
MENDOCINO

Local Agency Formation Commission

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

CHAIR

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Dan Hamburg
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Vacant
Special District Member

ALTERNATE MEMBERS

Carre Brown
County Board
of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

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

A G E N D A

Executive Committee Meeting of January 22nd, 2016 10:00am
Willits City Hall, Conference Room
111 East Commercial Street, Willits, California

Call to Order

Roll Call: Commissioners Jerry Ward, Holly Madrigal, and Doug Hammerstrom

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the December 18, 2015 Executive Committee Minutes
2. Review of FY 2015-16 Budget Amendment
3. Review of FY 2015-16 Contract Amendment
4. Review of Preliminary 2016-17 Budget
5. Presentation of 2013-14 Audit and Status of 2014-15 Audit
6. Review of Adopted Fee Schedule
7. Next Executive Committee Meeting
8. Adjourn

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, February 1, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

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at the Mendocino
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of Supervisors Chambers
501 Low Gap Road

Executive Committee Minutes

Meeting of Thursday, December 18, 2015 10:00am
Chardonnay Room, Ukiah Valley Conference Center,
200 South School Street, Ukiah, California

Call to Order

Chair Ward called the meeting to order at 10:07am.

Roll Call

Members Present:

Commissioners Jerry Ward, John McCowen, and Holly Madrigal

Staff Present:

George Williamson, EO (departed 11:50am)
Elizabeth Salomone, Clerk
Scott Browne, Legal Counsel (via telephone)

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. **Approval of the November 19, 2015 Executive Committee Minutes**

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, the November 19, 2015 Executive Committee Minutes were approved unanimously.

Ayes: Madrigal, McCowen, and Ward

2. **MSR & SOI Completion**

Chair Ward asked George Williamson for an update on the Fire District MSRs from Baracco & Associates. Mr. Williamson reported an email communication received from Bruce Baracco indicating the drafts would be distributed beginning on Saturday, December 19, 2015.

George Williamson presented a report on the progress and planning for MSR & SOI completion. The Committee discussed options.

3. **Caspar South Water District 12-Month MSR Review**

By direction of the Commission in December 2014 within the approved MSR, an evaluation was scheduled 12 months after adoption to determine the District's operation and compliance with regulatory requirements, in particular, evidence of process initiation of a Capital Improvement Plan and a Sanitary Sewer Management Plan. Mr. Williamson reported this evaluation will be presented at the January 2016 Regular Commission Meeting.

4. Fiscal Audits, Mid-Year budget, and Reports Review for January 2016

George Williamson presented the reports. The Committee discussed options for budget amendments.

Upon motion by Commissioner Madrigal and second by Commissioner McCowen, the Executive Committee unanimously approved to support staff recommendations for FY 2015/16 budget amendments and proposed FY 2016/17 budget.

Ayes: Madrigal, McCowen, and Ward

ADJOURNMENT

There being no further business, at 12:00pm the meeting was adjourned.

The next Regular Commission Meeting is scheduled for
Monday, January 4, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Mendocino Local Agency Formation Commission

Budget Review

LINE	ACCOUNT	DESCRIPTION	FY 2014-15 Adopted	(unaudited) FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Mid-Year (Dec)	Proposed FY 2015-16 Amendment	FY 2016-17 Proposed
#	#							
REVENUE								
1	4000	LAFCO Apportionment Fees	\$135,000.00		\$125,000.00	\$125,000.00	\$125,000.00	\$151,000.00
2	4030	Application Filing Fees	\$12,000.00		\$33,900.00	\$25,624.00	\$33,900.00	\$33,900.00
3	4100	Service Charges	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
4	4800	Miscellaneous	\$100.00		\$0.00	\$0.00	\$0.00	\$0.00
5	4910	Interest Income	\$500.00		\$128.00		\$128.00	\$128.00
6		Total Revenue	\$147,600.00	\$147,600.00	\$159,028.00	\$150,624.00	\$159,028.00	\$185,028.00
OPERATING EXPENSES								
1	5300	Basic Services - EO/Analyst/GIS/Clerk	\$55,000.00	\$56,282.00	\$59,000.00	\$39,636.25	\$59,000.00	\$62,000.00
2	5500	Rent	\$6,100.00	\$5,355.00	\$4,860.00	\$2,430.00	\$0.00	\$0.00
3	5502	Office Space	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00
4	5503	Work Room	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$360.00
5	5600	Office Expenses (petty cash)	\$3,100.00	\$1,450.17	\$2,800.00	\$947.22	\$700.00	\$700.00
6	5603	Photocopy	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
7	5605	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
8	5607	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00
9	5700	Internet & Website Costs	\$920.00	\$1,037.98	\$1,056.00	\$45.54	\$1,000.00	\$1,000.00
10	5900	Publication and Legal Notices	\$1,950.00	\$3,441.87	\$3,100.00	\$700.20	\$3,100.00	\$3,100.00
11	6000	Televising Meetings	\$1,760.00	\$1,480.00	\$2,112.00	\$630.00	\$1,700.00	\$1,700.00
12	6100	Audit Services	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
13	6200	Bookkeeping	\$4,100.00	\$4,116.50	\$4,100.00	\$2,496.00	\$4,100.00	\$4,100.00
14	6300	Legal Counsel	\$6,000.00	\$5,004.80	\$6,000.00	\$3,000.00	\$6,000.00	\$6,000.00
15	6400	A-87 Costs County Services	\$6,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00
16	6500	Insurance-General Liability	\$1,050.00	\$974.12	\$1,200.00	\$964.60	\$1,200.00	\$1,000.00
17	6600	Memberships (CALAFCO/CSDA)	\$1,755.00	\$1,850.00	\$2,100.00	\$1,156.00	\$1,850.00	\$2,100.00
18	6740	In-County Travel & Stipends	\$1,500.00	\$255.00	\$4,300.00	\$0.00	\$500.00	\$500.00
19	6750	Travel & Lodging Expense	\$6,000.00	\$1,250.64	\$5,000.00	\$1,486.58	\$2,500.00	\$2,500.00
20	6800	Conferences (CALAFCO)	\$3,000.00	\$1,021.10	\$3,000.00	\$1,876.12	\$3,000.00	\$3,000.00
21	7000	Barraco & Associates	\$0.00	\$5,700.00	\$0.00	\$306.25	\$0.00	\$0.00
22	7001	MSR Reviews - Admin	\$5,000.00	\$60.00	\$5,000.00	\$1,450.00	\$5,000.00	\$15,000.00
23	7501	SOI Updates	\$29,000.00	\$29,955.00	\$29,000.00	\$25,969.00	\$42,000.00	\$39,000.00
24	9000	Special Dist. Training Support	\$0.00	\$0.00	\$12,000.00	\$416.00	\$12,000.00	\$0.00
25		Total Operating Expenses	\$135,235.00	\$122,234.18	\$150,628.00	\$83,509.76	\$154,310.00	\$150,860.00
26	8000	Application Filing Expenses	\$12,000.00		\$33,900.00	\$15,177.44	\$33,900.00	\$33,900.00
		Total Net Expenses	\$147,235.00	\$122,234.18	\$184,528.00	\$98,687.20	\$188,210.00	\$184,760.00
		<i>Operating Differences to Date</i>	\$365.00	\$25,365.82	-\$25,500.00	\$51,936.80	-\$29,182.00	\$268.00
		(Negative balance indicates use of fund balance)						

**MENDOCINO LOCAL AGENCY FORMATION COMMISSION
PROFESSIONAL SERVICES AGREEMENT AMENDMENT**

This Agreement, dated as of February 1, 2016, is by and between the Mendocino Local Agency Formation Commission, hereinafter referred to as "COMMISSION", and Planwest Partners Inc., hereinafter referred to as "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 56375(k) COMMISSION may contract for professional or consulting services; and,

WHEREAS, COMMISSION desires to contract for professional services with CONTRACTOR in order to complete the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update Program initiated in 2014; and

WHEREAS, CONTRACTOR is willing to provide such services with the following amendments to terms and conditions as were contained in the Executive Officer Services Agreement dated July 1, 2014.

LAFCo Chairman Name: replace Richard Shoemaker with Jerry Ward

Revise EXHIBIT B - Work Plan for Completion of MSRs and SOIs

Revise EXHIBIT C - Payment Terms

NOW, THEREFORE it is agreed that COMMISSION does hereby amend the contract of Contract Amendment as listed above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Mendocino LAFCo

Contract Amendment

By: _____
Jerry Ward, Chair

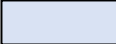
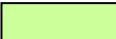
George Williamson, Principal

Attachments

EXHIBIT B REVISED - Work Plan for Completion of MSRs and SOIs
EXHIBIT C REVISED - Payment Terms

Work Plan for Completion of MSRs and SOIs

Agency	MSR	SOI Update	Notes
Cities			
City of Fort Bragg	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
City of Point Arena	City of Point Arena MSR (Adopted Feb 2, 2015)	Completed in FY 2015-16 (Adopted Nov 2, 2015)	
City of Ukiah	City of Ukiah MSR (Adopted Sept 4, 2012)	SOI Amendment Application in progress – on hold status	
City of Willits	City of Willits MSR (Adopted Feb 2, 2015)	Scheduled for FY 2016-17	
Fire Related Districts			
Albion-Little River FD	Countywide Fire MSR – Part 3 (In Progress)	Scheduled for FY 2016-17	
Comptche CSD	Countywide Fire MSR – Part 2 (Adopted Nov 2, 2015)	Scheduled for FY 2016-17	
Covelo FPD	Countywide Fire MSR – Part 1 (Adopted Mar 2, 2015)	Scheduled for FY 2016-17	
Elk CSD	Countywide Fire MSR – Part 3 (In Progress)	Scheduled for FY 2016-17	
Fort Bragg Rural FPD	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
Hopland FPD	Countywide Fire MSR – Part 1 (Adopted Mar 2, 2015)	Scheduled for FY 2016-17	
Leggett Valley FPD	Countywide Fire MSR – Part 1 (Adopted Mar 2, 2015)	Scheduled for FY 2016-17	
Little Lake FPD	Countywide Fire MSR – Part 1 (Adopted Mar 2, 2015)	Scheduled for FY 2016-17	

 FY 2015-16
 FY 2016-17

Agency	MSR	SOI Update	Notes
Long Valley FPD (Laytonville VFD)	Countywide Fire MSR – Part 1 (Adopted Mar 2, 2015)	Scheduled for FY 2016-17	
Mendocino FPD	Countywide Fire MSR – Part 2 (Adopted Nov 2, 2015)	Scheduled for FY 2016-17	
Piercy FPD	Countywide Fire MSR – Part 3 (In Progress)	Scheduled for FY 2016-17	
Potter Valley CSD	Countywide Fire MSR – Part 2 (Adopted Nov 2, 2015)	Scheduled for FY 2016-17	
Redwood Coast FPD	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
Redwood Valley-Calpella FD	Countywide Fire MSR – Part 2 (Adopted Nov 2, 2015)	Scheduled for FY 2016-17	
South Coast FPD	Countywide Fire MSR – Part 3 (In Progress)	Scheduled for FY 2016-17	
Westport VFD (not a special district)	Countywide Fire MSR – Part 3 (In Progress)	Sphere update n/a - Potential fire district formation	
Ukiah Valley FPD	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2016-17	
Community Services Districts			
Anderson Valley CSD	Anderson Valley CSD MSR (Adopted Feb 3, 2014)	Completed in FY 2015-16 (Adopted Dec 7, 2015)	
Brooktrails Township CSD	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
Covelo CSD	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
Gualala CSD	Countywide W/WW MSR (Adopted Oct 6, 2014)	Completed FY 2015-16 (Adopted Jan 4, 2016)	
Mendocino City CSD	Scheduled for FY 2016-17	Scheduled for FY 2016-17	

Agency	MSR	SOI Update	Notes
County Water Districts			
Calpella County Water District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	
Elk County Water District	Countywide W/WW MSR (Adopted Oct 6, 2014)	Completed in FY 2015-16 (Adopted Nov 2, 2015)	
Laytonville County Water District	Countywide W/WW MSR (Adopted Oct 6, 2014)	Completed in FY 2015-16 (Adopted Dec 7, 2015)	
Millview County Water District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	
Redwood Valley County Water District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	
Round Valley County Water District	Countywide W/WW MSR (Adopted Oct 6, 2014)	Scheduled for FY 2015-16	
Westport County Water District	Countywide W/WW MSR (Adopted Oct 6, 2014)	Completed in FY 2015-16 (Adopted Nov 2, 2015)	
Willow County Water District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	
California Water Districts			
Caspar South Water District	Countywide W/WW MSR (Adopted Dec 1, 2014)	Completed in FY 2015-16 (Adopted Nov 2, 2015)	
Irish Beach Water District	Countywide W/WW MSR (Adopted Nov 3, 2014)	Scheduled for FY 2015-16	
Pacific Reefs Water District	Countywide W/WW MSR (Adopted Oct 6, 2014)	Completed in FY 2015-16 (Adopted Nov 2, 2015)	
Other Districts			
Ukiah Valley Sanitation District	Part of UV Special Districts MSR (Adopted March 3, 2014)	Scheduled for FY 2016-17	
Hopland Public Utility District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	

Agency	MSR	SOI Update	Notes
Potter Valley Irrigation District	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2015-16	
Russian River Flood Control and WCID	Part of UV Special Districts MSR (Adopted May 6, 2013)	Scheduled for FY 2016-17	
Noyo Harbor District	Noyo Harbor District MSR (Adopted Feb 3, 2014)	Scheduled for FY 2015-16	
Mendocino Coast Healthcare District	Mendocino Coast Healthcare District MSR (Adopted Aug 4, 2014)	Scheduled for FY 2015-16	
Mendocino County RCD	Mendocino County RCD MSR (Adopted Aug 4, 2014)	Scheduled for FY 2015-16	
Mendocino Coast Rec & Park District	Scheduled for FY 2016-17	Scheduled for FY 2016-17	
Cemetery Districts			
Anderson Valley Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Cemetery District of the Redwoods	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Covelo Public Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Hopland Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Mendocino-Little River Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Potter Valley Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Russian River Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	
Westport-Ten Mile Cemetery District	Countywide Cemetery MSR (In Progress)	Scheduled for FY 2016-17	

PAYMENT TERMS

1. COMMISSION shall pay CONTRACTOR for actual time spent in completion of BASIC SERVICES at the rates and within task payment limits shown below. COMMISSION shall also reimburse CONTRACTOR for allowable costs incurred in the performance of those services. Office overhead, preparation of invoices, travel time by CONTRACTOR and incidental expenses other than the allowable costs set forth below will not be compensated.

2. The following designated personnel and their hourly rates are specified under this Agreement as follows:

George Williamson, Contract Executive Officer	\$108.00 per hour
Colette Metz, LAFCo Analyst; Deputy Executive Officer	\$ 84.00 per hour
Vanessa Blodgett, MSR/SOI Preparer	\$ 76.00 per hour
Sarah West, Administrator; MSR/SOI Preparer	\$ 58.00 per hour
John McFarland, Fire Services Specialist	\$ 58.00 per hour
Steven Tyler, Water/Wastewater Services Specialist	\$ 58.00 per hour
Jason Barnes, GIS Analyst; Website Administrator	\$ 62.00 per hour
Elizabeth Salomone, Sub-Contract Commission Clerk	\$ 35.00 per hour
Uma Hinman, Sub-Contract Environmental Coordinator	\$ 85.00 per hour
Colette Metz, Facilitator	\$ 78.00 per hour
Leslie Marshall, Administrative Analyst	\$ 58.00 per hour

3. CONTRACTOR will submit monthly invoices to COMMISSION on the first day of each subsequent month. Said invoices shall identify the task completed and payment due for such task, and provide an itemization of allowable costs incurred, accompanied by receipts for all expenditures and an explanation of same. Except as otherwise set forth in this Agreement, payment for services and reimbursement of allowable costs will be made by COMMISSION within 30 days of approval of the invoice by COMMISSION.

4. COMMISSION shall pay CONTRACTOR for actual time spent in the completion of BASIC SERVICES at the rates and within task management limits shown below but not to exceed \$63,860 for Fiscal Year 2015-16. In addition CONTRACTOR may not bill for more than \$10,000 for BASIC SERVICES in any one month without prior approval from COMMISSION.

5. COMMISSION shall pay CONTRACTOR for completion of Sphere of Influences for all Cities and Special Districts within Mendocino County as they are completed as per EXHIBIT B for FY 2015-2016. Total price not to exceed \$49,000. Progress payments for SOIs and MSR reviews may be included in separate monthly invoices. Final payment for SOIs and MSR reviews will be made within 30 days acceptance of the SOI or MSR review.

[END OF PAYMENT TERMS]