

MENDOCINO

Local Agency Formation Commission

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VICE CHAIR

John McCowen
County Board
Of Supervisors

MEMBERS

Dan Hamburg
County Board
Of Supervisors

Doug Hammerstrom
Fort Bragg City Council

Holly Madrigal
Willits City Council

Theresa McNerlin
Ukiah Valley Sanitation District

Vacant
Special District Member

Jerry Ward
Public Member

ALTERNATE MEMBERS

Carre Brown
County Board
Of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Administrator
Sarah West

Commission Clerk
Elizabeth Salomone

Regular Meetings

Frist Monday
of each month
At 9:00 AM
At the Mendocino
County Board
Of Supervisors Chambers
501 Low Gap Road

Approved by Commission November 2, 2015

MINUTES

LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, October 5, 2015

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

Call to Order

Chair Shoemaker called the meeting to order at 9:07am.

Roll Call

Members Present:

Commissioners Doug Hammerstrom (departed 9:40am), John McCowen, Theresa McNerlin (departed 10:07am), and Richard Shoemaker

Members Absent:

Commissioners Dan Hamburg, Holly Madrigal, and Jerry Ward

Alternate Members Present:

Commissioners Carre Brown, Kevin Doble, Carol Rosenberg, and Angela Silver

Alternate Members Absent:

None

Staff Present:

Colette Metz, Analyst & Sarah West, Administrator
Elizabeth Salomone, Clerk

Alternate Commissioners immediately took seat: Brown for Hamburg, Doble for Madrigal, and Rosenberg for Ward.

Consent Calendar

1. Approval of the September 14, 2015 Regular Meeting Summary Minutes
2. Approval September 2015 Claims
3. Acceptance of the Monthly Financial Report

Commissioner Brown asked for Item 1 to be pulled from the Consent Calendar for discussion.

Commissioner Rosenberg noted her concern that the remaining budget of SOI Updates (7501) may be depleted prior to completion of the work. Commission directed George Williamson to provide a budget track presentation at the November 2015 Regular Meeting, including the SOI work.

Upon motion by Commissioner McCowen and second by Commissioner McNerlin, Item 2 & 3 of the Consent Calendar were approved by roll call vote:

Ayes: Commissioners Brown, Doble, Hammerstrom, McCowen, McNerlin, Rosenberg, and Shoemaker

Absent: Commissioners Hamburg, Madrigal, and Ward

Commissioner Brown submitted written comments to Commission Clerk for suggested changes to September 14, 2015 Regular Meeting Summary Minutes, page 3 of 6 under Potter Valley CSD, noting Commissioner Brown stated the District boundary has been resolved due to an adopted resolution by the Board of Supervisors in 1958 that describes the PVCSD boundary and the District now accepts that boundary to be the same as the SOI.

Upon motion by Commissioner Rosenberg and second by Commissioner Silver, Item 1 of the Consent Calendar was approved by unanimous consent:

Ayes: Commissioners Brown, Doble, McCowen, McNerlin, Rosenberg, and Silver
Absent: Commissioners Hamburg, Hammerstrom, Madrigal, and Ward

4. Public Expression

Chair Shoemaker: Due to his recent appointment as City Manager to the City of Point Arena, time constraints and potential conflict of interest, Chair Shoemaker respectfully resigned from Mendocino LAFCo. He expressed gratitude for the work his fellow Commissioners, Staff, and Contractors have done at Mendocino LAFCo. He apologized to his fellow Special District members for not having the special district training program in place before his departure but spoke in support of the work continuing on this important project. He also thanked Jerry Ward for his outstanding work as Treasurer to the Commission.

Vice Chair McCowen thanked Richard Shoemaker for his years of service to LAFCo, noting the extensive time he dedicated to LAFCo and how he was instrumental in the continued professionalism of the Commission. Vice Chair McCowen asked Richard Shoemaker to submit a formal resignation from Mendocino LAFCo in writing. He directed staff to add selection of Chair and Vice Chair to the November Regular Meeting agenda.

Alternate Commissioner Silver immediately took seat for Commissioner Shoemaker.

Public Hearing

5. Fire District Municipal Services Reviews (MSRs) Part 2 CONTINUED

Commission consideration and possible adoption of the Final MSRs for the following Districts:

**Albion-Little River Fire Protection District
Mendocino Fire Protection District
Potter Valley Community Service District
Redwood Valley-Calpella Fire Protection District**

The Public Hearing was opened at 9:48am on July 13, 2015 and Vice Chair McCowen noted the Public Hearing is continued to this meeting.

Comments and questions were offered by Commissioners McCowen, Brown, Hammerstrom, Doble, and Rosenberg as well as Colette Metz, Elizabeth Salomone, and Richard Shoemaker.

Vice Chair McCowen questioned if the Public Hearing to adopt the Fire District MSRs Part 2 is properly noticed on the Agenda for Commission to take action at this meeting. He noted the absence of the documents being considered for adoption and confusion of staff report and attachment within the Agenda Packet.

Colette Metz directed Commissioners to the Agenda Item 5 Staff Report and apologized for the confusion of the heading on the attachment. She noted the Public Hearing is on the agenda because it was continued to the October meeting despite Bruce Baracco not providing the documents as directed by the Commission.

Vice Chair McCowen accepted these explanations. He asked who is managing the communications with Bruce Barraco as a Contractor.

Commissioner Brown noted Bruce Baracco's progress had previously been supervised by the Executive Committee and suggested the Committee renew their efforts in that direction. She asked Richard Shoemaker for comment. Vice Chair McCowen supported this suggestion.

Richard Shoemaker recommended all work and documents be retrieved from Bruce Baracco and Planwest complete the work formally contracted to Mr. Baracco.

Commissioner Hammerstrom asked for the last communication from Bruce Baracco and it was determined to be the Staff Report dated September 14, 2015.

Commissioner Doble asked for clarification of the directions given and actions taken in previous Commission meetings regarding the request for documents from Bruce Baracco with a report back at the November meeting. Commissioners McCowen and Rosenberg supported this request. The Clerk shared from her notes taken at the July 13, 2015 Regular Meeting, Commissioner Brown made a motion, seconded by Commissioner Madrigal, that the request to Baracco & Associates for all remaining existing work product and documentation for Districts as listed in Agenda Item No 12 Staff Report be submitted to Mendocino LAFCo by August 1st, 2015 and was approved by unanimous consent. Commission also discussed the possibility of Planwest would complete the necessary work and distribute drafts to Districts and Commissioners as necessary, though no formal action was taken on this aspect of the discussion. Richard Shoemaker noted that Planwest has access to all the documents in their current draft form in the shared dropbox.

Albion-Little River Fire Protection District

No update provided.

Mendocino Fire Protection District

No update provided.

Potter Valley Community Service District

Commissioner Brown noted updates from September meeting were not conveyed to Bruce Baracco. She sent Mr. Baracco a memo with an explanation from Leif Farr, GIS, explaining how the District Boundaries were confirmed and the Potter Valley CSD agreed with the findings, therefore resolving the issue. Commissioner Brown noted this document is very close to being completed by Bruce Baracco.

Redwood Valley-Calpella Fire Protection District

Commissioner Brown noted Chief Dale came to the September LAFCo meeting but left when he was informed no updated document had been provided by Bruce Baracco for the meeting. The boundary issue was still pending at that time, as was an agreement with one of the Tribes in the District. Commissioner Brown noted this document is very close to being completed by Bruce Baracco.

Action on Public Hearing CONTINUATION

Vice Chair McCowen continued the Public Hearing for the Fire District Municipal Services Reviews of Potter Valley Community Service District, Redwood Valley-Calpella Fire Protection District, Mendocino Fire Protection District, and Albion-Little River Fire Protection District to the November 2, 2015 Regular Commission Meeting.

The Executive Committee will meet with the Executive Officer for discussion on completion of the MSRs currently the responsibility of the former Executive Officer (Bruce Baracco) and the issue will be on the November 2, 2015 meeting agenda in format to allow for discussion and possible action

6. Sphere of Influence (SOI) Updates CONTINUED

Commission consideration and possible adoption of the Final SOIs for the following agencies:

**City of Point Arena
Caspar South Water District
Elk County Water District**

The Public Hearing was opened at 10:53 on September 12, 2015 and Vice Chair McCowen noted the Public Hearing is continued to this meeting.

Colette Metz presented the SOI Updates, noting all reports were transitioned to the new format as discussed in the September Commission Meeting. Comments and questions were offered by Commissioners McCowen, Doble, and Rosenberg.

City of Point Arena

Richard Shoemaker, newly appointed Point Arena City Manager, complimented the document presentation. He requested continuation to the November 2, 2015 to allow him time to consult with the Point Arena City Council. He noted some specific boundary issues that need clarification. Vice Chair McCowen suggested study and evaluation on the Stornetta lands within city limits and outside the urban limit line. Vice Chair McCowen also asked staff to evaluate the relevance of reference to the Mendocino County General Plan in pages 12 and 13 of the Draft SOI.

Commissioner Doble requested several map edits for clarification to the document.

Commissioner Rosenberg asked for clarification on the area between the Pier and the Cove, particularly the discontinuance of the boundary line over water. Discussion was held and Staff directed to further investigate.

This public hearing was continued to the Commission's November meeting.

Elk County Water District

Colette Metz presented changes to the draft SOI Update. Comments and questions were offered by Commissioner Brown.

Commissioner Brown requested several map edits for clarification to the document.

Charlie Acker, Elk CWD Manager, reported the Elk CWD Board has reviewed the document and met with George Williamson. He requested several minor edits. Further discussion was held regarding the status of several parcels. Comments and questions were offered by Commissioners McCowen, Doble, Brown, McNerlin, and Colette Metz.

This public hearing was continued to the Commission's November meeting in order to provide staff and District time to research the possible addition of parcels to SOI and interest in future annexation.

Vice Chair McCowen called a break from 10:08am to 10:13am.

Caspar South Water District

Colette Metz presented changes to the draft SOI Update. She noted District Manager Steve Clouse submitted additional comments regarding the Districts efforts to continue to maintain and upgrade systems. Comments and questions were offered by Commissioners McCowen and Rosenberg.

Commissioner McCowen noted the boundary lines on the map do not currently match the individual parcel boundaries. Colette noted GIS efforts to correct. Commissioner McCowen asked staff to review the public lands shown on the map.

Commissioner McCowen noted the need for referencing the LAFCo directive to revisit the Municipal Service Review for the District in one year instead of five years.

This public hearing was continued to the Commission's November meeting to allow Staff time for mapping updates and other revisions.

Action on Public Hearing for SOIs

Vice Chair McCowen continued the Public Hearing for the City of Point Arena, Elk County Water District, and Caspar South Water District to the November 2, 2015 Regular Commission Meeting.

7. Sphere of Influence (SOI) Updates

Sarah West presented the Administrative Draft SOI Updates for the following Districts:

Laytonville County Water District Westport County Water District

Laytonville County Water District

Staff reported on the SOI Update issues that are awaiting confirmation in order to finalize update for public hearing. Comments and questions were offered by Commissioners Silver, Doble, and Rosenberg. No one from public had comment.

Westport County Water District

Comments and questions were offered by Commissioners Silver, Rosenberg, and McCowen. Commissioner Silver noted for the record that on page 101 lists Disadvantaged Unincorporated Communities (DUCs) and Calpella County Water District is not one.

Action on Workshop SOIs

The two Workshop SOI Updates were conducted and Public Hearings will be scheduled as soon as Staff is able to confirm and complete the reports.

Matters for Discussion & Possible Action

8. Status of MSR and SOI Updates

Sarah West reviewed the status of MSR and SOI Updates. Comments and questions were offered by Commissioners McCowen and Rosenberg. Discussion was held regarding the remaining budget for these reports. Colette Metz noted the delay in MSR completions by Bruce Baracco is not holding up the SOI Updates being undertaken by Planwest.

9. SOI Update Template

Colette Metz presented the revised template. Comments and questions were offered by Commissioners Doble, Rosenberg, and McCowen.

Other Items

10. Status of Current and Future Projects - Nothing to report.

11. Correspondence - Nothing to report.

12. Executive Officer's Report

In George Williamson's absence, Commission Clerk reported the Planning Committee is very close to having a final Policies and Procedures draft to present to the Commission. The Fiscal Audit updates will be reported in future months.

13. Commissioners Reports, Comments or Questions

Commissioners Rosenberg: Noted that the new water legislation needs to be reviewed and addressed by Commission. Colette Metz noted a future agenda item is planned to bring forward more information. Commissioner McCowen noted Commission Brown has extensive experience in the water issues of the county and recommended her as a resource.

14. Legislation Report – There was no report presented.

Adjournment

There being no further business, at 10:55am the meeting was adjourned to the next regular meeting on Monday, November 2, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.