

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 Web: www.mendolafco.org

CHAIR

Jerry Ward
Public Member

VICE-CHAIR

John McCowen
County Board
Of Supervisors

MEMBERS

Dan Hamburg
County Board
Of Supervisors

Doug Hammerstrom
Fort Bragg City Council

Holly Madrigal
Willits City Council

Theresa McNerlin
Ukiah Valley Sanitation District

Vacant
Special District Member

ALTERNATE MEMBERS

Carre Brown
County Board
Of Supervisors

Kevin Doble
Ukiah City Council

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Administrator
Sarah West

Commission Clerk
Elizabeth Salomone

Regular Meetings

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

A G E N D A

Regular Meeting of Monday, December 7, 2015 9:00 AM
County Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

Call to Order and Roll Call

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.

1. Approval of the November 2, 2015 Meeting Summary Minutes
2. Approval of November 2015 claims
3. Acceptance of the Monthly Financial Report
4. Approval of 2016 Meeting Schedule

PUBLIC EXPRESSION

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

PUBLIC HEARINGS

Any member of the public may address the Commission on public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak.

6. Anderson Valley Community Services District Sphere of Influence Update
7. Gualala Community Services District Sphere of Influence Update
8. Laytonville County Water District Sphere of Influence Update
9. Round Valley County Water District Sphere of Influence Update

The Final Draft SOI Updates are available for review at www.mendolafco.org or by contacting the LAFCo office.

WORKSHOPS

None

MATTERS FOR DISCUSSION & POSSIBLE ACTION

The following discussion and business items are for review and possible action by the Commission. Questions and comments from the Commission, participating agencies, and members of the public are welcome.

10. CSDA Special District Interest Survey
Commission review and feedback of the special district interest survey developed by the California Special Districts Association (CSDA) for the upcoming Special District Training Program.
11. Caspar South Water District 12-Month MSR Review
Staff presentation of the status for completing the 12-month review of the Caspar South Water District Municipal Service Review.
12. Status of MSRs and SOI Updates
Staff presentation of the status of MSR and SOI updates.
13. Status of Current and Future Projects
Staff presentation of the status of active and future projects.

OTHER ITEMS

14. Correspondence. No action will be taken on these items at this meeting.
 - 2016 CALAFCO Calendar
15. Executive Officer's Report. No action will be taken on these items at this meeting.
 - Special District Notice of Vacancy and Request for Nominations
 - Policies and Procedures Update
16. Commissioner Reports, Comments or Questions. No action will be taken on these items at this meeting. Commissioner opportunity to make announcements, comments, etc.
 - SB 88 Water System Consolidation (CALAFCO University Course)
 - Sustainable Groundwater Management
 - FY 2013-14 Audit
17. Legislation Report. No action will be taken on these items at this meeting. Opportunity for Staff and Commissioners to make announcements, comments, etc. on legislation.

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, January 4, 2016 at 9:00 AM
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

Notes: Participation on LAFCo Matters

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

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

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

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Counsel
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Commission Clerk
Elizabeth Salomone

Regular Meetings

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

Agenda Item No. 1

MINUTES

LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY

Regular Meeting of Monday, November 2, 2015

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

Call to Order

Vice Chair McCowen called the meeting to order at 9:03am.

Roll Call

Members Present:

Commissioners Dan Hamburg (9:04am), Doug Hammerstrom, Holly Madrigal, John McCowen, Theresa McNerlin, and Jerry Ward

Members Absent:

None

Alternate Members Present:

Commissioners Kevin Doble Carol Rosenberg, and Angela Silver

Alternate Members Absent:

Commissioners Carre Brown, with apologies

Staff Present:

George Williamson, Executive Officer
Elizabeth Salomone, Clerk

Alternate Commissioner Silver immediately took seat in the Special District Representative Vacancy.

Election of Officers

Executive Officer George Williamson conducted the nominations and election of the open Chair position, for the November and December 2015 meetings.

Commissioner Hamburg nominated Jerry Ward for Commission Chair. Commissioner Madrigal seconded the motion.

Commissioner Silver nominated Holly Madrigal for Commission Chair. Without a second, the motion was dropped.

Commissioner McCowen moved to close the nominations. Commissioner Hammerstrom seconded the motion. The motion was later withdrawn.

Commissioner Hamburg amended his motion to nominate Jerry Ward and close the nominations. Commissioner Madrigal seconded the amended motion. Commissioner Jerry Ward was elected Commission Chair upon roll call vote:

Ayes:

Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, and Ward

Absent:

None

Chair Ward appointed Commission Holly Madrigal to the Executive Committee with no objections.

Consent Calendar

1. Approval of the October 5, 2015 Regular Meeting Summary Minutes
2. Approval October 2015 Claims
3. Acceptance of the Monthly Financial Report and Quarterly Report

Commissioner Ward asked for Item 3 to be pulled from the Consent Calendar for discussion.

Upon motion by Commissioner Madrigal and second by Commissioner Hamburg, Items 1 & 2 of the Consent Calendar were approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver, and Ward
Absent: None

Commissioner Ward noted an Executive Meeting was never scheduled as requested in the October 2015 meeting. He asked George Williamson to speak on the budget. Mr. Williamson noted more effort has been required on the SOI and MSR updates than had been predicted. He also noted the production of the Financial Quarterly Report required additional Bookkeeping hours but expects the monthly charges for bookkeeping to reduce for the rest of the fiscal year. Commissioner McNerlin impressed the importance of staying within the budget. Commission Hammerstrom asked why the budget line for MSR Admin had not reduced and Mr. Williamson explained that is money budgeted for the MSR updates Planwest will be undertaking later in the fiscal year.

Discussion was held regarding the Applications Budget Track Report provided by Commissioner Ward.

City of Ukiah SOI Reduction and EIR~ Deposits, payments, and a possible hold on the project were discussed.

Fort Bragg Detachment~ Mapping issue awaiting resolution to refund remaining amount of deposit.

Sanitation District and City of Ukiah Trust Account~ Refund percentages await resolution.

Upon motion by Commissioner Madrigal and second by Commissioner Silver, Item 3 of the Consent Calendar was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

4. Public Expression

Tony Orth: Brooktrails Township CSD Board Member and member of Mendocino Fire Association. Mr. Orth congratulated Jerry Ward and John McCowen for being long term Commission members and now Commission officers. He also recommended Jerry Ward continue as Chair as well as Commission Treasurer. He spoke about the Mendocino Fire Association updates and how he believed they would affect the Fire District MSR updates.

Richard Shoemaker: Former Commissioner and current Point Arena City Manager. Mr. Shoemaker reminded the Commission it is only very recently through the hard work of current Commissioners, Baracco & Associates, and Planwest Partners that the process of producing MSR, SOIs, and Budgets has been so transparent, thanking all those involved. He believes current budget tracking reflects the real cost of LAFCo.

Public Hearing

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

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

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

Bruce Baracco presented and spoke regarding the Proposition 172 Funds. Discussion was held using Potter Valley CSD MSR Page 107, Determination #12 as an example of comment within the MSR of this possible funding source. The merits of including the reference were discussed at length.

Tony Orth expressed his concern over point of order in the Public Hearing. Chair Ward noted the Public Hearing had not yet been opened.

Chair Ward noted Redwood Valley-Calpella Fire Protection District has dropped the word "Protection" from their name and needs to be changed in all Fire MSRs. Clerk to confirm with Special Districts regarding name change.

Albion-Little River Fire Protection District

The Fire District has no further comments and Mr. Baracco recommended approval of the MSR. Comments and questions were offered by Commissioners Hamburg, Ward, Rosenberg, and Madrigal.

Commissioner Ward asked about the procedural legalities of the Special District Board appointing Board Members instead of the Board of Supervisors. George Williamson to confer with the Registrar of Voters.

Mendocino Fire Protection District

Minor corrections were submitted by the District. Mr. Baracco recommended approval of the MSR. Comments and questions were offered by Commissioners Madrigal, Silver, and Hamburg.

Potter Valley Community Service District

The District does not have any further comments and Mr. Baracco recommended approval of the MSR.

Redwood Valley-Calpella Fire District

The District has provided additional comments to Mr. Baracco, most notably the name change, the reference to Fire Department, and relationship with the local tribe. Comments and questions were offered by Commissioners McCowen, Hammerstrom, Ward, Silver, and Madrigal.

Commissioner Silver asked for information on the agreement with the Redwood Band Tribe on Road I. Mr. Baracco will follow up.

The Public Hearing was opened at 10:14am.

Tony Orth, Brooktrails Township CSD Board Member and member of Mendocino Fire Association made comments. He submitted a handout to the Clerk and it was distributed to the Commissioners. He spoke with regards to the Proposition 172 impact on Fire Districts. Mr. Orth also noted the REACH system is now located permanently at the Willits Airport and suggested the ISO comments within the MSRs are incomplete. He made a suggested correction within the MSR documents regarding fire hydrants.

The Public Hearing was closed at 10:22am.

Comments and questions were offered by Commissioners Madrigal, McCowen, Ward, and Hammerstrom.

Chair Ward called a break from 10:31pm – 10:43 pm.

Action on Fire District MSRs Public Hearing CONTINUATION

Commissioner Hammerstrom made a motion to approve the Municipal Service Reviews for the following Districts, including the edits made during the discussion of the motion (listed below):

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

Commissioner Madrigal seconded the motion. The edits from discussion are as follows:

Potter Valley FPD: Pg 107 Determination #12 stricken.

Redwood Valley-Calpella FD: Changes as presented by consultant and distributed prior to the meeting incorporated. Pg 116 Edit District name.

Mendocino Fire Protection District: Pg127 25 Firefighters. Pg 133 Date of construction 1995. Pg 135 Chart name to “District Profile.” Total Staff: 38. Total Volunteer Firefighters: 34. Pg 136 Determination #8 Strike “significant.” Page 127: change “reaches” to “informed.” Pg 133 add “Kelly House Pond.” Pg 134 “The District participates in, and often hosts, ...”

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

Absent: None

Mr. Baracco noted the finalized MSR can be brought to the Commission for ratification at the completion of all Fire District MSRs. He also reported on the expected date of distribution for the remaining MSR drafts.

6. Sphere of Influence (SOI) Updates CONTINUED

The Public Hearing was opened at 10:53 on September 12, 2015 and continued to this meeting.

George Williamson presented the SOI Updates for Commission consideration and possible adoption for the following Districts:

**City of Point Arena
Caspar South Water District
Elk County Water District
Round Valley County Water District
Pacific Reefs Water District**

Westport County Water District

Tony Orth, Brooktrails Township CSD Board Member noted his concern regarding the accessibility of the draft SOIs on the LAFCo website. George Williamson noted they were on the website within the Agenda Packet rather than on the reports page and indicated in the future they will be included in both places.

City of Point Arena

George Williamson presented the draft SOI. Richard Shoemaker, Point Arena City Manager, distributed several maps to Commissioners and for the record, reviewing a number of details with the Commission. Comments and questions were offered by Commissioners McCowen, Hamburg, Madrigal, Silver, and Ward. Suggested edits were noted by Staff for incorporation. Tony Orth, Brooktrails Township CSD Board Member, spoke.

Upon motion by Commissioner Hamburg and second by Commissioner McCowen, Resolution 15-16-04 the City of Point Arena SOI with edits as submitted by District Manager and Commissioner discussion was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Caspar South Water District

George Williamson presented the draft SOI, recommending Commission approval.

Upon motion by Commissioner McCowen and second by Commissioner Hamburg, Resolution 15-16-05 the Caspar South Water District SOI with was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Chair Ward asked about the one year Municipal Service Review update. George Williamson noted the District Manager has communicated with Staff and a report will be brought back in the December meeting. He also asked to refer to the Executive Committee for further discussion.

Elk County Water District

Charlie Acker, General Manager of Elk County Water District, thanked staff and Commission for the work done, supporting the acceptance of the SOI Draft with minor changes he discussed and submitted to Staff. Comments and questions were offered by Commissioners Hammerstrom, Hamburg, McCowen, Madrigal, and Rosenberg, including a number of edits that were received by staff.

Upon motion by Commissioner Madrigal and second by Commissioner Hamburg, Resolution 15-16-03 the Elk County Water District SOI with edits as submitted by District Manager and Commissioner discussion was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Round Valley County Water District

George Williamson presented the draft SOI, recommending Commission extend approval until December 2015 to allow District and Staff further time to confer with the affected Tribes.

Pacific Reefs Water District

Upon motion by Commissioner McCowen and second by Commissioner Hamburg, Resolution 15-16-06 the Pacific Reefs Water District SOI with was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Westport County Water District

George Williamson presented the draft SOI, recommending Commission approval.

Upon motion by Commissioner McCowen and second by Commissioner Silver, Resolution 15-16-07 the Westport County Water District SOI with was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Workshop

7. Sphere of Influence (SOI) Updates

George Williamson presented the Administrative Draft SOI Updates for **Gualala Community Service District**. Joe Wilson, Gualala District Manager, addressed the Commission, noting the District Board was satisfied with the SOI and had no comments. Comments and questions were offered by Commissioners Hamburg, McCowen, and Hammerstrom.

Staff noted the Public Hearing for **Gualala Community Service District SOI** is scheduled for December 2015.

Matters for Discussion & Possible Action

8. De Ruitter Detachment from Irish Beach Water District Proposal

Mr. Williamson reported the Applicant’s request to place application in an “Inactive” or “Hold” status on the project and recommended the request be denied in order to resolve issues more effectively. He noted the Irish Beach Water District Board is meeting in November 2015 and the issue may be resolved before the next LAFCo Regular Meeting. Comments and questions were offered by McCowen, Ward, Hammerstrom, and Mr. Williamson.

Upon motion by Commissioner McCowen and second by Commissioner Madrigal, adoption of staff recommendation to continue the De Ruitter Detachment from Irish Beach Water District Proposal until the December 4, 2015 meeting in hopes that the issue will then be resolved was approved by roll call vote:

Ayes: Commissioners Hamburg, Hammerstrom, Madrigal, McCowen, McNerlin, Rosenberg, Silver and Ward
Absent: None

Mr. Williamson was directed to communicate with the applicants and District regarding the Commission decision.

9. Sustainable Groundwater Management

Commissioner Hamburg reported. Comments and questions were offered by Commissioners Doble, Ward, Madrigal, and Hammerstrom. Tony Orth, Brooktrails Township CSD Board Member, spoke.

10. Status of MSR and SOI Updates

Comments and questions were offered by Commission McCowen.

11. Status of Current and Future Projects

George Williamson presented the staff report. Comments and questions were offered by Commissioners Ward,

Mr. Williamson also reported on the Moore Annexation, which is awaiting the LCP amendment completion before returning to the Commission. Anderson Valley CSD held a community meeting regarding activation of latent powers but no update available from that meeting as of yet.

Other Items

12. Correspondence - Nothing to report.

13. Executive Officer's Report

George Williamson reported on the Special District Elections, noting the email sent to Districts was informational and certified letters were sent from LAFCo to each special district with the nomination materials.

14. Commissioners Reports, Comments or Questions

Commissioner Ward asked for an update on the audit. Mr. Williamson noted the audit is still underway and he has no update available.

The Planning Committee provided an update for the Policies and Procedures update. The draft will be distributed later this week and appear on the December or January agenda.

Angela Silver indicated interest in attending the CALAFCO University Course.

Angela Silver: reported on the cooperation of water districts involved in the JPA, noting the date and time of upcoming meeting.

15. Legislation Report – There was no report presented.

Adjournment

There being no further business, at 12:15pm the meeting was adjourned to the next regular meeting on Monday, December 7, 2015 at 9:00 AM in the County Board of Supervisors Chambers at 501 Low Gap Road, Ukiah, California.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 7, 2015
 TO: Mendocino Local Agency Formation Commission
 FROM: George Williamson, Executive Officer
 SUBJECT: Claims for November 2015

The following claims are recommended for payment authorization:

Name	Account Description	Amount
Planwest Partners	5500 Basics Services: EO, Analyst, Administrator; 7501 SOI Updates; 6200 Bookkeeping; 8008 & 8009 Applications: \$ 10,423.00 5500 Basic Services: Clerk \$ 1,715.00	\$ 12,138.00
Ukiah Valley Conf. Center OCTOBER 2015	5502 Office space: \$ 375.00 5503 Work room: \$ 30.00 5603 Photocopy: \$ 339.70 5605 Postage : \$ 37.64 Credit applied: \$ 39.91 Balance Due: \$ 782.34 Amount Paid: \$ 465.00	\$ 277.46 (remaining balance)
Ukiah Valley Conf. Center NOVEMBER 2015	5502 Office space: \$ 375.00 5503 Work room: \$ 30.00 5603 Photocopy: \$ 6.80 5605 Postage : \$ 8.67	\$ 420.47
P. Scott Brown	6300 Legal Counsel Monthly flat fee: \$500.00 8013 Ukiah SOI Reduction Application: \$286.75	\$ 786.75
Newspapers	5900 Publication and Legal Notices Public Hearing Notice for SOI Updates: Pacific Reefs & Westport County Water Districts Balance Forward: \$ 27.22 Fort Bragg Advocate-News \$ 74.08 Ukiah Daily Journal \$ 54.87 Willits News \$ 69.40	\$ 225.57
Angela Silver	Reimbursement for CALAFCO Conference November 19, 2015: SB 88 Water System Consolidation	\$ 370.11

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



INVOICE

DATE: November 30, 2015

INVOICE #: 15-218-11

TO: Mendocino LAFCo

PROJECT: LAFCo Planning/Staffing Services & Expense (October 27 - November 30, 2015)

October 27- November 30 COSTS SUMMARY

Acct 5500 - Basic Services Planwest	\$ 5,303.00
Acct 5500 - Basic Services Clerk Services – Beth Solomone	\$ 1,715.00
Acct 6200 - Other Services	\$ 312.00
Acct 7501 - Sphere of Influence Updates	\$ 4,470.00
Acct 8008 - Application City of Ukiah SOI Reduction	\$ 0.00
Acct 8009 - Application DeRuiter Detachment from IBWD	\$ 0.00
Acct 9000 - CSDA Training Coordination	\$ 338.00
TOTAL AMOUNT DUE	\$12,138.00

Basic Services Acct 5500

Executive Officer, George Williamson	8.5 hours at \$104 per hour	\$ 884.00
Analyst, Colette Metz	16.5 hours at \$78 per hour	\$ 1,287.00
Clerk, Elizabeth Salomone	49 hours at \$35 per hour	\$ 1,715.00
GIS Analyst	23 hours at \$58 per hour	\$ 1,334.00
Service Specialist	31 hours at \$58 per hour	\$ 1,798.00

Other Services Acct 6200

Executive Officer, George Williamson	3.0 hours at \$104 per hour	\$ 312.00
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SOI Updates Acct 7501

Analyst, Colette Metz	6 hours at \$78 per hour	\$ 468.00
Service Specialist	69 hours at \$58 per hour	\$ 4,002.00

Application - City of Ukiah SOI Reduction Acct 8008

Executive Officer, George Williamson	0 hour at \$104 per hour	\$ 0.00
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Application - Irish Beach Water District Detachment (De Ruiter) Acct 8009

Analyst, Colette Metz	0 hours at \$78 per hour	\$ 0.00
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CSDA Training Coordination Acct 9000

Executive Officer, George Williamson	1 hour at \$104 per hour	\$ 104.00
Analyst, Colette Metz	3 hours at \$78 per hour	\$ 234.00

Basic Services/Administration

Prepared and posted agenda and packet materials and updated website by adding table for SOI and MSR status. Coordinated meeting preparations packet preparations, and staffed November 2 2015 commission meeting. Transcribed and reviewed draft November meeting minutes for review at December meeting. Staffed office in November. Prepared December meeting agenda and staff reports including SOI and MSR status, status of filed and pending applications. Compiled claims for payment in December. Provided policy materials and revised draft based on Policy committee direction. This included discussion of SOI Update policy and whether these are included in SOI appendices.

Other Services

Compiled claims for commissioner review and approval at December meeting. Entered claims into QuickBooks and prepared checks for claims to be authorized at December 7 2015 meeting.

Sphere of Influence Updates/ Municipal Service Reviews

Presented Final Draft SOI Updates for November 2 hearing based on commission review and agency input for: City of Point Arena; Elk County Water District; Irish Beach Water District; and Caspar South Water District; Pacific Reefs Water District; Westport County Water District. All SOIs adopted by Commission. Incorporated Commission comments into an adopted version for LAFCo records.

Prepared hearing draft versions for of the following SOIs for the December Meeting: Anderson Valley Community Services District, Gualala Community Services District, and Laytonville County Water District.

Continued to coordinate staff level reviews for the following agencies: Willow County Water District, Millview County Water District; Calpella County Water District, and City of Willits.

Continued review of workshop draft with Round Valley County Water District and conducted outreach to local tribes.

Continued review of SOI update for Anderson Valley Community Services District and provided outreach to surrounding fire-related Districts for review of Response Area SOI.

Provided SOI update administrative draft to District for review for Hopland Public Utilities District and Redwood Valley County Water District.

Sent questionnaires for the following SOI Updates: Potter Valley Irrigation District, Redwood Valley County Water District, Russian River Flood Control and Water Conservation Improvement District, and Noyo Harbor District.

Initiated the Caspar South 12 Month Review process and reached out to involved parties.

Tracked MSRs and researched LAFCo records to coordinate the completion of past adopted MSRs.

Applications

8015 - City of Ukiah SOI Reduction EIR.

Conferred with applicant on project status, continued to hold processing per City request.

8009 - Irish Beach Water District – Proposed Detachment (De Ruiter)

Discussed applicant request with Irish Beach Water District staff.

CSDA Training Coordination

Staff has been working with the California Special Districts Association (CSDA) to bring one full-day workshop and three part-day workshops in 2016. Staff has coordinated with CSDA to develop and distribute the interest survey to special districts by e-mail upon Commission review and approval of the survey content. Potential topics will be identified at that time with a goal of the first full day workshop in March 2016.

To: Planwest Partners on behalf of Mendocino LAFCo

Invoice

Invoice Detail for Elizabeth Salomone

<u>Date</u>	<u>Item</u>	<u>Hours</u>		<u>Total Hours</u>
		5302 Contract Services	5302 MSR Updates	
10/26/2015	Basic Service Office Duties	4.00		4.00
10/27/2015	Basic Service Office Duties	5.00		5.00
11/2/2015	Basic Service, Meeting and Office	4.00		4.00
11/3/2015	Basic Service Office Duties	4.50		4.50
11/4/2015	Basic Service Office Duties	1.00		1.00
11/5/2015	Basic Service Office Duties	3.75		3.75
11/10/2015	Basic Service Office Duties	4.00		4.00
11/12/2015	Basic Service Office Duties	2.75		2.75
11/17/2015	Basic Service Office Duties	4.00		4.00
11/19/2015	Basic Service Office Duties	5.50		5.50
11/20/2015	Basic Service Office Duties	1.75	2.25	4.00
11/24/2015	Basic Service Office Duties	3.00	1.00	4.00
11/25/2015	Basic Service Office Duties	2.50		2.50
Subtotal Hours		45.75	3.25	49.00
Costs at \$35 per hour		\$ 1,601.25	\$ 113.75	\$ 1,715.00

Total Amount Due \$ 1,715.00

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

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

Marsha A. Burch
Of Counsel

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

Period Ending:

11/15/2015

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-01

	<u>Hours</u>	<u>Amount</u>
Total Professional Hours	0.00	\$500.00
Per Representation Agreement, flat fee of \$500/month.		
Previous balance		\$500.00
 <u>Payments and Credit Activity</u>		
10/31/2015 Payment - Thank You. Check No. 1087		(\$500.00)
Total payments and adjustments		(\$500.00)
<i>TOTAL BALANCE NOW DUE</i>		<i>\$500.00</i>

Please make your check for this bill payable to P. SCOTT BROWNE, ATTORNEY. Please write the CLIENT CODE shown on this statement on your check to insure proper credit. Thank you!

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

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

Marsha A. Burch
Of Counsel

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

Period Ending:

11/15/2015

Payment due by the 15th of next month

In Reference To: CLIENT CODE: MENDO-02, File #8008 Ukiah SOI update

Professional Services

	<u>Hours</u>	<u>Amount</u>
10/28/2015 PSB Telephone call from Ukiah City Attorney re: SOI.	0.50	92.50
10/29/2015 PSB Telephone call from Sharp re: status; Telephone call from George Williamson	0.75	138.75
11/3/2015 PSB Review letter from UVSD Attorney.	0.30	55.50
	<hr/>	<hr/>
SUBTOTAL:	[1.55	286.75]
	<hr/>	<hr/>
Total Professional Hours	1.55	\$286.75
	<hr/>	<hr/>
TOTAL BALANCE NOW DUE		\$286.75
		<hr/> <hr/>

Please make your check for this bill payable to P. SCOTT BROWNE, ATTORNEY. Please write the CLIENT CODE shown on this statement on your check to insure proper credit. Thank you!

MENDOCINO

Local Agency Formation Commission

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

Name: Angela Silver

Address: 123 Moore Street, Calpella, CA 95482

Description

Of Claim: Expenses associated with attendance of CALAFCO Conference

Mileage: Note: Commissioner Carol Rosenberg rode with Commissioner Silver to carpool

Date	Miles	\$ per mile	Subtotal
November 9 2015	260	0.575	\$149.50

Other Expenses:

Date	Description	Subtotal
November 9, 2015	Registration fee	\$ 80.12
November 9, 2015	Parking	\$ 30.00

Total Reimbursement Claim:

\$ 259.62

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Monthly Financial Report

Application Revenues:

Payments received in November for Application Deposits: NONE

Note: At Treasurer's direction, application revenues are being tracked separately, as they are not budgeted expenses, but reimbursable fees paid by applicants on separate cost recovery track.

Deposits:

Special District Contributions withdrawn from County of Mendocino account and deposited in the LAFCo account at Savings Bank of Mendocino: \$75,000

Budgeted Expenses:

Attached is the updated budget track form with budget items, account numbers, and amounts for FY 2015-16 through November 2015. The November claims are also itemized in Agenda Item 2.

Petty Cash:

11/13/15 Office Supplies at Staples: \$75.76

(Note: Petty cash expenses allocated in budget track at time of expenditure)

Attachments: Budget Track Spreadsheet
Application Track Spreadsheet

**Mendocino Local Agency Formation Commission
FY 2015-16 Budget Track - Through November 30, 2015**

Task	Account #s	FY 15-16 Budget/Depts	July	August	Sept.	Oct.	Nov.	Year to Date	Remaining Budget*
Contract Services - Basic Services		\$59,000.00							
Basic Services - EO/Analyst/GIS	5500	\$41,000.00	\$5,213.00	\$4,819.00	\$4,270.00	\$6,532.00	\$5,303.00	\$26,137.00	\$14,863.00
Basic Services - Clerk	5500	\$18,000.00	\$1,216.25	\$1,837.50	\$1,251.25	\$1,540.00	\$1,715.00	\$7,560.00	\$10,440.00
Other Expenses		\$46,235.00							
Rent	5501-5503	\$4,860.00	\$405.00	\$405.00	\$405.00	\$405.00	\$405.00	\$2,025.00	\$2,835.00
Office Expenses (postage, copying, petty cash replenishment) EST	5600-5607	\$2,800.00	\$254.14	\$44.09	\$110.09	\$377.34	\$15.47	\$801.13	\$1,998.87
Internet & Website Costs	5700-5703	\$1,056.00				\$45.54		\$45.54	\$1,010.46
Publication & Legal Notices	5900	\$3,100.00		\$261.45			\$225.57	\$487.02	\$2,612.98
Televising Meetings	6000	\$2,112.00	\$380.00	\$250.00				\$630.00	\$1,482.00
Audit Services	6100	\$3,000.00						\$0.00	\$3,000.00
Bookkeeping (Other)	6200-6203	\$4,100.00	\$416.00	\$416.00	\$520.00	\$520.00	\$312.00	\$2,184.00	\$1,916.00
Legal Counsel (S Browne)	6300	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00	\$3,500.00
A-87 Insurance Costs	6400	\$3,000.00						\$0.00	\$3,000.00
Insurance General Liability	6500	\$1,200.00	\$964.60					\$964.60	\$235.40
Memberships (CALAFCO/CSDA)	6600	\$2,100.00				\$1,156.00		\$1,156.00	\$944.00
In-County Travel	6740	\$4,300.00						\$0.00	\$4,300.00
Travel & Lodging Expenses	6750	\$5,000.00			\$1,307.08			\$1,307.08	\$3,692.92
Conferences (CALAFCO)	6800	\$3,000.00	\$1,796.00				\$370.11	\$2,166.11	\$833.89
Training	9000	\$12,000.00					\$338.00		\$12,000.00
MSR & SOI Updates		\$34,000.00							
MSR Reviews - Admin	7001	\$5,000.00						\$0.00	\$5,000.00
SOI Updates	7501	\$29,000.00	\$5,457.00	\$4,930.00	\$4,350.00	\$6,066.00	\$4,470.00	\$25,273.00	\$3,727.00
FY 2013-14 MSRs Finalization		\$6,300 + Expenses							
Barraco & Associates **	7000	\$6,300.00						\$0.00	\$6,300.00
FY 2013-14 Final MSRs Exp.	7000							\$0.00	\$0.00
Monthly/ Year to Date Totals			\$17,528.99	\$13,749.04	\$12,713.42	\$17,141.88	\$13,654.15	\$74,449.48	

** Amount reflects balance from prior year contract

**Mendocino Local Agency Formation Commission
FY 2015-16 Applications Deposits/Expenses Track - Through November 30 2015**

Applications

Task	Account #	FY 15-16 Deposits	July	August *	September **	October	November	Year to Date	Remaining Deposit
City of Ukiah SOI Reduction	8008	(3,351.50)	(927.00)	4,896.00				1,031.00	617.50
Irish Beach WD Detachment	8009	1,808.00		(182.00)	(832.00)	(312.00)		(1,326.00)	482.00
Irish Beach WD Moores Annex	8001	839.44							839.44
City of Ukiah UVSD Detachment	8010	1,532.75							1,532.75
RRFC/RVWD	8014	(624.00)		624.00				-	\$0.00
City of Ukiah SOI (EIR)	8015	20,000.00			(3,764.05)	(8,249.64)	(286.75)	(12,300.44)	7,699.56

* August - City of Ukiah SOI Acct 8008 - Received \$5,000.00 deposit & incurred expenses of \$104.00

* August - RRVC/RVWD - Received \$312.00 deposit checks from each totalling \$624.00

** September - Set up new Account 8015 for City of Ukiah SOI (EIR) - Received a deposit check \$20,000.00

Note: Fort Bragg FDP Detachment still outstanding \$7,452.37

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Approval of 2016 Meeting Schedule

The following meeting dates are proposed for the calendar year of 2016:

Monday, January 4, 2016

Monday, February 1, 2016

Monday, March 7, 2016

Monday, April 4, 2016

Monday, May 2, 2016

Monday, June 6, 2016

*Monday, July 11, 2016 (First Monday is Independence Day)

Monday, August 1, 2016

* Monday, September 12, 2016 (First Monday is Labor Day)

Monday, October 3, 2016

Monday, November 7, 2016

Monday, December 5, 2016

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: Colette Metz, Analyst and Sarah West, Administrator
SUBJECT: **Public Hearing** for the Anderson Valley Community Services District (AVCSD)
Sphere of Influence (SOI) Update

Background

At the Commission's September meeting, a workshop was held on the Draft SOI Update for the AVCSD. General Manager Joy Andrews attended the September meeting and was notified of the December public hearing (see attached proof of publication). Comments and revisions made to the documents post workshop are highlighted in track changes.

AVCSD's Fire Department (AVFD) has entered into 30+ agreements with property owners outside of the District to bring those owners into the District's services. All AVFD responses outside of the district and not in a current agreement are billed according to a fee schedule for direct cost recovery. LAFCo staff originally identified an expanded SOI for the District that included these out of district service contract properties. Upon further discussion with the District, staff recommends the SOI be expanded further to match AVCSD's identified Response Area.

The AVCSD Board formally supported the Response Area SOI at its October meeting and Fire Chief Avila submitted a letter to LAFCo advocating for the same (See attached letter from Fire Chief Avila). The surrounding fire-related districts were notified of the proposed expanded Response Area SOI via both phone and email on November 5th. Responses received support the proposed Response Area SOI (see attached Comments Received).

Recommendation

Staff recommends the Commission adopt the draft resolution (Attachment Four) establishing a sphere of influence for Anderson Valley Community Services District to be consistent with their identified Response Area.

Attachments: Draft SOI Update
AVCSD Chief Avila Letter
Comments Received
Resolution
Proof of Publication

MENDOCINO **Local Agency Formation Commission**

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

**ANDERSON VALLEY COMMUNITY
SERVICES DISTRICT
SPHERE OF INFLUENCE UPDATE**

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- September 14, 2015

Draft Hearing- December 7, 2015

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared as part of a CKH Act mandated (GC §56076) process. As stated in that section, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county”. A “SOI” under the CKH Act (GC §56076) definition is “.... a plan for the probable physical boundaries and service area of a local (government) agency”.

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update will assess and recommend ~~establishment of~~ an appropriate Anderson Valley Community Services District (AVCSD) Sphere of Influence (SOI). The objective is to establish ~~Anderson Valley AVCSD~~ SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the ~~Anderson Valley AVCSD~~ 2014 Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
 2. Present and probable need for public facilities and services in the area.
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
 5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere.
-

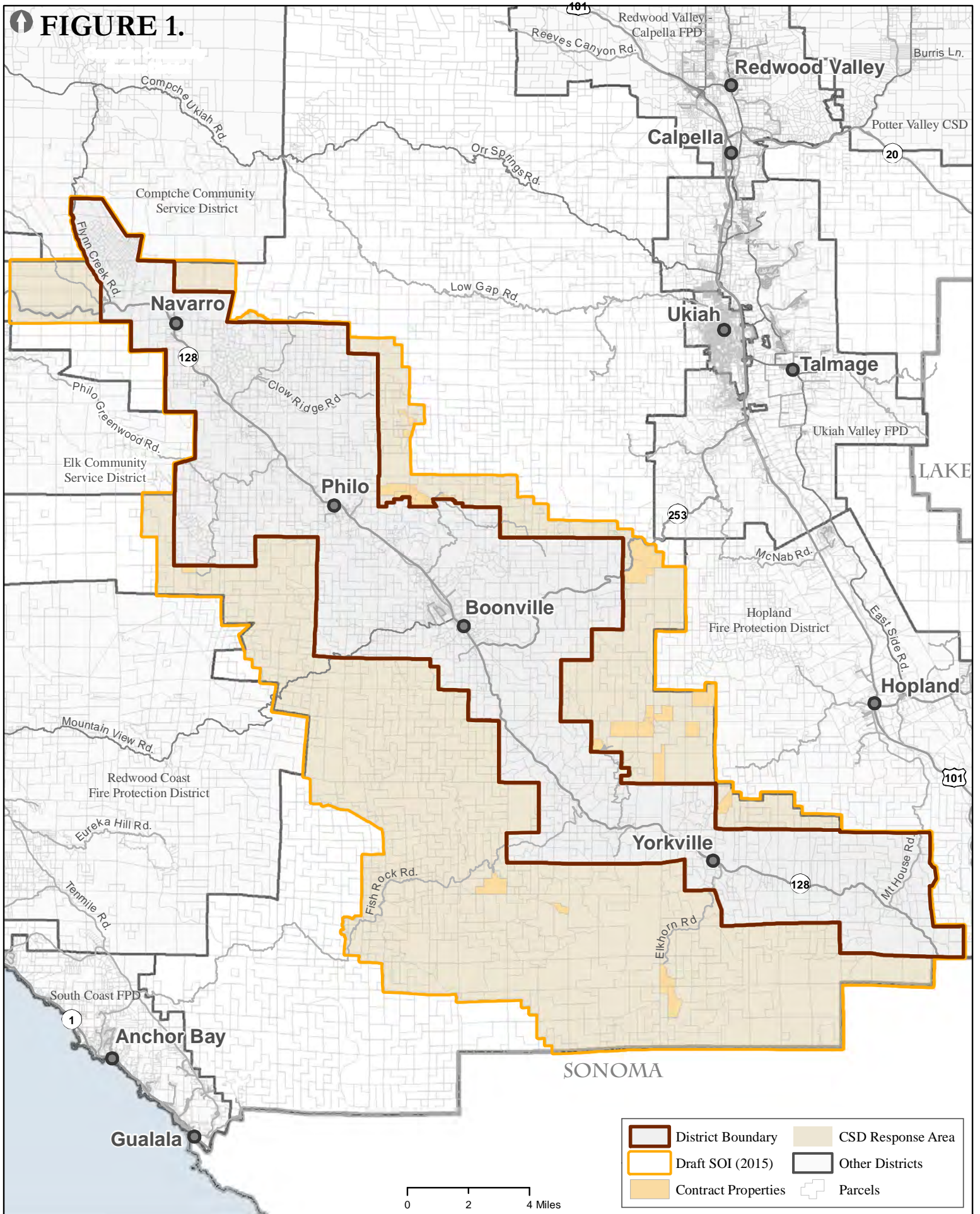
Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2004 Policies and Procedures*, "Chapter 5: Policies That May Apply for Some Applicants":

1. Territory that is currently receiving services from a local agency shall be considered for inclusion within that agency's sphere. Territory that is projected to need services within the next 5-10 years may be considered for inclusion within an agency's sphere, depending on a number of factors required to be reviewed by LAFCo. Additional territory may be considered for inclusion if information is available that will enable the Commission to make determinations as required by Section 56425.
2. Territory will not be considered for inclusion within a city's sphere of influence unless the area is included within the city's general plan land use or annexation element.
3. A special district that provides services, which ultimately will be provided by another agency (e.g. mergers, consolidations) will be assigned a zero sphere.
4. When more than one agency can serve an area, agency service capabilities, costs for providing services, input from the affected community, and ~~LAFCo's~~ LAFCo's policies will be factors in determining a sphere boundary.
5. If additional information is necessary to determine a sphere boundary a partial sphere may be approved and a special study area may be designated.
6. A local agency may be assigned a coterminous sphere with its existing boundaries if:
 - There is no anticipated need for the agency's services outside its existing boundaries.
 - There is insufficient information to support inclusion of areas outside the agency's boundaries in a sphere of influence.
 - The agency does not have the service capacity, access to resources (e.g. water rights) or financial ability to serve an area outside its boundaries.
 - The agency's boundaries are contiguous with the boundaries of other agencies providing similar services.
 - The agency's boundaries are contiguous with the sphere of influence boundaries previously assigned to another agency providing similar services.
 - The agency requests that their sphere of influence be coterminous with their boundaries.
7. 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.

FIGURE 1.



	District Boundary		CSD Response Area
	Draft SOI (2015)		Other Districts
	Contract Properties		Parcels

0 2 4 Miles

Anderson Valley Community Service District

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\CSDAnderson_Valley_CSD.mxd

Prepared for **PLANWEST**
Mendocino County, CA
LAFCo by: Date: 11/16/2015

OVERVIEW

CURRENT AGENCY OPERATIONS

Anderson Valley Community Services District (District or AVCSD) provides fire protection, street lighting, airport, and recreation services to the residents of Anderson Valley. AVCSD provides fire protection services to areas outside of its boundaries and to non-residents of the District. Besides mutual aid provided to other agencies and services rendered to non-residents travelling through the District, AVCSD responds to calls outside the District and provides fire protection services to individual properties near the district boundaries through individual contracts, ~~herein termed the Out-of-District Service Area~~. Additionally the District has reported that they are ~~again~~ pursuing the possibility of taking on water and sewer services (~~J.Andrews, District Manager, personal communication~~; August, 2015).

AVCSD is governed by a five-member Board of Directors and has a staff of 49, of which four are paid and 45 are volunteers. Paid personnel include a general manager, a secretary, a fire chief, and a teen center coordinator. The District employs approximately two full-time equivalents (FTEs); the fire chief is the only full-time employee. All volunteers are part of the fire department and receive a stipend for their service. Paid personnel are evaluated annually by the Personnel Committee, which consists of two board members.

The District's boundary area is approximately 160 square miles. AVCSD is located in the southern portion of Mendocino County along SR 128 in Anderson Valley and includes the unincorporated communities of Boonville, Navarro, Philo, and Yorkville (see Figure 1).

BACKGROUND

The AVCSD was formed in 1970 as the result of a reorganization of County Service Area (CSA) No. 1. At that time, AVCSD assumed the fire protection duties of CSA No. 1. During the formation process, Boonville Street Lighting District was also dissolved and its function transferred to the newly formed CSD. AVCSD started providing recreation services in the early 1980's and airport services in 1984.

The principal act that governs the District is the State of California Community Services District Law (Government Code §61000-61226.5). Since its formation, the District undertook one annexation in 1984, known as Flynn Creek Road to Mountain House Road Annexation (LAFCO Resolution 84-6).⁴

MUNICIPAL SERVICE REVIEW

A Municipal Service Review (MSR) was conducted for the AVCSD, which was adopted by the LAFCo Commission on February 3, 2014. A MSR is a part of and a prerequisite for a SOI Update; as such, much of the information contained herein comes directly from the 2014 Anderson Valley AVCSD MSR.

⁴~~LAFCo Resolution 84-6.~~

SPHERE OF INFLUENCE

A sphere of influence (SOI) for AVCSO has not been established. ~~AVCSO is unique in that no SOI has been adopted by LAFCO for the District.~~

Out of District Services

Response Area

The Anderson Valley Fire Department (AVFD) is dispatched to all calls within a 200 square mile area not currently within any other fire district (~~Response-Dispatch Area, See Figure 2 in Appendix A~~). ~~The District has also defined a Response Area, which includes parcels that can be accessed off roads that AVFD is now being dispatched to and represents where the District considers itself to have the best access as local responder (See Figure 3 in Appendix A).~~

~~Figure 4 in Appendix A depicts the green Dispatch Area overlaid on the red Response Area. It demonstrates that much of the response area is territory that the District is already dispatched to as the primary fire service provider. The map also distinguishes those areas that the District currently is dispatched to, which they feel could be better served by another fire-related provider. As such, the Draft SOI (2015) is proposed to be coterminous with include the District's Response Area (See Figure 1 in Appendix A).~~

Contracted Out of District Fire Services

~~In addition the Dispatch and Response Areas, AVCSO has properties external to the primary Service Area District boundaries that are contracted to receive service. AVCSO has provided a map which defines the boundaries of AVCSO's Response Area which is included here for reference in Appendix A. According to the 2014 MSR, establishing an SOI expanded to cover the entire response area is not desirable to the District because it would require AVCSO to respond to all calls within the response area.~~

~~AVCSO prefers to define a "service area" distinct from its Response Area. The service area includes those properties which are within District boundaries, as well as properties external to the District that have contracted services with them. The contracts for service include a clause stating that both the District and resident anticipate eventual annexation of the property into the District. These out of district service-contract areas are grouped into five general regions. These five regions are described in the 2014 MSR as:~~

1. Northeast of the Yorkville Ranch Road area;
2. Elkhorn Road area and Fish Rock Road area (southeast of Yorkville);
3. East of Highway 253 at the summit;
4. Lone Tree Ridge Road area (east of Philo); and
5. The easterly portion of Clow Ridge Road.

The out of district services began in approximately 2008 as a way to charge for service outside the district boundary and avoid exposing the District to additional liability (MSR, 2014). The 2014 MSR reported 29 contracts for out of district service. Currently the AVCSO reports that they have 30 properties that were offered contract renewal, as of July 1st, 2015 (~~J. Andrews, District Manager, personal communication, August, 2015~~).

While each contract does not contain a specified contract expiration date, ~~the District and resident agreed that~~ the agreements may be renewed annually upon payment of the annual fee until

annexation occurs, and shall terminate upon annexation or upon written notice of cancellation by the owner, the District or LAFCo (~~J. Andrews, District Manager, personal communication, August, 2015~~). The contracts include a clause stating that both the District and resident anticipate eventual annexation into the District. Each individual contract has a clause that an out-of-area service agreement becomes effective upon LAFCo approval (MSR, 2014).

~~The Anderson Valley Fire Department reported that its response area was larger than its boundary area, as well as its service area that includes the contract parcels. According to the District, the fire department is dispatched to all calls in the approximately 200 square miles of lands surrounding AVCS D and not included in any other fire district. (Colin Wilson, Former Fire Chief, personal communication).~~

Other Services Provided

Residents, as well as non-residents, use the District's recreation services and pay the same fees for all program services. The airport also is used by both district residents and non-residents. Limited street lighting services are provided within the District boundary, primarily in Boonville (MSR, 2014).

There are no un-served areas within AVCS D's boundaries, with respect to the four services provided by the District. There are a number of services that may be needed but are not currently provided. These include water supply, wastewater, and utility undergrounding (MSR, 2014). Most developed parcels within the District are currently served by individual wells or private community water systems, ~~and~~ individual septic systems, and overhead or underground electrical service. Prior studies evaluated the potential for public water systems; however, there was insufficient community support to move forward (MSR, 2014).

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of an SOI review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. ~~The Anderson Valley CSD provides fire protection services, and is therefore only responsible for assuring that this service is adequately provided to communities (MSR, 2014).~~

Within the ~~Anderson Valley Community Service District~~AVCS D boundary, there exist two ~~Disadvantaged Unincorporated Communities (DUCs)~~. They are Boonville, a 'census designated place' with an estimated population of 1,035 residents, ~~and~~ ~~;~~ ~~And~~ Philo, a 'census designated place' with an estimated population of 349 residents, located just northwest of Boonville along State Route 128. Both Boonville and Philo qualify as DUCs because their median household incomes are less than 80% of the State median household income of \$61,632. For Boonville, the median household income is \$40,242 (or 65.3% of the State median household income), while Philo is \$40,875 (or 66.3% of the State median household income) (MSR, 2014).

The ~~Anderson Valley CSD~~AVCS D provides fire protection services, and is therefore only responsible for assuring that this service is adequately provided to communities. The AVCS D Fire Department provides adequate structural fire protection to Boonville and Philo. The District

maintains a strong presence in Boonville where the main fire station is located and in Philo where two satellite fire stations are located.

CURRENT AND PROJECTED POPULATION

Population and Growth

There are approximately 3,700 residents within the District, based on census place population in the 2010 Census (MSR, 2014). AVCSD reported that the population of the District increased over the last few years, due to growth in wineries in Anderson Valley. The majority of growth occurred in the Boonville area. Additional development is generated by second-unit dwellings and housing for winery workers. The District reports that it anticipates moderate growth within its boundaries in the next few years. Small parcel subdivisions and minor subdivisions are scattered throughout Anderson Valley. Potential growth may also result from further development in the wine industry in the region and more retirees moving into the area (MSR, 2014).

CAPACITY AND SERVICE

AVCSD reported that current financing levels were adequate to deliver services. Additional financing opportunities identified by the District include grants for the teen center and the airport, potential impact fees, and ~~going to the voters for~~ approval of a new benefit assessment when the current assessment becomes inadequate (MSR, 2014).

Fire Services

The Anderson Valley Fire Department (~~AVFD~~) provides structural fire protection, emergency medical services, rescue, hazardous material response, and fire prevention on behalf of the AVCSD. Fire prevention is provided in the form of code inspection in State Fire Marshal mandated occupancies; voluntary inspections of public and private property with the goal of improving fire safety and prevention in occupancies where there is no enforcement authority; working with several wildland/urban interface communities to improve survivability of homes and businesses threatened by wildland fires; and providing public education on fire safety through various types of public presentations.

With regard to wildland fires, the District gets compensated when the department responds to wildland fires under mutual aid agreements with CALFIRE and the United States Forest Services (USFS); however, the majority of the department's wildland fire responses are reportedly uncompensated (MSR, 2014). ~~The District's Fire Department provides services to~~ The District has established a billing ordinance and fee schedule to address services provided to non-residents who are billed per AVCSD's billing ordinance and fee schedule and those located outside district boundaries (MSR, 2014).

With regard to emergency medical calls, the Fire Department-AVSD has 17 firefighters that are EMT I certified, two firefighters that are currently certified paramedics, and one that is an EMT II (MSR 2014). In addition to the AVFD, the Anderson Valley Ambulance Service, a private non-profit provider, is dispatched to medical calls. In most cases, fire departments arrive at scene prior to the ambulance and are expected perform necessary emergency medical interventions, stabilize the patient, gather vital signs, prepare the patient for transport, and conduct traffic control. Anderson Valley Ambulance is staffed by 18 volunteer EMTs, of which approximately 10 of these volunteer EMTs are also volunteer firefighters with the AVCSD (MSR 2014).

AVCSD operates nine stations. In the last 15 years, AVCSD constructed four new stations and has mostly replaced its fleet of 21 vehicles. Multiple stations operated by AVCSD are owned by other entities. The District shares Yorkville Station with the Yorkville Community Benefits Association (YCBA). The District uses facilities at the Fish Rock Station owned by Mailliard Ranch. One apparatus bay of the Signal Ridge Station owned by Fashauer Ranch is used by AVCSD. Rancho Navarro Station is leased from the Rancho Navarro Home Owners Association, and the Old Philo and Navarro stations are owned by Philo Mill and Mendocino Redwood Company, respectively (MSR, 2014).

Each of the nine fire station in AVCSD serves approximately 18 square miles. AVCSD has around 13 firefighters per 1,000 residents. Furthermore the District reported that it generally has sufficient capacity to provide services to its current service area and future growth (MSR, 2014).

The District collaborates with other fire service providers through statewide and countywide mutual aid agreements. The District is a member of the California Special Districts Association (CSDA), the Mendocino County Fire Safe Council, and the Mendocino County Fire Chief's Association (MSR, 2014).

Recreation Services

AVCSD provides a youth football program, teen center drop-in trips and summer programs, such as Paleo Camp. Most classes are provided through a contract, where an instructor runs the program through the AVCSD Recreation Department. The teen center is run directly by the AVCSD Recreation Department. AVCSD serves as a fiscal sponsor for organizations that provide recreational opportunities but do not either have insurance or need the funds channeled through a public agency. In the past it has served as a fiscal agent to a group that received an MCOG grant to study the possibility of building a recreation trail; and an organization that saved a state park from closing. The District also sponsored resurfacing of the tennis courts and the youth football program. The Anderson Valley Museum is operated by the Anderson Valley Historical Society, which rents space from the District for \$1.00 per year (MSR, 2014).

Both district residents and non-residents are allowed to use the District's recreational programs. There is no difference in fees. The District reported that very few facility and program users were non-residents. Membership is not required for the use of district facilities and programs (MSR, 2014).

The District reported that the teen center had about 130 participants at Friday Night Drop-In from August 2010 through March 2011. Participants ranged from seventh graders to twelfth graders. Demand for recreation and teen center services has stayed the same for the last three years. According to the District, there is a need for additional recreation services but no additional funding to finance them is available (MSR, 2014).

~~It is challenging to make a determination on whether the quantity and variety of recreation offerings are adequate for the area without conducting a public opinion survey in the District. AVCSD reported that it had limited funding and no employees to develop and maintain recreation services. However,~~ The Recreation Department applies for and receives grants to expand its activities, build new facilities, and collaborate with other agencies that are interested in new recreational opportunities for the area. Given the financial constraints, the District is providing adequate recreation opportunities for residents. AVCSD has enough capacity to provide services that are

already currently provided; however, there is not enough funding for additional recreational programs (MSR, 2014).

Airport Services

AVCSD provides airport services at the Boonville Airport, which is mostly used for general aviation. Airport parking is provided in the form of tie-downs, for which the District charges fees. The airport is open to public, both residents and non-residents alike. Fees are the same for all customers (MSR, 2014).

Airplanes based at the field are all single engine. Aircraft operations average 50 operations (takeoff or landing) per week; with about 60 percent being transient general aviation, and 40 percent local general aviation (MSR, 2014).

The District reported that the demand for airport services remained the same in the last few years. AVCSD has sufficient capacity to accommodate current service demand. Boonville Airport covers 35 acres and has one runway surfaced with asphalt. There is no air traffic control tower, and the airport is unattended. The airport has a wind indicator and segmented circle (MSR, 2014).

The surface condition of the runway and markings are currently considered to be 'good' according to the Federal Aviation Administration (FAA) and the Caltrans Department of Aeronautics inspections (MSR, 2014). The District completed an engineering project in 2013 which prepared plans and specifications to widen the runway by 60-feet and resurface the entire runway. The District applied for an additional FAA grant to complete the construction phase of the runway project and finished work in June of 2015 (J. Andrews, District Manager, ~~personal communication~~, August, 2015).

In 2016, the District intends to acquire additional land (to widen the south property line by 15-feet) in order to provide an adequate object-free area from the runway centerline; and acquire additional land adjacent to the transient parking area for future hangar construction (MSR, 2014).

Boonville Airport was last inspected by the Caltrans Division of Aeronautics on January 23, 2014. No major violations were identified. According to the Division of Aeronautics report, the conditions of the runway and markings on the runway are adequate (MSR, 2014).

Street Lighting Services

AVCSD provides limited street lighting services within District boundaries through a contract with Pacific Gas and Electric Company (PG&E). There are 27 public streetlights within the District, primarily located in Boonville. All lights are owned and maintained by PG&E. Electrical costs for these street lights are paid for by the District. The District reports that it receives about one service call per year. There were no reported streetlight infrastructure needs. The District reported that it usually takes two to seven days to respond to a service call regarding a street light issue (MSR, 2014).

Funding for Services

The revenues for AVCSD for FY 11-12 were \$437,058, which was designated as fire department income (80%), community services income (15%), recreation/teen center income (2%), and airport income (3%)(MSR 2014).

AVCSD charges fees for some of its services. A recreation fee is \$3 per person per year to participate in any classes. The airport tie down fee is \$3 per night. The airport also occasionally gets some revenue through hay sales when the airport territory gets mowed (MSR 2014).

The Fire Department receives income from a special tax in the amount of \$36 per unimproved residential parcel; \$72 per single residence on a residential parcel; and an extra \$36 for each additional residence on the same parcel. The special tax on commercial parcels starts with a minimum of \$120 up to a maximum of \$600 depending on square footage. The department charges \$168 per parcel per year to provide contract services to those parcels with Out-of-Area service agreements. The District's strike team gets reimbursed for responding to wild fires when the department responds under mutual aid agreements with CALFIRE or the United States Forest Service (USFS) according to the established fee schedules. Firefighters responding on strike team assignments are paid about \$22 per hour depending on the position. The AVCS D fire department charges emergency fire response fees for providing services to non-residents who do not have a contract with the District. The charges could vary from \$50 to \$175 per hour depending on personnel and apparatus involved (MSR 2014).

Relevant Local Agencies and Communities of Interest

The District is compensated when the department responds to wildland fires under mutual aid agreements with CALFIRE and the United States Forest Services. It collaborates with other fire service providers through statewide and countywide mutual aid agreements.

Comptche Community Service District, Elk Community Services District, and Hopland FPD (formerly Sanel Valley) each share borders with AVCS D and each provides fire protection within its own district boundaries. Redwood Coast FPD and Ukiah Valley FPD are also near AVFPD boundaries and provide fire protection within their boundaries.

No water or wastewater districts exist within AVCS D, most developed parcels within the District are currently served by individual wells or private community water systems, and individual septic systems (MSR, 2014).

RELEVANT PLANNING AND SERVICE FACTORS

County of Mendocino 2009 General Plan, Chapter 6: Community – Specific Policies:

Anderson Valley Planning Area

A majority of the land within the District consists of forest land, agriculture including vineyards, residential and large-lot residential, commercial and recreational uses. Major commercial enterprises include 36 wineries (20 in the Philo area, eight in the Boonville area, and eight in the Yorkville area), and the Anderson Valley Brewing Company, a regional craft beer brewery located in Boonville. The land use authority for AVCS D is Mendocino County (MSR, 2014).

Boonville has a mix of land uses, including residential, commercial, agricultural, and civic facilities. Philo contains mixtures of residential, commercial, agricultural, and industrial uses. Yorkville includes residential, limited commercial and agricultural uses. Navarro contains residential and limited commercial uses, with much of the property in and around the community owned by a large industrial timber company. Floodgate, south of Navarro, is a long-established commercial area. Significant pockets of residential development lie in the hills east and west of Boonville; along Greenwood Road and at Sky Ranch near Cold Springs Mountain; between Philo and Navarro on the Holmes Ranch and Nash Ranch subdivisions; at the Yorkville Ranch; and in Rancho Navarro, a large subdivision located west of Navarro (Mendocino County, 2009).

State Highway 128 is a primary route from U.S. 101 to the central Mendocino Coast, which is a population center and major tourist destination. It is the main road to Anderson Valley and virtually the only route for travel between Anderson Valley's communities. With the closure of lumber mills on the Coast, Highway 128 has become a major route for trucks hauling logs to mills in Ukiah and Cloverdale. It is the key transportation corridor for shipment of lumber and wood products milled in Philo and for other products such as grapes, apples and wine originating in Anderson Valley (Mendocino County, 2009).

Anderson Valley Goals and Policies

Goal CP-AV-1: Maintain and enhance Anderson Valley's rural, agrarian character.

Policy CP-AV-1: The County shall concentrate new development in the four towns in Anderson Valley (Yorkville, Boonville, Philo, and Navarro) and their immediate vicinities, and discourage new retail development outside of the four towns.

Goal CP-AV-2: Expand economic and housing opportunities in Anderson Valley consistent with the desired rural agrarian character of the valley.

Action Item CP-AV-2.3: Request Caltrans to work with the Community Services District to consider and, if appropriate, implement traffic calming measures Anderson Valley communities, to create a more pedestrian- and bicycle-friendly environment.

Goal CP-AV-3: Focus development and community services in and around the four existing communities— Yorkville, Boonville, Philo, and Navarro—in a manner compatible with physical features and natural resources.

Policy CP-AV-11: Services and infrastructure in Anderson Valley should be available to serve the level of development planned for the area, and to reduce costs and preclude unplanned growth should be sized to accommodate only the level of development shown in the Development Management Element and described in these Community Policies.

Action Item CP-AV-11.1: The County will assist the Yorkville, Boonville, Philo, and Navarro communities in their efforts to provide small, decentralized water and wastewater treatment services deemed necessary to support growth consistent with the land use patterns and densities established in the General Plan.

Policy CP-AV-12: The County encourages the Anderson Valley Community Services District to pursue the provision or management of water and/or wastewater treatment services.

Policy CP-AV-13: The County supports community fire hydrant systems in Yorkville, Boonville, Philo, and Navarro to facilitate economic development and public safety.

Policy CP-AV-17: The County encourages the Community Services District to maintain the current Master Plan for Boonville Airport, but supports upgrades to the airport to accommodate economic development and emergency services.

DISCUSSION

This update focuses on the current boundaries of the AVCS and the District's Out-of-District ServiceResponse Area to make the required determinations. ~~It is important to note that the update will and to~~ establish a SOI for the District. This analysis ~~will~~ considers ~~various boundary options,~~

~~including a SOI boundary that is coterminous with the District Boundary, or establishing an SOI boundary expanded to include that is coterminous with the District's out-of-district service Response Area.~~

~~The AVCSO proposes to include approximately 177 square miles into its SOI that it currently serves outside the District's boundaries since no other local agency is responsible for fire protection services and the District has served this area for many years. The delivery of fire protection services outside of district boundaries is often referred to as "good will service" because no local agency is responsible for providing the service to the area and the District in question provides the service out of good will rather than obligation. The Elk CSD, Redwood Coast FPD, Hopland FPD, Comptche CSD, and Ukiah Valley FPD also provide "good will" services near these areas. As a result, the Response Area boundary was reviewed in consultation with each of these fire departments.~~

~~The Out-of-District-Service Response Area contains 30 non-contiguous properties that have contracts with the AVCSO for fire protection services. These contracts represent a concrete need for fire protection services external to the District boundary. There are no direct estimates for population in the Out-of-Service-Response Area, but land use designations indicate restricted development and housing potential. Present need and future growth are assumed to exist but remain limited. Those properties with existing out of district service contracts - properties are located within close proximity to AVCSO and have written agreements acknowledging future annexation of their properties into the District boundaries.~~

~~AVCSO currently responds to calls for service throughout the Response Area. The weight of response and levels of service after the expansion of the SOI to match the Response Area would be substantially similar to current levels and would therefore not significantly influence owners of resource land in their decisions to convert such land to other uses. In addition, the establishment of the new district SOI would clearly define service responsibilities for the benefit of neighboring fire service providers, land use authorities, the public, and other service providers.~~

~~If AVCSO were to annex the SOI in the future, and potentially activate additional latent powers, that would be an appropriate time to establish possible service zones within the District, identifying where various services, such as water, are provided. LAFCO oversight during the establishment of service zones would ensure the policies of the Commission, such as preserving agricultural land and open space, are addressed.~~

ANALYSIS

1.) Present and Planned Land Use Determination

Land-use designations within the District are consistent with services provided. Present land-use designations in the Out of District Service Area are consistent with the fire protection services provided.

2.) Present and Probable Need for Public Facilities and Services Determination

The needs for services currently provided within the District are expected to continue and increase into the foreseeable future. Existing out of service contracts represent a concrete need for fire

protection in the Out of District Service Area. Moderate growth is anticipated within AVCSO boundaries over the next few years.

3.) Present Capacity of Facilities and Adequacy of Public Services Determination

AVCSO has adequate capacity and facilities to meet the present and near-future needs of residents within the District in all facets of services provided. AVCSO has sufficient capacity to provide fire protection services to the ~~Out of District Service~~ Response Area and to the territory currently within district boundaries. Primary Service Area.

4.) Social and Economic Communities of Interest Determination

There are no un-served areas within AVCSO's boundaries with respect to the four services provided by the District. There may be a need for services currently not provided, including water, wastewater and utility undergrounding. ~~Mountainous terrain and windy roads in each direction pose a significant barrier to connecting external communities with AVCSO.~~ The Out of District Service Area has substantive social and economic ties with AVCSO (Primary Service Area).

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs) Determination

Within the Anderson Valley Community Service District boundary, both Boonville and Philo are considered to be DUCs. The AVCSO Fire Department provides adequate structural fire protection to Boonville and Philo. ~~The District does not provide water or sewer services, and is therefore not responsible for assuring that these services are adequately provided to the community. The Out of District Service Area is in proximity to the disadvantaged unincorporated communities of Boonville and Philo, but itself does not qualify as a DUC.~~

CONCLUSIONS

As discussed previously, this update serves to establish an SOI boundary that is coterminous with the District's Response Area, based on the following considerations:

- 1.) The AVCSO is providing "good will service" outside the District's boundary in the Response Area.
- 2.) The AVCSO has established a service relationship in the form of contracted fire protection services, and these services are anticipated to be needed in the future;
- 3.) The AVCSO is currently being dispatched to most areas within the Response Area; and
- 4.) There is sufficient evidence to support AVCSO as the agency best able to provide fire protection services based on spatial proximity, service ability and capacity, and historical service precedent.

The AVCSO's SOI should be established to include the District's Response Area. See Draft SOI in Figure 1.

Additionally, the District has indicated that it is pursuing the possibility of taking on water and wastewater services. The County has indicated in its General plan, in Policy CP-AV-12 that it supports the District in pursuing the provision or management of water and/or wastewater treatment services. Activation of latent powers to provide water or wastewater services would require LAFCO review and approval.

Given that:

- 1.) ~~The Out of District Service Area is receiving service from the Anderson Valley CSD in the form of contracted fire protection services, and these services are anticipated to be needed in the future; and~~
- 2.) ~~The territory under consideration is within the AVCSD's self-determined Response Area; and~~
- 3.) ~~There is sufficient evidence to support AVCSD as the agency best able to provide structural fire protection services, this evidence includes spatial proximity, service ability and capacity, and historical service precedent.~~

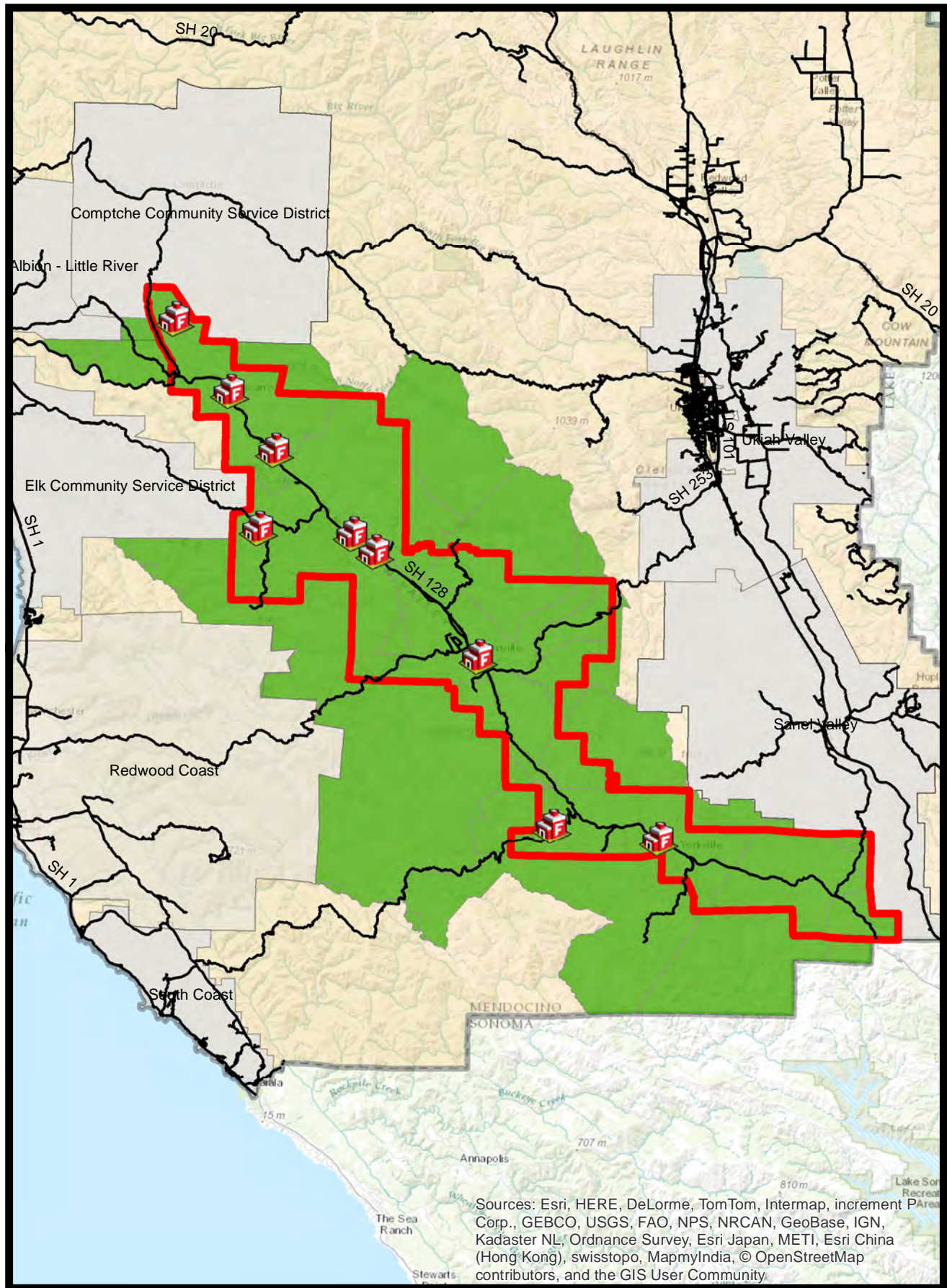
~~LAFCo recommends expanding the District's SOI to those parcels that are receiving service, as well as parcels with pending contracts and those that are within proximity to the parcels receiving service. See Proposed SOI in Figure 1. Non-contracted proximal parcels were included in the SOI when they were de facto a part of the service area since they were surrounded by a majority of parcels receiving service. The territory within the proposed sphere boundary does not need all of the services of AVCSD, just fire protection services. As such, a service specific SOI may be designated.~~

~~Additionally, the District has indicated that it is again pursuing the possibility of taking on water and sewer. The County has indicated in its General plan, in Policy CP-AV-12 that it supports the District in pursuing the provision or management of water and/or wastewater treatment services. Therefore staff recommends that LAFCo also support the District in the provision of these services.~~

REFERENCES

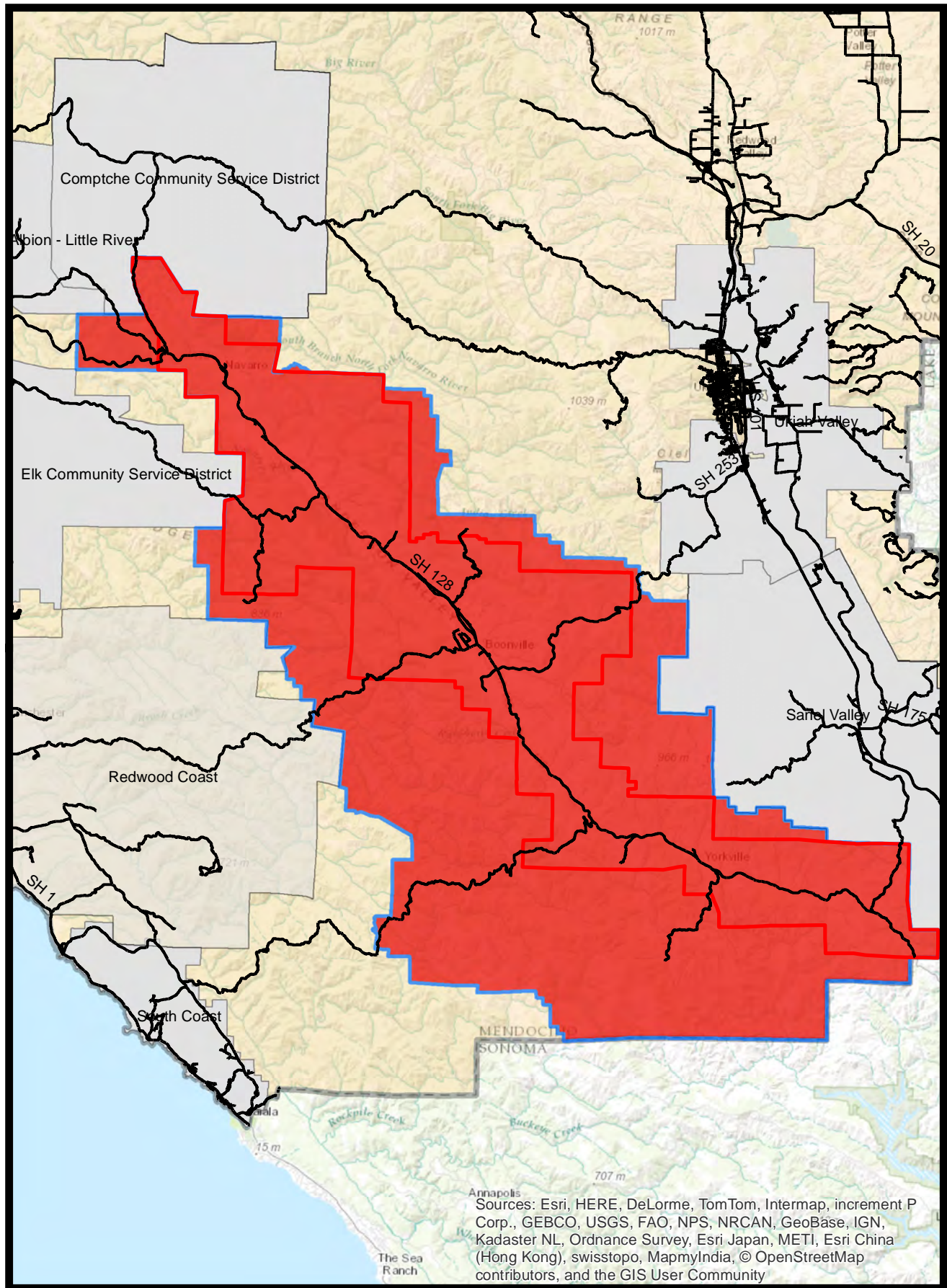
- Anderson Valley Community Services District Municipal Service Review, 2014. Approved by the Commission February 3, 2014. Prepared for the Local Agency Formation Commission of Mendocino County by Policy Consulting Associates, LLC.
- Mendocino County General Plan, 2009. Anderson Valley Community Planning Area. (Page 6-3).
- Mendocino LAFCo, 2004 Policies and Procedures, Chapter 5- Policies That May Apply for Some Applicants, D. Sphere of Influence.

APPENDIX A. FIGURE 2. AVFD Dispatch Area



AVCSD's district boundary is depicted as the red outline. Locations of the District's fire stations are depicted as icons. The AVFD's Dispatch Area is denoted in green and the surrounding fire-related districts are shown in gray.

APPENDIX A. FIGURE 3. AVFD Response Area

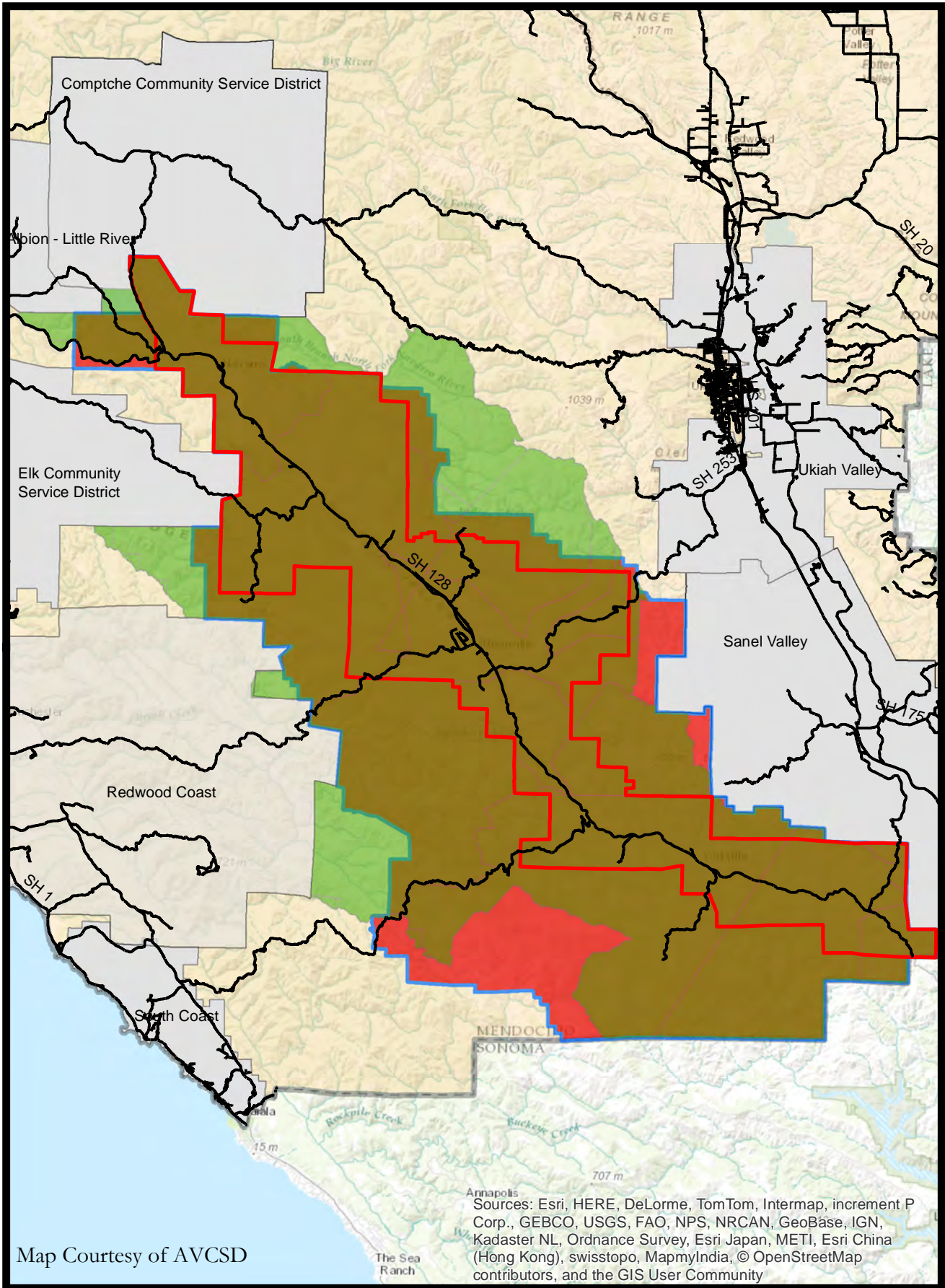


The AVCS boundary is depicted as the red outline, the AVFD Response Area is shaded in a lighter red and is outlined in blue. The surrounding fire-related districts are depicted in gray.

Map courtesy of AVCS.
Packet Page 39

APPENDIX A.

FIGURE 4. Overlay of AVFD Response and Dispatch Areas



The AVCD district boundary is depicted by the red outline. Where the Response Area shown in Figure 3 and Dispatch Area shown in Figure 2 overlap is shown here in green-brown. The portions of the Response Area and Dispatch Area that do not overlap may be seen in their respective colors, red and green.

ANDERSON VALLEY FIRE DEPARTMENT

P. O. Box 398
14281 Highway 128
Boonville, CA 95415
Phone (707) 895-2020, FAX (707) 895-2239

November 4, 2015

Mendocino County LAFCO,

Regarding: Anderson Valley Community Services District Proposed SOI

After reviewing the proposed Sphere Of Influence presented by the Commission during the MSR process, the AVCSO has agreed that the newly proposed SOI boundaries are inaccurate. I have put several maps together as a quick presentation to demonstrate the actual response area that our district currently provides District services to.

AVCSO Board has approved the actual response area shown on the provided map to be recommended for approval by LAFCO. This would allow the AVCSO to move in the right direction in correcting our current issue of the Fire Department responding outside of our legal district into the County service area. Being that we are already responding to the proposed areas, there would be no extra liability to the district but would clearly indicate to our district's residents that an effort in correcting the matter is in motion.

Andres C Avila
Fire Chief

Comments Received- AVCSD SOI Update December Hearing

AVCSD’s surrounding fire-related agencies contacted for SOI review.

Agency	Comments Received	Notes
Comptche CSD	No written comments received	Currently coterminous SOI. Responds out of district mostly to the east.
Elk CSD	“This email serves to confirm our early discussions and emails. The Elk CSD has no problems with AV CSD's request to LAFCO to expand their Sphere of Influence into areas adjacent to the boundaries of our District.” -Ben MacMillan, Board President (received via email on 11/25/2015)	Currently coterminous SOI. Draft MSR notes area along state highway 128 that should be served by ECSD.
Hopland FPD	No written comments received	Currently coterminous SOI. No areas outside district served.
Redwood Valley-Calpella FD	No written comments received	Currently coterminous SOI. Provides EMS to the northern portion of Lake Mendocino. Responds to calls east in the Bushay Camp areas to the Ridgewood Road area.
Redwood Coast FPD	“Redwood Coast Fire Protection District has no objection to expanding AVCSD’s SOI.” -Claudia Hillary, For RCFPD Board of Directors (received via email on 11/27/2015)	Currently Coterminous SOI.
South Coast FPD	No written comments received	Currently coterminous SOI. Draft MSR notes mutual aid agreements with California Department of Forestry and Fire Protection (Cal Fire) for wild land fire incidents, Ukiah Valley Fire District, and Cloverdale Fire Department in Sonoma County.
Ukiah Valley FD	No written comments received	Currently coterminous SOI.

MENDOCINO LOCAL AGENCY FORMATION COMMISSION

LAFCo Resolution No. 15-16-__

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY
APPROVING THE ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
SPHERE OF INFLUENCE UPDATE 2015**

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

WHEREAS, the Commission conducted an update for the Anderson Valley Community Services District’s sphere of influence 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 sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the sphere of influence update on December 7, 2015; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This sphere of influence update has been informed by the Commission’s earlier municipal service review for the Anderson Valley Community Services District, approved by the Commission on February 3, 2014.
2. The Commission, as Lead Agency, finds the update to the Anderson Valley Community Services District’s sphere of influence is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. The Anderson Valley Community Services District confirmed during the review of its sphere of influence that its services are currently limited to fire protection, street lighting, airport, and recreational services. Accordingly, the Commission waives the requirement for a statement of services prescribed under Government Code Section 56425(i).
4. This sphere of influence update is assigned the following distinctive short-term designation: “Anderson Valley Community Services District Sphere of Influence Update 2015”

5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the Anderson Valley Community Services District Sphere of Influence Update report, hereby incorporated by reference.
6. The Executive Officer shall revise the official records of the Commission to reflect this update of the Anderson Valley Community Services District's sphere of influence.

BE IT FURTHER RESOLVED that the Anderson Valley Community Services District's sphere of influence is updated as depicted in Exhibit "A".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7th day of December, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JERRY WARD, Chair

ATTEST:

GEORGE WILLIAMSON, Executive Officer

The Willits News

77 W Commercial Street
PO Box 628
Willits, CA 95490
707-459-4643
2117504

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

PROOF OF PUBLICATION

STATE OF CALIFORNIA COUNTY OF MENDOCINO

FILE NO. WN15174

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

11/13/2015

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

Dated at Willits, California this 13th day of November, 2015.



Signature

Legal No. **0005616039**

WN15174

Mendocino Local Agency Formation Commission (LAFCo)

NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that on Monday, December 7, 2015, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino LAFCo will hold public hearings to consider Sphere of Influence (SOI) Updates for the following:

Anderson Valley Community Services District
Gualala Community Services District
Laytonville County Water District

Copies of all related documents are on file and may be reviewed at the LAFCo office. If you cannot attend the public hearing(s) described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.

By: George Williamson,
Executive Officer
Date Posted: 11/13/2015

Fort Bragg Advocate-News

450 N. Franklin Street
PO Box 1188
Fort Bragg, California 95437
707-964-5642

2117504

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

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

STATE OF CALIFORNIA COUNTY OF MENDOCINO

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

11/19/2015

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

Dated at Ukiah, California,
November 19th, 2015



Katherine E. Lee, LEGAL CLERK

Legal No. 0005617110

NOTICE OF PUBLIC HEARINGS Mendocino Local Agency Formation Commission (LAFCo)

NOTICE IS HEREBY GIVEN that on Monday, December 7, 2015, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, the Mendocino LAFCo will hold public hearings to consider Sphere of Influence (SOI) Updates for the following:

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- Gualala Community Services District
- Laytonville County Water District

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All interested persons are in-

invited to attend, be heard, and participate in the hearings.
By: George Williamson, Executive Officer
Date Posted: November 16, 2015
Publish: 11/19/2015

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: Colette Metz, Analyst and Sarah West, Administrator
SUBJECT: **Public Hearing** for Gualala Community Services District (GCSD) Sphere of Influence (SOI) Update

Background

At the November meeting a public workshop was held on the draft GCSD SOI Update and subsequently noticed for Public Hearing for December. Comments and revisions made to the document post workshop are highlighted in track changes.

GCSD provides wastewater services to the community of Gualala. The GCSD provides out of district services via sewer connection to the Gualala Point Regional Park (123 acres) in Sonoma County and pumping services via truck to nearby beaches and campground toilet vaults. According to Sonoma County Parks Department, future development of visitor amenities at the park will require GCSD services. Short term plans include connecting the park office and park residences to the existing park sewer system per existing GCSD agreement when funding is available, and replacing the Beach restroom (Sonoma County LCP, June 2015). As such, the SOI update proposes expanding the GCSD's SOI to include the Gualala Point Regional Park in Sonoma County.

Staff reached out to Sonoma LAFCo for review and input prior to the GCSD Workshop. Sonoma LAFCo staff indicated their Commission would review the SOI Update at their December 2, 2015 regular meeting. This meeting was later moved to December 9th, which is after this scheduled public hearing.

Recommendation

Staff recommends the Commission continue this hearing item to its January 4, 2016 meeting to allow time for Sonoma LAFCO to review and comment on the GCSD SOI Update.

Attachments: Draft SOI Update

MENDOCINO **Local Agency Formation Commission**

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

**GUALALA COMMUNITY SERVICES
DISTRICT**

SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Update Dates

Commission Review

Administrative Draft Workshop- November 2, 2015

Draft Hearing- December 7, 2015

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county” (GC §56425). A “SOI” is defined under the CKH Act as “.... a plan for the probable physical boundaries and service area of a local (government) agency” (GC §56076).

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update will assess and recommend establishment of an appropriate Gualala Community Services District (GCSD) Sphere of Influence (SOI). The objective is to establish GCSD’s SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the GCSD Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
 2. Present and probable need for public facilities and services in the area.
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
 5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere.
-

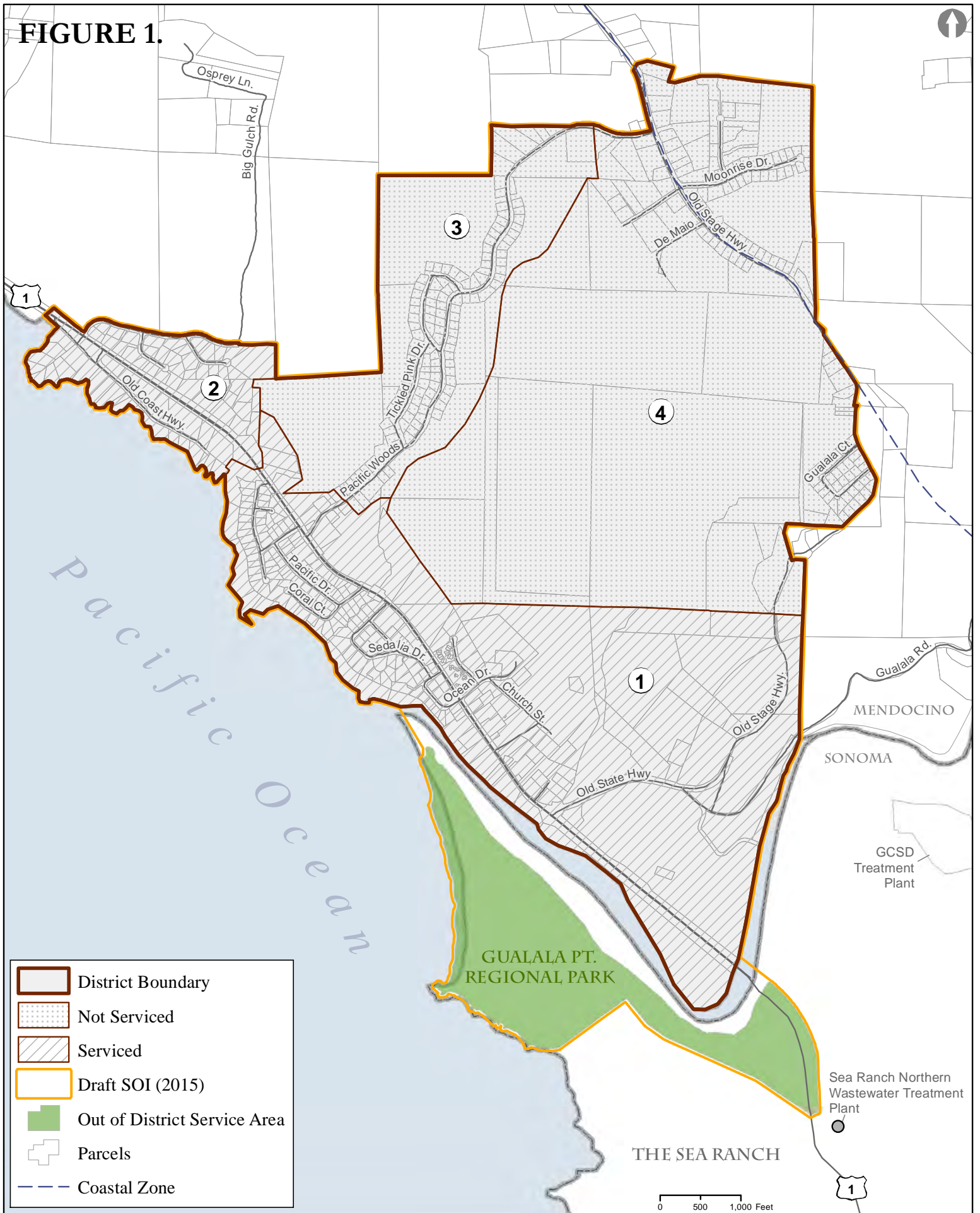
Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.

General Guidelines for Determining Spheres of Influence

The following is excerpted from *Mendocino LAFCo's 2004 Policies and Procedures*, "Chapter 5: Policies That May Apply for Some Applicants":

1. Territory that is currently receiving services from a local agency shall be considered for inclusion within that agency's sphere. Territory that is projected to need services within the next 5-10 years may be considered for inclusion within an agency's sphere, depending on a number of factors required to be reviewed by LAFCO. Additional territory may be considered for inclusion if information is available that will enable the Commission to make determinations as required by Section 56425.
2. Territory will not be considered for inclusion within a city's sphere of influence unless the area is included within the city's general plan land use or annexation element.
3. A special district that provides services, which ultimately will be provided by another agency (e.g. mergers, consolidations) will be assigned a zero sphere.
4. When more than one agency can serve an area, agency service capabilities, costs for providing services, input from the affected community, and LAFCO's policies will be factors in determining a sphere boundary.
5. If additional information is necessary to determine a sphere boundary a partial sphere may be approved and a special study area may be designated.
6. A local agency may be assigned a coterminous sphere with its existing boundaries if:
 - There is no anticipated need for the agency's services outside its existing boundaries.
 - There is insufficient information to support inclusion of areas outside the agency's boundaries in a sphere of influence.
 - The agency does not have the service capacity, access to resources (e.g. water rights) or financial ability to serve an area outside its boundaries.
 - The agency's boundaries are contiguous with the boundaries of other agencies providing similar services.
 - The agency's boundaries are contiguous with the sphere of influence boundaries previously assigned to another agency providing similar services.
 - The agency requests that their sphere of influence be coterminous with their boundaries.
7. 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.

FIGURE 1.



Gualala Community Services District

Prepared for **PLANWEST**
 Mendocino County LAFCo by **PLANWEST**
 Date: 10/12/2015

Sources: Boundaries - Mendocino County CSDS, Roads - US Census TIGER.
 Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\CSD\Gualala_CSD.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

The Gualala Community Services District (GCSD/District) provides wastewater services to the [coastal unincorporated](#) community of Gualala in Mendocino County. Services include the collection, treatment, and disposal of wastewater generated by [residential and commercial](#) connections within the service area and maintenance of related facilities and equipment. The GCSD provides out of district services via sewer connection to the Gualala Point Regional Park to the south and pumping services via truck to nearby beaches and campground toilet vaults (District Administrative Manager, October 2015). [These out of district services are located primarily in Sonoma County.](#)

The District boundaries include four (4) [service](#) zones and encompass 1,430 acres (2.23 square miles). There are approximately 416 billable units on a total of 369 parcels within [Service Zones 1 and 2](#) (District Administrative Manager, October 2015). ~~For the purposes of this document, these zones within District boundaries will be referred to as service zones. GCSD facilities provide service to Service Zones 1 and 2 which contain approximately one-third of the District's territory.~~ Properties within Service Zones 3 and 4, while within the District boundaries, do not receive services from the District [and rely on individual onsite wastewater systems](#) (MSR 2014).

BACKGROUND

Mendocino County is the principal county for GCSD and Mendocino LAFCO is the principal LAFCO. In a few instances, services are provided [by the District](#) within Sonoma County.

The District serves residents of the unincorporated community of Gualala, in the southwest portion of Mendocino County and adjacent to the Pacific Ocean. Located north of the Sea Ranch and south of Point Arena, California, the District shares its southern ~~border-boundary~~ with the border of Mendocino and Sonoma counties. The Gualala community is the socioeconomic center of the area. The Pacific Ocean forms the western boundary of the District and offers coastal resources such as beaches, wildlife, and fisheries.

GCSD was initially formed in 1986 through Mendocino LAFCO's approval of Resolutions 86-2 and 86-4 on July 7, 1986; and the Mendocino County Board of Supervisor's approval of Resolution 86-175 on August 5, 1986. GCSD facilities were accomplished via 10 percent local funding and a grant under the Clean Water Act through the State Water Resources [Control](#) Board. Construction of the infrastructure and treatment facilities ~~finished was completed~~ in September 1992 and the wastewater treatment plant began operations October 1, 1992 (MSR 2014).

MUNICIPAL SERVICE REVIEW

[In 2014/15, a Countywide Water and Wastewater Services Municipal Service Review \(MSR\) was prepared by LAFCO, which included a section on the GCSD. MSR's are a prerequisite for establishing, amending, or updating spheres of influence. As such, much of the information contained herein comes directly from the GCSD MSR, ~~accepted~~ adopted by the Commission on October 6, 2014.](#)

SPHERE OF INFLUENCE

Existing Sphere

The District's Sphere of Influence (SOI) was originally established in 1986 as part of District formation and has not been updated since. Though not originally depicted, the SOI may be seen on a map dated August 5, 1991, in LAFCo's files. This map may have been prepared as part of a Master Service Element that was prepared at that time. The map depicts three zones within the SOI, Zones A, B, and C. Zones A and B are located to the north of the District. Zone C is located to the east/south-east of the District. The map notes that the intent was to provide sewer service to Zones A and C within 10 years and service to Zone B within 15 years. LAFCo Staff have recreated the map, which may be seen in Appendix A, Figure 3. If in fact Zones A, B, and C are within the existing SOI, the District has indicated it will not seek expansion of the existing boundaries into the Sphere of Influence for at least another 15 years (MSR 2014). Given the lack of services provided to this area, and the District's indicated plans, this update will not consider the historic SOI further.

Out of District Service

The GCSD collects and treats wastewater via a service connection from the Gualala Point Regional Park, which is managed by the Sonoma County Parks Department. This service area is outside of the current District boundaries and SOI. It is adjacent to the ~~Gualala~~-CSD boundary in Sonoma County, and described as the Out of District Service Area for this SOI Update (See on Figure 1.). According to the GCSD, the Park was connected when the District started servicing customers in June 1992. No records exist of the original agreement, but the District reports that the Park has paid fees since service began (District Administrative Manager, October 2015).

Currently, GCSD provides service to park restrooms via a connection, and pumping services to the dump station and septic tanks at the two park residences. Sonoma County has indicated future development of visitor amenities at the park will require GCSD services. Short term plans include connecting the park office and park residences to the existing park sewer system per existing Gualala Community Service District agreement when funding is available, and replacing the Beach restroom (Sonoma County LCP, June 2015).

In addition, the District provides ~~septic tank~~ pumping services ~~to the same park at two residences and also provides pumping services~~ via truck to nearby facilities.

The facilities that receive pumping services include:

- Salal Beach
- Shell Beach
- Pebble Beach
- Black Point Beach
- Stillwater Beach
- Stillwater campgrounds

The District reports that it pumps the toilet vaults at these facilities. The operator lifts the toilet off the floor and puts the hose in the vault and pumps out the solids. Liquid goes to the leach fields. (District Administrative Manager, October 2015).

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of an SOI review, including the location and characteristics of any such communities. A DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. The GCSD provides wastewater, and is therefore only responsible for assuring that this service is adequately provided to communities.

GCSD is a portion of the community of Gualala and not all residents within the community are within the District. However Gualala is not a ‘census designated place’ (CDP), therefore the median household income amount is not available. Even if the Gualala community qualified as a DUC, there are no indications that wastewater service from GCSD is substandard, especially given that effluent is treated to tertiary standards (MSR 2014).

~~Median household income is not available for the Gualala community specifically.~~ GCSD is located 3 miles south of Anchor Bay, which is a ‘census designated place’ (CDP), and considered a disadvantaged community according to the California Department of Water Resources Disadvantaged Communities Mapping Tool. The 2010 median household income (MHI) for Anchor Bay is \$29,471, which is 48% of the California 2010 MHI (\$61,094). The GCSD, however, is not located within the Anchor Bay CDP. Anchor Bay does not receive wastewater services from any agency. Service by the GCSD to Anchor Bay is assumed to be unfeasible and limited by distance and infrastructure.

POPULATION AND LAND USE

Population and Growth

The District estimates that 750 people currently live within the District’s boundaries (i.e., Service Zones 1, 2, 3, and 4) (Administrative Manager, November 2015). ~~The current population within the Sphere of Influence (i.e., in boundary plus those within SOI of Sphere Zones A, B, and C) is approximately 1,000 persons (MSR 2014).~~ The 2014 MSR estimates that the 2015 population for the entire community of Gualala is around 2,133 people.

Projecting future growth within the District boundaries is a challenge since Gualala is a small unincorporated town with no central point to obtain economic data. U.S. Census data is not separated out for Gualala. Compounding this problem is that much of Gualala’s market is driven by economic activities in Sonoma County.

A Community Action Plan was prepared for the community of Gualala in 2007. During plan preparation, a socio-economic study was created and entitled “Appendix D, Economic Inputs to Gualala Community Action Plan”. This study estimates a future growth rate for Gualala at approximately 16 new residences per year with an average household size of 2.25 persons per household. This results in an average annual growth rate of 8 percent, much higher than that projected for Mendocino County as a whole (MSR 2014).

The California Department of Finance (DOF) estimated a 1.1 percent annual growth rate for the unincorporated portions of Mendocino. Using their more conservative rate, the 2014 MSR estimates the Gualala community will have a population of 2,173 in 2020 and 2,257 in 2030. The MSR then notes that the actual growth rate in Gualala is likely to be much less than that estimated

due to the water moratorium imposed on the North Gualala Water Company by the California Public Utilities Commission. Due to difficulty in securing rate increases to support needed infrastructure repair, the North Gualala Water Company is not accepting new connections to its water service and this constrains future growth in the area. No new homes can be built due to lack of water infrastructure and the GCSO is not expecting any increases in demand for its wastewater treatment services until the water moratorium is lifted and growth and development resume (MSR 2014).

Land Use and Development

Properties within the District are primarily zoned residential, commercial, light agricultural and coastal open space. Local businesses include lodging establishments, restaurants and cafes, supermarkets, bakeries, shops, galleries, medical services, pharmacy, real estate services, and banks. The Gualala Town Plan does provide policies to support new development in the area. For example, the Ocean Ridge Subdivision, located near the eastern part of Zone 3, has a total of 100 approved lots and only 40 percent of these lots are currently developed. Additionally, a 480-acre “residential reserve” is located east of town and was identified as a suitable location for future residential development (MSR 2014).

The majority of the District is within the Coastal Zone, and an Urban/Rural Boundary has been identified that generally encompasses Service Zones 1 and 2. See Figure 2 in Appendix A.

CAPACITY AND SERVICE

Wastewater System

The District provides collection, treatment, and disposal of wastewater generated by hookups within the service area and maintenance of related facilities and equipment services. Wastewater is treated to a tertiary level. To achieve the tertiary level of treatment, the District utilizes an extended aeration activated sludge plant with clarification and Title 22 Sand Filter and Disinfection method. The Wastewater Treatment Plant is a Step System. The waste solids are disposed of at a solids disposal site and the treated effluent is used to irrigate the Sea Ranch Golf Links (MSR 2014).

The District has an agreement with the Sonoma County Water Agency to treat secondary effluent from The Sea Ranch. ~~from the District at the northern wastewater treatment plant (WWTP) of The Sea Ranch to tertiary standards. GCSO disposes of this tertiary effluent by selling it to The Sea Ranch Golf Links for irrigation purposes.~~ Currently, The Sea Ranch sends its secondary treated water to the District for further treatment to tertiary standards. The tertiary recycled water is then stored and used to irrigate the Sea Ranch Golf Links course. ((MSR 2014) & (Sonoma LAFCo 2004)).

The State Water Resources Control Board (SWRCB) recommended that the District plant be located in Sonoma County to enable the additional use of the treatment plant as a reclamation facility for the Sea Ranch development and golf course. Authorities felt that this recommendation would reduce and offset freshwater demands on the environmentally sensitive Gualala River (MSR 2014).

The wastewater system was designed to serve existing development and provide for additional growth within the GCSO Sewer Assessment District boundaries, which approximates the

boundaries of Zones 1 and 2 (Coastal Commission, 2007). New development within Service Zones 1 and 2 must connect to the wastewater treatment system. Service Zones 3 and 4, while located within the District's boundaries, generally do not ~~currently~~ receive sewer service; rather, these areas are assumed to be served via private septic systems (MSR 2014). In 2003 GCSD commissioned a Sewer Feasibility Study which outlined various options and costs for extending and expanding District facilities to provide sewer service to these zones. Expansion of the wastewater treatment plant would likely require a Local Coastal Plan amendment and further environmental review. Since zones 3 and 4 are not within the urban side of the Urban/Rural Boundary, extension of services to these areas requires Coastal Commission review. The District provided a service connection to an area in Zone 4 along Old Stage Coach Road in 2008. The connection process required a Coastal Development Permit and extensive review (Coastal Commission 2008). Individual connections based on need are possible in Zones 3 and 4, but require extensive resources.

The District has also surveyed residents within these two zones and the survey results indicate that most residents prefer to retain their septic system. The District would need a resident majority to approve the funding required to extend services to the entirety of these zones. To provide full service to either non-served zone would require significant costs to the District and residents in these area and is not presently economically feasible. Due to costs of new planning/infrastructure, and resident preference, the District does not have any immediate plans to expand their facilities into Service Zones 3 and 4, or elsewhere (MSR 2014).

Treatment Capacity

~~District policy requires that if a structure in Service Zones 1 and 2 is within 500 feet of the collection line, it must be connected to the system.~~ The treatment plant currently receives approximately 66 gpd per person during the winter period, and a daily average flow volume of 65,000 gpd. Peak flow in the 2014 MSR was reported as 125,000 gpd. In the past the District has experienced minor sanitary sewer overflows. The State Regional Water Quality Control Board levied fines on the District, which were paid. Additionally, peak flow capacity was exceeded in February 2009 and January 2010 at 132,400 gpd and 172,600 gpd, respectively (MSR 2014). The District takes measures to ensure the integrity of the wastewater collection system, including regular inspections of the system (visual and video) and adding cleanouts in the gravity lines for camera access (MSR 2014).

~~According to the Gualala Town Plan, in Mendocino County's Coastal Element, the initial design capacity of the system was 625 Equivalent Single Family Dwellings (ESDs). Built in 1993, this design assumed a two percent annual residential growth rate and a three percent annual commercial growth rate for a 20-year planning horizon. With the original system anticipated growth rate and timeline, the District would have reached treatment capacity in 2013. See the below "Relevant Planning and Service Factors" for the full excerpt of the Gualala Town Plan service discussion. In 1997 the system was estimated to have 460 ESDs connected and 165 ESDs remaining. In other words the system was at approximately 75% of its treatment capacity in 1997. No ESD estimates for the District are currently available, but based off of the original design capacity and the peak annual flow for 2014, the treatment plant would be at ~95% of its flow capacity.~~

The District reported that the plant and collection system are generally in good condition. The

GCSO treatment plant had an original design capacity of 131,000 gallons per day (gpd). However, GCSO is ~~has~~ upgrading the system. They added a second filter and ~~is-are~~ in the process of adding a second clarifier in the spring of 2016. The additions will substantially reduce risk in case of a major equipment failure, and ~~will also~~ increase the plant's peak capacity (District Administrative Manager, October 2015). Official capacity estimates will not be available until the GCSO undergoes the permitting process in 2016, but the District reports that the new filter is able to handle 400,000 gpd, and the second clarifier will support increased filter flow capacity. (District General Manager, November 2015). In terms of billable units, currently the District reports that it serves 189 single residential homes, 12 multiple residences, 18 mixed use residences (commercial and residential), 139 commercial, and 1 mobile home park with 58 units (District Administrative Manager, October 2015).

Relevant Local Agencies and Communities of Interest

~~Gualala~~-CSD, Sonoma County Water Agency and the Sea Ranch Golf Course have a 40-year Tri-Party Agreement that was adopted in 1992, which pertains to the service relationship discussed in the above wastewater system section. There are a number of current issues related to the agreement, including treatment capacity and costs for services. The parties are in the process of re-writing the agreement, which also ties into the District's renewal of its permit from the Regional Water Quality Control Board. ~~A revised agreement is expected to be considered by the parties in 2015 (General Manager, 2015).~~ Other external partners and stakeholders include the Gualala Municipal Advisory Council (GMAC), the Sonoma County Water Agency (SCWA), North Gualala Water Company, and Mendocino County (MSR 2014).

GCSO is located entirely within the North Gualala Water Company's Service Area. The District does not jointly own or share any capital facilities or services with other agencies. Due to the geographic isolation of the District, there are no areas within the existing District boundaries that might be served more efficiently by another agency (MSR 2014).

RELEVANT PLANNING AND SERVICE FACTORS

Mendocino County regulates growth and development that occurs within the District's boundaries. Several County plans and policies regulate this growth including a General Plan (Mendocino, 2009) and a zoning ordinance. The County's zoning ordinance contains three major parts and the Gualala area is included in the Coastal Zoning Code.

On January 15, 2002, Mendocino County adopted The Gualala Town Plan as part of the Coastal Element of the Mendocino County General Plan. This plan serves as the Local Coastal Plan required as part of the California Coastal Act. The Gualala Town Plan provides planning goals and policies that establish a scenario for growth within the Town Plan area over a 30-year planning horizon (i.e. until 2032). Additionally, the Board of Supervisors created the Gualala Municipal Advisory Council (GMAC) in 1990 with a two-part mandate to 1) advise the Board of Supervisors on current development applications; and 2) to indicate long-range planning efforts to update the Coastal Element of the Mendocino County General Plan as it pertains to the Gualala area.

County of Mendocino General Plan

General Plan Development Element (DE) Water Supply and Wastewater Services Policies:

Policy DE-186: Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-187: 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-187.1: Work aggressively with water and sewer service providers to overcome current and projected system and supply deficiencies necessary to serve planned community growth.

Action Item DE-187.2: 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-187.3: Work with communities and public service entities to monitor, manage and/or maintain community-wide or decentralized water or sewer systems.

Policy DE-188: 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-189: Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with land use and resource objectives of the General Plan, except where the extension is needed to address a clear public health hazard.

Policy DE-190: 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-191: Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

Coastal Element 3.8

“The Gualala Community Services District (GCSD) sewer treatment system was designed to serve existing development and additional growth within the GCSD Sewer Assessment District boundary. The system was designed to accommodate annual increases of residential growth at a constant rate of 2 percent for a twenty (20) year planning horizon. This was in conformance with population increases projected in Policy 3.9 (Locating and Planning New Development) of between 0.5 and 2.4 percent. Annual increases in commercial development were projected at 3 percent for the twenty (20) year planning period. Requests for sewer service outside the existing GCSD Sewer Assessment District boundary, but within the approved Gualala Community Services District boundary, shall be subject to environmental review of development-related impacts, and may require an amendment of the county Land Use Plan.”

Coastal Element- Gualala Town Plan

Sewer Service/Septic Availability pg. 276

“The Gualala Community Services District (GCSD) wastewater treatment system was completed in 1993. The GCSD area encompasses approximately 1,430 acres, 550± acres of which are included within the initial Sewer Assessment District boundary. The Gualala Town Plan area includes most of the GCSD area. Construction of the community wastewater treatment system removed one of the primary constraints to commercial development in Gualala. The initial design capacity of the system of 625 Equivalent Single Family Dwellings (ESDs) assumed a two percent annual residential growth rate and a three percent annual commercial growth rate for a 20-year planning horizon.

~~As of October 1997, approximately 460 ESDs were allocated, and the unused capacity represented approximately 165 remaining ESDs. New development within the GCSD assessment/service area cannot proceed unless connection to the wastewater treatment system has been authorized by the GCSD. The remaining ESDs may not be sufficient to accommodate the demands for sewer connections for the 30-year planning horizon of the Gualala Town Plan”... “buildout of residential uses under the Coastal Element, March ‘91 (assuming the 75/50% scenario) would demand an additional 331 ESDs. Under the Gualala Town Plan (75/50% scenario), buildout of residential uses would require 759 ESDs. Under both of these scenarios (neither of which account for increased demands from commercial uses), the remaining capacity of the GCSD treatment plant would be exceeded.~~

~~When 500 ESDs are in use, the GCSD is required to initiate plans for wastewater treatment plant expansion. The treatment plant design was selected, in part, to make future increases in treatment capacity possible. A Local Coastal Plan amendment and further environmental review will be necessary prior to approval of any expansion of the GCSD facilities. Minimum parcel sizes in the coastal zone have been assigned with consideration of septic requirements and development on parcels outside of the GCSD assessment/service area requires approval of a septic system by the Mendocino County Department of Environmental Health.”~~

It should be noted that the Gualala Town Plan includes a map that depicts the Urban/Rural boundary for the community. In a 2007 California Coastal Commission (CCC) Staff Report, a map is presented as Exhibit #4 which presents a corrected Urban/Rural Boundary that is smaller in area than that presented in the Gualala Town Plan (See Figure 4, Appendix A). The corrected Urban/Rural boundary Boundary appears to only include Service Zones 1 and 2, which are already receiving services from GCSD.

DISCUSSION

- ~~1. In the 2014 MSR, it is estimated that 750 people live within the GCSD boundaries. In another section of that same document, an estimate of 428 service connections with an assumed 2.25 persons per connection provides that the District serves approximately 963 persons. This is a difference of 213 people as estimated within the document. Predicted growth rates for the region vary widely from 8 percent to 1.1 percent. These estimates do not account for the new hookup water service moratorium in effect for the area. The moratorium effectively prohibits almost all new growth and impacts anticipated new hookups for the Gualala CSD. Given the moratorium and generally accepted lower growth rate, anticipated need for new services is expected to be minimal.~~

~~As stated above, much of Gualala’s market is driven by economic activities in Sonoma County, given that it sits just north of the Mendocino-Sonoma County border and the Sea Ranch housing~~

~~development. The Gualala CSD provides out of district service to the Gualala Point Regional Park, which is south of the District and in Sonoma County. Ties to Sonoma County are further strengthened by the Tri-party agreement mentioned in the *Relevant Local Agencies and Communities* section, and the physical location of the GCSD plant in Sonoma County. The District has indicated that it will likely explore annexing the Out of District Service Area in the near future, and possibly look at annexing the wastewater treatment facilities in Sonoma County. They noted that the latter is a long range possibility and not a matter they are considering at this time (District Administrative Manager, October 2015).~~

With new treatment plant upgrades and a low anticipated growth rate, GCSD has enough treatment capacity to provide for present connections, the continued service needs of Zones 1 and 2, and the Gualala Point Regional Park. Given the ongoing needs and future growth of the Gualala Park, inclusion of the park in GCSD's SOI is appropriate. Inclusion of the Park in the sphere will enable the Park to provide necessary visitor amenities into the future, while the existing open space/recreational land uses of the area ensures minimal growth inducement and consistency with LAFCo policy.

The continued inclusion of Zones 3 and 4 in the SOI appears warranted for a number of reasons: The District provides service to at least one connection in Zone 4. As Discussed above, the GCSD does not have immediate plans to provide service to the *entirety* of either Zone, but there may be properties within these areas that require sewer services. Including these Zones in the SOI allows for the provision of services to a property in need which is already within District boundaries. Since the extension of services in Zones 3 and 4 requires Coastal Commission review, GCSD's capability to serve a property in question will be accounted for in that review. Finally, the GCSD has indicated that when they do expand service provision, it will likely be into these Zones. They have no plans to detach the Zones from their District.

ANALYSIS

As presented in the introduction, when updating the SOI, the Commission considers and adopts written determinations. The following are the formal determinations for this SOI Update:

1.) Present and Planned Land Use Determination

Land designations within the District are consistent with LAFCo policy. The Out of District Service Area of Gualala Point Regional Park is generally considered open space, but services provided are for recreational public facilities and therefore are also consistent with LAFCo policy.

2.) Present and Probable Need for Public Facilities and Services Determination

Given the current water service moratorium and anticipated low growth rate, the need for services presently provided by the District are expected to continue and slightly increase in the foreseeable future. The Out of District Service Area is expected to continue to require service with further services required as the park improves its visitor amenities. ~~but with no further increase in need.~~

3.) Present Capacity of Facilities and Adequacy of Public Services

The District ~~appears to be nearing the end of the treatment plant's original design capacity,~~ but is in the process of adding additional infrastructure to provide expanded capacity. The additional capacity appears to be sufficient for the continued service of Zones 1 & 2. ~~Service to Zones 3 and~~

4 should continue to be analyzed, with attention given to the number of onsite systems believed to be in failure, as well as unbuilt lots with perceived percolation problems.

4.) Social and Economic Communities of Interest

The District has substantial economic and service ties with the community of Sea Ranch immediately south of the GCSD.

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities

Gualala is not considered a DUC. The nearby community of Anchor Bay is an identified DUC. No DUCs have been identified that require wastewater services that may feasibly be provided by GCSD.

CONCLUSIONS

GCSD's SOI should encompass the entirety of the District's boundary and be expanded to include the Gualala Point Regional Park.

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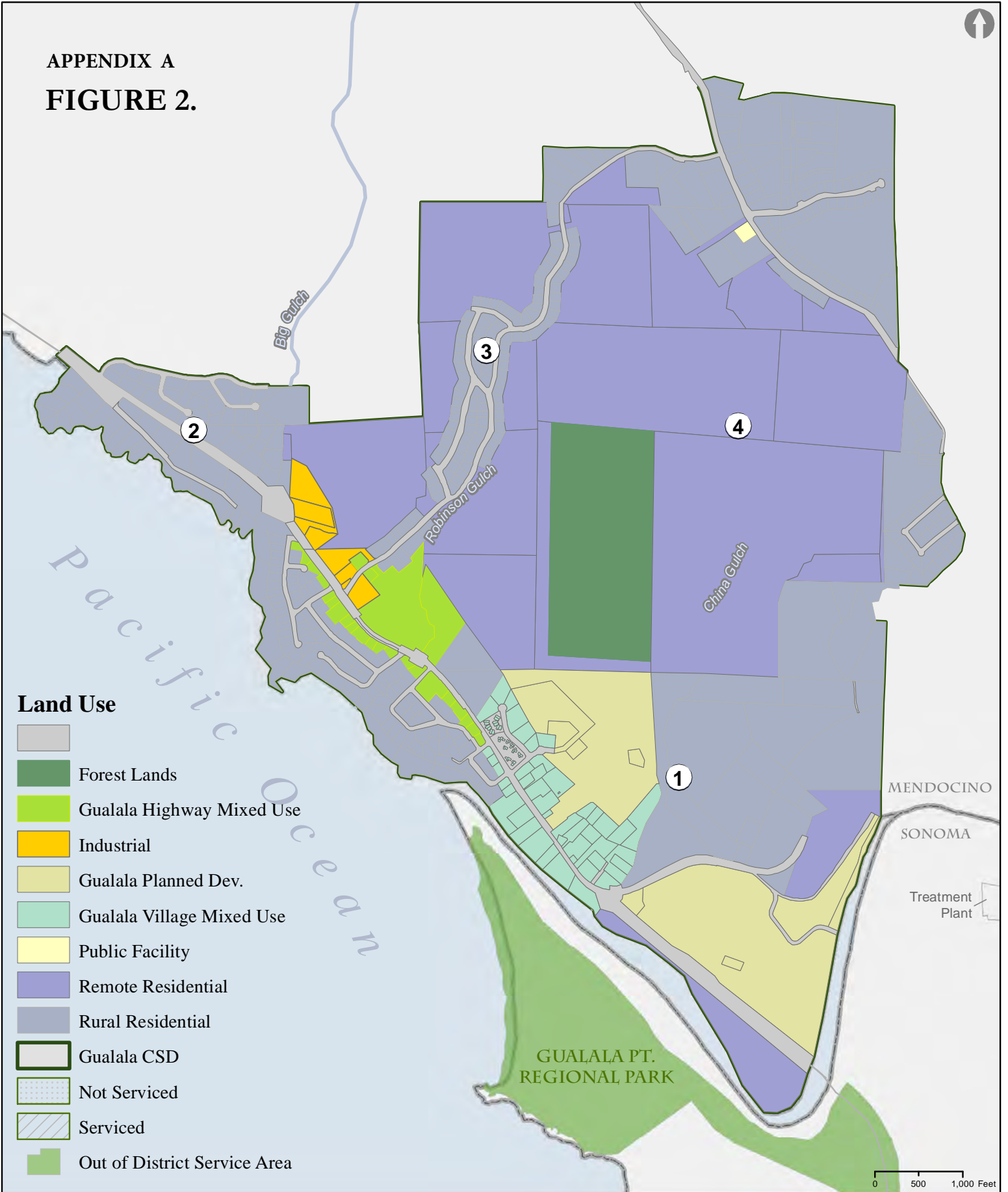
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









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APPENDIX A
FIGURE 2.



Land Use

-  Gualala CSD
-  Forest Lands
-  Gualala Highway Mixed Use
-  Industrial
-  Gualala Planned Dev.
-  Gualala Village Mixed Use
-  Public Facility
-  Remote Residential
-  Rural Residential
-  Gualala CSD
-  Not Serviced
-  Serviced
-  Out of District Service Area

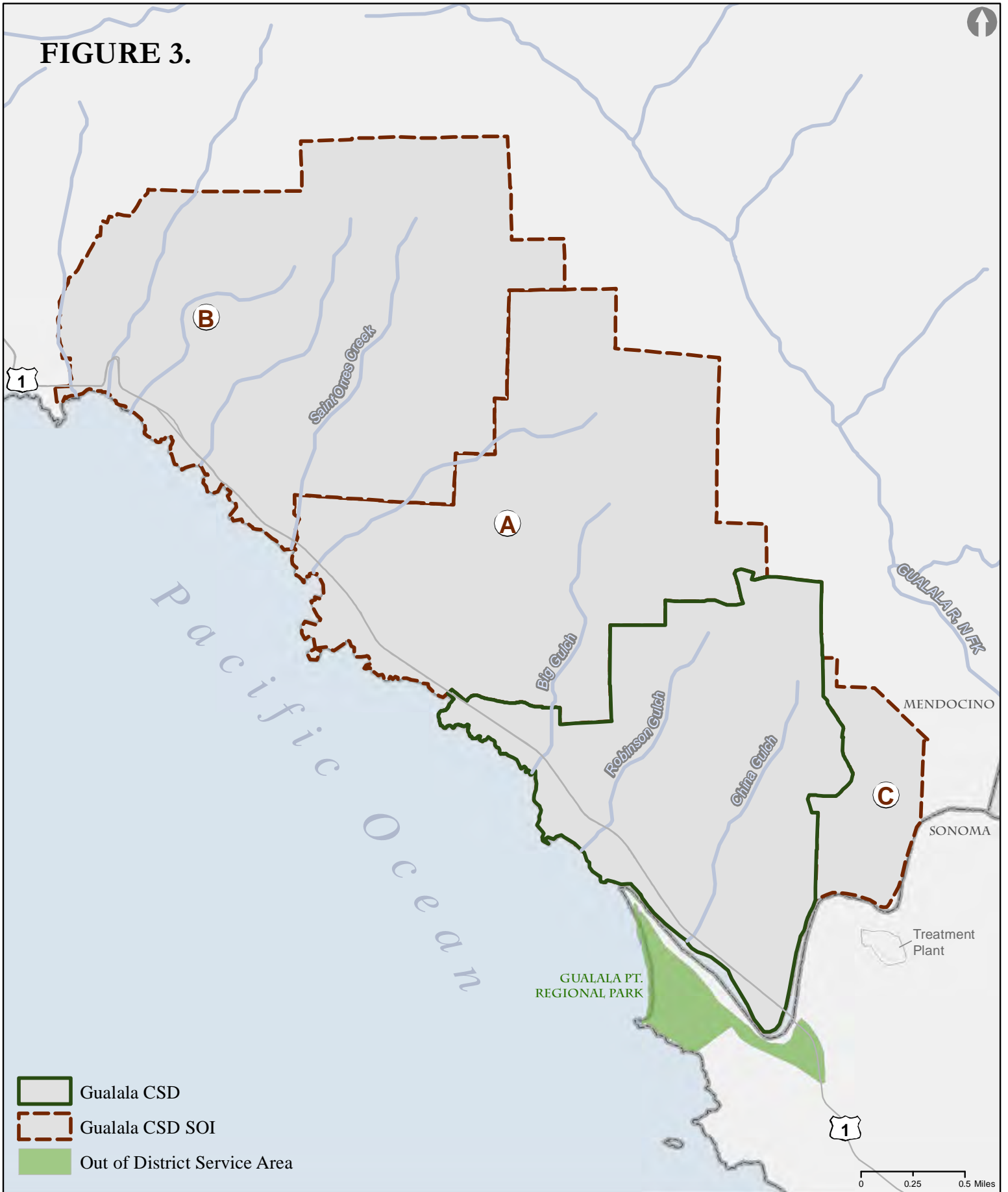
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Gualala Community Service District
 Service Zones & Out of District Service Area

Prepared for Mendocino
 LAFCo by:
PLANWEST
 CONSULTANTS, INC.

Sources: Boundaries: Mendocino County LAFCo; Roads: US Census TIGER.
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FIGURE 3.

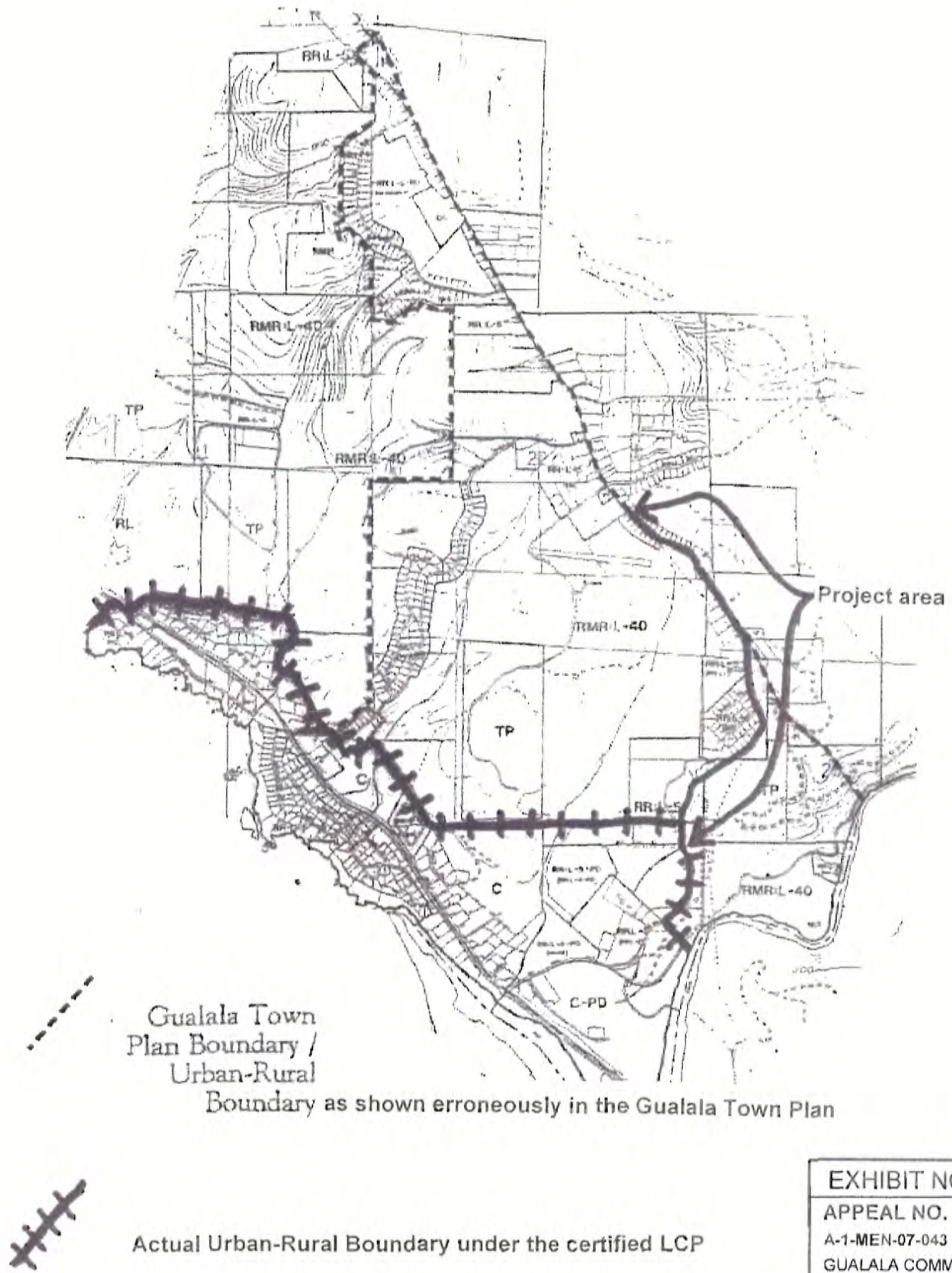


Gualala Community Service District
 Sphere of Influence & Out of District Service Area

Prepared for Mendocino
 LAFCo by:
PLANWEST
 PLANNING & CONSULTING, INC.

Sources: Boundaries: Mendocino County LAFCo; Roads: US Census TIGER.
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FIGURE 4.



Gualala Town
Plan Boundary /
Urban-Rural
Boundary as shown erroneously in the Gualala Town Plan

Actual Urban-Rural Boundary under the certified LCP

EXHIBIT NO. 4
APPEAL NO. A-1-MEN-07-043
GUALALA COMMUNITY SERVICES DISTRICT
URBAN/RURAL BOUNDARY MAP

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: Colette Metz, Analyst and Sarah West, Administrator
SUBJECT: **Public Hearing** for Laytonville County Water District (LCWD) Sphere of Influence (SOI) Update

Background

At the October meeting a public workshop was held on the draft LCWD SOI Update and subsequently noticed for Public Hearing for December. Comments and revisions made to the document post workshop are highlighted in track changes.

The SOI on record for this District is larger than the one proposed in the SOI Update, which is limited to the district boundary and the out of district service area and a small residential section. Agricultural lands within and outside of the proposed SOI were considered in the Update and the proposed sphere excludes all agricultural lands that surround the District.

Recommendation

Staff recommends the Commission adopt the draft resolution (attachment two) approving a sphere of influence for Laytonville County Water District consistent with the Proposed Sphere identified in Figure 1 of the Update.

Attachments: Draft SOI Update
Resolution

MENDOCINO **Local Agency Formation Commission**

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

LAYTONVILLE COUNTY WATER DISTRICT
SPHERE OF INFLUENCE UPDATE

Prepared in accordance with Government Code §56425

Hearing Draft

Commission Review

Draft Workshop- October 5th, 2015

Draft Hearing- December 7, 2015

Final Adoption- DATE

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INTRODUCTION

OVERVIEW

This update is prepared as part of a Cortese Knox Herzberg (CKH) Act mandated (GC §56076) process which states, “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local government agencies so as to advantageously provide for the present and future needs of the county and its communities, LAFCo shall develop and determine the Sphere of Influence (SOI) of each local governmental agency within the county”. A “SOI” under the CKH Act (GC §56076) definition is “.... a plan for the probable physical boundaries and service area of a local (government) agency”.

Decisions on organizational changes must be consistent with the SOI boundary and determinations. The adopted SOI is used by LAFCo as a policy guide in its consideration of boundary change proposals affecting each city and special district in Mendocino County. Other agencies and individuals use adopted SOIs to better understand the services provided by each local agency and the geographic area in which those services will be available. Clear public understanding of the planned geographic availability of urban services is crucial to the preservation of agricultural land and discouraging urban sprawl.

The following update assesses and recommends a Laytonville County Water District (Laytonville CWD or District) Sphere of Influence (SOI). The objective is to establish Laytonville CWD’s SOI relative to current legislative directives, local policies, and agency preferences in justifying whether to (a) change or (b) maintain the designation. The update draws on information from the Laytonville County Water District Municipal Services Review (MSR), which includes the evaluation of availability, adequacy, and capacity of services provided by the District.

REVIEW PERIOD

SOI reviews and updates typically occur every five years, or as needed. A local agency’s services are analyzed with a twenty year planning horizon, and a sphere is determined in a manner emphasizing a probable need for services within the next 5-10 years. Actual boundary change approvals, however, are subject to separate analysis with particular emphasis on determining whether the timing of the proposed action is appropriate.

EVALUATION CONSIDERATIONS

When updating the SOI, the Commission considers and adopts written determinations:

Sphere Determinations: Mandatory Written Statements

1. Present and planned land uses in the area, including agricultural and open space.
 2. Present and probable need for public facilities and services in the area.
 3. Present capacity of public facilities and adequacy of public services the agency provides or is authorized to provide.
 4. Existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.
 5. If the city or district provides water, sewer, or fire, the present and probable need for those services of any disadvantaged unincorporated communities within the existing sphere.
-

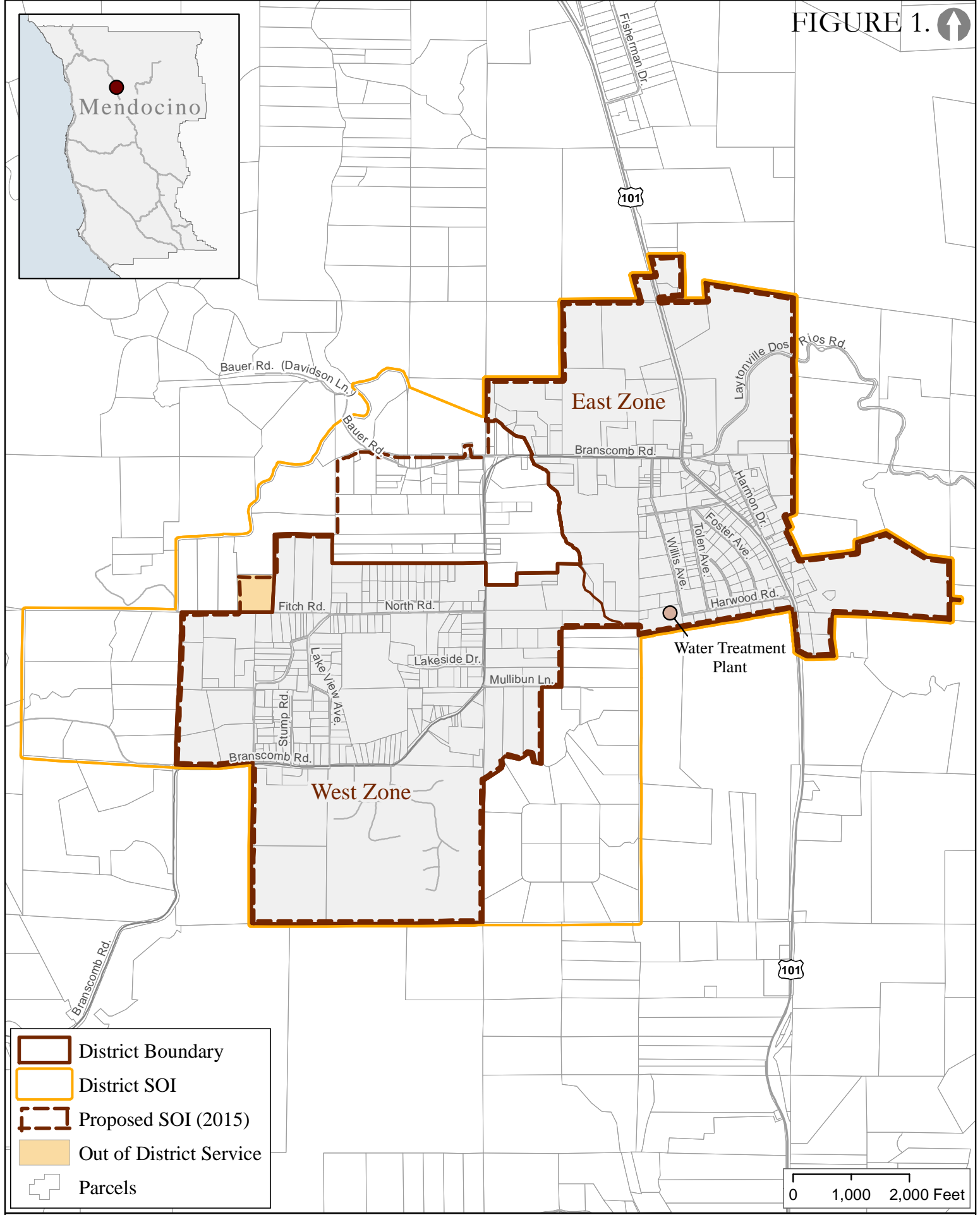
Policies specific to Mendocino LAFCo are also considered along with determinations in administering the CKH Act in Mendocino County. This includes considering the merits of the SOI, or any changes, relative to the Commission's seven interrelated policies, as listed below, with respect to determining the appropriate SOI.






General Guidelines for Determining Spheres of Influence

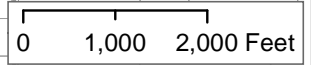
The following is excerpted from *Mendocino LAFCo's 2004 Policies and Procedures*, "Chapter 5: Policies That May Apply for Some Applicants":

1. Territory that is currently receiving services from a local agency shall be considered for inclusion within that agency's sphere. Territory that is projected to need services within the next 5-10 years may be considered for inclusion within an agency's sphere, depending on a number of factors required to be reviewed by LAFCo. Additional territory may be considered for inclusion if information is available that will enable the Commission to make determinations as required by Section 56425.
2. Territory will not be considered for inclusion within a city's sphere of influence unless the area is included within the city's general plan land use or annexation element.
3. A special district that provides services, which ultimately will be provided by another agency (e.g. mergers, consolidations) will be assigned a zero sphere.
4. When more than one agency can serve an area, agency service capabilities, costs for providing services, input from the affected community, and LAFCo's policies will be factors in determining a sphere boundary.
5. If additional information is necessary to determine a sphere boundary a partial sphere may be approved and a special study area may be designated.
6. A local agency may be assigned a coterminous sphere with its existing boundaries if:
 - There is no anticipated need for the agency's services outside its existing boundaries.
 - There is insufficient information to support inclusion of areas outside the agency's boundaries in a sphere of influence.
 - The agency does not have the service capacity, access to resources (e.g. water rights) or financial ability to serve an area outside its boundaries.
 - The agency's boundaries are contiguous with the boundaries of other agencies providing similar services.
 - The agency's boundaries are contiguous with the sphere of influence boundaries previously assigned to another agency providing similar services.
 - The agency requests that their sphere of influence be coterminous with their boundaries.
7. 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.

FIGURE 1. 



-  District Boundary
-  District SOI
-  Proposed SOI (2015)
-  Out of District Service
-  Parcels



Laytonville County Water District

Prepared for **PLANWEST**
Mendocino Packet Page 7 of 5, 1 N.C. 
LAFCo by: Date: 11/20/2015

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Water_Districts\mapdocs\Laytonville_Water_District.mxd

OVERVIEW

CURRENT AGENCY OPERATIONS

The Laytonville County Water District (LCWD) provides potable water service to the unincorporated community of Laytonville. The District provides treated water for residential, commercial, and landscape use. The District does not provide irrigation or raw water supply.

LCWD is operated via two separate distribution zones, the East Zone and the West Zone. The East Zone lies east of Ten Mile Creek, and includes the downtown area of Laytonville, the Laytonville K-12 school facilities, and surrounding areas along a two-mile-plus stretch of Highway 101. The West Zone, where approximately 60 percent of District customers reside, lies west of Ten Mile Creek, and includes the Cahto Indian Rancheria and Casino, as well as adjacent residential neighborhoods located on or adjacent to Branscomb Road (See Figure 1) (MSR 2014).

BACKGROUND

From 1951 to 1957 the private Laytonville Water Company provided water services to the community. The LCWD was established in July, 1957 by vote of its constituents during a special election. Mendocino County Board of Supervisors acknowledged the election results via Resolution No. 2271, adopted on July 1, 1957, thereby forming the LCWD. The California Secretary of State also filed formation documents for the District in July 1957. The LCWD was organized with a small-sized geographic boundary, and in 1970 the District acquired all of Laytonville Water Company's assets and infrastructure (MSR 2014).

The District is located 40 miles north of Ukiah, in Mendocino County. Ten Mile Creek and Long Valley Creek are unique geographic features of the Laytonville Valley. The community of Laytonville is the socio-economic center of the District. LCWD encompasses approximately 1,377 acres (2.15 square miles) and contains approximately 550 parcels (MSR 2014).

Since the original establishment of the LCWD in 1957, there have been several changes to the District boundaries and/or SOI. At least 1,500 acres have been annexed to the District since 1971. There may be an error in acreage calculation, because the County's GIS system calculates the District boundary to encompass 1,377 acres total. It is possible that the 2001 annexation and sphere of influence amendment totaled 900 acres, but it is not clear based on the file (MSR, 2014).

In 1971, LAFCo Resolution No. 71-4 resulted in the annexation of 600 acres of property located due west of Ten Mile Creek. Many of the individual private wells in the area had run dry, which resulted in residents seeking service from the District. In April, 1975, LAFCo Resolution No. 75-6 was approved to allow annexation of approximately 400 acres to LCWD for the provision of water service; it was later contested by members of the public and the water district approved a special election to consider the issue in 1976. The original request was to annex 720 acres and the area was reduced to approximately 400 acres by final approval in 1976. In 1999, LCWD worked with community members to consider the feasibility of adding wastewater treatment to the District provided services. It was determined to be unfeasible for a variety of reasons, including financial (MSR, 2014).

In 2001, LCWD applied to LAFCo to annex a 900-acre area because properties within the area had been receiving water service from the District. LCWD recognized that out-of-district water service was not in compliance with state law and sought to remedy the situation. [LAFCO-LAFCo](#) held a

LAYTONVILLE COUNTY WATER DISTRICT SPHERE OF INFLUENCE UPDATE
MENDOCINO LAFCO

public hearing on the item in December 2001 and approved Resolution No. 01-01. Following a protest hearing held in February 2002, LAFCo’s Executive Officer issued Certificate of Completion No. 2002-01 certifying that the annexation was approved and final (MSR, 2014).

MUNICIPAL SERVICE REVIEW

In 2014/15, a Countywide Water and Wastewater Services Municipal Service Review (MSR) was prepared by LAFCo, which included a section on the ~~Laytonville County Water District LCWD~~. MSR’s are a prerequisite for establishing, amending, or updating spheres of influence. As such, much of the information contained herein comes directly from the ~~Laytonville County Water District LCWD~~ MSR, accepted by the Commission on October 6, 2014.

SPHERE OF INFLUENCE

The District’s SOI was last updated in 2002. The SOI extends past the boundary to the west approximately 0.3 miles, to the southeast approximately 0.4 miles, and to the northwest by about 0.6 miles (See Figure 1).

~~According to the 2014 MSR, LAFCo approved Water-water service connections is was provided to five customers located outside the District’s boundaries according to the 2014 MSR, per LAFCo approval of Resolution No. 2003-06 in September 2003 (Resolution No. 2003-06). The property owners had requested District service based on the poor water quality of their private individual wells. Two of these customers were located within the District’s SOI and three of these customers are were also located outside the District’s SOI (Known herein as the Out of SOI Service Area). The District reports that the service connections are still in place, but 4 of the 5 parcels are no longer receiving water service (See Table 1) (District staff, November 2015). No additional areas outside the District boundaries have been identified that require services from the District (MSR, 2014).~~

Table 1. Parcels receiving service according to Resolution No. 2003-06

ASSESSOR PARCEL NUMBER	<u>WATER SERVICE STATUS</u>
014-260-58-01	<u>Not currently receiving service</u>
014-260-30-00	<u>Not currently receiving service</u>
014-260-26-01	<u>Not currently receiving service</u>
014-250-29-00	<u>Receives water via property owner connection from parcel within the District limits boundary</u>
014-500-20-00	<u>Receives water service</u>

DISADVANTAGED UNINCORPORATED COMMUNITIES

LAFCo is required to evaluate disadvantaged unincorporated communities (DUCs) as part of this SOI review, including the location and characteristics of any such communities. Per California Senate Bill 244, a DUC is defined as any area with 12 or more registered voters where the median household income (MHI) is less than 80 percent of the statewide MHI. Within a DUC, three basic services are evaluated: water, sewage, and fire protection. The LCWD provides one of these services -water- and is responsible for assuring that those services are adequately provided to the community. Wastewater service is not provided by a ~~Special District~~ local service provider, and the community

relies upon individual private septic tanks for sewage disposal. Fire protection is provided by the Long Valley Fire District.

Laytonville qualifies as a DUC since the median household income within the Laytonville Census Designated Place (CDP) is \$35,391, which is less (57.4%) than 80% of the State median household income of \$61,632 (MSR 2014).

Based on annual reports to the State Department of Public Health, as well as a review of ~~the District's complaint log for 2012 in~~ the 2014 MSR, water supply services to customers within the District are considered to be satisfactory. Additionally, Mendocino County's DUC evaluation reports that no deficiencies have been identified in regards to water service to the Laytonville community (Hannaford, 2015). The District does not provide sewer services or structural fire protection, and is therefore not responsible for assuring that these services are adequately provided to the community.

CURRENT AND PROJECTED POPULATION

Population and Growth

Laytonville is a census designated place (CDP) under the provisions of the US Census. The Laytonville CDP encompasses 5.4 square miles, and is not coterminous with the boundaries of the LCWD. The District comprises a portion of the Laytonville CDP (MSR 2014).

The 2010 Census reported 1,227 residents in the CDP, which was a decline of 74 people from the 2000 Census of 1,301 people. The California Department of Finance's (DOF) population estimate lumps Laytonville with unincorporated parts of Mendocino County, and thus a numerical breakdown is not readily available. The 2014 MSR estimated population within LCWD boundaries at 488 (MSR 2014).

Based on the census data presented above, the population level in the community appears stable, with limited growth or decline. During the years 2000 to 2010 the number of "connections" the District served increased by three percent annually on average (MSR 2014). So while, as noted above, the population in the area declined, service connections continued to increase.

Land Use and Development

~~The Laytonville~~ CWD encompasses a central business district with commercial, public and residential uses. Land use is primarily low-density residential (see Figure 2 in Appendix A). Since the community relies upon individual private septic tanks for sewage disposal, lot sizes must be large enough to accommodate the septic system, thereby reducing overall density. The land uses within the Primary Service Area are consistent with services provided by the District.

The eastern portion of the current SOI is primarily low density residential housing, but some of the eastern portion and the majority of the south-western portion of the SOI are designated as resource lands (Agricultural, Open Space, etc.), many of which participate in the Williamson Act program (see Figure 3 in Appendix A). ~~One of the two properties that receive service in the SOI is designated as resource land, and the other as rural residential.~~

~~As stated above in the introduction,~~ Part of LAFCo's purpose is to discourage urban sprawl and preserve open space and prime agricultural lands (GC §56301). As such, those parcels within the SOI that are designated as resource lands, particularly those enrolled under the Williamson Act should be evaluated to determine their relevance for inclusion in ~~an~~ the SOI.

CAPACITY AND SERVICE

Service Overview

The LCWD has approximately 370 active customer accounts, which includes 306 single family residences, nine multi-family residences, 59 commercial/institutional customers, five landscape irrigation customers, and one “other” type customer. LCWD estimates that it provides water to approximately 2,200 people on a daily basis. All water sales are metered, including bulk water sales, i.e., water sold to commercial and public sector water haulers. LCWD shares recycled/grey water resources with the adjacent Rodeo Grounds for landscape irrigation purposes. A recent study found that there are no technical limitations preventing the District from expanding its water recycling/grey water use to other locations (MSR, 2014).

Infrastructure and Facilities

The District operates a water treatment plant, two active wells, storage tanks, conveyance infrastructure, office building, and other support facilities.

After treatment, water is moved to the distribution system, which includes four storage tanks that connect to the water mains. There are approximately 13 miles of water mains that carry water to 2 separate pressure or distribution zones (the East Zone and the West Zone, as shown in Figure 1). The East Zone lies east of Ten Mile Creek and includes two storage tanks that have a combined capacity of 750,000 gallons. The West Zone lies west of Ten Mile Creek and has two storage tanks with a combined capacity of 310,000 gallons. All four tanks, with a combined capacity of 1,060,000 gallons, are filled through the distribution system.

The District does not have a current capital improvement plan; however, it did complete capital improvement projects in 2009, which included installation of new water mains, new storage tank, and a new arsenic treatment facility.

Supply

LCWD water supply is the aquifer that underlies the Laytonville Valley, which the California Department of Water Resources (DWR) has labeled Groundwater Basin Number 1-38. The U.S. Geological Service (USGS) found that storage capacity estimates for the basin in Laytonville Valley are approximately 14,000 acre-feet. Abundant rainfall generally recharges the basin to capacity. Seasonal water level fluctuation was found to be nearly constant, except during drought years. However, a more recent but less detailed report prepared by the DWR found that there is insufficient information available to make judgments regarding groundwater levels, storage capacity, groundwater budget, or water quality. Furthermore, a groundwater management plan for this aquifer was not available (MSR 2014).

LCWD pumps approximately 53 million gallons per year from the aquifer via its two wells. Water demand/production is slightly higher during the summer months. The groundwater basin is not adjudicated; therefore, there are no legal limits on the amount of water that can be withdrawn annually. The distribution of water deliveries based on customer type is as follows: single-family residential receives 61 percent, multi-family residential receives 4 percent, commercial/institutional receives 24 percent, landscape irrigation receives 1 percent, and other receives 10 percent. The District also does not currently have plans to increase the capacity of this system (MSR 2014).

Water Quality

LCWD reports that water quality is currently very good and it has worked diligently to resolve past water quality concerns. The District treats its water to lower ~~the~~ levels of naturally-occurring iron, manganese, and arsenic in the system to meet water quality standards. When the arsenic standard was lowered to 0.010 milligrams per liter in January 2006, the District was out of compliance and received notice of violation from the CDPH. The new arsenic treatment system was installed in 2008 and successfully operated in 2009. The District continues to monitor this constituent to ensure compliance with regulatory standards (MSR 2014).

Another water quality issue is the presence of hundreds of septic tanks near the ground surface and above the aquifer. Since the community of Laytonville does not have access to a formal wastewater treatment system, septic tanks serve as the primary treatment and disposal method. Sometimes aging septic tanks can fail and create water quality problems such as E. coli contamination (MSR 2014). Mendocino County is aware of the concerns and ~~the Council of Governments (MCOG) and Municipal Council have developed~~ established the Laytonville Municipal Advisory Council (LMAC). The LMAC which has created ~~prepared~~ a community plan for Laytonville in 1999 identifying issues and opportunities relative to economic growth, housing and infrastructure, community facilities and activities, and health and safety. ~~to start discussing solutions.~~

Demand

A District study ~~has~~ estimated that average daily use per connection is approximately 1,160 gallons. Based upon its present infrastructure configuration, the 2014 MSR estimated that the District can support a maximum of 392 customer connections. The 2014 MSR reported 370 District connections, meaning that there would be capacity to serve 22 additional connections (MSR 2014). Further-Recent conversation with the District indicates that currently there are they have close to 400 connections, with approximately 370 considered as “active”. Inactive connections are customers who have the infrastructure for the water service connection, but are not presently receiving service (General Manager, September 25th, 2015).

It should be emphasized that the aquifer likely contains sufficient water supply to support continued growth in the District, however, additional studies would be needed to support a definitive conclusion about the aquifer. The most significant limitation is the District’s capacity to treat the water to meet water quality regulations in a cost effective manner. A recent engineering report recommended that the District begin planning for future upgrades to the water treatment plant to provide additional capacity (MSR 2014).

Relevant Local Agencies and Communities of Interest

The Long Valley Fire ~~Protection~~ District provides fire protection services to the Laytonville community. The ~~Laytonville-LCWD~~ does not own or share facilities or services with other agencies. In addition, the District does not participate in any mutual aid agreements nor is or as part of an Integrated Regional Water Management Plan.

RELEVANT PLANNING AND SERVICE FACTORS

County of Mendocino General Plan Chapter 3: Development Element (DE)

Water Supply and Sewer (Wastewater Treatment) Services Policies:

Policy DE-186: Coordinate community water and sewer services with General Plan land use densities and intensities.

Policy DE-187: 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-187.1: Work aggressively with water and sewer service providers to overcome current and projected system and supply deficiencies necessary to serve planned community growth.

Action Item DE-187.2: 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-187.3: Work with communities and public water and sewer service entities to monitor, manage and/or maintain community-wide or decentralized systems.

Policy DE-188: 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-189: Oppose extension of water or sewer services to rural non-community areas when such extensions are inconsistent with land use and resource objectives of the General Plan, except where the extension is needed to address a clear public health hazard.

Policy DE-190: 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-191: Land use plans and development shall minimize impacts to the quality or quantity of drinking water supplies.

County of Mendocino General Plan Chapter 6: Community – Specific Policies: Laytonville Goals and Policies. Those policies that are considered relevant to this Update are excerpted below:

The Laytonville Area Municipal Advisory Committee (LAMAC) has identified a number of short- and long-term community goals, addressed below. Among the key goals is the construction of a public wastewater treatment system (replacing widespread use of septic systems) and provision of a stable public water supply through the Laytonville County Water District. In January 2008, the “Laytonville Traffic Calming and Revitalization Plan” (prepared with grant funding from Caltrans) was adopted to address longstanding issues affecting the main roadway through this community.

Laytonville Community Area Policies

Policy CP-L-1: The County will maintain the open, rural atmosphere of Long Valley and facilitate infill of the existing community by restricting the US 101 business district of Laytonville to the established town center.

Policy CP-L-2: The County shall support, encourage, and facilitate community planning in Laytonville.

Action Item CP-L-2.1: Continue to refer discretionary projects to, and consider recommendations of, the Laytonville Area Municipal Advisory Commission prior to taking action on the proposal.

Policy CP-L-15: The County supports construction efforts to provide necessary water storage to meet community fire-fighting needs and required fire flows.

Policy CP-L-16: The County will assist the Laytonville County Water District in its efforts to serve existing development and future growth consistent with the land use patterns and densities established in the General Plan, including the District's efforts to provide long-term, reliable water supplies.

Policy CP-L-17: The County supports the use of a domestic wastewater treatment system for Laytonville. A decentralized system with components managed and maintained by a public district is preferred by the County over other alternatives.

Policy CP-L-18: The County encourages the Laytonville County Water District to pursue the provision or management of a decentralized wastewater system and shall facilitate this process and support funding applications consistent with technical studies and General Plan objectives.

Action Item CP-L-18.1: Pursue the study, design and construction of a wastewater treatment system serving Laytonville.

Action Item CP-L-18.2: The County shall continue to monitor the Laytonville Landfill and fully mitigate any impacts to groundwater resources, greenhouse gas emissions and related environmental resources.

DISCUSSION

Public Facilities and Services

~~Laytonville is an isolated community with little future growth projected. Minimal development is anticipated in the District due to constraints on infrastructure and public services such as wastewater treatment and disposal. Though population in the area has decreased, service hookups continue to slightly increase.~~

~~Two properties within the SOI are currently receiving service. Those properties in the SOI not presently receiving service that are designated as low density residential represent potential future need for services. The properties receiving water services outside of the SOI also represent a present and probable need for service. Given present land-use designations and services provided, it is expected that the need for services will continue, but not increase significantly.~~

~~This update focuses on the current boundaries of the LCWD and the District's current SOI to make the required determinations and to establish a SOI for the District. This analysis considers an updated SOI boundary which remains the same (Current SOI boundary in Figure 1), or is modified to reflect current service conditions (Proposed SOI in Figure 1).~~

Service Capacity

District facilities are in good condition, and water service is adequate. LCWD's infrastructure appears to be nearing its capacity. Based on the above information discussed in the *Capacity and Service* section, there are ~~already~~ more connections to the system (400 connections) than ~~the~~

estimated in the 2014 MSR ~~capacity~~ (392 connections), but not all of them are receiving service at this time. These 20-30 non-serviced connections represent a potential future service need from the District.

In the longer term, if the area experiences any significant population growth, expansion of the District's facilities ~~would~~will likely be necessary. Supply appears to ~~presently~~ be adequate at this time; however, additional studies are needed to support a definitive conclusion about the capacity of the aquifer.

~~As discussed in the Primary Service Area section of this analysis, it has been determined that the District has sufficient infrastructure and capacity to serve existing customers (including those out of district). Further study of the supply aquifer is needed to adequately identify supply capacity. Additional study of service infrastructure may be needed to determine if present infrastructure is sufficient to provide service for the future growth expected within and external to District boundaries.~~

The present existing SOI extends beyond the District's boundary. LCWD reports only one parcel is currently receiving services (via Resolution No. 2003-06). This property (APN 014-500-20-00) is designated as Rural Residential and services received are consistent with LAFCo policy (See Figure 2 in Appendix A). As such, this parcel should remain within the SOI.

Those parcels which historically received service per Resolution No. 2003-06 that are not currently served are parcels designated as Agricultural, with the majority of them under Williamson Act contracts. Given present land use designations and discontinuance of district service, excluding these parcels from the updated SOI is ~~in line~~ inconsistent with LAFCo policies to preserve prime agricultural lands and discourage urban sprawl.

Furthermore, the remaining properties in the current SOI which do not receive service and are designated as ~~a~~ Agricultural lands or Rural Residential should also be excluded from the updated SOI due to their limited development potential (See Figure 2).

Remaining territory in the current SOI is not receiving service from the District. Many of these properties are large tracts of land with little development and are designated as Agricultural or Rural Residential (See Figure 2). The only exception to this is an area in the northern portion of the present SOI along Branscomb ~~R~~Road. These ~~Rural R~~Residential-designated properties are largely developed to the extent that current zoning allows. ~~smaller and have more development and infrastructure, such as roads.~~ Including this area in the updated SOI would be appropriate and enable the provision of services, should the need occur.

ANALYSIS

1.) Present and Planned Land Use Determination

The SOI proposed excludes agricultural lands and includes only rural residentially designated land.

2.) Present and Probable Need for Public Facilities and Services Determination

Minimal development is anticipated in the District. Those properties receiving service outside of District boundaries represent a need for service external to District boundaries. Given present land use designations and services provided, significant growth and additional demand for services is not anticipated. it is expected that the need for services will continue, but not increase significantly.

3.) Present Capacity of Facilities and Adequacy of Public Services Determination

The District has sufficient infrastructure and capacity to serve existing customers (including those out of District). Further studies of the supply aquifer and service infrastructure capacity are needed.

4.) Social and Economic Communities of Interest Determination

~~The District's Primary Service Area and SOI only encompass a portion of the Laytonville community when defined as a Census Designated Place. The LCWD serves the community of Laytonville and is the primary community of interest for this SOI Update.~~

5.) Present and Probable Need for Water, Sewer, or Fire Protection Services for Disadvantaged Unincorporated Communities (DUCs) Determination

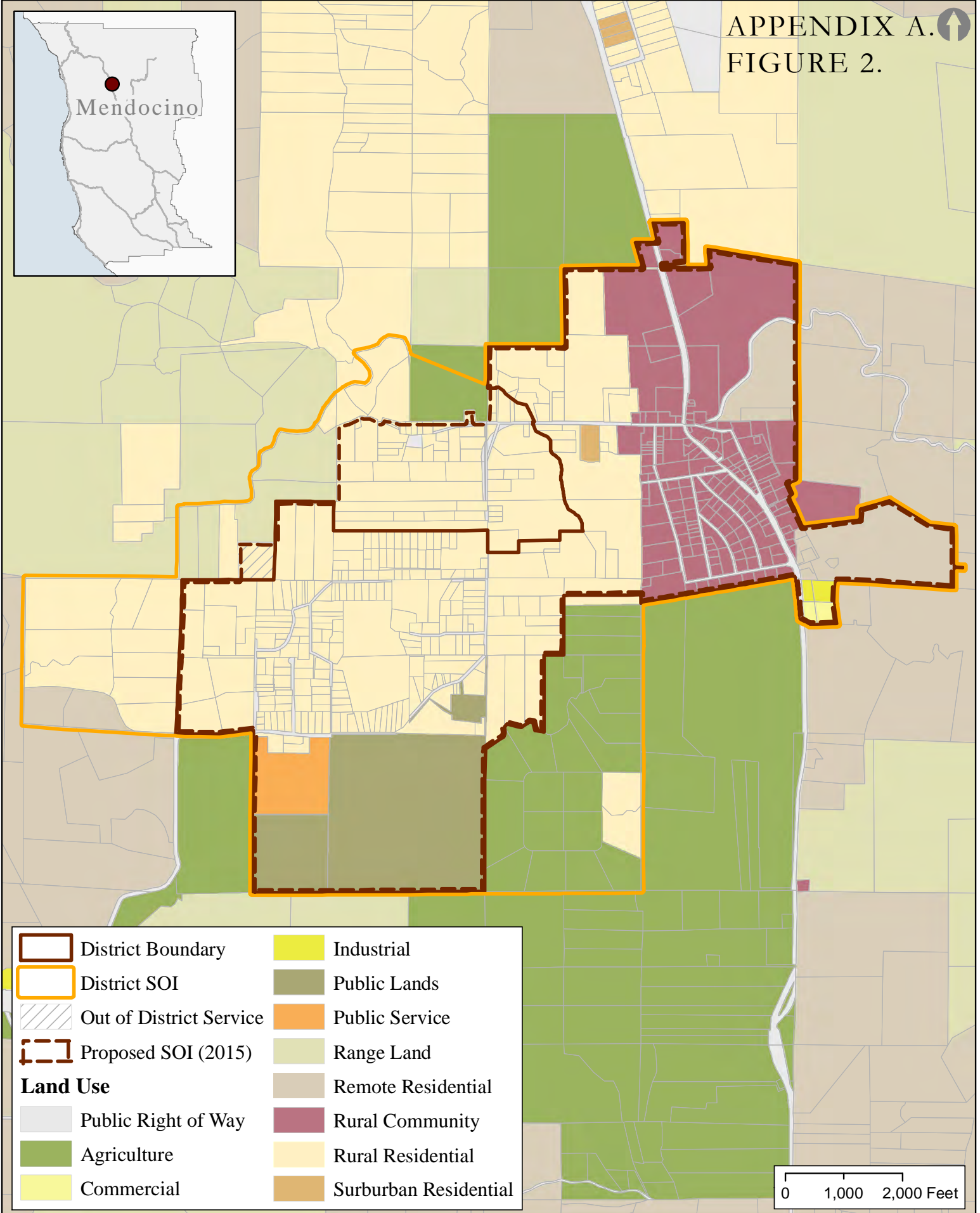
Laytonville qualifies as a DUC. The District is ~~only~~ responsible for assuring that water services are adequately provided to the community. The 2014 MSR reports water supply services to customers within the District as satisfactory and the County DUC evaluation reports no deficiencies in regards to water service to the Laytonville community (Hannaford, 2015).
















CONCLUSIONS

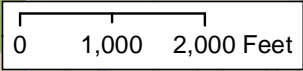
This update considers the present SOI relative to services provided and its consistency with LAFCo policy. The property receiving service within the current SOI (APN 014-500-20-00) should remain within the updated sphere, as should a portion of territory in the northern part of the current SOI designated as Rural Residential. All other territories should be excluded from the updated sphere (See proposed SOI in Figure 1).

REFERENCES

- Hannaford, Graham. September 21, 2015. "GP_2015-0002- Disadvantaged Unincorporated Communities Assessment". Memorandum to the Mendocino County Planning Commission. <http://www.co.mendocino.ca.us/planning/pdf/current/1.STAFF%20MEMO%20DUC.pdf>
- Mendocino LAFCo, 2004 Policies and Procedures, Chapter 5- Policies That May Apply for Some Applicants, D. Sphere of Influence.
- Mendocino County Coastal Element: Chapter 6: Community – Specific Policies
- Mendocino County General Plan: Coastal Element. Adopted by Mendocino County Board of Supervisors. November 5, 1985 (Revised -- March 28, 1988, February 13, 1989, January 22, 1990, July 9, 1990, March 11, 1991)
- (MSR, 2014) "Mendocino Local Agency Formation Commission, Final Water and Wastewater Municipal Service Review: Caspar South Water District, Elk County Water District, Gualala Community Services District, Irish Beach Water District, Laytonville County Water District, Pacific Reefs Water District, Round Valley County Water District, Westport County Water District. October 2014". Prepared by: Kateri Harrison, SWALE, Inc.; Uma Hinman, Uma Hinman Consulting. Final approval October 6, 2014.



	District Boundary		Industrial
	District SOI		Public Lands
	Out of District Service		Public Service
	Proposed SOI (2015)		Range Land
Land Use			Remote Residential
	Public Right of Way		Rural Community
	Agriculture		Rural Residential
	Commercial		Suburban Residential

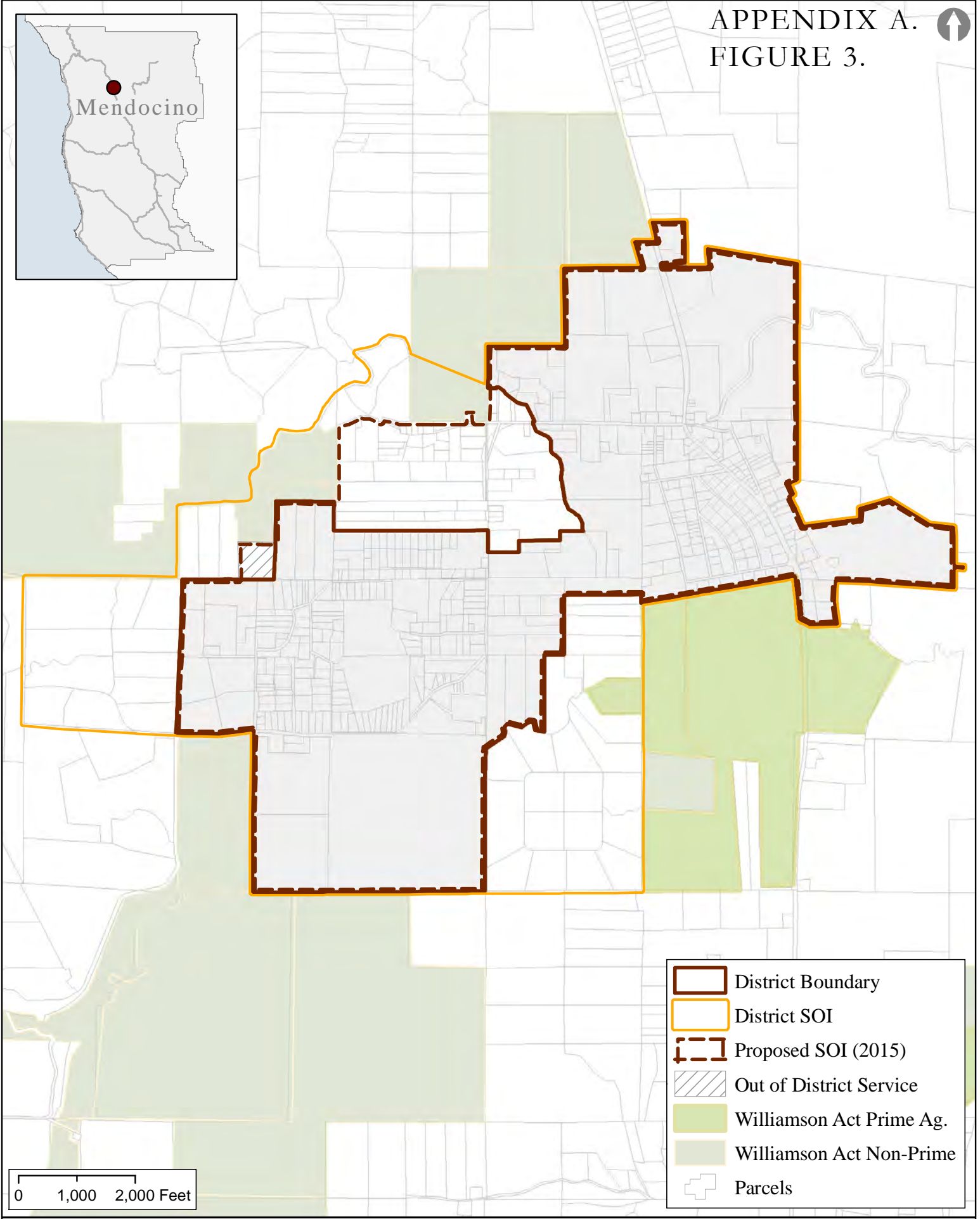









Laytonville County Water District

Landuse Designations

Prepared for **PLANWEST**
 Mendocino Packet Page 515, 1 N.C. 
 LAFCo by: Date: 11/20/2015

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.
 Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Water_Districts\mapdocs\Laytonville_Water_District_Landuse.mxd



-  District Boundary
-  District SOI
-  Proposed SOI (2015)
-  Out of District Service
-  Williamson Act Prime Ag.
-  Williamson Act Non-Prime
-  Parcels

0 1,000 2,000 Feet

Laytonville County Water District

Williamson Act Agriculture Lands

Sources: Boundaries: Mendocino County; Roads: US Census TIGER.

Path: D:\Planwest_GIS\projects\current\Mendocino_LAFCo\Water_Districts\mapdocs\Laytonville_Water_District_primeag.mxd

Prepared for **PLANWEST**
Mendocino Packet Page 52 of 51 N.C.
LAFCo by:  Date: 11/20/2015

MENDOCINO LOCAL AGENCY FORMATION COMMISSION

LAFCo Resolution No. 15-16-__

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY
APPROVING THE LAYTONVILLE COUNTY WATER DISTRICT
SPHERE OF INFLUENCE UPDATE 2015**

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

WHEREAS, the Commission conducted an update for the Laytonville County Water District’s sphere of influence 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 sphere of influence update were presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the sphere of influence update on December 7, 2015; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This sphere of influence update has been informed by the Commission’s earlier municipal service review on countywide water and wastewater services, for which the section on the Laytonville County Water District was accepted by the Commission on October 6, 2014.
2. The Commission, as Lead Agency, finds the update to the Laytonville County Water District’s sphere of influence is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.
3. The Laytonville County Water District confirmed during the review of its sphere of influence that its services are currently limited to water services. Accordingly, the Commission waives the requirement for a statement of services prescribed under Government Code Section 56425(i).
4. This sphere of influence update is assigned the following distinctive short-term designation: “Laytonville County Water District Sphere of Influence Update 2015”
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the Laytonville County Water District Sphere of Influence Update report, hereby incorporated by reference.

6. The Executive Officer shall revise the official records of the Commission to reflect this update of the Laytonville County Water District's sphere of influence.

BE IT FURTHER RESOLVED that the Laytonville County Water District's sphere of influence is updated as depicted in Exhibit "A".

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 7th day of December, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JERRY WARD, Chair

ATTEST:

GEORGE WILLIAMSON, Executive Officer

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: Colette Metz, Analyst and Sarah West, Administrator
SUBJECT: **Public Hearing** for Round Valley County Water District (RVCWD) Sphere of Influence (SOI) Update

Background

The RVCWD General Manager and Board have requested more time to review and comment on the Draft SOI Update. The General Manager attended the September workshop where the Commission discussed involving the Round Valley Tribes in SOI discussions. The Round Valley Tribes received a copy of the Draft SOI Update and have requested more time to review and comment (see attachment).

Since this letter was received, LAFCo staff has worked with RVCWD to adjust document wording and will be redistributing the Update to the tribes for comment.

Recommendation

Staff recommends the Commission continue this hearing item to its January 4, 2016 meeting to allow sufficient time for the Round Valley Tribes to review the RVCWD SOI Update.

Attachments: Round Valley Tribes letter

ROUND VALLEY INDIAN TRIBES

A Sovereign Nation of Confederated Tribes

TRIBAL COUNCIL OFFICE
77826 COVELO ROAD
COVELO, CALIFORNIA 95428
PHONE: 707-983-6126
FAX: 707-983-6128



LOCATION: ON STATE HWY 162
ONE MILE NORTH OF COVELO
IN ROUND VALLEY
TRIBAL TERRITORY SINCE TIME BEGAN

November 13, 2015

ROUND VALLEY RESERVATION ESTABLISHED 1856

Mr. George Williamson, AICP
Mendocino Local Agency Formation Commission
Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482

RE: Round Valley County Water District Draft Sphere of Influence Update

Dear Mr. Williamson:

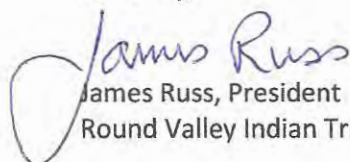
This letter is in reference to your transmittal received by the Round Valley Tribal Council on October 29, 2015 regarding the Round Valley County Water District Draft Sphere of Influence Update.

In review of this update, the Tribe has found erroneous statements concerning the Tribe's involvement in a groundwater management plan cited in MSR 2014 and in various collaborative efforts cited. The Tribe has been actively involved in the restoration of several creeks in the area for a substantial amount of time and has done some water quality testing with help from Lee Marder. However; this does not constitute the Tribe condoning the Round Valley County Water District's draft Sphere of Influence. The area that comprises the RVCWD Sphere of Influence is 73,381 acres; of this 10,684 is Tribal property, although your update reflects Tribal holding as being a 28,847 acres. The District encompasses 33,269 of which more than a third belongs to the Tribe. The Tribe's restoration efforts have resulted in 1.8 million dollars of federal funding to this end. While the budget for the RVCWD is listed as \$15,000. Furthermore; the Tribe has jurisdictional authority over lands within the reservation boundaries. The Tribe is not a local governmental agency and operates at all levels of government: local, state and federal. To presume local governmental control over Tribal lands without the Tribe's approval is inappropriate.

The Tribe is requesting an extension until December 15, so that the Tribe's attorneys will have a sufficient amount of time for review and an opinion.

Should you have any questions, please direct them to me at (707) 354-0322 and/or Mrs. Paula Britton, Tribal Business Administrator at (707) 983-6126, ext. 13.

Sincerely,


James Russ, President
Round Valley Indian Tribes

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: CSDA Special District Interest Survey

Background

The California Special Districts Association (CSDA) and Mendocino LAFCo are partnering to bring one full-day workshop and three part-day workshops in 2016. All sessions would be offered at no charge to special district staff and elected officials through this partnership. The topic of the full day workshop will be *How to Be an Effective Board Member*, and will include *Ethics AB1234 Compliance Training*. CSDA has agreed to distribute a survey to special district contacts to determine topics of interest and potential hosts for the remaining three part-day workshops. Potential topics include:

- Introduction to Special District Finances for Board Members
- The Essential Guide to the Brown Act
- Must Have Communication Protocols for Board Members and Staff
- What’s a Public Record? How to Comply with Public Records Act
- Social Media Basic Training

CSDA will distribute the interest survey to special districts by e-mail (see example below) upon Commission review and approval of the survey content (see attached). The survey will remain open until January 25, 2016. Potential topics will be identified at that time with a goal of the first full day workshop in March 2016.

Recommendation

Staff recommends the Commission review the draft interest survey and direct staff to work with CSDA to distribute the survey.

Attachment: Draft Interest Survey

CSDA and Mendocino LAFCo Partner to Bring Training to Your Area

The California Special Districts Association (CSDA) and Mendocino LAFCo are partnering to bring one full-day workshop and three 2-hour workshops to your area in 2016. All sessions would be offered at no charge to special district staff and elected officials in your county through this partnership. Please take a moment to complete this brief survey regarding topics, dates, and times that would be of the most interest to you and your district. One survey per district please.

[**BEGIN SURVEY**](#)

As a thank you for your time, at the conclusion of the survey you will be given instructions to enter to win a \$25 Amazon gift card. The survey will close on January 25, 2016. Workshops are tentatively set to begin in March of 2016 so prompt responses are greatly appreciated!

[\[Intro Page\]](#)

CSDA and Mendocino LAFCo Partner to Bring Training to Your Area

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[BEGIN SURVEY](#)

As a thank you for your time, at the conclusion of the survey you will be given instructions to enter to win a \$25 Amazon gift card. The survey will close on January 25, 2016. Workshops are tentatively set to begin in March of 2016; so prompt responses are greatly appreciated!

[Survey Page 1]

Speaking on behalf of your district, which of the following topics are of interest for a full-day workshop?

You may select more than one.

- How to Be an Effective Board Member
- Public Engagement
- Human Resources for District Staff
- Financial Management for District Staff
- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Finance and Fiscal Accountability
- Board's Role in Human Resources
- Understanding Special District Laws
- Other:

Speaking on behalf of your district, which of these topics are of interest for a two-hour workshop?

- Best Practices in Elected Board and Staff Relations
- Who Governs What?
- AB 1234 Required Ethics Training
- AB 1825 Required Harassment Prevention Training
- Conflicts of Interest
- The Brown Act
- California's Public Records Act
- Public Engagement and Budgeting
- Public Engagement Tech Tool Options
- Sustainability Best Practices
- Financing Options for Capital Improvements
- Investment Options for Public Agencies
- Funding Retiree Benefits/GASB 45
- Understanding Special District Finances for Board Members
- Fraud Detection and Prevention for Special Districts
- Understanding Board Member & District Liability Issues
- Governance Best Practices
- Fundamentals of Grassroots Advocacy and Outreach
- Developing a District Website
- Other:

[Survey Page 2]

What day of the week would work best for you for training?

You may select more than one.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

What time works best for you to begin a full-day workshop in Ukiah?

- 8:00 a.m. - 3:00 p.m.
- 9:00 a.m. - 4:00 p.m.
- 10:00 a.m. - 5:00 p.m.

What time works best for you to begin a two-hour training?

You may select more than one.

- 8:00 a.m.
- 9:00 a.m.
- 10:00 a.m.
- 1:00 p.m.
- 2:00 p.m.
- 3:00 p.m.
- Other:

[Survey Page 3]

Would your district be willing to host an in-person training session in your area?

- Yes
- No

If yes, please respond with your district name, main contact name and e-mail and city.

If yes, how many people can your facility seat theater style?

- up to 10
- up to 20
- up to 30
- up to 40
- up to 50
- more than 50
- Other:

If yes, how many people can your facility seat classroom style (with tables in front of attendees)?

- up to 10
- up to 20
- up to 30
- up to 40
- up to 50
- more than 50
- Other:

If yes, what audio visual supplies is your district able to provide?

Select all that apply.

- Projector
- Screen
- Laptop
- Microphone
- Podium
- Other:

[Thank You Page]

Thank you for taking our survey. In order to be entered in our drawing for a \$25 Amazon gift card, please e-mail your name and district to meganh@csda.net. The drawing will be held on January 25, 2016. You will receive an e-mail update with links to registration when the locations and topics have been finalized. If you have any questions please e-mail meganh@csda.net.

MENDOCINO
Local Agency Formation Commission

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Caspar South Water District 12-Month MSR Review

At the December 1, 2014 meeting the Commission approved the Caspar South Water District MSR contingent upon a review by LAFCo 12 months after adoption. The review is to evaluate the District's operation and compliance with regulatory requirements, in particular evidence of process initiation of a Capital Improvement Plan and a Sanitary Sewer Management Plan.

At the November Regular Meeting the Commission discussed the upcoming review and the item was directed for further consideration to the November Executive Committee Meeting. At its November 19th meeting, the Executive Committee directed the Executive Officer to agendize the one year review and present to the full Commission at the January 2016 Regular Meeting.

LAFCo has received correspondence from a district resident (see attached letter from Mr. Stein). Legal Counsel has reviewed the letter and has provided the following opinion:

With respect to the Caspar South Water District, any capacity limit identified in the MSR is not an enforceable restriction unless it was also included in a specific condition of the District Sphere Plan. An MSR is merely an informational document. The MSR probably should be reviewed and amended to reflect any connection and capacity changes and the Sphere considered in light of those changes.

Mr. Stein should be advised that his complaints are better directed to the County Grand Jury and the Regional Water Quality Control Board and alternatively that he should consult an experienced municipal law attorney as to his legal rights as a resident of the District. LAFCo has no direct authority to intervene in the affairs of a local agency. At most it can raise issues in its MSR, limit the sphere of an agency, and/or sue the agency where it fails to comply with LAFCo conditions of approval of a change of organization.

Staff has contacted Caspar South Water District and the Board's president, Mr. Clouse is preparing a document detailing the current status of a Capital Improvement Plan, a Sewer System Management Plan, compliance with regulatory requirements, infrastructure upgrades, system capacity and current connections.

A full review of this item will be presented at the January 4th, 2016 meeting.

Attachments: Letter from Mr. Stein

Mendocino LAFCo Correspondence

Dear Mr. Ward,

Sarah West suggested I included these comments for your consideration at the upcoming (next LAFCo Executive Committee Meeting) concerning modifications to the Caspar South Water District (CSWD) MSR which were voted on by the LAFCO BOARD at its December 2014 meeting.

Please include this letter in the records of the Ex Com and enter it for the record at the LAFCO Board meeting that considers the MSR update for CSWD. Please drop me a note when you know the date and time of the Ex Com Meeting.

Apparently the LAFCO December, 2014 minutes reflect concern about the implementation of the Capital Expenditures of CSWD and other issues. I write this so the Revised MSR can be modified to reflect events of the past year.

I am concerned that CSWD has not only chosen to ignore the Capital Expenditure recommendations of Lescure Engineering, which the previous Board contracted and paid for, but also apparently did not make a relatively large capital expenditure decision in a public meeting but chose to approve it possibly through a daisy chain call or meeting which is bared by the Brown Act.

CSWD Ignored Tankage Additions in its Capital Spending

Lescure Engineering made two major recommendations both rejected by the current board:

1. Move the sewage collection and pressure pumping station to Otter Pt Circle Cul Du Sac (Adjacent to the home of a Board member)
2. Add holding tanks of 20-30,000 gallons presumably to the higher end of the septic field acre CSWD now owns. (Adjacent to the home of the President of the Board). These recommendations were made over three years ago before additional dwellings were connected.

The President of the Board has repeatedly stated at open meetings that they are under no obligation to follow these capital improvement recommendations and does not “trust” the recommendation. During the first half of this year, it appears that almost all current revenue is being expended on piece meal repairs and nothing has been spent on adding Holding Tanks at the Septic Field or anywhere else.

Holding Tank Capacity Exceeded New Hook Ups in the Last Year

The Revised MSR this year should note that the addition of new dwellings this year to a system the MSR stated was at “maximum capacity” last year requires the addition of more holding tanks.

Section 2-3 Present Capacity #7 should be modified.

It should state CSWD no longer has the holding tank capacity to serve 68 dwellings with 16,000 gallons of tankage.

Currently it only has tankage equal to 235 gallons per hook up. Recommendations for 1200 gallons per two person dwelling are common.

See Dec 2014 MSR under Infrastructure and Facilities: "CSWD has noted that its existing facilities are sufficiently sized to accommodate a total of 75 residential dwelling units."

This statement should be modified to reflect the addition of an additional lot to the system by vote of the Board on November 7th. The new statement should state existing facilities are insufficiently sized to accommodate 76 residential dwellings.

While the previously adopted MSR in December, (under the Section Capacity and Demand), stated the system was then at maximum capacity— with 66 current hook ups and nine to be hooked up.

On November 7th, CSWD added another dwelling not within the projected original 75 buildout **bringing the total buildout to 76**. The new policy may be to add additional lots. This possible new policy needs clarification from CSWD.

Since December 2014, several more dwellings have been or will soon be connected.

As the MSR correctly stated, "effluent must be retained in the system for 24 hours". op. cit.

CSWD rejected the idea of installing instruments that would record daily flow.

Since the CSWD takes about one reading a week and averages them for a monthly flow total, it is difficult for them to know if maximum capacity is exceeded on single or a series of days during heavy rainfalls. Using four weekly readings to get an average reading underestimates actual flow. The MSR should dress what it means by average and whether four weekly readings are accurate indications of actual system capacity usage.

Accountability

CSWD ignored LAFCOs recommendation # 22 for notification

In the December MSR under Accountability, LAFCO's recommendation # 22 states:

"All property owners should receive notice of Board meetings by email at least 72 hours in advance" and it adds the meetings are on the fourth Saturday.

We have received no notice of Board meetings by email this year. A meeting was held on the first Saturday of this month. In order to have accountability, the public must know in advance when meetings will be held and see a proposed agenda.

The revised MSR should retain and underline the importance of recommendation #22 made in December.

CSWD has failed to respond to Information Requests

Under the Bagley Act, I have requested agendas, bids and contracts for capital expenditures, and system monitoring records starting in October of last year and in October of this year. I have received no written or oral response. It is not known if a central depository has been established for records as recommended in # 17 of December 2014

MSR. Stonewalling on access thwarts the intent of the Bagley Act and the revised MSR should comment on the importance of making records open to review by the public.

Capital Improvement Bid Approval Not Made in Public

Waste of Public money can result

At its November 7th meeting, I asked the Board when they voted to approve a bid to replace 330 feet of pipe near our house. The work occurred in October.

The Sewer Master told me he had put the work out to bid after June 20th, the date of the last meeting, and before the meeting on November 7th.

The Sewer Master also told me he needed the approval of the Board to accept the bid.

Obviously, the decision/ vote of the Board to approve was made outside of a public meeting. This is a violation of the Brown Act and must be cured. The Revised MSR should make clear the importance of placing all capital expenditure items on the written agenda and voting on each of the capital expenditure items in public.

I had been told there would be a public meeting before this new 330 foot project would go forward. Had there been an opportunity to be heard, I would have told them, and did tell them at the Nov 7th meeting, that the project was a waste of money, because this section of line was unnecessary for the following reasons:

1. The replaced 6" line was installed in the mid to late 70s and was therefore about 40 years old or less. Some lines in Pt Arena are close to 100 years old and have much heavier usage. (personal communication).
2. The line had one connection about 30 years ago and another a few years latter, then two in the last 15 years. It was way under used and had much useful life left.
3. I asked to see the video of the line that was done earlier this year. No offer to see it was made to me.
 1. According to a written report of the video made available at the meeting, there are a few roots on one end of the line which could have been repaired with a dig out, caused by a uncapped lateral that was then capped.
 2. My connection was sound and had no roots contrary to what the sewer master told me
 3. My neighbors' high pressure connection could have been cured with a flapper on his clean out, contrary to the separate running of a new line to the manhole which the sewer master told me had to occur to comply with plumbing code. No one could find this section of code.
 4. I inspected the exposed sections of old pipe. It was sound. I felt a section of asbestos pipe removed. It was heavy, intact, and sound.

5. The whole purpose of public vetting of projects is to give decision makers information necessary to make decisions based on facts. The failure to consider this project in public led to the wasteful expenditure of about 1/3d of the District's yearly budget.

The MSR should state that all capital projects should be described in writing, put on the agenda, and be open to public comment. CSWD is basing its decisions on a video of the lines without further examination of outside facts and circumstances. Some of the replacements have been necessary. This one was not.

Moreover the overall approach of piece meal small repairs may not be the most economical or efficient way to address problems of the aging over two miles of infrastructure. Public meetings with email notice to property owners are essential feedback loops that prevent waste and corruption.

Sincerely yours,
Alan Stein

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: Colette Metz, Analyst and Sarah West, Administrator
SUBJECT: Status of MSR & SOI Updates

Municipal Service Reviews

MSRs for the following Special Districts are remaining on the Baracco & Associates contract:

Fire Related Districts

Comptche CSD
Elk CSD
Piercy FPD
South Coast FPD
Westport VFD

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

Dependent Special Districts

Legal Counsel opinion – Lighting District and Mutual Water Company MSRs not necessary
Meadowbrook Manor Co San District
Mendocino County Water Agency
Mendocino County Waterworks District No. 2

Adopted MSRs Not Available in LAFCo Files

At the November Regular Meeting the availability of adopted MSRs in LAFCo files was discussed. LAFCo files do not fully reflect the adopted versions of MSRs completed in recent years. Staff has compiled a table of documents that details the outstanding items (see attached table). The item was discussed further at the November 19th Executive Committee Meeting. Clerk Salomone was directed to finalize and publish the approved MSRs. George Williamson was directed to follow up with contractor. Staff was directed to review the website for public access to draft and approved reports.

SOI Updates Scheduled for Hearing

SOI Updates for the following cities and special districts are in progress by Planwest:

Anderson Valley Community Services District

Scheduled for hearing in December (see Agenda Item 6).

Gualala Community Service District

Scheduled for hearing in December (see Agenda Item 7).

Laytonville County Water District

Scheduled for hearing in December (see Agenda Item 8).

Round Valley County Water District

Scheduled for hearing in December (see Agenda Item 9).

Irish Beach Water District

The Irish Beach Water District General Manager and Board reviewed the Draft SOI Update at their September meeting. The Draft SOI Update is pending to allow additional time to address the De Ruiter Detachment proposal. This hearing item will need to be re-noticed at that time.

SOI Updates Scheduled for Workshop:

Willow County Water District

The General Manager is currently reviewing the Administrative Draft SOI Update. This is one of several districts identified for possible consolidation in the Ukiah Valley MSR. Staff had tentatively scheduled this district for workshop in December, but due to district organizational changes, staff now anticipates a January or February 2016 workshop.

Calpella County Water District

The General Manager and District Board are currently reviewing the Draft SOI Update. This is one of several districts identified for possible consolidation in the Ukiah Valley MSR. Staff had tentatively scheduled this district for workshop in December, but due to district organizational changes, staff now anticipates a January or February 2016 workshop.

Millview County Water District

An Administrative Draft SOI Update has been sent to the District for review and comment. A new general manager started at the end of November and has requested more time to review information. Staff had tentatively scheduled this district for workshop in December, but due to district organizational changes, staff now anticipates a January or February 2016 workshop.

Hopland PUD

An Administrative Draft SOI Update has been sent to the District for review and comment. This is one of several districts identified for possible consolidation in the Ukiah Valley MSR. Staff had tentatively scheduled this district for workshop in December, but due to district organizational changes, staff now anticipates a January or February 2016 workshop.

Redwood Valley County Water District

This District's SOI Update was previously on hold pending consolidation with RRFC. LAFCo has received a letter from Redwood Valley County Water District indicating that this consolidation is currently on hold (see attached letter from RVCWD). An Administrative Draft SOI Update has been sent to the District for review and comment. This is one of several districts identified for possible consolidation in the Ukiah Valley MSR. Staff anticipates a January or February 2016 workshop.

Russian River Flood Control District and WCID

A questionnaire has been sent to the District. This is one of several districts identified for possible consolidation in the Ukiah Valley MSR. Currently, the District does not have a general manager and staff does not anticipate SOI Update progress until the position is filled (see letter from RVCWD).

SOI Updates in Preparation:

City of Willits- waiting on questionnaire

Noyo Harbor District- waiting on questionnaire

Mendocino County Resource Conservation District- drafting questionnaire

Mendocino Coast Healthcare District- drafting questionnaire

Potter Valley Irrigation District- waiting on questionnaire

Ukiah Valley Sanitation District - joint MSR/SOI completed in 2014, with Commission approval of the MSR portion only. SOI completion pending availability of adopted 2014 document.

Joint MSR and SOI Updates to Complete:

City of Fort Bragg- drafting questionnaire

Brooktrails Township CSD- drafting questionnaire

Covelo CSD- drafting questionnaire

Mendocino City CSD- drafting questionnaire

Mendocino Coast Recreation and Park District- drafting questionnaire

Fort Bragg Rural FPD- drafting questionnaire and resolving annex boundary discrepancy

Redwood Coast FPD- drafting questionnaire

Fire SOI Updates:

Waiting on MSR completion

Cemetery SOI Updates:

Waiting on MSR completion

Other Districts (waiting on MSR completion):

Meadowbrook Manor County San District

Mendocino County Water Agency

Mendocino County Waterworks District No. 2

Attachments: Adopted MSRs Not Available in LAFCo File Table
Letter from Redwood Valley County Water District

Adopted MSRs Not Available in LAFCo Files as of 12/1/15

	Agency	Date of Comm. Final Approval	Notes
Individual Agency MSRs	Mendocino Coast Health Care District	Aug 2014	No adopted version present
	Mendocino County Resource Conservation District	Aug 2014	No adopted version present
	City of Point Arena	Feb 2015	No adopted version present
	City of Willits	Feb 2015	No adopted version present
Ukiah Valley Special District MSR	Ukiah Valley Sanitation District	Mar 2014	No adopted version present that reflects Commission' s changes and adoption. See meeting minutes from March 3, 2014, pg. 4 and 5.
	Ukiah Valley Special District MSR	May 2013	Version present contains references to UVCS D throughout. See meeting minutes from May 6, 2013, pg. 5; The Commission adopted the document with all UVCS D referneces removed.
Fire-related MSRs	Covelo Fire Protection District	March 2015	No adopted version present in files
	Hopland Fire Protection District	March 2015	No adopted version present in files
	Leggett Valley Fire Protection District	March 2015	No adopted version present in files
	Little Lake Fire Protection District	March 2015	No adopted version present in files
	Long Valley Fire Protection District	March 2015	No adopted version present in files
	Albion-Little River Fire Protection District	Nov 2015	No adopted version present in files
	Mendocino Fire Protection District	Nov 2015	No adopted version present in files
	Potter Valley Community Services District	Nov 2015	No adopted version present in files
	Redwood Valley-Calpella Fire Protection District	Nov 2015	No adopted version present in files
County-wide Water and Wastewater MSR	County-wide Water and Wastewater MSR	Oct 2014, Nov 2014, Dec 2014	Version in Dropbox does not include Commission changes and is not finalized as a single adopted document.



Redwood Valley County Water District

Post Office Box 399 • Redwood Valley, CA 95470 • (707) 485-0679

November 20, 2015

Mendocino LAFCo Commission and Staff
200 South School Street
Ukiah, CA 95482

Subject: Annexation/Dissolution Pre-Application

LAFCo;

It is the understanding of the Redwood Valley County Water District (Redwood) that Mendocino LAFCo wishes to be kept informed of the status of the Dissolution/Annexation process proposed by Redwood and the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC).

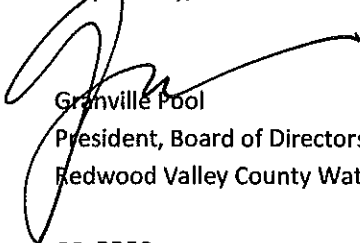
As part of this process RRFC and Redwood solicited a proposal to evaluate and provide possible debt management solutions concerning Redwood's US Bureau of Reclamation debt. No responses were received to that solicitation.

At the recent RRFC Board meeting on November 9, 2015, RRFC determined to not re-solicit proposals on this matter until RRFC has retained a new General Manager and has had time to fully acquaint a newly elected Board member with the particulars of the dissolution/annexation process.

At the regular Redwood Board meeting on November 19, 2015, Redwood agreed to postpone further action on the dissolution/annexation matter until its Board was also able to fully acquaint a newly elected Board member with the particulars of the process.

Accordingly, the Redwood Valley County Water District Board of Directors requests that further action regarding the Dissolution/Annexation Pre-Application be placed on hold until notification by the Boards of Redwood and RRFC.

Respectfully,



Granville Pool
President, Board of Directors
Redwood Valley County Water District

CC: RRFC

BOARD OF DIRECTORS

Granville Pool

Pamela Ricetti

Ken Todd

Jeff Basili

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**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: December 7, 2015
TO: Mendocino Local Agency Formation Commission
FROM: George Williamson, Executive Officer
SUBJECT: Status of Current and Future Projects

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

-City of Ukiah Sphere of Influence Update

The City of Ukiah has requested a hold on any further work until City Council has considered further options.

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

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

-Irish Beach Water District De Ruiter Detachment

Based on correspondence from the County, the Building Permit and Deed Restrictions have been completed for the De Ruiter project. The IBWD has indicated that the District passed a resolution at their November meeting finalizing an agreement to allow a replacement and back-up well for the property. LAFCo staff has requested this documentation and will work with the applicant to determine application status.

Future Proposals: There are three (3) potential new proposals that may be submitted in the future:

-Anderson Valley CSD Proposed Activation of Water and Sewer Services Latent Powers

AVCSD has indicated that they are scheduling a public meeting to discuss the activation of water/sewer powers during their regular board meeting on January 20th. The District is continuing to make progress on preparing a Plan for Services and associated application materials.

-Piercy FPD Potential Out of District Fire Services Contract

Piercy FPD has contacted LAFCo about the possibility of entering into an out of district contract with the property owner of One Log House in Humboldt County. The property owner is seeking to subdivide the property, and his application with Humboldt County Planning and Building is currently on hold status pending certain findings regarding the availability of fire protection services. Staff is working with the Piercy FPD to determine whether a contract can be drafted to satisfy the required findings for subdivision approval.

-Elk County Water District Proposed Annexation

ECWD has expressed interest in annexing areas currently served within their SOI, which includes an associated parcel map being filed with the County.

2016 Events Calendar

JANUARY

- 20-22 California Association of Sanitation Agencies Conference (Palm Springs)
- 22 **CALAFCO Legislative Committee** (San Diego)

FEBRUARY

- 5 **CALAFCO Board of Directors Meeting** (Irvine)
- 26 **CALAFCO Legislative Committee** (Sacramento)

MARCH

- 9 Association of CA Water Agencies Legislative Symposium (Sacramento)
- 10-13 Local Government Commission Ahwahnee Conference (Yosemite)
- 18 **CALAFCO Legislative Committee** (Conference Call)
- 30-31 **CALAFCO Staff Workshop** (Universal City)

APRIL

- 1 **CALAFCO Staff Workshop** (Universal City)
- 6 California Assn. of Sanitation Agencies Legislative Policy Forum (Sacramento)
- 6-8 Fire District Association Annual Meeting (Napa)
- 22 **CALAFCO Legislative Committee** (Ontario)
- 27 League of Cities Legislative Day (Sacramento)

MAY

- 20 **CALAFCO Legislative Committee** (Conference Call)
- 3-6 Association of California Water Agencies Conference (Monterey)
- 6 **CALAFCO Board of Directors Meeting** (Sacramento)
- 17-18 California Special Districts Assn. Legislative Days (Sacramento)
- 18-19 California State Assn. of Counties Legislative Conference (Sacramento)

JUNE

- 24 **CALAFCO Legislative Committee** (Conference call)

JULY

- 29 **CALAFCO Board of Directors Meeting** (San Diego)

AUGUST

- 5 **CALAFCO Legislative Committee** (Conference call)
- 10-12 California Association of Sanitation Agencies Annual Conference (Monterey)

SEPTEMBER

- 28-30 Regional Council of Rural Counties Annual Conference (South Lake Tahoe)

OCTOBER

- 5-7 League of California Cities Annual Conference (Long Beach)
- 10-13 California Special Districts Assn. Annual Conference San Diego)
- 26-28 **CALAFCO Annual Conference** (Santa Barbara)
- 28 **CALAFCO Board of Directors Meeting** (Santa Barbara)

NOVEMBER

- 11 **CALAFCO Legislative Committee (2017)** (Conference call)
- 29-30 Association of California Water Agencies Conference (Anaheim)
- 29-30 California State Assn. of Counties Annual Conference (Palm Springs)

DECEMBER

- 1-2 California State Assn. of Counties Annual Conference (Palm Springs)
- 1-2 Association of California Water Agencies Conference (Anaheim)
- 2 **CALAFCO Board of Directors Meeting** (Sacramento)
- 9 **CALAFCO Legislative Committee (2017)** (San Diego)

Sharing Information and Resources

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS

1215 K Street, Suite 1650
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For current information and other CALAFCO resources please visit www.calafco.org

