

## CHAIR & TREASURER

**Jerry Ward**  
Public Member

## VICE CHAIR

**Carre Brown**  
County Board  
of Supervisors

## MEMBERS

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**Dan Hamburg**  
County Board  
of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

## ALTERNATE MEMBERS

**John McCowen**  
County Board  
of Supervisors

**Carol Rosenberg**  
Public Member

**Angela Silver**  
Calpella County Water District

**City Alternate Representative  
to be announced March/April  
2017 by City Select Committee**

## Executive Officer

Uma Hinman

## Analyst

Larkyn Feiler

## Commission Clerk

Elizabeth Salomone

## Counsel

Scott Browne

## Regular Meetings

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

## A G E N D A

Regular Meeting of Monday, March 6, 2017 9:00 AM

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

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

### CALL TO ORDER and ROLL CALL

The City Select Committee was unable to meet and make an Alternate Member appointment for City representation in time for this meeting.

### PUBLIC EXPRESSION

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

### CONSENT CALENDAR

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

2. Approval of the February 6, 2017 Regular Meeting Summary Minutes
3. Approval of the February 2017 Claims and Financial Report

### MATTERS SET FOR HEARING

4. Public hearing for the Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Study.

Commissioner consideration and possible adoption of the Final MSR/SOI Report for the following eight cemetery districts:

Anderson Valley Cemetery District  
Cemetery District of the Redwoods  
Covelo Public Cemetery District  
Hopland Cemetery District  
Mendocino-Little River Cemetery District  
Potter Valley Cemetery District  
Russian River Cemetery District  
Westport-Ten Mile Cemetery District

Questions and comments from participating agencies and members of the public are welcome. Documents are available for review at [www.mendocino.org](http://www.mendocino.org).

<http://mendolafco.org/draft-county-wide-cemetery-district-msrsoi-public-hearing-march-6-2017/>

## MATTERS FOR DISCUSSION & POSSIBLE ACTION

None

## INFORMATION/REPORT ITEMS

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

5. LAFCo 101 and Ethics Training
  - ◆ **Thursday, March 23, 2017**, 5-7pm in the County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, CA hosted by Mendocino Local Agency Formation Commission (LAFCo) and conducted by Mendocino County Counsel. RSVP to Elizabeth Salomone (Clerk) at LAFCo: [clerk@mendolafco.org](mailto:clerk@mendolafco.org) or call 463-4470. Flyer available from Clerk. Please note: There is an option of setting up satellite training via video. Please contact Elizabeth for more information on this.
  - ◆ **Wednesday, March 29, 2017** at 10:00am in the Conference Room, Mendocino Fire Department, 44700 Little Lake Road, Mendocino, CA conducted by Mendocino County Counsel. RSVP to Julie Chapman, Legal Services Supervisor at [chapmanj@co.mendocino.ca.us](mailto:chapmanj@co.mendocino.ca.us). Flyer available from Clerk.
6. Status of Applications, Future Projects, MSR and SOI Updates (Written)
7. Correspondence (listed below, copies available upon request from Clerk)
  - SDRMA Notice of Nominations for the Board of Directors 2017 Election, due May 5, 2017. Nomination documents available from Clerk or at [www.sdrma.org](http://www.sdrma.org).
  - SDRMA Notice of longevity distribution credit on 2017-18 renewal notice in the amount of \$14.
8. Executive Officer's Report (Verbal)
  - 700 Forms
9. Committee Reports (Verbal)
  - Executive Committee
  - Policies and Procedures Committee
10. Commissioner Reports, Comments or Questions (Verbal)
  - Upper Russian River Water Agency (JPA) Update
11. Legislation Report

## ADJOURNMENT

The next Regular Commission Meeting is scheduled for  
Monday, April 3, 2017 at 9:00 AM  
in the County Board of Supervisors Chambers  
501 Low Gap Road, Ukiah, California

Notes: Participation on LAFCo Matters

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

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

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

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## MINUTES LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

### Regular Meeting of Monday, February 6, 2017

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

**Call to Order**

Chair Ward called the meeting to order at 9:05am.

**Roll Call**

Members Present:

Commissioners Carre Brown, Kevin Doble, Gerardo Gonzalez, Dan Hamburg, Theresa McNerlin, Tony Orth, and Jerry Ward

Members Absent:

None

Alternate Members Present:

Commissioners, John McCowen, and Carol Rosenberg, Angela Silver

Alternate Members Absent:

None

Staff Present:

Uma Hinman, Executive Officer  
Elizabeth Salomone, Clerk

### 1. COUNTY AND CITY REPRESENTATIVE APPOINTMENTS

The following appointments were announced:

- Kevin Doble and Gerardo Gonzalez were appointed by the City Select Committee as Regular members filling the City seats. Gerardo Gonzalez was sworn in to office.
- The Alternate City Member is anticipated to be appointed by the City Select Committee before the March 6, 2017 meeting.
- Dan Hamburg and Carre Brown were appointed by the Board of Supervisors Chair as Regular Members filling the County seats, with John McCowen as the Alternate.

### PUBLIC EXPRESSION (Video Time: 9:43)

2. Phillip Thomas, Anderson Valley Ambulance Board Member (Treasurer) spoke in regards to the AVCSA Annexation and Latent Powers application, expressing concern over delays in application processing, which was initiated in May 2016. He urged the Commission to find ways to expedite application.

Chair Ward noted this issue will be covered in Item 11, Status of Applications, Future Projects, MSR and SOI Updates and offered to bring the Item forward after the Consent Calendar.

**CONSENT CALENDAR** (Video Time: 14:35)

Chair Ward pulled all items from the Consent Calendar

3. Approval of the January 9, 2017 Regular Meeting Summary Minutes

Chair Ward noted there were a number of edits from January 2017 minutes. Commissioner Brown submitted several edits to the minutes to the Clerk in writing. Commissioner Brown also provided further clarification that the Potter Valley Cemetery District does have a CPA who reviews the District’s financial records annually and provides a report to the County Auditor but the District does not currently conduct audits.

4. Approval of the January 2017 Claims

- Chair Ward asked for clarification on the invoice amount for the meeting recordings. Staff reported that it was higher than usual due to the fire drill meeting delay and editing necessary to adjust the video.
- It was noted the total for the Commissioner In-County Travel & Stipends is \$233.48, not \$241.39.
- Legal Counsel, P. Scott Browne, will be providing rate review in time for budget development preparation.

January 2017 claims totaling \$

Uma Hinman Consulting:	\$12,276.73
Ukiah Valley Conf Ctr:	\$470.77
P. Scott Browne:	\$500.00
Commission Reimbursements:	\$292.47
County of Mendocino, televising	\$453.69
County of Mendocino, A-87 (account transfer)	\$1,060.00

5. Acceptance of the Monthly Financial Report

- ♦ Commissioner In-County Travel & Stipends is \$233.48, not \$241.39.

Upon motion by Commissioner Brown and second by Commissioner Orth, Items 3, 4 and 5) were approved with corrections by roll call vote:

Ayes: (6) Brown, Doble, Hamburg, McNerlin, Orth, and Ward  
 Abstain: (1) Gonzalez

**BUSINESS ITEMS**

6. Selection of Officers (Video Time: 19:00)

Chair: Upon motion by Commissioner Brown and second by Commissioner Orth, Gerald Ward was selected to serve as the Chair of Mendocino LAFCo by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward

Vice Chair: Upon motion by Commissioner Orth and second by Commissioner McNerlin, Carre Brown was selected to serve as the Vice Chair of Mendocino LAFCo by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward

Treasurer: Upon motion by Commissioner Brown and second by Commissioner Orth, Gerald Ward was selected to serve as the Treasurer (as well as Chair) of Mendocino LAFCo by roll call vote:

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward

7. Standing Committee Appointments (Video Time: 24:00)

a. Executive Committee

Chair Ward, Vice Chair Brown, and Commissioner Doble were appointed to the Executive Committee.

b. Policies & Procedures

Commissioners McNerlin, Hamburg, and Orth were appointed to the Policies & Procedures Committee.

Commissioner Doble complimented Commissioner McNerlin's service as Chair of the Policies & Procedures Committee.

## MATTERS FOR DISCUSSION/POSSIBLE ACTION

8. Commission Financial Reserve Policy (Video Time 38:30)

EO Hinman presented the staff report. LAFCo Legal Counsel has reviewed the proposed policy. Comments and questions were offered by Commissioners McNerlin, Orth, Doble, Brown, and Ward.

Commissioner McNerlin asked for clarification on the survey results of other LAFCo's reserve policy range. The staff report states the comparative results as 10-20% of annual operating budgets however, Commissioner McNerlin noted the Policies & Procedures Committee acted on information showing survey results of other LAFCo's reserve policy ranging 20-30%. EO Hinman noted the research was done by Planwest Partners during their Contract Services term and current staff would review the documentation.

Commissioner McNerlin noted the Policies & Procedures Committee discussed and unanimously agreed upon the recommendation of 25% of the annual operating budget as the operating reserve amount and, as a separate line item, \$50,000 for a legal reserve amount.

Chair Ward noted the reserve funds will be held in a savings account.

Commissioners Brown and Ward thanked the Policies & Procedures Committee for their work.

Upon motion by Commissioner Brown and second by Commissioner Orth, the recommended Commission Financial Reserve Policy (as shown below) was approved by roll call vote:

***Reserves for Fiscal Stability, Cash Flow, and Contingencies***

*Mendocino LAFCo will strive to maintain reserves for fiscal stability, unforeseen operating or capital needs, cash flow requirements, revenue source stability from revenue shortfalls, and unanticipated legal fees. The reserves consist of an Operating Reserve of 25 percent of the annual operating budget and a Legal Reserve of \$50,000 and are to be maintained in separate accounts.*

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward

## INFORMATION/ REPORT ITEMS

9. Application Final Filing Procedures Policy (Video Time 45:00)

EO Hinman presented the staff report. LAFCo Legal Counsel has reviewed the proposed policy. Comments and questions were offered by Commissioners McNerlin, Ward, Gerardo and McCowen.

Commission consensus approved Commissioner McCowen's requested edit to the existing language in the current fee schedule:

*"All fees are considered to be an estimate and estimated fees received are considered to be a deposit. The estimated deposit is due at the time of application submittal to LAFCo. Final costs will be set, if different than the deposit, after all agency comments and invoices for services have been received. All fee estimates must be paid in full prior to the Certificate of Filing being issued, the environmental review documents being certified, the Resolution of Determination being recorded, or the Final Map being filed with the Board of Equalization, as appropriate applicable."*

Commissioner Ward asked for an update on the Policies & Procedures discussion regarding the outstanding account balance in the Moore's Annexation to Irish Beach Water District application. EO Hinman noted the cost of recovering the outstanding amount of \$610.56 would not prove cost effective and advised that if/when the applicant wishes to complete the application, this outstanding amount and an adequate deposit for continued application processing will be required. In the meantime, the outstanding amount will continue to appear on the monthly financial reports.

Upon motion by Commissioner Brown and second by Commissioner Orth, the recommended Application Final Filing Procedures Policy (as shown below) was approved by roll call vote:

***Final Filing*** [*new draft language underlined*]

1. The Executive Officer shall ensure final boundary maps comply with the following:
  - a. LAFCo resolution approving a proposal;
  - b. LAFCo, County and Board of Equalization mapping requirements;
  - c. All conditions of approval have been met; and
  - d. All application fees have been paid prior to filing the Certificate of Completion.A Final Filing checklist is included as Appendix A.
2. The effective date of the change of organization or reorganization is the date the signed Certificate of Completion is filed at the County Recorder's office unless otherwise specified by the Commission (G.C. 57202). If the Certificate of Completion has not been filed within one year after the Commission approves a proposal, the proceeding is deemed abandoned unless the Commission authorizes an extension prior the expiration of that year (G.C. 56895).
3. The Certificate of Completion, including the recording numbers affixed by the County recorder, will be distributed to affected agencies, County surveyor, County assessor, County auditor, and the State Board of Equalization. The State Board of Equalization will distribute relevant information to the Department of Finance, the Controller, and to the Secretary of State, as appropriate (G.C. 57203, 57204).

*Appendix A: Final Filing Checklist – See Resolution No. 16-17-05*

Ayes: (7) Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward

Staff will post an updated Policies & Procedures Manual including all approved revisions on the LAFCo website prior to the next regular meeting.

10. LAFCo 101 and Ethics Training

EO Hinman presented the various options and costs for conducting trainings. Comments and questions were offered by Commissioners Doble, Ward, McNerlin, Orth, Rosenberg, and Gonzalez.

- ◆ Mendocino County Counsel has scheduled a free training for Wednesday February 22, 2017 at 9:00am in the County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California. RSVP to Julie Chapman, Legal Services Supervisor at chapmanj@co.mendocino.ca.us

- ◆ California Fair Political Practices Commission (FPCC) offers a 2 hour online Ethics Training through their website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).
- ◆ CALAFCO Conference in October offers multiple trainings, including LAFCO 101.
- ◆ CSDA has offered the entire board of directors and staff access to free AB1234 Ethics Compliance Training for renewing dues on time. This is an on-demand training that staff and board can take at their convenience on a computer of their choice. The training will be available until March 15, 2017.
- ◆ Brooktrails Township Community Service District periodically offers a Brown Act & Ethics Training on a Saturday, open to all interested parties. Commissioner Orth and staff will coordinate with the District for further information.

Staff were encouraged to include access for coastal agencies to attend the training, perhaps by webinar or video conferencing.

Commissioners McNerlin and Orth were assigned to an Ad Hoc Training Committee in order to assist staff in organizing the suggested additional evening training.

#### 11. Status of Applications, Future Projects, MSR and SOI Updates (Video Time: 27:11)

EO Hinman presented the staff report. Comments and questions were offered by Commissioners

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

LAFCo staff continues to work with the County Auditor Controllers and County Assessors offices in order to get the information needed for the baseline information for development of the tax share agreement. Auditor Controller provided information last week to LAFCo that now needs to be routed to the District and County. Once resolutions of the tax share agreement are received by LAFCo, the application will be scheduled for public hearing. She noted there has been some confusion within the Auditor Controller and Assessors offices as to what steps needed to be taken and assured the Commission that staff continues to cooperate with all the interested parties in order to move the project forward.

The Commission directed Staff to arrange a meeting with LAFCo staff, Commissioner Hamburg, County financial staff, AVCSO, and Ambulance Service representatives regarding the AVCSO application.

*Fort Bragg RFPD Detachment*

EO Hinman noted this project is now complete.

*Proposed Consolidation of the Five Water Districts in the Ukiah Valley area*

EO Hinman noted a correction to the staff report was submitted by the Russian River Flood Control General Manager, Tamara Alaniz. The proposed consolidation of water districts is not related to the SGMA process but is a separate purpose and process. The consolidation would be for functional efficiencies.

#### 12. Correspondence (Video Time 1:09)

The CALAFCO Quarterly Report, January 2017 and CALAFCO 2017 Calendar were received and forwarded to Commissioners via email. CALAFCO Strategic Plan Dashboard Review was also received and will be forwarded.

13. Executive Officer's Report: (Video Time 1:09:42)

- *Association of Fire Districts Meeting, Boonville February 15<sup>th</sup>*. EO and Clerk will attend to present and answer questions regarding the SOI Process. Costal EMS is also presenting.
- Per SB 1266, Staff will be sending out a letter to all special districts notifying them of new filing requirements regarding JPAs.
- Comprehensive city/special district contact update is underway by staff and will be reviewed annually each January.
- CALFCO membership dues will be increasing.
- 700 Forms are due from Commissioners.

14. Committee Reports (Video Time 1:16:25)

Staff noted approved Committee meeting minutes are posted on the LAFCo website.

15. Commissioners Reports, Comments or Questions (Video Time 1:45:10)

*Commissioner Orth:* (Video Time 13:32) spoke of the importance of LAFCo's close examination of Harbor District SOP's to prepare for the future. He implored the City of Fort Bragg and the Board of Supervisors to also pay close attention in order to benefit citizens in the future by protecting the ocean resources of Mendocino County.

*Upper Russian River Water Agency JPA Update* was given by Commissioner Silver. Consolidation efforts continue, water rights are being resolved, and legal representation was secured. The URRWA JPA is participating in the Sustainable Groundwater Management Agency formation group. Responsibilities of funding over the short and long term are being examined. URWAA is working closely with the Mendocino Farm Bureau and RRFC to keep well informed of agricultural water issues. Comments and questions were offered by Commissioners Brown, Orth, Doble, McCowen, and Rosenberg.

*Commissioner Ward* reported the new Ukiah Valley Conference Center lease has been signed with a 5% increase in the future. He also confirmed that the County Auditor collected \$15,000 over the budgeted apportionment fees from Special Districts, Cities, and the County in Fiscal Year 2015-2016. The Executive Committee will discuss a plan for reconciliation.

16. Legislation Report

No report.

**ADJOURNMENT**

There being no further business, at 10:30am the meeting was adjourned. The next regular meeting is Monday, March 6, 2017 at 9:00am in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

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

*February 6, 2017*

<https://www.youtube.com/watch?v=6LfPKbthsZ8&list=PLraKTU7AyZLS-y2htsLamY6DO6IFMHuwP&t=3949s&index=15>



# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 6, 2017  
 TO: Mendocino Local Agency Formation Commission  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: Financial Report and Claims for February 2017

### Claims

The following claims are recommended for payment authorization:

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

Name	Account Description	Amount	Total
Uma Hinman Consulting	5300 Basics Services	\$ 8,424.17	\$ 11,423.90
	6200 Bookkeeping	\$ 29.93	
	7001 MSRs	\$ 16.25	
	7501 SOI Updates	\$ 2,441.05	
	5601 Office Supplies	\$ 130.00	
	8016 Applications (AVCSD)	\$ 382.50	
Ukiah Valley Conf. Center	5502 Office space	\$ 404.00	\$ 481.83
	5503 Work room	\$ 30.00	
	5603 Photocopy	\$ 0.93	
	5605 Postage	\$ 46.90	
P. Scott Browne	<u>6300 Legal Counsel</u>		\$ 500.00
	Monthly flat fee (Feb 2017)	\$ 500.00	
Commissioner Reimbursements	<u>6740 In-County Travel &amp; Stipends:</u>		\$ 233.48
	Rosenberg (Feb 2017)	\$ 51.08	
	McNerlin (Feb 2017)	\$ 50.00	
	Orth (Feb 2017)	\$ 77.00	
County of Mendocino	Silver (Feb 2017)	\$ 55.40	\$ 1,145.60
	6000 Video Recording of Meetings	\$ 261.20	
Pehling & Pehling CPA	7501 GIS Mapping	\$ 884.40	\$ 1,550.00
	6100 Audit Services	\$ 1,550.00	
<b>Total:</b>			<b>\$ 15,334.81</b>

### Other Financial Activity:

**Application Revenues:** none  
**Other Deposits:** none  
**Petty Cash:** no activity

Attachments:  
 Budget Track Spreadsheet



**Uma Hinman Consulting**

PO Box 1251 | Cedar Ridge, CA 95924

(916) 813-0818

uhinman@comcast.net

<b>Date</b>	February 25, 2017	<b>Invoice No.</b>	314
<b>To</b>	Mendocino LAFCo	<b>Invoice Total</b>	<b>\$ 11,423.90</b>
<b>Project</b>	Executive Officer Services		
<b>Work Period</b>	January 30, 2017 - February 25, 2017		

Account	Description	Staff/Hours			Other (At Cost)	Totals
		Hinman EO (\$90)	Feiler Analyst (\$65)	Salomone Clerk (\$39.90)		
5300	Basic Services	52.25	21.5	58.25		\$ 8,424.17
5601	Office Supplies					\$ 130.00
	Quickbooks Online Fee				\$ 31.00	
	Dropbox Annual Fee				\$ 99.00	
6200	Bookkeeping			0.75		\$ 29.93
7001	Municipal Service Reviews		0.25			\$ 16.25
7501	Sphere of Influence Updates	1.5	34.25	2		\$ 2,441.05
8016	Applications (AVCSD)	1	4.5			\$ 382.50
<b>Totals</b>		<b>\$ 4,927.50</b>	<b>\$ 3,932.50</b>	<b>\$ 2,433.90</b>	<b>\$ 130.00</b>	<b>\$ 11,423.90</b>

**Basic Services**

Prepared, posted and distributed February 6 agenda and packet materials. Coordinated meeting packet preparation. Transcribed and reviewed draft February meeting minutes for review at next meeting. Staffed office in February. Preparing March meeting agenda and staff reports, posted notices and agendas. Compiled claims for March agenda. Worked on updating district/city contact information.

Development of work plan and 2017/2018 budget. Attended Executive Committee meeting on 2/21/17. Attended Fire District Association meeting on 2/15/17 in Boonville; presented information about LAFCo and the SOI process. Research ambulance services and County EOS relationship.

**Bookkeeping (Other Services)**

Compiled claims for Commissioner review and approval at March meeting. Entered claims into Quickbooks and prepared checks for claims to be authorized at March 6 meeting.

**Sphere of Influence Updates**

EO Hinman met with City of Willits staff on 2/6/17 to discuss SOI options and process. Continued outreach and preparation of the draft MSR/SOI for the cemetery districts. Worked on RRFC District SOI.

**Municipal Service Reviews**

Corresponded with RCFPD and Fort Bragg regarding RFI responses and submittals.

**Applications**

Facilitated meeting on behalf of AVCSD with District staff, Ambulance staff, Commissioner Hamburg, County Assessor, EO Hinman and Analyst Feiler. Purpose for the meeting (2/21/17) was to gain better understanding of the tax share process and next steps in moving the application forward.

**Dropbox Inc.**

333 Brannan Street  
San Francisco, CA 94107  
United States  
billing-support@dropbox.com

Receipt for clerk@mendolafco.org

<b>Payment</b>	<b>Date</b>	<b>Amount</b>	<b>Receipt ID</b>
Visa ending i      approved	2/13/2017	\$99.00	2XVNFR1CDZWF

<b>Description</b>	<b>Amount</b>
Dropbox Pro - 1TB (2/7/2017 to 2/7/2018)	\$99.00
<b>Total</b>	\$99.00

All amounts shown are in USD. This is not an invoice. No additional payment is required.

**Law Offices of P. Scott Browne**

131 South Auburn Street  
Grass Valley, CA 95945

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

**Marsha A. Burch**  
*Of Counsel*

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

Period Ending:

2/15/2017

*Payment due by the 15th of next month*

*In Reference To:* CLIENT CODE: MENDO-01

**Professional Services**

	<u>Hours</u>
1/17/2017 PSB Telephone call from Uma; Review emails.	0.30
1/19/2017 PSB Work on LAFCo Legislation. (Time split between all CALAFCo clients.)	0.17
1/27/2017 PSB Review and revise mapping policies; Email to client.	1.00
2/1/2017 PSB Review and respond to emails.	0.30
2/7/2017 PSB Work with CALAFCo re: CEQA class for spring work shop. (Time split between all CALAFCo clients).	0.25
2/14/2017 PSB Telephone call from UMA re: EMS	0.50
SUBTOTAL:	[ 2.52 ]

	<u>Amount</u>
<b>Total Professional Hours</b>	2.52
Per Representation Agreement, flat fee of \$500/month.	\$500.00
<b>Previous balance</b>	\$500.00
 <u><b>Payments and Credit Activity</b></u>	
2/15/2017 Payment - Thank You. Check No. 1213	(\$500.00)
<b>Total payments and adjustments</b>	(\$500.00)

Mendocino Local Agency Formation Commission  
 FY 2016-17 Budget and Application Tract - Through January 2017

Acct #	Task	FY 16-17 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	Year to Date	Remaining Budget*
	<b>EXPENSES</b>							
5301	Basic Services - EO/Analyst/Clerk	\$65,680.00	\$14,902.88	\$13,777.85	\$7,072.40	\$8,424.17	\$44,177.30	\$21,502.70
5502	Office Space	\$4,800.00	\$1,200.00	\$1,204.00	\$404.00	\$404.00	\$3,212.00	\$1,588.00
5503	Work Room	\$360.00	\$90.00	\$90.00	\$30.00	\$30.00	\$240.00	\$120.00
5601	Office Supplies	\$700.00	\$99.50	\$201.03	\$98.99	\$130.00	\$529.52	\$170.48
5603	Photocopy	\$1,000.00	\$98.80	\$44.60	\$36.30	\$46.90	\$226.60	\$773.40
5605	Postage	\$300.00	\$219.87	\$52.17	\$0.47	\$0.93	\$273.44	\$26.56
5607	Office Equipment	\$0.00		\$237.55			\$237.55	\$-237.55
5700	Internet & Website Costs	\$1,200.00					\$0.00	\$1,200.00
5900	Publication & Legal Notices	\$2,000.00	\$432.06				\$432.06	\$1,567.94
6000	Televising Meetings	\$1,700.00		\$1,350.80	\$454.69	\$261.20	\$2,066.69	\$-366.69
6100	Audit Services	\$3,025.00	\$1,550.00			\$1,550.00	\$3,100.00	\$-75.00
6200	Bookkeeping	\$4,800.00	\$369.33	\$418.96	\$514.50	\$29.93	\$1,332.72	\$3,467.28
6300	Legal Counsel (S Browne)	\$6,000.00	\$1,500.00	\$1,470.00	\$500.00	\$500.00	\$3,970.00	\$2,030.00
6400	A-87 Costs County Services	\$2,010.00			\$1,060.00		\$1,060.00	\$950.00
6500	Insurance - General Liability	\$1,000.00					\$0.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,100.00		\$1,231.00			\$1,231.00	\$869.00
6740	In-County Travel & Stipends	\$4,300.00	\$702.60	\$411.56	\$233.48	\$233.48	\$1,581.12	\$2,718.88
6750	Travel & Lodging Expenses	\$5,000.00		\$1,805.08			\$1,805.08	\$3,194.92
6800	Conferences (Registrations)	\$3,000.00	\$1,215.73				\$1,215.73	\$1,784.27
7000	MSR & SOI Updates							
7001	MSR Reviews - Admin	\$15,000.00		\$245.00	\$697.50	\$16.25	\$958.75	\$14,041.25
7501	SOI Updates	\$42,622.00	\$1,313.35	\$6,115.95	\$3,919.83	\$3,325.45	\$14,674.58	\$27,947.42
	<b>Monthly/ Year to Date Totals</b>	<b>\$166,597.00</b>	<b>\$23,694.12</b>	<b>\$28,655.55</b>	<b>\$15,022.16</b>	<b>\$14,952.31</b>	<b>\$82,324.14</b>	<b>\$84,272.86</b>

	CONTRACTS/OTHER	FY 16-17 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	Year to Date	Remaining Budget*
7000	Cemetery District MSRs (UHC)	\$3,900.00	\$653.38	\$3,241.15			\$3,894.53	\$5.47
8000	N. of 10 Mile Map Correction (SHN)	\$2,000.00	\$2,000.00				\$2,000.00	\$0.00
7000	Baracco & Associates Final Payment	\$2,400.00	\$2,400.00				\$2,400.00	\$0.00
7000	Planwest Website Transition	\$2,460.00	\$2,170.00				\$2,170.00	\$290.00
	<b>Contracts/Other to Date Totals</b>	<b>\$10,760.00</b>	<b>\$7,223.38</b>	<b>\$3,241.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,464.53</b>	<b>\$295.47</b>

	<b>EXPENSES AND CONTRACTS TOTALS:</b>	<b>\$177,357.00</b>	<b>\$30,917.50</b>	<b>\$31,896.70</b>	<b>\$15,022.16</b>	<b>\$14,952.31</b>	<b>\$92,788.67</b>	<b>\$84,568.33</b>
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Acct #	APPLICATIONS	DEPOSIT	1st Qtr Subtotals	2nd Qtr Subtotal	January	February	Year to Date	Remaining Budget*
	Irish Beach WD Moores Annexation	\$-610.56					\$0.00	\$-610.56
	City Overlap Area from Ft Bragg RFPD (FBRFPD Detachment)	\$7,452.37	\$0.00	\$7,452.37			\$7,452.37	\$0.00
8016	AVCSD (Ambulance) Activation of Latent Powers & Annexation	\$6,000.00	\$1,898.75	\$178.75	\$32.50	\$382.50	\$2,492.50	\$3,507.50
	City of Ukiah Detachment of UVCS lands	\$1,532.75					\$0.00	\$1,532.75
	<b>APPLICATIONS TO DATE TOALS:</b>	<b>\$14,374.56</b>	<b>\$1,898.75</b>	<b>\$7,631.12</b>	<b>\$32.50</b>	<b>\$382.50</b>	<b>\$9,944.87</b>	<b>\$4,429.69</b>
	<b>EXPENSES, CONTRACTS, AND APPLICATION TOTALS:</b>		<b>\$32,816.25</b>	<b>\$39,527.82</b>	<b>\$15,054.66</b>	<b>\$15,334.81</b>	<b>\$102,733.54</b>	

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 6, 2017  
TO: Mendocino Local Agency Formation Commission  
FROM: Larkyn Feiler, Analyst  
SUBJECT: **Public Hearing** for the Countywide Cemetery Districts Municipal Service Review and Sphere of Influence Update

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### **Public Hearing**

This is a Public Hearing to consider public testimony and adopt the proposed Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the eight cemetery districts in Mendocino County. This is the first MSR prepared for these districts:

- Anderson Valley Cemetery District
- Cemetery District of the Redwoods
- Covelo Public Cemetery District
- Hopland Cemetery District
- Mendocino-Little River Cemetery District
- Potter Valley Cemetery District
- Russian River Cemetery District
- Westport-Ten Mile Cemetery District

### **Background**

The Commission held a Workshop on January 9, 2017 for the Draft Countywide Cemetery Districts MSR/SOI Update, provided comments and requested revisions to the study, and directed staff to continue working with the cemetery districts to finalize the study and notice the matter for Public Hearing at the Commission's March 6, 2017 meeting. The Commission's comments and revisions have been addressed and revisions have been incorporated into the MSR/SOI as appropriate.

### District Outreach

Since the January Commission meeting, staff has continued outreach efforts with the districts to finalize the study and move forward with scheduling this matter for Public Hearing. Staff attempted to contact each district by phone, email, and postal mail. Staff experienced varying levels of responsiveness from the cemetery districts. Staff sent a Request for Information (RFI) to each district in December 2016 and did not receive complete information from the Anderson Valley Cemetery District (AVCD), Cemetery District of the Redwoods (CDR), Hopland Cemetery District (HCD), and Mendocino-Little River Cemetery District (MLRCD). Staff provided a copy of the Public Hearing Notice and District-specific MSR section by postal mail to each cemetery district in anticipation of this Public Hearing.

### MSR Revisions

Since completion of the MSR/SOI Update, the following two revisions have been identified and/or requested: (1) change the HCD mailing address from P.O. Box 425 to P.O. Box 464, and (2) under Section 2.3.5.1 remove the reference to the Round Valley Indian Tribes housing development.

Per Commission request, the maps have been updated to include district cemeteries and available data identifying Tribal lands; County GIS staff noted that the Tribal lands data is likely incomplete.

#### Evaluation Factors

The MSR provides information and determinations related to district formation, governance, operations, service capacity, finances, and projected growth which forms the basis for the SOI Update.

#### Updated Financial Information

Staff did not receive recent financial information from AVCD, CDR, and HCD to assist in the preparation of this MSR; therefore, the level of financial assurance is unknown for these districts related to annual financial reporting requirements. It is recommended that these districts be required to provide complete financial information to LAFCo staff for Fiscal Years 2013-2014, 2014-2015, and 2015-2016 by June 30, 2017.

#### Financial Reporting

The recommendation for the Potter Valley Cemetery District (PVCD) to explore with the Mendocino County Auditor-Controller the potential applicability of California Government Code Section 26909(c)(1), which allows for a special district to replace the annual audit requirement with a financial review, may apply to other Cemetery Districts as well.

#### Updated Burial Capacity Information

Staff did not receive current burial capacity information from AVCD and MLRCD to assist in the preparation of this MSR; therefore, it is unknown how many years of continued service these districts have based on existing land capacity (plot space) at current district facilities.

#### Sphere of Influence

There is no official record of established SOIs for the eight cemetery districts in Mendocino County. It is recommended that a coterminous SOI be established for each district.

#### **Recommendation**

Staff recommends that the Commission take the following action:

- (1) Find the Countywide Cemetery Districts MSR/SOI Update is exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Sections 15306 and 15061(b)(3); and
- (2) Adopt LAFCo Resolution 16-17-06, thereby approving the Countywide Cemetery Districts MSR/SOI Update.

#### Attachments:

- (1) LAFCo Resolution 16-17-06
- (2) Countywide Cemetery Districts MSR/SOI Update and associated GIS Maps (<http://mendolafco.org/draft-county-wide-cemetery-district-msrsoi-public-hearing-march-6-2017/>; note: separate file due to size of electronic file)
- (3) Proof of Publication

**Resolution of  
The Local Agency Formation Commission of Mendocino County  
approving the  
  
Cemetery District Countywide  
Municipal Service Review and Sphere of Influence Update 2017  
LAFCo Resolution No. 16-17-06**

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, the Commission conducted a municipal service review to evaluate cemetery district services within the geographic area of Mendocino County pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for the eight cemetery districts in Mendocino County pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner prescribed by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on March 6, 2017 for the following agencies:

Anderson Valley Cemetery District  
Cemetery District of the Redwoods  
Covelo Public Cemetery District  
Hopland Cemetery District  
Mendocino-Little River Cemetery District  
Potter Valley Cemetery District  
Russian River Cemetery District  
Westport-Ten Mile Cemetery District

WHEREAS, the Commission considered all the factors required under California Government Code Sections 56430 and 56425.

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

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.



2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Countywide Cemetery Districts MSR/SOI Update 2017"
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this update of the spheres of influence for the eight cemetery districts in Mendocino County.

BE IT FURTHER RESOLVED that the Countywide Cemetery Districts MSR/SOI Update 2017 is hereby approved and incorporated by reference and a sphere of influence is established to be coterminous with the District boundary for each of the eight cemetery districts in Mendocino County, as depicted in Exhibit "A" through "H".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 6<sup>th</sup> day of March, 2017, by the following vote:

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 6<sup>th</sup> day of March, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

GERALD WARD, Chair

---

UMA HINMAN, Executive Officer

# The Willits News

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

2117504

MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST  
UKIAH, CA 95482

## PROOF OF PUBLICATION

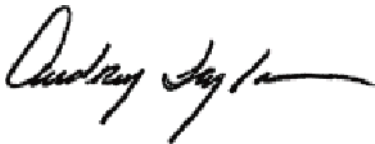
### STATE OF CALIFORNIA COUNTY OF MENDOCINO

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

**02/10/2017**

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

Dated at Willits, California this 10th day of February, 2017.



Signature

Legal No. **0005901178**

WN17091  
**Mendocino LAFCo  
Notice of Public  
Hearing:**

NOTICE IS HEREBY GIVEN that on Monday, March 6, 2017, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCO) will hold a public hearing to consider the following: **Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the following Cemetery Districts (CD):** Anderson Valley CD, CD of the Redwoods, Covelo Public CD, Hopland CD, Mendocino-Little River CD, Potter Valley CD, Russian River CD, and Westport-Ten Mile CD. This item is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15306 and Section 15061(b)(3). Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org); phone: (707) 463-4470. All interested persons are invited to attend, be heard, and participate in the hearings. BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMIS-

**Ukiah Daily Journal**

617 S. State St  
Ukiah, California 95482  
(707) 468-3500  
advertising@record-bee.com

2117504

MENDOCINO COUNTY LAFCO  
200 SOUTH SCHOOL ST  
UKIAH, CA 95482

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

**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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

**02/15/2017**

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

Dated at Ukiah, California,  
February 28th, 2017



Molly E. Lane, LEGAL CLERK

Legal No. **0005903856**

**2526-17**

**2-15/17**

**Mendocino LAFCo Notice of  
Public Hearing:**

NOTICE IS HEREBY GIVEN that on Monday, March 6, 2017, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider the following: Countywide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the following Cemetery Districts (CD): Anderson Valley CD, CD of the Redwoods, Covelo Public CD, Hopland CD, Mendocino-Little River CD, Potter Valley CD, Russian River CD, and Westport-Ten Mile CD. This item is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15306 and Section 15061(b)(3). Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendolafco.org](http://www.mendolafco.org)) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org); phone: (707) 463-4470. All interested persons are invited to attend, be heard, and participate in the hearings. BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMISSION, UMA HINMAN, Executive Officer, Date Posted: February 10, 2017

**Fort Bragg Advocate-News**

690 S. Main Street  
PO Box 1188  
Fort Bragg, California 95437  
707-964-5642  
2117504

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

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

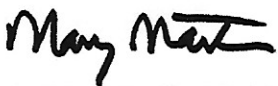
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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

02/16/2017

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

Dated at Ukiah, California,  
February 16th, 2017



Mary Martin, LEGAL CLERK

Legal No. 0005901722

**Mendocino  
LAFCo Notice of  
Public Hearing:**

NOTICE IS HEREBY GIVEN that on Monday, March 6, 2017, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider the following: **County-wide Cemetery Districts Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the following Cemetery Districts (CD):** Anderson Valley CD, CD of the Redwoods, Covelo Public CD, Hopland CD, Mendocino-Little River CD, Potter Valley CD, Russian River CD, and Westport-Ten Mile CD. This item is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15306 and Section 15061(b)(3). Copies of all related documents are on file and may be reviewed at the LAFCo website ([www.mendocinolafco.org](http://www.mendocinolafco.org)) or at the LAFCo office. If you cannot attend the public hearing

described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: [eo@mendocinolafco.org](mailto:eo@mendocinolafco.org); phone: (707) 463-4470. All interested persons are invited to attend, be heard, and participate in the hearings. BY ORDER OF THE MENDOCINO LOCAL AGENCY FORMATION COMMISSION, UMA HENMAN, Executive Officer,  
Date Posted: February 10, 2017  
Publish: 02/16/2017

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: March 6, 2017  
TO: Mendocino Local Agency Formation Commission  
FROM: Uma Hinman, Executive Officer  
SUBJECT: Status of Applications, Future Projects, MSR & SOI Updates

---

### ACTIVE APPLICATIONS

There are currently three (3) active applications on file with the Commission:

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

The AVCSO has submitted application materials to LAFCO for a Reorganization consisting of annexation, detachment, and latent powers activation for ambulance services. The proposed latent powers activation would allow the AVCSO to pursue a functional merger by contract with the Anderson Valley Ambulance Service, an independent non-profit entity that currently provides ambulance services to the Anderson Valley community. The proposed merger into a single entity for fire/rescue and EMS transport would support the provision of local ambulance services and improve financial and operational efficiencies. Staff facilitated a meeting on behalf of the District on February 21<sup>st</sup>; attendees were AVCSO and Ambulance staff, Commissioner Hamburg, County Assessor, EO Hinman, and Analyst Feiler. The purpose of the meeting was to answer questions regarding the tax share analysis, next steps for negotiating the tax share agreement, and next steps for processing the application. Staff continues to work on reviewing the application so as to be ready to schedule the proposal for hearing upon receipt of the tax share agreement.

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

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

3. Fort Bragg RFPD North of 10 Mile Annexation

SHN Engineers submitted a revised annexation map and legal description in July 2016. The map has been reviewed for accuracy and accepted by Mendocino County GIS and the County Surveyor. The remaining task is to resubmit the map and legal description to the State Board of Equalization. Staff is communicating with District staff regarding the mapped boundaries.

(continued...)

**FUTURE PROJECTS:**

There are five (5) potential project proposals that have been brought to LAFCo's attention:

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

2. Millview CWD Annexation

Potential application for annexation of an area located outside the District boundaries but within its sphere of influence.

3. Proposed Nicolls Annexation to Millview CWD and UVSD

Potential annexation of an undeveloped parcel. Owners are discussing options for coordinating with the annexation noted in No. 2, above.

4. Calpella CWD Proposed Annexation

Potential annexation of the Central Avenue Area, which has been receiving water services since 2000. The area has been identified for future annexation in the recent SOI Plan.

5. Proposed Consolidation of Five Water Districts in the Ukiah Valley area

Potential consolidation of five water districts in the Ukiah Valley area: Calpella, Millview, Willow, Russian River Flood Control. It has been estimated that an application is approximately two years out.

**MSR & SOI UPDATES:**

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

<b>MSR</b>	<b>SOI</b>	<b>MSR/SOI</b>	<b>Start Date</b>	<b>Targeted Workshop Date</b>	<b>Status</b>
X	X	Cemetery Districts (8)	7/11/16	1/9/17 (Workshop) 3/6/17 (Hearing)	Workshop was held on 1/9/17; public hearing on 3/6/17
	X	Fire Districts (14)	9/27/16	5/1/17	Staff continues to follow up with districts to obtain information. Staff attended a Fire District Association meeting on 2/15/17 in Boonville to discuss SOI updates.
	X	Russian River FCWCID	10/20/16	4/3/17	In progress; Clerk met with District Manager.
	X	City of Willits	11/10/16	6/5/17	In progress; EO Hinman met with Willits planning staff on 2/6/17; more information requested
X	X	City of Fort Bragg	1/6/17	6/5/17	City has submitted information in response to RFI