

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482

Telephone: (707) 463-4470 | Fax: (707) 462-2088 | E-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org) | Web: [www.mendolafco.org](http://www.mendolafco.org)

### **COMMISSIONERS**

**Jerry Ward, Chair & Treasurer**  
Public Member

**Carre Brown, Vice Chair**  
County Board of Supervisors

**Kevin Doble**  
Ukiah City Council

**Gerardo Gonzalez**  
Willits City Council

**John McCowen**  
County Board of Supervisors

**Theresa McNerlin**  
Ukiah Valley Sanitation District

**Tony Orth**  
Brooktrails Township CSD

**Scott Ignacio, Alternate**  
Point Arena City Council

**Dan Hamburg, Alternate**  
County Board of Supervisors

**Carol Rosenberg, Alternate**  
Public Member

**Special District Seat, Alternate**  
(Jenifer Bazzani to be sworn in July 2018.)

### **STAFF**

**Executive Officer**  
Uma Hinman

**Analyst**  
Larkyn Feiler

**Commission Clerk**  
Elizabeth Salomone

**Counsel**  
Scott Browne

### **Regular Meetings**

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

## Executive Committee Meeting

### A G E N D A

Wednesday, June 20, 2018 10:00am

Chardonnay Room

Ukiah Valley Conference Center, 200 S School Street, Ukiah, CA 95482

#### 1. CALL TO ORDER & ROLL CALL

Chair Jerry Ward, Vice Chair Carre Brown, and Kevin Doble

#### 2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

2a) Approval of the June 4, 2018 Executive Committee Minutes

2b) July Regular Meeting

Discuss possible cancelation of Commission's July regular meeting.

2c) Legal Counsel Contract Amendment

Discuss proposed Legal Counsel contract amendment.

2d) FY 2017-18 Budget Review and Work Plan

Discuss the FY 2017-18 Budget and Work Plan.

2e) Items for Future Meetings

#### 3. INFORMATION AND REPORT ITEMS

3a) Executive Officer Report

### ADJOURNMENT

The next Regular Commission Meeting is scheduled for

Monday, July 2, 2018

in the County Board of Supervisors Chambers,

501 Low Gap Road, Ukiah, California

# MENDOCINO

# Local Agency Formation Commission

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at 9:00 AM  
in the Mendocino  
County Board  
of Supervisors Chambers  
501 Low Gap Road

## Agenda Item No. 2a

### Executive Committee Minutes

Wednesday, June 4, 2018, 10:00am  
County Board of Supervisors Chamber

Mendocino County Administrative Building, 501 Low Gap Road, Ukiah, CA 95482

#### 1. CALL TO ORDER & ROLL CALL

Chair Ward called the meeting to order at 11:04am.

Members Present: Commissioners Carre Brown, Kevin Doble, and Gerald Ward

Staff Present: Uma Hinman and Elizabeth Salomone

#### 2. MATTERS FOR DISCUSSION & POSSIBLE ACTION

##### 2a) Approval of the February 14, 2018 Executive Committee Minutes

Upon motion by Commissioner Brown and second by Commissioner Doble, the Executive Committee meeting minutes of February 14, 2018 were unanimously approved:

Ayes: Commissioners Brown, Doble, and Ward

##### 2b) FY 2017-18 Budget Review

Executive Officer presented Basic Services budget through year end. The following unexpected projects were addressed by staff throughout the fiscal year:

- Three agencies initially scheduled solely for SOI updates were increased to MSR updates as well due to substantial changes since the last MSR update.
- Reformatting and partial MSR updates added to Fire Districts SOI updates.
- Numerous and extensive Public Records Act requests.
- RDA Oversight Board election process.

Chair/Treasurer Ward will review staff's budget spreadsheet and staff will schedule another meeting for June.

##### 2c) Fiscal Year 2017-2018 Audit

Executive Officer presented. Committee directed staff to pursue a contract with current CPA for FY 2017-18 audit and prepare Request for Proposal (RFP) for FY 2018-19.

##### 2d) Work Plan

Executive Officer presented and a discussion of outstanding municipal service reviews and sphere of influence mapping issues was held.

##### 2e) Legal Opinion Update

Executive Officer presented and staff was directed to notify Legal Counsel to put a hold on outstanding legal opinions.

##### 2f) Items for Future Meetings

No new items were presented.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 12:28pm.

# MENDOCINO Local Agency Formation Commission

## Staff Report

DATE: June 20, 2018  
 TO: Mendocino Local Agency Formation Commission - Executive Committee  
 FROM: Uma Hinman, Executive Officer  
 SUBJECT: FY 2017-18 Budget and Work Plan Review

**RECOMMENDATION:**

Discuss and provide direction to staff regarding the FY 2017-18 budget and proposed FY 2018-19 Work Plan modifications.

**DISCUSSION**

Due to anticipated budget exceedances to Basic Services (Account 5300) and Work Plan (Account 7000), staff presented a review of the FY 2017-18 budget and work plan during the June 4, 2018 Executive Meeting. Both items were discussed at length with Committee direction to the Treasurer to review the spreadsheet presented during the meeting and direction to staff to schedule a second Executive Committee meeting in June for further review.

**Budget**

The following table summarizes the year end budget projections, which are detailed in Attachment A (FY 2017-18 Budget Projected Year End Review).

	<b>Adopted</b>	<b>Anticipated Actual (6/30/18)</b>	<b>Anticipated Remainder (6/30/18)</b>
FY 2017-18 Budget	\$160,225	\$155,579	\$4,646
Basic Services	66,815	66,815	0
RDA Oversight Board	0	3,822	(3,822)
Work Plan	45,000	45,185	(185)

A number of unanticipated tasks resulted in increased work load for staff that impact the Basic Services Account, most significantly the following:

- Significant number and extensive effort to respond to Public Records Requests, primarily related to the UVSD/City of Ukiah lawsuit.
- Implementation of the RDA Oversight Board special district representative selection process, which is an unfunded state mandate. The process began in mid-May and has cost approximately \$3,800 in staff time and postage expenses to date.

Apportionment fees over the past several years were developed and adopted with the intent of utilizing accumulated funds resulting from past delays in work plan tasks. During that time, differences in revenues and expenditures ranged from -\$27,000 to -\$51,400.

Further, in FY 2017-18, the adopted budget identified \$120,000 in apportionment fees, although only \$110,000 was collected to remedy an over-collection error in FY 2015-16.

For FY 2017-18, the adopted budget anticipated use of \$40,105 of unused fund balance and reserves. We have now spent down the fund balance such that use of reserves will be necessary to pay claims for June 2018.

Projected Need for June Claims	\$12,176
Checking Account	\$ 628
Mendocino County	\$ 4,472
Reserves	\$ 7,076

Because it will take at least a couple of months for apportionment fees to be paid into the County account for withdrawal, it is recommended that enough cash to cover two to three months be withdrawn from the reserves. Once funds are available in the County account from the apportionment fee payments, deposits to the reserve account should be made such that the balance is consistent with the reserves policy.

Legal Reserve:	\$50,000
<u>Operational Reserve (25%)</u>	<u>\$37,568</u>
Total (FY 2018-19)	\$87,568

**Work Plan**

In 2016-17, the Work Plan was developed as a 5-year rolling schedule and estimated costs were identified for each of the tasks. Notes included on the Work Plan:

“The schedule and budget for each project identified in this Work Plan is an estimate based on receiving complete information from applicable agencies within a reasonable timeframe and minimal controversy through the public review process...The estimated annual Work Plan tasks and budget may roll over into the following fiscal year depending on overall staff workload and the level of agency responsiveness. It is advised that this Work Plan be viewed as a guideline that is subject to change. This Work Plan will be reviewed mid-year and revised to account for a more refined level of detail related to the anticipated scope of work for individual projects.”

Changes to the Work Plan during the FYs 2016-17 and 2017-18 that resulted in higher than anticipated costs include the following:

- Cemetery District MSR/SOI (8)
  - Were thought to be partially prepared, but had to start from scratch.
  - Difficulty getting responses from districts.
  - More extensive research and follow-up effort than anticipated.
  - Commission requests/direction increased anticipated scope.
- Fire District SOIs
  - Was originally 12 districts, 2 were added and 1 removed – 13 final
  - Commissioner requests/direction increased initial SOI updates to include partial MSR updates.

- Added Ukiah Valley FPD to Work Plan as an MSR/SOI update (pulled out of Fire Districts SOI update).
- Increased City of Willits from an SOI update to an MSR/SOI update.

Attachment 4 is a proposed revised 2018-19 Work Plan to reflect updates noted above.

**Staff Suggestions**

In order to more clearly inform regarding Work Plan progress and estimated budgets, staff makes the following recommendations:

1. Review and update the 2018-19 Work Plan (attached)
2. Quarterly Executive Committee meetings to review the Work Plan tasks, progress, and costs.
3. Staff will track individual Work Plan tasks separately and report quarterly to the Executive Committee.

Attachment 1 FY 2017-18 Budget Projected Year End Review

Attachment 2 FY 2017-18 Adopted Budget and Work Plan

Attachment 3 FY 2018-19 Adopted Budget and Work Plan

Attachment 4 Proposed FY 2018-19 Work Plan Update

Acct #	Task	FY 17-18 Budget	1st Qtr Subtotals	2nd Qtr Subtotal	3rd Qtr Subtotal	April	May	June (Projected)	Year to Date	Remaining Budget (Projected)
<b>EXPENSES</b>										
5300	Basic Services - EO/Analyst/Clerk	\$ 66,815.00	\$ 15,543.00	\$ 16,769.75	\$ 18,781.75	\$ 8,170.00	\$ 4,775.25	\$ 6,597.00	\$ 70,636.75	\$ (3,821.75)
5500	Rent	\$ 5,360.00	\$ 1,302.00	\$ 1,322.00	\$ 1,326.00	\$ 445.00	\$ 415.00	\$ 445.00	\$ 5,255.00	\$ 105.00
5600	Office Expenses	\$ 3,350.00	\$ 231.56	\$ 602.09	\$ 662.79	\$ 68.18	\$ 135.11	\$ 350.00	\$ 2,049.73	\$ 1,300.27
5700	Internet & Website Costs	\$ 1,300.00	\$ -	\$ -	\$ -		\$ 25.00	\$ 1,200.00	\$ 1,225.00	\$ 75.00
5900	Publication & Legal Notices	\$ 2,000.00	\$ -	\$ 114.22	\$ 218.81	\$ 218.79	\$ 371.79	\$ 300.00	\$ 1,223.61	\$ 776.39
6000	Televising Meetings	\$ 3,000.00	\$ 259.02	\$ 408.98	\$ 558.93	\$ 245.39	\$ 149.96	\$ 1,377.72	\$ 3,000.00	\$ -
6100	Audit Services	\$ 3,100.00	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00		\$ -	\$ 3,100.00	\$ -
6200	Bookkeeping	\$ 4,800.00	\$ 1,614.00	\$ 696.00	\$ 1,327.50	\$ 153.00	\$ 351.00	\$ 195.00	\$ 4,336.50	\$ 463.50
6300	Legal Counsel (S Browne)	\$ 7,200.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 7,200.00	\$ -
6400	A-87 Costs County Services	\$ 1,100.00	\$ -	\$ -	\$ 123.00	\$ -		\$ -	\$ 123.00	\$ 977.00
6500	Insurance - General Liability	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 894.00	\$ -	\$ 894.00	\$ 106.00
6600	Memberships (CALAFCO/CSDA)	\$ 2,200.00	\$ -	\$ 1,299.00	\$ -	\$ -		\$ 901.00	\$ 2,200.00	\$ -
6670	GIS Contract with County	\$ 5,000.00	\$ 571.90	\$ 254.98	\$ 858.57	\$ 1,586.97		\$ -	\$ 3,272.42	\$ 1,727.58
6740	In-County Travel & Stipends	\$ 2,000.00	\$ 128.08	\$ 484.21	\$ 534.21	\$ 128.07	\$ 178.07	\$ 180.00	\$ 1,632.64	\$ 367.36
6750	Travel & Lodging Expenses	\$ 4,000.00	\$ 533.80	\$ 1,361.26	\$ -	\$ 119.15		\$ -	\$ 2,014.21	\$ 1,985.79
6800	Conferences (Registrations)	\$ 3,000.00	\$ 2,125.50	\$ -	\$ -	\$ 105.50		\$ -	\$ 2,231.00	\$ 769.00
7000	Work Plan (MSRs and SOIs)	\$ 45,000.00	\$ 8,616.75	\$ 12,757.50	\$ 13,467.25	\$ 5,325.25	\$ 4,988.00	\$ 30.00	\$ 45,184.75	\$ (184.75)
Monthly/ Year to Date Totals		\$ 160,225.00	\$ 34,275.61	\$ 37,869.99	\$ 39,658.81	\$ 18,715.30	\$ 12,883.18	\$ 12,175.72	\$ 155,578.61	\$ 4,646.39
<b>APPLICATIONS</b>										
		<b>DEPOSIT</b>	<b>1st Qtr Subtotals</b>	<b>2nd Qtr Subtotal</b>	<b>3rd Qtr Subtotal</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year to Date</b>	<b>Remaining Budget</b>
A-2009-8001	Irish Beach WD Moores Annexation	\$ (610.56)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (610.56)
P-2014-8010	City of Ukiah Detachment of UVCS D lands	\$ 1,532.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,532.75
P-2017-8017	Millview CWD Annexation	\$ 1,500.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -
Applications to Date Totals		\$ 922.19	\$ 1,490.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENSES AND APPLICATION TOTALS</b>			\$ 35,765.61	\$ 37,869.99	\$ 39,668.81	\$ 18,715.30	\$ 12,883.18	\$ 12,175.72	\$ 155,578.61	

Operations (Checking) Account Balance \$ 13,511.11 from statement as of 5/31/2018  
 Legal Reserve Balance \$ 50,000.00 from statement as of 4/30/2018  
 Operations Reserve Balance \$ 40,309.61 from statement as of 4/30/2018  
 County of Mendocino Account Balance \$ 4,472.32 from statement as of 5/21/2018

June (Checking Account after May claims)	\$ 627.93
July (Checking Account after projected June claims)	\$ (11,547.79)

**Resolution No. 16-17-12**  
**of the Local Agency Formation Commission of Mendocino County**

**Adopting the**  
**Final Budget for Fiscal Year 2017-18**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the "Commission", annually adopts a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> to fulfill its purposes and functions that are set by State law; 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 proposed budget 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 proposed budget for fiscal year 2017-18 on May 1, 2017.

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the final budget for fiscal year 2017-18 on June 5, 2017.

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

1. The Commission hereby approves a final budget for fiscal year 2017-18 in the amount of \$160,225, as shown in Exhibit A.
2. The final budget reflects the use of unrestricted fund balance and/or reserves in the amount of \$40,225 for purposes of increasing necessary operating expenses without increasing apportionment fees of member agencies.
3. The final budget allows the Commission to fulfill its prescribed regulatory and planning duties.

BE IT FURTHER RESOLVED that the Commission directs staff to distribute the final budget to member agencies and the County Auditor-Controller.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 5th day of June 2017, by the following vote:

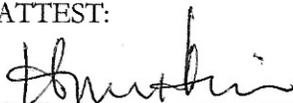
AYES: *Commissioners Brown, Doble, Gonzalez, Hamburg, McNertlin, Orth, and Ward*

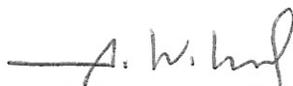
NOES: *none*

ABSTAIN: *none*

ABSENT: *none*

ATTEST:

  
\_\_\_\_\_  
UMA HINMAN, Executive Officer

  
\_\_\_\_\_  
GERALD WARD, Chair

**Mendocino Local Agency Formation Commission**  
**Final Operating Budget FY 2017-2018**

LAFCo Resolution No. 16-17-12

ACCOUNT #	DESCRIPTION	FY 2016-17 Adopted	FY 2016-17 Amended	FY 2017-18 Final
<b>REVENUE</b>				
4000	LAFCO Apportionment Fees	\$ 120,000	\$ 120,000	\$ 120,000
4100	Service Charges	\$ -	\$ -	
4800	Miscellaneous	\$ -	\$ -	
4910	Interest Income	\$ 120	\$ 120	\$ 120
	<b>Revenue Total</b>	<b>\$ 120,120</b>	<b>\$ 120,120</b>	<b>\$ 120,120</b>
<b>EXPENSES</b>				
5300	Basic Services	\$ 62,000	\$ 65,680	\$ 66,815
5500	Rent	\$ 5,160	\$ 5,160	\$ 5,360
5600	Office Expenses	\$ 2,000	\$ 2,000	\$ 3,350
5700	Internet & Website Costs	\$ 1,200	\$ 1,200	\$ 1,300
5900	Publication and Legal Notices	\$ 2,000	\$ 2,000	\$ 2,000
6000	Televising Meetings	\$ 1,700	\$ 1,700	\$ 3,000
6100	Audit Services	\$ 3,025	\$ 3,025	\$ 3,100
6200	Bookkeeping	\$ 4,800	\$ 4,800	\$ 4,800
6300	Legal Counsel	\$ 6,000	\$ 6,000	\$ 7,200
6400	A-87 Costs County Services	\$ 2,010	\$ 2,010	\$ 1,100
6500	Insurance-General Liability	\$ 1,000	\$ 1,000	\$ 1,000
6600	Memberships (CALAFCO/CSDA)	\$ 2,100	\$ 2,100	\$ 2,200
6670	GIS Contract with County			\$ 5,000
6740	In-County Travel & Stipends	\$ 4,300	\$ 4,300	\$ 2,000
6750	Travel & Lodging Expense	\$ 5,000	\$ 5,000	\$ 4,000
6800	Conferences (Registrations)	\$ 3,000	\$ 3,000	\$ 3,000
7000	Work Plan (MSRs and SOIs)			\$ 45,000
7001	MSR Reviews - Admin	\$ 15,000	\$ 15,000	\$ -
7501	SOI Updates	\$ 39,000	\$ 42,622	\$ -
	<b>Operating Expense Total</b>	<b>\$ 159,295</b>	<b>\$ 166,597</b>	<b>\$ 160,225</b>
	<b>REVENUE/EXPENSE DIFFERENCE</b>	<b>\$ (39,175)</b>	<b>\$ (46,477)</b>	<b>\$ (40,105)</b>
	<i>(Negative balance indicates use of fund balance)</i>			
<b>Unreserved/Unrestricted Fund Balance</b> (estimated for end of FY 2016-17)				
	Anticipated Cash Balance			\$ 16,000
	Anticipated Work Plan roll over for FY 2017-18			\$ 20,000
	Total Unreserved/Unrestricted Funds			\$ 36,000
<b>Reserve Fund Balance</b>				
	Operational Reserves			\$ 40,226
	Legal Reserves			\$ 50,000
	Total Reserve Funds			\$ 90,226

### Mendocino LAFCO MSR/SOI 5-Year Work Plan (FY 2017/18 - 2021/22)

NOTE: The schedule and budget for each project identified in this two-year Work Plan is an estimate based on receiving complete information from applicable agencies within a reasonable time frame and minimal controversy through the public review process. This Work Plan will be reviewed and revised periodically to account for a more refined level of detail related to the

Year Adopted	Service Provider	MSR	SOI	Proposed Budget
<i>Estimated Work Plan roll-over from FY 2016/17</i>				\$ 20,000
<b>Fiscal Year 2017/18</b>				
2008	City of Fort Bragg	*	*	\$ 6,000
2006	Redwood Coast FPD	*	*	\$ 3,500
2011	Fort Bragg Rural FPD	*	*	\$ 5,000
2015	City of Willits		*	\$ 3,000
2010	Brooktrails Township CSD	*	*	\$ 8,000
2010	Covelo CSD	*	*	\$ 5,000
2008	Mendocino City CSD	*	*	\$ 8,000
2008	Mendocino Coast Rec & Park District	*	*	\$ 5,000
n/a	Mutual Water Companies (9) - profiles only			\$ 1,500
<i>Subtotal (FY 2017/18)</i>				\$ 45,000
<b>Fiscal Year 2018/19</b>				
2012	City of Ukiah	*	*	\$ 12,500
2013?	Ukiah Valley Sanitation District	*	*	\$ 10,000
n/a	Lighting Districts (11?)	*	*	\$ 6,500
n/a	CSAs (10? needs research)	*	*	\$ 7,500
<i>Subtotal (FY 2018/19)</i>				\$ 36,500
<b>Fiscal Year 2019/20</b>				
2015	City of Point Arena	*	*	\$ 7,500
2015	Anderson Valley CSD	*	*	\$ 4,000
2015, 2016	Water Districts (12)	*	*	\$ 20,000
<i>Subtotal (FY 2019/20)</i>				\$ 31,500
<b>Fiscal Year 2020/21</b>				
2016	Hopland PUD	*	*	\$ 3,500
2016	Mendocino Health Care District	*	*	\$ 5,000
2016	Mendocino County RCD	*	*	\$ 4,000
2016	Noyo Harbor District	*	*	\$ 5,000
2017	Cemetery Districts (8)	*	*	\$ 10,000
<i>Subtotal (FY 2020/21)</i>				\$ 27,500
<b>Fiscal Year 2021/22</b>				
2017	Russian River Flood Control District	*	*	\$ 3,500
2017	City of Fort Bragg	*	*	\$ 10,000
2017	Comptche CSD	*	*	\$ 3,500
2017	Elk Community CSD	*	*	\$ 3,500
2017	Potter Valley CSD	*	*	\$ 3,500
2017	Fire Districts (12)	*	*	\$ 18,000
<i>Subtotal (FY 2021/22)</i>				\$ 42,000
<p>Note: The estimated annual Work Plan tasks and budget may continue into the following FY depending on overall staff workload. It is advised that this Work Plan be viewed as a guideline and perhaps reviewed mid-year. For example, the City of Fort Bragg, City of Willits, and Redwood Coast FPD reports were started and partially billed in FY 2016/17.</p>				

**Resolution No. 2017-18-08**  
**of the Mendocino Local Agency Formation Commission**

**Adopting the**  
**Final Budget and Work Plan for Fiscal Year 2018-19**

WHEREAS, the Mendocino Local Agency Formation Commission, hereinafter referred to as the "Commission", annually adopts a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup> to fulfill its purposes and functions that are set by State law; and

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

WHEREAS, the Commission heard and fully considered all oral and written testimony submitted and presented on the proposed budget and work plan for fiscal year 2018-19, including the Executive Officer's report and recommendations, at a public hearing held on April 2, 2018; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the final budget for fiscal year 2018-19 on May 7, 2018.

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

1. The Commission hereby approves a Final Budget for fiscal year 2018-19 in the amount of \$150,270, as set forth in Exhibit A, attached hereto; and
2. Finds that the Final Budget as set forth in Exhibit A, attached hereto, will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
3. The final budget allows the Commission to fulfill its prescribed regulatory and planning duties; and

BE IT FURTHER RESOLVED that the Commission directs the Executive Officer to distribute the Final Budget, as adopted, to all member agencies and the County Auditor-Controller.

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7<sup>th</sup> day of May 2018, by the following vote:

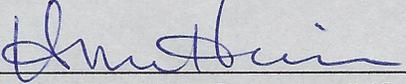
AYES: Commissioners Brown, Doble, Gonzalez, McCowen, McNerlin, Orth, and Ward

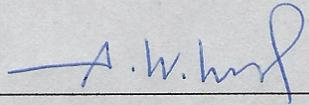
NOES:

ABSTAIN:

ABSENT:

ATTEST:

  
\_\_\_\_\_  
UMA HINMAN, Executive Officer

  
\_\_\_\_\_  
GERALD WARD, Chair

## Mendocino Local Agency Formation Commission

### Final Operating Budget FY 2018-2019

LINE #	ACCOUNT #	DESCRIPTION	FY 2017-18 Adopted	FY 2018-19 Final
1	<b>REVENUE</b>			
2	4000	LAFCO Apportionment Fees	\$ 120,000	\$ 135,000
3	4100	Service Charges	\$ -	\$ -
4	4800	Miscellaneous	\$ -	\$ -
5	4910	Interest Income	\$ 120	\$ 120
6	<b>Revenue Total</b>		<b>\$ 120,120</b>	<b>\$ 135,120</b>
7	<b>EXPENSES</b>			
8	5300	Basic Services	\$ 66,815	\$ 70,560
9	5500	Rent	\$ 5,360	\$ 5,360
10	5600	Office Expenses	\$ -	\$ -
11	5601	Office Supplies	\$ 800	\$ 800
12	5603	Photocopy	\$ 1,000	\$ 1,000
13	5605	Postage	\$ 300	\$ 400
14	5607	Office Equipment	\$ 1,250	\$ 1,250
15	5700	Internet & Website Costs	\$ 1,300	\$ 1,300
16	5900	Publication and Legal Notices	\$ 2,000	\$ 2,000
17	6000	Televising Meetings	\$ 3,000	\$ 3,000
18	6100	Audit Services	\$ 3,100	\$ 3,100
19	6200	Bookkeeping	\$ 4,800	\$ 4,000
20	6300	Legal Counsel	\$ 7,200	\$ 7,200
21	6400	A-87 Costs County Services	\$ 1,100	\$ -
22	6500	Insurance-General Liability	\$ 1,000	\$ 1,000
23	6600	Memberships (CALAFCO/CSDA)	\$ 2,200	\$ 2,300
24	6670	Contract with County (GIS, IT support)	\$ 5,000	\$ 3,500
25	6740	In-County Travel & Stipends	\$ 2,000	\$ 2,000
26	6750	Travel & Lodging Expense	\$ 4,000	\$ 3,000
27	6800	Conferences (Registrations)	\$ 3,000	\$ 3,000
28	7000	Work Plan (MSRs and SOIs)	\$ 45,000	\$ 35,000
29	9000	Special District Training Support	\$ -	\$ 500
30	<b>Operating Expense Total</b>		<b>\$ 160,225</b>	<b>\$ 150,270</b>
31				
32	<b>REVENUE/EXPENSE DIFFERENCE</b>		<b>\$ (40,105)</b>	<b>\$ (15,150)</b>
33	<i>(Negative balance indicates use of fund balance)</i>			

Mendocino LAFCO MSR/SOI 5-Year Rolling Work Plan (FY 2018/19 - 2022/23)		
<p><b>Project Scope:</b> The schedule and budget for each project identified in this Work Plan is an <u>estimate</u> based on receiving complete information from applicable agencies within a reasonable time frame and minimal controversy through the public review process. Each study is assumed to consist of a combined MSR and SOI Update. Budget estimates reflect the anticipated staff time to: coordinate a response to the Request for Information (RFI), draft the study for agency review and make revisions, prepare the study for the Public Workshop and Public Hearing process and make revisions, and file a Notice of Exemption for CEQA compliance. A separate budget will be prepared for studies subject to Negative Declaration or EIR analysis.</p>		
<p><b>Rolling Plan:</b> The estimated annual Work Plan tasks and budget may roll over into the following fiscal year depending on overall staff workload and the level of agency responsiveness. It is advised that this Work Plan be viewed as a guideline that is subject to change. This Work Plan will be reviewed mid-year and revised to account for a more refined level of detail related to the anticipated scope of work for individual projects.</p>		
Year Adopted	Service Provider	Estimated Budget
<b>Fiscal Year 2018/19</b>		
2011	Fort Bragg Rural FPD	\$ 5,000
2013	Ukiah Valley FPD	\$ 5,000
2010	Covelo CSD	\$ 5,000
2008	Mendocino City CSD	\$ 8,000
2008	Mendocino Coast Rec & Park District	\$ 8,000
n/a	Mutual Water Companies (9) - profiles and maps only	\$ 2,000
n/a	Lighting Districts (11? Discovery Only)	\$ 1,000
n/a	CSAs (10? Discovery Only)	\$ 1,000
<i>Estimated Subtotal</i>		\$ 35,000
<b>Fiscal Year 2019/20</b>		
2012	City of Ukiah	\$ 20,000
??	Ukiah Valley Sanitation District	\$ 20,000
n/a	Lighting Districts (needs research)	TBD
n/a	CSAs (needs research)	TBD
<i>Estimated Subtotal</i>		\$ 40,000
<b>Fiscal Year 2020/21</b>		
2015	City of Point Arena	\$ 8,000
2015	Anderson Valley CSD	\$ 7,500
2015, 2016	Water/Wastewater Districts (14)	\$ 20,000
<i>Estimated Subtotal</i>		\$ 35,500
<b>Fiscal Year 2021/22</b>		
2016	Hopland PUD	\$ 7,500
2016	Mendocino Health Care District	\$ 7,500
2016	Mendocino County RCD	\$ 5,000
2016	Noyo Harbor District	\$ 7,500
2017	Cemetery Districts (8)	\$ 8,000
<i>Estimated Subtotal</i>		\$ 35,500
<b>Fiscal Year 2022/23</b>		
2018	City of Fort Bragg	\$ 8,000
2018	Brooktrails Township CSD	\$ 7,500
2018	Fire Districts (16)	\$ 20,000
<i>Estimated Subtotal</i>		\$ 35,500

**Fire Districts**

- Albion-Little River FPD
- Comptche CSD
- Covelo FPD
- Elk CSD
- Fort Bragg Rural FPD
- Hopland FPD
- Leggett Valley FPD
- Little Lake FPD
- Long Valley FPD
- Mendocino FPD
- Piercy FPD
- Potter Valley CSD
- Redwood Valley-Calpella FPD

**Water Districts**

- Redwood Coast FPD
- South Coast FPD
- Ukiah Valley FPD
- Calpella CWD
- Caspar South WD
- EIK CWD
- Gualala CSD
- Irish Beach WD
- Laytonville CWD
- Millview CWD
- Pacific Reefs WD
- Redwood Valley CWD
- Round Valley CWD
- Russian River FCD
- Westport CWD
- Willow CWD
- Potter Valley ID

**Cemetery Districts**

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

**Mendocino LAFCO MSR/SOI 5-Year Rolling Work Plan (FY 2018/19 - 2022/23)**

**Project Scope:** The schedule and budget for each project identified in this Work Plan is an estimate based on receiving complete information from applicable agencies within a reasonable time frame and minimal controversy through the public review process. Each study is assumed to consist of a combined MSR and SOI Update. Budget estimates reflect the anticipated staff time to: coordinate a response to the Request for Information (RFI), draft the study for agency review and make revisions, prepare the study for the Public Workshop and Public Hearing process and make revisions, and file a Notice of Exemption for CEQA compliance. A separate budget will be prepared for studies subject to Negative Declaration or EIR analysis.

**Rolling Plan:** The estimated annual Work Plan tasks and budget may roll over into the following fiscal year depending on overall staff workload and the level of agency responsiveness. It is advised that this Work Plan be viewed as a guideline that is subject to change. This Work Plan will be reviewed mid-year and revised to account for a more refined level of detail related to the anticipated scope of work for individual projects.

Year Adopted	Service Provider	Estimated Budget	Notes
<b>Fiscal Year 2018/19</b>			
2011	Fort Bragg Rural FPD	\$ 5,000	
2013	Ukiah Valley FPD	\$ 5,500	Added MSR Upd
2015 (MSR)	City of Willits	\$ 9,000	Added MSR Upd
2010	Brooktrails Township CSD	\$ 6,000	
2008	Mendocino City CSD	\$ 8,000	
n/a	Mutual Water Companies (9) - profiles and maps only	\$ 1,500	
		<i>Estimated Subtotal</i>	\$ 35,000
<b>Fiscal Year 2019/20</b>			
2008	Mendocino Coast Rec & Park District	\$ 8,000	
2010	Covelo CSD	\$ 5,000	
2012	City of Ukiah	\$ 20,000	
??	Ukiah Valley Sanitation District	\$ 20,000	
n/a	Lighting Districts (11? Discovery Only)	\$ 1,000	
n/a	CSAs (10? Discovery Only)	\$ 1,000	
		<i>Estimated Subtotal</i>	\$ 47,000
<b>Fiscal Year 2020/21</b>			
2015	City of Point Arena	\$ 8,000	
2015	Anderson Valley CSD	\$ 7,500	
2015, 2016	Water/Wastewater Districts (14)	\$ 20,000	
		<i>Estimated Subtotal</i>	\$ 35,500
<b>Fiscal Year 2021/22</b>			
2016	Hopland PUD	\$ 7,500	
2016	Mendocino Health Care District	\$ 7,500	
2016	Mendocino County RCD	\$ 5,000	
2016	Noyo Harbor District	\$ 7,500	
2017	Cemetery Districts (8)	\$ 8,000	
		<i>Estimated Subtotal</i>	\$ 35,500
<b>Fiscal Year 2022/23</b>			
2017	City of Fort Bragg	\$ 8,000	
2017	Brooktrails Township CSD	\$ 7,500	
2018	Fire Districts (16)	\$ 20,000	
		<i>Estimated Subtotal</i>	\$ 35,500

**Fire Districts**

- Albion-Little River FPD
- Comptche CSD
- Covelo FPD
- Elk CSD
- Fort Bragg Rural FPD
- Hopland FPD
- Leggett Valley FPD
- Little Lake FPD
- Long Valley FPD
- Mendocino FPD
- Piercy FPD
- Potter Valley CSD
- Redwood Valley-Calpella FD
- South Coast FPD
- Ukiah Valley FPD

**Cemetery Districts**

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

**Water Districts**

- Calpella CWD
- Caspar South WD
- EIK CWD
- Gualala CSD
- Irish Beach WD
- Laytonville CWD
- Millview CWD
- Pacific Reefs WD
- Redwood Valley CWD
- Round Valley CWD
- Russian River FCD
- Westport CWD
- Willow CWD
- Potter Valley ID