

MENDOCINO

Local Agency Formation Commission

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

COMMISSIONERS

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

Richard Weinkle, Alternate
Public Member

John Haschak, Alternate
County Board of Supervisors

Will Lee, Alternate
City of Fort Bragg

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

A G E N D A

Regular Meeting of **Monday, November 2, 2020** at 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

*Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel. Links to recordings and approved minutes are available on the LAFCo website <http://mendolaafco.org/recorded-meetings/>
Meeting documents are available online: <https://www.mendolaafco.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.

The regularly scheduled meeting of the Commission will be live streamed and available for viewing on the [Mendocino County YouTube page](#).

In order to minimize the risk of COVID-19 exposure, the public may provide written and verbal comments in lieu of personal attendance as outlined below.

Submit **written comments** electronically to eo@mendolaafco.org by 8:00 a.m. on November 2. 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@mendolaafco.org by 8:00 a.m. on November 2. In the subject line, specify the agenda item number for your comments and "...Live" (Example: Item 4a Public Comment Live, your name). 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. 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.

3a) Approval of the September 14, 2020 Regular Meeting Summary

3b) Approval of the September 2020 Claims & Financial Report

3c) Approval of the October 2020 Claims & Financial Report

4. PUBLIC HEARING ITEMS

None

5. WORKSHOP ITEMS

None

6. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

6a) Report on Consultant Proposals for City of Ukiah and Ukiah Valley Sanitation District MSR/SOI Updates

The Commission will receive an update on the RFP process and proposals received for the City of Ukiah and the Ukiah Valley Sanitation District Municipal Service Review and Sphere of Influence Updates. Informational.

6b) Proposed Policy for Inactive Applications

Commission will consider a proposed policy on inactive applications as recommended by the Policies & Procedures Committee. RECOMMENDATION: Approve Resolution No. 2020-21-02 adopting a policy for inactive applications and directing staff to update the Mendocino LAFCo Policies & Procedures Manual.

6c) Agreement for Services with Mendocino County

Commission will consider an Agreement for Services with the Mendocino County Executive Office, Information Services Division, to provide GIS and televised meeting support. RECOMMENDATION: Approve the contract with Mendocino County and authorize the Chair's signature.

6d) Commissioner Terms of Office and Special District Member Election

The Commission will receive a report on progress of the Special District Regular Member Election process. Informational.

6e) Mendocino LAFCo Website

The Commission will receive a report on the Mendocino LAFCo website outage and rebuild. Informational.

7. 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.

7a) Work Plan, Current and Future Proposals (Written)

7b) Correspondence (Copies provided upon request)

7c) Executive Officer's Report (Verbal)

7d) Committee Reports (Executive Committee/Policies & Procedures) (Verbal)

7e) Commissioner Reports, Comments or Questions (Verbal)

7f) CALAFCO Business and Legislative Report

ADJOURNMENT

The next Regular Commission Meeting is scheduled for Monday, **December 7, 2020** 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

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Commission Clerk
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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. 3a

DRAFT MINUTES

Local Agency Formation Commission of Mendocino County

Regular Meeting of Monday, September 14, 2020

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

1. CALL TO ORDER and ROLL CALL (Video Time 3:11)

Chair Brown called the meeting to order at 9:01 a.m.

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

Regular Commissioners Absent: Tony Orth

Alternate Commissioners Present: Richard Weinkle, Jennifer Bazzani (seated for former Commissioner Huff)

Alternate Commissioners Absent: Will Lee, John Haschak

Staff Present: Uma Hinman, Executive Officer; Larkyn Feiler, Analyst; Kristen Meadows, Clerk

2. PUBLIC EXPRESSION (Video Time 5:51)

No one from the public indicated interest in public expression.

3. CONSENT CALENDAR (Video Time 6:39)

3a) Approval of the August 3, 2020 Regular Meeting Summary

Commissioner McCowen noted a correction to a reference of County Service Area 3 – a missing 3 – on page 12 of the agenda packet.

3b) Approval of the August 2020 Claims & Financial Report

<u>August 2020 Claims totaling</u>	<u>\$ 20,527.68</u>
Hinman & Associates Consulting	\$ 12,938.44
P. Scott Browne	\$ 4,954.50
Newspapers	\$ 274.64
Ukiah Valley Conference Center	\$ 670.10
PNP CPA	\$ 1,690.00

Commissioner McCowen requested clarification on the legal invoices. EO Hinman explained that LAFCo is charged a flat rate for general legal services capped at an average of four hours per month over a year and noted that she would work with Legal Counsel to provide more clarity on future invoices.

Commissioner Ignacio welcomed Commissioner Gonzalez to the meeting at 9:10 a.m.

3d) Certificate of Appreciation for Commissioner Huff

Chair Brown made note of the commendation for former Commissioner Huff.

Following a motion by Commissioner McCowen and a second by Commissioner Ward, the Consent Calendar was unanimously approved with noted changes by roll call vote.

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

4. PUBLIC HEARING ITEM None.

5. WORKSHOP ITEMS None.

6. MATTERS FOR DISCUSSION AND POSSIBLE ACTION (Video Time 15:55)

6a) Release Request for Proposals and Establish an Ad Hoc Committee for Work Plan Implementation

EO Hinman presented the item. (Video Time 16:19)

Commissioner Bazzani left the meeting at 9:18 a.m. due to technical difficulties.

Commissioner Ward inquired about why the issue was not raised during the budget process and what staff recommends if the costs exceed the budgeted amounts. EO Hinman responded that the applications were not on file during the budget process, the reports were planned to be prepared in-house at that time, and it was assumed that the City of Ukiah would be a two-year study. Commissioner Ward inquired about whether there would be two RFPs, one for each agency, and EO Hinman responded that the RFP allows for individual or combined proposals to be submitted for the City of Ukiah and Ukiah Valley Sanitation District (UVSD).

Commissioner Ignacio expressed support for the RFP.

Commissioner McCowen also supported the RFP and inquired about whether the cost of the consultant would be paid by the applicant. EO Hinman responded that the UVSD study is scheduled for this fiscal year and the City study is scheduled for the current and next fiscal year in the Work Plan budget, and that both studies will likely require CEQA review beyond an exemption level, which is not included in the Work Plan budget, and is the purpose for trying to coordinate the City's SOI Update with the City's General Plan Update process underway. Discussion ensued regarding Commission policy that the cost for sphere change is the responsibility of the subject agency and there are multiple applications pending completion of the SOI Update. Commissioner McCowen expressed concern regarding member agencies paying for an individual agency's application process.

Commissioner Weinkle supported the RFP and also expressed concern regarding the allocation of costs.

Chair Brown reported that the Executive Committee discussed and approved a list of consultants for distribution of the RFP and provided staff direction to require consultant disclosure of any work performed for the subject agencies and potential disqualification based on the scope of involvement.

Commissioner Ward inquired about how to handle bids exceeding the Work Plan budget and EO Hinman clarified that the issue would be addressed by the RFP Ad Hoc Committee.

Commissioner Ignacio inquired about whether approval of a proposal is anticipated by the November 2, 2020 Commission meeting. EO Hinman responded that the intent is for the RFP Ad Hoc Committee to provide a recommendation at the November Commission meeting and for work to potentially begin in December.

Chair Brown encouraged the Commission to select Ad Hoc Committee members with longevity to ensure consistency and recommended Commissioner Orth due to his many years of experience. Commissioner McCowen agreed with Chair Brown's recommendation of Commissioner Orth and also recommended Commissioners Ignacio or Ward for the Ad Hoc Committee. Commissioner Ignacio explained that he could not guarantee his re-election and therefore his availability to serve on the Ad Hoc Committee. Commissioner Ward agreed to participate in the Ad Hoc Committee.

Commissioner McCowen motioned to approve the release of the request for proposals and to appoint an RFP Ad Hoc Committee consisting of Commissioners Orth and Ward and the Executive Officer. Commissioner Ignacio seconded the motion which passed unanimously by roll call vote.

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

6b) Report on Proposed Revisions to Indemnity Clause (Video Time 37:50)

EO Hinman presented the item. Discussion ensued regarding the Executive Committee unanimously decided to make no changes to the standard application indemnity clause and directed staff to provide this informational report at the next Commission meeting, the City of Ukiah's proposed revision is a policy decision due to the absence of clear legal authority that such a provision is illegal, and the existing indemnity clause language is consistent with other LAFcos and is not unique.

Mr. Philip A. Williams, Special Attorney for the City of Ukiah, provided public comments and indicated that there are examples of other LAFcos, such as Fresno LAFco, with indemnity clause language consistent with the proposed revision, noted a San Luis Obispo LAFco case involving this matter, and encouraged the Commission to continue to reflect on the issue.

Commissioner Ignacio suggested that staff monitor the San Luis Obispo LAFco case.

EO Hinman noted for the record that Commissioner Bazzani rejoined the meeting at 9:50 a.m.

6c) Fee Schedule Update Report (Video Time 1:07:35)

EO Hinman presented the item. There were no comments or questions from the Commission. EO Hinman noted that an analysis of staff billing rates and updates to the Fee Schedule will be proposed at a future meeting.

6d) CALAFCO Board of Directors Elections (Video Time 1:10:52)

EO Hinman presented the item. Chair Brown nominated Commissioner Ward to serve as Mendocino LAFco's voting delegate for CALAFCO Board of Directors Elections, which was supported by Commissioners Ignacio, Gonzalez, McCowen, Bazzani, and Weinkle. Commissioner Ward accepted the nomination.

6e) Commissioner Terms of Office and Special District Member Election (Video Time 1:16:21)

EO Hinman presented the item, noted the Commission terms scheduled to end this year for Commissioners Orth, Brown, McCowen, and Gonzalez, in addition to the seat vacated by former Commissioner Huff, and suggested holding one special district member election for both the vacant seat and the ending term seat as a cost saving measure and to streamline the process. Chair Brown expressed support for combining the special district regular and alternate member election process and requested a report back at the next meeting regarding whether Commissioners can continue in office until replaced.

7. INFORMATION/REPORT ITEMS (Video Time: 1:24:12)

7a) Work Plan, Current, and Future Proposals (Video Time: 1:24:12)

EO Hinman presented the item. Chair Brown noted staff direction to provide a legal opinion regarding LAFco jurisdiction over CSA 3 activation of latent powers.

7b) Correspondence None. (Video Time: 1:27:27)

7c) Executive Officer's Report (Video Time: 1:27:40)

EO Hinman noted that the LAFco office continues to be closed due to the COVID-19, staff is working on the year-end financial report, and the Mendocino LAFco website is currently down and there is no estimated restoration date.

7d) Committee Reports (Executive Committee/Policies & Procedures) (Video Time: 1:30:27)

EO Hinman noted current efforts to schedule a Policies & Procedures Committee meeting. Chair Brown reported that at the August 13, 2020 Executive Committee meeting they discussed a potential electronic signature policy.

7e) Commissioners Reports, Comments or Questions (Video Time: 1:32:22)

Commissioner Ward and Chair Brown discussed the current process for Commissioner authorization for payments.

7f) CALAFCO Business and Legislation Report (Video Time: 1:34:17)

EO Hinman noted updates from CALAFCO regarding cancelation of the annual conference, virtual annual Board meeting and elections, and annual achievement awards.

ADJOURNMENT (Video Time: 1:36:26)

There being no further business, the meeting was adjourned at 10:34 a.m. The next regular meeting is scheduled for Monday, October 2, 2020 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.

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<https://www.youtube.com/watch?v=wFkJly3LNTw&list=PLraKTU7AyZLQXUgRLLzYuAU9eq1qMFheb&index=7>

DRAFT

MENDOCINO Local Agency Formation Commission Staff Report

DATE: November 2, 2020
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Financial Report and Claims for September 2020**

RECOMMENDED ACTION

Approve the September 2020 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 10,342.00	
	5600 Office Expenses	\$ 70.00	
	6200 Bookkeeping	\$ 310.00	
	7000 Work Plan		\$ 11,938.00
	8023 City of Ukiah/UVFD Annex	\$ 880.00	
	8010 City of Ukiah Detach of UVSD areas	\$ 236.00	
	8601 SALC Grant Project	\$ 100.00	
Ukiah Valley Conf. Center	5502 Office Space (re-issue w/ Oct claims)		
	5600 Office Expenses (Postage) (Oct claims)		\$ -
P. Scott Browne	6300 Legal Counsel - General Services	\$ 900.00	\$ 900.00
Lisa Weger	8020 Application refund	\$ 16.00	\$ 16.00
Commissioner Stipends	6740 Weinkle (August & September)	\$ 100.00	\$ 100.00
Total:			\$ 12,954.00

Deposits: Mendocino County Resource Conservation District (SALC Grant): \$100.00

Attachments:

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

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	July	August	Sept	1st Qtr Subtotals	Year to Date	Remaining Budget	% of Budget Expended
EXPENSES									
5300	Basic Services - EO/Analyst/Clerk	\$72,060	\$8,228.00	\$10,133.00	\$10,342.00	\$28,703.00	\$28,703.00	\$43,357.00	40%
	Unfunded Mandates	\$0							
5500	Rent	\$5,568	\$434.00	\$464.00		\$898.00	\$898.00	\$4,670.00	16%
5600	Office Expenses	\$3,450	\$252.50	\$593.54	\$70.00	\$916.04	\$916.04	\$2,533.96	27%
5700	Internet & Website Costs	\$1,300	\$1,197.52			\$1,197.52	\$1,197.52	\$102.48	92%
5900	Publication & Legal Notices	\$2,000		\$274.64		\$274.64	\$274.64	\$1,725.36	14%
6000	Televising Meetings	\$2,000	\$166.40			\$166.40	\$166.40	\$1,833.60	8%
6100	Audit Services	\$3,500		\$1,690.00		\$1,690.00	\$1,690.00	\$1,810.00	48%
6200	Bookkeeping	\$4,500	\$360.00	\$330.00	\$310.00	\$1,000.00	\$1,000.00	\$3,500.00	22%
6300	Legal Counsel (S Browne)	\$10,200	\$600.00	\$900.00	\$900.00	\$2,400.00	\$2,400.00	\$7,800.00	24%
6400	A-87 Costs County Services	\$2,131				\$0.00	\$0.00	\$2,131.00	0%
6500	Insurance - General Liability	\$3,000	\$2,815.00			\$2,815.00	\$2,815.00	\$185.00	94%
6600	Memberships (CALAFCO/CSDA)	\$3,691	\$2,245.00			\$2,245.00	\$2,245.00	\$1,446.00	61%
6670	GIS Contract with County	\$2,500				\$0.00	\$0.00	\$2,500.00	0%
6740	In-County Travel & Stipends	\$3,000			\$100.00	\$100.00	\$100.00	\$2,900.00	3%
6750	Travel & Lodging Expenses	\$100				\$0.00	\$0.00	\$100.00	0%
6800	Conferences (Registrations)	\$150				\$0.00	\$0.00	\$150.00	0%
7000	Work Plan (MSRs and SOIs)	\$42,500	\$782.00	\$1,598.00		\$2,380.00	\$2,380.00	\$40,120.00	6%
Monthly/ Year to Date Totals		\$161,650.00	\$17,080.42	\$15,983.18	\$11,722.00	\$44,785.60	\$44,785.60	\$116,864.40	28%

APPLICATIONS	DEPOSIT (total by application)	July	August	Sept	1st Qtr Subtotals	Project Total to Date	Remaining Budget	Notes
D-2014-8010	City of Ukiah Detachment of UVSD lands	\$7,532.75	\$150.00	\$2,487.50	\$236.00	\$2,873.50	\$4,071.50	\$3,461.25
D-2019-1 (8020)	Weger Detachment from MCHD	\$14,062.65	\$40.00	\$2,007.00	\$16.00	\$2,063.00	\$14,062.65	\$0.00 Refund pd 10/1/20
P-2020-01 (8022)	City of Ukiah North Annexation Pre-Application	\$1,500.00				\$0.00	\$0.00	\$1,500.00
P-2020-02 (8023)	City of Ukiah/UVFD Annexation Pre-Application	\$1,500.00		\$50.00	\$880.00	\$930.00	\$930.00	\$570.00
8601	Sustainable Ag Lands Committee Grant Project	\$5,100.00			\$100.00	\$100.00	\$100.00	\$5,000.00 grant reimbursement
Applications to Date Totals		\$24,595.40	\$190.00	\$4,544.50	\$1,232.00	\$5,966.50	\$18,134.15	
EXPENSES AND APPLICATION TOTALS			\$17,270.42	\$20,527.68	\$12,954.00	\$50,752.10	\$62,919.75	

DEPOSITS

9/14/2020	SALC Grant Reimbursement	\$ 100.00
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ACCOUNT BALANCES

County of Mendocino Account Balance	\$ 55,956	MUNIS as of	8/31/2020
Operations (Checking) Account Balance	\$ 16,810	Quickbooks balance as of	9/30/2020
Legal Reserve Balance	\$ 35,000	Bank statement as of	9/30/2020
Operations Reserve Balance	\$ 55,453	Bank statement as of	9/30/2020
Total	\$ 163,219		

Mendocino LAFCo
FY 2020-21 Estimated Work Plan Implementation Schedule and Cost Tracking
 September 2020

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 sphere amendment 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	Budget Year	Request for Information	Outreach	Admin Draft	Public Workshop	Public Hearing	Final Study	Cost Estimate *	Cost to Date **
Mendocino City CSD	<i>FY 2019-20</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>	<i>5/4/2020, 6/1/2020</i>	<i>8/14/2020</i>	<i>8/18/2020</i>	<i>\$11,250</i>	<i>\$13,573</i>
Ukiah Valley Sanitation District	Roll Over	Complete	In progress	In progress	TBD	TBD	TBD	\$20,000	\$2,702
City of Ukiah	FY 2020-21	Pending	Pending	Pending	TBD	TBD	TBD	\$20,000	\$0
County Service Area 3	Roll Over	In progress	Initiated	In progress	TBD	TBD	TBD	\$10,000	\$3,876
Covelo CSD	FY 2020-21	Complete	In progress	In progress	TBD	TBD	TBD	\$8,000	\$1,802
Estimated Total								\$58,000	\$8,380

* This column shows the initial cost estimated for each study and accounts for in process studies rolled over from prior fiscal years.

** This column shows 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 October 1, 2020
To Mendocino LAFCo
Project Executive Officer Services
Work Period September 1-30, 2020

Invoice No. 511
Invoice Total \$ 11,938.00

Account Description	Staff/Hours			Other (At Cost)	Totals
	Executive Officer \$100	Analyst \$68	Clerk \$40		
5300 Basic Services Public Records Act Requests	63.25	35.25	40.50		\$ 10,342.00
5601 Office Supplies Quickbooks Online Fee Office Supplies				\$ 70.00	\$ 70.00
5700 Internet & Website Costs					\$ -
6200 Bookkeeping	1.00		5.25		\$ 310.00
7000 Work Plan (MSR/SOI/Special Studies) UVFD City of Ukiah UVSD CSA 3 Covelo CSD					\$ - \$ - \$ - \$ - \$ -
8023 City of Ukiah Valley FD Annex Pre-App	2.00	10.00			\$ 880.00
8010 City of Ukiah Detachment Application	1.00	2.00			\$ 236.00
8601 SALC Project	1.00				\$ 100.00
Totals	\$ 6,825.00	\$ 3,213.00	\$ 1,830.00	\$ 70.00	\$ 11,938.00

5300 Basic Services

Administrative tasks and Clerk duties. Website hosting/rebuild research and coordination with Chair. File research and maintenance. Public records request research. Communications with Commissioners, public inquiries, etc. September 14 agenda packet for regular Commission meeting. September 23 Policies & Procedures Committee scheduling, meeting agenda packet and meeting participation. Policy development. Preparation and distribution of RFP for Work Plan. Research and development of proposed staff rates. Special District nomination and election process. Conference calls and coordination with special districts, legal counsel and staff.

6200 Bookkeeping

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

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

Preparation for the Work Plan consisted of development of an RFP for the City of Ukiah and UVSD MSR/SOI updates.

8023 Ukiah Valley FD Annexation Pre-Application

Conference call with applicant, staff and legal counsel (9/17); coordinated with legal counsel on follow up items and written response on process and application needs.

8010 City of Ukiah Detachment of UVSD Area

Reviewed application materials; discussed with legal counsel.

8601 Sustainable Agricultural Lands Committee Grant Project

Participated in project kick-off meeting (3/16/20). Note: billing to LAFCo occurs after reimbursement of grant funds are received by LAFCo.

Uma Hinman

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>
Sent: Saturday, September 19, 2020 4:05 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!



Payment success

Executive Officer, thank you for your payment.

Invoice number:
1000165963966
Invoice date: 09/19/2020
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.

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

September 15, 2020

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

Invoice Number: 637
 Invoice Period: 08-16-2020 - 09-15-2020

Payment due by the 15th of next month.

RE: Multiple Projects

CALAFCo
 Mendocino LAFCo

CALAFCo

Time Details

Date	Staff Member	Description	Hours
08-17-2020	PSB	Review revisions to Webinar powerpoint; Zoom meeting with Martha Poyatos to further revise powerpoint (Time split evenly between all LAFCo clients)	0.45
08-18-2020	PSB	Practice Webinar (Time split evenly between all LAFCo clients);	0.30
08-21-2020	PSB	Do Commissioner Role webinar (Time split evenly between all LAFCo clients)	0.30
			Total
			0.00

Mendocino LAFCo

Time Details

Date	Staff Member	Description	Hours
08-16-2020	PSB	Monthly flat rate, as agreed upon in Legal Representation Agreement	
08-25-2020	PSB	Policy on Stale Application (Time split evenly between all LAFCo's)	0.50
09-14-2020	PSB	Review email from Uma re: Ukiah and San District SOI RFPS & respond	0.50

We appreciate your business.

Page 1 of 3

Date	Staff Member	Description	Hours
09-15-2020	PSB	Telephone call to Uma re: special district elections and RFP's	0.40
			Total 900.00
			Total for this Invoice 900.00
			Previous Invoice Balance 720.00
			Payment - Check # 1650 on 09-15-2020 (4,954.50)
			Payment Applied to Moore on 05-06-2020 180.00
			Payment Applied to Weger Detachment on 09-15-2020 2,007.00
			Payment Applied to Ukiah Valley Sanitary District Detachment on 09-15-2020 1,172.50
			Payment Applied to Ukiah Valley Sanitary District Detachment on 09-15-2020 875.00
			Total Amount to Pay 900.00

Project Statement of Account

As of 09-15-2020

Project	Balance Due
Mendocino LAFCo	900.00
Total Amount to Pay	900.00

CALAFCo

Transactions				
Date	Transaction	Applied	Invoice	Amount
08-15-2020	Previous Balance			0.00
09-15-2020	Invoice 637			0.00
			Balance	0.00

Mendocino LAFCo

Transactions				
Date	Transaction	Applied	Invoice	Amount
08-15-2020	Previous Balance			900.00
09-15-2020	Payment Received - Reference Check # 1650			(4,954.50)
09-15-2020	Payment Applied to Weger Detachment	2,007.00	503	2,007.00
09-15-2020	Payment Applied to Ukiah Valley Sanitary District Detachment	1,172.50	563	1,172.50
09-15-2020	Payment Applied	900.00	575	
09-15-2020	Payment Applied to Ukiah Valley Sanitary District Detachment	875.00	576	875.00
09-15-2020	Invoice 637			900.00
			Balance	900.00

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
09-15-2020	Invoice 637	900.00		900.00
			Balance	900.00

MENDOCINO Local Agency Formation Commission Staff Report

DATE: November 2, 2020
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Financial Report and Claims for October 2020**

RECOMMENDED ACTION

Approve the October 2020 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 5,404.00	\$ 6,414.00
	5600 Office Expenses	\$ 70.00	
	6200 Bookkeeping	\$ 180.00	
	8023 City of Ukiah/UVFD Annex	\$ 125.00	
	8022 City of Ukiah North Annex	\$ 510.00	
	8601 SALC Grant Project	\$ 125.00	
Ukiah Valley Conf. Center	5502 Office Space (Sept re-issue, Oct)	\$ 928.00	\$ 1,136.55
	5600 Office Expenses (Postage)	\$ 208.55	
P. Scott Browne	6300 Legal Counsel - General Services	\$ 927.00	\$ 2,029.50
	8010 City of Ukiah Detach of UVSD areas	\$ 810.00	
	8023 City of Ukiah/UVFD Annex	\$ 292.50	
Streamline	5600 Website Hosting	\$ 50.00	\$ 50.00
CSDA	Membership Renewal	\$ 1,482.00	\$ 1,482.00
Total:			\$ 11,112.05

Deposits: Mendocino County Resource Conservation District (SALC Grant): \$125.00,
 Mendocino County Treasury: \$50,000

Attachments:

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

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	1st Qtr Subtotals	October	Nov	Dec	2nd Qtr Subtotal	Year to Date	Remaining Budget	% of Budget Expended
EXPENSES										
5300	Basic Services - EO/Analyst/Clerk	\$72,060	\$28,703.00	\$5,404.00			\$5,404.00	\$34,107.00	\$37,953.00	47%
	Unfunded Mandates	\$0					\$0.00			
5500	Rent	\$5,568	\$898.00	\$928.00			\$928.00	\$1,826.00	\$3,742.00	33%
5600	Office Expenses	\$3,450	\$916.04	\$278.55			\$278.55	\$1,194.59	\$2,255.41	35%
5700	Internet & Website Costs	\$1,300	\$1,197.52	\$50.00			\$50.00	\$1,247.52	\$52.48	96%
5900	Publication & Legal Notices	\$2,000	\$274.64				\$0.00	\$274.64	\$1,725.36	14%
6000	Televising Meetings	\$2,000	\$166.40				\$0.00	\$166.40	\$1,833.60	8%
6100	Audit Services	\$3,500	\$1,690.00				\$0.00	\$1,690.00	\$1,810.00	48%
6200	Bookkeeping	\$4,500	\$1,000.00	\$180.00			\$180.00	\$1,180.00	\$3,320.00	26%
6300	Legal Counsel (S Browne)	\$10,200	\$2,400.00	\$927.00			\$927.00	\$3,327.00	\$6,873.00	33%
6400	A-87 Costs County Services	\$2,131	\$0.00				\$0.00	\$0.00	\$2,131.00	0%
6500	Insurance - General Liability	\$3,000	\$2,815.00				\$0.00	\$2,815.00	\$185.00	94%
6600	Memberships (CALAFCO/CSDA)	\$3,691	\$2,245.00	\$1,482.00			\$1,482.00	\$3,727.00	\$-36.00	101%
6670	GIS Contract with County	\$2,500	\$0.00				\$0.00	\$0.00	\$2,500.00	0%
6740	In-County Travel & Stipends	\$3,000	\$0.00				\$0.00	\$0.00	\$3,000.00	0%
6750	Travel & Lodging Expenses	\$100	\$0.00				\$0.00	\$0.00	\$100.00	0%
6800	Conferences (Registrations)	\$150	\$0.00				\$0.00	\$0.00	\$150.00	0%
7000	Work Plan (MSRs and SOIs)	\$42,500	\$2,380.00				\$0.00	\$2,380.00	\$40,120.00	6%
Monthly/ Year to Date Totals		\$161,650.00	\$44,685.60	\$9,249.55	\$0.00	\$0.00	\$9,249.55	\$53,935.15	\$107,714.85	33%
APPLICATIONS										
		DEPOSIT (total by application)	1st Qtr Subtotals	October	Nov	Dec	2nd 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	\$810.00			\$810.00	\$5,444.00	\$2,088.75	
P-2020-01 (8022)	City of Ukiah North Annexation Pre-Application	\$1,500.00	\$0.00	\$510.00			\$510.00	\$510.00	\$990.00	
P-2020-02 (8023)	City of Ukiah/UVFD Annexation Pre-Application	\$1,500.00	\$1,222.50	\$417.50			\$417.50	\$1,640.00	\$277.50	
8601	Sustainable Ag Lands Committee Grant Project	\$5,100.00	\$100.00	\$125.00			\$125.00	\$225.00	\$4,875.00	grant reimbursement
Applications to Date Totals		\$10,532.75	\$4,758.50	\$1,862.50	\$0.00	\$0.00	\$1,862.50	\$5,954.00		
EXPENSES AND APPLICATION TOTALS			\$49,444.10	\$11,112.05	\$0.00	\$0.00	\$11,112.05	\$59,889.15		

DEPOSITS

10/13/2020	SALC Grant Reimbursement	\$ 125.00
10/4/2020	County of Mendocino (Apportionments)	\$ 50,000.00

ACCOUNT BALANCES

County of Mendocino Account Balance	\$ 9,778		10/25/2020
Operations (Checking) Account Balance	\$ 51,119	Quickbooks balance as of	10/25/2020
Legal Reserve Balance	\$ 35,000	Bank statement as of	9/30/2020
Operations Reserve Balance	\$ 55,458	Bank statement as of	9/30/2020
Total	\$ 151,355		

Mendocino LAFCo
FY 2020-21 Estimated Work Plan Implementation Schedule and Cost Tracking
 October 2020

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 sphere amendment 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	Budget Year	Request for Information	Outreach	Admin Draft	Public Workshop	Public Hearing	Final Study	Cost Estimate *	Cost to Date **
Mendocino City CSD	<i>FY 2019-20</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>	<i>5/4/2020, 6/1/2020</i>	<i>8/14/2020</i>	<i>8/18/2020</i>	<i>\$11,250</i>	<i>\$13,573</i>
Ukiah Valley Sanitation District	Roll Over	Complete	In progress	In progress	TBD	TBD	TBD	\$20,000	\$2,702
City of Ukiah	FY 2020-21	Pending	Pending	Pending	TBD	TBD	TBD	\$20,000	\$0
County Service Area 3	Roll Over	In progress	Initiated	In progress	TBD	TBD	TBD	\$10,000	\$3,876
Covelo CSD	FY 2020-21	Complete	In progress	In progress	TBD	TBD	TBD	\$8,000	\$1,802
Estimated Total								\$58,000	\$8,380

* This column shows the initial cost estimated for each study and accounts for in process studies rolled over from prior fiscal years.

** This column shows 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 October 26, 2020
To Mendocino LAFCo
Project Executive Officer Services
Work Period October 1-25, 2020

Invoice No. 517
Invoice Total \$ 6,414.00

Account Description	Staff/Hours			Other (At Cost)	Totals
	Executive Officer \$100	Analyst \$68	Clerk \$40		
5300 Basic Services Public Records Act Requests	28.00	10.50	47.25		\$ 5,404.00
5601 Office Supplies Quickbooks Online Fee Office Supplies				\$ 70.00	\$ 70.00
5700 Internet & Website Costs					\$ -
6200 Bookkeeping	1.00		2.00		\$ 180.00
7000 Work Plan (MSR/SOI/Special Studies) UVFD City of Ukiah UVSD CSA 3 Covelo CSD					\$ - \$ - \$ - \$ - \$ -
8022 City of Ukiah North Annex Pre-App		7.50			\$ 510.00
8023 City of Ukiah Valley FD Annex Pre-App	1.25				\$ 125.00
8010 City of Ukiah Detachment Application					\$ -
8601 SALC Project	1.25				\$ 125.00
Totals	\$ 3,150.00	\$ 1,224.00	\$ 1,970.00	\$ 70.00	\$ 6,414.00

5300 Basic Services

Administrative tasks and Clerk duties. Website hosting/rebuild. File research and maintenance. Communications with Commissioners, public inquiries, etc. Policy development. Coordination of RFP proposals and RFP Ad Hoc Committee review and meeting. Special District election process. Conference calls and coordination with special districts, legal counsel and staff.

6200 Bookkeeping

Prepared and coordinated with Treasurer regarding claims. Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks. Worked on 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 of RFP and proposals for the City of Ukiah and UVSD MSR/SOI updates.

8022 City of Ukiah North Annex Pre-App

Review Pre-Application materials, research issues and draft response letter.

8023 Ukiah Valley FD Annexation Pre-Application

Review and provide written response on process and application needs to the City of Ukiah.

8010 City of Ukiah Detachment of UVSD Area

8601 Sustainable Agricultural Lands Committee Grant Project

Participated in project meetings. Note: billing to LAFCo occurs after reimbursement of grant funds are received by LAFCo.

Uma Hinman

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>
Sent: Monday, October 19, 2020 4:59 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!

Follow Up Flag: Follow up
Flag Status: Flagged



Payment success

Executive Officer, thank you for your payment.

Invoice number:
1000169882244
Invoice date: 10/19/2020
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.

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

October 15, 2020

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

Invoice Number: 668
 Invoice Period: 09-16-2020 - 10-15-2020

Payment due by the 15th of next month.

RE: Mendocino LAFCo
 Mendocino LAFCo

Mendocino LAFCo

Time Details

Date	Staff Member	Description	Hours
09-16-2020	PSB	Monthly flat rate, as agreed upon in legal representation agreement;	
09-17-2020	PSB	Review and revise RFP for MSRS	1.20
			Total 900.00

Expenses

Date	Staff Member	Expense	Amount
10-15-2020	WJC	Legal Research	27.00
		Legal Research	
Total Expenses			27.00

Total for this Invoice	927.00
Payment on 10-15-2020	(900.00)
Payment Applied to Moore on 05-06-2020	180.00
Payment Applied to CALAFCo on 05-27-2020	73.30
Payment Applied to Weger Detachment on 09-15-2020	2,007.00
Payment Applied to Ukiah Valley Sanitary District Detachment on 09-15-2020	1,172.50
Payment Applied to Ukiah Valley Sanitary District Detachment on 09-15-2020	875.00
Total Amount to Pay	927.00

We appreciate your business.

Page 1 of 2

Project Statement of Account

As of 10-15-2020

Project		Balance Due
Mendocino LAFCo		927.00
	Total Amount to Pay	927.00

Mendocino LAFCo

Transactions

Date	Transaction	Applied	Invoice	Amount
09-15-2020	Previous Balance			900.00
10-15-2020	Payment Received			(900.00)
10-15-2020	Invoice 668			927.00
			Balance	927.00

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
09-15-2020	Invoice 637	900.00		900.00
10-15-2020	Invoice 668	927.00		927.00
10-15-2020	Payment	(900.00)		(900.00)
			Balance	927.00

We appreciate your business.

Page 2 of 2

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

October 15, 2020

Mendo-02
 200 South School St. Ste F
 Ukiah, CA 95482

Invoice Number: 669
 Invoice Period: 09-16-2020 - 10-15-2020

RE: Ukiah Valley Sanitary District Detachment

Time Details

Date	Staff Member	Description	Hours	Rate	Amount
10-01-2020	PSB	Review emails re: CEQA process status; Email to Williams;	0.60	225.00	135.00
10-06-2020	PSB	Conference call with Uma and John Sharp	0.50	225.00	112.50
Total					247.50

Time Summary

Staff Member	Hours	Rate	Amount
PSB	1.10	225.00	247.50
Total			247.50

Total for this Invoice	247.50
Previous Invoice Balance	562.50
Total Amount to Pay	810.00

Project Statement of Account

As of 10-15-2020

Project	Balance Due
Ukiah Valley Sanitary District Detachment	810.00
Total Amount to Pay	810.00

Ukiah Valley Sanitary District Detachment

Transactions

Date	Transaction	Applied	Invoice	Amount
09-15-2020	Previous Balance			562.50
10-15-2020	Invoice 669			247.50
			Balance	810.00

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
09-15-2020	Invoice 636	562.50		562.50
10-15-2020	Invoice 669	247.50		247.50
			Balance	810.00

We appreciate your business.

Page 2 of 2

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

09-15-2020

Mendo-03

Invoice Number: 632
 Invoice Period: 08-16-2020 - 09-15-2020

RE: Fire District Annexation

Time Details

Date	Staff Member	Description	Hours	Rate	Amount
08-25-2020	PSB	Zoom meeting with Uma and Larkyn re: Fire District annexation of City	0.50	225.00	112.50
09-03-2020	PSB	Review email from Williams; Respond to Uma	0.40	225.00	90.00
09-04-2020	PSB	Review Phil Williams email	0.40	225.00	90.00
Total					292.50

Time Summary

Staff Member	Hours	Rate	Amount
PSB	1.30	225.00	292.50
Total			292.50
Total for this Invoice			292.50
Total Amount to Pay			292.50

Project Statement of Account

As of 09-15-2020

Project	Balance Due
Fire District Annexation	292.50
Total Amount to Pay	292.50

Fire District Annexation

Transactions

Date	Transaction	Applied	Invoice	Amount
09-15-2020	Invoice 632			292.50
			Balance	292.50

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
09-15-2020	Invoice 632	292.50		292.50
			Balance	292.50

We appreciate your business.

Page 2 of 2

Streamline

Invoice

2321 P Street
Sacramento CA 95816
United States
+1 916-900-6619

Invoice number 4688CCCA-0002
Date of issue Oct 16, 2020
Date due Nov 15, 2020

Bill to

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

\$50.00 due November 15, 2020

Description	Qty	Unit price	Amount
OCT 16 - NOV 16, 2020			
Streamline Web Member 50k-250k	1	\$50.00	\$50.00
Subtotal			\$50.00
Amount due			\$50.00



**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 877.924.2732 Fax: 916.520.2470
www.csdanet

2021 CSDA MEMBERSHIP RENEWAL

To:
LAFCO of Mendocino County
200 South School Street
Ukiah, CA 95482

Membership ID: 7990
Issue Date: October 1, 2020
Due Date: December 31, 2020

AMS-Associate Member	\$1,482.00
<u>Optional Purchases</u>	
New Member Benefit! Participants receive CSDA Administrative Salary and Benefits Survey results FREE!	NOW FREE FOR CSDA MEMBERS!
\$225 CSDA Sample Policy Handbook	
Total	\$
PAYMENT	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact membership@csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csdanet

Thank you for being a CSDA Member!

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: November 2, 2020
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: **Report on Consultant Proposals for City of Ukiah and Ukiah Valley Sanitation District
MSR/SOI Updates**

RECOMMENDATION

Receive informational report from staff.

BACKGROUND

At the September 14, 2020 Commission meeting, the Commission authorized distribution of a Request for Proposals (RFP) for preparation of the Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates for the City of Ukiah (City) and the Ukiah Valley Sanitation District (UVSD). The Commission also established an RFP Ad Hoc Committee comprised of Commissioner Ward, Commissioner Orth, and the Executive Officer to implement the RFP process and make recommendations to the Commission on consultant selection and contract.

The RFP was released on September 18, 2020 and was distributed to a consultant list approved by Executive Committee meeting and shared via the CALAFCO website. During the 30-day RFP circulation period, the Mendocino LAFCo website was non-operational due to a catastrophic failure of the website host's servers, backup servers, and redundant systems, requiring a complete rebuild of the website at an alternative hosting site. Therefore, LAFCo staff provided a Dropbox link folder with the documents referred to in the RFP. LAFCo staff also provided a document with responses to questions received during the RFP circulation period.

The proposal submittal deadline was October 19, 2020 and three proposals were received from the following consultant(s):

- Planwest Partners/LACO/Bartle Wells Associates/Richard Shoemaker
- Milani & Associates/MMS Design/Craft Consulting Group
- Elliot Mulberg

The following table provides a summary of each proposal.

Consultant(s)	Proposal	Budget	Start	End
Planwest Partners, et al.	UVSD	\$46,674	Dec. 2020	Jun. 2021
	City of Ukiah	\$59,820	Jul. 2021	Jun. 2022
Milani & Associates, et al.	Wastewater focused MSR	\$42,450	Dec. 2020	Jun. 2021
	Comprehensive City	\$67,450 - \$72,450	Dec. 2020	
Elliot Mulberg	UVSD	\$22,300	Dec. 2020	Aug. 2021
	City of Ukiah	\$28,300	Dec. 2020	Aug. 2021
	Both	\$41,900	Dec. 2020	Nov. 2021

The RFP Ad Hoc Committee met on October 28, 2020, discussed the proposals, and directed staff to explore funding options and reconvene the Ad Hoc Committee to develop a consultant selection recommendation for Commission consideration.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: November 2, 2020
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Proposed Policy for Inactive Applications

RECOMMENDATION

Approve Resolution No. 2020-21-02 adopting the policy for inactive applications and directing staff to update the Mendocino LAFCo Policies & Procedures Manual.

BACKGROUND

Mendocino LAFCo has experienced the challenges of restarting aging applications, some of which have languished for as many as 10 years without proceeding to hearing. While the CKH stipulates time requirements for applications once a Certificate of Filing has been issued, it does not speak to stale or inactive applications that have been placed on hold. However, LAFCos have the authority to develop local policies to carry out the functions of the Commission.

Restarting long-inactive or stale applications often requires updated information, indemnification agreements, and additional deposits for staff time to review project files and determine next steps. Other complications that develop over time include changes to statutes and codes, Mendocino LAFCo Policies & Procedures and Fee Schedule, applications forms, staff, etc. Due to the lapse in time it may also be necessary to redistribute the application materials for agency comment so as to ensure transparency and involvement in the processes as there may be changes in circumstances. To avoid these situations, the Commission Chair requested the Policies & Procedures Committee develop a draft policy on inactive applications.

The Policies & Procedures Committee met in February and September 2020 and recommends the following policy to the Commission for consideration. The policy has been reviewed by Legal Counsel who suggested adding an absolute limit of three years to eliminate tracking errors; suggested additional language is underlined:

INACTIVE APPLICATIONS

If an application has not, in the opinion of the Executive Officer, seen substantial activity for a period of 18 months, a letter shall be sent to the applicant notifying them that unless documents or other requested information needed to process the application are received within 30 days, the application shall be deemed terminated and placed on inactive status, and the Commission shall be so notified at the next regularly scheduled meeting of LAFCo. If the applicant responds within the initial 30-day notice period and represents that the requested documents or other information will be available shortly, the applicant, at the discretion of the Executive Officer, shall be granted an additional six (6) months from date of submission (for a total of 24 months) to submit said documents. If said documents or information are not received within the 24-month period, the application shall be deemed terminated and the Executive Director shall so notify the applicant and the Commission. Any application remaining inactive for a period of three (3) years shall automatically be deemed terminated. Information on applications that have been terminated and placed on inactive status shall be retained in conformance to LAFCo's document retention policy. A new application with the required fee and/or deposit shall be required to re-activate the process for said terminated/inactive project.

The attached Resolution No. 2020-21-02 includes the policy language as written above.

Attachment: Resolution No. 2020-21-02

Resolution No. 2020-21-02
of the Local Agency Formation Commission of Mendocino County

Approving the
Inactive Applications Policy

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

WHEREAS, this Commission held a public meeting on the proposed policy for inactive applications and at that meeting, this Commission received the report of the Executive Officer and all oral and written comments with respect to the proposed policy.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE and ORDER the adoption of the Inactive Applications Policy as follows:

Inactive Applications

If an application has not, in the opinion of the Executive Officer, seen substantial activity for a period of 18 months, a letter shall be sent to the applicant notifying them that unless documents or other requested information needed to process the application are received within 30 days, the application shall be deemed terminated and placed on inactive status, and the Commission shall be so notified at the next regularly scheduled meeting of LAFCo. If the applicant responds within the initial 30-day notice period and represents that the requested documents or other information will be available shortly, the applicant, at the discretion of the Executive Officer, shall be granted an additional six (6) months from date of submission (for a total of 24 months) to submit said documents. If said documents or information are not received within the 24-month period, the application shall be deemed terminated and the Executive Director shall so notify the applicant and the Commission. Any application remaining inactive for a period of three (3) years shall automatically be deemed terminated. Information on applications that have been terminated and placed on inactive status shall be retained in conformance to LAFCo's document retention policy. A new application with the required fee and/or deposit shall be required to re-activate the process for said terminated/inactive project.

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

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 2nd day of November 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

CARRE BROWN, Commission Chair

UMA HINMAN, Executive Officer

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: November 2, 2020
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Agreement for Services with Mendocino County

RECOMMENDATION

The Commission approve the proposed contract with the County of Mendocino County Executive Office Information Services Division to provide GIS and video and audio meeting support for the fiscal year 2020-21.

BACKGROUND

Mendocino LAFCo contracts with the County of Mendocino for GIS support and video and audio meeting services. The attached proposed contract updates the billing rates of relevant personnel and clarifies the maximum budget as identified in the LAFCo FY 2020-21 Final Budget.

LAFCo relies on the County of Mendocino GIS department for mapping support and exhibits included in documents such as municipal services reviews and sphere of influence updates. Additionally, all of the Commission's regular meetings are recorded and live-cast with the aid of staff support provided by Mendocino County's Information Services Division.

The contract has been reviewed by Mendocino LAFCo Counsel.

Attachment: Contract with Mendocino County

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the MENDOCINO COUNTY EXECUTIVE OFFICE, INFORMATION SERVICES DIVISION, hereinafter referred to as the "COUNTY", and LAFCO OF MENDOCINO, hereinafter referred to as the "LAFCO".

WITNESSETH

WHEREAS, LAFCO desires to obtain IS for its professional assistance and support with regard to the technical support activities of the Mendocino County Executive Office, Information Services Division; and,

WHEREAS, COUNTY is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to LAFCO.

NOW, THEREFORE it is agreed that LAFCO does hereby retain COUNTY to provide the services described in Exhibit "A", and COUNTY accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Estimated Standard Reimbursable Rates

The term of this Agreement shall be from July 1, 2020, and shall continue through June 30, 2021.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

Janette Rau **07/02/2020**
DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 1960

Line Item: 826392

Grant: Yes No

Grant No.: N/A

CONTRACTOR/COMPANY NAME

By: _____

Date: _____

NAME AND ADDRESS OF CONTRACTOR:

LAFCO of Mendocino

200 S. School Street

Ukiah, CA 95482

INSURANCE REVIEW:

By: Conrad J. Poyer
Risk Management
07/02/2020

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Janette Rau
Deputy CEO
07/02/2020

Date: _____

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: Matthew Kiedrowski
Deputy

Date: **07/02/2020**

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed _____

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that COUNTY is an Independent Contractor. COUNTY is not the agent or employee of the LAFCO in any capacity whatsoever and LAFCO shall not be liable for any acts or omissions by COUNTY nor for any obligations or liabilities incurred by COUNTY.
2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), LAFCO shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the performance or obligations under this AGREEMENT, unless arising out of the sole negligence or willful misconduct of COUNTY.
3. **WORKERS' COMPENSATION:** Each party shall be responsible for providing its own Worker's Compensation insurance.
4. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, LAFCO shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. LAFCO shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of LAFCO's failures to comply with such laws, ordinances, codes and regulations.
 - b. **Accidents:** If a death, serious personal injury or substantial property damage occurs in connection with performance of this Agreement, LAFCO shall immediately notify Mendocino County Risk Manager's Office by telephone. LAFCO shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of involved sub-contractor, if any; (3) name and address of LAFCO's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. LAFCO further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.

5. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to COUNTY as provided in Exhibit "B" hereto as funding permits.

If LAFCO over pays COUNTY for any reason, COUNTY agrees to return the amount of such overpayment to LAFCO, or at LAFCO's option, permit LAFCO to offset the amount of such overpayment against future payments owed to COUNTY under this Agreement or any other agreement.

6. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of LAFCO.

7. THIRD PARTY LICENSES: If contemplated in Attachment A of this agreement, COUNTY may provide copies, licenses, sublicenses, or other right to computer software at the rate for reimbursement so provided. Such software is subject to all terms, conditions and other restrictions under which it may be licensed by its author, vendor, or other licensor. LAFCO agrees to adhere to and be bound by such licensing terms. COUNTY is not the manufacturer of any such software, and provides no warranties or representations, including but not limited to any warranty as to fitness for any particular purpose.

8. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: MENDOCINO COUNTY EXECUTIVE OFFICE
INFORMATION SERVICES DIVISION
501 Low Gap Road, Room 1440
Ukiah, CA 95482
Attn: Cody Snider

To LAFCO: LAFCO OF MENDOCINO COUNTY
200 S. School Street
Ukiah, CA 95482
ATTN: Administration

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

9. USE OF COUNTY PROPERTY: LAFCO shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
10. COMPLIANCE WITH LICENSING REQUIREMENTS: LAFCO shall comply with all necessary licensing requirements and shall obtain appropriate licenses and display the same in a location that is reasonably conspicuous, as well as file copies of same with the County Executive Office.
11. AUDITS; ACCESS TO RECORDS: Each party shall make available to the other, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged in connection with this agreement.

Each party shall maintain full and adequate records to show the actual costs incurred by in the performance of this Agreement. Each party further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing, and each party shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the LAFCO makes the final or last payment or within four (4) years after any pending issues between the LAFCO and COUNTY with respect to this Agreement are closed, whichever is later.

12. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

COUNTY is aware that LAFCO faces strict deadlines for completion of staff reports, notices and other documents that may require COUNTY GIS services. COUNTY will prioritize LAFCO work as to reasonably accommodate such requirements.

13. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by without cause at any time upon giving to LAFCO notice. Such notice shall be in writing and may be issued by any county officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event of termination, the COUNTY shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to COUNTY for its professional assistance and support with regard to the technical support activities of the Mendocino County Executive Office, Information Services Division shall not exceed payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.
14. **NON APPROPRIATION:** If LAFCO should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, LAFCO may unilaterally terminate this Agreement only upon thirty (30) days written notice to COUNTY. Upon termination, LAFCO shall remit payment for all products and services delivered to LAFCO and all expenses incurred by COUNTY prior to COUNTY'S receipt of the termination notice.
15. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
16. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
17. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

18. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between LAFCO and COUNTY relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.
19. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
20. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
21. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe LAFCO may not be adequately performing its obligations under this Agreement or that LAFCO may fail to complete the Services as required by this Agreement, COUNTY may request from LAFCO prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in LAFCO's performance. LAFCO shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. LAFCO acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
22. SUBCONTRACTING/ASSIGNMENT: LAFCO shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
23. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), shall survive termination or expiration for two (2) years.

24. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.

25. INTELLECTUAL PROPERTY WARRANTY: During the course of this AGREEMENT, COUNTY may access LAFCO's computers or other electronic devices for the purposes of providing the services contemplated in Attachment A or any amendment or addendum thereto. LAFCO represents and warrants that it has obtained all appropriate licenses for any software or other intellectual property on such devices. Said licenses shall be sufficient for both LAFCO's ordinary operation of the devices and all maintenance or other services COUNTY performs pursuant to this agreement. In the event COUNTY is subject to any claim, lawsuit, or demand by a third party related to such software or other intellectual property, LAFCO shall indemnify and defend COUNTY pursuant to Paragraph 2 of this Agreement.

26. ELECTRONIC COPIES:

The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.

27. COOPERATION

COUNTY and LAFCO shall cooperate in the performance of all work hereunder.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

1. **General:**

- 1.1. Inclusions – Information Services Division (IS) shall provide:
 - 1.1.1. Miscellaneous Geographical Information Services (GIS) and mapping services.
 - 1.1.2. Audio visual administration and support including recording meetings, encoding, uploading and copying meetings.
 - 1.1.3. A point of contact e-mail address and phone number.
 - 1.1.4. Documentation will be maintained for all services provided.
- 1.2. Exclusions - IS will NOT provide:
 - 1.2.1. Funding for providing physical equipment or software.

EXHIBIT B

ESTIMATED STANDARD REIMBURSABLE RATES

COUNTY will receive payment according to the Technical Services and Support rates listed below, not to exceed \$4,500 for the fiscal year for GIS services, IT support and televised LAFCO meetings provided.

Within 30 days following each month, COUNTY shall submit to LAFCO an invoice detailing the COUNTY hours spent performing technical support as specified in this Agreement for which reimbursement is sought. Based on the expenses identified in the invoice, LAFCO shall remit payment within thirty (30) days, following acceptance of cost report/invoice.

COUNTY and LAFCO will exercise due diligence in resolving any questions that may arise in regards to services and/or billings. LAFCO shall not be charged for operational mistakes and errors unless the errors clearly originated in LAFCO.

MENDOCINO COUNTY INFORMATION SERVICES TECHNICAL SERVICES AND SUPPORT STANDARD RATES		
SUPPORT COSTS*	RATE	UNIT OF COST
GIS COORDINATOR	\$101.36	PER HOUR
GIS TECHNICIAN	\$66.56	PER HOUR
INFORMATION SYSTEMS TECHNICIAN	\$47.08 – \$73.38	PER HOUR
NETWORK SYSTEMS ANALYST	\$86.50 – \$107.16	PER HOUR

1. Weighted average salary rate is per hour based on the above referenced class specifications. Weighted rates may be modified during the term of this agreement when updates are provided by the Mendocino County Auditor's Office.
2. Requests for services outside of regular business hours, as identified in Exhibit A, will be billed at the following rates:
 - a. Service charges will equal 1.5 times the weighted average salary rate
 - b. The minimum call out will equal three (3) hours
3. Mileage rate is based on the International Revenue Service standard mileage rates and mileage calculations are based on travel from 501 Low Gap, Ukiah and returning to same address.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: November 2, 2020
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: Commissioner Terms of Office and Special District Member Election

RECOMMENDATION

Receive informational report from staff regarding Commissioner terms of office and Special District Member election process.

BACKGROUND

Staff presents this information to update the Commission on staff activities undertaken to fill current and upcoming vacancies. Current Commissioner terms end on December 31 of the years indicated in the following table:

Commissioner	Seat	Representing Agency	Term Ending December 31
Carre Brown	Regular	County of Mendocino	2020
John McCowen	Regular	County of Mendocino	2020
John Haschak	Alternate	County of Mendocino	2023
Gerardo Gonzalez ¹	Regular	City	2021
Scott Ignacio ¹	Regular	City	2022
Will Lee ²	Alternate	City	2021
Tony Orth	Regular	Special District	2020
Vacant	Regular	Special District	2022
Jenifer Bazzani	Alternate	Special District	2022
Gerald Ward	Regular	Public	2022
Richard Weinkle	Alternate	Public	2023

¹ Running for re-election, which may affect eligibility.

² Resignation announced, effective December 31, 2020; will no longer be eligible.

While the Executive Officer conducts the Special District representative election process on behalf of the Special District Selection Committee (Government Code §56332), the County and City Selection Committee make appointments annually. The process and timeline for filling the current and anticipated vacancies follows.

County Member – Mendocino County Board of Supervisors

LAFCo staff will coordinate with the Board of Supervisors regarding the appointment of new county members in December/January.

City Member - City Selection Committee

LAFCo staff will coordinate with the City Selection Committee in November/December regarding appointment of City Members. Alternate Commissioner Will Lee’s resignation from the Fort Bragg City Council, effective December 31, 2020, will require an appointment for the remainder of the term ending December 31, 2021. Additionally, Commissioners Ignacio and Gonzalez are running for re-election this year, which may affect eligibility.

Special District – Mailed Ballot Election

The current vacancy of a Special District Regular seat is a result of the resignation of John Huff from the Mendocino Coast Recreation and Park District, which made him ineligible to complete his LAFCo term. The Special District Selection process is underway to fill the remainder of his four-year term, which ends in December 2022. Additionally, Regular Commissioner Orth’s current term expires at the end of 2020.

Following is a summary of the Special District Election Process currently underway:

Special District Election Process	Date of Distribution	Due Date
Notice of vacancy and nominations forms for remaining term	August 7, 2020	September 15, 2020
Notice of vacancy and extension of nomination period to include upcoming 4-year term	September 18, 2020	October 19, 2020
Candidate ballots to independent special districts (if more than one candidate nominated)	October 20, 2020	November 23, 2020
Ballots tallied		November 24, 2020
Candidates notified of election results		November 25, 2020
Commission certifies election results at regular meeting		December 7, 2020

Pursuant to Government Code §56334, Commissioners serve four-year terms and until the appointment and qualification of a successor.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: November 2, 2020
TO: Mendocino Local Agency Formation Commission
FROM: Uma Hinman, Executive Officer
SUBJECT: Mendocino LAFCo Website

RECOMMENDATION

Receive report.

BACKGROUND

In August, Mendocino LAFCo's website host, Pacific Internet, had a catastrophic loss of its hosting servers and systems that resulted in a complete loss of the Mendocino LAFCo website and content.

After careful research, the Executive Officer, in coordination with the LAFCo Chair, selected Streamline as our new web host. Streamline specializes in website hosting and development for special districts and agencies and provides a service that ensures compliance with federal and state website accessibility and transparency laws. Included in the hosting package is 24/7 unlimited support, automated compliance checks and scheduled reminders to meet Brown Act deadlines. The website service fee is a sliding scale based on an agency's operating expenses and is \$50 per month for LAFCo.

Because the web hosting with Pacific Internet was a pre-paid annual fee due at the beginning of the fiscal year and paid in August 2020, a refund of the hosting portion of the bundled services has been requested.

Staff spent a considerable amount of time rebuilding the content of the website and will continue adding past meeting documents and information over the next few weeks.

The website domain remains the same at www.mendolafco.org. Notifications of the reactivated website were sent to the Commissioners, our email list of member agencies and interested parties, and CALAFCO.

MENDOCINO Local Agency Formation Commission

Staff Report

MEETING November 2, 2020
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Status of Applications, Proposals, and Work Plan**

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 three (3) 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.

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. LAFCo staff is reviewing the pre-application request in anticipation of a meeting or written response.

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.

Potential Future Proposals

City of Ukiah Potential Annexation of Areas South of the City

LAFCo staff received a recent inquiry 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 ponds and the Municipal Airport.

Millview County Water District Potential Masonite Annexation

LAFCo staff received a recent inquiry related to a potential annexation of Masonite area properties located outside the District boundaries but within its sphere of influence.

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 reports 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 is in the process of reviewing consultant proposals received in response to an RFP for MSR/SOI Update services for the City of Ukiah and UVSD.

City of Ukiah

The City of Ukiah MSR/SOI Update is scheduled to begin in FY 2020-21 and roll-over to FY 2021-2022. To the extent feasible, LAFCo staff will coordinate the MSR/SOI Update with the City's General Plan Update process underway for potential cost savings and maximizing the CEQA process. The RFP Ad Hoc Committee is in the process of reviewing consultant proposals received in response to an RFP for MSR/SOI Update services for the City of Ukiah and UVSD.

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.

Covelo Community Services District

The Administrative Draft MSR/SOI is in process.

County Service Area (CSA) No. 3

The Administrative Draft MSR/SOI is in process. 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.

Envisioning and Planning the Future - A Special CALAFCO Webinar Offering Proactively Navigating Economic and Service Crisis Realities

ABOUT THIS SESSION

CALAFCO is pleased to offer a variety of webinars at no cost to our Membership through the end of 2020. We are committed to continuing to provide you educational and professional development opportunities even during the pandemic. Each of these unique webinars will be recorded and placed in the Members section of the website for on-demand viewing.

DATE: Thursday, November 19, 2020

TIME: 1:30 p.m. to 3:00 p.m.

Registration closes November 16, 2020 at 5:00 p.m.

Join us for this special session offering several unique perspectives on the current and projected economic conditions of local governments, impacts to LAFCo operations and capacities, and how LAFCos can begin to think about positive strategies to support local service providers helped lessen economic impacts or maintain service levels in spite of the myriad of economic crises we face.

Specifically, we will hear from **Jim Simon** of RSG, Inc. on the current and projected economic conditions facing local governments, including a recession outlook focus on implications for Counties, Cities and Special Districts, and take a look at what governance shifts are we seeing or can expect to see given the host of economic disasters in 2020 (pandemic, historic wildfires, civil unrest).

Through the lens of LAFCo Commissioner/County Supervisor **Jane Parker**, we will explore the COVID-19 economic impact on tourism and agricultural sectors and added economic impacts from wildfires to Monterey, along with impacts on disadvantaged communities. We'll learn how that has impacted LAFCo operations and capacities and discuss how LAFCos can adapt to the financial crisis to survive.

Rounding out the panel, we will hear from Executive Officer **Carolyn Emery** about the fiscal model Orange LAFCo is starting to use to help them better understand challenges facing cities and special districts. We will explore other cooperative efforts that mutually benefit citizens/customers through cooperation among agencies as well as more traditional LAFCo approaches.

The panel will engage attendees to share successful strategies which have helped lessen economic impacts or maintain service levels despite the COVID-19 economic crisis.

Presenters:

- Mr. Jim Simon, Principal & President, RSG, Inc.
- Ms. Jane Parker, Commissioner, Monterey LAFCo
- Ms. Carolyn Emery, Executive Officer, Orange LAFCo

Moderator: Ms. Pamela Miller, Executive Director, CALAFCO

REGISTRATION INFORMATION

NO REGISTRATION FEE IS REQUIRED FOR THIS SESSION FOR MEMBERS OF CALAFCO. ONLY MEMBERS OF CALAFCO ARE ELIGIBLE TO REGISTER AND ATTEND.

Click on the link below to register.

<https://www.eventbrite.com/e/envisioning-and-planning-the-future-tickets-125069593521>

Registration must be received by 5:00 p.m. November 16, 2020.

No late registrations will be accepted.

Once you register on Eventbrite you will receive the Zoom Registration link with your confirmation email. You will then need to use that Zoom Registration link prior to the session to get the Webinar link to join that session. **DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS STEP.**

You can also find this information on the CALAFCO website at www.calafco.org.

For additional information or questions, please contact Christine Crawford at christine.crawford@yolocounty.org, Pamela Miller at pmiller@calafco.org, or Jeni Ticker at jticker@calafco.org.



CALAFCO

1020 12th Street, Suite 222

Sacramento, CA 95814

916-442-6536

www.calafco.org

Approved for 1.5 AICP CM Credits

