

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

Tony Orth, Chair

Special District Member

Scott Ignacio, Vice-Chair

City Member

Gerald Ward, Treasurer

Public Member

Matthew Froneberger

Special District Member

Glenn McGourty

County Member

Maureen Mulheren

County Member

Mari Rodin

City Member

Gerardo Gonzales, Alternate

City Alternate Member

John Haschak, Alternate

County Alternate Member

Richard Weinkle, Alternate

Public Alternate Member

Vacant, Alternate

Special District Member

STAFF

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Kristen Meadows

Counsel

Scott Browne

REGULAR MEETINGS

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

A G E N D A

Regular Meeting of **Monday, July 11, 2022 at 9:00 AM**

Special Notice

On September 16, 2021, Governor Newsom signed AB 361, which modified the Brown Act to allow for teleconferencing participation at local legislative body public meetings during a proclaimed state of emergency. As urgency legislation, this law took effect immediately. Pursuant to Government Code §54953(e)(1)(B), the Commission will conduct its March 7, 2022 meeting by Zoom. Therefore, Commissioners, staff and members of the public will attend this meeting via teleconference, as provided below.

Instructions for Meeting Participation

Join Meeting Live: Please click the following Zoom link below to join the meeting or utilize the telephone option for audio only.

1. Zoom meeting link: <https://mendocinocounty.zoom.us/j/81960889015>

2. Telephone option (audio only):

Dial: **(669) 900-9128** (*Please note that this is not a toll-free number*)

Meeting ID: **819 6088 9015**

Public Participation is encouraged and public comments are accepted:

1. Live: via the Zoom meeting link or telephone option above

2. Via Email: eo@mendolaafco.org by 8:30 a.m. the day of the meeting

3. Via Mail: Mendocino LAFCo, 200 S School Street, Ukiah, CA 95482

Meeting Participation

To provide comments, please use the raise hand function in Zoom.

a) For those accessing from a computer, tablet, or smartphone, the raise hand function may be selected by clicking or tapping it from the reactions options. When joining the Zoom meeting, please enter your name so that you can be identified to speak.

b) For those utilizing the telephone option (audio only), please use the raise hand feature by pressing *9 on your keypad to raise your hand, and *6 to unmute yourself. When it is your turn to speak, you will be called on by the last four digits of your phone number, if available, and asked to identify yourself for the record.

All comments received will be conveyed to the Commission for consideration during the meeting. All meetings are live-streamed, recorded and available through the link below.

The Commission appreciates the public's flexibility and patience during this health crisis.

Live web streaming and recordings of Regular Commission meetings are available via the
[Mendocino County YouTube Channel](#).

Links to recordings, approved minutes, and meeting documents are available on the LAFCo website: <https://www.mendolaafco.org/commission-meetings>

1. CALL TO ORDER and ROLL CALL

2. AB 361 REMOTE TELECONFERENCING ACTION

Pursuant to AB 361, the Commission will consider the status of the ongoing emergency and facts related to health and safety of meeting attendees due to COVID-19 and consider Resolution No. 2021-22-10 making further findings related to holding this Commission meeting by teleconference pursuant to the provisions of Government Code Section 54953(e). No written report.

3. 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.

4. CONSENT CALENDAR

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

4a) June 6, 2022 Regular Meeting Summary

4b) June 2022 Claims & Financial Report

4c) Approval of Zach Pehling, CPA Contract for FY 2021-22 Audit Services

4d) Ratify Legislative Support Letter for SB 938

5. PUBLIC HEARING ITEMS

5a) CONTINUED: County Service Area No. 3 Municipal Service Review and Sphere of Influence Study

The Commission will continue the Public Hearing and consider a Municipal Service Review (MSR) and Sphere of Influence (SOI) establishment study as required by LAFCo law. The final report includes written determinations on the level and scope of services provided by County Service Area No. 3 (CSA 3). RECOMMENDED ACTIONS: 1) Find the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study is exempt from CEQA pursuant to 14 CCR §15061(b)(1) & (2), §15306, §15301(c), and §15269(b) & (c) and approve the Notice of Exemption for filing; and 2) Adopt LAFCo Resolution 2021-22-17, approving the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study and establishing a Service Specific Sphere of Influence for CSA 3 that is limited to the future Sherwood Firewise Community Zone of Benefit for road maintenance of emergency access routes, and designating an Area of Interest for the Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas.

6. WORKSHOP ITEMS

None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION

7a) Future Format of Commission Meetings

The Commission will discuss and provide direction to staff regarding format of future Commission meetings.

8. INFORMATION AND REPORT ITEMS

The following informational items are reports on current LAFCo activities, communications, studies, legislation, and special projects. General direction to staff for future action may be provided by the Commission. No immediate action will be taken on any of the following items.

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

8b) Correspondence (Copies provided upon request)

- LAFCo's comment letter in response to the City of Ukiah Notice of Preparation of a Draft EIR for the General Plan Update

8c) CALAFCO Business and Legislative Report

- CALAFCO U Webinar Flyer: Sharing the Wealth, Tax Exchange Under R&T Code Section 99
- CALAFCO Conference: October 19-21 Newport Beach
- CALAFCO 2022 Board Recruitment and Nomination Notice
- CALAFCO Achievement Award Nomination Notice

8d) Executive Officer's Report (Verbal)

8e) Committee Reports (Executive Committee, Policies & Procedures, Work Plan Ad Hoc) (Verbal)

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

ADJOURNMENT

The next Regular Commission Meeting is tentatively scheduled for Monday, **August 1, 2022** at 9:00 AM.
Meeting may be held remotely due to current State and local mandates related to the COVID-19 pandemic.

Notice: This agenda has been posted at least 72 hours prior to the meeting and in accordance with the temporary Brown Act Guidelines instated by State Executive Order N-29-20 and AB 361.

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.

Resolution No. 2022-23-01
of the Mendocino Local Agency Formation Commission

Making Continued Findings Pursuant to Assembly Bill 361 to Conduct Remote Public Meetings for the Commission and its Standing Committees During a Proclaimed State of Emergency Due to the COVID-19 Pandemic

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is committed to preserving and nurturing public access and participation in meetings of the Commission; and

WHEREAS, all the meetings of the Commission are open and public, as required by the Ralph M. Brown Act (“Brown Act”) (California Government Code 54950 -54963), so that any member of the public may attend, participate, and watch the Commission conduct business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the boundaries of Mendocino County, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, if the legislative body meeting in person would present imminent risks to the health and safety of attendees, Commissioners and staff; and

WHEREAS, the Commission previously adopted a Resolution, Number 2021-22-06 on November 1, 2021, finding that the requisite conditions continue to exist for the legislative bodies of Mendocino Local Agency Formation Commission to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in Section 54953(e), the Commission must reconsider the circumstances of the state of emergency that exists in the County, and the Commission has done so; and

WHEREAS, such conditions now exist in the County of Mendocino, specifically, the State of Emergency proclaimed by Governor Newsom on March 4, 2020, due to the COVID 19 pandemic; and

WHEREAS, the California Department of Public Health and the Mendocino County Public Health Department continues to recommend requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta Variant and the Commission cannot be certain that all persons in attendance at meetings will follow the guidelines or be fully vaccinated; and

WHEREAS, the Commission does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the County that are likely to be beyond the control of the Commission or its staff, and desires to proclaim a local emergency exists and ratify the proclamation of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Commission does hereby find that the legislative bodies of the Mendocino Local Agency Formation Commission shall continue to conduct their meetings without compliance with Government Code Section 54953(b)(3), as authorized by Section 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in Section 54953(e)(2); and

WHEREAS, the Commission provides written agenda that fully describes the process for the public to fully participate in the Commission's virtual meetings to include viewing, listening and commenting in real time on all agenda items; and

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Commission hereby proclaims that a local emergency now exists throughout the Commission's jurisdictional boundaries, and the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of all persons participating in the Commission's meetings that are likely to be beyond the control of the Commission or its staff, equipment, and facilities of the Commission.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Commission hereby ratifies the Governor of the State of California's Proclamation of State of Emergency for COVID 19, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Executive Officer and the Mendocino Local Agency Formation Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the next regular meeting of the Commission when the Commission shall consider renewing its findings by subsequent resolution, in accordance with AB 361 and in accordance with Government Code section 54953(e)(3).

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 11th day of July, 2022, by the following vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT:

CHARLES A. ORTH, Commission
Chair

ATTEST:

UMA HINMAN, Executive Officer

DRAFT

MENDOCINO

Local Agency Formation Commission

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COMMISSIONERS

Tony Orth, Chair
Brooktrails Township CSD

Scott Ignacio, Vice Chair
Point Arena City Council

Gerald Ward, Treasurer
Public Member

Matthew Froneberger
Special District Member

Glenn McGourty
County Board of Supervisors

Maureen Mulheren
County Board of Supervisors

Mari Rodin
City Member

Vacant
Ukiah Valley Fire District

Gerardo Gonzalez, Alternate
Willits City Council

John Haschak, Alternate
County Board of Supervisors

Richard Weinkle, Alternate
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STAFF

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Analyst
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Commission Clerk
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Counsel
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REGULAR MEETINGS

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

Agenda Item No. 4a

DRAFT MINUTES

Local Agency Formation Commission of Mendocino County Regular Meeting of Monday, June 6, 2022

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

1. CALL TO ORDER and ROLL CALL (Video Time 1:17)

Chair Orth called the meeting to order at 9:00 a.m.

Regular Commissioners Present: Tony Orth, Gerald Ward, Glenn McGourty, Matthew Froneberger, Mari Rodin, and Maureen Mulheren

Regular Commissioners Absent: Scott Ignacio

Alternate Commissioners Present: Richard Weinkle and Gerardo Gonzalez (9:08, immediately seated for Commissioner Ignacio)

Alternate Commissioners Absent: John Haschak

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

2. AB 361 REMOTE TELECONFERENCING ACTION (Video Time 2:48)

The Commission adopted Resolution No. 2021-22-14 making continued findings pursuant to Assembly Bill 361 to conduct public meetings remotely due to the COVID-19 pandemic.

Commissioner Ward asked when meetings in the Board Chambers will resume. Commissioner Commissioners McGourty, Froneberger, Rodin and Orth discussed the safety of meeting in-person based on the recent increase in infections, hybrid meetings, and the potential use of City Council Chambers as an alternate to the County Board of Supervisors Chambers.

Motion by Commissioner Rodin to adopt Resolution No. 2021-22-14.

Second by Commissioner Froneberger.

Approved by roll call vote: unanimous.

Ayes: (7) Froneberger, Gonzalez, Rodin, McGourty, Mulheren, Ward, Orth

3. PUBLIC EXPRESSION None

4. CONSENT CALENDAR (Video Time 12:05)

4a) May 2, 2022 Regular Meeting Summary

4b) May 2022 Claims & Financial Report

There were no comments from the Commission regarding the Consent Calendar.

May 2022 Claims totaling:	\$25,233.28
Hinman & Associates Consulting	21,700.67
P. Scott Browne	2,272.5
County of Mendocino	361.23
Comcast	93.67
Streamline	50.00
Ukiah Valley Conference Center	755.21

Motion by Commissioner Gonzalez to approve the Consent Calendar.

Second by Commissioner Rodin.

Approved by roll call vote: unanimous.

Ayes: (7) Ward, Froneberger, Mulheren, McGourty, Rodin, Gonzalez, Orth

5. PUBLIC HEARING ITEMS (Video Time: 13:31)

5a) County Service Area No. 3 Municipal Service Review and Sphere of Influence Study

Chair Orth opened the Public Hearing at 9:12 a.m.. Analyst Feiler presented the item regarding a Public Hearing for the County Service Area No. 3 (CSA 3 or District) Municipal Service Review (MSR) and Sphere of Influence (SOI) establishment study. (Video Time 14:20-20:40)

The following are summary Commission discussion points for this item. Howard Dashiell, Mendocino County Director of the Department of Transportation, participated in the discussion.

1. The study should include information about whether CSA 3 could be used to help with long-term funding needs, such as staffing, for the Ukiah Valley Basin Groundwater Sustainability Agency or whether the member-agency funded JPA model would preclude such an option.
2. CSAs are a tool available to the County to create areas of benefit for specific services through a LAFCo application process, and new CSA areas can be established in addition to CSA 3, and parcel taxes can be pursued for services.
3. There are multiple options available to the County for moving forward with CSA 3 service provision and it is premature to clearly define how this dependent district will be utilized to support water/fire services at this time.
4. The State Water Resources Control Board (SWRCB) has funding available for consolidation of districts and that could be a good funding source for implementing the Groundwater Sustainability Plan (GSP) in the Ukiah Valley Basin; however, SWRCB grants do not fund on-going expenses such as staffing. GSP tasks include monitoring groundwater levels, preparing management plans, and increasing groundwater storage capacity.
5. The study should confirm whether CSA 3 complies with submittal of financial transaction reports required under GOV §53891 (Page 50 of 128).
6. The study should address how the \$50,000 in one-time funding transferred to CSA 3 in 2019 and 2020 to keep the District active has been utilized, since there are no financial statements to review.
7. CSAs are intended for smaller geographical areas and it is unclear why the study covers the entire County area.
8. The study seems premature because there are no services, budgets, or any operations to review for this agency.
9. It is unclear what happens if Prop 218 is not approved for the Sherwood Firewise Community (FWC) emergency access route and why the County cannot provide this service since it has been needed for a long time.
10. It is unclear why the Ukiah Eastern Hills emergency access route is proposed for an Area of Interest when it is not described in much detail in the study.
11. The expenses for CSA 3 to date have been for County staff time and consultant activities to prepare the Sherwood FWC and Eastern Hills emergency access routes for grant submittal to fund necessary studies and to define the project scope for implementation. The Sherwood FWC is waiting on the MSR/SOI process for next steps.
12. The study is a way to describe a tool available to the County with potential layers of benefit throughout the County. An example is fire providers considering creating a Fire Warden position to benefit all areas of the County. Most benefits would likely be directed to smaller areas and would be reviewed through a LAFCo application for service.
13. It is unclear what potential services might be offered through CSA 3 and what the County intent is beyond including a large area of the County in a single government-controlled unit. Not all areas necessarily need all the functions that CSAs can provide, and it is unclear what happens if a fire or water district proposes to expand and annex adjacent CSA area. It appears that we are moving forward without knowing where we are headed.

14. The provision of CSA 3 services would be driven by a LAFCo application in the future. In 2019 it was confirmed that CSA 3 was not ripe for dissolution and Zones of Benefit are available to the County to develop a higher level of benefit to its citizens.
15. It is unclear why the County was not told about their options instead of going through this process and activating this dependent district, thus giving the County uncontrolled access to unincorporated areas for service provision.
16. CSA 3 is not intended as an overreach. The CSA Zones of Benefit approach is a tool to help fund specific things that benefit community areas that want County help. The Sherwood FWC and Eastern Hills areas are organized and interested in moving forward, and approval of the Prop 218 process is required in order to move forward.
17. The study proposes to reduce the countywide CSA area to the Sherwood FWC Sphere of Influence for emergency access purposes and the Area of Interest for the Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas, and would require an activation of powers through a LAFCo application to proceed.
18. It does not seem like the Sherwood FWC and Eastern Hills emergency access projects should be controversial because these communities have requested help from the County and CSA Zones of Benefit are a tool available.
19. The Sherwood FWC and Eastern Hills emergency access projects make sense because they are defined, small, and have an endpoint, and these pilot projects can help to determine what works and what constituents really want.
20. It is unclear what happens if the property tax is not approved in Brooktrails since there are many renters that would not get to vote.
21. There is a protest process and if protest succeeds then the vote goes to the registered voters for a final decision. In Brooktrails, there would be no charge against unimproved properties.
22. Any Commission approval granted for an activation of latent powers through a LAFCo application is contingent upon successful completion of the Prop 218 process unless funding is already in place.

A motion was made by Commissioner Rodin, seconded by Commissioner Froneberger, to continue the public hearing to July as detailed in the staff recommendation. Chair Orth held the vote until after public comments received.

Chair Orth opened the Public Comment Period for the Public Hearing at 9:46 a.m. (Video Time 46:02).

Michael Schaffer noted that it has cost LAFCo over \$15,000 to prepare the MSR/SOI study and requested clarification regarding the cost for each subsequent LAFCo application to activate latent powers. Staff clarified that it is a statutory mandate for LAFCo to establish a Sphere of Influence for every agency under LAFCo purview, and so LAFCo-initiated MSR/SOI studies are funded from the LAFCo budget. Staff confirmed that applications are at-cost services paid for by the applicant, and the initial deposit amount based on the fee schedule for an activation of latent powers is \$2,500. Chair Orth clarified that CSA 3 is a County-dependent district, and so the study for this agency is supported by the County apportionment fees paid to LAFCo. Mr. Schaffer inquired about the estimated timeframe for submittal of an activation of latent powers application after completion of the MSR/SOI study, and Chair Orth confirmed that it is currently unknown as the Brooktrails community is working through resolution of final issues.

Discussion ensued regarding extensive efforts by the County to prepare and start the Prop 218 process involving roughly 6,500 parcels and the necessity to place the election on hold for the MSR/SOI process, the likelihood of the first LAFCo activation application to be more costly and future applications to be smaller in scale and less costly, the high priority of the Sherwood FWC emergency access project since it was tested in the Oak Fire and proved to be highly successful, and the careful consideration by the County to ensure valuable use of limited financial resources.

Commissioner Froneberger inquired about whether continuing the public hearing will result in additional public noticing, and EO Hinman confirmed that State law does not require re-noticing if the hearing is continued to a time and date specific, which is the case in the situation. EO Hinman confirmed that staff would send informal electronic notification of the hearing continuance to the interested agencies and individuals list.

Discussion ensued regarding when the public notice process would begin for the Sherwood FWC benefit assessment, the governance structure model for CSA 3 whereby the Board of Supervisors sits as the CSA 3 Board of Directors and make decisions that impact the Brooktrails Township CSD constituency, and a mailing that was already sent first-class to property owners related to the Prop 218 process that was delayed pending completion of the MSR/SOI process.

Tamara Alaniz, General Manager for Brooktrails Township CSD, commented that there has been substantial public response received indicating that the CSA 3 property fee public notice had been received by many property owners.

Motion by Commissioner Rodin to continue the public hearing to the July 11th Commission meeting at 9 a.m., or as soon thereafter as possible, and held either remotely or in person in the Board of Supervisors Chambers as identified on the meeting agenda posted at least 72 hours in advance.

Second by Commissioner Froneberger.

Approved by roll call vote: unanimous.

Ayes: (7) Ward, Froneberger, Mulheren, McGourty, Rodin, Gonzalez, Orth

Chair Orth continued the Public Comment Period and the Public Hearing at 10:03 a.m. (Video Time 1:04:07).

5b) Final Budget and Work Program for Fiscal Year 2022-23 (Video Time: 1:04:34)

EO Hinman presented the Final Budget and Work Program for FY 2022-23 reviewing the budget development process; budget revenues and the new service rates that will go into effect July 1, 2022; reserves and the new work plan contingency; expenditures; and the work program which consists of the City of Ukiah, Ukiah Valley Sanitation District, six coastal water districts and eight inland water districts. Staff recommended no changes to the current apportionment fees and noted that no changes were made to the Adopted Proposed Budget, and no public comments were received prior to the meeting.

Commissioner Rodin asked EO Hinman to discuss the collaboration for the planned MSR/SOI studies for the inland and coast water districts and the ongoing discussions regarding water agency consolidation. EO Hinman explained that Staff strives to update each agency's MSR/SOI every five years as outlined in the Cortese-Knox-Hertzberg Act. Although consolidation of the inland water agencies is uncertain, staff will continue to work closely with the State Water Resources Control Board, City of Ukiah, and Upper Russian River Water Agency (URRWA) staff and maintain flexibility while working with the water agencies.

Commissioner Rodin asked if the expenses for coordinating with agencies are budgeted for under Basic Services. EO Hinman answered, yes, until an application is received the expenses fall under Basic Services; however, some expenses may be allocated to the work plan as staff prepares the MSRs for the water agencies.

Commissioner Froneberger anticipates minimal expenditures beyond staff's time attending meetings and follow up on discussions.

Following Chair Orth's invitation for public comment, Elizabeth Salomone, manager for the Russian River Flood Control District expressed support and thanked staff for the budget.

Motion by Commissioner McGourty to Adopt LAFCo Resolution 2021-22-18 with Exhibits A and B approving the Final Budget and Work Program for Fiscal Year 2022-23; and directing the Executive Officer to transmit the Final Budget and Work Program for FY 2022-23 to the funding agencies and others as specified in Government Code §56381.

Second by Commissioner Rodin.

Approved by roll call vote:

Ayes: (7) Mulheren, McGourty, Gonzalez, Froneberger, Rodin, Ward, Orth

6. WORKSHOP ITEMS None

7. MATTERS FOR DISCUSSION AND POSSIBLE ACTION (Video Time: 1:18:50)

7a) Letter of Support to the State Water Resources Control Board

EO Hinman presented the item. During the May meeting, the Commission received a presentation from Michelle Frederick of the State Water Resources Control Board on current state programs supporting and potentially funding

water coordination efforts to increase efficient provision of water services. The City of Ukiah and the Upper Russian River Water Agency (URRWA) are interested in pursuing funding for potential consolidation where appropriate and asked for a letter of support from the Commission. The Commission approved the request and directed staff to draft a letter of support. Both Sean White, City of Ukiah Water and Sewer Director, and Jared Walker, Water District General Manager, were invited to provide feedback on the draft letter. Supporting documents included in the agenda packet were letters of interest from the City of Ukiah and the URRWA and a public comment letter from the Russian River Flood Control District.

Following Chair Orth's invitation for public comment, Sage Sangiacomo, City Manager, encouraged the Commission's authorization of the letter and expressed support of water system consolidation in the Ukiah Valley.

Commissioner Froneberger expressed his opinion that LAFCo should support general ideas and concepts rather than specific projects, therefore he does not approve of the letter of support.

Motion by Commissioner Rodin to authorize the Chair's signature on a letter of support to the SWRCB, City of Ukiah, and URRWA for potential reorganization of water service providers in the Ukiah Valley.

Second by Commissioner McGourty.

Approved by roll call vote:

Ayes: (6) Ward, Mulheren, Gonzalez, Rodin, McGourty, Orth

Noes: (1) Froneberger

INFORMATION AND REPORT ITEMS

8a) Work Plan, Current and Future Proposals (Video Time: 1:24:29)

EO Hinman provided an update on the two active proposals: the City Owned Properties Annexation, and the Elk CSD Activation of Latent Powers for Wastewater Services. Both applications are incomplete pending the tax share agreement process with the County.

She informed the Commission that Staff plans to complete the Administrative Drafts for the City of Ukiah and the Ukiah Valley Sanitation District by the end of June and continues to work towards the tentatively scheduled joint workshop in August.

Commissioner Rodin asked why Elk CSD is interested in a leach field. EO Hinman answered that the Elk CSD purchased the property and the previous owner of the community leach field requested the District to take ownership and manage the field.

Commissioner Rodin asked how tax sharing fits into this specific situation. EO Hinman responded an agreement of "no exchange of taxes" is anticipated. She explained that charges for wastewater services are considered fees rather than taxes. Despite the absence of tax exchange, the Revenue and Tax Share Code does not provide an exemption from the process and LAFCo cannot continue with its process until the negotiation is complete.

Commissioner Froneberger asked how the Commission deals with inactive applications. EO Hinman responded that the Commission adopted an Inactive Applications Policy that allows an agency 18 months to respond or make progress before the application expires.

8b) Correspondence None

8c) CALAFCO Business and Legislation Report (Video Time: 1:32:31)

EO Hinman highlighted the following from CALAFCO:

- 2022 Annual Conference – October 19-21, 2022 in Newport Beach, CA
- 2023 Staff Workshop April 26-28, 2023 in Murphy's CA
- SB938 has progressed to the Assembly
- Data collection regarding local applications of Government Code 56133 is in progress and will support the Legislative Committee's effort to revise and clarify roles for out-of-agency service extensions in the code.

8d) Executive Officer's Report (Video Time: 1:34:40)

EO Hinman shared the following updates on Staff's activities:

- Applicant notifications of the new service rates that will go into effect July 1st were sent out in early June.

- Responses to inquiries regarding reorganization proposals including a new recreation & park district on the south coast and extension of sewer services outside the City of Fort Bragg. Extensive file research on the Fort Bragg Municipal Improvement District and its sewer services.
- Coordination with County staff regarding Board Chambers availability for returning to in-person meetings.

8e) Committee Reports (Executive Committee/Policies & Procedures) None

8f) Commissioners Reports, Comments or Questions None

ADJOURNMENT (Video Time: 1:37:17)

There being no further business, the meeting adjourned at 10:36 a.m. The next regular meeting of the Commission will be held on Monday, July 11, 2022 at 9:00 a.m. and will be conducted remotely due to the continued state of emergency, guidelines adopted by the Mendocino County Public Health Officer, and Executive Orders regarding the COVID-19 pandemic.

Live web streaming and recordings of Commission meetings are available via the County of Mendocino's YouTube Channel. [June 6, 2022, YouTube meeting recording](#). Links to recordings and approved minutes are also available on the [LAFCo website](#).

MENDOCINO Local Agency Formation Commission Staff Report

DATE: July 11, 2022
 TO: Mendocino Local Agency Formation Commission
 FROM: Uma Hinman, Executive Officer
 SUBJECT: **Claims and Financial Report for June 2022**

RECOMMENDED ACTION

Approve the June 2022 claims and financial report.

Name	Account Description	Amount	Total
Hinman & Associates Consulting, Inc.	5300 Basics Services	\$ 6,065.00	\$ 15,088.67
	5601 Office Supplies (QB)	\$ 80.00	
	5700 Internet & Website Costs	\$ 16.17	
	6200 Bookkeeping	\$ 220.00	
	7000 Work Plan (Ukiah City, UVSD, CSA 3)	\$ 8,417.50	
	8025 City of Ukiah Annex City Properties	\$ 120.00	
	8029 City of Ukiah Annex Western Hills	\$ 170.00	
P. Scott Browne	6300 Legal Counsel - April/May	\$ 900.00	\$ 900.00
County of Mendocino	6000 May Televising	\$ 268.45	\$ 1,116.84
	6670 GIS Maps	\$ 848.39	
Comcast	5700 Internet	\$ 93.67	\$ 93.67
Newspapers	5900 Budget and CSA 3 Public Notices	\$ 410.00	\$ 410.00
Streamline	5700 Website Hosting	\$ 50.00	\$ 50.00
Ukiah Valley Conf. Center	5502 Office Space	\$ 530.00	\$ 592.52
	5600 Postage & Copies	\$ 62.52	
Commissioner Stipends	6740 Weinkle	\$ 50.00	\$ 50.00
Total:			\$ 18,301.70

Deposits: City of Ukiah - \$5000, Elk CSD - \$500

Attachments:

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

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

Mendocino Local Agency Formation Commission
 FY 2021-22 Budget and Application Tracking

Acct #	Task	FY 21-22 Adopted Budget	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	June	Year to Date	Remaining Budget	% of Budget Expended
EXPENSES											
5300	Basic Services - EO/Analyst/Clerk	\$108,000	\$25,936.00	\$22,359.00	\$31,780.00	\$9,685.00	\$9,725.00	\$6,065.00	\$108,012.00	\$-12.00	100%
	Unfunded Mandates (Public Records Requests)	\$0	\$952.00	\$0.00	\$557.50	\$952.50					
5500	Rent	\$5,775	\$1,392.00	\$1,414.00	\$1,562.92	\$530.00	\$530.00	\$530.00	\$5,958.92	\$-183.92	103%
5600	Office Expenses	\$3,300	\$797.26	\$430.89	\$881.81	\$94.95	\$442.38	\$142.52	\$2,789.81	\$510.19	85%
5700	Internet & Website Costs	\$2,500	\$622.97	\$420.12	\$446.41	\$183.31	\$143.67	\$159.84	\$1,976.32	\$523.68	79%
5900	Publication & Legal Notices	\$2,000	\$275.71	\$0.00	\$0.00	\$610.02		\$410.00	\$1,295.73	\$704.27	65%
6000	Televising Meetings	\$2,000	\$180.69	\$896.91	\$306.80		\$361.23	\$268.45	\$2,014.08	\$-14.08	101%
6100	Audit Services	\$3,500	\$1,760.00	\$0.00	\$1,760.00				\$3,520.00	\$-20.00	101%
6200	Bookkeeping	\$4,500	\$690.00	\$930.00	\$1,705.00	\$735.00	\$220.00	\$220.00	\$4,500.00	\$0.00	100%
6300	Legal Counsel (\$ Browne)	\$19,000	\$3,565.50	\$2,430.00	\$2,700.00	\$900.00	\$2,272.50	\$900.00	\$12,768.00	\$6,232.00	67%
6400	A-87 Costs County Services	\$2,100	\$0.00	\$0.00	\$0.00	\$2,462.00			\$2,462.00	\$-362.00	117%
6500	Insurance - General Liability	\$2,450	\$2,600.87	\$0.00	\$0.00				\$2,600.87	\$-150.87	106%
6600	Memberships (CALAFCO/CSDA)	\$3,525	\$2,220.00	\$1,250.00	\$0.00				\$3,470.00	\$55.00	98%
6670	GIS Contract with County	\$2,500	\$0.00	\$620.12	\$0.00			\$848.39	\$1,468.51	\$1,031.49	59%
6740	In-County Travel & Stipends	\$4,000	\$126.45	\$150.00	\$150.00			\$50.00	\$426.45	\$3,573.55	11%
6750	Travel & Lodging Expenses	\$6,250	\$0.00	\$0.00	\$0.00				\$0.00	\$6,250.00	0%
6800	Conferences (Registrations)	\$4,100	\$0.00	\$0.00	\$0.00				\$0.00	\$4,100.00	0%
7000	Work Plan (MSRs and SOIs)	\$51,500	\$0.00	\$5,152.00	\$8,996.25	\$2,297.50	\$10,673.50	\$8,417.50	\$44,394.75	\$7,105.25	86%
Monthly/ Year to Date Totals		\$227,000.00	\$49,977.45	\$36,053.04	\$50,846.69	\$18,450.28	\$24,368.28	\$18,011.70	\$197,657.44	\$29,342.56	87%

APPLICATIONS		DEPOSIT (total by application)	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	June	Project Total to Date	Remaining Budget	Notes
D-2014-8010	City of Ukiah Detachment of UVSD lands	\$19,032.75	\$0.00	\$0.00	\$0.00				\$14,518.25	\$4,514.50	
P-2020-01 (8022)	City of Ukiah North Annexation Pre-Application	\$1,500.00	\$0.00	\$0.00	\$0.00				\$1,122.00	\$378.00	
P-2020-04 (8024)	Millview CWD Annexation Pre-Application	\$3,500.00	\$0.00	\$748.00	\$140.00				\$3,609.50	\$-109.50	
A-2021-01 (8025)	City of Ukiah Annexation of City-Owned Properties	\$5,000.00	\$34.00	\$0.00	\$1,100.00	\$310.00	\$257.50	\$120.00	\$3,602.50	\$1,397.50	
A-2021-02 (8026)	UVFD Annexation of City of Ukiah	\$24,570.86	\$5,335.00	\$19,120.36	\$0.00				\$24,863.36	\$0.00	
O-2021-03 (8027)	Fort Bragg Extension of Water Service to Minnesota Ave	\$500.00	\$500.00	\$0.00	\$0.00				\$500.00	\$0.00	
L-2022-01 (8028)	Elk CSD Activation of Latent Powers	\$3,000.00	\$0.00	\$0.00	\$0.00	\$1,065.00	\$607.50		\$1,672.50	\$1,327.50	
A-2022-02 (8029)	City of Ukiah Annexation of Western Hills Properties	\$5,000.00						\$170.00	\$170.00	\$4,830.00	
8601	Sustainable Ag Lands Committee Grant Project	\$5,100.00	\$850.00	\$75.00	\$1,725.00				\$3,225.00	\$1,875.00	
Application Totals		\$67,203.61	\$6,719.00	\$19,943.36	\$2,965.00	\$1,375.00	\$865.00	\$290.00		\$7,508.00	
EXPENSES AND APPLICATION TOTALS		\$294,203.61	\$56,696.45	\$55,996.40	\$53,811.69	\$19,825.28	\$25,233.28	\$18,301.70			

DEPOSITS/TRANSFERS

6/7/2022	Elk CSD (L-2022-01)	\$ 500.00
6/10/2022	City of Ukiah (A-2022-02)	\$ 5,000.00

ACCOUNT BALANCES

County of Mendocino Account Balance	\$ 5,537	Estimated MUNIS Balance as of	5/31/2022
Operations (Checking) Account Balance	\$ 52,912	Bank Statement as of	6/30/2022
Legal Reserve Balance	\$ 50,000	Bank Statement as of	6/30/2022
Operations Reserve Balance	\$ 65,960	Bank Statement as of	6/30/2022
Total	\$ 174,409		

Mendocino LAFCo
FY 2021-22 Estimated Work Plan Implementation Schedule and Cost Tracking
 June 2022

Subject to Change: The estimated schedule and costs for the Fiscal Year 2021-22 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.

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

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

Agency	Coordination/ Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Cost Estimate ¹	FY 2021-22 Budget	FY 2021-22 Expenses	Cost to Date ²
Ukiah Valley Sanitation District	Ongoing	In Progress	Tentative 8/22	TBD	TBD	\$40,000	\$20,000	\$18,962	\$22,703
City of Ukiah	Ongoing	In Progress	Tentative 8/22	TBD	TBD	\$25,000	\$12,500	\$6,012	\$8,381
County Service Area 3	Complete	Complete	4/4/22	6/6/22 7/11/22	Tentative 7/31/22	\$10,000	\$6,000	\$12,101	\$16,199
Ukiah Valley Fire District	Complete	Complete	9/13/21	10/4/21	10/8/21	\$7,000	\$6,000	\$5,991	\$9,068
Covelo CSD	Complete	Complete	7/12/21	9/13/21	9/24/21	\$8,000	\$3,000	\$1,329	\$8,769
Estimated Total						\$90,000	\$51,500	\$44,395	\$65,120

¹ Column indicates the initial cost estimated for each study and accounts for in process studies rolled over from prior fiscal years.

² Column indicates a running total for actual expenses incurred to date for each study in process and is not limited to a specific fiscal year.



Hinman & Associates Consulting

PO Box 1251 | Cedar Ridge, CA 95924
(916) 813-0818 | uhinman@comcast.net

Date May 31, 2022
To Mendocino LAFCo
Project Executive Officer Services
Work Period June 1 - June 30, 2022

Invoice No. 675
Invoice Total \$ 15,088.67

Account Description	Staff/Hours			Assist Planner \$45	Other (At Cost)	Totals
	Executive Officer \$100	Analyst \$70	Clerk \$40			
5300 Basic Services Public Records Act Requests	42.75	6.00	34.25			\$ 6,065.00
5601 Office Supplies Quickbooks Online Fee					\$ 80.00	\$ 80.00
5700 Internet & Website Costs (Hostinger)					\$ 16.17	\$ 16.17
6200 Bookkeeping	1.00		3.00			\$ 220.00
7000 Work Plan (MSR/SOI/Special Studies) City of Ukiah	23.75	9.25				\$ 3,022.50
Ukiah Valley Sanitation District	32.25	28.00				\$ 5,185.00
CSA 3		3.00				\$ 210.00
8010 City of Ukiah Detachment Application						\$ -
8025 City of Ukiah Annex City Properties	0.50	1.00				\$ 120.00
8027 ECSD Activation of Latent Powers						\$ -
8029 City of Ukiah Annex Western Hills	1.00	1.00				\$ 170.00
8601 SALC Project (grant reimbursed)						\$ -
Totals	\$ 10,125.00	\$ 3,377.50	\$ 1,490.00	\$ -	\$ 96.17	\$ 15,088.67

5300 Basic Services

Administrative tasks and Clerk duties. File research and maintenance. June claims. Communications with Commissioners, public inquiries, etc. Agenda packet development for June 6 Commission meeting. Correspondence with water agency staff. Corresponded with Pehling, CPA regarding proposal for FY 2021-22 audit. Respond to public information requests (district formations, etc). Research files. Attended Drought Ad Hoc meetings. FY 2022-23 final budget and work program distribution to member agencies.

6200 Bookkeeping

Prepared and coordinated with Treasurer regarding claims. Entered claims into Quickbooks and prepared checks. Reconciled Quickbooks. Followed up on outstanding checks.

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

CSA 3: Follow up on Commission direction resulting from June 6 public hearing, outreach to public commentors, coordination with County staff, and preparation of revisions to the Public Hearing Draft of the CSA 3 MSR/SOI.

City of Ukiah and UVSD: Coordinate with UVSD and City staff through regularly scheduled meetings. Development of the Administrative Draft MSR/SOI Updates for both agencies.

8025 City of Ukiah Annexation of City-owned Properties

Coordination meetings with City staff regarding outstanding items for the application. Coordination with County Assessor and GIS staff regarding comments received on application referral and tax share negotiation process. Application is incomplete pending tax share agreement.

8027 Elk Community Services District Activation of Latent Powers

8029 City of Ukiah Annexation of Western Hills Properties

Received and reviewed application materials. Prepared and sent an incomplete application letter.

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Sunday, June 19, 2022 6:09 AM
To: eo@mendolafco.org
Subject: We received your QuickBooks subscription payment!



Payment success

Executive Officer, thank you for your payment.

Invoice number:
10001164989928
Invoice date: 06/19/2022
Total: \$80.00
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. Additional service fees may apply based on whether you add or remove services and your usage. See your [Billing & Subscription](#) page for additional pricing details. 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.

From: Hostinger <en@hostinger.com>
Sent: Tuesday, June 21, 2022 1:59 AM
To: clerk@mendolafco.org
Subject: Your Domain Registration will automatically renew in a week



Three. Two. Online

Upcoming auto-renewal

Your Domain Registration mendolafco.org will automatically renew on **28-06-2022** for **12 months**.

No action is needed from your side.

We will make sure to keep your service up and running. The total amount of **\$16.17** will automatically be charged from your stored payment method.

Changes to payment settings are made through the Billing section of the Clients Area.



[Privacy Policy](#)

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

June 15, 2022

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

Invoice Number: 1127
Invoice Period: 05-16-2022 - 06-15-2022

Payment due by the 15th of next month.

RE: Mendocino LAFCo - General
Mendocino LAFCo - General

Mendocino LAFCo - General

Time Details

Date	Staff Member	Description	Hours
05-16-2022	PSB	Monthly flat rate, as agreed upon in Legal Representation Agreement	
05-27-2022	MB	Review City/UVSD agreement	0.50
06-06-2022	MB	Correspondence re: CSA3 GIS mapping issues	0.40
06-06-2022	MB	Prepare for and attend LAFCo meeting;	3.00
			Total 900.00
			Total for this Invoice 900.00
			Total Amount to Pay 900.00

We appreciate your business.

Page 1 of 2

Project Statement of Account

As of 06-15-2022

Project	Balance Due
Mendocino LAFCo - General	900.00
Total Amount to Pay	900.00

Mendocino LAFCo - General

Transactions

Date	Transaction	Applied	Invoice	Amount
05-15-2022	Previous Balance			900.00
06-10-2022	Payment Applied from Mendocino LAFCo - General A	(900.00)	1112	(900.00)
06-15-2022	Invoice 1127			900.00
			Balance	900.00

May 31, 2022

Mendocino LAFCO
200 S School St
Ukiah, CA 95482

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Mendocino LAFCO for the year-ended June 30, 2022. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Mendocino LAFCO as of and for the year ended Mendocino LAFCO.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Mendocino LAFCO's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

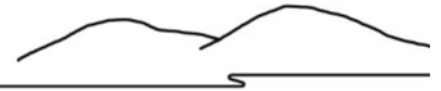
- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Mendocino LAFCO's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino LAFCO and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.



Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino LAFCO and other procedures we consider necessary. The procedures we determine necessary will depend on our “auditor’s” judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

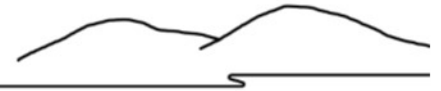
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Mendocino LAFCO's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Mendocino LAFCO's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Mendocino LAFCO complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Responsibilities of Management and Those Charged with Governance

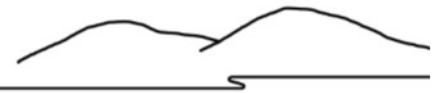
As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Mendocino LAFCO acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Mendocino LAFCO is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Mendocino LAFCO is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Mendocino LAFCO and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Mendocino LAFCO is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Mendocino LAFCO received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Mendocino LAFCO complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.



Written Report

We expect to issue a written report upon completion of our audit of Mendocino LAFCO's financial statements. Our report will be addressed to the Board of Directors of Mendocino LAFCO. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed 3,750.00 for the audit for this contract. An initial deposit of 1,875.00 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Zach Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Mendocino LAFCO and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Pehling PnPCPA

Zach Pehling

RESPONSE:

This letter correctly sets forth the understanding of Mendocino LAFCO.

APPROVED:

Mendocino LAFCO

Date

MENDOCINO

Local Agency Formation Commission

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

COMMISSIONERS

Tony Orth, Chair
 Special District Member

Scott Ignacio, Vice-Chair
 City Member

Gerald Ward, Treasurer
 Public Member

Matthew Froneberger
 Special District Member

Glenn McGourty
 County Member

Maureen Mulheren
 County Member

Mari Rodin
 City Member

Gerardo Gonzalez, Alternate
 City Member

John Haschak, Alternate
 County Member

Richard Weinkle, Alternate
 Public Member

Vacant, Alternate
 Special District Member

STAFF

Executive Officer
 Uma Hinman

Analyst
 Larkyn Feiler

Commission Clerk
 Kristen Meadows

Counsel
 Scott Browne

REGULAR MEETINGS

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

June 24, 2022

The Honorable Gavin Newsom
 Governor, State of California
 State Capitol
 Sacramento, CA 95814

Re: **REQUEST FOR SIGNATURE**

SB 938 (Hertzberg): The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: protest proceedings: procedural consolidation.

Dear Governor Newsom:

The Mendocino Local Agency Formation Commission (LAFCo) **respectfully requests your signature on Senate Bill 938** by Senate Majority Leader Emeritus Hertzberg. The California Association of Local Agency Formation Commissions (CALAFCO) is the sponsor of this important measure, which unanimously passed both the Senate and Assembly and has broad stakeholder support. **SB 938** represents a collaborative three-year effort to clean up, consolidate, and clarify existing statutory provisions associated with consolidations and dissolutions, as well as codify the conditions under which a Local Agency Formation Commission (LAFCo) may initiate dissolution of a district at the 25% protest threshold.

The statutes related to protest provisions and the disparate protest thresholds established for LAFCo-initiated actions (10%) and all other initiated actions (25%) make addressing necessary and appropriate special district consolidations and dissolutions considerably more difficult when initiated by a LAFCo. Further, they serve as a deterrent for LAFCo to initiate action, even if meaningful efficiencies in the provision of public services could be achieved or if a district is failing to meet its statutory requirements. A statewide study conducted by CALAFCO in 2018 found that the 10% protest threshold was the second-most common deterrent for LAFCos initiating action (the first being the lack of funding).

In response to a recommendation made in the 2017 Little Hoover Commission report after a year-long study (Special Districts: Improving Oversight and Transparency), CALAFCO initiated a working group of stakeholders in early 2019 to examine the protest process for consolidations and dissolutions of special districts. After three years of work (delayed due to the pandemic), the working group came to consensus on the redraft of existing protest statutes and a new process that allows LAFCos to initiate dissolution of a district at the 25% protest threshold under specific circumstances.

The overarching goal of these changes is to ensure that LAFCos have the tools they need to carry out their statutory obligations to ensure orderly and functioning local government services and to create greater consistency in the statute. The specific circumstances under which a dissolution may be initiated are more than reasonable and the subsequent process includes three noticed public hearings, a minimum 12-month remediation period, and a 60-day protest period, all of which are extremely practical.

Additionally, the proposed process for LAFCo-initiated actions at the 25% protest threshold applies only to dissolutions, making the scope of use exceptionally narrow.

The 18-member working group consisted of a broad group of stakeholder representatives from CALAFCO (including Executive Officers and legal counsel), the California Special Districts Association (CSDA) (including board members and staff from water, resource conservation and fire protection districts, as well as legal counsel), a shared CALAFCO-CSDA Board member, and representatives from the League of California Cities, California State Association of Counties (CSAC), and the Senate Governance and Finance and Assembly Local Government Committees. CALAFCO greatly appreciates the working group participants for their hard work and dedication to this endeavor.

SB 938 makes much needed and long-awaited improvements to The Act through the restructure and clarification of existing protest provisions, and addition of a fair and appropriate process that offers LAFCos additional tools necessary to effectively fulfill their statutory obligations.

The Mendocino LAFCo appreciates your most positive consideration of **SB 938** when it comes before you for action.

Sincerely,

Charles A Orth

[charles A Orth \(Jun 24, 2022 18:48 PDT\)](#)

Charles A. Orth
Commission Chair

cc: The Honorable Robert Hertzberg, California State Senate
Ms. Ronda Paschal, Deputy Legislative Secretary to the Governor
Ms. René LaRoche, Executive Director, CALAFCO

MENDOCINO

Local Agency Formation Commission

Staff Report

MEETING July 11, 2022
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **CONTINUED Public Hearing to Consider Adoption of a Resolution Approving the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study**

RECOMMENDATION

- 1) Find the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study is exempt from CEQA pursuant to 14 CCR §15061(b)(1) & (2), §15306, §15301(c), and §15269(b) & (c) and approve the Notice of Exemption for filing; and
- 2) Adopt LAFCo Resolution 2022-23-02, approving the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study and establishing a Service Specific Sphere of Influence for CSA 3 that is limited to the future Sherwood Firewise Community Zone of Benefit for road maintenance of emergency access routes, and designating an Area of Interest for the Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas.

BACKGROUND

This is a continued Public Hearing to consider public testimony and proposed adoption of the County Service Area No. 3 (CSA 3 or District) Municipal Service Review (MSR) and Sphere of Influence (SOI) Study.

The Commission held a Public Hearing on June 6, 2022 on the CSA 3 MSR/SOI Study and continued the hearing to July 11, 2022 to allow staff time to determine whether there were mapping errors for CSA 3 related to old statutes that no longer exists.

The [June Public Hearing Staff Report](#) (Page 24 of 128) and [June Public Hearing Video Recording](#) (Video Time 13:31-1:04:07) related to this matter are part of the public record for this proceeding and are hereby incorporated by reference.

The following is a list of requested revisions and follow-up from the Commission during the June hearing which have been addressed in the attached Public Hearing MSR/SOI Study, or below as appropriate.

1. The study should include information about whether CSA 3 could be used to help with long-term funding needs, such as staffing, for the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA) or whether the member-agency funded JPA model would preclude such an option.

This type of approach would require considerable research, analysis, and interagency collaboration to determine feasibility, and is beyond the scope of this study at this time. At a surface level, it appears that the County might be able to pursue CSA 3 as a funding mechanism for the County's JPA-member funding portion of UVBGSA, but it could be difficult to justify the service benefit as unique for the duplication of service analysis and legal establishment of a benefit assessment, since other JPA-agencies contribute funding to the overall program in the same area. While LAFCo does not have purview over JPAs, a JPA would be considered as part of an application to activate powers for CSA 3.

2. The study should confirm whether CSA 3 complies with submittal of financial transaction reports required under GOV §53891.
3. The study should address how the \$50,000 in one-time funding transferred to CSA 3 in 2019 and 2020 to keep the District active has been utilized, since there are no financial statements to review.

Revisions List

Below is a brief list of significant revisions made in the study since the June Hearing for ease of review.

- a. Figure 1.1 and Section 2.1.2: Corrects the CSA 3 boundary map and description to reflect the historic 1953 CSA Law allowing for automatic detachment from a CSA upon City annexation or incorporation (former GOV §25210.90), which was removed in the major statutory overhaul of CSA Law by SB 1458 that took effect on January 1, 2009.
- b. Section 2.2.1: Corrects Table 2.3 including the “Term Expiration”, “First Year of Service”, and “Serving Consecutive Terms” information for the CSA 3 Board of Directors.
- c. Section 2.3.10: Clarifies that the City of Ukiah has a separate contract for Fire/EMS dispatch services with CAL FIRE which is currently not funded by the County.
- d. Section 2.3.10.2: Describes two regional water support service agencies in Mendocino County and addresses the unknown feasibility of CSA 3 providing for long-term funding needs, such as staffing, for the Ukiah Valley Basin Groundwater Sustainability Agency.
- e. Section 2.4.1: Recommends submittal of financial transaction reports required under GOV §53891.
- f. Section 2.4.1.2: Adds Table 2.4 for the Sherwood FWC ZOB Pilot Program Expenses.
- g. Figure 4.1: Corrects the Eastern Hills Area of Interest boundary.

Attachments: (1) CSA 3 MSR/SOI Study
(2) Notice of Exemption
(3) LAFCo Resolution No. 2022-23-02

CONTINUED HEARING DRAFT



(CFPC, 2020)

COUNTY SERVICE AREA NO. 3

**Municipal Service Review and
Sphere of Influence Update**

Prepared for:

MENDOCINO LAFCO

200 South School Street

Ukiah, California 95482

<http://www.mendolafco.org/>

Workshop: April 4, 2022

Public Hearing: June 6, 2022

Continued Public Hearing: July 11, 2022

Adopted:

LAFCo Resolution No:

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1 INTRODUCTION

1.1 LOCAL AGENCY FORMATION COMMISSION

Local Agency Formation Commissions (LAFcos) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFco for each county in California.

LAFco is responsible for implementing the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFco has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFco's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

1.2 MENDOCINO LAFCO

The CKH Act provides for flexibility in addressing State regulations to allow for adaptation to local needs. Mendocino LAFco has adopted policies, procedures and principles that guide its operations. These policies and procedures can be found on Mendocino LAFco's website at the following location: <https://www.mendolafco.org/policies-procedures>.

Mendocino LAFco has a public Commission with seven regular Commissioners and four alternate Commissioners. The Commission is composed of two members of the Mendocino County Board of Supervisors, two City Council members, two Special District Board of Director members, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

1.3 SPHERE OF INFLUENCE

The CKH Act requires LAFco to adopt a Sphere of Influence (SOI) for all local agencies within its jurisdiction. A SOI is "a plan for the probable physical boundary and service area of a local agency or municipality as determined by the Commission" (GC §56076).

When reviewing an SOI for a municipal service provider, LAFco will consider the following five factors:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Sphere of Influence Updates include written statements or determinations with respect to each of the five mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of establishing or modifying a service provider's SOI or probable future boundary.

1.4 MUNICIPAL SERVICE REVIEW

The CKH Act (GC §56430) requires LAFCo to prepare a Municipal Service Review (MSR) for all local agencies within its jurisdiction. MSRs are required prior to or in conjunction with the establishment or update of a Sphere of Influence (SOI).

An MSR is a comprehensive analysis of the services provided by a local government agency to evaluate the capabilities of that agency to meet the public service needs of their current and future service area. An MSR must address the following seven factors:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

MSRs include written statements or determinations with respect to each of the seven mandated areas of evaluation outlined above. These determinations provide the basis for LAFCo to consider the appropriateness of a service provider's existing and future service area boundary.

1.5 MENDOCINO LAFCO POLICIES

In addition to making the necessary determinations for establishing or modifying a SOI consistent with the CKH Act, the appropriateness of an agency's SOI is also based on an evaluation of consistency with local LAFCo policies.

The following Sphere of Influence policies are from the Mendocino LAFCo Policies and Procedures Manual, adopted November 5, 2018.

10.1.1 Legislative Authority and Intent

A sphere of influence is the probable 20-year growth boundary for a jurisdiction’s physical development. The Commission shall use spheres of influence to:

- a) promote orderly growth and development within and adjacent to communities;
- b) promote cooperative planning efforts among cities, the County, and special districts to address concerns regarding land use and development standards, premature conversion of agriculture and open space lands, and efficient provision of public services;
- c) guide future local government reorganization that encourages efficiency, economy, and orderly changes in local government; and
- d) assist property owners in anticipating the availability of public services in planning for the use of their property.

10.1.2 Definitions

The Commission incorporates the following definitions:

- a) an “establishment” refers to the initial development and determination of a sphere of influence by the Commission;
- b) an “amendment” refers to a limited change to an established sphere of influence typically initiated by a landowner, resident, or agency; and
- c) an “update” refers to a comprehensive change to an established sphere of influence typically initiated by the Commission.

10.1.3 Sphere Updates

In updating spheres of influence, the Commission’s general policies are as follows:

- a) The Commission will review all spheres of influences every five years for each governmental agency providing municipal services. Municipal services include water, wastewater, police, and fire protection services.
- b) Sphere of influence changes initiated by any agency providing a municipal service shall generally require either an updated or new service review unless LAFCo determines that a prior service review is adequate.
- c) Spheres of influence of districts not providing municipal services including, but not limited to, ambulance, recreation, hospital, resource conservation, cemetery, and pest control shall be updated as necessary.

10.1.4 Reduced Spheres

The Commission shall endeavor to maintain and expand, as needed, spheres of influence to accommodate planned and orderly urban development. The Commission shall, however, consider removal of land from an agency’s sphere of influence if either of the following two conditions apply:

- a) the land is outside the affected agency’s jurisdictional boundary but has been within the sphere of influence for 10 or more years; or
- b) the land is inside the affected agency’s jurisdictional boundary but is not expected to be developed for urban uses or require urban-type services within the next 10 years.

10.1.5 Zero Spheres

LAFCo may adopt a “zero” sphere of influence encompassing no territory for an agency. This occurs if LAFCo determines that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency (e.g., mergers, consolidations). The local agency which has been assigned a zero sphere should ultimately be dissolved.

10.1.6 Service Specific Spheres

If territory within the proposed sphere boundary of a local agency does not need all of the services of the agency, a “service specific” sphere of influence may be designated.

10.1.7 Agriculture and Open Space Lands

Territory not in need of urban services, including open space, agriculture, recreational, rural lands, or residential rural areas shall not be assigned to an agency’s sphere of influence unless the area’s exclusion would impede the planned, orderly and efficient development of the area. In addition, LAFCo may adopt a sphere of influence that excludes territory currently within that agency’s boundaries. This may occur when LAFCo determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency’s sphere. Exclusion of these areas from an agency’s sphere of influence indicates that detachment is appropriate.

10.1.8 Annexations Are Not Mandatory

Before territory can be annexed to a city or district, it must be within the agency’s sphere of influence (G.G. §56375.5). However, territory within an agency’s sphere will not necessarily be annexed. A sphere is only one of several factors that are considered by LAFCo when evaluating changes of organization or reorganization.

10.1.9 Islands or Corridors

Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area of an agency.

10.1.10 Overlapping Spheres

LAFCo encourages the reduction of overlapping spheres of influence to avoid unnecessary and inefficient duplication of services or facilities. In deciding which of two or more equally capable agencies shall include an area within its sphere of influence, LAFCo shall consider the agencies’ service and financial capabilities, social and economic interdependencies, topographic factors, and the effect that eventual service extension will have on adjacent agencies. Where an area could be assigned to the sphere of influence of more than one agency, the following hierarchy typically applies:

- a) Inclusion within a city’s sphere
- b) Inclusion within a multi-purpose district’s sphere
- c) Inclusion within a single-purpose district’s sphere

Territory placed within a city’s sphere indicates that the city is the most logical provider of urban services. LAFCo encourages annexation of developing territory (i.e., area not currently receiving services) that is currently within a city’s sphere to that city rather than to one or more single-purpose special districts. LAFCo discourages the formation of special districts within a city’s sphere. To promote efficient and coordinated planning among the county’s various agencies, districts that provide the same type of service shall not have overlapping spheres.

10.1.11 Memorandum of Agreements (For City Sphere Amendments and Updates)

Prior to submitting an application to LAFCo for a new city sphere of influence or a city sphere of influence update, the city shall meet with the County to discuss the proposed new boundaries of the sphere and explore methods to reach agreement on development standards and planning and zoning requirements as contained in GC §56425. If an agreement is reached between the city and County the agreement shall be forwarded to LAFCo. The Commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by LAFCo and the County, and LAFCo shall give great weight to the agreement to the extent that it is consistent with LAFCo policies in its final determination of the city sphere.

10.1.12 Areas of Interest

LAFCo may, at its discretion, designate a geographic area beyond the sphere of influence as an Area of Interest to any local agency. (Resolution No. 2018-19-01)

- a) An Area of Interest is a geographic area beyond the sphere of influence in which land use decisions or other governmental actions of one local agency (the "Acting Agency") impact directly or indirectly upon another local agency (the "Interested Agency"). For example, approval of a housing project developed to urban densities on septic tanks outside the city limits of a city and its sphere of influence may result in the city being forced subsequently to extend sewer services to the area to deal with septic failures and improve city roads that provide access to the development. The city in such a situation would be the Interested Agency with appropriate reason to request special consideration from the Acting Agency in considering projects adjacent to the city.
- b) When LAFCo receives notice of a proposal from another agency relating to the Area of Concern, LAFCo will notify the Interested Agency and will consider its comments.
- c) LAFCo will encourage Acting and Interested Agencies to establish Joint Powers Agreements or other commitments as appropriate.

(LAFCo, 2018)

1.6 SENATE BILL 215

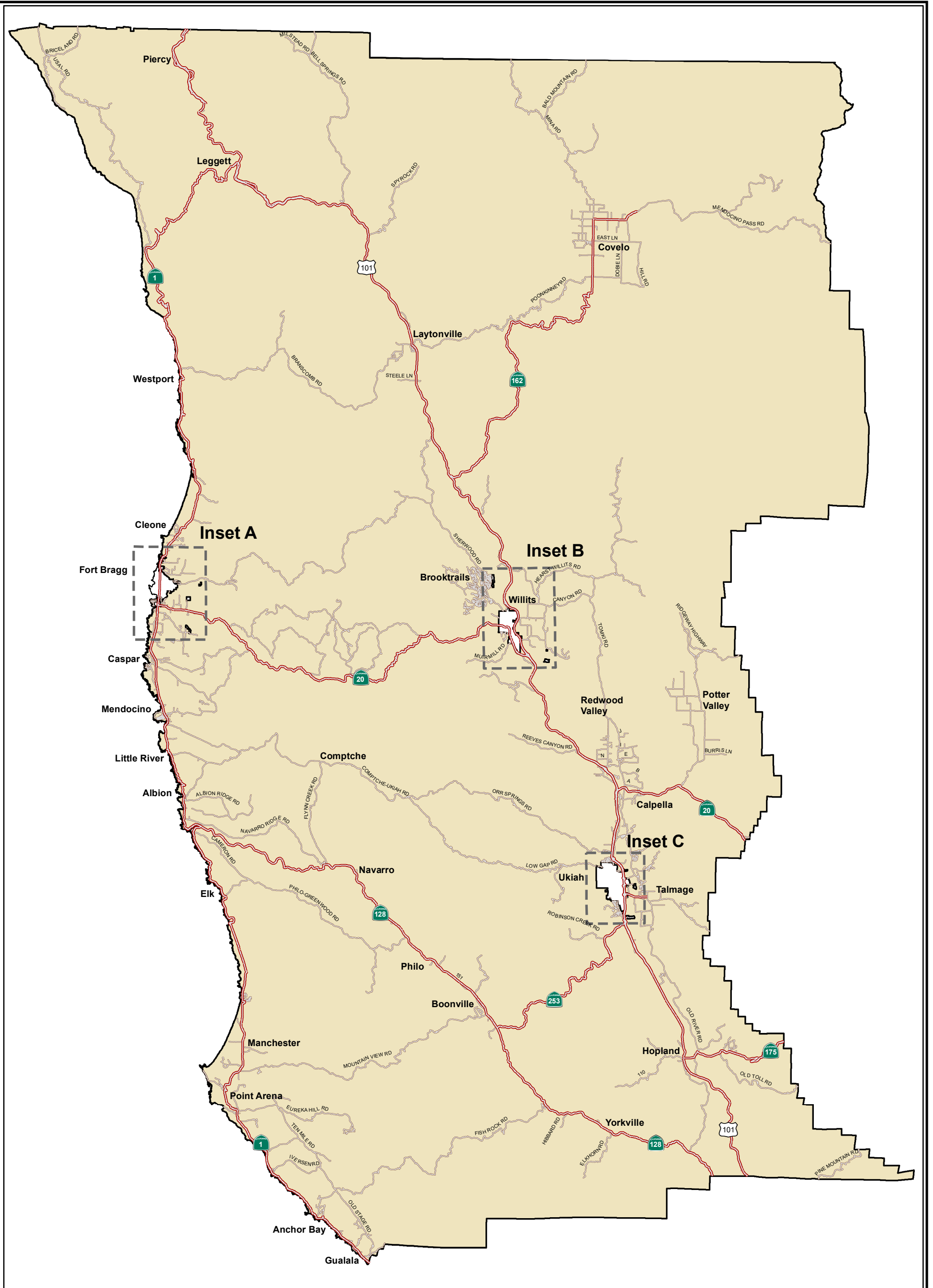
Senate Bill 215 (Wiggins) requires LAFCo to consider regional transportation plans and sustainable community strategies developed pursuant to SB 375 before making boundary decisions. Senate Bill 375 (Sustainable Communities and Climate Protection Act) requires each metropolitan planning organization (MPO) to address regional greenhouse gas (GHG) emission reduction targets for passenger vehicles in their Regional Transportation Plan (RTP) by integrating planning for transportation, land-use, and housing in a sustainable communities strategy.

Mendocino County is not located within an MPO boundary and therefore is not subject to the provisions of SB 375. However, the Mendocino Council of Governments (MCOG) supports and coordinates the local planning efforts of Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits to address regional housing and transportation needs and helps provide a framework for sustainable regional growth patterns through the 2018 Mendocino County Regional Housing Needs Allocation (RHNA) Plan and Vision Mendocino 2030 Blueprint Plan. MCOG is also responsible for allocating regional

transportation funding to transportation improvement projects consistent with the 2017 RTP for Mendocino County.

Mendocino County and the Cities of Fort Bragg, Point Arena, Ukiah, and Willits are the local agencies primarily responsible for planning regional growth patterns through adoption and implementation of general plan and zoning regulations. While Mendocino County is not subject to the provisions of SB 375, LAFCo will review applicable regional transportation and growth plans when considering a change of organization or reorganization application.

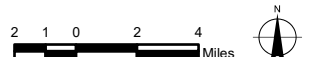
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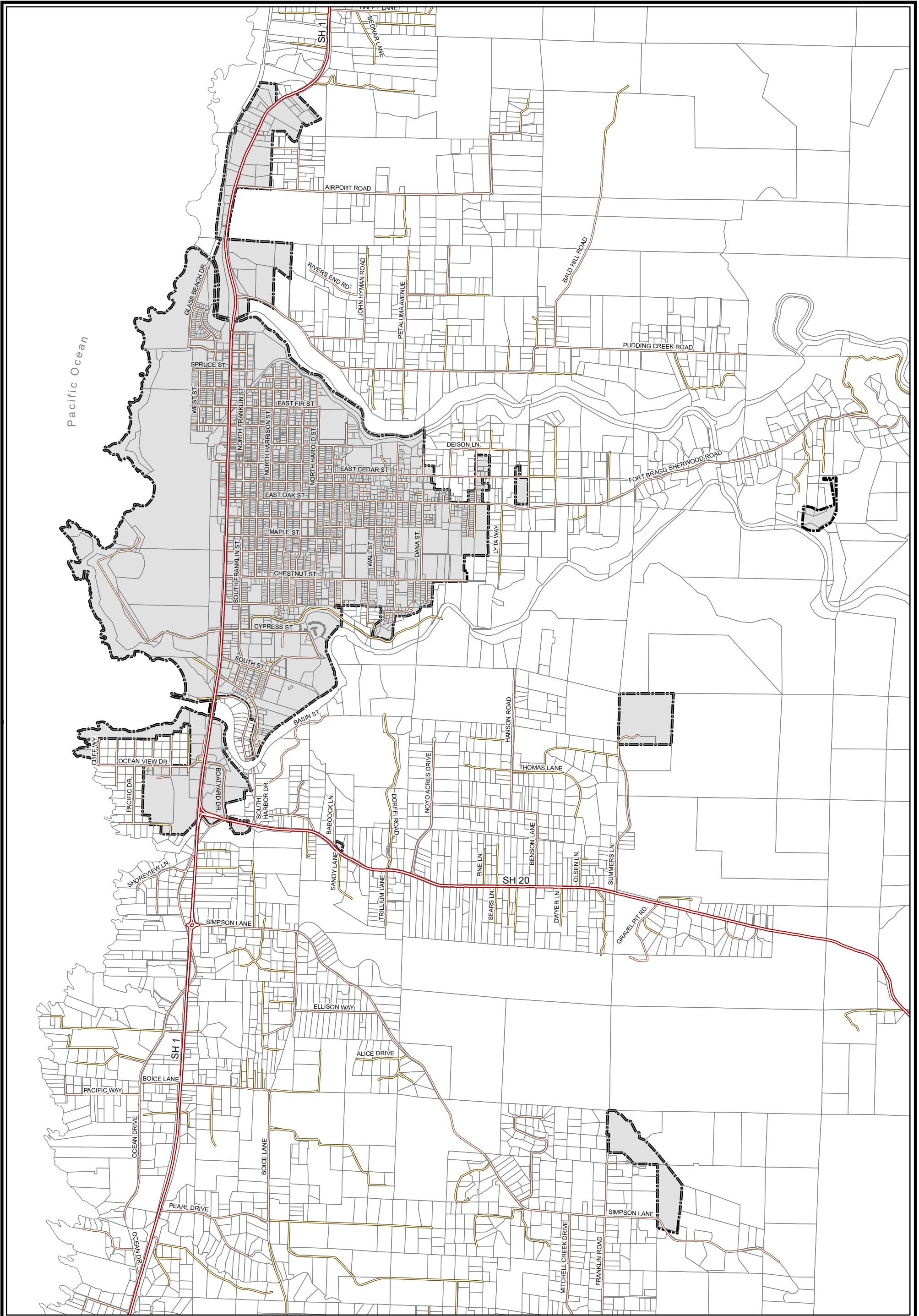


County Service Area 3

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 24, 2022.
 Note: This map is not a survey product.





- County Service Area 3
- Inset Areas
- Highways
- Roads



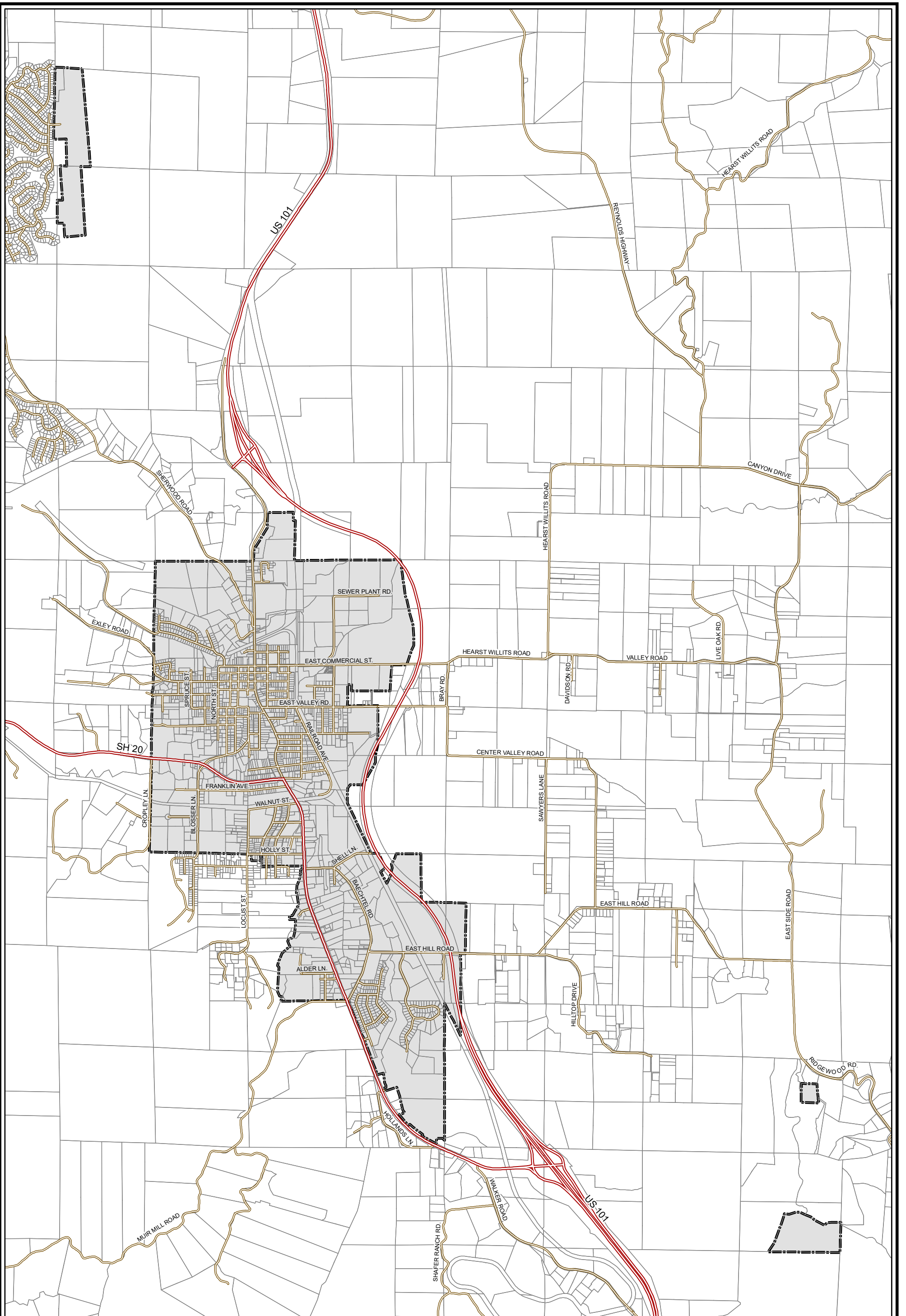


Inset A City of Fort Bragg

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, June 2022.
 Note: This map is not a survey product.

-  Areas Excluded from County Service Area 3
-  Parcels
-  Highways
-  Roads







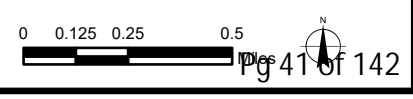


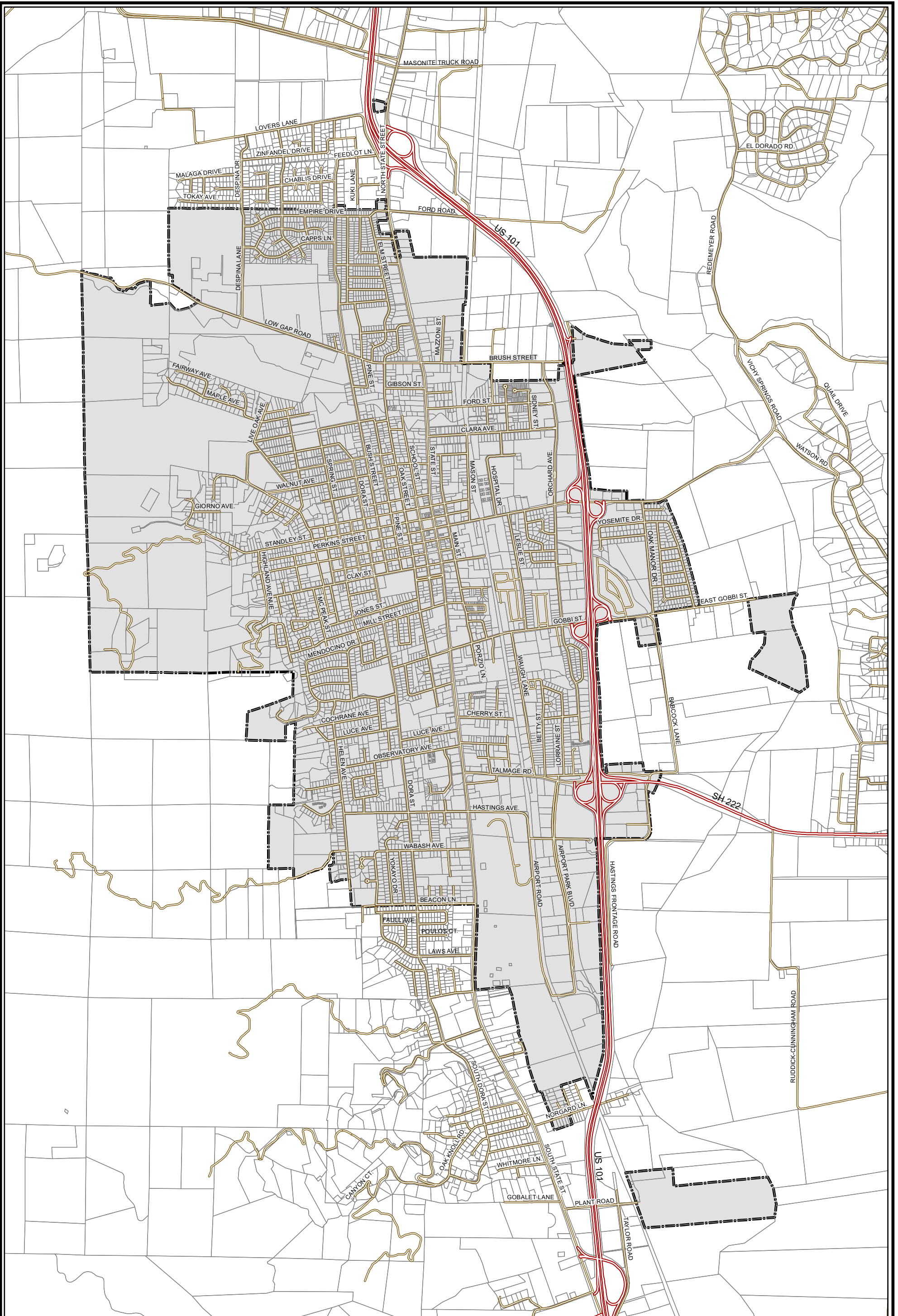
Inset B
City of Willits

Source: This map was prepared by the Mendocino County
Department of Information Services GIS Program, June 24, 2022.

Note: This map is not a survey product.

-  Areas Excluded from County Services Area 3
-  Parcels
-  Highways
-  Roads







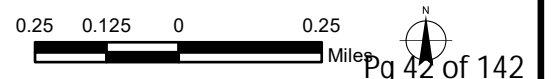


Inset C City of Ukiah

Source: This map was prepared by the Mendocino County
Department of Information Services GIS Program, June 24, 2022.

Note: This map is not a survey product.

-  Areas Excluded from County Service Area 3
-  Parcels
-  Highways
-  Roads



2 AGENCY OVERVIEW

Table 2.1 CSA 3 Profile

Agency Name:	County Service Area No. 3
Administering Agency:	County Departments as appointed by the CSA 3 Board of Directors
Phone Number:	(707) 234-2820
Fax Number:	(707) 463-5474
Mailing Address:	501 Low Gap Road, Room 1010, Ukiah, CA 95482
County Office:	501 Low Gap Road, Room 1010, Ukiah, CA 95482
Website:	https://www.mendocinocounty.org/government/transportation/csa-3
General Email:	csa3@mendocinocounty.org
Date of Formation:	October 8, 1974
Agency Type:	Dependent Special District
Enabling Legislation:	County Service Areas Law: Government Code §25210 - §25217.4
Board Meeting Schedule:	As needed during Mendocino County Board of Supervisors Meetings

Source: Mendocino, 2021; Mendocino, 2022.

2.1 HISTORY

2.1.1 FORMATION

County Service Area No. 3 (CSA 3 or District) was formed in 1974 to provide ambulance services to the City of Point Arena and adjacent unincorporated areas.

The original 1974 District boundary encompassed the City of Point Arena and adjacent unincorporated areas only and was significantly expanded to add all unincorporated areas of the County in 1985. Due to limited historical records, the purpose or reason for the 1985 District expansion is unclear.

2.1.2 BOUNDARY

The current jurisdictional boundary of CSA 3 encompasses the City of Point Arena and the entire unincorporated area of Mendocino County, as shown in Figure 1.1.

The District boundary is not countywide. The Cities of Fort Bragg, Willits, and Ukiah are excluded from the District boundary based on the city boundaries as they appeared in County records dated January 1, 2009.

The city limits of these three agencies have expanded since 1985 and each city annexation area was detached from CSA 3 at the same time based on the historic 1953 CSA Law allowing for automatic detachment from a CSA upon City annexation or incorporation (former GOV §25210.90).

This automatic detachment provision was removed in the major statutory overhaul of CSA Law by SB 1458 that took effect on January 1, 2009. Therefore, any city annexations since January 1, 2009 would have required concurrent detachments from CSA 3 during the annexation processes. Therefore, there are minor areas of overlap between CSA 3 and the post-2009 boundaries of these cities.

2.1.2.1 Boundary Changes

The only boundary changes to CSA 3 since 1985, when the District's boundaries were expanded from the original South Coast area to cover the unincorporated areas of Mendocino County, were related to automatic detachments related to city annexations before 2009.

2.1.3 SERVICES

CSA 3 has been inactive for decades and does not provide any municipal services or have any facilities. Refer to Chapter 3 for more information.

In order to provide services authorized under the District's Principal Act (GOV §25213), CSA 3 must receive LAFCo approval through an activation of latent powers application, which generally follows the normal Commission Proceedings for a Change of Organization or Reorganization (GOV §56650 et seq.).

2.1.3.1 Zone of Benefit

A Zone of Benefit (ZOB) is a defined geographic area within an existing County Service Area (CSA) formed by residents choosing to pay for special or enhanced County services through a direct assessment or property-related fee on the annual property tax bill.

LAFCo does not have authority over the creation of zones of benefit within a CSA pursuant to GOV §25217.3. LAFCo does have authority over the powers, or services, of a CSA pursuant to GOV §25213.5(a). CSA services must first be activated by LAFCo in order for the CSA Board of Directors to establish a valid ZOB and Proposition 218 assessment for those services.

2.1.4 SUMMARY OF EVENTS

The formation of CSA 3 was a joint process involving the LAFCo as the decision-making body for formation and the Mendocino County Board of Supervisors (BOS) as the applicant and authority for conducting protest proceedings upon LAFCo approval, consistent with the applicable laws at the time.

Below is a summary of the legislative and service history for CSA 3.

- 1974, August 12: LAFCo adopted Resolution No. 74-5 approving the formation of County Service Area 3, known as South Coast Ambulance Community Services District, with boundaries coterminous with the Point Arena Joint Union School District, excluding areas in Sonoma County, and with powers limited to ambulance service. (LAFCo, 1974)
- 1974, October 8: BOS adopted Resolution No. 74-377 which formed CSA 3, known as South Coast Ambulance Service, and declared establishment of CSA 3 without an election since protests sufficient to terminate the proposal were not filed. (Board, 1974b)
- 1985, June 3: LAFCo adopted Resolution No. 85-6 approving the annexation of all unincorporated areas into CSA 3 and designated Mendocino County to complete conducting authority proceedings. (LAFCo, 1985)
- 1985, July 23: BOS adopted Resolution No. 85-144 which ordered annexation of the remaining unincorporated areas of Mendocino County into CSA 3 and redesignated the former CSA 3 as "CSA 3 – Benefit Zone 1." (Board, 1985d)
- 1986: the Bi-County Coast Life Support District was established by a special act of the State Legislature to provide emergency ambulance service to remote rural northern Sonoma and southern Mendocino

coast communities, including Irish Beach in the north to just south of Sea Ranch in the south, and Manchester, Point Arena, Gualala, and Annapolis. (LAFCo 2, 2004)

- 1991, February 19: BOS adopted Resolution No. 91-042 which created CSA 3 Benefit Zone 1 for the Sanel Valley Fire Protection Area. (Board, 1991b)
- 1991, August 13: BOS adopted Resolution No. 91-174 which established a Benefit Assessment for CSA 3 Benefit Zone 1 for the Sanel Valley Fire Protection Area to assess and collect a fee for fire protection and prevention services effective July 1, 1991, limited the unit of benefit to \$35 per unit, and terminated the Sanel Valley Fire Protection Zone of Benefit upon completion of Fiscal Year 1994-95. (Board, 1991c)
- 1991, September 17: BOS adopted Resolution No. 91-225 to enter into a Joint Powers Agreement with the Hopland Public Utility District to provide fire protection and emergency services to the CSA 3 Sanel Valley Fire Protection Zone of Benefit effective from July 1, 1991 to June 30, 1995. (Board, 1992b)
- 1996, November 6: California Proposition 218 (Prop 218), known as the Right to Vote on Taxes Act, took effect and required local governments to obtain consent of taxpayers for new taxes, fees, or charges that are directly associated with property ownership. Prop 218 changed the way that local agencies could assess taxpayers and now necessitates a majority vote of the property ownership to make changes in charges and taxes.
- 1997 November: the Fire Department of the Hopland Public Utility District became a separate entity known as the Sanel Valley Fire Protection District; this name was changed to the Hopland Fire Protection District in February of 2002. (LAFCo, 2016)
- 2018, November 6: LAFCo received a notice from the State Controller's Office (SCO) that CSA 3 was identified as an inactive special district and had been identified as a "Non-Revenue District" by the County Auditor-Controller's Office. According to SB 448, which was chaptered in 2017, this letter triggered a 90-day timeframe for LAFCo to confirm whether the district meets the inactive criteria, and if so, to adopt a resolution initiating dissolution of the district.
- 2019, February 4: the Commission directed LAFCo staff to delay acting on SCO's letter until the Board of Supervisors (BOS) could convene and consider the matter. (LAFCo, 2019a)
- 2019, February 26: BOS voted unanimously to reactivate CSA 3. (Board, 2019)
- 2019, March 12: BOS approved the transfer of \$15,000 to reactivate CSA 3. (CEO, 2019)
- 2019, April 4: LAFCo notified SCO that CSA 3 did not meet the definition of an inactive district due to the recent funding activity. (LAFCo, 2019b)
- 2021, November 4: LAFCo received a notice from SCO that CSA 3 was identified as an inactive special district.
- 2022, February 8: LAFCo notified SCO that CSA 3 did not meet the definition of an inactive district due to recent financial transactions and current assets. (LAFCo, 2022)
- 2021, January 25: BOS directed County staff to continue working on the CSA 3 Sherwood Firewise Community (FWC) Zone of Benefit (ZOB) Pilot Program. Refer to Section 3.1.3 for more information.

The following table provides a summary of the Mendocino County Board of Supervisors' actions by resolution to date related to CSA 3.

	Resolution No.	Date
1	74-325	August 27, 1974
2	74-377	October 8, 1974
3	85-048	March 19, 1985
4	85-103	May 21, 1985
5	85-118	June 18, 1985
6	85-144	July 23, 1985
7	89-097	May 23, 1989
8	91-041	February 19, 1991
9	91-042	February 19, 1991
10	91-174	August 13, 1991
11	91-225	September 17, 1991
12	92-091	June 2, 1992
13	93-098	June 15, 1993
14	94-129	July 19, 1994
15	95-176	September 5, 1995
16	96-226	December 10, 1996
17	97-030	March 4, 1997

2.2 GOVERNMENT STRUCTURE

2.2.1 GOVERNING BODY

The Mendocino County Board of Supervisors is the acting governing authority of county service areas pursuant to GOV §25210.2.(a). However, the CSA 3 Board of Directors is technically a separate legal authority from the Board of Supervisors.

When dependent district business is transacted through a Board of Supervisors meeting agenda, as a matter of order, the Chair officially recesses as the Board of Supervisors and convenes as the District Board of Directors. Upon completion of conducting all dependent district business, the Chair officially adjourns as the District Board of Directors and reconvenes as the Board of Supervisors. Following this procedure supports legally defensible actions and enhanced public transparency on the distinction between the separate local government agencies of the County and County-dependent districts.

The current Mendocino County Board of Supervisors is shown in Table 2.3 below.

Name	Office - District	Term Expiration	First Year of Service	Serving Consecutive Terms
Ted Williams	Chair - 5	Jan 2023	2019	No
Glenn McGourty	Vice-Chair - 1	Jan 2025	2021	No

Dan Gjerde	Supervisor- 4	Jan 2025	2013	Yes
Maureen Mulheren	Supervisor - 2	Jan 2025	2021	No
John Haschak	Supervisor - 3	Jan 2023	2018	No

Source: Mendocino, 2021a; Mendocino, 2022.

2.2.2 PUBLIC MEETINGS

Regularly scheduled meetings for the Board of Supervisors are held on two Tuesdays of the month at 9:00 a.m. in the Board Chambers in Room 1070 at the County Administration Center at 501 Low Gap Road in Ukiah. The Board currently conducts its meetings virtually to follow current health order protocols for COVID-19. The entire annual calendar is published on the County's website, along with in-depth information about the Board of Supervisors meetings and public participation.

The public may participate digitally in meetings by a number of ways: via written comment to bos@mendocinocounty.org, through the County's eComment platform at <https://mendocino.legistar.com/Calendar.aspx>, through voicemail messaging by calling 707-234-6333, or by telephone via telecomment. The County keeps an up-to-date website with detailed information about the latest available options for public participation at the following County website location: <https://www.mendocinocounty.org/government/board-of-supervisors/public-engagement>.

In accordance with the Brown Act, all Board meetings are open to the public and are publicly posted a minimum of 72 hours prior to regular meetings, or a minimum of 24 hours prior to special meetings. Meeting notices are posted at the County Administration Center and on Mendocino County's website.

Public meeting information including upcoming agendas, past agendas and approved meeting minutes, live video streaming, and recorded videos are posted on the Board of Supervisors website and are available at the Board's office upon request.

Minutes are kept for all public Board of Supervisors meetings and are adopted at a subsequent meeting.

(Mendocino, 2021a; Mendocino, 2022)

2.2.3 STANDING COMMITTEES

Committees may be assigned to assist in carrying out various functions of local government. CSA 3 does not currently have any committees.

CSA Law provides for advisory committees as follows:

GC §25212.4(a) The board may appoint one or more advisory committees to give advice to the board of supervisors regarding a county service area's services and facilities.

GC §25212.4(b) The board may provide for the appointment, qualifications, terms, procedures, meetings, and ethical conduct of the members of an advisory committee. Any comments by an advisory committee are wholly advisory and it is not the responsibility or within the authority of an advisory committee to make decisions, manage, or direct the delivery of services and facilities.

2.2.4 PUBLIC OUTREACH

The County maintains a robust website for public information purposes. The website is maintained to remain up to date and contains complete governance information about the Board of Supervisors, as well as meeting information, departments, codes, forms, and project documents. (Mendocino, 2021a)

With the passage of Senate Bill 929 in 2018, all special districts are required to maintain a website that includes contact information and all other requirements by January 2020 (a compliance checklist is included in Appendix B).

The [CSA 3 website](https://www.mendocinocounty.org/government/transportation/csa-3) at <https://www.mendocinocounty.org/government/transportation/csa-3> currently contains the District's agendas and minutes from Board meetings related to reactivation. When CSA 3 becomes more active, the website should be updated with additional information, such as meeting dates, agendas, bylaws, procedures, maps, and other relevant documents. The CSA 3 website would benefit from a similar format as the Board of Supervisors' website, which has a searchable database of documents.

2.2.5 COMPLAINTS

The public can submit written or verbal comments or complaints on the Board of Supervisors' website or by phone, as detailed above under Section 2.2.2, or in person or by phone at the Board of Supervisors' office during business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. No complaints have been received in recent years regarding CSA 3 due to the inactive nature of this dependent district.

2.2.6 TRANSPARENCY AND ACCOUNTABILITY

The Board of Supervisors adopted a Rules of Procedure manual at its January 10, 2017 regular BOS meeting. The Rules of Procedure address the meeting conduct and voting procedure, committees, decisions, rules of order, and responsibilities. (Board, 2017) This is in addition to the County's Policy Manual, which covers general operating policies and procedures for the County, financial policies, and personnel policies that define the obligations, rights, privileges, benefits, and prohibitions placed upon all County employees.

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq. The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203. The Board complies with the above requirements with its Conflict of Interest Code that pertains to County employees and contractors. (Mendocino, 2018)

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235. BOS members are compensated and receive this training.

Refer to Appendix A for a brief list of educational resources regarding open government laws and Appendix B for a website compliance handout.

2.3 OPERATIONAL EFFICIENCY

2.3.1 MANAGEMENT AND STAFFING

CSA 3 does not currently provide any services or have any facilities, and therefore does not have official arrangements for regular staffing.

Management and staffing for County-dependent districts is often provided by County departments, such as the County Executive Officer (CEO) Office for management and administrative services, the Auditor-Controller's Office for financial services, County Counsel for legal services, and Public Works and/or

Planning for project planning, design and implementation, facility operations, public outreach, and grant administration. Sometimes one or all of the above types of staffing services are contracted out to another local government agency or a private contractor.

Current County staff services related to the CSA 3 Sherwood FWC ZOB Pilot Program are being provided by Deputy CEO staff, Deputy County Counsel, and the Department of Transportation Director, to name a few. Refer to Section 3.1.3 for more information.

2.3.2 AGENCY PERFORMANCE

A component of monitoring agency performance is routinely evaluating staff productivity. Given that there is no regular staff for CSA 3, this aspect of agency performance is not measurable at this time. Further, CSA 3 does not currently provide any services to evaluate for agency performance.

2.3.3 REGIONAL AND SERVICE-SPECIFIC PARTICIPATION

CSA 3 does not participate in any regional or service-specific associations and organizations.

2.3.4 INTERAGENCY COLLABORATION

County staff has been coordinating with LAFCo staff related to proposed activation of latent powers and ZOB creation for CSA 3.

County staff collaborates with other local agency staff related to issues of common interest. This collaborative staff activity occurs in the capacity of County staff as County employees, not through CSA 3; although the dependent district benefits from such activities and interagency relationship building.

2.3.5 CONTRACT OR JPA SERVICES

CSA 3 does not currently provide any services, and therefore there is no provision of services by contract, agreement, or Joint Powers Authority (JPA).

2.3.6 SHARED SERVICES AND FACILITIES

CSA 3 does not currently provide any services or have any facilities, and therefore does not share services or facilities.

2.3.7 DUPLICATION OF SERVICES

CSA 3 does not currently provide any services, and therefore there is no overlap, duplication, or redundancy of services between local government agencies at this time. The Commission will consider potential duplication of services in future applications to activate latent powers for CSA 3.

2.3.8 ENHANCED SERVICE DELIVERY OPTIONS

CSA 3 does not currently provide any services or have any facilities to evaluate for enhanced service delivery options.

No new opportunities for the CSA to achieve organizational or operational efficiencies were identified during the preparation of this MSR.

2.3.9 GOVERNMENT RESTRUCTURE OPTIONS

Government restructure options should be pursued if there are potential benefits in terms of reduced costs, greater efficiency, better accountability or representation, or other advantages to the public.

CSA 3 does not currently provide any services or have any facilities to evaluate for government restructure options.

2.3.10 REACTIVATED CSA OPTIONS

Within the boundaries of CSA 3, the County of Mendocino provides law enforcement, land use and development code implementation and enforcement, and transportation and stormwater collection services for public roads in the County-maintained road system.

Ambulance services are provided by six special districts (Coast Life Support District, Mendocino Coast HCD, Elk CSD, Anderson Valley CSD, Long Valley FPD, and Covelo CSD), one city (Ukiah), and Medstar Ambulance (ground) and REACH (air), which are private providers, as regulated by Coastal Valleys EMS Agency. Countywide dispatch services are provided by the CAL FIRE Emergency Communications Command Center (ECC) at the Howard Forest Station near Willits and funded by Mendocino County from a portion of Proposition 172 funds. The City of Ukiah has a separate contract for Fire/EMS dispatch services with CAL FIRE which is currently not funded by the County.

See Sections 2.3.10.1 and 2.3.10.2 below for a description of fire and water services provided by local agencies in the CSA 3 boundary.

CSA 3 was reactivated recently after many years of inactivity and Mendocino County has been evaluating options to use CSA 3 as a vehicle to address gaps in service and funding to deliver additional public facilities and services in County areas.

There is interest in utilizing CSA 3 as a funding mechanism to address road access and maintenance needs for community emergency access routes. Refer to Section 3.1.3 for more information related to CSA 3 Sherwood FWC ZOB Pilot Program.

There is also community interest in utilizing CSA 3 as a funding mechanism to address County fire and water needs.

2.3.10.1 Fire Services

Within the boundaries of CSA 3, fire suppression and prevention services are provided by 20 special districts, two cities, two volunteer Fire Companies (Westport and Whale Gulch), and CAL FIRE in State Responsibility Areas (SRAs) when staffed.

There are gaps in between the service areas of existing local fire agencies that have resulted in necessary arrangements for providing fire protection and first responder services outside of agency boundaries in response to 911 service calls in “unserved” areas and mutual aid requests during large incidents.

CSA 3 could potentially support local agencies providing fire services in “unserved” areas, or areas outside the boundaries of existing public agencies that are not subject to paying taxes for such service provision.

The Mendocino County Association of Fire Districts (MCAFD) and Mendocino County Fire Chiefs Association (MCFCA) have provided support for exploring the details of activating latent fire powers for CSA 3 to provide unique and ancillary fire services, such as creating/funding a fire warden position to facilitate representation and communication between MCAFD/MCFCA and the County Board of Supervisors and various County Departments.

MCAFD/MCFCA have also provided strong support for memorializing continued allocation of Proposition 172 and Campground/RV Transient Occupancy Tax (TOT) to existing local fire agencies. CSA 3 could potentially further augment funding to local agencies providing fire protection and fire responder services.

The County Fire Ad Hoc Committee and a Steering Committee of these fire associations are working together to define CSA 3 organizational opportunities for fire service improvements and effectiveness.

2.3.10.2 Water Services

Within the boundaries of CSA 3, water services are provided by twelve special districts, numerous private mutual water companies, privately held surface water rights, and groundwater wells on private property.

Due to prolonged and extreme drought conditions, in recent years multiple local water agencies have struggled with very limited to critically low local water supply to serve coastal and inland communities resulting in interagency collaboration and mutual aid agreements for emergency short-term shared facilities and water resources.

In addition to the many local agencies that provide water services throughout the County, the [Mendocino County Water Agency](#) (MCWA) and [Ukiah Valley Basin Groundwater Sustainability Agency](#) (UVBGSA) provide regional water support services in Mendocino County as described below.

MCWA was created in 1949 by state statute and has multiple roles as defined in the [2015 Mendocino County Water Agency Action Plan](#), which addresses how to implement and oversee water-related legislative mandates. MCWA represents the County as a member-agency on the UVBGSA, which was created to implement the 2014 Sustainable Groundwater Management Act (SGMA). MCWA also manages the National Pollution Discharge Elimination System (NPDES) permit, oversees the Quagga and Zebra Mussel Prevention Grant at Mill Creek Park, and reported Groundwater Elevation Monitoring data required under SGMA for UVBGSA until recently.

The California State Groundwater Elevation Monitoring (CASGEM) program is a statewide effort to track seasonal and long-term trends in groundwater elevations in accordance with SB 6. The Mendocino County Resource Conservation District now collects and reports groundwater elevation data for UVBGSA under contract. MCWA reports groundwater elevation data collected by community services districts, such as the Mendocino City CSD and Covelo CSD, to the CASGEM program database. The State Department of Water Resources collects and reports CASGEM data for Hopland CSD and Anderson Valley CSD.

UVBGSA was created in 2017 by a Joint Powers Agreement between the County of Mendocino, City of Ukiah, Mendocino County Russian River Flood Control and Water Conservation Improvement District, and Upper Russian River Water Agency to serve as the official Groundwater Sustainability Agency (GSA) and to develop and implement a Groundwater Sustainability Plan (GSP) for the Ukiah Valley Basin as required by SGMA. The UVBGSA also includes a Tribal and Agricultural seat on the UVBGSA Board of Directors. (Mendocino, 2022)

A CSA 3 Zone of Benefit approach could potentially provide a funding mechanism for water support services in County areas not served by water districts or cities, or within the boundaries of such existing local agencies if there is no duplication of service provision. This type of approach would require considerable research, analysis, and interagency collaboration to determine feasibility, and is beyond the scope of this study at this time.

2.3.10.3 Countywide CSA Services

CSA Law discourages the organizational formation of a countywide CSA and CSA service provision on a countywide basis pursuant to GOV §25210.7.(b) and §25213.

Further, LAFCo shall not approve a CSA proposal to exercise a latent power if LAFCo determines that another local agency already provides substantially similar services or facilities to the territory where the CSA proposes to exercise that latent power pursuant to GOV §25213.5.(b).

CSAs are intended to provide enhanced or unique municipal services to smaller geographic areas of the County, such as subdivisions and other community areas. Therefore, some counties have upwards of forty smaller CSAs to serve specific community needs. It is not necessarily common to utilize a single CSA to create multiple Zones of Benefit for multiple purposes throughout the County.

Countywide CSAs can be problematic, especially in situations when a power or service is available Districtwide, because there is no LAFCo oversight in extending services to specific areas. This can create conflicts with existing providers of similar services and support urban-type development in rural areas.

CSAs authorized to provide Countywide services can circumvent LAFCo application requirements applicable to other local agencies and fundamental LAFCo objectives to promote logical and orderly urban growth and development and to prevent premature conversion of agricultural and open space lands.

Under current LAFCo Law, it is not feasible to approve a generic activation of latent powers due to the requirement to demonstrate adequate taxation to support long-term public service provision. It can be very challenging to garner sufficient voter support to establish taxation for a specific community need; expanding the scale of such an effort to all unincorporated areas would likely present more challenges.

2.3.10.4 Government Structure

CSA 3 may not be an efficient and effective government structure option for addressing widespread community needs. Countywide services may be most expeditiously and feasibly provided by the County directly instead of by a County-dependent district since County services are not regulated by LAFCo. LAFCo applications involve a lengthy and costly process and there is no guarantee of the outcome through the Commission or Protest Proceedings.

Some other structures of government or funding mechanisms that are not subject to LAFCo purview include the following pursuant to GOV §56036:

- An assessment district or special assessment district.
- An improvement district.
- A community facilities district formed pursuant to the Mello-Roos Community Facilities Act of 1982 (Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5).
- A permanent road division formed pursuant to Article 3 (commencing with Section 1160) of Chapter 4 of Division 2 of the Streets and Highways Code.

2.4 FINANCES

CSA 3 has been a longstanding inactive district without a budget or funding mechanism and has not provided any services or owned and maintained any facilities, equipment, or infrastructure in decades.

2.4.1 CURRENT FISCAL HEALTH

There is no annual budget or audit to evaluate as CSA 3 has been inactive for decades. CSA 3 has never collected ad valorem property taxes and the District has no reoccurring revenues or expenses.

It is recommended that CSA 3 compile and submit financial transaction reports to the State Controller's Office within seven months after the close of the fiscal year as required under GOV §53891.

2.4.1.1 One-time Fund Transfers

The Board of Supervisors authorized fund transfers to CSA 3 in 2019 and 2020 to keep the District active.

On March 13, 2019, the County Auditor-Controller transferred \$15,000 from the Miscellaneous Budget Unit 1940, line item 862239 (Special Departmental Expense), to reactivate CSA 3 consistent with direction from the Board of Supervisors on March 12, 2019. (CEO, 2019)

On June 30, 2020, the County Auditor-Controller transferred \$35,000 from the Miscellaneous Budget Unit 1940, line item 862239 (Special Departmental Expense) for a total balance of \$50,000, to CSA 3 consistent with the Fiscal Year (FY) 2019-20 Annual County Budget approved by the Board of Supervisors. (Auditor, 2022)

2.4.1.2 One-time Expenses

On January 25, 2021, the Board of Supervisors supported County staff efforts related to the CSA 3 Sherwood FWC ZOB Pilot Program, designated the Transportation Department – Land Improvement Division as the appropriate department to manage the project, and authorized expenditure of funds in Budget Unit 1910 for contracting up to \$15,000 for the process to create a Zone of Benefit for the Sherwood Road area. (Board, 2022)

In August 2021, the Board of Supervisors acknowledged that the Land Improvement Budget Unit 1910 had expended \$20,000 in staff efforts to date and anticipated further effort required to complete the process to be an additional \$20,000 to \$40,000 for a total estimated cost of \$60,000. This estimated total does not include the costs of the LAFCo activation of latent powers application. (Board, 2022)

Table 2.4 provides a summary of project costs for the Sherwood FWC ZOB Pilot Program for FY 2018-19, 2019-20, 2020-21, and 2021-22 through June 6, 2022.

Category	Cost
Engineering and Technical Assistance Subtotal	\$29,955.77
Administration Subtotal	\$24,786.98
Miscellaneous Subtotal	\$2,520.38
County Staff Time Total	\$57,263.13
Bartle Wells Associates Invoice Total	\$5,141.00
Project Grand Total	\$62,404.13

Source: Mendocino, 2022.

Refer to Section 3.1.3 for more information regarding the Sherwood FWC ZOB Pilot Program.

2.4.2 LONG TERM FINANCIAL CONSIDERATIONS

CSA 3 currently has no reserves, outstanding debt, grants, or capital improvement plans.

2.5 GROWTH

2.5.1 PRESENT AND PLANNED LAND USE AND DEVELOPMENT

The CSA 3 boundaries are almost contiguous with the unincorporated areas of Mendocino County. Mendocino County has land use authority over privately owned lands within the CSA boundary and makes land-use decisions based on the County's General Plan and Zoning Regulations.

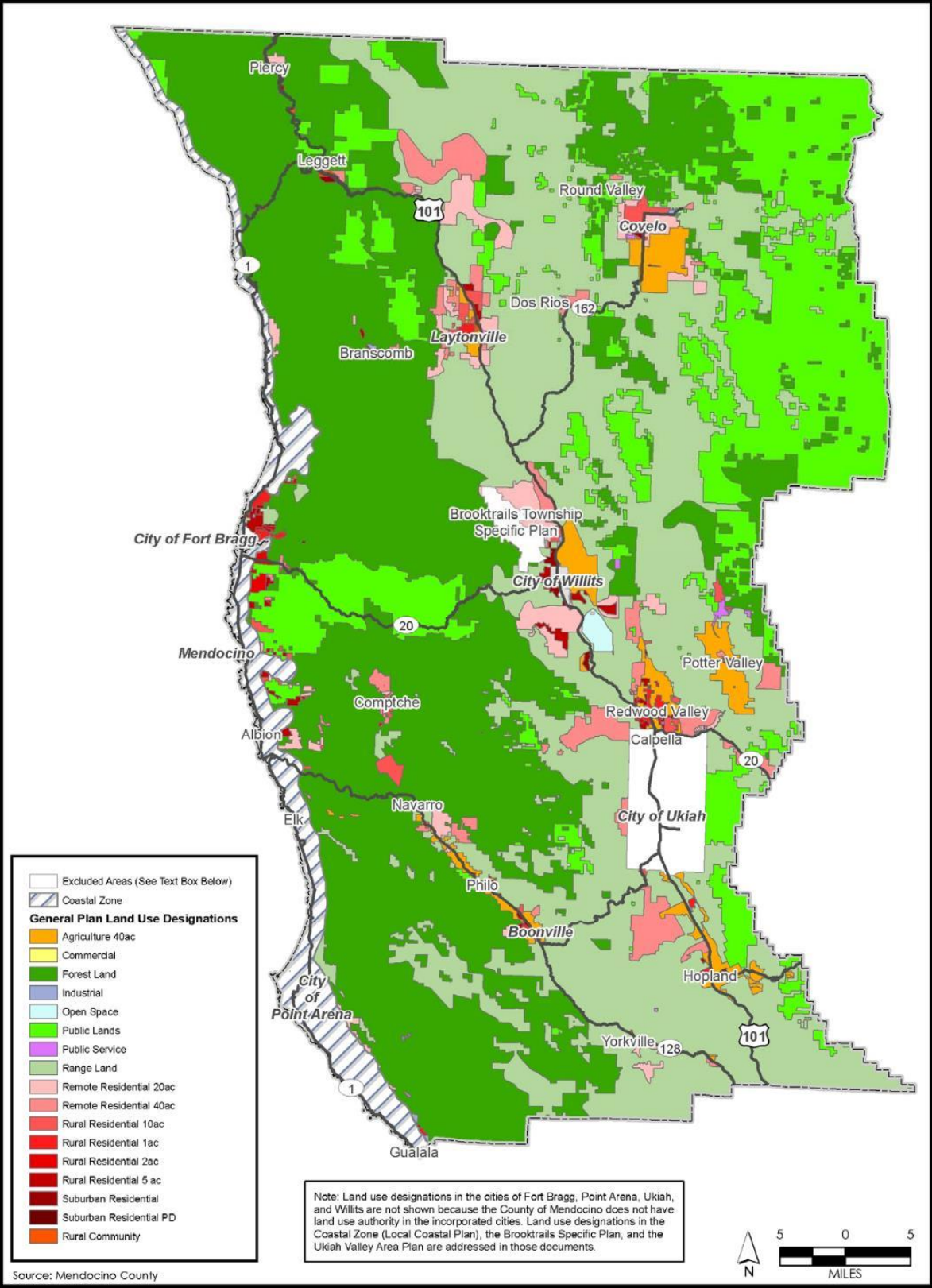
2.5.1.1 Land Use

The specific land use designations for Mendocino County are listed below and are based on the Mendocino County General Plan (Figure 2.2):

- Coastal Zone
- Agricultural 40ac
- Commercial
- Forest Land
- Industrial
- Open Space
- Public Lands
- Public Service
- Range Land
- Remote Residential 20ac
- Remote Residential 40ac
- Rural Residential 10ac
- Rural Residential 1ac
- Rural Residential 2ac
- Rural Residential 5a
- Suburban Residential
- Suburban Residential PD
- Rural Community

DRAFT

Figure 2.2 Mendocino County General Plan Land Use Map



2.5.1.2 General Plan Goals and Policies

The following goals, policies, and action items from the Mendocino County General Plan apply to the provision of public services which CSA 3 could ultimately be used to fund through various Zones of Benefit.

Chapter 3.0 Development Element

Development Goals

Goal DE-25a (Fire)

To protect life, property, and natural resources by ensuring that development is compatible with fire protection capabilities.

Goal DE-30 (Emergency Medical Services)

To ensure that all citizens and visitors to the county have access to quality emergency medical services and that the county's EMS providers are supported through County policy and budgeted.

Land Use Policies for Clustering, Density Transfer, Density, Nonconformance, and Other Issues

Policy DE-34 Locate development and infrastructure in community areas planned for growth.

Policy DE-35 Encourage compact development patterns, infill, redevelopment and reuse in community areas to protect natural resources and maximize the efficient use of infrastructure and services.

- Land use and development standards shall encourage intensive uses, infill and reuse projects within community areas.
- Encourage and facilitate mixed-use development in appropriate zoning designations.
- Maintain compact development patterns and limit sprawl by directing commercial, residential, and community use into community areas.

Policy DE-37 Work with LAFCO and other agencies to reduce suburban sprawl, promote efficient service delivery, and protect agricultural, timber and open space areas from unintended conversion to urban uses.

Policy DE-38 Create defined boundaries for each community area, separating suburban or urban land uses from adjoining resource and rural landscapes.

Policy DE-39 Development limits and long-term phased growth boundaries may be established for the various community areas taking into account community objectives. Phased growth boundaries shall not result in the premature expansion of community areas or infrastructure.

Community Character Policies

Policy DE-94 Promote infill, reuse, redevelopment and brownfield redevelopment supported by existing or improved infrastructure.

Infrastructure (Facilities and Services) Policies

Policy DE-117 Deliver programs and services to communities in an integrated, coordinated and equitable manner, reflective of local conditions.

Policy DE-118 The County shall discourage the extension of sewer and water service outside of areas designated by this General Plan or any city's General Plan for urban uses.

Action Item DE-118.1 Work with the Local Agency Formation Commission and service providers to coordinate service capabilities with this General Plan's land use designations.

Policy DE-119 Consider infrastructure capabilities, spheres of influence and master service elements adopted by the Local Agency Formation Commission, and city rezoning when adopting or revising General Plan elements.

Policy DE-120 General Plan changes to increase density or intensity should not be granted when basic infrastructure deficiencies are identified unless there is a program in place for timely resolution of the problem.

Policy DE-121 New discretionary development will be required to demonstrate that basic infrastructure is available and has adequate capacity to serve the project (including fire flow capacity) without degrading the existing level of service standards.

Policy DE-122 When committing to serve new development, the County will encourage service providers to grant priority to allocation of available and future water resources to lower-income housing developments that help meet the regional housing need.

Policy DE-123 Plans for completion of basic infrastructure should be made concurrent with discretionary development entitlement actions.

Policy DE-124 Plan for the expansion of commercial and industrial uses and sites for affordable housing when planning and designing community spaces and infrastructure.

Policy DE-125 The County supports the extension of affordable broadband internet access to all areas of the county, particularly rural areas, which currently (2009) do not have broadband access.

Transportation Policies

Policy DE-126 Provide for multiple transportation modes and functions within transportation corridors and rights-of-way constructed by project developers or using appropriate grants funding.

Policy DE-127 The County's transportation policies and funding priorities shall emphasize use of multiple transportation modes with the acknowledgment that general transportation operation and maintenance funding is barely adequate for existing roadway safety maintenance. Emphasis should be placed on securing additional grant funds to support multimodal improvements in the right-of-way.

Policy DE-128 Ensure that transportation infrastructure accommodates the safety and mobility of motorists, pedestrians, bicyclists, and persons in wheelchairs.

Action Item DE-128.1 Establish public works standards to implement policy DE-128.

Action Item DE-128.3: Collaborate with Mendocino Transit Authority and School Districts to allow for emergency use of buses and drivers for evacuation purposes for carless populations, skilled nursing facilities, correctional facilities, and hospitals.

Policy DE-131 Development impact fees, assessments, and other secured funding sources may be required to fund transportation improvements to provide an adequate transportation system or offset transportation impacts.

Action Item DE-131.1 Maintain short and long-term capital improvements programs for transportation facilities, consistent with adopted plans.

Policy DE-133 Consider community objectives and emergency evacuation constraints in prioritizing transportation improvements funding.

Policy DE-139 Support the construction or improvement of secondary neighborhood routes to alleviate congestion of the arterials and ensure effective evacuation access.

Policy DE-140: Maximize the safety of transportation corridors for Mendocino County's isolated populations/populations with limited egress, through safety improvements and fuel reduction activities.

Action Item DE-140.1: Prioritize safety improvement and fuel reduction activities along key roadways and pursue fuels reduction funding to support these activities, consistent with the Fire Vulnerability Assessment for Mendocino County.

Action Item DE-140.2: Develop criteria for fuel reduction (e.g. brush clearance) and safety improvement activities and sustainable funding sources for future projects within the county.

Action Item DE-140.3: Establish an ancillary duty for Department of Transportation employees to prioritize reporting of problematic conditions along evacuation routes to the appropriate fire district representative and Office of Emergency Services. Upon reporting, the Department of Transportation staff would then coordinate the appropriate repairs or modifications as required to maintain safe, usable routes provided that costs are reimbursed from non-restricted sources as appropriate.

Policy DE-141: Require all new development, redevelopment, or major renovation applying for discretionary approval to comply with Cal Fire requirements regarding ingress/egress issues to facilitate effective evacuation.

Action DE-141.1: Work to ensure that all evacuation routes meet the capacity, safety, and viability under a range of emergency scenarios consistent with the Mendocino County Evacuation Plan.

Action DE-141.2: Develop a constrained access implementation plan for residential neighborhoods with limited ingress/egress or a high degree of fire vulnerability within the County based on the Mendocino County Evacuation Plan.

Policy DE-151 Land divisions and other discretionary projects shall not be approved until access and road improvements adequate for the intended uses, density or intensity are identified and constructed, or funding mechanisms are in place.

Evacuation Routes

Policy DE-155: Periodically update the Mendocino County Evacuation Plan to ensure assets and capabilities meet the changing needs of the county.

Action Item DE-155.1: Implement the Mendocino County Evacuation Plan and conduct annual training and exercises of the plan to identify issues/challenges to potential evacuation events.

Action Item DE 155.2: All roadways used for evacuation purposes, will meet minimum roadway widths as determined by the County's Transportation Department.

Action Item DE-155.3: Identify residential neighborhoods with single ingress/egress roadways and develop an action plan to enhance evacuation capabilities, updating periodically over the next five years or until all locations are known.

Policy DE-156: Ensure all roadways within the County use unique names/identifiers and provide street addressing and signage that is highly visible to ensure effective emergency response and evacuation.

Action DE-156.1: Develop a comprehensive road renaming program for areas of the County where roadways are similarly named (Ex: Rabbit Lane, which would not also allow Rabbit Road, Rabbit Avenue, Rabbit Circle, etc.) to ensure effective emergency response activities.

Water Supply and Sewer (Wastewater Treatment) Services Policies

Policy DE-192 Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-193 The County supports efficient and adequate public water and sewer services through combined service agencies, shared facilities, or other inter-agency agreements.

Action Item DE-193.1 Work aggressively with water and sewer service providers to overcome the current and projected system and supply deficiencies necessary to serve planned community growth and emergency response needs.

Action Item DE-193.2 Support funding applications to improve and expand water and sewer service capabilities in areas planned for future growth or to resolve existing deficiencies.

Action Item DE-193.3 Work with communities and public water and sewer service entities to monitor, manage and/or maintain community-wide or decentralized water or sewer systems.

Policy DE-194 Encourage water and sewer service providers to incorporate water conservation, reclamation, and reuse. Encourage the development and use of innovative systems and technologies that promote water conservation, reclamation, and reuse.

- Encourage the development of systems that capture and use methane emissions from their operation.
- Encourage the development and use of innovative systems and technologies for the treatment of wastewater.

Policy DE-195 Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with the General Plan's land use and resource objectives, except where the extension is needed to address a clear public health hazard.

Policy DE-196 Development of residential, commercial, or industrial uses shall be supported by water supply and wastewater treatment systems adequate to serve the long-term needs of the intended density, intensity, and use.

Policy DE-197 Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

Policy DE-198: The County shall coordinate with water and sewer system providers to ensure that water and wastewater treatment facilities are protected from flooding and erosion hazards.

Drainage and Flooding Policies

Policy DE-200 Emphasize land use compatibility and onsite floodwater retention to prevent or manage flooding.

Policy DE-201 To the maximum extent practical, avoid constructing critical facilities within the designated 500-year flood plain areas or areas potentially subject to dam inundation (or other water impoundment facilities) or seiches. If construction has to occur within these areas, implement floodproofing strategies to reduce impacts associated with flood inundation.

Solid Waste and Hazardous Waste and Materials Management Policies

Policy DE-210 The County will maintain a comprehensive integrated waste management plan consistent with General Plan, environmental, and public health objectives. The County's waste management plan shall include programs to increase recycling and reuse of materials to reduce landfilled waste.

Action Item DE-210.1 Work with local and regional agencies and enterprises to maintain and enhance integrated waste management programs.

Policy DE-211 Promote materials recovery programs and facilities, focusing on wastes generated in the Mendocino County region.

Other Utility Systems Policies

Policy DE-214 The County will seek to reduce the impacts of above-ground utilities. Standards and policies to reduce impacts include:

- Promoting the underground installation of utilities to reduce visual impacts to significant scenic resources.
- Locating utility systems in established corridors where possible.
- Ensuring that above-ground utilities are located and designed to minimize visual impact and clutter.
- Avoiding vegetation removal, new road construction, and silhouettes against the sky.

- Pursuing the undergrounding of utility lines in new development, and in the downtown core of community areas.

Policy DE-215 The County shall work with communication providers to install redundant facilities in isolated areas, reducing the chance of service degradation or outages, emphasizing communication facilities that provide essential services to support social and economic needs, including wired, wireless and satellite communications.

Policy DE-216 The County will facilitate investment in telecommunications infrastructure by providing clear guidelines for utility systems.

Policy DE-217: Prioritize enhancement of utility systems in areas of high hazard potential (wildfire, flooding, landslides) to ensure services remain operational and effective (see Policy DE-219).

Hazard Reduction and Emergency Response Policies

Policy DE-219 Locate and design critical infrastructure to withstand and operate during hazard events and subsequent recovery phases. Standards and policies include:

- Generally prohibit the construction of public or private structures designed for emergency services or public safety in areas of unacceptable risk, which shall be defined as any location at which an incident capable of either causing the facility to become inoperable has a likelihood of more than 1/1,000,000 per year.
- Facilities and structures owned or used by public entities should be designed or retrofitted, used, and occupied consistent with Uniform Building Code and County Code requirements to protect life and property from hazards.
- Noncompliant structures should be upgraded, abated, or occupancy changed, prioritizing critical facilities and hazard risk.
- Encourage federal, state, and tribal authorities to evaluate facilities and structures not under County jurisdiction and to implement corrective safety measures as needed.
- Promote design elements that allow for greater social distancing and protective measures (ventilation, physical barriers, space for staff) to accommodate County and community needs during health-related incidents.

Action Item DE-219.1 Maintain emergency response plan(s) designed to reduce risk and exposure to hazardous conditions and events, respond to emergencies, and facilitate recovery.

Action Item DE-219.2 Update the emergency response plan regularly to keep pace with the growing population and emergency service capabilities.

Action Item DE-219.3a Identify routes and sites necessary for evacuation, emergency operations and recovery during hazard events.

Action Item DE-219.3b Identify new evacuation routes consistent with the Mendocino County Evacuation Plan, ensuring effective ingress/egress from isolated communities.

Action Item DE-219.3c Develop evacuation route alternatives for hazards and communities to ensure effective evacuation activities.

Action Item DE-219.4 Upgrade critical County services to employ onsite renewable energy systems to provide a basic level of operation, and encourage other agencies in Mendocino County to do the same.

Action Item DE-219.5 Increase the County's fuel storage capacities so as to withstand an extended, but temporary disruption of deliveries.

Policy DE-220 Development shall not hinder the maintenance and use of routes and sites critical to evacuation, emergency operations, and recovery.

Action Item DE-220.1 Establish and coordinate capital improvement programs and priorities to avoid or mitigate high-risk events.

Action Item DE-220.2 Through the County Office of Emergency Services, the County, and relevant agencies, promote public education and safety programs to reduce risk from geologic, fire, flood, inundation, and other hazards related to growth and development.

Action Item DE-220.3: Regularly update Mendocino County's Community Wildfire Protection Plan (CWPP), Multi-Jurisdiction Hazard Mitigation Plan, Capital Improvement Program, and Emergency Operations Plan to ensure consistency and effective hazard risk reduction.

Policy DE-221: The County supports the efforts of ham radio operators who provide needed communication during times of emergency.

Action Item DE-221.1: Amend the Zoning Code to provide an exemption from height limits for ham radio antennae.

Policy DE-222: The County shall establish an outreach program to educate residents and business owners about natural and climate change-induced hazards and public understanding of disasters. The County shall encourage persons in hazard-prone areas to prepare and maintain an emergency and evacuation kit.

Policy DE-223: The County shall collaborate with community service and faith-based organizations to ensure that the information and services related to emergency preparedness are made available to persons with limited transportation, communication, and other lifeline resources and services.

Policy DE-224: The County's Office of Emergency Services shall provide alerts about potential developing and ongoing emergency situations through the MendoAlert and/or Nixle systems to convey information to all residents and visitors, in multiple languages and formats to ensure it is widely distributed.

Action Item DE-224.1: The County Health and Human Services Agency shall continue to maintain an up-to-date Vulnerable Populations list of contact information for County residents to allow for effective emergency notifications and evacuation warnings.

Policy DE-225: The County shall encourage emergency preparedness among visitors.

Action Item DE-225.1: The County shall develop information content for the recreation and tourism sectors to ensure that visitors are aware of and prepared for potential, developing, and ongoing hazards in the area.

Action Item DE-225.2: The County shall require hotels, short-term rentals, and other lodging establishments to provide regional evacuation route information in the event of an emergency.

Fire Protection Policies

Policy DE-226: The General Plan Land Use and zoning maps shall limit development potential within Very High Fire Hazard Severity Zones (VHFHSZ), limiting or avoiding new development in these areas.

Policy DE-227: Development, densities, intensities, and type shall be consistent with the state wildfire hazard rating system and Fire Safe Regulations (addressing weather, fuel and slope, access, water, and other factors).

Policy DE-228: The County shall deny development proposals that present substantial fire hazard risk to residents and safety providers responding to a wildland fire.

Action Item DE-228.1: Work with CalFire to administer the Fire Safe Regulations and fire protection programs for State Responsibility Areas and development interfaces within the HFHSZ and VHFHSZ.

Action Item DE-228.2: Require new essential public facilities (fire stations, hospitals and health care facilities, emergency shelters, emergency command centers, and emergency communications facilities) to be located outside of VHFHSZs to the greatest extent possible.

Action Item DE-228.3: Require existing essential public facilities located in VHFHSZs to be retrofitted to reduce vulnerability to wildfire hazards.

Action Item DE-228.4: Disseminate evacuation criteria for the evacuation of residential neighborhoods in accordance with the Mendocino County Evacuation Plan.

Action Item DE-228.5: Develop an inventory of vulnerable populations (senior housing, group homes, multi-family housing, etc.) structures, roads, utilities, and essential public facilities within High and Very High Fire Hazard Severity Zones to be incorporated into the County's EOP.

Action Item DE-228.6: Expand the Mendocino County Evacuation Plan to include evacuation and shelter in place plans for vulnerable population locations and effectively communicate this information to the relevant first responder agencies.

Policy DE-229: Development shall be located, designed, and managed to reduce fire risk to life, property, and natural resources, and incorporate adequate fire protection consistent with the General Plan and adopted regulations.

Action Item DE 229.1: Applicants seeking discretionary approvals within and adjacent to High and Very High Fire Hazard Severity Zones within the County will be required to prepare a Fire Protection Plan (FPP), which must be approved by the fire code official,

that may include but not be limited to mitigation strategies that take into consideration location, topography, geology, flammable vegetation, sensitive habitats/species, and climate of the proposed site. FPPs must address water supply, access, building ignition and fire resistance, fire protection systems and equipment, defensible space, vegetation management, and long-term maintenance. All required FPPs must be consistent with the requirements of the California Building Code Chapter 7A, International Wildland-Urban Interface Code, and the County of Mendocino.

Policy DE-230: Approval of parcel maps and tentative maps in SRAs or VHFHSZs is conditional based on meeting the SRA Fire Safe Regulations and the Fire Hazard Reduction Around Buildings and Structures Regulations, particularly those regarding public and private road standards for ingress, egress, and fire equipment access. (Gov. Code, § 66474.02.)

Policy DE-231: Development shall facilitate and integrate the ability for fire protection agencies to access and maintain fuel and firebreaks, water supplies, and public and private emergency access routes.

Action DE-231.1: The County shall make fuels reduction along County roads within existing rights of way a regular part of the ongoing County road maintenance operations. The County shall encourage owners of private roads and driveways to do the same.

Action DE-231.2: Work with Fire Protection Agencies to identify long term maintenance standards and funding sources for fuel reduction projects, and community fire breaks.

Policy DE-232: New development in the High and Very High Wildfire Hazard Severity Zones and wildland urban/rural interfaces shall incorporate the following:

- Fuel breaks or greenbelts coordinated with water supplies and access, providing maximum circulation consistent with topography.
- Adequate and accessible defensible space that does not rely on publicly owned lands or open space designations of homeowner associations.
- At least two ingress-egress routes to a public roadway, unless alternative routes accessible to fire equipment are provided.
- Access to publicly maintained evacuation routes at regular intervals.
- Access routes sufficient to accommodate evacuating vehicles, fire equipment, and vegetation management zones.
- Primary traffic lanes to all building sites with turnarounds to accommodate fire equipment.
- Water supplies within a short distance of fire equipment access.
- Fire flows with adequate duration.
- Develop fire-safe plans for communities to assist in qualifying for grants.

Action DE-232.1: County codes and ordinance should be amended to require that all new construction comply with the California Code of Regulations, Division 1.5, Chapter 7, which should include regulations pertaining to:

- Emergency on-site water storage for fire protection (as a permitted use by right in all zoning districts)
- Covering all rain gutters with non-combustible leaf shields
- Requiring only non-combustible fences and decks
- Requiring enclosed eaves on all structures
- Installing fireproof vents on all structures (fire-rated, and flame and ember resistant)

Action DE-232.2: Identify developed areas within the County that do not meet current SRA Fire Safe Regulations or certified local ordinances.

Action DE-232.3: Developed areas identified within the County that do not meet current SRA Fire Safe Regulations or certified local ordinances should be retrofitted to comply with Policy DE-232 to the greatest extent possible.

Action DE-232.4: Develop a non-conforming retrofit plan for existing developments to meet Fire Safe Regulations and Defensible Space requirements.

Policy DE-233: The County supports an effective and economically viable fire protection and emergency response provided by fire protection agencies.

Policy DE-234: Coordinate with fire protection districts to determine and report capabilities to adequately serve existing and potential development.

Action DE-234.1: Develop a service level inventory for all fire protection authorities that identifies existing fire station locations, staffing levels, areas lacking service, and typical response times for service areas.

Policy DE-235 Developments shall be approved only if sufficient fire-fighting resources, such as fire stations, equipment, personnel, hydrants, and water supplies, will be available to serve all phases of development and include ongoing operations and maintenance.

Action Item DE-235.1 Work with fire protection organizations to achieve funding stability necessary to maintain adequate staffing, facilities and equipment.

Action Item DE-235.2 Collaborate with fire protection authorities, land managers, private landowners, and others to improve fire management strategies for reducing the impacts of wildfires on forest and watershed ecosystems.

Action Item DE-235.3 Work with fire protection providers (i.e., CalFire, U.S. Forest Service, local fire protection districts, and cities) to ensure development is compatible with fire protection capabilities.

Policy DE-236 The County will support viable emergency response and transport services such as emergency medical services.

Policy DE-237: Areas within the SRA and Fire Hazard Severity Zones shall be evaluated to determine the appropriate type, density, and locations of new development or reconstruction, and ensure adequate circulation, infrastructure, and services are available consistent with the latest Fire Safe Regulations.

Action Item DE-237.1: After a wildfire event, coordinate with USGS on Preliminary Hazard Assessments to identify areas prone to flooding and mudslide/debris flows.

Policy DE-238 New development not located in a fire protection district should mitigate impacts on first responders to emergency calls, and should be required to contribute its fair share cost of providing emergency services.

Action Item DE-238.1 No later than July 2022, the County shall develop a plan for short- and long-term funding to offset service delivery costs to local fire and emergency response districts for serving areas not within their district boundaries. This may include bonding, assessments, and/or direct fee for service. It is specifically recognized that some funding mechanisms may require voter approval in order to be implemented.

Action Item DE-238.2 Acknowledgement of the lack of fire and emergency services (or the limited availability of such services) shall be recorded with the County Recorder for all developed parcels located outside of a fire protection district. This acknowledgement shall be made available to all subsequent purchasers of the property. Proof of recordation shall be a condition of approval of all discretionary permits for projects located outside of a fire protection district.

Policy DE-239: Encourage the Air Quality Management District to coordinate with CalFire when providing public information about “burn” or “no burn” days.

Policy DE-240: Coordinate with the Mendocino County Fire Safe Council to develop and refine their “Defensible Space” program for County residents.

Policy DE-241: The County shall work with local communities and property owners to engage in and facilitate the removal of highly invasive flammable weeds (gorse, French broom, eucalyptus, etc.)

Policy DE-242: The County shall collaborate with the Mendocino County Fire Safe Council to add funding, expand programs, and distribute information on the Chipping Program, Ukiah Valley Fire Fuels Reduction Project, Defensive Space Assistance for Income-Eligible, and hazard tree removal programs.

Policy DE-243: The County shall coordinate with tribal nation governments and communities within the County to complete vegetation and fuel management projects surrounding their communities, including encouraging such activities on public and private roads.

Emergency Medical Services

Policy DE-269: The County shall work with local medical providers to ensure that low-cost medical and emergency medical services are available to those in isolated or disadvantaged unincorporated areas of the county.

(Mendocino, June 2021)

2.5.1.3 Development

As described under Section 2.5.2 below, population in Mendocino County has fallen over the last decade— even while the County faces development pressures from its more urban neighboring counties. Other economic changes in the County include changes in the timber and agricultural industries and global climate change. The long-term availability of energy and water resources is also a factor as the County plans for new growth.

Both timber and agriculture are a continued and vital part of the County's economy. They have both been protected by longstanding County policies which seek to concentrate development into existing cities, towns and villages, and to retain large areas of the County in timber and farmland. However, timber and agriculture face challenges. The timber industry faces increasing competition from worldwide sources of lumber that have made it difficult for local mills to remain competitive, resulting in the reduction of the former 200-plus lumber mills to only a handful. Many industrial jobs have been lost.

Agriculture, unlike timber, is not in decline, although it has changed with the addition of vast areas of viticulture, and attendant tourism. The change from historic crops such as pears, apples, prunes, and livestock to grapes and wine-making has also resulted the loss of the fruit orchards, sheep ranches, forests, and other historic uses that defined their regions in the past.

A limited water supply combined with uncertainty about the availability of future supplies, has served to limit development in most of the county. More recent challenges include changes in agriculture from low-intensity farming to more water-intensive uses, reductions in rainfall and river flows resulting from global climate change, and changes in upstream use of water that could limit flows in the rivers. There are also growing concerns about the impacts of urban development on water quality.

The reliability of energy resources is also particularly important in Mendocino County because the county's widely separated cities and towns make it necessary for many residents to travel long distances to work, shop and recreate. Fuel costs are therefore a major concern to residents and businesses. Most of the county's current energy resources originate outside of the county.

Climate change and its relationship to development is also of increasing concern. Directing new growth into the incorporated cities and established communities and increasing bike, pedestrian and transit systems will help lower transportation related GHG emissions, while improving building energy efficiency standards and promoting the use of renewable sources (wind, solar, hydro, and geothermal, among others) will lower emissions as well as consumption of fossil fuels in the county as a whole.

(Mendocino, 2009a)

2.5.2 EXISTING POPULATION AND PROJECTED GROWTH

CSA 3 does not have a service population as it does not currently provide any services. However, the CSA covers almost the entirety of Mendocino County, which has a population of 91,601 as of April 1, 2020. (USCB, 2021c) The average population for Mendocino County is 24.16 persons per square mile.

The rate of growth in Mendocino County from 2010 (87,841 residents) to 2020 (91,601) was 4.3%, as shown in the table below.

Table 2.5 Population Change in Mendocino County

	1980	1990	2000	2010	2020
Mendocino County	66,738	80,345	86,265	87,841	91,601
Percent Change	30%	20%	7%	2%	4%

Source: USCB, 2021a and USCB, 2021c.

As shown in Table 2.3, if the last ten years is an indication of average growth for the next ten years, the County will see very little growth in overall population. Growth projections published by Caltrans indicate a very slow overall County population growth of approximately 0.15%. (Caltrans, 2019) Based on this growth rate, CSA 3 can expect a small population increase of approximately 400 people in the next three years.

2.6 DISADVANTAGED UNINCORPORATED COMMUNITIES

Senate Bill (SB) 244, which became effective in January 2012, requires LAFCo to evaluate any Disadvantaged Unincorporated Communities (DUCs), including the location and characteristics of any such communities, when preparing an MSR that addresses agencies that provide water, wastewater, or structural fire protection services. A DUC is an unincorporated geographic area with 12 or more registered voters with a median household income (MHI) that is less than 80% of the State MHI of \$75,235, or \$60,188 (USCB, 2021b). This State legislation is intended to ensure that the needs of these communities are met when considering service extensions and/or annexations in unincorporated areas.

Mendocino County has an MHI of \$51,416 (USCB, 2021c) and qualifies as a DUC. Special consideration will be given to any DUCs affected by future annexation proposals consistent with GOV §56375(8)(A) and LAFCo Policy.

3 MUNICIPAL SERVICES

A Municipal Service Review (MSR) is a comprehensive analysis of the services provided by a local government agency to evaluate the capabilities of that agency to meet the public service needs of their current and future service area. The MSR determinations inform the SOI Update process and assist LAFCo in considering the appropriateness of a public service provider's existing and future service area boundary. The information and analysis presented in Chapters 2 and 3 of this document form the basis for the MSR determinations provided under Section 3.2.

3.1 SERVICE OVERVIEW

3.1.1 SERVICES AND FACILITIES

CSA 3 does not currently provide any services or have any facilities, and therefore does not have any customers or capital improvement plans to address service deficiencies or expansions.

CSA 3 has been a longstanding inactive district and Mendocino County is currently considering adding powers or services to CSA 3 that would allow for the establishment of Zones of Benefit (ZOB) as a funding vehicle to provide extended services to various areas of the County.

3.1.2 OUT-OF-AGENCY SERVICES

CSA 3 does not currently provide any services, and there are no pending or anticipated requests for or commitments to provide out-of-agency services.

3.1.3 SHERWOOD FWC ZOB PILOT PROGRAM

On January 8, 2019, the Board of Supervisors formed an Ad Hoc Committee to discuss issues related to second access roads within the County and issues related to emergency access and/or evacuation routes. (Mendocino, 2021d) This Ad Hoc Committee for one-way-in, one-way-out communities has been working with the Sherwood Firewise Community (FWC) for several years to address emergency access needs for communities along the Sherwood Road corridor located northeast of the City of Willits in the Brooktrails Township Community Services District and adjacent areas as depicted in Figure 3.1.

The Sherwood FWC has obtained grants from the Community Foundation of Mendocino County and pro bono work from Kronick Moskovitz Tiedemann & Girard law firm in Sacramento to develop the framework for a CSA 3 ZOB to be funded by a benefit assessment through the Benefit Assessment Act of 1982 and Proposition 218.

On January 25, 2021, the Board of Supervisors considered a plan to implement the CSA 3 Sherwood FWC ZOB Pilot Program and directed County staff to continue working on necessary steps for implementation. County staff provided an update to the Board of Supervisors on August 3, 2021, which was continued to August 17, 2021. County staff scheduled a vote-by-mail ballot election process for ZOB creation and assessment on March 15 and 17, 2022, which was postponed at the March 1, 2022 Board of Supervisors meeting at LAFCo's request in order to proceed with the activation of latent powers application first. The activation of latent powers would address emergency access road maintenance services.

The following is a brief project scope for the Sherwood FWC ZOB Pilot Program:

- Reduce the need for two-way traffic along Sherwood Road during wildfire incidents and allow unimpeded two-lanes of travel for improved evacuation safety of residents, businesses, and visitors.
- During wildfire incidents, dedicate the 3.5-miles of Sherwood Road from the intersection at Poppy Drive to North Main Street in the City of Willits to one-way evacuation traffic only.
- Provide two alternate dry weather access routes for emergency equipment over private roads commonly referred to as the "FirCo Haul Road" and the "Willits Creek Trail Road".
- Collect funding from property owners in the Brooktrails, Spring Creek, Sylvandale, and Gates Subdivisions for road maintenance of the Willits Creek and Firco Emergency Equipment Access Routes.
- Based on an Engineer's Report, there would be an estimated \$30 annual benefit assessment charged to property owners of developed or improved parcels occupied for residential or business uses.
- Assessment funds would be used for on-going routine private road maintenance service including vegetation clearance, road drainage ditches, conduit cleaning and replacement, and road surface gravel and grading treatments.
- CSA 3 Sherwood FWC ZOB would serve as a funding mechanism only, and County staff appointed by the CSA 3 Board of Directors would collect and administer the assessment funding and implement the road maintenance activities either directly or by contract.
- The assessment would be collected annually until the CSA 3 Board of Directors determines it is no longer needed.
- The proposed road maintenance work will complement hazardous fuel reduction efforts already completed during the Oak Fire by CAL FIRE for critical firefighter access.

(Board, 2021b) (Board, 2021a) (Board, 2021b) (Board, 2022) (CSA 3, 2022) (Mendocino, 2022)

3.2 DETERMINATIONS

This section presents the required MSR determinations pursuant to California Government Code §56430(a) for County Service Area No. 3.

3.2.1 MSR REVIEW FACTORS

3.2.1.1 Growth

Growth and population projections for the affected area

1. The jurisdictional boundary of CSA 3 encompasses the entire unincorporated area of Mendocino County. The District boundary is not countywide.
2. The District does not currently provide any services and therefore has no service population.
3. The 2020 Census estimated a population of 91,601 residents for Mendocino County.
4. Mendocino County population growth is expected to increase at an annual rate of approximately 0.15%. Based on this growth rate, CSA 3 can expect a small population increase of approximately 400 people in the next three years.
5. Mendocino County has land use authority over privately-owned lands within the CSA 3 boundary and makes land-use decisions based on the County's General Plan and Zoning Regulations.

3.2.1.2 Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

6. Mendocino County has an MHI of \$51,416 and qualifies as a disadvantaged unincorporated community (DUC) with less than 80% of the States Median Household Income (MHI). Special consideration will be given to any DUCs affected by future annexation proposals consistent with GOV §56375(8)(A) and LAFCo Policy.

3.2.1.3 Capacity of Facilities and Adequacy of Services

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated communities within or contiguous to the sphere of influence

7. CSA 3 does not provide any services and has no facilities, equipment, infrastructure, personnel, or reoccurring revenue.
8. The District does not provide any out-of-agency services.
9. CSA 3 has been a longstanding inactive district and Mendocino County is currently considering adding powers or services to CSA 3 that would allow for the establishment of Zones of Benefit as a funding vehicle to provide extended services to various areas of the County.
10. The creation of a CSA 3 Zone of Benefit and Benefit Assessment for the Sherwood Firewise Community area as a funding mechanism to provide on-going routine road maintenance on two alternate dry weather emergency equipment access routes is intended to improve wildfire evacuation safety for residents, businesses, and visitors and requires a LAFCo activation of latent powers application first.
11. It is currently unclear whether CSA 3 will provide an efficient and practical way for addressing County goals and community needs. Therefore, in lieu of preparing a long-term plan for CSA 3 service

provision at this time, it is recommended that County staff provide the Commission an annual progress report on CSA 3 activities and plans.

3.2.1.4 Financial Ability of Agency

Financial ability of agencies to provide services

12. There is no annual budget or audit to evaluate as CSA 3 has been inactive for decades. CSA 3 has never collected ad valorem property taxes and the District has no reoccurring revenues or expenses.
13. The Board of Supervisors authorized one-time fund transfers to CSA 3 in 2019 and 2020 for a total of \$50,000 to keep the District active.
14. CSA 3 currently has no reserves, outstanding debt, grants, or capital improvement plans.
15. Once the District provides services, it will be required to prepare an annual budget and have annual financial audits prepared by a qualified Certified Public Accountant likely through Mendocino County. The District shall provide LAFCo a complete copy of all future financial audit reports prepared by a Certified Public Accountant within 12 months of the end of the fiscal year or years under examination consistent with the timeframes established by Government Code Section 26909(a)(2)(b)(ii) as amended by SB 448. Audits should also be posted on the District's webpage for public access.
16. In order for the District to provide services in the future, a funding mechanism would be needed to ensure that the District would operate in a financially sound manner. If property tax assessments are to be used to fund any future services, a Proposition 218 election would need to be held and a majority of voting taxpayers would need to approve the assessments. An Engineer's Report would be required prior to any Proposition 218 election. The Report would provide the cost of long-term operations, maintenance, and capital costs, including staffing, equipment, and facilities needed.
17. Future benefit assessments for future Zones of Benefit should include an annual inflationary cost adjustment mechanism aligned with the Construction Cost Index in order to ensure that long-term funding remains commensurate with any rising or falling costs in construction.

3.2.1.5 Shared Services and Facilities

Status of, and opportunities for, shared facilities

18. CSA 3 does not currently provide any services or have any facilities, equipment, or infrastructure and therefore does not share services or facilities with other local government agencies.

3.2.1.6 Accountability, Structure, and Operational Efficiencies

Accountability for community service needs, including governmental structure and operational efficiencies

19. The CSA 3 Board of Directors is governed by the Mendocino County Board of Supervisors comprised of five seats and elected to serve staggered 4-year terms.
20. Regularly scheduled meetings for the Board of Supervisors are held on two Tuesdays of the month at 9:00 a.m. at the County Administration Center located at 501 Low Gap Road in Ukiah. All meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.
21. The Board of Supervisors conducts business and takes action by approving motions and adopting resolutions and ordinances by a majority vote of a sufficient quorum. The Board of Supervisors have adopted policies and procedures related to elected officials including conflict of interest and

reimbursement, finances, and personnel. The Board of Supervisors receive two hours of training on public service ethics laws and principles at least once every two years pursuant to AB 1234. Board of Supervisors must consider proposed increases to rates and fees at properly noticed Public Hearings and subject to mailing a Notice of Hearing for Protests to all property owners pursuant to Proposition 218. The Board of Supervisors complies with local government ethics laws and regulations and operates with accountability and transparency.

22. As a matter of order, the Board of Supervisors should convene as the CSA Board of Directors in transacting County-dependent district business during Board of Supervisors public meetings.
23. The CSA has a website at <https://www.mendocinocounty.org/government/transportation/csa-3>, which currently contains the District’s agendas and minutes from Board meetings related to reactivation. When CSA 3 becomes more active, the website should be updated with additional information, such as meeting dates, agendas, bylaws, procedures, maps, and other relevant documents. The CSA 3 website would benefit from a similar format as the Board of Supervisors website, which has a searchable database of documents.
24. The District has no personnel and relies on the County for staffing services.
25. The public can submit written or provide verbal comments or complaints in person or by phone at the Board office during business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., or at the Board of Supervisors meetings during the general public comment period.
26. In consideration of SB 448 and the long history of CSA 3 inactivity, it is recommended that if the District does not activate latent powers within five-years of adoption of this study, the Commission consider initiating dissolution proceedings. This recommendation does not limit the ability of the Commission to initiate dissolution proceedings sooner as provided by applicable laws.
27. There are no government restructure options for the District to achieve organizational or operational efficiencies identified during the preparation of this MSR.

3.2.1.7 Other Service Delivery Matters

Any other matter related to effective or efficient service delivery, as required by commission policy

28. There are no other matters related to service delivery required by Mendocino LAFCo Policy.

4 SPHERE OF INFLUENCE

LAFCo prepares a Municipal Service Review (MSR) prior to or in conjunction with the Sphere of Influence (SOI) establishment or update process. An SOI Update considers whether a change to the SOI, or probable future boundary, of a local government agency is warranted to plan the logical and orderly development of that agency in a manner that supports CKH Law and the Policies of the Commission. The MSR and required determinations are presented in Chapters 2 and 3 of this document and form the basis of information and analysis for this SOI study. This chapter presents the SOI establishment or update and required determinations pursuant to California Government Code §56425(e).

4.1 SOI ESTABLISHMENT

4.1.1 EXISTING SPHERE OF INFLUENCE

CSA 3 has been inactive for decades and there is no record of prior LAFCo efforts to establish a Sphere of Influence (SOI) for this County-dependent district. Therefore, this study is intended to establish an SOI for CSA 3.

4.1.2 EXISTING SERVICES

CSA 3 has been inactive for decades and does not currently provide any services or have any facilities, equipment, infrastructure, personnel, or reoccurring revenue.

Therefore, there are no existing services to note or describe related to the nature, location, and extent of any functions or classes of services provided by CSA 3 per GOV §56425(i).

An activation of latent powers application will be needed to proceed with provision of CSA 3 services.

4.1.3 STUDY AREAS

There are multiple Study Areas for CSA 3 evaluated in this report.

4.1.3.1 Sherwood Road Study Area

The Sherwood Road Study Area, known as the CSA 3 Sherwood FWC ZOB Pilot Program, discussed in Section 3.1.3, is well defined and based on years of collaboration between the Sherwood Firewise Community (FWC) and the County of Mendocino related to addressing community needs for multiple emergency access routes.

4.1.3.2 Ukiah Eastern Hills Study Area

The Ukiah Eastern Hills Study Area is in early stages of conception and is not currently geographically well-defined, but generally involves existing residential subdivisions in the Eastern Hills of the Ukiah Valley area along Redemeyer Road (Figure 4.1).

4.1.3.3 Other Communities

In addition to the study areas described above, there are multiple other one-way-in, one-way-out communities in the County with fire vulnerability and evacuation concerns that need a secondary emergency access route.

The 2021 Mendocino County Safety Element Update and the 2020 Mendocino County Evacuation Plan identify areas with evacuation limitations. Please note that the areas identified in the Safety Element and Evacuation Plan are not based on an exhaustive or prioritized list of community needs.

4.1.3.4 Fire Service Gaps Study Area

The gaps in between the service areas of existing local fire agencies could potentially be supported by activation of latent fire powers through CSA 3 (Figure 4.2). Refer to Section 2.3.10.1 for more information.

4.1.3.5 Water Service Gaps Study Area

The gaps in between the service areas of existing local water agencies could potentially be supported by activation of latent water powers through CSA 3 (Figure 4.3). Refer to Section 2.3.10.2 for more information.

4.1.4 AREA OF INTEREST DESIGNATION

LAFCo's Area of Interest Policy, per Section 10.1.12, provides for the designation or identification of unincorporated areas located near to, but outside the jurisdictional boundary and established SOI of a city or district, in which land use decisions or other governmental actions of another local agency directly or indirectly impact the subject local agency.

An Area of Interest (AOI) designation serves as a compromise approach that recognizes situations involving challenging boundary or municipal service delivery considerations, or for which urbanization may be anticipated in the intermediate or long-range planning horizons. It is a tool intended to enhance communication and coordination between local agencies.

An AOI designation is most helpful when the county and city or district can reach agreement that development plans related to LAFCo designated AOI will be treated the same as if these areas were within the city or district SOI boundary, particularly regarding notification to and consideration of input from the city or district.

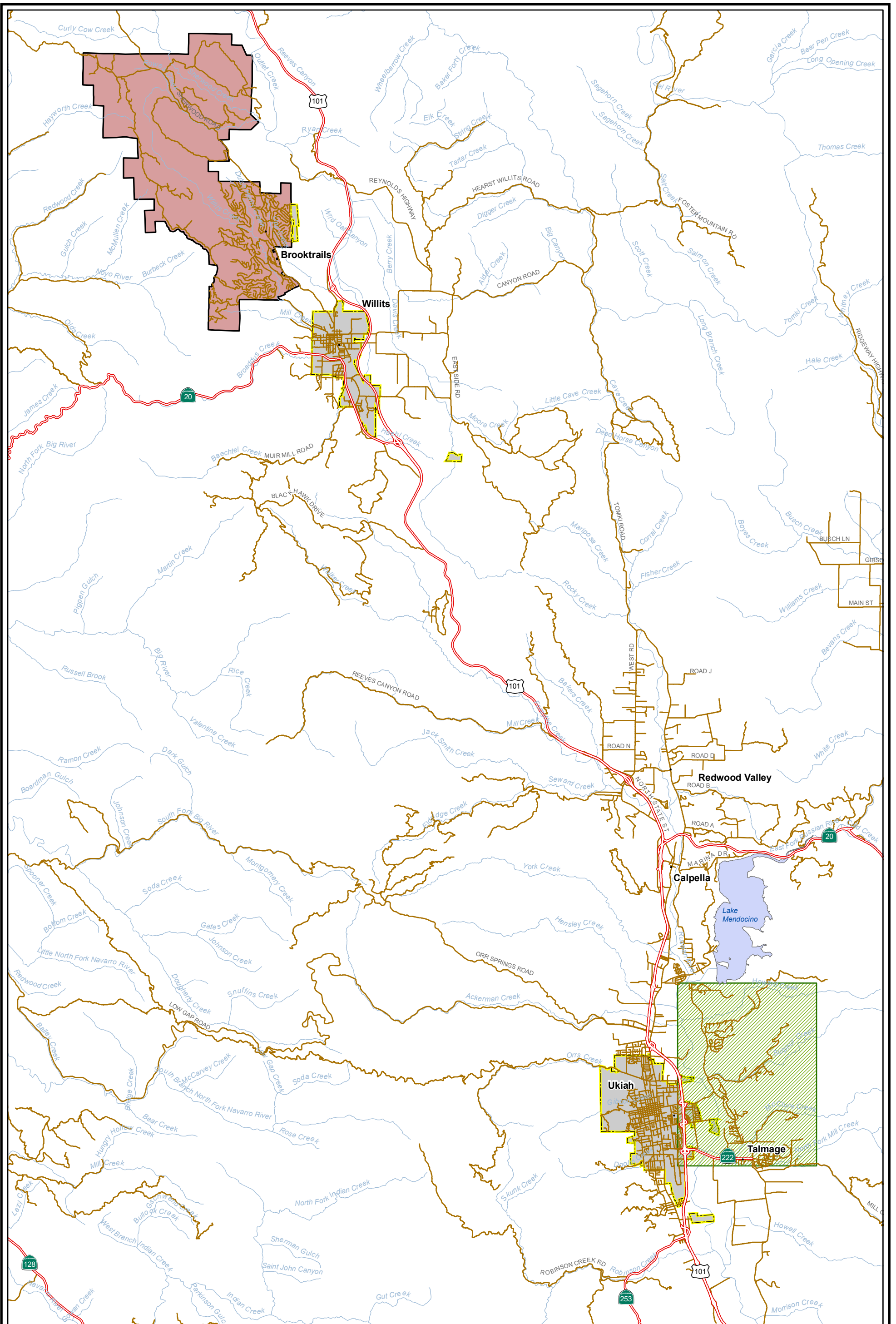
The Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas described above are designated as Areas of Interest for CSA 3.

4.1.5 PROPOSED SOI

The Sherwood Road Study Area describe above is proposed for a Service Specific Sphere, per LAFCo Policy 10.1.6, for road maintenance of emergency access routes.

There is no further SOI boundary (Figure 4.1) proposed for CSA 3 at this time since the District does not currently provide any services or have any facilities, equipment, infrastructure, personnel, or reoccurring revenue.

Once a detailed service plan is established for a well-defined service area within the District, a LAFCo application to activate latent powers accompanied by a sphere amendment will be needed to proceed with such provision of District services.



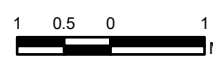
County Service Area 3 Sphere of Influence and Area of Interest

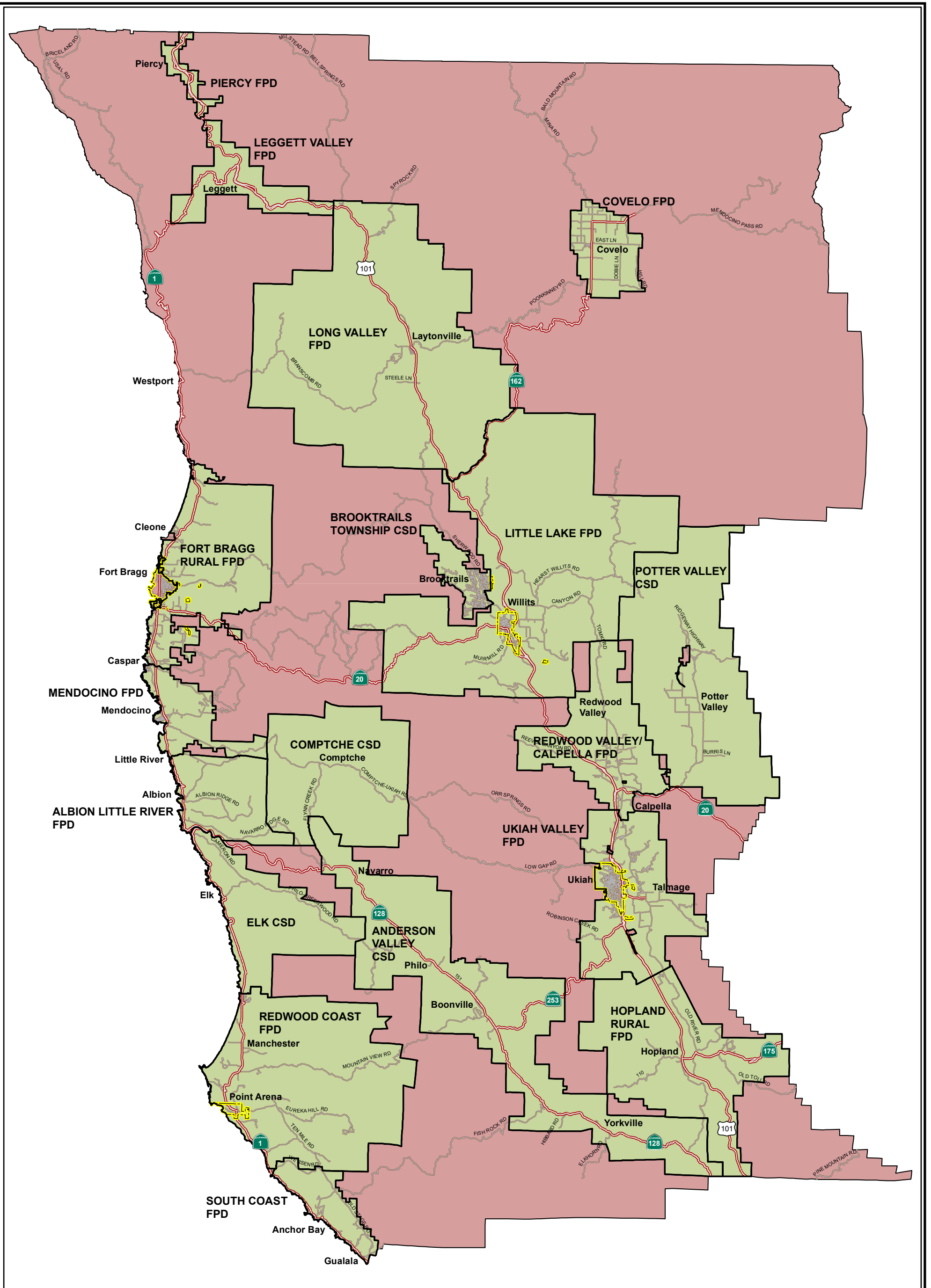
Service Specific Sphere of Influence for road maintenance of emergency access routes for the future Sherwood Firewise Community Zone of Benefit.

- Service Specific Sphere of Influence
- Ukiah Eastern Hills Area of Interest
- Cities
- Highways
- Roads
- Streams

Source: This map was prepared by the County GIS Program within the Information Services Division, June 17, 2022.

Note: This map is not a survey product.

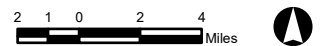


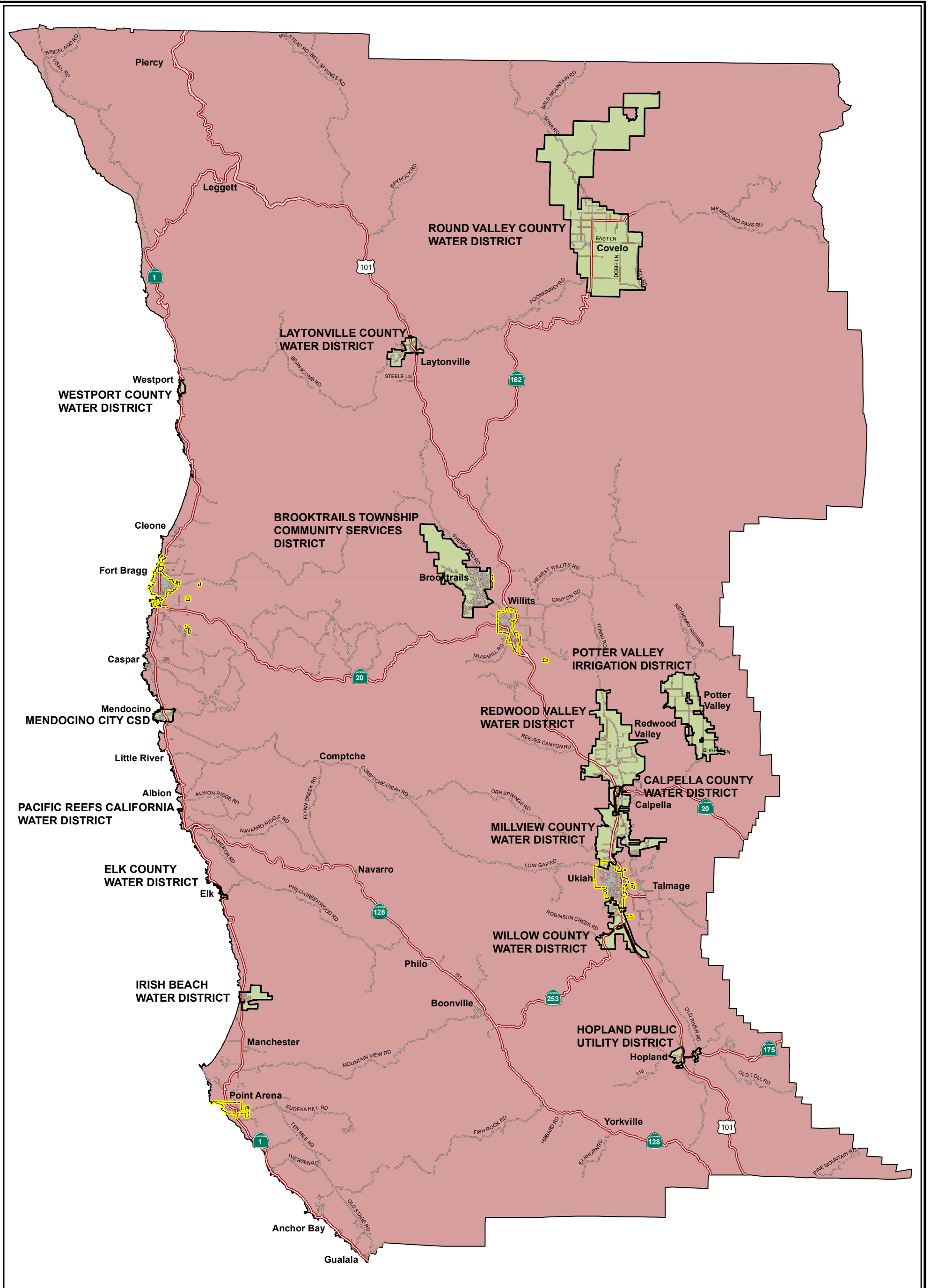


Fire Protection Districts within Mendocino County

- Fire Districts
- Fire Service Gaps Areas of Interest, (AOI)
- Incorporated Cities
- Highways
- Roads

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, May 4, 2022.
 Note: This map is not a survey product.

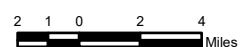




Water Districts within Mendocino County

- Water Districts
- Water Service Gaps Area of Interest, (AOI)
- Incorporated Cities
- Highways
- Roads

Source: This map was prepared by the Mendocino County Department of Information Services GIS Program, May 10, 2022.
 Note: This map is not a survey product.



4.1.6 CONSISTENCY WITH LAFCO POLICIES

The proposed District SOI is consistent with Mendocino LAFCo Policies (refer to Section 1.5 for the specific SOI policies).

4.1.7 DETERMINATIONS

It is recommended that the Commission establish a Service Specific Sphere of Influence for CSA 3 that is limited to the future Sherwood Firewise Community Zone of Benefit, as depicted on Figure 4.1, for road maintenance of emergency access routes, and designate an Area of Interest for the Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas, as depicted on Figures 4.1, 4.2, and 4.3. The following statements have been prepared in support of this recommendation.

4.1.7.1 Land Uses

The present and planned land uses in the area, including agricultural and open space lands

CSA 3 includes all the land uses presently in effect in Mendocino County, including those listed as land use designations in the General Plan: Coastal Zone, Agricultural, Commercial, Forest Land, Industrial, Open Space, Public Lands, Public Service, Range Land, Remote Residential, Rural Residential, Suburban Residential, and Rural Community. Mendocino County has land use authority over privately-owned lands within the District boundary and makes land-use decisions based on the County's General Plan, Zoning Regulations, and Specific Plans.

4.1.7.2 Need for Facilities and Services

The present and probable need for public facilities and services in the area

CSA 3 has been a longstanding inactive district and Mendocino County is currently considering adding powers or services to CSA 3 that would allow for the establishment of Zones of Benefit as a funding vehicle to provide extended services to various areas of the County. The most recent and active discussions have centered around the creation of a Zone of Benefit to enable the County to provide maintenance of emergency access roads in the Sherwood Firewise Community area for improved wildfire evacuation safety purposes.

It is currently unclear whether CSA 3 will provide an efficient and practical way for addressing County goals and community needs. Therefore, in lieu of preparing a long-term plan for CSA 3 service provision at this time, it is recommended that County staff provide the Commission an annual progress report on CSA 3 activities and plans.

4.1.7.3 Capacity of Facilities and Adequacy of Services

The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

CSA 3 does not currently provide any services or have any facilities, personnel, or reoccurring revenue. Therefore, CSA 3 currently has no facility capacity or deficiencies and no service delivery adequacy issues.

4.1.7.4 Communities of Interest

The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

The jurisdictional boundary of CSA 3 encompasses the entire unincorporated area of Mendocino County, therefore, there are no additional communities of interest in the study area.

4.1.7.5 Disadvantaged Unincorporated Communities

The present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

Mendocino County has an MHI of \$51,416 and qualifies as a disadvantaged unincorporated community (DUC) with less than 80% of the States Median Household Income (MHI). Special consideration will be given to any DUCs affected by future annexation proposals consistent with GOV §56375(8)(A) and LAFCo Policy.



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6 ACRONYMS

AOI	Area of Interest
BOS	Board of Supervisors
Caltrans	California Department of Transportation
CDP	Census Designated Place
CEQA	California Environmental Quality Act
CEO	County Executive Officer
CKH	Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
CSA	County Service Area
CSD	Community Services District
CSDA	California Special Districts Association
DUC	Disadvantaged Community
EMS	Emergency Medical Services
FPD	Fire Protection District
FY	Fiscal Year
FWC	Firewise Community
GOV	California Government Code
HCD	Health Care District
ILG	Institute for Local Government
JPA	Joint Powers Authority or Agreement
LAFCo	Local Agency Formation Commission
MCAFD	Mendocino County Association of Fire Districts
MCFA	Mendocino County Fire Chiefs Association
MCOG	Mendocino Council of Governments
MHI	Median Household Income
MOU	Memorandum of Understanding
MSR	Municipal Service Review
SB	Senate Bill
SOI	Sphere of Influence
USCB	United States Census Bureau
ZOB	Zone of Benefit

7 ACKNOWLEDGEMENTS

7.1 REPORT PREPARATION

This Municipal Service Review and Sphere of Influence Update was prepared by Hinman & Associates Consulting, Inc., contracted staff for Mendocino LAFCo.

- Uma Hinman, Executive Officer
- Larkyn Feiler, Analyst
- Kristen Meadows, Commission Clerk

7.2 ASSISTANCE AND SUPPORT

This Municipal Service Review and Sphere of Influence study could not have been completed without the assistance and support from the following organizations and individuals.

Mendocino County	Steve Dunicliff, Deputy CEO Judy Morris, Deputy CEO Nathaniel Raff, Deputy County Counsel Howard Dashiell, Department of Transportation Director Leif Farr, GIS Coordinator
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8 APPENDICES

8.1 APPENDIX A – OPEN GOVERNMENT RESOURCES

The purpose of this appendix is to provide a brief list of some educational resources for local agencies interested in learning more about the broad scope of public interest laws geared towards government transparency and accountability. This appendix is not intended to be a comprehensive reference list or to substitute legal advice from a qualified attorney. Feel free to contact the Mendocino LAFCo office at (707) 463-4470 to make suggestions of additional resources that could be added to this appendix.

The websites listed below provide information regarding the following open government laws: (1) **Public Records Act** (Government Code §6250 et seq.), (2) **Political Reform Act** – Conflict-of-Interest regulations (Government Code §81000 et seq.), (3) **Ethics Principles and Training** (AB 1234 and Government Code §53235), (4) **Brown Act** – Open Meeting regulations (Government Code §54950 et seq.), and (5) **Online Compliance** regulations (Section 508 of the US Rehabilitation Act and Government Code §11135).

- Refer to the State of California Attorney General website for information regarding public access to governmental information and processes at the following link: <https://oag.ca.gov/government>.
- Refer to the State of California Attorney General website for information regarding Ethics Training Courses required pursuant to AB 1234 at the following link: <https://oag.ca.gov/ethics>.
- The Fair Political Practices Commission (FPPC) is primarily responsible for administering and enforcing the Political Reform Act. The website for the Fair Political Practices Commission is available at the following link: <http://www.fppc.ca.gov/>.
- Refer to the California Department of Rehabilitation website for information regarding Section 508 of the US Rehabilitation Act and other laws that address digital accessibility at the following link: <http://www.dor.ca.gov/DisabilityAccessInfo/What-are-the-Laws-that-Cover-Digital-Accessibility.html>.
- Refer to the Institute for Local Government (ILG) website to download the Good Governance Checklist form at the following link: www.ca-ilg.org/post/good-governance-checklist-good-and-better-practices.
- Refer to the Institute for Local Government (ILG) website to download the Ethics Law Principles for Public Servants pamphlet at the following link: www.ca-ilg.org/node/3369.
- Refer to the Institute for Local Government (ILG) website for information regarding Ethics Training Courses required pursuant to AB 1234 at the following link: <http://www.ca-ilg.org/ethics-education-ab-1234-training>.
- Refer to the California Special Districts Association (CSDA) website for information regarding online and website compliance webinars at the following link: <http://www.csda.net/tag/webinars/>.

8.2 APPENDIX B – WEBSITE COMPLIANCE HANDOUT

Refer to the next page.

DRAFT

Appendix B

California Website Compliance Checklist

Use this checklist to keep your district's website compliant with State and Federal requirements.

Public Records Act

SB 929

Our district has created and maintains a website

Passed in 2018, all independent special districts must have a website that includes contact information (and all other requirements) by Jan. 2020

SB 272

Our Enterprise System Catalog is posted on our website

All local agencies must publish a catalog listing all software that meets specific requirements—free tool at getstreamline.com/sb272

AB 2853 (optional):

We post public records to our website

This bill allows you to refer PRA requests to your site, if the content is displayed there, potentially saving time, money, and trees

The Brown Act

AB 392:

Agendas are posted to our website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings

This 2011 update to the Act, originally created in 1953, added the online posting requirement

AB 2257:

A link to the most recent agenda is on our home page, and agendas are searchable, machine-readable and platform independent

Required by Jan. 2019—text-based PDFs meet this requirement, Microsoft Word docs do not

State Controller Reports

Financial Transaction Report:

A link to the Controller's "By the Numbers" website is posted on our website

Report must be submitted within seven months after the close of the fiscal year—you can add the report to your site annually, but posting a link is easier

Compensation Report:

A link to the Controller's PublicPay website is posted in a conspicuous location on our website

Report must be submitted by April 30 of each year—you can also add the report to your site annually, but posting a link is easier

Healthcare District Websites

AB 2019:

If we're a healthcare district, we maintain a website that includes all items above, plus additional requirements

Including budget, board members, Municipal Service Review, grant policy and recipients, and audits

Open Data

AB 169:

Anything posted on our website that we call "open data" meets the requirements for open data

Defined as "retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable" among other things

Section 508 ADA Compliance

CA gov code 7405:

State governmental entities shall comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973

Requirements were updated in 2018—if you aren't sure, you can test your site for accessibility at achecker.ca



California Special Districts Association
CSDA
Districts Stronger Together

csda.net



getstreamline.com

The Brown Act: new agenda requirements

Tips for complying with AB 2257 by January, 2019

Placement:

What it says: An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda.

What that means: Add a link to the **current agenda directly to your homepage**. It cannot be in a menu item or otherwise require more than a single click to open the agenda.

Exception:

What it says: A link to the agenda management platform may be added to the home page instead of a link directly to the current agenda, if the agency uses an integrated agenda management platform that meets specified requirements, including, among others, that the current agenda is the first agenda available at the top of the integrated agenda management platform.

What that means: If you use an agenda management system, you may add a link to that system directly to your homepage (again, not in a menu item), if the format of the agenda meets the requirements below, and if the current agenda is the first at the top of the list.

Format:

What it says: [agenda must be] Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications. Platform independent and machine readable. Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

What that means: You cannot add Word Docs or scanned (image-based) PDFs of your agenda to your website—Word Docs are not platform independent (the visitor must have Word to read the file), and scanned PDFs are not searchable. Instead, **keep your agenda separate from the packet** and follow these steps:

1. From Word or other document system: Export agenda to PDF
2. Add that agenda to your website (or to your agenda management system), and include a link to that agenda on your homepage
3. Then, you can print the agenda, add it to your pile of documents for the packet, and scan that to PDF - just keep the packet separate from the agenda (only the agenda must meet AB 2257)
4. Keep the link on the homepage until the next agenda is available, then update the link

Questions? Contact sloane@getstreamline.com or dillong@csga.net

Attachment 2

Notice of Exemption

(Exempt from fees per GOV Section 27383)

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Mendocino

From: (Public Agency): Mendocino LAFCo
200 South School Street
Ukiah, California 95482

(Address)

Project Title: CSA 3 MSR/SOI Study 2022Project Applicant: N/A

Project Location - Specific:

The City of Point Arena and all unincorporated areas of Mendocino County as of July 31, 1985.

Project Location - City: Countywide minus 3 cities Project Location - County: Mendocino

Description of Nature, Purpose and Beneficiaries of Project:

This is a LAFCo initiated Municipal Service Review (MSR) and Sphere of Influence (SOI) establishment study for the County Service Area No. 3 (CSA 3) prepared in accordance with California Government Code §56430 and §56425.

Name of Public Agency Approving Project: Mendocino Local Agency Formation CommissionName of Person or Agency Carrying Out Project: Mendocino Local Agency Formation CommissionExempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: §15061(b)(2): §15306 and §15301(c)
- Statutory Exemptions. State code number: §15061(b)(1): §15269(b) & (c)

Reasons why project is exempt:

14 CCR §15061(b)(1) & (2): the project is exempt from CEQA as follows. §15306: the MSR is a service evaluation study and any future actions will be subject to additional environmental review. Any future indirect physical changes to the environment from the SOI, due to the repair and maintenance of existing facilities (roads) to permit emergency egress to preserve life during a wildfire, are exempt per §15301(c) and §15269(b) & (c).

Lead Agency

Contact Person: Uma Hinman, Executive Officer Area Code/Telephone/Extension: (707) 463-4470**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: 7/11/2022 Title: Executive Officer Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Attachment 3

Resolution No. 2022-23-02 of the Local Agency Formation Commission of Mendocino County

Approving Adoption of the County Service Area No. 3 Municipal Service Review and Sphere of Influence Study

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Mendocino County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the County Service Area No. 3, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence update for the District pursuant to California Government Code Section 56425; and

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

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

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence study on June 6, 2022 and continued to July 11, 2022; and

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

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

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations §15061(b)(1) and §15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. The Commission, as Lead Agency, finds the sphere of influence establishment is exempt from further review under the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations §15061(b)(2), §15306, §15301(c), and §15269(b) & (c). This finding is based on any future indirect physical changes to the environment from the recommended sphere of influence would be limited to the repair and maintenance of existing facilities (roads) to permit emergency egress to preserve life during a wildfire, which is subject to statutory and categorical exemptions.

3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: “CSA 3 MSR/SOI Study 2022”.
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this update of the sphere of influence for the District.

BE IT FURTHER RESOLVED that the CSA 3 MSR/SOI Study 2022 is hereby approved and incorporated herein by reference and a Service Specific Sphere of Influence is established for CSA 3 that is limited to the future Sherwood Firewise Community Zone of Benefit for road maintenance of emergency access routes as depicted in Exhibit “A”, and an Area of Interest is designated for the Ukiah Eastern Hills, Fire Service Gaps, and Water Service Gaps Study Areas as depicted in Exhibits “A”, “B”, and “C” attached hereto.

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 11th day of July 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CHARLES A. ORTH, Commission
Chair

ATTEST:

UMA HINMAN, Executive Officer

**MENDOCINO
Local Agency Formation Commission**

Staff Report

MEETING July 11, 2022
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Format of Future Commission Meetings**

RECOMMENDATION

Discuss and provide direction to staff regarding future LAFCo meetings and preferred format.

SUMMARY

Since April 2020, Mendocino LAFCo has conducted its public meetings via Zoom/teleconference, consistent with the Governor’s Executive Orders allowing teleconferencing and AB 361, which authorizes teleconferencing without following the non-emergency teleconferencing rules in the Brown Act. The Commission has adopted a resolution at each LAFCo meeting authorizing LAFCo to conduct teleconference meetings.

As some public agencies are returning to in-person meetings, it is timely to discuss format options for future LAFCo meetings, including the following:

1. Virtual teleconference meetings – The Commission has used this format since the statewide state of emergency was declared in 2020. Virtual meetings of government agencies have resulted in increased public participation, reduced meeting time commitments, less travel, and reduced carbon emissions. However, there are increased technical costs and challenges associated with hosting virtual meetings. LAFCo can continue to hold virtual teleconference meetings as long as a proclaimed state of emergency exists, and state or local officials have recommended measures to promote social distancing. The County Health Officer currently recommends social distancing at public meetings.
2. In-person meetings – LAFCo could return to in-person meetings. The Clerk of the Board of Supervisors confirmed that LAFCo may not yet hold in-person meetings in the Board of Supervisors’ chambers as we did pre-pandemic. The County is in the process of finalizing a new policy for outside use of the Chambers and anticipates August or September for final implementation.
3. Hybrid meetings: This option combines virtual teleconference and in-person formats and has become the standard of public meetings during this time of transition between pandemic and normalcy. Under this option, LAFCo staff and at least some Commissioners would be present in the Board chambers, while other Commissioners would participate remotely via Zoom. Members of the public would be allowed to attend the meeting in person or via Zoom/teleconference and provide comment in either format. This option is the most challenging to navigate, however, our contract with County IT will cover these services although may result in additional costs to LAFCo.

The Commission has utilized the Mendocino County Board of Supervisor’s (BOS) Chambers to hold its meetings since April 2013; however, since the pandemic started in March 2020, the BOS Chambers have been closed to the public. Earlier this year, the County completed extensive modifications to the Chambers in order to accommodate recommended social distancing and enhanced technical equipment for public use and hybrid meetings. The BOS began using the Chambers for its hybrid public meetings in mid-April 2022; however, at this time the Chambers remain unavailable to other agency use.

At its June 6 meeting, the Commission directed staff to look into optional venues until the BOS Chambers are available. Factors to be considered in finding an alternative site include the following:

- Accessible and available space suitable for public meetings adhering to the Brown Act and Americans with Disabilities Act (ADA) requirements
- Availability of suitable technology and expertise to provide hybrid meetings and live-stream/recording of meetings
- Additional cost of venue, which was not included in the FY 2022-23 budget

The following venues were identified as potential options for holding hybrid meetings:

Venue	Rental Fee	Tech Fee	Notes
County BOS Chambers	Reservation and cleaning fee (amount unknown at this time)	Provided by County IT (Approx \$150-250/mtg)	Protocols being developed; possibly available in August or soon thereafter
UC Extension / Department of Agriculture	Free (Capacity: 35)	Provided by County IT (Approx \$300-450/mtg)	Available for use
Ukiah Valley Conference Center	Use of smaller rooms included in the office lease (Capacity: 12-20)	Provided by County IT (Approx \$300-450/mtg)	Available for use

The new policies and protocols for use of the County BOS Chambers will include a reservation and cleaning fee for each meeting. The amount is unknown at this time. At this time, the other two venues do not require a reservation or cleaning fee.

Technical support costs for the UC Extension and Ukiah Valley Conference Center spaces would be higher by approximately \$155 per meeting for set up and break down of equipment necessary to live-stream and record the meetings.

In addition to the upcoming regular Commission meeting scheduled for August 1, a joint public workshop for the City of Ukiah and Ukiah Valley Sanitation District Municipal Service Review and Sphere of Influence Updates may be held either as a special meeting in mid to late August or during the September 12th regular meeting.

MENDOCINO Local Agency Formation Commission

Staff Report

MEETING July 11, 2022
TO Mendocino Local Agency Formation Commission
FROM Uma Hinman, Executive Officer
SUBJECT **Applications and Work Load**

RECOMMENDATION

The Commission will receive a status report on the active proposals currently on file with the Commission as well as anticipated filings based on ongoing discussions with proponents. Also included is a summary of progress on the Work Plan scheduled for the fiscal year. The item is for information and satisfies LAFCo's reporting requirement for current and future applications.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 delegates Local Agency Formation Commissions (LAFCos) 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.

LAFCo proceedings for jurisdictional changes are generally initiated by outside applicants through petitions (landowners or voters) and resolutions (local agencies). LAFCos may also initiate jurisdictional changes to form, consolidate, or dissolve special districts if consistent with the recommendations of approved municipal service reviews.

ACTIVE PROPOSALS

This item provides the Commission its regular update on active proposals on file as well as identifies future proposals staff anticipates being filed with LAFCo in the near term based on discussions with local agencies and proponents. All active and future proposals are also summarized in Attachment 1.

City of Ukiah Annexation of Western Hills (Hull Properties) (File No. A-2022-02)

On June 8, 2022, the City of Ukiah submitted an application to annex approximately 707 acres in the Western Hills for open space preservation, while allowing the potential for future low density residential up to 14 dwelling units on the 55 easternmost acres. The application is incomplete pending submittal of additional materials.

Elk Community Services District Activation of Latent Powers for Wastewater Services (File No. L-2022-01)

On April 8, 2022, the ECSD submitted an application proposing to activate latent powers for the provision of wastewater services. The District will be assuming ownership and operation of a community leach field within the community of Elk. The application has been referred to affected agencies and a

Notice of Filing sent to the County Assessor and Auditor-Controller to initiate the tax share negotiation process in accordance with Revenue & Tax Code Section 99.

City of Ukiah Annexation of City-Owned Properties (File No. A-2021-01)

On February 22, 2021, LAFCo received an application from the City of Ukiah proposing to annex City-owned parcels that are used for government purposes and consisting of approximately 446 acres in total. Parcels include the City's Wastewater Treatment Plant, solid waste transfer station, a portion of the municipal airport and open space. The application referral and notice to the County to initiate the tax share negotiation were routed and comments received. A revised application was submitted to LAFCo on February 25, 2022 and is being referred to affected agencies and County Auditor and Assessor. LAFCo and City staff have established regularly scheduled coordination meetings for the proposal. An incomplete letter has been sent to City staff for the tax share agreement and mapping issues identified by County GIS.

Millview County Water District Pre-Application: Annexation of Masonite Properties (File No. P-2020-04)

Pre-Application request for consultation on process and draft documents associated with the MCWD's proposal to annex the Masonite area properties. LAFCo staff have participated in several conference calls with the District and its consultants regarding the proposal and has provided feedback on draft CEQA and application materials. LAFCo, as a Responsible Agency, submitted comments on the District's Draft Initial Study/Mitigated Negative Declaration on December 6, 2021.

City of Ukiah Pre-Application: Annexation of Areas North of the City (File No. P-2020-02)

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

City of Ukiah Detachment of UVSD Served Areas (File No. D-2020-01)

In April 2020, the City of Ukiah submitted a request to restart a 2014 application for detachment of Ukiah Valley Sanitation District (UVSD) served areas from the City that had been deemed incomplete and placed on-hold by the City in 2015. LAFCo staff responded to the City in May, requiring a new application submittal due to the lapse of time and change in conditions, as well as noting the application as premature pending completion of the UVSD SOI Update. The application will be processed concurrently with the City of Ukiah Municipal Service Review and Sphere of Influence Update. The City submitted an Appeal to the Commission of the Executive Officer's determination that the application is incomplete (letter dated April 26, 2021). The Commission continued the item to June 7, 2021 (Item 5d). The Appeal has been temporarily placed on hold by the City.

POTENTIAL FUTURE PROPOSALS

LAFCo staff has been made aware of the following potential future proposals that may come before the Commission for consideration. Also see Attachment 1 Summary Table – Application Activity and Potential Future Proposals.

County Services Area 3 Activation of Latent Powers

County and LAFCo staff are coordinating on the proposed services to be offered through CSA 3, which is anticipated to be processed concurrently with the MSR/SOI Study for the district. The initial proposal is expected to be the Sherwood Road Pilot Project, a secondary access for the community of Brooktrails.

Anderson Valley Community Services District – Annexation of Existing Sphere of Influence

The AVCSO board has provided direction to its staff to initiate the annexation process of its existing sphere of influence. LAFCo has provided information to the District regarding process and fees associated for proposal submittal.

WORK PLAN

Local policy directs the Commission to annually adopt a Work Plan for purposes of providing a comprehensive overview of municipal service reviews and sphere of influence updates over the course of the fiscal year. This report provides an update on progress made in terms of accomplishing the activities scheduled in the Work Plan. This report also serves to inform the Commission of any changes in circumstances or priorities. See Attachment 2 Summary Table – Work Plan Tracking and Status.

Attachments

1. Summary Table – Application Activity and Potential Future Proposals
2. Summary Table – Work Plan Tracking and Status

Attachment 1. Summary Table – Application Activity and Potential Future Proposals

APPLICATION ACTIVITY								
<i>Project status as of June 30, 2022</i>								
LAFCo File No.¹	Applicant	Project Name	Date Application Received	Certificate of Filing	LAFCo Hearing Date	Certificate of Completion	BOE Submittal Date	Additional Comments
A-2022-02	Ukiah	City of Ukiah Annexation of Western Hills (Hull Properties)	6/8/2022					Application submitted; incomplete letter sent
L-2022-01	ECSD	Elk Community Services District Activation of Latent Powers for Wastewater Services	4/8/2022					Application under review; agency referral and Notice of Filing distributed
A-2021-01	Ukiah	City of Ukiah Annexation of City-Owned Properties	3/1/2021 2/25/2022					Application under review; agency referral distributed and incomplete letter sent
P-2020-04	MCWD	Millview County Water District Pre-Application for Annexation of Masonite Properties	10/23/2020	N/A	N/A	N/A	N/A	Comments on Draft IS/MND submitted December 6, 2021; no activity in 7 months
P-2020-02	Ukiah	City of Ukiah Pre-Application for Annexation of Areas North of the City	8/12/2020	N/A	N/A	N/A	N/A	Incomplete; no activity in 15 months
D-2020-01	Ukiah	City of Ukiah Detachment of UVSD Served Areas	2014; 4/29/2020					Incomplete; no activity in 13 months
Potential Future Proposals								
N/A	County	County Service Area 3 Activation of Latent Powers (Sherwood Rd Pilot)						Coordination meetings with County ongoing
N/A	AVCSD	Annexation of Existing Sphere of Influence						Information on process and fees provided to District

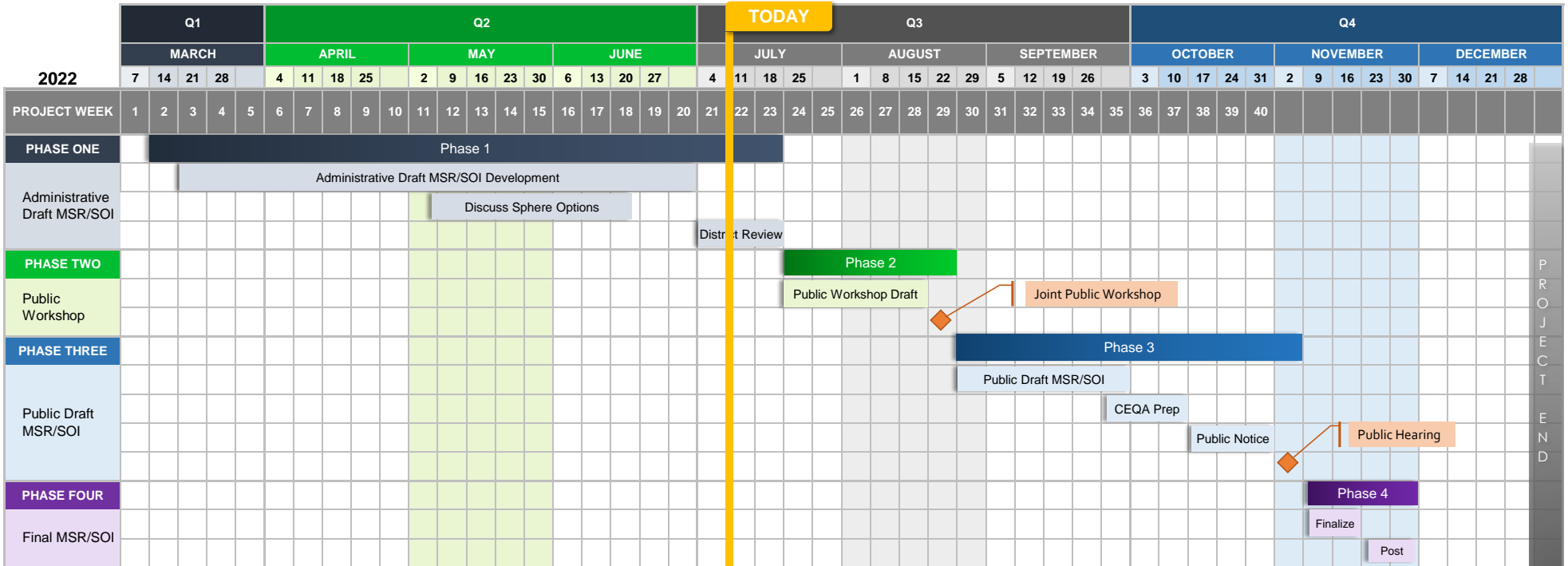
¹Key: A – Annexation
C – Consolidation
D – Detachment
F – Formation

L – Activation of Latent Powers
O – Out of Agency Service Agreement
P – Pre-application Review Request
R – Reorganization

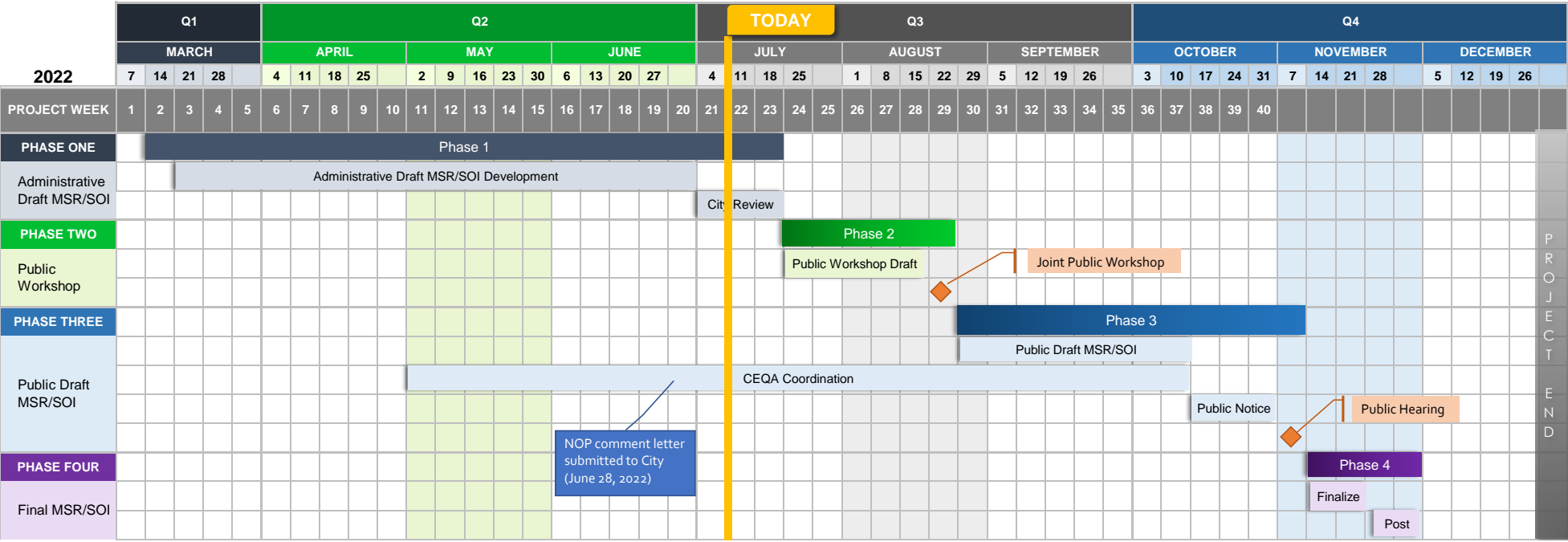
Attachment 2. Summary Table – Work Plan Tracking and Status

FY 2021-22 ESTIMATED WORK PLAN IMPLEMENTATION SCHEDULE AND STATUS						
<i>Work Plan status as of June 30, 2022</i>						
Subject to Change: The estimated schedule and costs for the Fiscal Year 2021-22 Work Plan are subject to change based on agency responsiveness, timely provision of requested information, complexity of issues, level of public and affected agency controversy, and changing needs and priorities.						
CEQA: Based on LAFCo practice, the work plan assumes minimal costs for CEQA compliance related to preparing a Notice of Exemption, unless an agency proposes a non-coterminous SOI and pays for any necessary studies and preparation of a Negative Declaration or Environmental Impact Report.						
Rolling Work Plan: It is difficult to completely contain staff activities in a single fiscal year; therefore, completion of a study may roll over to the next fiscal year. This estimated work plan implementation schedule is intended to enhance communication and transparency.						
Agency	Request for Information	Admin Draft	Public Workshop	Public Hearing	Final Study	Status/Notes
Covelo CSD	Complete	Complete	7/12/21	9/13/21	9/24/21	Study complete and posted to website.
Ukiah Valley Fire District	Complete	Complete	9/13/21	10/4/21	10/8/21	Study complete and posted to website.
County Service Area 3	Complete	Complete	4/4/22	6/7/22 7/11/22	7/31/22 (Tentative)	This is the first MSR/SOI study for the CSA. Staff is coordinating with County staff on a weekly basis on development of the MSR/SOI Study and on process and policy regarding activating latent powers for the CSA. The County is considering utilizing CSA 3 for a number of local and regional needs including Sherwood Road emergency access routes for the Brooktrails area.
Ukiah Valley Sanitation District	Ongoing	In progress	08/22 (Tentative)	TBD	TBD	LAFCo and District staff have been meeting regularly to discuss the development of the MSR/SOI Update. The Administrative Draft is in progress. A proposed Joint Workshop is tentatively scheduled for August 2022. Tentative schedule attached.
City of Ukiah	Ongoing	In progress	08/22 (Tentative)	TBD	TBD	LAFCo and City staff have been meeting regularly to discuss approach and process for development of the MSR/SOI Update. The MSR/SOI Update will parallel the City's General Plan Update that is proceeding on a schedule that compliments the MSR/SOI Update schedule for 2022. A proposed Joint Workshop is tentatively scheduled for August 2022. Tentative schedule attached.

UVSD MSR/SOI Study - Assumes Coterminous SOI/CEQA Exemption



City of Ukiah MSR/SOI Study - Parallel General Plan Update EIR Process



PROJECT END

MENDOCINO

Local Agency Formation Commission

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

June 28, 2022

VIA EMAIL

Craig Schlatter, Director of Community Development
City of Ukiah Community Development Department
300 Seminary Avenue
Ukiah, California 95482
cschlatter@cityofukiah.com

RE: LAFCo Comments – Notice of Preparation of a Draft Environmental Impact Report for the City of Ukiah
2040 General Plan Update

Dear Mr. Schlatter,

Mendocino LAFCo appreciates the opportunity to comment on a Notice of Preparation (NOP) dated May 31, 2022, for the Draft Environmental Impact Report (EIR) for the City of Ukiah 2040 General Plan Update. Mendocino LAFCo will use both final documents in fulfilling its regulatory and planning responsibilities under the authority of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). These duties include, but are not limited to, adopting spheres of influence, regulating governmental boundary changes through annexations or detachments, and forming, consolidating, or dissolving special districts. Under the California Environmental Quality Act (CEQA), LAFCo is a Responsible Agency for this project and it is in this role that Mendocino LAFCo is commenting on this NOP.

Sphere of Influence

Typically, an update of a city's sphere of influence (SOI) is processed following or concurrent with its general plan update, either through LAFCo initiation or by city application. An SOI is defined as "a plan for the probable physical boundaries and service area of a local agency, as determined by the Commission" (Government Code (GC) Section 56076). More detailed requirements for what to include in a SOI review or update are contained in GC Section 56425(e), which essentially includes: identification of existing and planned land uses including agricultural land, the need for public facilities and services in the area and an evaluation of the present capacity and adequacy of these services (such as sewer and water supply), the existence of any social or economic communities of interest (which could include existing service providers or special needs communities), and the presence of any disadvantaged unincorporated communities within the sphere.

In order for annexations to be considered by the Commission the area must be within an agency's SOI. Additionally, any need for extensions of service outside an agency's boundary absent an annexation must also be within an agency's SOI to be considered by the Commission (GC 56133), the exception being a documented health and safety condition (GC 56133(e)).

The City of Ukiah's SOI has not been updated since the initial sphere establishment that was part of a County-wide adoption of spheres for all agencies as recommended in LAFCo's 1984 Zion Study. A municipal service review (MSR) for the City was prepared and adopted by the Commission in 2012; however, a subsequent application by the City to update the SOI was not completed.

The City is currently assisting LAFCo with a comprehensive update of the 2012 MSR and a concurrent update to the SOI. The updates are tracking with the City's General Plan Update and it is strongly recommended that the proposed SOI be analyzed in the Draft EIR for comprehensive planning and analysis, and for efficiency of costs, effort and time.

Please note that the NOP includes two figures identifying differing proposed SOI boundaries (Figures 2 and 3). Figure 2 of the NOP identifies an SOI that was proposed by the City in 1995; however, it was never processed through LAFCo or adopted by the Commission and is therefore not a valid SOI. It is assumed that Figure 3 portrays the SOI boundary as currently proposed by the City; however, this map differs from the proposed SOI map provided to LAFCo for the MSR/SOI Update.

- 1. LAFCo is currently coordinating with the City to prepare an MSR and an update of its SOI. Sphere of Influence updates are subject to CEQA and should be included in the General Plan update process and evaluated in the Draft EIR.**
- 2. The Figure 2 legend label should be clarified: "Proposed Sphere of Influence (1995)."**
- 3. Clarify which SOI is being proposed and analyzed in the Draft EIR (i.e., Figure 2 or 3).**
- 4. The EIR Study Area should include all areas proposed for inclusion in the SOI for purposes of analysis, identification of potential impacts and mitigation measures.**

City-County Consultation

A procedural step in the processing of an SOI update by LAFCo is compliance with Government Code Section 56425(b). In summary, the GC requires that prior to a city submitting an application to LAFCo to update their SOI, representatives from the city shall meet with the county to discuss the new sphere boundaries, and methods to reach agreement on development standards within the sphere that reflect the concerns of the affected city and that promotes logical and orderly development. If an agreement is reached, LAFCo "...shall give great weight to the agreement to the extent that it is consistent with the commission policies in its final determination of the city sphere."

In this case the SOI update is being prepared as a LAFCo-initiated process concurrent with the General Plan update and with the intent that the SOI update be included in the Draft EIR project description and analysis. However, LAFCo strongly recommends coordination with the County regarding the proposed sphere, particularly as County staff have expressed their intent to implement the Ukiah Valley Area Plan (UVAP), which applies to the area around the City and within the proposed SOI.

In addition to the County, a number of single-service special districts exist and provide services immediately surrounding and overlapping portions of the City of Ukiah. The SOI indicates the future growth boundary of the City and as the City grows it will encroach on territories of the surrounding special districts. Additionally, in reviewing applications for annexations, LAFCo must consider the financial and operational impacts on adjacent service providers and whether the change of organization will impact those agencies' ability to adequately provide services to their remaining customers.

Ultimately, it is LAFCo's role to decide the best provider of services to an area through its consideration of agency SOIs and associated applications for annexation, detachment, activation of powers, etc. It is preferable that planning for the future provision of services be made amongst the service providers themselves and efforts between City and special district staff are focusing on development of agreements regarding the growth of the City, which will ultimately be highly beneficial to all the agencies and affected customers.

5. **Identify and describe the other service providers within the proposed SOI area, including special districts and private water companies (i.e., Mendocino County, Ukiah Valley Sanitation District, Millview County Water District, Willow County Water District, Calpella County Water District, Rogina Water Company, etc.).**
6. **To support the City's annexation plans and SOI update, LAFCo encourages agreements among jurisdictions that outline conditions for expanding boundaries (i.e., Mendocino County, Ukiah Valley Sanitation District, Millview County Water District, Willow County Water District, Calpella County Water District, etc.). Agreements can be recognized by LAFCo.**

Agricultural and Open Space Lands

The NOP identifies agriculture and forestry resources as a topic area for evaluation of potentially significant environmental impacts and indicates the General Plan will include an Agriculture Element.

Preserving prime agricultural land is a key statutory mandate of LAFCo and inclusion of an Agriculture Element is encouraging. Measuring and understanding the importance of California's remaining prime agricultural land can be a challenge because federal, state, and local agencies, including LAFCos, all operate under different laws and requirements, each setting out different definitions of prime farmland.

The definition of agricultural lands and prime agricultural lands differ somewhat from the Department of Conservation definitions that are typically relied upon for CEQA analysis. Land that would not qualify as Prime under USDA or FMMP definitions of Prime, may qualify as Prime under the LAFCo definition; for example, Unique Farmland, and Farmland of Statewide Importance, and grazing land can still meet the LAFCo definition of prime agricultural land.

CALAFCO's White Paper [State of the Art on Agricultural Preservation](#) includes discussion of the differences in definitions of prime agricultural land and potential mitigation measures for agricultural preservation as it relates to LAFCo's guiding principles and goals specified in the CKH.

Preserving prime agricultural lands and open space is a key statutory mandate of LAFCos and the CKH Act provides direction to LAFCos on certain policies, priorities, and information that LAFCos should, and/or must consider when analyzing boundary change proposals that could potentially impact agricultural lands. The CKH Act includes policies specific to agricultural preservation, including:

- Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing non-prime agricultural lands, unless the action would not promote the planned, orderly, efficient development of an area. (Gov. Code §56377(a).)
- Development of existing vacant or nonprime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the sphere of influence of a local agency should be encouraged before any proposal is approved which would allow for or lead to the development of existing open-space lands for non-open-space uses which are outside of the existing jurisdiction of the local agency or outside of the existing sphere of influence of the local agency. (Gov. Code §56377(b).)
- Factors to be considered [by the Commission] in the review of a proposal shall include the effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016. (Gov. Code § 56668(e).)

Further, to equip individual LAFCos with the ability to respond to local conditions and circumstances, the CKH Act calls for a LAFCo to establish written policies and procedures and exercise its powers to "encourage and provide planned, well-ordered, efficient urban development patterns with appropriate consideration of

preserving open-space and agricultural lands within those patterns” (Gov. Code §56300(a)). [Mendocino LAFCo Policy 9.13](#) contains the local policies applied by the Commission.

Large areas within the proposed SOI (Figure 3) are currently designated and used for agricultural purposes. Government Code Section 56425(e)(1), requires identification of agricultural and open space lands. Further, Government Code Section 56426.69 encourages the exclusion of lands under Williamson Act from a SOI and specifies the conditions upon which Williamson Act lands may be included.

Additionally, in reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider all of the policies and priorities identified in GC 56377, which should also be applied to the SOI.

7. **Include discussion and analysis of impacts to agricultural lands as defined in GC 56016 and 56064.**
8. **Identify, map, analyze, and describe all agricultural and open space lands within or adjacent to lands proposed for inclusion in the SOI, including analysis of any multiple land-based values such as agricultural, biodiversity, recreation, groundwater, and carbon sequestration, to identify areas of high natural resource value where development is best avoided.**
9. **Identify and analyze impacts to Williamson Act lands proposed for inclusion in the SOI.**
10. **Analyze the impact on the physical and economic integrity of impacted and surrounding agricultural lands.**
11. **Consider removal of excessive amounts of agricultural and open-space land from the SOI (i.e., where SOI is much larger than what is needed over a long-range development horizon).**
12. **Develop policies that avoid, minimize and/or mitigate impacts to agricultural lands. See the CALAFCO White Paper [State of the Art on Agricultural Preservation](#) and the Mendocino County [Sustainable Agricultural Lands Conservation Program](#) for information on policies and programs for example avoidance, minimization and mitigation methods.**
13. **Include long-term growth management strategies that provide for more efficient development so as to avoid the premature conversion of agricultural lands and to limit development pressure on agricultural lands.**
14. **The City is encouraged to include plans and policies for agricultural preservation in its Agriculture Element.**
15. **Identify mitigation measures to protect agricultural lands adjoining areas proposed for annexation and/or development, both to prevent premature conversion to non-agricultural uses and to minimize potential conflicts between proposed urban development and adjacent agricultural uses. Examples of feasible mitigation measures include: right-to-farm deed restrictions, setbacks and buffers, and conservation easements on a 1:1, 2:1 or 3:1 ratio.**
16. **Includes analysis of alternatives that do not result in conversion of agricultural lands as defined in the CKH. Examples of potential project alternatives to reduce impacts to agricultural lands include, among others: reduced footprint, clustered density, setbacks and buffers.**
17. **The Draft EIR should demonstrate that infill or more efficient use of land is not possible prior to considering development, SOI expansion and/or annexation into agricultural lands.**

Public Facilities, Services, and Infrastructure

LAFCo is concerned with the potential impact of planned growth on public services and infrastructure, including the topic areas of hydrology and water quality, public services, parks and recreation, utilities and service systems. Typically, master plans are prepared for sewer, water and stormwater utilities, and the EIR should evaluate the need for increased police, fire, parks and recreation staff, and services resulting from the growth contemplated in the General Plan.

- 18. The Draft EIR should evaluate the need for increased police, fire, parks and recreation staff, and services resulting from the growth contemplated in the General Plan.**

Disadvantaged Unincorporated Communities

For an update of a SOI of a city that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities (DUCs) within the SOI (GC 56425(e)(5)). DUCs are defined in GC 56033.5.

- 19. Identify, locate and describe all disadvantaged unincorporated communities (DUCs) within and contiguous to the proposed SOI (GC 56430(a)(2 and 3)).**

Prezoning within Proposed SOI

In reviewing proposals for annexation, the CKH requires the commission to include a condition that a city prezone the territory to be annexed or present evidence satisfactory to the commission that the existing development entitlements on the territory are vested or are already at build-out, and are consistent with the city's general plan (GC 56375(a)(4)(A)(7)). Areas proposed for annexation must be located within an agency's SOI.

- 20. The City should consider prezing the area within the proposed SOI to streamline future annexations submitted for commission consideration. In doing so at the General Plan stage, the prezing may be analyzed in the Draft EIR.**

General CEQA Considerations

LAFCo is in the process of updating the City's Sphere of Influence (SOI), which is a project subject to CEQA. Including the SOI Update analysis in the City's General Plan Draft EIR will be essential so as to avoid piecemealing as well as additional expense associated with a preparation of a separate CEQA document. With the SOI Update included in the General Plan Draft EIR, LAFCo will be a Responsible Agency for purposes of CEQA.

- 21. Clarify that LAFCO is a Responsible Agency as it relates to the General Plan EIR and indicate the types of LAFCo approvals that the City anticipates seeking. We also suggest that a section be included in the Draft EIR briefly identifying all Responsible Agencies for the Program EIR and providing brief information on the types of approvals or permits that the City anticipates seeking from the identified agencies.**
- 22. Clarify whether the City anticipates tiering from the Program EIR for potential projects that require LAFCo approval.**
- 23. CKH, California Government Code, Section 56377: In reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider...(a) Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing nonprime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.**
- 24. CEQA Guidelines, Title 14, California Code Regulations, Section 15041: The responsible agency may require changes in a project to lessen or avoid only the effects, either direct or indirect, of that part of the project which the agency will be called on to carry out or approve.**
- 25. CEQA Guidelines, Title 14, California Code Regulations, Section 15096(g)(2): When an EIR has been prepared for a project, the Responsible Agency shall not approve the project as proposed if the agency finds any feasible alternative or feasible mitigation measures within its powers that would**

substantially lessen or avoid any significant effect the project would have on the environment. With respect to a project which includes housing development, the Responsible Agency shall not reduce the proposed number of housing units as a mitigation measure if it determines that there is another feasible specific mitigation measure available that will provide a comparable level of mitigation.

Lastly, please notify us when the City's Draft General Plan and associated Draft EIR become available for public review. We look forward to reviewing both documents and providing comments, as necessary. If you have any questions regarding these comments, please contact Uma Hinman at (916) 813-0818 or eo@mendolafco.org.

Thank you again for providing us with the opportunity to comment on this important project.

Sincerely,



Uma Hinman
Executive Officer

Cc: Commissioners



Sharing the Wealth

A DEEP DIVE INTO TAX EXCHANGE UNDER REVENUE AND TAXATION CODE SECTION 99

The Revenue and Taxation Code section 99 provides detailed provisions to assist counties, cities, and special districts re-allocate property taxes upon a change of organization, yet the tax sharing process is often at the heart of conflicts that LAFCoS often help mediate. Join us as we learn how the Revenue and Taxation Code section 99 is supposed to work - and how it may play out in practice from multiple perspectives.

THURSDAY
July 21, 2022
1 – 3 p.m.

COST

Free to CALAFCO Members

Non-Members: \$125

*Non-members may only register if representing a local government or state agency in California.



SPEAKERS

Holly O. Whatley, *Shareholder, Colantuono, Highsmith & Whatley, PC*

David Ruderman, *Senior Counsel, Colantuono, Highsmith & Whatley, PC*

José Henriquez, *Executive Officer, Sacramento LAFCo*

Israel Guevara, *Property Tax Manager, Orange County Auditor-Controller*

Moderator

René LaRoche, *Executive Director, CALAFCO*

CLICK HERE TO REGISTER for this webinar: <https://bit.ly/3b1E1Hg>

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 updated 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.

SPONSORED BY:

Colantuono
Highsmith &
Whatley, PC

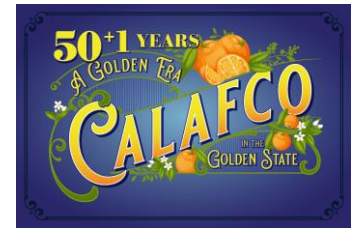
DEADLINE TO REGISTER: July 20, 2022, at 5 p.m.
No late registrations will be accepted.

This session is worth 2.0 AICP CM Credits.





Announcing The 2022 CALAFCO Annual Conference



Hosted by CALAFCO

October 19 - 21

Hyatt Regency, Newport Beach
Conveniently located near the John Wayne Airport

Relevant & Diverse General & Breakout Session Topics

- Everything you ever wanted to know about Municipal Service Reviews but were afraid to ask.
- All about Fire, Fire Districts, and Fire Service Impacts
- Recruitment and Succession Planning
- Avoiding Conflicts of Interest and Other legal pitfalls
- Grand Juries and LAFCOs – Why Can't We Be Friends?
- The Definitive Session on Pensions – LAFCO's two-fold Responsibility to Take Care of Its Own and Review Agencies
- How commission meetings can go wrong
- Legislative Update

Please note that the Program is still under development and topics are subject to change.

Special Highlights

LAFCo 101 & More

An introduction (and more) to LAFCo and LAFCo law for Commissioners, Staff, and anyone interested in learning more about LAFCo

Wednesday morning

Mobile Workshop

*"It's a Shore Thing:
Navigating Municipal
Service Delivery within
Coastal Areas"*

A mobile workshop on multi-agency collaboration that starts with a 2 hour harbor boat ride to Marina Park Community Center for lunch and presentations.
(Limited to 85)

Wednesday morning

We can't wait to see you!

Invaluable Networking Opportunities for Reconnection!

- Regional Roundtable discussions on current regional LAFCo issues
- Extended roundtable discussion for LAFCo legal counsel
- Networking breakfasts and extended breaks
- Welcome Reception Wednesday
- Thursday Pre-dinner Reception & breaks with Sponsors
- Awards Banquet Thursday

Hyatt Regency Newport Beach at the John Wayne Airport



Make your reservations now at the **Hyatt Regency** at the special CALAFCO rate of \$194 (excludes tax and fees).

Reservations must be made by 9/19/22 to qualify for the Group Rate.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT: <https://www.hyatt.com/en-US/group-booking/SNARJ/G-CALF> or call directly at (800) 233-1234 and reference CALAFCO event.

Visit www.calafco.org for more Conference details or call us at 916-442-8536

Registration is now open!

For more information, visit
www.calafco.org



2022 CALAFCO ANNUAL CONFERENCE MOBILE WORKSHOP

IT'S A SHORE THING: NAVIGATING MUNICIPAL SERVICE DELIVERY WITHIN COASTAL AREAS

WEDNESDAY, OCTOBER 19 • 7:45 am - 1:00 pm

BUS BOARDS IN FRONT OF HOTEL AT 7:45 AM

We begin with a 2-hour harbor cruise that highlights various projects involving multi-agency collaboration. After our cruise, we will travel to Marina Park Community Center where we will have lunch and hear from a panel of local agency representatives on their challenges to collaborate in support of providing efficient and effective services to coastal residents.

Attire is flat, closed toe shoes. Dress in layers. You can register and pay online or complete the registration form and pay by check. All information on the Workshop can be found at www.calafco.org.

This Workshop will include the history, features and jurisdiction of the Harbor and will showcase several projects that involve multi-agency collaboration and processes. Our luncheon panel will include representatives from the City of Newport Beach, Capistrano Bay CSD and South Coast Water District. They will talk about their challenges to provide services within a coastal community and the efforts of multi-agency collaboration to support efficient and effective service delivery.

\$60 per person includes lunch
(Limited to the first 85 registrations)

Deadline to register is September 29, 2022.

Registration fees are refundable (less \$30) if request is received in writing no later than September 29, 2022.

Please note that pets are not allowed.



CALAFCO | (916) 442-6536 | WWW.CALAFCO.ORG | INFO@CALAFCO.ORG

**Sponsored in part by Imperial LAFCo,
Orange LAFCo, City of Newport Beach and
Davey's Locker Whale Watching.**



CALAFCO 2022 ANNUAL CONFERENCE REGISTRATION FORM

OCTOBER 19 – 21 IN NEWPORT BEACH



For Registration by Check
 To pay with credit cards please visit www.calafco.org
REGISTRATION DEADLINE IS SEPTEMBER 29, 2022

LAFCo	_____
Received	_____
Check #	_____

Please submit one form for each person registering

FIRST NAME _____ LAST NAME _____

NAME ON NAMETAG _____

LAFCO/ORGANIZATION _____ POSITION _____

GUEST NAME (For guest/spouse registration) _____

MAILING ADDRESS _____

CITY _____ ZIP _____

PHONE # _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME: _____

PHONE # _____

CONFERENCE REGISTRATION RATES

	EARLY BIRD FEE Received By July 31	STANDARD FEE Received Aug. 1- 31	LATE FEE Received Sept. 1 - 29
Member – Full Conference	\$565	\$595	\$615
Non-member – Full Conference	\$675	\$705	\$725
Guest/Spouse^ – All Meals	\$305	\$335	\$355
Guest/Spouse^ – Wed Reception/Thu Banquet Only	\$195	\$225	\$245
Member – One Day (Wed Thur Fri)	\$385	\$415	\$435
Non-Member – One Day (Wed Thur Fri)	\$495	\$525	\$545
Mobile Workshop – Wednesday	\$ 60	\$ 60	\$ 60
Attorney MCLE Credit (LAFCo counsel only)	\$ 50	\$ 50	\$ 50
LAFCo 101 (No charge for those with full conference registration. \$50 for all others.)	\$ 50	\$ 50	\$ 50
TOTAL REGISTRATION RATE DUE			\$

^Guests at meals must purchase their meal. Conference registration meals are not transferrable to guests.

Payment must accompany registration, and must be RECEIVED by the applicable deadlines to qualify for discounts. NO EXCEPTIONS.

Mail completed forms, and check made payable to “CALAFCO” to:

CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

ROOMS STARTING AT \$194 PER NIGHT IF BOOKED BEFORE SEPTEMBER 19, 2022.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:
<https://www.hyatt.com/en-US/group-booking/SNARJ/G-CALF> or call directly at (800) 233-1234 and reference CALAFCO event.

CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by **September 29, 2022** are fully refunded, less transaction & handling fees.*
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing.* Deadline to transfer registrations is October 10, 2022.
5. Registration fees for guests and special events are not transferable but are fully refundable, less transaction & handling fees*, if written requests are received by **September 29, 2022.**
6. Cancellation requests must be submitted by e-mail to info@calafco.org.
7. Cancellation requests made after September 29, 2022 are not eligible for a refund. Pg 113 of 142

*\$30 handling fee applies.



June 1, 2022

To: Local Agency Formation Commission
Members and Alternate Members

From: Jo MacKenzie, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: Nominations for 2022/2023 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	SOUTHERN REGION	NORTHERN REGION	COASTAL REGION
County Member District Member	City Member Public Member	City Member Public Member	County Member District Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

MONDAY, SEPTEMBER 19, 2022 at 5:00 PM

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, with half of the meetings currently being held virtually and the rest being held at alternate sites around the state.

Board seats are for a two-year term, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat. The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 20, 2022 at the Hyatt Regency John Wayne Airport in Newport Beach, California.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Résumé Form or provide the specified information in another format other than a résumé.



Please note that completed nomination forms and all materials must be RECEIVED by the CALAFCO Executive Director no later than Monday, September 19, 2022 at 5:00 p.m.

Returning the nomination form prior to that deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Forms and materials may either be emailed to info@calafco.org or mailed to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1020 12th Street, Suite 222
Sacramento, California 95814

Nominations received by the September 19th deadline will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 4, 2022, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than 5:00 pm on Monday, September 19, 2022, with completed absentee ballots returned by 5:00 p.m. on Friday, October 14, 2022.**

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **June 1** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 19** – Completed Nomination packet due
- **September 19** – Request for an absentee/electronic ballot due
- **September 19** – Voting delegate name due to CALAFCO
- **October 4** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 4** – Distribution of requested absentee/electronic ballots.
- **October 14** – Absentee ballots due to CALAFCO
- **October 20** - Elections

If you have any questions about the election process, please contact me at jmackenzie@calafco.org or by calling 760-743-7969. You may also contact CALAFCO Executive Director René LaRoche at rlaroche@calafco.org or by calling 916-442-6536.

Members of the 2022/2023 CALAFCO Election Committee are:

Jo MacKenzie, Chair
jmackenzie@calafco.org

San Diego LAFCo (Southern Region)
760-743-7969

Bill Connelly
bconnelly@calafco.org

Butte LAFCo (Northern Region)
530-538-6834

Margie Mohler
mmohler@calafco.org

Napa LAFCo (Coastal Region)
707-287-6911

Daniel Parra
dparra@calafco.org

Fresno LAFCo (Central Region)
559-834-3113

Additionally, you will also find attached for your reference a copy of the CALAFCO Board of Directors Nomination and Election Procedures, as well as the current listing of Board Members and corresponding terms of office.

I sincerely hope that you will consider joining us!

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a CALAFCO regional officer to serve as staff in cooperation with the Executive Director.
- c. Each regional officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFCo, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.
 - v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will

**Key Timeframes for
Nominations Process**

Days*	
120	Nomination announcement
30	Nomination deadline
14	Committee report released

*Days prior to annual membership meeting

distribute the absentee ballots, and the date by which they must be received by the Executive Director.

- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned regional officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the regional officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a regional officer from a region other than their own, as assigned by the Executive Director
- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.

- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a “Candidates Forum”. Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCos in good standing by written ballot.
 - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.

3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the regional officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. A majority of the total number of LAFCos in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO's Four Regions



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Gary Thompson
Riverside LAFCo
gthompson@lafco.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Dawn Longoria
Napa LAFCo
dlongori@napa.lafco.ca.gov

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: José Henriquez
Sacramento LAFCo
henriquezj@saccounty.net

CURRENT BOARD MEMBERS AND TERMS

NAME	REGION	TYPE & TERM
Bill Connelly, Vice Chair	Butte <i>Northern</i>	County (2023)
Blake Inscore	Del Norte <i>North</i>	City (2022)
Gay Jones	Sacramento <i>Central</i>	District (2022)
Michael Kelley	Imperial <i>Southern</i>	County (2023)
Debra Lake	Humboldt <i>Northern</i>	District (2023)
Chris Lopez	Monterey <i>Coastal</i>	County (2022)
Daron McDaniel	Merced <i>Central</i>	County (2022)
Michael McGill	Contra Costa <i>Coastal</i>	District (2022)
Derek McGregor	Orange <i>Southern</i>	Public (2022)
Jo MacKenzie	San Diego <i>Southern</i>	District (2023)
Margie Mohler, Treasurer	Napa <i>Coastal</i>	City (2023)
Anita Paque, Chair	Calaveras <i>Central</i>	Public (2023)
Daniel Parra	Fresno <i>Central</i>	City (2023)
Shane Stark	Santa Barbara <i>Coastal</i>	Public (2023)
Josh Susman	Nevada <i>Northern</i>	Public (2022)
Acquanetta Warren, Secretary	San Bernardino <i>Southern</i>	City (2022)



Board of Directors 2022/2023 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nominations must be received by **September 19, 2022 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to:

CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Or email to: info@calafco.org

Date Received

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



**Board of Directors
2022/2023 Candidate Résumé Form
(Complete both pages)**

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 19, 2022 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to:

CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Or email to: info@calafco.org

Date: June 8, 2022

To: CALAFCO Members
LAFCo Commissioners and Staff
Other Interested Organizations

From: Blake Inscore, Committee Chair
CALAFCO Achievement Awards Committee
CALAFCO Board of Directors



Subject: 2022 CALAFCO Achievement Award Nominations Period Open

Deadline: 5:00 p.m., Friday, August 12, 2022

On behalf of the Association, I am pleased to announce that the nomination period for the 2022 CALAFCO Achievement Awards is now open!

Each year, CALAFCO is honored to recognize outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at its Annual Conference Achievement Awards Ceremony. This year's ceremony will be held on October 20 at the Hyatt Regency Newport Beach John Wayne Airport, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who have gone *above and beyond* over the last year to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition based on the criteria outlined.

Before submitting a nomination, *please carefully review the nomination instructions and the criteria for each award as incomplete nominations, and nominations that do not adhere to the submission guidelines, will not be considered by the Committee.*

ACHIEVEMENT AWARDS NOMINATION PROCEDURE:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization.
2. Each nomination must meet the specific award category criteria for consideration. The Committee will not consider any nomination for an award for any category other than the one for which it was submitted. Duplicate nominations *will not be considered by the Committee.*
3. Nominations *must be submitted with a completed nomination form.* Please use a separate form for each nomination. The form is your opportunity to highlight the most important points of your nomination.
4. Nomination *Executive Summaries* must be *limited to no more than 250 words in length.* Nomination *Summaries* must be *limited to no more than 1,000 words or 2 pages in length maximum.* You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*

5. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. **Limit supporting documentation to no more than 3 pages.** If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount **will not be considered by the Committee.**
6. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
7. **Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 12, 2022.** Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer
slucas@buttecounty.net

You may contact Steve Lucas, CALAFCO Executive Officer, at slucas@buttecounty.net or (530) 538-7784 with any questions.

Members of the 2022 CALAFCO Board of Directors Awards Committee

Board Members:

<i>Blake Inscore</i> , Committee Chair (Del Norte LAFCo, North Region)	binscore@calafco.org
<i>Debra Lake</i> (Humboldt LAFCo, Northern Region)	dlake@calafco.org
<i>Daniel Parra</i> (Fresno LAFCo, Central Region)	dparra@calafco.org
<i>Shane Stark</i> (Santa Barbara LAFCo, Coastal Region)	mmohler@calafco.org
<i>Acquanetta Warren</i> (San Bernardino LAFCo, Southern Region)	awarren@calafco.org

Regional Officer Members:

<i>José Henriquez</i> , CALAFCO Deputy Executive Officer (Central Region)	henriquezj@saccounty.net
<i>Steve Lucas</i> , CALAFCO Executive Officer (Northern Region)	slucas@buttecounty.net
<i>Dawn Longoria</i> , CALAFCO Deputy Executive Officer (Coastal Region)	dlongori@napa.lafco.ca.gov
<i>Gary Thompson</i> , CALAFCO Deputy Executive Officer (Southern Region)	gthompson@lafco.org

Included as attachments:

- 2022 Achievement Award nomination form
- Achievement Award categories, nomination and selection criteria
- Listing of prior Achievement Award recipients





Achievement Award Nomination Form

NOMINEE - Person or Agency Being Nominated

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION CATEGORY (check one – see category criteria on attached sheet)

- Outstanding CALAFCO Volunteer
- Outstanding CALAFCO Associate Member
- Outstanding Commissioner
- Outstanding LAFCo Professional
- Mike Gotch Excellence in Public Service (choose one category below)
 - Protection of agricultural and open space lands and prevention of sprawl*
 - Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*
- Legislator of the Year (must be approved by the full CALAFCO Board)
- Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Organization:

Address:

Phone:

E-mail:



**2022 Achievement Award Nominations
Due by Friday, August 12, 2022 at 5:00 p.m.**

EXECUTIVE SUMMARY

In no more than 250 words, summarize why this recipient is the most deserving of this award.



2022 Achievement Award Nominations
Due by Friday, August 12, 2022 at 5:00 p.m.

NOMINATION SUMMARY

Please indicate the reasons why this person or agency deserves to be recognized (this section must be no more than 1,000 words or 2 pages maximum).



CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are now open and being accepted until **5:00 p.m., Friday, August 12, 2022** in the following categories:

OUTSTANDING CALAFCO VOLUNTEER

Award Summary:

Recognizes a CALAFCO volunteer who has provided exemplary service during the past year. Exemplary service is service which clearly goes above and beyond that which is asked or expected in the charge of their responsibilities. This category may include a CALAFCO Board member, regional officer, program volunteer, or any other requested volunteer.

Nomination criteria:

1. Nominee must have volunteered for the Association during the year in which the nomination is being made.
2. Nominee does not have to be a CALAFCO member.
3. Volunteer efforts must have demonstrated the individual going above and beyond what was asked/expected with positive and effective results.
4. Nominee can be a CALAFCO Board member, regional officer, program volunteer or any other volunteer.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee, regardless of their position or role as a volunteer. Only the contributions and outcomes shall be considered, not the individual's position.
3. The extent of the volunteerism and the overall impact to the statewide Association and membership based on that volunteerism shall be considered.
4. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

OUTSTANDING CALAFCO ASSOCIATE MEMBER

Award Summary:

Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos and has helped elevate the role and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement. Further, the individual or firm has a proven commitment to the Association membership through volunteering time and resources to further the cause of LAFCo and CALAFCO.

Nomination criteria:

1. Nominee must be a CALAFCO Associate Member in good standing with the Association.
2. Nominee shall be an Associate Member for the full year in which the nomination is being made.
3. The Associate Member nominated shall have been an Associate Member in good standing with the Association for at least one year prior to the year for which the nomination is being made.
4. As an Associate Member, the nominee may be an individual, firm or agency.
5. The nominee may be an individual within an Associate Member firm or agency.
6. Nominee shall demonstrate that through their work as an Associate Member, the role and mission of LAFCo has been upheld and furthered.
7. Nominee must have proven cooperative and collaborative approaches to situations and

solutions that affect LAFCo statewide as an Associate Member.

8. Proven commitment to the Association's membership as an Associate Member by volunteering resources to the Association during the year in which the nomination is made.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. The level of volunteering time and resources to the Association shall be a consideration with all other nomination criteria.

OUTSTANDING COMMISSIONER

Award Summary:

Presented to an individual Commissioner for extraordinary service to his or her Commission. Extraordinary service is considered actions above and beyond those required in the course of fulfilling their statutory responsibilities as a Commissioner. It requires consistently demonstrating independent judgment on behalf of the interest of the entire county, developing innovative and collaborative solutions to local issues, and leading the commission and community by example.

Nomination criteria:

1. Nominee must be a Commissioner of a LAFCo in good standing with the Association.
2. Nominee shall be a Commissioner for the full year in which the nomination is being made.
3. Proven demonstration of consistently exercising independent judgment for the greater good of the County is required.
4. Proven leadership of the commission and the community through collaborative, innovative and creative solutions to local issues is required.
5. Proven effective results and outcomes shall be demonstrated in the nomination.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Representation type (city-county-district-public) shall not be a consideration nor shall be the size or geographic area of the LAFCo on which the Commissioner serves.
4. The overall impact of the leadership of the Commissioner shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

OUTSTANDING LAFCo PROFESSIONAL

Award Summary:

Recognizes an Executive Officer, Staff Analyst, Clerk, Legal Counsel or any other LAFCo staff person for exemplary service during the past year. Exemplary service is considered actions which clearly go above and beyond that which is asked, expected, or required in the charge of their LAFCo responsibilities.

Nomination criteria:

1. Nominee must be a staff person of a LAFCo in good standing with the Association.
2. Nominee shall be a staff person for the full year in which the nomination is being made.
3. As a staff person, the nominee can be either an employee of the LAFCo or a contractor providing employee-type services to the LAFCo.
4. Efforts must be demonstrated that the individual has consistently gone above and beyond or outside the scope of their role or job responsibilities, with proven results that otherwise would not have occurred.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Position within a LAFCo shall not be a consideration, nor shall be the size or geographic area of the LAFCo.

4. The overall impact of the LAFCo professional to their LAFCo and the greater community shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

LIFETIME ACHIEVEMENT AWARD

Award Summary:

Recognizes any individual who has made extraordinary contributions to the statewide LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least twenty (20) years.

Nomination criteria:

1. Nomination must be received from a member LAFCo or Associate Member in good standing with the Association.
2. A minimum of 20 years direct involvement with the LAFCo community is required for consideration.
3. During that time, nominee shall have a proven positive impact and effect on the support and evolution of LAFCos statewide.
4. This includes advocacy of LAFCos statewide through legislation, developing creative and innovative solutions to LAFCo issues that serve beyond their LAFCo to the greater good, and collaborative stakeholder approaches to issues and opportunities to further the cause and mission of LAFCo.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Preference may be given to nominees who also have proven experience volunteering for CALAFCO through a regional officer role, serving on committees, serving on the CALAFCO Board, or any other method of volunteering for the Association that serves to promote and support the mission and work of LAFCos throughout the state.

LEGISLATOR OF THE YEAR

Award Summary:

Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals that have a statewide effect. The recipient shall have demonstrated clear support and effort to further the cause and ability of LAFCos to fulfill their statutory mission. Selected by CALAFCO Board by super majority.

Nomination criteria:

1. Nominee shall be a California State legislator during the full year in which the nomination was made.
2. Nominee must have demonstrated extraordinary leadership in the Legislature on behalf of LAFCos statewide, with efforts resulting in a positive impact for all LAFCos.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. All Legislator of the Year nominations shall be forwarded by the Achievement Awards Committee to the Board for consideration.
3. Selection of the recipient of this award shall be done with a super majority approval of the Board (present at the time of the vote).

MIKE GOTCH EXCELLENCE IN PUBLIC SERVICE AWARD

Award Summary:

Awarded to an individual, group or agency for actions that rise above expected or common functions or actions that are LAFCo-related; *and* reduce or eliminate common institutional roadblocks; *and* result in a truly extraordinary public service outcome. Individuals, a LAFCo, or collaborative effort among multiple LAFCos or a LAFCo with other entities are eligible. Other entities shall be decision-making bodies at the local, regional or state level. This award has the following two distinct categories, each focusing on specific areas of the LAFCo mission:

1. *Protection of agricultural and open space lands and prevention of sprawl*
2. *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*

Award categories:

Protection of agricultural and open space lands and prevention of sprawl

Includes the development and implementation of programs or other actions associated with agriculture, water, flood control, parks and recreation, habitat conservation plans and public lands. Demonstrates the recipient has identified, encouraged and ensured the preservation of agricultural and open space lands. Proven actions that encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands. Includes demonstrated consideration given in decisions to Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, and sustainable communities.

Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services

Includes the development and implementation of innovate support and systems within internal LAFCo operations in the support of local agencies. Actions produce systemic and sustainable improvements and innovation of local government. Proven facilitation of constructive discussions with local and regional agencies and proactive outreach to local and regional agencies as well as local stakeholders and communities to identify issues and solutions and demonstrated action as a coordinating agency in offering and supporting unique local solutions to meet local challenges. Successful demonstration of development of capacities and abilities of local agencies. Provide tools and resources to local agencies to address aging infrastructure, fiscal challenges and the maintenance of existing services. Demonstrated action to streamline the provision of local services with proven results that services are consistent or have been improved as a result, with little to no increased cost to the consumer. Focused efforts and proven results to ensure delivery of services to all communities, especially disadvantaged communities.

Nomination criteria:

1. Clear demonstration that the actions rise above expected or common functions or actions.
2. The actions reduced or eliminated common institutional roadblocks.
3. The actions clearly proven a truly extraordinary public service outcome that is systemic and sustainable.
4. Identified unique circumstances and factors leading to the solution/project.
5. The innovative steps taken by the LAFCo or entity/entities/individual to solve the problem, overcome the situation, or to take action.
6. Clear description of the results/outcomes of the work and the short- and long-term effects.
7. How this work can be promoted as a LAFCo best practice.
8. Clear demonstration how this nomination meets all criteria.

Selection Criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee within each category. The size or geographic area of the LAFCo within a given category shall not be a consideration.
3. The overall impact of the actions and outcomes to the greater community being served shall be considered.
4. The level of impact based on the required nomination criteria shall be considered.



PREVIOUS CALAFCO ACHIEVEMENT AWARD RECIPIENTS

2020 – 2021 (2 year period due to the pandemic)

Outstanding Associate Member	Planwest Partners
Outstanding Commissioner	Olin Woods , Yolo LAFCo
Outstanding LAFCo Professional	Crystal Craig , Riverside LAFCo
Mike Gotch Protection of Ag and Open Space Lands & Prevention of Urban Sprawl	Napa LAFCo
Mike Gotch Courage & Innovation in Local Government Leadership Award	Yolo LAFCo
Lifetime Achievement Award	Jerry Glabach , Los Angeles LAFCo

2019

Distinguished Service Award	Charley Wilson , Orange LAFCo
Most Effective Commission	Contra Costa LAFCo
Outstanding Commissioner	Jim DeMartini , Stanislaus LAFCo
Outstanding LAFCo Professional	David Church , San Luis Obispo LAFCo
Project of the Year	Orange LAFCo , for <i>San Juan Capistrano Utilities MSR</i>
Government Leadership Award	CA State Water Resources Control Board, Los Angeles County and Los Angeles LAFCo , for <i>Sativa Water District Butte LAFCo</i>
Mike Gotch Courage & Innovation in Local Government Leadership Award	
Legislator of the Year	Assembly Member Mike Gipson
Lifetime Achievement Award	John Benoit , various LAFCos, Jurg Heuberger , Imperial LAFCo

2018

Distinguished Service Award	John Withers , Orange LAFCo
Most Effective Commission	Santa Clara LAFCo
Outstanding Commissioner	Margie Mohler , Napa LAFCo
Outstanding LAFCo Professional	George Williamson , Del Norte LAFCo
Outstanding LAFCo Clerk	Elizabeth Valdez , Riverside LAFCo
Outstanding CALAFCO Associate Member	Best Best & Krieger
Project of the Year	Lake LAFCo , water services consolidation
Government Leadership Award	City of Porterville, County of Tulare, Dept. of Water Resources, State Water Resources Control Board, Governor's Office of Emergency Services, Self Help Enterprises, Community Water Center for East Porterville water supply project
Mike Gotch Courage & Innovation in Local Government Leadership Award	Mike Ott , San Diego LAFCo
Legislator of the Year	Assembly Member Anna Caballero
Lifetime Achievement Award	Pat McCormick , Santa Cruz LAFCo, George Spiliotis , Riverside LAFCo

2017

Most Effective Commission	Los Angeles LAFCo
Outstanding CALAFCo Member	Sblend Sblendorio , Alameda LAFCo
Outstanding Commissioner	John Marchand , Alameda LAFCo
Outstanding LAFCo Professional	Paul Novak , Los Angeles LAFCo
Outstanding LAFCo Clerk	Richelle Beltran , Ventura LAFCo
Outstanding CALAFCo Associate Member Project of the Year	Policy Consulting Associates County Services MSR , Butte LAFCo, and Santa Rosa Annexation , Sonoma LAFCo
Government Leadership Award Lifetime Achievement Award	San Luis Obispo County Public Works Dept. Kathy Rollings McDonald (San Bernardino)

2016

Distinguished Service Award	Peter Brundage , Sacramento LAFCo
Most Effective Commission	San Luis Obispo LAFCo
Outstanding CALAFCo Member	John Leopold , Santa Cruz LAFCo
Outstanding Commissioner	Don Tatzin , Contra Costa LAFCo
Outstanding LAFCo Professional	Steve Lucas , Butte LAFCo
Outstanding LAFCo Clerk	Cheryl Carter-Benjamin , Orange LAFCo
Project of the Year	Countywide Water Study , (Marin LAFCo)
Government Leadership Award Lifetime Achievement Award	Southern Region of CALAFCo Bob Braitman (retired Executive Officer)

2015

Mike Gotch Courage & Innovation in Local Government Leadership Award	Yuba County Water Agency
Distinguished Service Award	Mary Jane Griego , Yuba LAFCo
Most Effective Commission	Butte LAFCo
Outstanding CALAFCo Member	Marjorie Blom , formerly of Stanislaus LAFCo
Outstanding Commissioner	Matthew Beekman , formerly of Stanislaus LAFCo
Outstanding LAFCo Professional	Sam Martinez , San Bernardino LAFCo
Outstanding LAFCo Clerk	Terri Tuck , Yolo LAFCo
Project of the Year	Formation of the Ventura County Waterworks District No. 38 (Ventura LAFCo) and 2015 San Diego County Health Care Services five-year sphere of influence and service review report (San Diego LAFCo)
Government Leadership Award	The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency
CALAFCo Associate Member of the Year Legislators of the Year Award Lifetime Achievement Award	Michael Colantuono of Colantuono, Highsmith & Whatley Assembly member Chad Mayes Jim Chapman (Lassen LAFCo) and Chris Tooker (formerly of Sacramento LAFCo)

2014

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

David Church, San Luis Obispo LAFCo
Kate McKenna, Monterey LAFCo
Santa Clara LAFCo
Stephen Lucas, Butte LAFCo
Paul Norsell, Nevada LAFCo
Kate McKenna, Monterey LAFCo
Paige Hensley, Yuba LAFCo
LAFCo Procedures Guide: 50th Year Special Edition,
San Diego LAFCo

Government Leadership Award

Legislators of the Year Award
Lifetime Achievement Award

**Orange County Water District, City of Anaheim, Irvine Ranch
Water District, and Yorba Linda Water District**
Assembly member Katcho Achadjian
Susan Wilson, Orange LAFCo

2013

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
LAFCo Outstanding LAFCo Clerk
Project of the Year

Simón Salinas, Commissioner, Monterey LAFCo
Roseanne Chamberlain, Amador LAFCo
Stanislaus LAFCo
Harry Ehrlich, San Diego LAFCo
Jerry Gladbach, Los Angeles LAFCo
Lou Ann Texeira, Contra Costa
Kate Sibley, Contra Costa LAFCo
Plan for Agricultural Preservation, Stanislaus LAFCo

Government Leadership Award

Legislators of the Year Award
Lifetime Achievement Award

Orange County LAFCo Community Islands Taskforce,
Orange LAFCo
Senators Bill Emmerson and Richard Roth
H. Peter Faye, Yolo LAFCo; **Henry Pellissier**, Los Angeles
LAFCo; **Carl Leverenz**, Butte LAFCo; **Susan Vicklund-Wilson**,
Santa Clara LAFCo.

2012

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member

Outstanding Commissioner
LAFCo Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Bill Chiat, CALAFCO Executive Director
Marty McClelland, Commissioner, Humboldt LAFCo
Sonoma LAFCo
Stephen A. Souza, Commissioner, Yolo LAFCo and
CALAFCO Board of Directors
Sherwood Darington, Monterey
Carole Cooper, Sonoma LAFCo
Gwenna MacDonald, Lassen LAFCo
Countywide Service Review & SOI Update, Santa Clara
LAFCo
North Orange County Coalition of Cities, Orange LAFCo
P. Scott Browne, Legal Counsel LAFCos

Government Leadership Award
Lifetime Achievement Award

2011

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
LAFCo Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Martin Tuttle, Deputy Director for Planning, Caltrans
Mike McKeever, Executive Director, SACOG
Carl Leverenz, Commissioner and Chair, Butte
San Bernardino LAFCo
Keene Simonds, Executive Officer, Napa LAFCo
Louis R. Calcagno, Monterey LAFCo
June Savala, Deputy Executive Officer, Los Angeles LAFCo
Debbie Shubert, Ventura LAFCo

Cortese-Knox-Hertzberg Definitions Revision
Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper,
and George Spiliotis

Contra Costa Sanitary District
**Elsinore Water District and Elsinore Valley Municipal Water
District**

2010

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award

Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional

Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Special Achievement

Helen Thompson, Commissioner, Yolo LAFCo

Kathleen Rollings-McDonald, Executive Officer, San
Bernardino LAFCo
Bob Braitman, Executive Officer, Santa Barbara LAFCo

Tulare LAFCo

Roger Anderson, Ph.D., CALAFCO Chair, Santa Cruz LAFCo

George Lange, Ventura LAFCo

Harry Ehrlich, Government Consultant, San Diego LAFCo

Candie Fleming, Fresno LAFCo

Butte LAFCo

Sewer Commission - Oroville Region Municipal Service
Review

**Nipomo Community Services District and the County of San
Luis Obispo**

Chris Tooker, Sacramento LAFCo and CALAFCO Board of
Directors

2009

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member

Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Paul Hood, Executive Officer, San Luis Obispo LAFCo

William Zumwalt, Executive Officer, Kings LAFCo
Napa LAFCo

Susan Vicklund Wilson, CALAFCO Vice Chair
Jerry Gladbach, CALAFCO Treasurer

Larry M. Fortune, Fresno LAFCo

Pat McCormick, Santa Cruz LAFCo Executive Officer

Emmanuel Abello, Santa Clara LAFCo

Orange LAFCo Boundary Report

Cities of Amador City, Jackson, Lone, Plymouth & Sutter

Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project

Assembly Member Jim Silva

Legislator of the Year Award

2008

Distinguished Service Award

Peter M. Detwiler, Senate Local Government Committee
Chief Consultant

Most Effective Commission

Yuba LAFCo

Outstanding Commissioner

Dennis Hansberger, San Bernardino LAFCo

Outstanding LAFCo Professional

Michael Ott, San Diego LAFCo Executive Officer
Martha Poyatos, San Mateo Executive Officer

Outstanding LAFCo Clerk

Wilda Turner, Los Angeles LAFCo

Project of the Year

Kings LAFCo
City and Community District MSR and SOI Update

Government Leadership Award

San Bernardino Board of Supervisors

Legislator of the Year Award

Assembly Member Anna M. Caballero

2007

Outstanding CALAFCo Member

Kathy Long, Board Chair, Ventura LAFCo

Distinguished Service Award

William D. Smith, San Diego Legal

Counsel Most Effective Commission

Santa Clara LAFCo

Outstanding Commissioner

Gayle Uilkema, Contra Costa LAFCo

Outstanding LAFCo Professional

Joyce Crosthwaite, Orange LAFCo Executive Officer

Outstanding LAFCo Clerk

Debby Chamberlin, San Bernardino LAFCo

Project of the Year

San Bernardino LAFCo and City of Fontana
Islands Annexation Program

Government Leadership Award

City of Fontana - Islands Annexation Program

Lifetime Achievement

John T. "Jack" Knox

2006

Outstanding CALAFCo Member

Everett Millais, CALAFCo Executive Officer and Executive
Officer of Ventura LAFCo

Distinguished Service Award

Clark Alsop, CALAFCo Legal Counsel

Most Effective Commission Award

Alameda LAFCo

Outstanding Commissioner Award

Ted Grandsen, Ventura LAFCo
Chris Tooker, Sacramento LAFCo

Outstanding LAFCo Professional Award

Larry Calemine, Los Angeles LAFCo Executive Officer

Outstanding LAFCo Clerk Award

Janice Bryson, San Diego LAFCo
Marilyn Flemmer, Sacramento LAFCo

Project of the Year Award

Sacramento Municipal Utility District Sphere of Influence
Amendment and Annexation; **Sacramento LAFCo**

Outstanding Government Leadership Award

Cities of Porterville, Tulare, and Visalia and Tulare LAFCo
Island Annexation Program

Legislator of the Year Award

Senator Christine Kehoe

2005

Outstanding CALAFCo Member

Peter Herzog, CALAFCo Board, Orange LAFCo

Distinguished Service Award

Elizabeth Castro Kemper, Yolo LAFCo

Most Effective Commission Award

Ventura LAFCo

Outstanding Commissioner Award	Art Aseltine , Yuba LAFCo Henri Pellissier , Los Angeles LAFCo
Outstanding LAFCo Professional Award	Bruce Baracco , San Joaquin LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Diego LAFCo MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCO Member	Scott Harvey , CALAFCO Executive Director
Distinguished Service Award	Julie Howard , Shasta LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Commissioner Award	Edith Johnsen , Monterey LAFCo
Outstanding LAFCo Professional Award	David Kindig , Santa Cruz LAFCo
Project of the Year Award	San Luis Obispo LAFCo Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCO Member	Michael P. Ryan , CALAFCO Board Member
Distinguished Service Award	Henri F. Pellissier , Los Angeles LAFCo
Most Effective Commission Award	San Luis Obispo LAFCo
Outstanding Commissioner Award	Bob Salazar , El Dorado LAFCo
Outstanding LAFCo Professional Award	Shirley Anderson , San Diego LAFCo
Outstanding LAFCo Clerk Award	Lori Fleck , Siskiyou LAFCo
Project of the Year Award	Napa LAFCo Comprehensive Water Service Study
Special Achievement Award	James M. Roddy

2002

Outstanding CALAFCO Member	Ken Lee , CALAFCo Legislative Committee Chair
Most Effective Commission Award	San Diego LAFCo Outstanding
Commissioner Award	Ed Snively , Imperial LAFCo
Outstanding LAFCo Professional Award	Paul Hood , San Luis Obispo LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Luis Obispo LAFCo
Outstanding Government Leadership Award	Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins

2001

Outstanding CALAFCO Member	SR Jones , CALAFCO Executive Officer
Distinguished Service Award	David Martin , Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	H. Peter Faye , Yolo LAFCo
Outstanding LAFCo Professional Award	Ingrid Hansen , San Diego LAFCo
Project of the Year Award	Santa Barbara LAFCo
Outstanding Government Leadership Award	Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council
Legislator of the Year Award	Senator Jack O'Connell

2000

Outstanding CALAFCO Member
Distinguished Service Award

Ron Wootton, CALAFCO Board Chair
Ben Williams, Commission on Local Governance for the
21st Century

Most Effective Commission Award
Outstanding Commissioner
Outstanding LAFCo Professional Award
Outstanding LAFCo Clerk Award
Project of the Year Award
Legislator of the Year Award

Yolo LAFCo
Rich Gordon, San Mateo LAFCo
Annamaria Perrella, Contra Costa LAFCo
Susan Stahmann, El Dorado LAFCo
San Diego LAFCo
Robert Hertzberg, Assembly Member

1999

Distinguished Service Award
Most Effective Commission Award
Outstanding Executive Officer Award
Outstanding LAFCo Clerk Award
Most Creative Solution to a Multi-
Jurisdictional Problem
Outstanding Government Leadership Award
Legislator of the Year Award

Marilyn Ann Flemmer-Rodgers, Sacramento LAFCo
Orange LAFCo
Don Graff, Alameda LAFCo
Dory Adams, Marin LAFCo
San Diego LAFCo
Assembly Member John Longville
Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member
Distinguished Service Award
Most Effective Commission Award
Outstanding Executive Officer Award
Outstanding Staff Analysis

Outstanding Government Leadership Award

Dana Smith, Orange LAFCo
Marvin Panter, Fresno LAFCo
San Diego LAFCo
George Spiliotis, Riverside LAFCo
Joe Convery, San Diego LAFCo
Joyce Crosthwaite, Orange LAFCo
Santa Clara County Planning Department

1997

Most Effective Commission Award
Outstanding Executive Officer Award
Outstanding Staff Analysis
Outstanding Government Leadership Award
Most Creative Solution to a Multi-
Jurisdictional Problem
Legislator of the Year Award

Orange LAFCo
George Finney, Tulare LAFCo
Annamaria Perrella, Contra Costa LAFCo
South County Issues Discussion Group
Alameda LAFCo and Contra Costa LAFCo

Assembly Member Tom Torlakson

