenses	\$3,550	\$916.04	\$1,869.12	\$327.17			\$327.17	\$3,112.33	\$437.67	88%
5700	Internet & Website Costs	\$1,550	\$1,197.52	\$42.00	\$50.00			\$50.00	\$1,289.52	\$260.48	83%
5900	Publication & Legal Notices	\$2,000	\$274.64	\$0.00				\$0.00	\$274.64	\$1,725.36	14%
6000	Televising Meetings	\$2,000	\$166.40	\$466.78	\$120.46			\$120.46	\$753.64	\$1,246.36	38%
6100	Audit Services	\$3,380	\$1,690.00	\$0.00				\$0.00	\$1,690.00	\$1,690.00	50%
6200	Bookkeeping	\$4,500	\$1,000.00	\$830.00	\$1,385.00			\$1,385.00	\$3,215.00	\$1,285.00	71%
6300	Legal Counsel (S Browne)	\$14,700	\$2,400.00	\$2,727.00	\$900.00			\$900.00	\$6,027.00	\$8,673.00	41%
6400	A-87 Costs County Services	\$2,093	\$0.00	\$2,093.00				\$0.00	\$2,093.00	\$0.00	100%
6500	Insurance - General Liability	\$2,815	\$2,815.00	\$0.00				\$0.00	\$2,815.00	\$0.00	100%
6600	Memberships (CALAFCO/CSDA)	\$3,727	\$2,245.00	\$1,482.00				\$0.00	\$3,727.00	\$0.00	100%
6670	GIS Contract with County	\$2,500	\$0.00	\$0.00				\$0.00	\$0.00	\$2,500.00	0%
6740	In-County Travel & Stipends	\$1,000	\$0.00	\$50.00				\$0.00	\$50.00	\$950.00	5%
6750	Travel & Lodging Expenses	\$100	\$0.00	\$0.00				\$0.00	\$0.00	\$100.00	0%
6800	Conferences (Registrations)	\$150	\$0.00	\$0.00				\$0.00	\$0.00	\$150.00	0%
7000	Work Plan (MSRs and SOIs)	\$34,500	\$2,380.00	\$1,741.00	\$505.00			\$505.00	\$4,626.00	\$29,874.00	13%
Monthly/ Year to Date Totals		\$176,193.00	\$44,685.60	\$34,997.90	\$8,997.63	\$0.00	\$0.00	\$8,997.63	\$88,681.13	\$87,511.87	50%
<b>APPLICATIONS</b>											
		DEPOSIT (total by application)	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	March	3rd Qtr Subtotal	Project Total to Date	Remaining Budget	Notes
D-2014-8010	City of Ukiah Detachment of UVSD lands	\$7,532.75	\$3,436.00	\$1,556.00	\$50.00			\$50.00	\$6,290.00	\$1,242.75	
P-2020-01 (8022)	City of Ukiah North Annexation Pre-Application	\$1,500.00	\$0.00	\$850.00	\$272.00			\$272.00	\$1,394.00	\$990.00	
P-2020-02 (8023)	City of Ukiah/UVFD Annexation Pre-Application	\$1,500.00	\$1,222.50	\$417.50				\$0.00	\$1,640.00	\$277.50	
P-2020-03 (8024)	Millview CWD Annexation Pre-Application	\$2,500.00		\$853.00	\$303.50			\$303.50	\$1,460.00	\$1,040.00	
8601	Sustainable Ag Lands Committee Grant Project	\$5,100.00	\$100.00	\$225.00				\$0.00	\$325.00	\$4,775.00	grant reimbursement
Applications to Date Totals		\$10,532.75	\$4,758.50	\$3,901.50	\$625.50	\$0.00	\$0.00	\$625.50	\$7,684.00		
<b>EXPENSES AND APPLICATION TOTALS</b>			\$49,444.10	\$38,899.40	\$9,623.13	\$0.00	\$0.00	\$9,623.13	\$96,365.13		

DEPOSITS

ACCOUNT BALANCES

County of Mendocino Account Balance	\$ 62,278	MUNIS report balance as of	12/15/2020
Operations (Checking) Account Balance	\$ 15,604	Quickbooks balance as of	1/25/2021
Legal Reserve Balance	\$ 35,000	Bank statement as of	12/31/2020
Operations Reserve Balance	\$ 55,474	Bank statement as of	12/31/2020
Total	\$ 168,356		

**Mendocino LAFCo**  
**FY 2020-21 Estimated Work Plan Implementation Schedule and Cost Tracking**  
 February 2021

**Subject to Change:** The estimated schedule and costs for the Fiscal Year 2020-21 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.

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

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

Agency	Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Cost Estimate *	FY 2020-21 Amended Budget	FY 2020-21 Expenses	Cost to Date **
Mendocino City CSD	Complete	Complete	6/1/20	8/3/20	Complete	\$10,000	\$0	\$1,224	\$13,573
Ukiah Valley Sanitation District	Complete	In progress	TBD	TBD	TBD	\$20,000	\$10,000	\$328	\$3,030
City of Ukiah	Pending	Pending	TBD	TBD	TBD	\$25,000	\$12,500	\$1,918	\$1,918
Ukiah Valley Fire District	Complete	Pending	TBD	TBD	TBD	\$7,000	\$6,000	\$0	\$0
County Service Area 3	In progress	In progress	TBD	TBD	TBD	\$10,000	\$6,000	\$0	\$3,876
Covelo CSD	Complete	Postponed	Postponed	Postponed	Postponed	\$8,000	\$0	\$1,156	\$1,802
<b>Estimated Total</b>						\$80,000	\$34,500	\$4,626	\$24,199

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

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



# Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

**Date** January 25, 2021  
**To** Mendocino LAFCo  
**Project** Executive Officer Services  
**Work Period** December 28, 2020 - January 24, 2021

**Invoice No.** 542  
**Invoice Total** \$ 7,878.87

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Executive Officer \$100	Analyst \$68	Clerk \$40		
5300	Basic Services Public Records Act Requests	30.50	12.00	34.50		\$ 5,246.00
5601	Office Supplies Quickbooks Online Fee Office Equipment (Adobe Acrobat, Office 365)				\$ 70.00 \$ 249.87	\$ 319.87
6200	Bookkeeping	12.75		2.75		\$ 1,385.00
7000	Work Plan (MSR/SOI/Special Studies) UVFD City of Ukiah UVSD CSA 3 Covelo CSD					\$ - \$ 303.00 \$ 202.00 \$ - \$ -
8010	City of Ukiah Detachment Application	0.50				\$ 50.00
8022	City of Ukiah North Annex Pre-App		4.00			\$ 272.00
8023	City of Ukiah Valley FD Annex Pre-App					\$ -
8024	Millview CWD Annex Pre-App	0.50	0.75			\$ 101.00
8601	SALC Project (grant reimbursed)					\$ -
<b>Totals</b>		\$ 4,675.00	\$ 1,394.00	\$ 1,490.00	\$ 319.87	<b>\$ 7,878.87</b>

### 5300 Basic Services

Administrative tasks and Clerk duties. File research and maintenance. Communications with Commissioners, public inquiries, etc. Special District election process. SOI policy development. Conference calls and coordination with cities, special districts, legal counsel and staff regarding proposed SOI policies.

### 6200 Bookkeeping

Prepared and coordinated with Treasurer regarding claims. Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks. Completed Draft year end financial reports.

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

Preparation for the Work Plan consisted of coordination and review of MOU and Agreements for the City of Ukiah MSR/SOI Update.

### 8010 City of Ukiah Detachment of UVSD Area

Coordinated with staff and City of Ukiah regarding status of Pre-application.

### 8022 City of Ukiah North Annex Pre-App

Review Pre-Application materials, research issues.

### 8023 Ukiah Valley FD Annexation Pre-Application

### 8024 Millview CWD Annexation Pre-Application

Review Draft Addendum; coordinate with Legal Counsel.

### 8601 Sustainable Agricultural Lands Committee Grant Project



**Uma Hinman**

---

**From:** Intuit QuickBooks Team <intuit@notifications.intuit.com>  
**Sent:** Tuesday, January 19, 2021 6:08 AM  
**To:** eo@mendolafco.org  
**Subject:** We received your QuickBooks subscription payment!



## Payment success

Executive Officer, thank you for your payment.

**Invoice number:**  
1000182207879  
**Invoice date:** 01/19/2021  
**Total:** \$70.00  
**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. To cancel your subscription at any time, go to [Account & Settings](#) and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

## Uma Hinman

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**From:** clerk@mendolafco.org  
**Sent:** Tuesday, January 12, 2021 5:09 PM  
**To:** Uma Hinman  
**Subject:** FW: Thanks for your purchase

Kristen Meadows, Clerk  
Mendocino LAFCo  
Office: 707-463-4470  
www.MendoLAFCo.org

---

**From:** Adobe <store@adobe.com>  
**Sent:** Tuesday, January 12, 2021 4:40 PM  
**To:** clerk@mendolafco.org  
**Subject:** Thanks for your purchase



Thanks for your purchase, Uma.

**You will be charged US\$179.88 (plus tax) annually. Your subscription will automatically renew annually until you cancel (price subject to change). Cancel anytime via [Adobe Account](#) or [Customer Support](#).**

Click below to confirm your new Adobe ID account, [clerk@mendolafco.org](mailto:clerk@mendolafco.org). You'll be asked to create a password if you haven't done so already.

**Confirm your account**

Already confirmed your account? [Get started.](#)

As a reminder, your Adobe ID is [clerk@mendolaeco.org](mailto:clerk@mendolaeco.org). Use it to access all your Adobe products and services.

**Get started**



If you have any questions, we're here for you. [Contact Adobe Customer Support](#) to chat with a representative.

**Subscription details**

Order number: **ADD059607682**  
Ordered: **January 12, 2021**



**Acrobat Pro DC**  
Annual plan, prepaid

US\$179.88/yr

Subtotal  
Tax/VAT 0.00%

US\$179.88/yr  
US\$0.00/yr

**DUE NOW**

**US\$179.88/yr**

## Uma Hinman

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**From:** clerk@mendolafco.org  
**Sent:** Tuesday, January 12, 2021 5:08 PM  
**To:** Uma Hinman  
**Subject:** FW: Your purchase of Microsoft 365 Personal

Kristen Meadows, Clerk  
Mendocino LAFCo  
Office: 707-463-4470  
www.MendoLAFCo.org

---

**From:** Microsoft Store <stremail@microsoft.com>  
**Sent:** Tuesday, January 12, 2021 4:31 PM  
**To:** clerk@mendolafco.org  
**Subject:** Your purchase of Microsoft 365 Personal

Thanks for subscribing!



# Hi Kristen,

Thanks for subscribing to Microsoft 365 Personal. We're happy you're here.

We've charged \$69.99 to Visa \*\*. For a full breakdown of charges, see your [order details](#).

Starting Thursday, January 13, 2022, you'll be billed every year at \$69.99 plus applicable taxes. We'll email you ahead of time if that price ever changes.

[Manage your subscription](#) to review the latest info, change how you pay, or cancel at any time to stop future charges. Enjoy!

**Law Office of P. Scott Browne**  
131 South Auburn Street  
Grass Valley, CA 95945  
5302724250  
**Tax ID: 68-0348904**

January 15, 2021

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

**Invoice Number: 754**  
Invoice Period: 12-16-2020 - 01-15-2021

Payment due by the 15th of next month.

**RE: Mendocino LAFCo**  
Mendocino LAFCo

**Mendocino LAFCo**

**Time Details**

<b>Date</b>	<b>Staff Member</b>	<b>Description</b>	<b>Hours</b>
12-16-2020	PSB	Monthly flat rate, as agreed upon in legal representation agreement	
01-04-2021	PSB	Review agenda and reports in preparation for meeting; Meeting of Commission via Zoom;	2.50
01-14-2021	PSB	Review question from Uma re: Riverview Addendum; Review addendum; Research legal use of addendum	1.00
			<b>Total</b> 900.00
			<b>Total for this Invoice</b> 900.00
			<b>Total Amount to Pay</b> 900.00

We appreciate your business.

Page 1 of 2

# Project Statement of Account

As of 01-15-2021

<b>Project</b>		<b>Balance Due</b>
Mendocino LAFCo		900.00
	<b>Total Amount to Pay</b>	<b>900.00</b>

## Mendocino LAFCo

### Transactions

<b>Date</b>	<b>Transaction</b>	<b>Applied</b>	<b>Invoice</b>	<b>Amount</b>
12-15-2020	Previous Balance			900.00
01-15-2021	Payment Received - Reference Check # 1628			(900.00)
01-15-2021	Payment Applied	900.00	695	
01-15-2021	Invoice 754			900.00
			<b>Balance</b>	<b>900.00</b>

We appreciate your business.

Page 2 of 2

# Streamline

# Receipt

CA  
United States  
+1 916-900-6619  
billing@getstreamline.com

Receipt number 2294-6997  
Invoice number 4688CCCA-0003  
Date paid January 5, 2021

**Paid by**  
Uma Hinman - Mendocino LAFCo  
200 South School Street  
Ukiah, California 95482  
United States  
916-813-0818  
eo@mendolafco.org

## \$0.00 paid on January 5, 2021

Description	Qty	Unit price	Amount
NOV 16 – DEC 16, 2020			
Streamline Web Member 50k-250k	1	\$50.00	\$50.00
<b>Subtotal</b>			<b>\$50.00</b>
<b>Total</b>			<b>\$50.00</b>
(4688CCCA-0003-CN-01) Check 1617 Received at 2321 P Street — Other	-1	\$50.00	-\$50.00
Adjustment subtotal			-\$50.00
Adjustment total			-\$50.00
<b>Amount paid</b>			<b>\$0.00</b>

Need our W-9 for tax purposes? You can download it at [www.getstreamline.com/w9](http://www.getstreamline.com/w9)

# MENDOCINO Local Agency Formation Commission

## Staff Report

MEETING February 1, 2021  
TO Mendocino Local Agency Formation Commission  
FROM Uma Hinman, Executive Officer  
SUBJECT **Status of Applications, Proposals, and Work Plan**

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### RECOMMENDATION

Informational report.

### BACKGROUND

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

### APPLICATIONS

Following is a summary of active and future proposals.

#### Active Proposals

There are currently four (4) active proposals.

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

In April 2020, the City of Ukiah submitted a request to restart a 2014 application for detachment of UVSD served areas from the City that had been deemed incomplete and placed on-hold by the City in 2015. LAFCo staff responded to the City in May, requiring a new application submittal due to the lapse of time and change in conditions, as well as noting the application as premature pending completion of the UVSD SOI Update. The application will be processed concurrently with the City of Ukiah Municipal Service Review and Sphere of Influence Update.

#### City of Ukiah Pre-Application for Annexation of Areas North of the City

Pre-Application request for consultation on the process and potential issues regarding the City's proposal to annex the Brush Street Triangle and Masonite area properties. Staff is coordinating with City staff regarding appropriate process and timing of application processing.

#### Ukiah Valley Fire District Pre-Application for Annexation of the City of Ukiah

Joint Pre-Application request for initial consultation on the proposed annexation of the City of Ukiah into the Ukiah Valley Fire District. LAFCo staff attended a conference call with City and District staff on September 17, 2020 and provided a written response outlining the application process and submittal checklist items. Staff is coordinating with City staff regarding next steps for the application process.



### Millview County Water District Pre-Application for Annexation of Masonite Properties

Pre-Application request for consultation on process and draft documents associated with the MCWD's proposal to annex the Masonite area properties. LAFCo staff have met with the District and its consultants regarding the proposal and is reviewing draft application materials.

## **Potential Future Proposals**

### City of Ukiah Potential Annexation of Areas South of the City

LAFCo staff have provided information related to City staff preparing application materials for a potential annexation of City-owned lands located south of the City limits associated with the City's Wastewater Treatment Plant and the Municipal Airport. Staff is discussing with City staff appropriate process and timing of application processing.

## **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. This report provides an update on progress made in terms of accomplishing the activities scheduled in the Work Plan. This report also serves to inform the Commission of any changes in circumstances or priorities.

### Ukiah Valley Sanitation District (UVSD)

The UVSD has provided a response to the Request for Information (RFI) and staff has been collecting available documentation for the MSR/SOI report. The RFP Ad Hoc Committee has postponed selection of a consultant for this study pending additional feedback from the District on schedule for the Update. Staff are coordinating with UVSD staff on the project.

### City of Ukiah

On December 7, 2020, the Commission approved a consultant selection for the City of Ukiah MSR/SOI Update and directed staff to negotiate and execute agreements with the City of Ukiah for funding and the Planwest Partners Team for preparing the City's MSR/SOI Update. The City has offered to fully fund the Update in order to expedite the process, which would otherwise have required two years for LAFCo to fund. A draft MOU agreement between the City and LAFCo is being reviewed by City staff. Staff is working with Planwest Partners on the scope of work, budget and timeline in preparation for a contract between LAFCo and Planwest Partners to complete the work.

### Ukiah Valley Fire District (UVFD)

The UVFD MSR/SOI Update was postponed in 2019 to track with the City of Ukiah MSR/SOI Update. UVFD previously provided a response to the Request for Information (RFI) and staff has been collecting available documentation for the MSR/SOI report.

### County Service Area (CSA) No. 3

The Administrative Draft MSR/SOI has been initiated. This will be the first MSR/SOI report for the CSA. Due to the COVID-19 emergency, there have been delays in receiving a response to requests for information from the County.

# CALAFCO SPECIAL BULLETIN

December 31, 2020



## Revitalizing Our Communities Special LAFCo messaging materials

**TO: Member LAFCos**  
**FROM: Pamela Miller, CALAFCO Executive Director**

Greetings member LAFCos and a very happy new year to all. May 2021 bring us all peace, health, joy and blessings.

Last month at the webinar on *LAFCos' Critical Role in Moving Forward in the Crisis Realities of 2020 and Beyond*, **CALAFCO unveiled a set of new communication tools for LAFCos to use**. This tool is a result of many months of effort by CALAFCO, a team of volunteers from member LAFCos (a huge thank you to David Church, Christine Crawford, Carolyn Emery, Jason Fried, Don Lockhart and Dawn Longoria), and the generosity of our associate member partner, CV Strategies.

The idea began as part of the monthly CALAFCO/EO meetings as we discussed LAFCos visibility and viability in this unique time. Now, more than ever, we need to embrace LAFCos' purpose and values and employ bold governance to help our communities and agencies recover. It is a critical time for LAFCos to step up and into our RESOURCE role.

CALAFCO's message to you is a simple one: As our communities grapple with economic fallout from the COVID-19 pandemic, they will be looking to LAFCos to help guide the recovery process (as will the Legislature). It is imperative that our organizations engage and display our capacity for leadership, decision-making, and the ability to fairly balance competing interests – even in the face of a series of crises such as the ones we are experiencing.

### **The messaging tools**

We have created three messaging tools, two of which are for your use. Attached you will find our message to you and we request you share this with your commissions.

The second messaging tool we have created with a customized message for your LAFCo to use with your respective agencies. Each LAFCo has one unique to you with your contact information customized at the bottom. If we had a logo for your LAFCo on file, that was also inserted.

We ask that you present this to your commission as well and use it in your communication and work with agencies. If you find that your contact information needs to be changed, please notify me with the correct information and I will update for you.

The third messaging tool created was for use specifically with the Legislature. CALAFCO will be using this in Sacramento, and when you meet with your legislators and/or their staff locally, we ask that you use this special messaging tool with them.

As you can see, the messages are consistent yet contain slight variations depending upon the audience.

### **How to access the messaging tools**

# CALAFCO SPECIAL BULLETIN

December 31, 2020



## Revitalizing Our Communities Special LAFCo messaging materials

These messaging resources are available to all member LAFCos at no cost and we encourage you to use them. Please do not hesitate to reach out with any questions you may have.

CALAFCO is proud to serve our members and we look forward to creating more innovative and creative ways to partner with you in the coming year.

All the best in 2021.

*Attachment: CALAFCO message to Member LAFCos*

# REVITALIZING OUR COMMUNITIES

## LAFCO IS HERE TO HELP

We understand how difficult the COVID-19 pandemic has been on the staff and operations of cities and special districts, and we are looking forward to emerging from this very difficult period in our collective history. LAFCo is here to help guide the recovery process through proven leadership and fair decision-making that acknowledges and balances competing interests. LAFCo uses its regulatory and planning powers to manage growth and development and promote efficient service delivery. LAFCo has the tools and resources that can help your organization through the next steps.

### LAFCOS ARE COMMITTED TO:



#### 1. LEADING THE CONVERSATION WITHOUT BIAS

- Facilitating a constructive discussion with local and regional agencies
- Reaching out to local and regional agencies to identify issues and solutions
- Coordinating agency access to information, programs and resources
- Bringing agencies together by building relationships
- Offering unique local solutions to meet local challenges



#### 2. DEVELOPING MORE EFFICIENT SERVICES

- Building on interagency strengths
- Developing options for efficient and effective services in the new normal
- Connecting agencies to each other for service streamlining
- Giving great weight to proposals that promote improved service delivery to underserved communities while achieving orderly growth patterns



#### 3. PARTNERING TO REBUILD LOCAL ECONOMY IN A BALANCED WAY

- Considering the impacts of LAFCo decisions
- Facilitating economic opportunities based on local circumstances
- Balancing economic growth and conservation of open space and agricultural lands



#### 4. TAKING CRISIS ACTIONS TOGETHER WITH STRESSED AGENCIES

- Helping agencies look at key health indicators (i.e. fiscal, governance)
- Working with agencies to identify internal solutions
- Exploring alternative service delivery options

#### WE OFFER:

- ✓ Email lists and contacts
- ✓ Connections to other agencies
- ✓ Local stakeholder access
- ✓ Professional affiliations
- ✓ SOI/MSRs/Special Studies
- ✓ Key agency health indicators
- ✓ LAFCo actions: Annexations, activation powers, reorganizations, applications, etc.