



BUSINESS MEETING AGENDA

Wednesday, February 10, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may do so when the agenda item is presented.
3. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion, unless a request is made by a board member or a member of the public to move an item for discussion or separate action.
 - a. **Approval of the January 13, 2016 business meeting minutes.**
 - b. **Approval of the January 14, 2016 special tax assessment hearing minutes.**
 - c. **Approval of the January 20, 2016 special annual evaluation meeting minutes.**
 - d. **Acceptance of the monthly correspondence report.**
4. **Chiefs report:**
5. **Items for consideration and possible action:**
 - a. **Proposed bylaws revisions.**
 - b. **Proposed Operations Manual revisions.**
 - c. **Proposed Firefighter Training Costs Reimbursement Policy.**
 - d. **Proposed Critical Incident Stress Debriefing Policy.**
 - e. **Legal counsel review of proposed bylaws and Operations Manual revisions.**
 - f. **Review of board member credit card limits.**
6. **Committee reports:**
 - a. **Critical incident counseling – Skyhawk**
 - b. **Compressed air foam system – Issel**
 - c. **Station 811 building modifications – Issel**
 - d. **Apparatus replacement – Issel, Wolfe**
 - e. **Mendocino Association of Fire Districts – Taeger**
 - f. **Parcel tax appeals – Roat, Wolfe**
 - g. **Station 813 easement – Roat**
7. **Directors Discussion:**
 - a. **Community Foundation Strategic Planning Grant.**
 - b. **Housing issues for volunteers.**
 - c. **Deadlines for agenda submissions.**
 - d. **Financial report formats.**
 - e. **Annual barbeque.**
 - f. **Annual cowboy party.**
 - g. **Other items of board concern.**

Any individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board at 707-937-4022, email: board@mcn.org or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT BUSINESS MEETING MINUTES

Wednesday, January 13, 2016, 7:00pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Called to order 7:07 pm. All board members present (Skyhawk, Issel, Taeger, Wolfe, Roat).
2. **Previous meeting minutes:** Minutes of the December 9, 2015 regular business meeting approved as revised.
3. **Public communication to the Board:** None.
4. **Financial Report:** Current financial statements for the district were presented.
5. **Chief's Report:** Written monthly report presented. To be attached to board packet. Ted spoke of discovery at the chief's monthly meeting earlier in the day of a project undertaken by the Mendocino Fire Safe Council (FSC), under contract to CalFire, to update the county's Community Wildfire Protection Plan (CWWP). This plan is used for the basis of disbursement of funds to the county from SRA fees and has not been updated for 12 plus years. Ted is concerned that outreach by FSC to the county fire districts has been weak regarding this plan update and that lack of input will adversely affect potential grants to the county and its districts in the future.
6. **Items for Board consideration and possible action:**
 - a. **Proposed "Travel Policy" and alternatives, including proposed Operations Manual changes** were presented, discussed. Revised proposals to be presented for adoption at February 10, 2016 regular board meeting.
 - b. **Local Agency Formation Commission candidate election ballot** presented, discussed. Candidate Charles "Tony" Orth selected by 5-0 vote of the board.
 - c. **Budget adjustments:** Budget item 862170 "Office Expense" increase to \$2,600.00 from \$600.00 approved by 3-2 majority vote of the board. Budget item 82220 "Small Tools and Supplies" increase to \$9,000.00 from \$4,000.00 approved by 5-0 vote of the board.
7. **Committee reports:**
 - a. **Critical incident counseling:** No report.
 - b. **Compressed Air Foam System:** Mike Issel reported schedule for installation of correct CAFS pump on Engine 8162 (now in possession) on or about January 18, 2016 at FB Diesel. System scheduled to be on-line by end of January or beginning of February.
 - c. **Station 811 building modifications:** Mike Issel reported having a consultation with Bob Schlosser, AIA, who has agreed to continue working pro bono on plans for modifications to the existing building at Station 811. Bob is hopeful we can obtain permits without needing to submit plans to the Coastal Commission.
 - d. **Apparatus replacement:** Mike Issel reported his plan to meet soon with a Pierce Apparatus Company representative to confirm specifications and price for a new Type II engine.
 - e. **MCAFD:** Alan Taeger reported highlights of MCAFD meeting December 16, 2015. Minutes from meeting to be attached to packet.
 - f. **Station 813 easement:** Scott Roat reported that he has been unable to contact owner of property to the west of Station 813 by telephone. He will try to contact both property owners by telephone and in writing. Scott proposed to ask the chief title officer of the title company he works with to craft a draft easement proposal.
8. **Directors discussion:**
 - a. **Agenda formatting and scheduling:**
 - i. **Consent calendar:** Board discussed and reached consensus to try to streamline board processes by use of a consent calendar at board meetings. Mike Issel requested listing of pending action items as old business consent items.
 - ii. **Document submission timing:** Board discussed and reached consensus to try to provide meeting materials for the board packet a minimum of five to seven days before dates of meetings.

- b. **District checking account signature cards:** Debbi Wolfe reported that she will coordinate new signature cards for all district accounts at the Savings Bank of Mendocino County.
- c. **District credit card:** Bookkeeper Sara Spring agreed to coordinate the issuance of a district Bank of the West Visa credit card to Alan for use for purchases of office supplies and equipment. Alan said he would review office equipment needs/options with the board before purchasing.
- d. **District mail distribution:** Board discussed and reached consensus that Chief Ted Williams will continue to check PO Box mail, check and approve arriving invoices to be distributed to bookkeeper Sara Spring for payment, distribute non-invoice US Mail correspondence to Secretary Alan Taeger's box at Station 810 and notify Alan by phone or email of correspondence waiting to be distributed. Alan will record receipt of correspondence, distribute to board member addressee box at Station 810 and notify addressee by phone or email of correspondence waiting to be picked up.
- e. **Fire department personnel categories:** Board discussed proposed addition of fire department non-firefighter personnel categories to allow for response to incidents by qualified special responders and emergency non-roster personnel. Alan agreed to examine possible changes to bylaws and Operations Manual to allow flexibility in use of available special responders for future board review.
- f. **Other items of Board concern:**
 - i. Scott Roat submitted a draft of proposed changes to district bylaws for future consideration.
 - ii. Debbi Wolfe, on behalf of Carolyn Latkin, requested use of district freezers at Station 812 for temporary storage of food by the sister cities association. By discussion and consensus it was determined that such use would be an unlawful "gift of government resources".

9. Meeting schedule:

- a. **Special meeting:** Parcel tax appeal hearing, Thursday, January 14, 2016, 6:00pm, Albion School.
- b. **Annual special evaluation session:** Wednesday January 20, 2016, 6:00pm, Albion School.
- c. **Next regular business meeting:** Wednesday, February 10, 2016, 7:00pm, Albion School.

10. Adjournment: 10:36 pm.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

SPECIAL MEETING MINUTES

SPECIAL TAX ASSESSMENT APPEALS

Thursday, January 14, 2015, 6:00 PM, Albion School, 30400 Albion Ridge Rd., Albion CA.

1. **Call to order and determination of a quorum:** Called to order 6:07 pm by President Chris Skyhawk with all board members present (Michael Issel, Alan Taeger, Debbi Wolfe, Scott Roat), also present: district counsel Terry Gross, representatives for each appellant, and several members of the public.
2. **Public Comment to the Board:** Malcolm Macdonald made a comment about incomplete information provided in the meeting packet.
3. **Items for discussion and possible action:**
 - a. **Appeals of assessments based on parcels:** There were four appeals based on disagreement of assessment of individual parcels.
 - i. **Mills/Roby:** Represented by Ginny Mills and Norman Roby claimed two parcels overcharged due to incorrect county assessor's designation. Appeals committee agreed with appellants; Scott volunteered to write a letter of support to the assessor's office in support of appellants' argument; motion by Debbi to accept appeal pending reassessment by county assessor carried by unanimous vote of the board.
 - ii. **Swanson:** Represented by Rick and Gary Swanson claimed only one of four parcels should be taxed as improved, other three in TPZ or ag preserve. Appeals committee agreed with appellants; motion by Debbi to adjust assessment accordingly carried by unanimous vote of the board.
 - iii. **Calvert:** Represented by Karen Calvert claimed parcels listed as six assessor's parcels should be listed as two residential parcels. Appeal tabled pending receipt of certificate of compliance from county assessor.
 - iv. **Macdonald:** Claimed multiple assessor's parcels should be assessed as one parcel per residence because the non-residential parcels are associated with individual residences; indicated lack of desire to request consolidation of parcels by county assessor. Appeals committee recommended denial of appeal; motion to deny appeal by Debbi carried by unanimous vote of the board.
 - b. **Appeals of Assessments based on Timber and Rangeland:** There were four appeals based on claims that commercial timberland is not taxable.
 - i. **MRC:** Represented by John Anderson and Russ Shively claim commercial timberland not taxable, SRA fees available for fire districts. Appeals committee recommended denial of appeal; motion by Debbi to deny appeal carried by unanimous vote of the board.
 - ii. **Conservation Fund:** Represented by Scott Kelly claim commercial timberland, SRA areas not taxable per Section 1380 of the California Health and Safety Code. Appeals committee recommended denial of appeal; motion by Debbi to deny appeal carried by unanimous vote of the board.
 - iii. **Calvert (two appeals):** Represented by Karen Calvert claim commercial timberland not taxable in two separate appeals. Appeals committee recommended denial of each appeal. Separate motions by Debbi to deny each appeal carried by unanimous votes of the board.
4. **Adjournment:** Meeting adjourned at 7:31 pm.

This was a Special Meeting called by the Board of Directors of the Albion Little River Fire Protection District. No other business was considered at this meeting.

DRAFT

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
MINUTES
BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION SESSION**

WEDNESDAY, JANUARY 20, 2016, 7:00 PM, ALBION SCHOOL, 30400 ALBION RIDGE ROAD, ALBION, CA

The board of Directors' special annual evaluation meeting of the Albion Little River Fire Protection District is directed in district bylaws to be held in January of each year to "critique board performance of the past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year". No other business shall be considered at this special meeting.

1. **Call to order and determination of a quorum:** Called to order at 7:07pm by President Chris Skyhawk. All board members present (Michael Issel, Alan Taeger, Debbi Wolfe, Scott Roat). Also present were several members of the public.
2. **Public communication to the board:** Karen Calvert submitted property tax appeals materials to the board. Malcolm Macdonald asked several questions relating to board committee membership and appeals procedures.
3. **Annual Evaluation:**
 - a. **Evaluate performance of the fire chief:** Comments from the board: "We are privileged to have Ted as our chief;" "Ted is fair-minded;" "No one has left the fire department (or the board) because of conflict with the chief;" "Ted uses scrupulous delegation of resources;" "Ted tries to do too much himself. He needs to delegate more, though that is difficult."
 - b. **Discuss and critique board performance of the past year:** There was little to no discussion of board performance of the past year.
 - c. **Discuss planning strategies for the coming calendar year:** **Ted:** Avoid bickering; find ways to extend service of firefighters beyond average seven years; same for board members; prioritize issues; find ways to stop asking firefighters to fundraise; find ways to solve housing shortage issues for firefighters; list all committees and all committee members on each agenda; find a way to address public feedback, is there a better structure to respond to public inquiry? **Mike:** Public meetings are a crucible for democracy; we can't make all people feel good all the time; we need to make people feel they are heard and understood; grant pending to fund examination of board strategic planning and organization; posit goal to create centripetal rather than centrifugal forces; culture trumps planning; we must work together, help one another; unfreeze how we have worked, change form and re-freeze for better; words are good, we need to convert words to action. **Chris:** Consensus needed that board members be responsible for board projects, not volunteers or outside persons; board needs to set up long term priorities; progress will take time, requests patience from board and public.
4. **Adjournment:** 9:27pm



REGULAR BUSINESS MEETING FEBRUARY 10, 2016 CORRESPONDENCE REPORT

Correspondence hand delivered to board secretary Alan Taeger by board member Debbi Wolfe at the January 13, 2016 regular business meeting. Not previously recorded:

- August 13, 2015 - Fort Bragg advocate News – proof of publication of request for proposal for bi-annual district independent audit for FY 2012-2013, 2013-2014.
- Mendocino Beacon - proof of publication of request for proposal for bi-annual district independent audit for FY 2012-2013, 2013-2014.
- August 18, 2015 - County Clerk notice of intent to appoint board candidates in lieu of election.
- Undated - Donation of proceeds from Whitesboro Grange October, 2015 Spaghetti dinner, breakfast, and craft sale.
- October 15, 2015 - LAFCO Request for nominations to LAFCO board.
- October 20, 2015 - Donation received from “The Drivers”.
- October 29, 2015 - PG&E Essential Use Classification renewal.
- October 31, 2015 - Request for a “patch from your company” from William Lynch, Shippensburg, PA.
- December 14, 2015 - Received email from Shari Schapmire, County Treasurer-Tax Collector with attached investment reports for the months of October and November, 2015.
- January 3, 2016 - Albion Mutual Water Company annual membership meeting notice.
- January 8, 2016 - Martyn-Calvert tax appeal response.
- January 11, 2016 - Received email from Gina Bartolomie, county auditor administrative assistant, with attached 2016 FPPC Form 700 instructions.
- January 13, 2016 - Willits News article about MCAFD ballot initiative suit.

- January 14, 2016 - Received voicemail from Northwest Insurance agent requesting FD information. Forwarded to Chief Williams.
- January 15, 2016 - Email request to Debbi Wolff from Chris Calder, reporter from Beacon/Advocate requesting information about parcel tax appeals. Debbi forwarded request to Alan Taeger, board secretary, who responded to Chris requesting that he seek the information from data posted on albionfire.com.
Received voicemail from California State Controller’s Office regarding overdue Financial Transaction Report. Forwarded to Financial Officer Debbi Wolff.
- January 21, 2016 - Received voicemail from Remote Medical International offering medical response training. Forwarded to Chief Williams.
Received email from Ben MacMillan, MCAFD, with meeting notes from January 20, 2016 MCAFD monthly meeting.
- January 27, 2016 - Received second voicemail from California State Controller’s Office regarding overdue Financial Transaction Report. Forwarded to Financial Officer Debbi Wolff.
- January 28, 2016 - Received email from Shari Schapmire, County Treasurer-Tax Collector with attached staff report listing county investment pool participants and investment report for December, 2015.
- January 29, 2016 - Received second voicemail from Remote Medical International offering medical response training. Forwarded to Chief Williams.

Fort Bragg Advocate-News

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

246

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
PO BOX 634
ALBION, CA 95410

Legal No. **0005544240**

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:

08/13/2015

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

Dated at Ukiah, California,
August 13th, 2015


SANDI MOSDEN, CLERK

**PUBLIC
NOTICE**

The Board of Directors of the Albion Little River Fire Protection District is seeking proposals from qualified firms or individuals for provision of services for government and special districts to perform the District's required FY 2012-2013, 2013-2014 Bi-Annual Independent Audit. Proposals must be submitted to the District on or before August 27, 2015. Contact Sara Spring, 707-937-0813, or Chris Skyhawk, 707-937-4295, for more information. P.O. Box 634, Albion, CA 95410
Publish:
08/13/2015

The Mendocino Beacon

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

246

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
PO BOX 634
ALBION, CA 95410

Legal No. **0005544240**

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

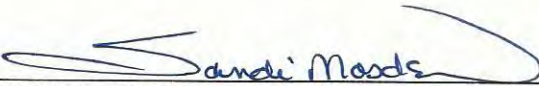
STATE OF CALIFORNIA COUNTY OF MENDOCINO

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 The Mendocino Beacon, 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 (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:

08/13/2015

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

Dated at Ukiah, California,
August 13th, 2015


DI MOSDEN, CLERK

Sept

**PUBLIC
NOTICE**

The Board of Directors of the Albion Little River Fire Protection District is seeking proposals from qualified firms or individuals for provision of services for government and special districts to perform the District's required FY 2012-2013, 2013-2014 Bi-Annual Independent Audit. Proposals must be submitted to the District on or before August 27, 2015.

Contact Sara Spring, 707-937-0813, or Chris Skyhawk, 707-937-4295, for more information. P.O. Box 634, Albion, CA 95410

Publish:
08/13/2015



SUSAN M. RANOCHAK

ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: acr@co.mendocino.ca.us

ASSESSOR
(707) 234-6800
ASSESSOR FAX: (707) 463-6597

KATRINA BARTOLOMIE
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6819

County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

August 18, 2015

Dear District Secretaries:

I am sending you the Certificates that will be provided to the Mendocino County Board of Supervisors at their regular September 8, 2015 board meeting. The certificates show the candidates for your district who filed their declaration of candidacy paperwork for the upcoming November 3, 2015. Because the number of nominees (candidates) did not exceed the number of seats to be filled and no petition requesting a special election was filed there will not be an election held in your district. Instead the Mendocino County Board of Supervisors will appoint these nominees/candidates in lieu-of election.

If you have vacant seats left on your board that nominees/candidates did not file for, and you are aware of an interested party(ies), please have your interested party(ies) contact the Mendocino County Board of Supervisors. Appointments can be made by election day, November 3, 2015 for these vacant seat(s).

If you have any questions, please do not hesitate to contact me.

Sincerely,
SUSAN M. RANOCHAK
Assessor, Clerk Recorder

Katrina Bartolomie
Assistant Registrar of Voters

enclosure

sept

**CERTIFICATE
(SECTION 10515 ELECTION CODE)**

**TO THE HONORABLE BOARD OF SUPERVISORS
COUNTY OF MENDOCINO**

I, **SUSAN M. RANOCHAK, ASSESSOR-COUNTY CLERK-RECORDER**, do hereby certify that at 5:00 p.m. on **AUGUST 12, 2015** the number of nominees did not exceed the number of offices to be filled and that no petition requesting a special election in the **ALBION/LITTLE RIVER FIRE PROTECTION DISTRICT** was filed with the County Clerk.

NOW THEREFORE, pursuant to Election Code 10515 (a), the following persons have filed their declaration of candidacy papers and are required to be appointed prior to **NOVEMBER 3, 2015** to the terms as shown:

Term to begin December 4, 2015 at noon and end the first Friday in December of 2019.

MICHAEL ISSEL	PO Box 894 Albion 95410	937-1806
DEBBI WOLFE	PO Box 93 Albion 95410	937-1848
ALAN TAEGER	PO Box 805 Albion 95410	937-0154

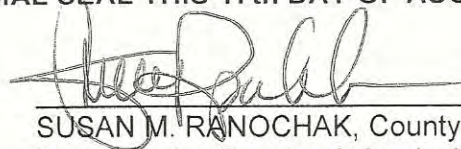
Term to begin December 4, 2015 at noon and end the first Friday in December of 2017

CHRIS SKYHAWK	PO Box 127 Albion 95410	937-4295
----------------------	-------------------------	----------

No other appointments need to be made at this time.

WITNESS MY HAND AND OFFICIAL SEAL THIS 17th DAY OF AUGUST, 2015.

(SEAL)



SUSAN M. RANOCHAK, County Clerk
in and for the County of Mendocino
State of California

cc: District Secretary

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

Vacant

Date: October 15, 2015

To: Board of Directors of Independent Special Districts

VICE CHAIR

John McCowen

County Board
Of Supervisors

From: George Williamson, Executive Officer

Subject: Request for Nominations for District Member to serve on LAFCo

MEMBERS

Doug Hammerstrom

Fort Bragg City Council

Gerald Ward

Public Member

Holly Madrigal

Willits City Council

Dan Hamburg

County Board
Of Supervisors

Special District member and Commission Chair Richard Shoemaker resigned from Mendocino LAFCo at the October 2015 meeting, citing potential conflict with his recent employment with the City of Point Arena. Commissioner Shoemaker was serving a two year term that ends in December 2016.

Please submit a nomination for the vacancy as noted below. A nomination form and candidate statement have been provided for this purpose. Please return both to Mendocino LAFCo for a complete nomination.

The Mendocino Local Agency Formation Commission (LAFCo) is seeking nominations to fill special district member vacancy as follows:

Teresa McNerlin

Ukiah Valley Sanitation District

ALTERNATE MEMBERS

Carre Brown

County Board
Of Supervisors

Kevin Doble

Ukiah City Council

Angela Silver

Calpella County Water District

Carol Rosenberg

Public Member

Executive Officer

George Williamson

Counsel

Scott Browne

Analyst

Colette Metz

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

<u>Commission Seat</u>	<u>Duration</u>	<u>Term (ends on Dec 31)</u>
Regular Member	2 Year Term	2014 - 2016

LAFCo is an independent, quasi-legislative agency that reviews city annexations and the establishment of boundaries and authorized services for numerous local agencies, including fire, community service and water districts. The commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public.

LAFCo conducts nomination and elections to select district members on LAFCo. All terms are **regularly** four years and end on December 31. There are no term limits.

Commissioner Shoemaker was serving a two year term, for staggered terms going forward. After that two years, the term will return to four years.

The nomination and election procedures are as follows:

1. Nomination request are sent to independent special districts in Mendocino County.
2. Each district may nominate one person for each position Nominees must be board members, not staff. Nominations must be approved by the district's governing body.
3. All nominations must be accompanied with a nomination form and candidate information sheet (enclosed). **Nominations must be received by December 15, 2015.** Nominations and supporting documentation may be mailed or faxed.
4. Upon receipt of nominations, LAFCo will prepare and send ballots to each district. The ballot will state the return date and how successful candidates will be notified.

If you have any questions, please contact LAFCo staff at 707-463-4470 or email the Clerk at clerk@mendolafco.org.

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

Special District Member Nomination Form

To Fill Remainder of Two-Year Term – until December 31, 2016

Name of District: _____

Address: _____

Telephone: _____

The Board hereby nominates _____ to serve on the Mendocino Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2015 by the following vote:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

District Representative:

Signature

Printed Name

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

Special District Member Candidate Information Sheet

To Fill Remainder of Two-Year Term – until December 31, 2016

Candidate Name _____
Address _____
Phone _____
e-mail _____
District _____
Title _____

Length of service with District:

Present Occupation:

Personal and Professional Background:

Summarize your interest in serving on LAFCo:

Summarize your qualifications for serving on LAFCo:

List local government involvement:

List civic organization involvement:

List special interests or hobbies:



**Pacific Gas and
Electric Company®**

Pacific Gas and Electric Company
111 Almaden Blvd.
San Jose, CA 95113

October 29, 2015

ALBION LITTLE RIVER FIRE DISTRICT
ATTENTION: ELECTRIC EMERGENCY PLAN CONTACT
PO BOX 634
ALBION CA 95410-0634

**If you have a change in
Essential Use classification to
report, please complete the
attached form and email to
EssentialCustomer@pge.com
or mail to Attn: Rotating
Outage Rep at 111 Almaden
Blvd. 7th Fl. San Jose, CA
95113 within 15 days of the
date of this letter.**

See the attached form to view your Service Agreement(s) and Service Point ID(s).

Dear Valued Customer:

Pacific Gas and Electric Company (PG&E) is conducting its once every two years review of Essential Use Exempt Customers. Essential Use Exempt Customers qualify for exemption from rotating outages that can be ordered by California Independent System Operator when there is an insufficient supply of electricity.

Currently, your facility (facilities) is (are) considered Essential Use Exempt. We are sending this letter to ask if your Essential Use Exempt status has changed.

Please complete and send the attached "Request for Change in Essential Use Exempt Customer Status" form if the facility at the address referenced above no longer provides an essential use service (as described in the attached), or the adequacy of your back-up generation has changed.

IF NOTHING HAS CHANGED, NO ACTION IS REQUIRED.

If your status has changed, please scan and send the attached form to **EssentialCustomer@pge.com** or mail to **Attn: Rotating Outage Rep at 111 Almaden Blvd. 7th Fl. San Jose, CA 95113** within 15 days of the date of this letter. We will confirm your updated status in writing approximately 30 days following receipt of your response. For more information about the criteria for Essential Use customers, please go to **www.pge.com/mybusiness/customerservice/energystatus/essentialuse/**.

If you have any questions, please contact your Account Manager or the Business Customer Service Center at 1-800-468-4743.

Sincerely,

Rotating Outage Rep
Pacific Gas and Electric Company

While PG&E strives to provide the most reliable electric service possible, please be advised that *PG&E does not and cannot guarantee a continuous or sufficient supply of electricity or freedom from interruption*. This provision is contained in PG&E's Tariff Rule 14 at http://www.pge.com/tariffs/tm2/pdf/ELEC_RULES_14.pdf. Even outside the rotating outage scenario, you should prepare for and expect an occasional unanticipated and unannounced interruption in your service due to numerous factors, including for example an earthquake, fire, windstorm, lightning strike, or even a car colliding with a power pole. If you believe an interruption would create a significant threat to public safety or health, we advise you to secure sufficient backup generation to guarantee electricity availability in those exigent circumstances. You may choose to seek the services of a qualified consultant who can offer guidance and advice regarding the installation and operation of appropriate equipment to enable your business to operate safely during outages of short duration, or at a minimum, to safely shut down your operations.





PORTFOLIO CHARACTERISTICS

Average Duration	1.16
Average Coupon	0.72 %
Average Purchase YTM	0.68 %
Average Market YTM	0.59 %
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.25 yrs
Average Life	1.16 yrs

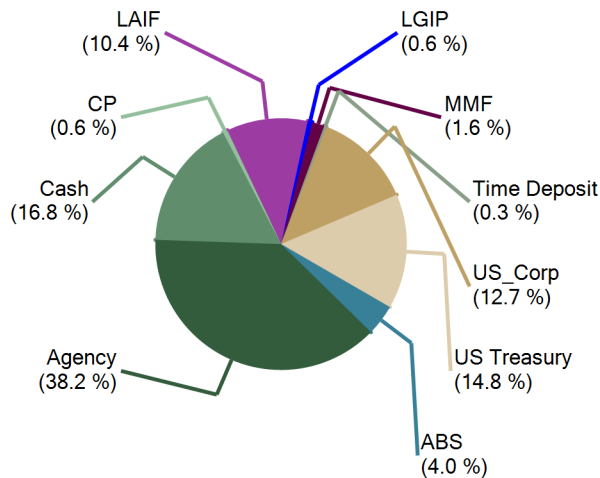
ACCOUNT SUMMARY

	Beg. Values as of 9/30/15	End Values as of 10/31/15
Market Value	173,802,270	162,898,460
Accrued Interest	317,185	229,781
Total Market Value	174,119,456	163,128,241
Income Earned	95,923	91,681
Cont/WD		
Par	173,464,941	162,718,681
Book Value	173,429,501	162,671,360
Cost Value	173,735,010	162,892,909

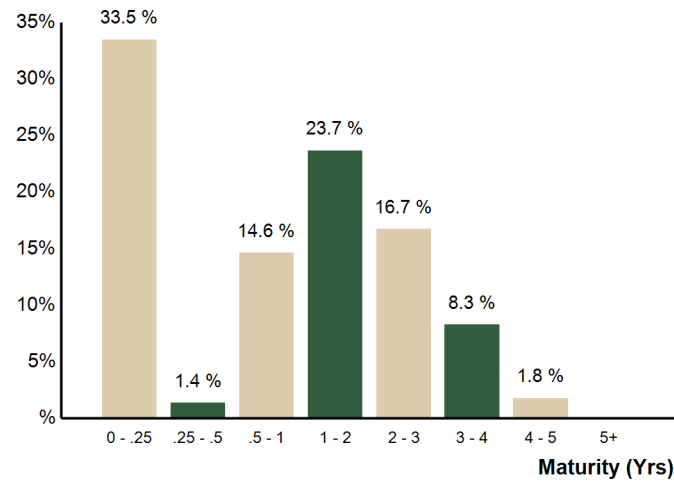
TOP ISSUERS

Issuer	% Portfolio
Custodial Checking Account	16.5 %
Government of United States	14.8 %
Federal National Mortgage Assoc	12.2 %
Local Agency Investment Fund	10.4 %
Federal Home Loan Bank	10.4 %
Federal Home Loan Mortgage Corp	9.7 %
Federal Farm Credit Bank	5.9 %
Drefus Treasury MMKT FD 521	1.6 %
	81.5 %

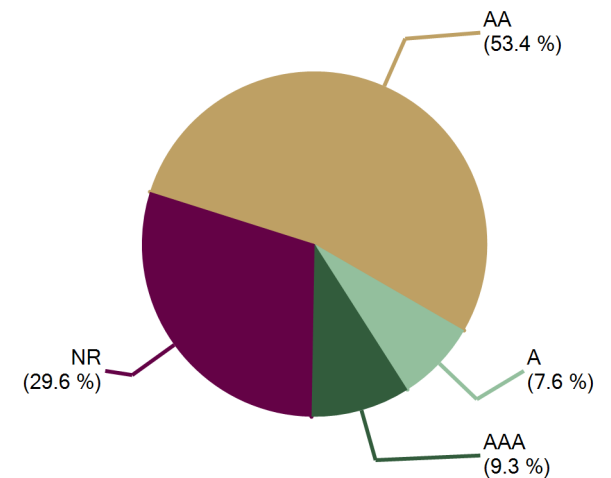
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





County of Mendocino Consolidated

October 31, 2015

COMPLIANCE WITH INVESTMENT POLICY

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" or rated within the four highest general classification by a NRSRO; 5% per issuer	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% per issuer	Complies
Supranationals	30% max; 5% per issuer; "AA" rated or higher by two NRSROs; Issued by: IBRD, IFC, IADB	Complies
Banker's Acceptances	40% max; 5% per issuer; 180 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Commercial Paper	40% max; 5% per issuer; 270 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Negotiable Certificates of Deposit	30% max (includes CDARS); 5% per issuer; "A" or higher long term ratings by two NRSROs; "A-1" or higher short term ratings by two NRSROs;	Complies
Medium Term Notes	30% max; 5% per issuer; "A" rated or better by two NRSROs; Issued by corporations organized and operating within U.S.	Complies
Money Market Mutual Funds	20% max; 5% per fund; "AAA"-rated by two NRSROs or SEC registered adviser	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	20% max; "AA"- rated or better by two NRSROs; "A" or higher for the issuer's debt by two NRSROs	Complies
Local Agency Investment Fund	Program limitation	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Prohibited Securities and activities	Reverse repurchase agreements; CMOs; security lending; futures and options; inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Issuer	5% max (except US Government, its agencies and enterprises)	Complies
Maximum maturity	5 years maximum maturity	Complies



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43813CAC4	Honda Auto Receivables 2012-4 A3 0.52% Due 8/18/2016	15,465.48	12/13/2013 0.19 %	15,479.98 15,465.48	99.97 1.31 %	15,461.15 2.90	0.01 % (4.33)	Aaa / AAA NR	0.80 0.04
43814CAC3	Honda Auto Receivables 2013-1 A3 0.48% Due 11/21/2016	63,337.71	04/29/2014 0.26 %	63,377.29 63,340.65	99.98 0.62 %	63,326.94 8.45	0.04 % (13.71)	NR / AAA AAA	1.06 0.12
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	910,000.00	03/11/2014 0.68 %	909,831.83 909,928.02	99.90 0.85 %	909,090.00 270.98	0.56 % (838.02)	Aaa / AAA NR	2.13 0.56
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	1,045,000.00	05/13/2014 0.52 %	1,044,874.39 1,044,935.18	99.87 0.93 %	1,043,641.50 290.57	0.64 % (1,293.68)	Aaa / AAA NR	2.38 0.80
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	1,178,846.17	04/02/2014 0.93 %	1,178,657.32 1,178,755.17	99.84 1.15 %	1,176,936.44 482.02	0.72 % (1,818.73)	Aaa / NR AAA	2.46 0.71
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	1,035,000.00	08/12/2014 0.83 %	1,034,800.35 1,034,882.85	99.90 0.99 %	1,033,954.65 404.80	0.63 % (928.20)	NR / AAA AAA	2.62 0.97
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	1,180,000.00	08/26/2014 1.08 %	1,179,742.29 1,179,835.76	100.03 1.05 %	1,180,306.80 561.16	0.72 % 471.04	Aaa / NR AAA	3.04 1.15
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	1,090,000.00	02/24/2015 1.00 %	1,089,835.19 1,089,872.15	99.97 1.14 %	1,089,640.30 542.58	0.67 % (231.85)	Aaa / AAA NR	3.30 1.53
Total ABS		6,517,649.36	0.84 %	6,516,598.64 6,517,015.26	1.02 %	6,512,357.78 2,563.46	3.99 % (4,657.48)	Aaa / AAA Aaa	2.66 0.95
AGENCY									
3134G3W55	FHLMC Note 0.45% Due 11/24/2015	1,950,000.00	12/14/2012 0.41 %	1,952,067.00 1,950,044.35	100.02 0.21 %	1,950,302.25 3,826.88	1.20 % 257.90	Aaa / AA+ AAA	0.07 0.06
313384PS2	FHLB Discount Note 0.15% Due 11/25/2015	1,500,000.00	04/28/2015 0.15 %	1,498,681.25 1,499,850.00	99.99 0.15 %	1,499,850.00 0.00	0.92 % 0.00	P-1 / A-1+ F-1+	0.07 0.07
313312QF0	FFCB Discount Note 0.17% Due 12/8/2015	1,000,000.00	04/28/2015 0.17 %	998,942.22 999,825.28	99.98 0.17 %	999,825.28 0.00	0.61 % 0.00	P-1 / A-1+ F-1+	0.10 0.10
313371NW2	FHLB Note 1.375% Due 12/11/2015	1,200,000.00	01/04/2013 0.46 %	1,231,848.00 1,201,195.05	100.13 0.21 %	1,201,546.80 6,416.67	0.74 % 351.75	Aaa / AA+ AAA	0.11 0.11
313382B77	FHLB Note 0.42% Due 2/12/2016	1,700,000.00	02/22/2013 0.46 %	1,697,960.00 1,699,805.80	100.06 0.20 %	1,701,048.90 1,566.83	1.04 % 1,243.10	Aaa / AA+ AAA	0.28 0.28
313384XP9	FHLB Discount Note 0.35% Due 6/1/2016	1,000,000.00	06/29/2015 0.36 %	996,713.89 997,929.17	99.79 0.36 %	997,929.17 0.00	0.61 % 0.00	P-1 / A-1+ F-1+	0.59 0.59
313312XU9	FFCB Discount Note 0.37% Due 6/6/2016	2,500,000.00	08/14/2015 0.38 %	2,492,445.83 2,494,398.61	99.78 0.38 %	2,494,398.61 0.00	1.53 % 0.00	P-1 / A-1+ F-1+	0.60 0.60
313312XW5	FFCB Discount Note 0.35% Due 6/8/2016	1,500,000.00	07/31/2015 0.36 %	1,495,435.42 1,496,791.67	99.79 0.36 %	1,496,791.67 0.00	0.92 % 0.00	P-1 / A-1+ F-1+	0.61 0.60
313373SZ6	FHLB Note 2.125% Due 6/10/2016	375,000.00	01/04/2013 0.56 %	394,788.75 378,520.11	101.07 0.37 %	378,999.00 3,121.09	0.23 % 478.89	Aaa / AA+ AAA	0.61 0.60
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,450,000.00	05/29/2012 0.92 %	1,470,503.00 1,454,302.78	100.69 0.49 %	1,460,010.80 1,661.46	0.90 % 5,708.02	Aaa / AA+ AAA	0.91 0.90



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3130A2T97	FHLB Note 0.5% Due 9/28/2016	2,000,000.00	04/28/2015 0.48 %	2,000,700.00 2,000,448.65	100.06 0.43 %	2,001,196.00 916.67	1.23 % 747.35	Aaa / AA+ AAA	0.91 0.91
3137EADS5	FHLMC Note 0.875% Due 10/14/2016	1,350,000.00	10/24/2013 0.70 %	1,357,020.00 1,352,251.58	100.36 0.49 %	1,354,878.90 557.81	0.83 % 2,627.32	Aaa / AA+ AAA	0.96 0.95
3130A0C65	FHLB Note 0.625% Due 12/28/2016	1,700,000.00	Various 0.78 %	1,692,252.50 1,696,901.60	100.09 0.55 %	1,701,535.10 3,630.21	1.05 % 4,633.50	Aaa / AA+ AAA	1.16 1.15
3133EEHY9	FFCB Note 0.7% Due 1/13/2017	750,000.00	02/20/2015 0.71 %	749,902.50 749,937.97	100.15 0.57 %	751,161.00 1,575.00	0.46 % 1,223.03	Aaa / AA+ AAA	1.21 1.19
3133786Q9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,730,442.65	100.42 0.67 %	1,732,258.80 3,737.50	1.06 % 1,816.15	Aaa / AA+ AAA	1.29 1.27
3137EADT3	FHLMC Note 0.875% Due 2/22/2017	1,700,000.00	02/24/2014 0.77 %	1,705,142.50 1,702,257.80	100.37 0.59 %	1,706,339.30 2,851.04	1.05 % 4,081.50	Aaa / AA+ AAA	1.32 1.30
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,650,000.00	10/29/2013 0.83 %	1,659,108.00 1,653,665.51	100.54 0.60 %	1,658,946.30 2,429.17	1.02 % 5,280.79	Aaa / AA+ AAA	1.35 1.34
3135G0ZB2	FNMA Note 0.75% Due 4/20/2017	1,900,000.00	05/27/2014 0.78 %	1,898,214.00 1,899,095.18	100.16 0.64 %	1,902,983.00 435.42	1.17 % 3,887.82	Aaa / AA+ AAA	1.47 1.46
3133EEZR4	FFCB Note 0.6% Due 4/21/2017	1,700,000.00	05/11/2015 0.67 %	1,697,603.00 1,698,187.06	99.77 0.76 %	1,696,139.30 283.33	1.04 % (2,047.76)	Aaa / AA+ AAA	1.47 1.46
3135G0JA2	FNMA Note 1.125% Due 4/27/2017	900,000.00	09/23/2013 1.08 %	901,548.00 900,641.16	100.65 0.68 %	905,894.10 112.50	0.56 % 5,252.94	Aaa / AA+ AAA	1.49 1.48
313379FW4	FHLB Note 1% Due 6/9/2017	1,710,000.00	Various 0.76 %	1,727,890.70 1,716,498.31	100.45 0.72 %	1,717,718.94 6,745.00	1.06 % 1,220.63	Aaa / AA+ AAA	1.61 1.59
313379VE6	FHLB Note 1.01% Due 6/19/2017	2,000,000.00	05/29/2014 0.82 %	2,011,400.00 2,006,082.72	100.40 0.76 %	2,007,976.00 7,406.67	1.24 % 1,893.28	Aaa / AA+ AAA	1.64 1.61
3137EADJ5	FHLMC Note 1% Due 7/28/2017	1,600,000.00	07/29/2013 1.17 %	1,589,550.40 1,595,452.02	100.42 0.76 %	1,606,667.20 4,133.33	0.99 % 11,215.18	Aaa / AA+ AAA	1.74 1.72
3135G0MZ3	FNMA Note 0.875% Due 8/28/2017	1,750,000.00	Various 1.12 %	1,732,254.00 1,742,315.00	100.22 0.75 %	1,753,837.75 2,679.69	1.08 % 11,522.75	Aaa / AA+ AAA	1.83 1.81
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,231.74	99.96 0.85 %	694,748.41 640.94	0.43 % (483.33)	Aaa / AA+ AAA	1.89 1.87
3135G0ZL0	FNMA Note 1% Due 9/27/2017	1,665,000.00	Various 1.08 %	1,660,879.95 1,662,484.34	100.39 0.79 %	1,671,476.85 1,572.50	1.03 % 8,992.51	Aaa / AA+ AAA	1.91 1.88
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	850,000.00	01/29/2015 0.87 %	856,630.00 854,801.26	100.58 0.86 %	854,959.75 219.11	0.52 % 158.49	Aaa / AA+ AAA	1.98 1.95
3135G0PQ0	FNMA Note 0.875% Due 10/26/2017	1,600,000.00	12/15/2014 1.04 %	1,592,368.00 1,594,705.07	100.15 0.80 %	1,602,339.20 194.44	0.98 % 7,634.13	Aaa / AA+ AAA	1.99 1.97
3133EAA32	FFCB Note 0.9% Due 11/15/2017	440,000.00	12/04/2014 1.06 %	437,923.20 438,562.07	100.07 0.87 %	440,289.52 1,826.00	0.27 % 1,727.45	Aaa / AA+ AAA	2.04 2.01
3135G0RT2	FNMA Note 0.875% Due 12/20/2017	1,500,000.00	12/19/2013 1.29 %	1,475,917.50 1,487,142.81	100.06 0.85 %	1,500,940.50 4,776.04	0.92 % 13,797.69	Aaa / AA+ AAA	2.14 2.11



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0TG8	FNMA Note 0.875% Due 2/8/2018	2,000,000.00	04/28/2015 0.90 %	1,998,744.00 1,998,973.94	99.98 0.88 %	1,999,674.00 4,034.72	1.23 % 700.06	Aaa / AA+ AAA	2.28 2.24
3137EADP1	FHLMC Note 0.875% Due 3/7/2018	2,000,000.00	04/28/2015 0.92 %	1,997,546.00 1,997,983.63	99.87 0.93 %	1,997,458.00 2,625.00	1.23 % (525.63)	Aaa / AA+ AAA	2.35 2.32
3130A55J4	FHLB Note 0.9% Due 4/23/2018	2,000,000.00	04/28/2015 0.96 %	1,996,720.00 1,997,279.71	99.72 1.02 %	1,994,378.00 400.00	1.22 % (2,901.71)	Aaa / AA+ NR	2.48 2.44
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	2,400,000.00	07/31/2014 1.49 %	2,345,846.40 2,363,689.82	99.71 0.99 %	2,393,040.00 9,333.33	1.47 % 29,350.18	Aaa / AA+ AAA	2.56 2.51
3135G0E33	FNMA Note 1.125% Due 7/20/2018	1,575,000.00	06/04/2015 1.19 %	1,572,117.75 1,572,487.53	100.30 1.01 %	1,579,696.65 4,971.09	0.97 % 7,209.12	Aaa / AA+ AAA	2.72 2.66
3133ED2C5	FFCB Note 1.95% Due 9/17/2018	225,000.00	06/05/2014 1.51 %	229,092.75 227,750.31	102.15 1.19 %	229,827.38 536.25	0.14 % 2,077.07	Aaa / AA+ AAA	2.88 2.79
3135G0E58	FNMA Note 1.125% Due 10/19/2018	1,700,000.00	08/27/2015 1.18 %	1,697,246.00 1,697,392.85	100.10 1.09 %	1,701,756.10 637.50	1.04 % 4,363.25	Aaa / AA+ AAA	2.97 2.91
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	2,000,000.00	04/28/2015 1.34 %	1,992,880.00 1,993,731.65	99.56 1.37 %	1,991,138.00 6,250.00	1.22 % (2,593.65)	Aaa / AA+ AAA	3.75 3.64
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	2,000,000.00	04/29/2015 1.44 %	1,983,422.00 1,985,319.85	99.27 1.44 %	1,985,414.00 2,013.89	1.22 % 94.15	Aaa / AA+ AAA	3.92 3.81
3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	1,300,000.00	06/30/2015 1.62 %	1,307,294.30 1,306,732.50	101.12 1.47 %	1,314,506.70 9,795.14	0.81 % 7,774.20	Aaa / AA+ AAA	4.07 3.89
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38 %	1,599,579.20 1,599,581.75	99.45 1.50 %	1,591,233.60 11,000.00	0.98 % (8,348.15)	Aaa / AA+ AAA	4.50 4.32
Total Agency		62,160,000.00	0.87 %	62,135,074.61 62,090,690.86	0.74 %	62,221,110.83 114,912.22	38.21 % 130,419.97	Aaa / AA+ Aaa	1.75 1.71
CASH									
90CASH\$00	Cash Custodial Cash Account	501,980.92	Various 0.00 %	501,980.92 501,980.92	1.00 0.00 %	501,980.92 0.00	0.31 % 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	26,933,314.73	Various 0.00 %	26,933,314.73 26,933,314.73	1.00 0.00 %	26,933,314.73 0.00	16.51 % 0.00	NR / NR NR	0.00 0.00
Total Cash		27,435,295.65	N/A	27,435,295.65 27,435,295.65	0.00 %	27,435,295.65 0.00	16.82 % 0.00	NR / NR NR	0.00 0.00
COMMERCIAL PAPER									
89233HYA6	Toyota Motor Credit Discount CP 0.25% Due 11/10/2015	1,000,000.00	04/27/2015 0.25 %	998,638.89 999,937.50	99.99 0.25 %	999,937.50 0.00	0.61 % 0.00	P-1 / A-1+ NR	0.03 0.03
Total Commercial Paper		1,000,000.00	0.25 %	998,638.89 999,937.50	0.25 %	999,937.50 0.00	0.61 % 0.00	Aaa / AAA NR	0.03 0.03



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	17,000,000.00	Various 0.36 %	17,000,000.00 17,000,000.00	1.00 0.36 %	17,000,000.00 9,752.43	10.43 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		17,000,000.00	0.36 %	17,000,000.00	0.36 %	17,000,000.00 9,752.43	10.43 % 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	Public Financial Management CAMP	1,000,000.00	Various 0.13 %	1,000,000.00 1,000,000.00	1.00 0.13 %	1,000,000.00 0.00	0.61 % 0.00	NR / NR NR	0.00 0.00
Total Local Gov Investment Pool		1,000,000.00	0.13 %	1,000,000.00	0.13 %	1,000,000.00 0.00	0.61 % 0.00	NR / NR NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Short-Intermediate Gov Treasury Cash Management Fd521	2,555,735.68	Various 0.01 %	2,555,735.68 2,555,735.68	1.00 0.01 %	2,555,735.68 0.00	1.57 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		2,555,735.68	0.01 %	2,555,735.68	0.01 %	2,555,735.68 0.00	1.57 % 0.00	Aaa / AAA Aaa	0.00 0.00
TIME DEPOSIT									
90MEND\$00	Savings Bank of Mendocino Coun Time Deposit 0.35% Due 3/3/2016	250,000.00	03/03/2015 0.35 %	250,000.00 250,000.00	100.00 0.35 %	250,000.00 70.49	0.15 % 0.00	NR / NR NR	0.34 0.34
90MEND\$01	MendoLake Credit Union Time Deposit 0.3% Due 3/31/2016	250,000.00	03/31/2015 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 2.08	0.15 % 0.00	NR / NR NR	0.42 0.42
Total Time Deposit		500,000.00	0.33 %	500,000.00	0.33 %	500,000.00 72.57	0.31 % 0.00	NR / NR NR	0.38 0.38
US CORPORATE									
037833AH3	Apple Inc Note 0.45% Due 5/3/2016	1,725,000.00	Various 0.53 %	1,721,119.25 1,724,283.27	100.04 0.37 %	1,725,662.40 3,838.13	1.06 % 1,379.13	Aa1 / AA+ NR	0.51 0.50
06406HBX6	Bank of New York Note 2.3% Due 7/28/2016	1,325,000.00	Various 0.93 %	1,390,154.12 1,338,191.10	101.27 0.58 %	1,341,851.35 7,872.70	0.83 % 3,660.25	A1 / A+ AA-	0.74 0.73
742718DV8	Procter & Gamble Co Note 1.45% Due 8/15/2016	1,120,000.00	09/16/2013 0.97 %	1,135,523.20 1,124,213.65	100.70 0.56 %	1,127,860.16 3,428.44	0.69 % 3,646.51	Aa3 / AA- NR	0.79 0.78
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	1,500,000.00	Various 1.10 %	1,538,376.75 1,509,620.01	101.11 0.57 %	1,516,665.00 3,545.83	0.93 % 7,044.99	A2 / A NR	0.88 0.87
458140AH3	Intel Corp Note 1.95% Due 10/1/2016	1,500,000.00	Various 0.86 %	1,553,867.54 1,514,812.77	101.25 0.58 %	1,518,811.50 2,437.51	0.93 % 3,998.73	A1 / A+ A+	0.92 0.91



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
02665WAB7	American Honda Finance Note 1.125% Due 10/7/2016	1,590,000.00	Various 0.77 %	1,603,449.50 1,595,155.85	100.47 0.62 %	1,597,412.58 1,192.50	0.98 % 2,256.73	A1 / A+ NR	0.94 0.93
674599CB9	Occidental Petroleum Note 1.75% Due 2/15/2017	970,000.00	03/08/2013 1.13 %	993,115.10 977,603.02	100.78 1.14 %	977,602.86 3,583.61	0.60 % (0.16)	A2 / A A	1.30 1.27
25468PCS3	Walt Disney Company Note 1.125% Due 2/15/2017	1,225,000.00	Various 0.93 %	1,233,734.25 1,228,007.45	100.50 0.74 %	1,231,101.73 2,909.38	0.76 % 3,094.28	A2 / A A	1.30 1.28
17275RAT9	Cisco Systems Note 1.1% Due 3/3/2017	475,000.00	03/04/2014 0.97 %	476,800.25 475,804.51	100.50 0.72 %	477,376.43 841.81	0.29 % 1,571.92	A1 / AA- NR	1.34 1.33
36962G5W0	General Electric Capital Corp Note 2.3% Due 4/27/2017	1,500,000.00	Various 1.31 %	1,548,780.60 1,521,519.84	101.86 1.04 %	1,527,933.00 383.33	0.94 % 6,413.16	A1 / AA+ NR	1.49 1.46
91159HHD5	US Bancorp Callable Note Cont 4/15/2017 1.65% Due 5/15/2017	1,500,000.00	Various 1.20 %	1,521,893.60 1,509,573.04	100.86 1.05 %	1,512,922.51 11,412.50	0.93 % 3,349.47	A1 / A+ AA	1.54 1.43
717081DJ9	Pfizer Inc. Note 1.1% Due 5/15/2017	515,000.00	05/12/2014 1.13 %	514,546.80 514,768.02	100.30 0.90 %	516,559.94 2,612.19	0.32 % 1,791.92	A1 / AA A+	1.54 1.52
25468PCZ7	Walt Disney Company Note 0.875% Due 5/30/2017	500,000.00	05/30/2014 0.97 %	498,647.30 499,285.83	99.95 0.90 %	499,770.00 1,835.07	0.31 % 484.17	A2 / A A	1.58 1.56
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	1,400,000.00	01/13/2014 1.40 %	1,389,710.00 1,394,629.34	100.37 1.01 %	1,405,213.60 746.67	0.86 % 10,584.26	A1 / AA- A+	1.96 1.93
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,976.39	99.39 1.36 %	149,079.30 761.25	0.09 % (897.09)	A2 / A NR	2.02 1.98
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	800,000.00	01/29/2015 1.41 %	801,960.00 801,467.27	100.36 1.33 %	802,884.80 3,500.00	0.49 % 1,417.53	A2 / A+ AA-	2.21 2.16
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	1,480,000.00	02/03/2015 1.23 %	1,475,486.00 1,476,589.79	99.76 1.23 %	1,476,474.64 3,931.25	0.91 % (115.15)	Aa3 / AA- A+	2.27 2.22
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	1,250,000.00	03/03/2015 1.54 %	1,248,425.00 1,248,764.14	100.19 1.41 %	1,252,393.75 2,656.25	0.77 % 3,629.61	A2 / A A	2.36 2.22
Total US Corporate		20,525,000.00	1.07 %	20,795,530.76 20,604,265.29	0.85 %	20,657,575.55 57,488.42	12.70 % 53,310.26	A1 / A+ A+	1.35 1.31
US TREASURY									
912828VL1	US Treasury Note 0.625% Due 7/15/2016	1,000,000.00	Various 0.59 %	1,000,574.90 1,000,216.75	100.17 0.38 %	1,001,706.00 1,851.22	0.62 % 1,489.25	Aaa / AA+ AAA	0.71 0.70
912828RF9	US Treasury Note 1% Due 8/31/2016	1,900,000.00	12/19/2012 0.51 %	1,934,221.21 1,907,706.11	100.47 0.43 %	1,908,931.90 3,236.26	1.17 % 1,225.79	Aaa / AA+ AAA	0.84 0.83
912828WA4	US Treasury Note 0.625% Due 10/15/2016	1,900,000.00	Various 0.59 %	1,901,451.68 1,900,585.39	100.16 0.45 %	1,903,093.20 551.57	1.17 % 2,507.81	Aaa / AA+ AAA	0.96 0.95
912828WF3	US Treasury Note 0.625% Due 11/15/2016	2,450,000.00	Various 0.66 %	2,447,854.57 2,449,178.24	100.16 0.47 %	2,453,861.20 7,073.71	1.51 % 4,682.96	Aaa / AA+ AAA	1.04 1.03



Holdings Report

As of 10/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828C32	US Treasury Note 0.75% Due 3/15/2017	2,000,000.00	04/23/2014 0.86 %	1,993,834.83 1,997,069.79	100.23 0.58 %	2,004,610.00 1,936.81	1.23 % 7,540.21	Aaa / AA+ AAA	1.37 1.36
912828TS9	US Treasury Note 0.625% Due 9/30/2017	1,950,000.00	Various 1.05 %	1,922,434.27 1,934,438.16	99.78 0.74 %	1,945,733.40 1,065.58	1.19 % 11,295.24	Aaa / AA+ AAA	1.92 1.90
912828TW0	US Treasury Note 0.75% Due 10/31/2017	1,800,000.00	04/30/2014 1.13 %	1,776,451.34 1,786,569.90	99.97 0.76 %	1,799,485.20 37.09	1.10 % 12,915.30	Aaa / AA+ AAA	2.00 1.98
912828UA6	US Treasury Note 0.625% Due 11/30/2017	1,800,000.00	06/05/2014 1.07 %	1,772,654.47 1,783,674.31	99.64 0.80 %	1,793,577.60 4,733.61	1.10 % 9,903.29	Aaa / AA+ AAA	2.08 2.06
912828UZ1	US Treasury Note 0.625% Due 4/30/2018	2,000,000.00	04/28/2015 0.90 %	1,983,991.08 1,986,705.45	99.23 0.94 %	1,984,584.00 34.34	1.22 % (2,121.45)	Aaa / AA+ AAA	2.50 2.47
912828WD8	US Treasury Note 1.25% Due 10/31/2018	1,800,000.00	06/30/2015 1.14 %	1,806,615.41 1,805,942.47	100.57 1.06 %	1,810,265.40 61.81	1.11 % 4,322.93	Aaa / AA+ AAA	3.00 2.94
912828A34	US Treasury Note 1.25% Due 11/30/2018	1,800,000.00	06/30/2015 1.17 %	1,804,927.91 1,804,438.67	100.51 1.08 %	1,809,234.00 9,467.21	1.11 % 4,795.33	Aaa / AA+ AAA	3.08 3.00
912828SX9	US Treasury Note 1.125% Due 5/31/2019	2,000,000.00	04/28/2015 1.21 %	1,993,444.20 1,994,260.93	99.58 1.25 %	1,991,536.00 9,467.21	1.23 % (2,724.93)	Aaa / AA+ AAA	3.58 3.48
912828TC4	US Treasury Note 1% Due 6/30/2019	1,625,000.00	10/21/2015 1.13 %	1,617,578.69 1,617,633.79	99.07 1.26 %	1,609,829.00 5,475.54	0.99 % (7,804.79)	Aaa / AA+ AAA	3.67 3.57
Total US Treasury		24,025,000.00	0.92 %	23,956,034.56 23,968,419.96	0.79 %	24,016,446.90 44,991.96	14.75 % 48,026.94	Aaa / AA+ Aaa	2.06 2.03
TOTAL PORTFOLIO		162,718,680.69	0.68 %	162,892,908.79 162,671,360.20	0.59 %	162,898,459.89 229,781.06	100.00 % 227,099.69	Aa1 / AA+ Aaa	1.25 1.16
TOTAL MARKET VALUE PLUS ACCRUED						163,128,240.95			



PORTFOLIO CHARACTERISTICS

Average Duration	1.03
Average Coupon	0.73 %
Average Purchase YTM	0.69 %
Average Market YTM	0.70 %
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.11 yrs
Average Life	1.03 yrs

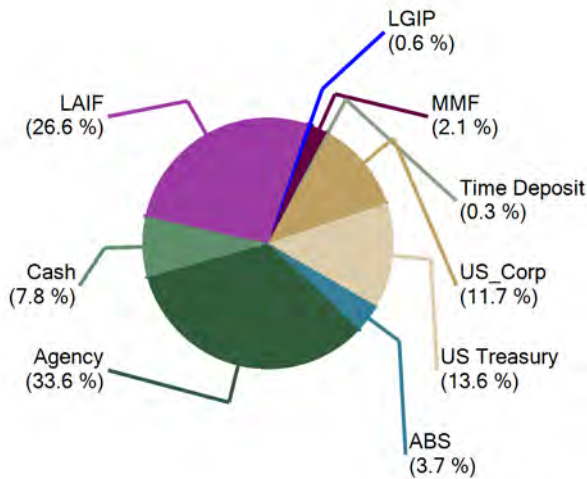
ACCOUNT SUMMARY

	Beg. Values as of 10/31/15	End Values as of 11/30/15
Market Value	162,898,460	176,261,882
Accrued Interest	229,781	224,958
Total Market Value	163,128,241	176,486,840
Income Earned Cont/WD	91,681	93,253
Par	162,718,681	176,384,300
Book Value	162,671,360	176,333,836
Cost Value	162,892,909	176,558,905

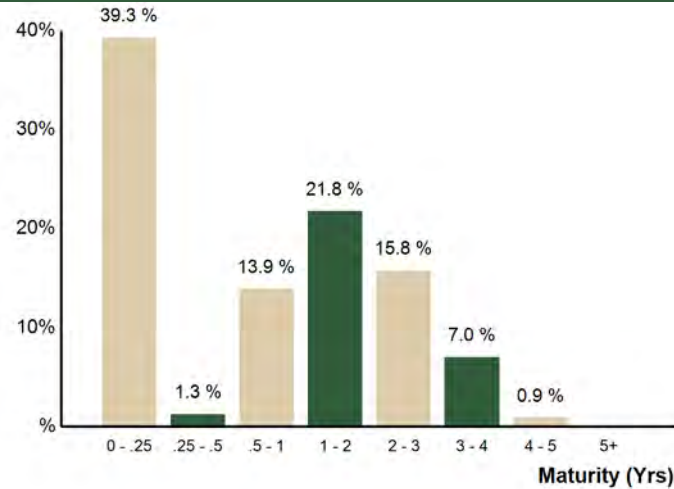
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	26.6 %
Government of United States	13.6 %
Federal National Mortgage Assoc	11.2 %
Federal Home Loan Bank	9.1 %
Federal Home Loan Mortgage Corp	7.9 %
Custodial Checking Account	7.7 %
Federal Farm Credit Bank	5.5 %
Drefus Treasury MMKT FD 521	2.1 %
	83.6 %

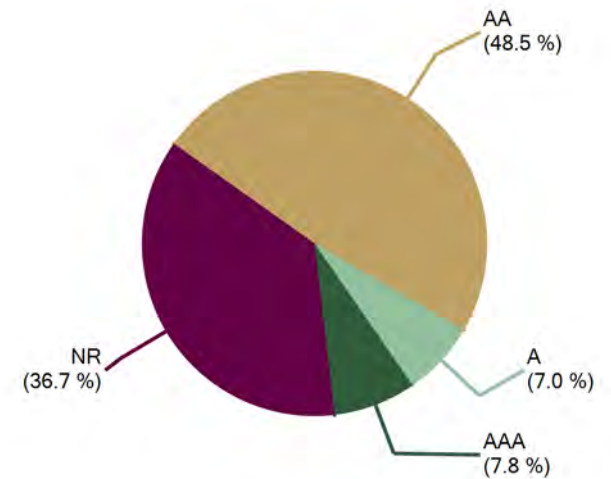
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





County of Mendocino Consolidated

November 30, 2015

COMPLIANCE WITH INVESTMENT POLICY

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" or rated within the four highest general classification by a NRSRO; 5% per issuer	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% per issuer	Complies
Supranationals	30% max; 5% per issuer; "AA" rated or higher by two NRSROs; Issued by: IBRD, IFC, IADB	Complies
Banker's Acceptances	40% max; 5% per issuer; 180 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Commercial Paper	40% max; 5% per issuer; 270 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Negotiable Certificates of Deposit	30% max (includes CDARS); 5% per issuer; "A" or higher long term ratings by two NRSROs; "A-1" or higher short term ratings by two NRSROs;	Complies
Medium Term Notes	30% max; 5% per issuer; "A" rated or better by two NRSROs; Issued by corporations organized and operating within U.S.	Complies
Money Market Mutual Funds	20% max; 5% per fund; "AAA"-rated by two NRSROs or SEC registered adviser	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	20% max; "AA"- rated or better by two NRSROs; "A" or higher for the issuer's debt by two NRSROs	Complies
Local Agency Investment Fund	Program limitation	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Prohibited Securities and activities	Reverse repurchase agreements; CMOs; security lending; futures and options; inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Issuer	5% max (except US Government, its agencies and enterprises)	Complies
Maximum maturity	5 years maximum maturity	Complies



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43814CAC3	Honda Auto Receivables 2013-1 A3 0.48% Due 11/21/2016	41,153.04	04/29/2014 0.26 %	41,178.76 41,153.65	99.98 0.88 %	41,145.18 5.49	0.02 % (8.47)	NR / AAA AAA	0.98 0.09
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	850,974.01	03/11/2014 0.68 %	850,816.75 850,911.26	99.89 0.88 %	850,009.86 253.40	0.48 % (901.40)	Aaa / AAA NR	2.04 0.55
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	1,045,000.00	05/13/2014 0.52 %	1,044,874.39 1,044,938.63	99.85 0.98 %	1,043,395.93 290.57	0.59 % (1,542.70)	Aaa / AAA NR	2.30 0.72
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	1,265,000.00	04/02/2014 0.93 %	1,264,797.35 1,264,907.87	99.82 1.19 %	1,262,763.48 517.24	0.72 % (2,144.39)	Aaa / NR AAA	2.38 0.65
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	1,035,000.00	08/12/2014 0.83 %	1,034,800.35 1,034,888.50	99.82 1.08 %	1,033,149.42 404.80	0.59 % (1,739.08)	NR / AAA AAA	2.54 0.89
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	1,180,000.00	08/26/2014 1.08 %	1,179,742.29 1,179,842.38	99.94 1.13 %	1,179,273.12 561.16	0.67 % (569.26)	Aaa / NR AAA	2.96 1.09
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	1,090,000.00	02/24/2015 1.00 %	1,089,835.19 1,089,876.74	99.84 1.23 %	1,088,263.63 542.58	0.62 % (1,613.11)	Aaa / AAA NR	3.21 1.43
Total ABS		6,507,127.05	0.85 %	6,506,045.08 6,506,519.03	1.09 %	6,498,000.62 2,575.24	3.68 % (8,518.41)	Aaa / AAA Aaa	2.59 0.89
AGENCY									
313312QF0	FFCB Discount Note 0.17% Due 12/8/2015	1,000,000.00	04/28/2015 0.17 %	998,942.22 999,966.94	100.00 0.17 %	999,966.94 0.00	0.57 % 0.00	P-1 / A-1+ F-1+	0.02 0.02
313371NW2	FHLB Note 1.375% Due 12/11/2015	1,200,000.00	01/04/2013 0.46 %	1,231,848.00 1,200,298.76	100.04 0.16 %	1,200,444.00 7,791.67	0.68 % 145.24	Aaa / AA+ AAA	0.03 0.03
313382B77	FHLB Note 0.42% Due 2/12/2016	1,700,000.00	02/22/2013 0.46 %	1,697,960.00 1,699,862.37	100.02 0.34 %	1,700,266.90 2,161.83	0.96 % 404.53	Aaa / AA+ AAA	0.20 0.20
313384XP9	FHLB Discount Note 0.35% Due 6/1/2016	1,000,000.00	06/29/2015 0.36 %	996,713.89 998,220.83	99.82 0.36 %	998,220.83 0.00	0.57 % 0.00	P-1 / A-1+ F-1+	0.50 0.50
313312XU9	FFCB Discount Note 0.37% Due 6/6/2016	2,500,000.00	08/14/2015 0.38 %	2,492,445.83 2,495,169.44	99.81 0.38 %	2,495,169.44 0.00	1.41 % 0.00	P-1 / A-1+ F-1+	0.52 0.52
313312XW5	FFCB Discount Note 0.35% Due 6/8/2016	1,500,000.00	07/31/2015 0.36 %	1,495,435.42 1,497,229.17	99.82 0.36 %	1,497,229.17 0.00	0.85 % 0.00	P-1 / A-1+ F-1+	0.52 0.52
313373SZ6	FHLB Note 2.125% Due 6/10/2016	375,000.00	01/04/2013 0.56 %	394,788.75 378,044.42	100.84 0.52 %	378,167.25 3,785.16	0.22 % 122.83	Aaa / AA+ AAA	0.53 0.52
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,450,000.00	05/29/2012 0.92 %	1,470,503.00 1,453,913.97	100.46 0.70 %	1,456,597.50 3,171.88	0.83 % 2,683.53	Aaa / AA+ AAA	0.83 0.82
3130A2T97	FHLB Note 0.5% Due 9/28/2016	2,000,000.00	04/28/2015 0.48 %	2,000,700.00 2,000,408.11	99.82 0.72 %	1,996,306.00 1,750.00	1.13 % (4,102.11)	Aaa / AA+ AAA	0.83 0.82
3137EADS5	FHLMC Note 0.875% Due 10/14/2016	1,350,000.00	10/24/2013 0.70 %	1,357,020.00 1,352,057.47	100.17 0.68 %	1,352,323.35 1,542.19	0.77 % 265.88	Aaa / AA+ AAA	0.87 0.87
3130A0C65	FHLB Note 0.625% Due 12/28/2016	1,700,000.00	Various 0.78 %	1,692,252.50 1,697,121.34	99.81 0.80 %	1,696,848.20 4,515.63	0.96 % (273.14)	Aaa / AA+ AAA	1.08 1.07



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EEHY9	FFCB Note 0.7% Due 1/13/2017	750,000.00	02/20/2015 0.71 %	749,902.50 749,942.21	99.99 0.71 %	749,946.00 2,012.50	0.43 % 3.79	Aaa / AA+ AAA	1.12 1.11
3133786Q9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,730,095.25	100.27 0.78 %	1,729,633.35 5,175.00	0.98 % (461.90)	Aaa / AA+ AAA	1.21 1.19
3137EADT3	FHLMC Note 0.875% Due 2/22/2017	1,700,000.00	02/24/2014 0.77 %	1,705,142.50 1,702,116.39	100.13 0.77 %	1,702,150.50 4,090.63	0.97 % 34.11	Aaa / AA+ AAA	1.23 1.22
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,650,000.00	10/29/2013 0.83 %	1,659,108.00 1,653,442.45	100.23 0.81 %	1,653,861.00 3,804.17	0.94 % 418.55	Aaa / AA+ AAA	1.27 1.26
3135G0ZB2	FNMA Note 0.75% Due 4/20/2017	1,900,000.00	05/27/2014 0.78 %	1,898,214.00 1,899,145.83	99.95 0.79 %	1,898,956.90 1,622.92	1.08 % (188.93)	Aaa / AA+ AAA	1.39 1.38
3133EEZR4	FFCB Note 0.6% Due 4/21/2017	1,700,000.00	05/11/2015 0.67 %	1,697,603.00 1,698,288.34	99.60 0.89 %	1,693,118.40 1,133.33	0.96 % (5,169.94)	Aaa / AA+ AAA	1.39 1.38
3135G0JA2	FNMA Note 1.125% Due 4/27/2017	900,000.00	09/23/2013 1.08 %	901,548.00 900,605.74	100.40 0.84 %	903,638.70 956.25	0.51 % 3,032.96	Aaa / AA+ AAA	1.41 1.39
313379FW4	FHLB Note 1% Due 6/9/2017	1,710,000.00	Various 0.76 %	1,727,890.70 1,716,165.64	100.15 0.90 %	1,712,638.54 8,170.00	0.98 % (3,527.10)	Aaa / AA+ AAA	1.53 1.50
313379VE6	FHLB Note 1.01% Due 6/19/2017	2,000,000.00	05/29/2014 0.82 %	2,011,400.00 2,005,776.54	100.20 0.88 %	2,004,058.00 9,090.00	1.14 % (1,718.54)	Aaa / AA+ AAA	1.55 1.53
3137EADJ5	FHLMC Note 1% Due 7/28/2017	1,600,000.00	07/29/2013 1.17 %	1,589,550.40 1,595,666.89	100.18 0.89 %	1,602,811.20 5,466.67	0.91 % 7,144.31	Aaa / AA+ AAA	1.66 1.64
3135G0MZ3	FNMA Note 0.875% Due 8/28/2017	1,750,000.00	Various 1.12 %	1,732,254.00 1,742,661.17	99.89 0.94 %	1,748,073.25 3,955.73	0.99 % 5,412.08	Aaa / AA+ AAA	1.75 1.72
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,221.67	99.72 0.99 %	693,055.39 1,121.65	0.39 % (2,166.28)	Aaa / AA+ AAA	1.81 1.79
3135G0ZL0	FNMA Note 1% Due 9/27/2017	1,665,000.00	Various 1.08 %	1,660,879.95 1,662,592.77	100.03 0.98 %	1,665,489.51 2,960.00	0.95 % 2,896.74	Aaa / AA+ AAA	1.83 1.80
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	850,000.00	01/29/2015 0.87 %	856,630.00 854,601.77	100.40 0.95 %	853,390.65 1,040.78	0.48 % (1,211.12)	Aaa / AA+ AAA	1.90 1.87
3135G0PQ0	FNMA Note 0.875% Due 10/26/2017	1,600,000.00	12/15/2014 1.04 %	1,592,368.00 1,594,924.17	99.79 0.99 %	1,596,638.40 1,361.11	0.91 % 1,714.23	Aaa / AA+ AAA	1.91 1.88
3133EAA32	FFCB Note 0.9% Due 11/15/2017	440,000.00	12/04/2014 1.06 %	437,923.20 438,619.97	99.80 1.00 %	439,125.72 176.00	0.25 % 505.75	Aaa / AA+ AAA	1.96 1.94
3135G0RT2	FNMA Note 0.875% Due 12/20/2017	1,500,000.00	12/19/2013 1.29 %	1,475,917.50 1,487,637.32	99.67 1.04 %	1,495,018.50 5,869.79	0.85 % 7,381.18	Aaa / AA+ AAA	2.06 2.02
3135G0TG8	FNMA Note 0.875% Due 2/8/2018	2,000,000.00	04/28/2015 0.90 %	1,998,744.00 1,999,011.02	99.55 1.08 %	1,990,982.00 5,493.06	1.13 % (8,029.02)	Aaa / AA+ AAA	2.19 2.16
3137EADP1	FHLMC Note 0.875% Due 3/7/2018	2,000,000.00	04/28/2015 0.92 %	1,997,546.00 1,998,054.21	99.47 1.11 %	1,989,350.00 4,083.33	1.13 % (8,704.21)	Aaa / AA+ AAA	2.27 2.24
3130A55J4	FHLB Note 0.9% Due 4/23/2018	2,000,000.00	04/28/2015 0.96 %	1,996,720.00 1,997,369.98	99.35 1.18 %	1,986,908.00 1,900.00	1.13 % (10,461.98)	Aaa / AA+ NR	2.40 2.36



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	2,400,000.00	07/31/2014 1.49 %	2,345,846.40 2,364,858.60	99.21 1.20 %	2,381,126.40 583.33	1.35 % 16,267.80	Aaa / AA+ AAA	2.47 2.44
3135G0E33	FNMA Note 1.125% Due 7/20/2018	1,575,000.00	06/04/2015 1.19 %	1,572,117.75 1,572,563.51	99.79 1.20 %	1,571,763.38 6,447.66	0.89 % (800.13)	Aaa / AA+ AAA	2.64 2.58
3133ED2C5	FFCB Note 1.95% Due 9/17/2018	225,000.00	06/05/2014 1.51 %	229,092.75 227,671.80	101.61 1.36 %	228,629.03 901.88	0.13 % 957.23	Aaa / AA+ AAA	2.80 2.71
3135G0E58	FNMA Note 1.125% Due 10/19/2018	1,700,000.00	08/27/2015 1.18 %	1,697,246.00 1,697,465.07	99.50 1.30 %	1,691,574.80 2,231.25	0.96 % (5,890.27)	Aaa / AA+ AAA	2.89 2.83
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	2,000,000.00	04/28/2015 1.34 %	1,992,880.00 1,993,869.02	98.95 1.55 %	1,978,960.00 8,333.33	1.13 % (14,909.02)	Aaa / AA+ AAA	3.67 3.56
313380FB8	FHLB Note 1.375% Due 9/13/2019	660,000.00	10/30/2015 1.38 %	659,795.40 659,799.61	99.41 1.54 %	656,121.18 1,966.25	0.37 % (3,678.43)	Aaa / AA+ NR	3.79 3.66
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	2,000,000.00	04/29/2015 1.44 %	1,983,422.00 1,985,627.61	98.63 1.62 %	1,972,574.00 4,097.22	1.12 % (13,053.61)	Aaa / AA+ AAA	3.84 3.72
3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	1,300,000.00	06/30/2015 1.62 %	1,307,294.30 1,306,596.58	100.48 1.63 %	1,306,229.60 315.97	0.74 % (366.98)	Aaa / AA+ AAA	3.99 3.84
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38 %	1,599,579.20 1,599,589.38	98.82 1.65 %	1,581,081.60 1,833.33	0.90 % (18,507.78)	Aaa / AA+ AAA	4.42 4.26
Total Agency		59,370,000.00	0.91 %	59,344,121.76 59,302,273.33	0.93 %	59,248,443.58 120,911.50	33.64 % (53,829.75)	Aaa / AA+ Aaa	1.78 1.75
CASH									
90CHECK\$1	Checking Deposit Bank Account	13,592,674.89	Various 0.00 %	13,592,674.89 13,592,674.89	1.00 0.00 %	13,592,674.89 0.00	7.70 % 0.00	NR / NR NR	0.00 0.00
90CASH\$00	Cash Custodial Cash Account	190,603.65	Various 0.00 %	190,603.65 190,603.65	1.00 0.00 %	190,603.65 0.00	0.11 % 0.00	NR / NR NR	0.00 0.00
Total Cash		13,783,278.54	N/A	13,783,278.54 13,783,278.54	0.00 %	13,783,278.54 0.00	7.81 % 0.00	NR / NR NR	0.00 0.00
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	47,000,000.00	Various 0.37 %	47,000,000.00 47,000,000.00	1.00 0.37 %	47,000,000.00 15,259.02	26.64 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		47,000,000.00	0.37 %	47,000,000.00 47,000,000.00	0.37 %	47,000,000.00 15,259.02	26.64 % 0.00	NR / NR NR	0.00 0.00



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	Public Financial Management CAMP	1,000,000.00	Various 0.16 %	1,000,000.00 1,000,000.00	1.00 0.16 %	1,000,000.00 0.00	0.57 % 0.00	NR / NR NR	0.00 0.00
Total Local Gov Investment Pool		1,000,000.00	0.16 %	1,000,000.00 1,000,000.00	0.16 %	1,000,000.00 0.00	0.57 % 0.00	NR / NR NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Short-Intermediate Gov Treasury Cash Management Fd521	3,673,894.67	Various 0.01 %	3,673,894.67 3,673,894.67	1.00 0.01 %	3,673,894.67 0.00	2.08 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		3,673,894.67	0.01 %	3,673,894.67 3,673,894.67	0.01 %	3,673,894.67 0.00	2.08 % 0.00	Aaa / AAA Aaa	0.00 0.00
TIME DEPOSIT									
90MEND\$00	Savings Bank of Mendocino Coun Time Deposit 0.35% Due 3/3/2016	250,000.00	03/03/2015 0.35 %	250,000.00 250,000.00	100.00 0.35 %	250,000.00 68.06	0.14 % 0.00	NR / NR NR	0.26 0.26
90MEND\$01	MendoLake Credit Union Time Deposit 0.3% Due 3/31/2016	250,000.00	03/31/2015 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 2.08	0.14 % 0.00	NR / NR NR	0.33 0.34
Total Time Deposit		500,000.00	0.33 %	500,000.00 500,000.00	0.33 %	500,000.00 70.14	0.28 % 0.00	NR / NR NR	0.30 0.30
US CORPORATE									
037833AH3	Apple Inc Note 0.45% Due 5/3/2016	1,725,000.00	Various 0.53 %	1,721,119.25 1,724,400.13	100.01 0.43 %	1,725,136.28 603.75	0.98 % 736.15	Aa1 / AA+ NR	0.42 0.42
06406HBX6	Bank of New York Note 2.3% Due 7/28/2016	1,325,000.00	Various 0.93 %	1,390,154.12 1,336,725.43	101.02 0.75 %	1,338,479.22 10,412.30	0.76 % 1,753.79	A1 / A+ AA-	0.66 0.65
742718DV8	Procter & Gamble Co Note 1.45% Due 8/15/2016	1,120,000.00	09/16/2013 0.97 %	1,135,523.20 1,123,774.73	100.59 0.61 %	1,126,609.12 4,781.78	0.64 % 2,834.39	Aa3 / AA- NR	0.71 0.70
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	1,500,000.00	Various 1.10 %	1,538,376.75 1,508,715.31	100.91 0.70 %	1,513,584.00 5,858.34	0.86 % 4,868.69	A2 / A NR	0.79 0.78
458140AH3	Intel Corp Note 1.95% Due 10/1/2016	1,500,000.00	Various 0.86 %	1,553,867.54 1,513,486.26	101.04 0.70 %	1,515,639.00 4,875.00	0.86 % 2,152.74	A1 / A+ A+	0.84 0.83
02665WAB7	American Honda Finance Note 1.125% Due 10/7/2016	1,590,000.00	Various 0.77 %	1,603,449.50 1,594,702.26	100.24 0.84 %	1,593,804.87 2,683.13	0.90 % (897.39)	A1 / A+ NR	0.85 0.85
674599CB9	Occidental Petroleum Note 1.75% Due 2/15/2017	970,000.00	03/08/2013 1.13 %	993,115.10 977,119.77	100.54 1.30 %	975,203.08 4,998.19	0.56 % (1,916.69)	A2 / A A	1.21 1.19
25468PCS3	Walt Disney Company Note 1.125% Due 2/15/2017	1,225,000.00	Various 0.93 %	1,233,734.25 1,227,816.30	100.31 0.86 %	1,228,846.50 4,057.82	0.70 % 1,030.20	A2 / A A	1.21 1.19



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
17275RAT9	Cisco Systems Note 1.1% Due 3/3/2017	475,000.00	03/04/2014 0.97 %	476,800.25 475,755.05	100.25 0.90 %	476,208.88 1,277.22	0.27 % 453.83	A1 / AA- NR	1.26 1.24
36962G5W0	General Electric Capital Corp Note 2.3% Due 4/27/2017	1,500,000.00	Various 1.31 %	1,548,780.60 1,520,330.90	101.60 1.15 %	1,524,003.00 3,258.33	0.87 % 3,672.10	A1 / AA+ NR	1.41 1.38
91159HHD5	US Bancorp Callable Note Cont 4/15/2017 1.65% Due 5/15/2017	1,500,000.00	Various 1.20 %	1,521,893.60 1,509,032.19	100.72 1.12 %	1,510,821.00 1,100.00	0.86 % 1,788.81	A1 / A+ AA	1.46 1.36
717081DJ9	Pfizer Inc. Note 1.1% Due 5/15/2017	515,000.00	05/12/2014 1.13 %	514,546.80 514,780.43	100.13 1.01 %	515,677.23 251.78	0.29 % 896.80	A1 / AA A+	1.46 1.44
25468PCZ7	Walt Disney Company Note 0.875% Due 5/30/2017	500,000.00	05/30/2014 0.97 %	498,647.30 499,323.03	99.79 1.02 %	498,959.51 12.15	0.28 % (363.52)	A2 / A A	1.50 1.49
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	1,400,000.00	01/13/2014 1.40 %	1,389,710.00 1,394,855.00	100.23 1.07 %	1,403,271.80 2,146.67	0.80 % 8,416.80	A1 / AA- A+	1.88 1.85
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,977.35	99.18 1.48 %	148,762.95 105.00	0.08 % (1,214.40)	A2 / A NR	1.94 1.91
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	800,000.00	01/29/2015 1.41 %	801,960.00 801,412.73	100.19 1.41 %	801,515.20 4,500.00	0.46 % 102.47	A2 / A+ AA-	2.13 2.08
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	1,480,000.00	02/03/2015 1.23 %	1,475,486.00 1,476,713.35	99.47 1.37 %	1,472,108.64 5,318.75	0.84 % (4,604.71)	Aa3 / AA- A+	2.19 2.14
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	1,250,000.00	03/03/2015 1.54 %	1,248,425.00 1,248,807.25	99.81 1.59 %	1,247,682.50 4,218.75	0.71 % (1,124.75)	A2 / A A	2.28 2.14
Total US Corporate		20,525,000.00	1.07 %	20,795,530.76 20,597,727.47	0.97 %	20,616,312.78 60,458.96	11.72 % 18,585.31	A1 / A+ A+	1.26 1.23
US TREASURY									
912828VL1	US Treasury Note 0.625% Due 7/15/2016	1,000,000.00	Various 0.59 %	1,000,574.90 1,000,191.45	100.05 0.54 %	1,000,547.00 2,360.74	0.57 % 355.55	Aaa / AA+ AAA	0.62 0.62
912828RF9	US Treasury Note 1% Due 8/31/2016	1,900,000.00	12/19/2012 0.51 %	1,934,221.21 1,906,945.64	100.28 0.63 %	1,905,268.70 4,802.20	1.08 % (1,676.94)	Aaa / AA+ AAA	0.75 0.75
912828WA4	US Treasury Note 0.625% Due 10/15/2016	1,900,000.00	Various 0.59 %	1,901,451.68 1,900,535.08	99.96 0.67 %	1,899,183.00 1,524.94	1.08 % (1,352.08)	Aaa / AA+ AAA	0.88 0.87
912828WF3	US Treasury Note 0.625% Due 11/15/2016	2,450,000.00	Various 0.66 %	2,447,854.57 2,449,243.11	99.90 0.73 %	2,447,606.35 673.08	1.39 % (1,636.76)	Aaa / AA+ AAA	0.96 0.95
912828C32	US Treasury Note 0.75% Due 3/15/2017	2,000,000.00	04/23/2014 0.86 %	1,993,834.83 1,997,245.60	99.95 0.79 %	1,998,984.00 3,173.08	1.13 % 1,738.40	Aaa / AA+ AAA	1.29 1.28
912828TS9	US Treasury Note 0.625% Due 9/30/2017	1,950,000.00	Various 1.05 %	1,922,434.27 1,935,106.05	99.50 0.90 %	1,940,250.00 2,064.55	1.10 % 5,143.95	Aaa / AA+ AAA	1.84 1.82
912828TW0	US Treasury Note 0.75% Due 10/31/2017	1,800,000.00	04/30/2014 1.13 %	1,776,451.34 1,787,121.83	99.65 0.93 %	1,793,741.40 1,149.73	1.02 % 6,619.57	Aaa / AA+ AAA	1.92 1.90



Holdings Report

As of 11/30/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828UA6	US Treasury Note 0.625% Due 11/30/2017	1,800,000.00	06/05/2014 1.07 %	1,772,654.47 1,784,318.75	99.33 0.96 %	1,787,976.00 30.74	1.01 % 3,657.25	Aaa / AA+ AAA	2.00 1.98
912828UZ1	US Treasury Note 0.625% Due 4/30/2018	2,000,000.00	04/28/2015 0.90 %	1,983,991.08 1,987,143.25	98.90 1.09 %	1,978,046.00 1,064.56	1.12 % (9,097.25)	Aaa / AA+ AAA	2.42 2.39
912828WD8	US Treasury Note 1.25% Due 10/31/2018	1,800,000.00	06/30/2015 1.14 %	1,806,615.41 1,805,779.67	100.11 1.21 %	1,802,039.40 1,916.21	1.02 % (3,740.27)	Aaa / AA+ AAA	2.92 2.85
912828A34	US Treasury Note 1.25% Due 11/30/2018	1,800,000.00	06/30/2015 1.17 %	1,804,927.91 1,804,320.31	100.05 1.23 %	1,800,844.20 61.48	1.02 % (3,476.11)	Aaa / AA+ AAA	3.00 2.94
912828SX9	US Treasury Note 1.125% Due 5/31/2019	2,000,000.00	04/28/2015 1.21 %	1,993,444.20 1,994,392.66	99.20 1.36 %	1,983,984.00 61.48	1.12 % (10,408.66)	Aaa / AA+ AAA	3.50 3.42
912828TC4	US Treasury Note 1% Due 6/30/2019	1,625,000.00	10/21/2015 1.13 %	1,617,578.69 1,617,799.07	98.68 1.38 %	1,603,481.75 6,800.27	0.91 % (14,317.32)	Aaa / AA+ AAA	3.58 3.49
Total US Treasury		24,025,000.00	0.92 %	23,956,034.56 23,970,142.47	0.96 %	23,941,951.80 25,683.06	13.58 % (28,190.67)	Aaa / AA+ Aaa	1.98 1.95
TOTAL PORTFOLIO		176,384,300.26	0.69 %	176,558,905.37 176,333,835.51	0.70 %	176,261,881.99 224,957.92	100.00 % (71,953.52)	Aa1 / AA+ Aaa	1.11 1.03
TOTAL MARKET VALUE PLUS ACCRUED						176,486,839.91			

Albion Mutual Water Company, Inc.

Box 485
Albion, CA 95410

January 3, 2016

Dear Owner:

In April AMWC will be hosting its Annual Membership Meeting to review the past year's activities and to elect your Board of Directors for fiscal year 2016-2017. For those who will not be able to attend this membership meeting, AMWC will be sending out a proxy statement so that you may cast your vote by mail for Board members as well as for other matters, if any, that need approval by the membership. These proxies will be included with the mailing of April's quarterly invoices.

We encourage our member's involvement on the Board of Directors and welcome your participation. Please send a note to our address above or contact any of the current AMWC Board members to advise if you are interested in having your name listed on the proxy statement as a candidate for a position on the Board of Directors. In addition, please let us know if you would like to nominate an owner to serve on the Board of Directors.

Sincerely,

Joanna Britton, President
(707) 937-2943

Art Piscitelli, Vice President
(707) 937-0431

John Johansen, Secretary
(707) 937-3487

Philip Brown, Treasurer
(707) 670-0040

Mark Gauché, Director at Large
(707) 937-3358

Cota Cole LLP

ATTORNEYS

Dennis M. Cota
Derek P. Cole
Scott E. Huber
Daniel S. Roberts
Carolyn J. Frank
Daniel A. King
Karen A. Feld
Barbara A. Kecugh
Sean D. De Burgh

William R. Galstan
Kathryn L. Patterson
David G. Ritchie
Samantha L. Chen

Elizabeth L. Martyn
emartyn@cotalawfirm.com

January 8, 2016

REPLY TO:
 ROSEVILLE MONTEREY
 ONTARIO

Albion Little River Fire Protection District
P.O. Box 634
Albion, CA 95410

Re: Response to your December 30, 2015 Letter Re Calvert Special Tax Appeal

Dear President, Board Members and Counsel:

The purpose of this letter is to reserve all rights while the Calverts participate in good faith in the District's appeal process regarding the amount and application of the recent special tax. As you will recall, along with the other issues raised regarding the applicability of the tax to the Calvert property, we have questioned the applicability and scope of this appeal process. The Calverts are participating in the process for two reasons: 1) because at a practical level the appeal may resolve such issues in a manner which will avoid litigation; 2) to exhaust administrative remedies should litigation be required. For these reasons, please accept this letter and the points that follow; a separate letter has been attached to each appeal form.

First, the Albion Little River Fire Protection District seems to have applied the provisions for appeal of the earlier special assessment to the special tax at issue here. Second, there is an argument the process legally is flawed because there is no meaningful appeal to an objective decision-maker. The "appeals subcommittee" consisting of two Board members has met in closed session with the counsel hired to represent the District on the special tax issues; second, the Board itself is hearing the appeal and the Board is the entity attempting to levy the tax; third, based upon the same legal principles, the same attorney cannot advise both the appeals board and the Board.

Due process requires that the hearing body must be impartial. (See, for example, *Haas v. County of San Bernardino* (2002) 27 Cal. 4th 1017, 1025, where the California Supreme Court indicated that hearing bodies must be appointed in a way that does not create the risk that decisions that favor the public agency will be rewarded). In this case, the "hearing body" is the same entity which adopted and which will defend the tax. The subcommittee is not separate and independent, but already has met in closed session with the other Board members. In addition, and in general, the attorney advising the hearing body must be separate from the attorney who

{ELM/00041391.}

2261 LAVA RIDGE COURT
ROSEVILLE, CA 95661
TEL 916-780-9009
FAX 916-780-9050

3401 CENTRELAKE DRIVE, SUITE 670
ONTARIO, CA 91761
TEL 909-230-4209
FAX 909-937-2034

19 UPPER RAGSDALE DRIVE, SUITE 200
MONTEREY, CA 93940
TEL 831-275-1870
FAX 916-780-9050

advises agency staff. (*Sabey v. City of Pomona* (2013) 215 Cal. App. 4th 489, 498). In this case, the same attorney who advises the Board as a whole has advised the subcommittee which will assess the validity of the appeals.

Thank you for your practical consideration of the specific Calvert appeal attached to this letter.

Sincerely,



Elizabeth L. Martyn
COTA COLE LLP

SUSAN M. RANOCHAK

ASSESSOR-COUNTY CLERK-RECORDER

REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES



PHONE (707) 234-6819

FAX (707) 463-6597

COUNTY OF MENDOCINO

**OFFICE OF THE COUNTY ASSESSOR-
CLERK-RECORDER**

501 LOW GAP ROAD, RM. 1020

UKIAH, CALIFORNIA 95482

E-MAIL: acr@co.mendocino.ca.us

January 11, 2016

RE: 2015/2016 Form 700 Annual Notifications

It is time to file your Annual form 700 Statement of Economic Interests. Please see the attached conflict of interest code to determine your assigned disclosure category. Your disclosure category specifies the types of personal economic interests that must be disclosed.

Access to the 2015/2016 Form 700 Statement of Economic Interest is available two ways; either through this email's attachment or by going to www.fppc.ca.gov. Both methods utilize fillable formats.

The 2015/2016 Annual statements are due no later than Friday **April 1, 2016**. For assistance concerning reporting, the FPPC has published a 2015/16 Form 700 Statement of Economic Interest Reference Pamphlet which is available at <http://www.fppc.ca.gov>.

Page 6 of the 2015/16 Form 700 Statement of Economic Interests is required to be completed whether you have reportable interests or not. Once all applicable forms are completed please print, sign and return to:

**Mendocino County Clerk-Recorder
Attn: FPPC Form 700
501 Low Gap Rd., Room 1020
Ukiah, CA 95482**

If you have any question please feel free to contact us at (707) 234-6808.

Sincerely,

Susan M. Ranochak
Assessor Clerk-Recorder/FPPC Filing Agent

Gina Bartolomie

By: Gina Bartolomie,
Administrative Assistant

Below: Sheep, Waterboard workshop for pot growers; Drought.

Spoel... declining, despite timber restrictions. Page 2.

THE Willits NEWS

Wednesday, Jan 13, 2013

50 CENTS YOUR COMMUNITY NEWS SOURCE SINCE 1903

willitsnews.com

FEMA Public Outreach Meeting
January 19
See Calendar



S.A.L. KARATE, PAGE 2
Karate action planned for kids



SUPPOT-SOUP, PAGE 11
Sign up for soup competition

CANNABIS REIGS

SUIT ON PROP. 172 FUNDS

Suit blocks county funding transparency

By Michael Mott
mymott@willitsnews.com
@MikeMott on Twitter

On Dec. 15, 2015, Mendocino County Acting County Counsel Katharine Elliott filed suit in Mendocino County Superior Court to stop a proposed ballot measure aimed at increasing transparency on the county's distribution of Proposition 172 funds. Until the court proceedings are concluded the initiative cannot move forward, potentially preventing it from making it to the November ballot.

Prop. 172 is a half-cent sales tax passed in 1993 to help fund public safety. Mendocino County typically receives about \$7 million annually as its share. The funds are transferred into the general fund where it is distributed to the Mendocino County Sheriff's Office, District Attorney's Office, jail and other services. County fire districts have been questioning the county's distribution of these funds for years, alleging the funds were meant to be shared to support other emergency services. Humboldt County distributes a share of its Prop. 172 funds with its rural fire departments.

PROP. 172 » PAGE 7

HOPLAND RESEARCH AND EXTENSION CENTER

THE SEASON OF THE LAMB

She was discovered to be missing shortly before 8 a.m., then around noon several 911 calls were made by visitors to Maker-Richter State Park who reported finding a woman's

tion related to this case, which is still under investigation, is requested to contact Det. Wyatt at (707)456-3880 on the MCSO Tip Line at 234-2100.

Prop. 172

PROM PAGE 1

The December measure, sponsored by representatives of four Mendocino County fire districts, would have created an annual line item request for funding. It would also require supervisors to consider giving fire districts a 30 percent share of the county's Prop. 172 funding annually. The

initiative would not have forced the supervisors to actually approve any funding for the fire districts.

Elliott asserted in her argument the proposed measure was unconstitutional and "beyond the scope of the initiative power." With the March deadline to make the June ballot rapidly approaching, counsel for the fire district association Chris Neary said the group considered aims to qualify for the November ballot, though is concerned about

missing it if the proceedings drag on.

On Jan. 29, Superior Court Judge Jeanine Nadel will hear arguments about the constitutionality of the fire district measure.

The proposed measure would require a line item of an unspecified amount in the budget. Public meetings with supervisors would also be held if the request was not met or was reduced, in addition to regular budget meetings. Funding would also be weighted toward

ernment Services. "The just been running it myself to try and extend the amount of time it could function, because it's been a really important resource to have available."

meetings. That's the service people really seem to appreciate."

For now, the meetings are still being recorded and broadcast on Channel 3 as well as 64 and 65 (on Com-

smaller districts. Elliott sued the fire district representatives on Dec. 15 as an "individual in her official capacity." She has an independent duty to prepare the ballot title and summation, allowing the petitioners to go out for signatures, however she said, as a lawyer, believed it was illegal and needed to ask a judge whether they could go forward.

She requested a court decision to delay the 15-day constitutional timeline for processing initiative petitions by county counsel. She said the initiative was on its face unconstitutional to the California Constitution, alleging it allowed the electorate to make specific budgetary decisions, a duty of county administration.

"The proposed initiative is beyond the scope of the initiative powers, and for these reasons, would be substantially invalid if passed," Elliott said in the suit, adding that taxpayer dollars would be lost if the measure went to election and was later rescinded.

Initiative proponents, including Tony Orth of the Brooktrails Township Board of Directors, decried her summation of the initiative. Counsel Chris Neary said it was focused on transparency, not specifically allocating the funds. The budget request was just that, a request, they said.

"This is an outright misrepresentation as to the im-

Education's meetings, and Assistant Mendocino County CEO Allen Florz said it has yet to be determined how those meetings will be filmed once MATV completely dissolves. It is still unknown

part of the proposed ordinance, which would require no ordinance, but merely that the [BOS] consider a budget request," Neary said in a response on Dec. 17.

Elliott said, regardless, language in the initiative was misleading and separately, didn't state funding would be taken from the Sheriff's Office, DAs Office and other services.

Judge Nadel, herself a former Mendocino County counsel from 2005 to 2012, granted the stay on Dec. 28 at least until the Jan. 29 hearing. She cited previous court cases, saying there was precedent for County Counsel to make such pre-election decisions. Elliott's brief for that hearing is due Jan. 15, with a response due from proponents Jan. 22.

In that Dec. 28 hearing, Elliott said it was her first time doing the ballot summation initiative and red flags came up. Neary said those concerns could have come after the election, which she acknowledged but said it wasn't her preferred way. Neary also said they could have conferred before a suit was filed, which Elliott said she still hoped they would.

For the June election, all material, including the 2,600 verified signatures required for an initiative, must be in by March 11, however formatting and other steps take time before that. Neary said they

set and through other contractors.

Cooperrider estimates that MATV will likely continue for at least a couple more months before completely dissolving.

considered gathering signatures over a week or two for that election, with a tight time frame starting in December. However, they filed for the Nov. election, for which the final due date is Aug. 12. Petitioners are granted up to 180 days to gather signatures.

Neary however expressed concern about the case stretching on, possibly interfering with that date. Elliott said she thought it might be resolved after the Jan. 29 hearing. The BOS has also set a time as part of the March 14-16 budget meeting to discuss the emergency services and Prop. 172 funding, she said, as well as other meetings to discuss it.

Neary said he was planning on appealing the county counsel actions either way. "What County Counsel failed to understand, is the public's right of petitioning government is the right to do it, and to decide when and how to do it," adding the judge had to weigh two "unconstitutionalities" with each other.

In Willits, the Little Lake Fire Department (LLRD) Board of Directors has not made a public decision whether to support the Prop. 172 initiative, though continues to follow it.

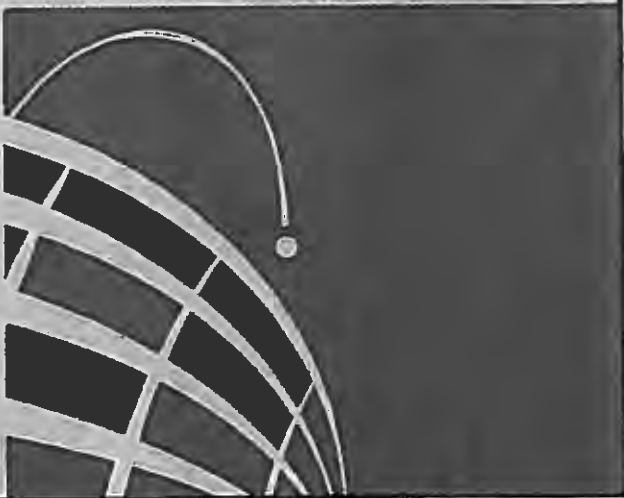
LLRD has been supportive in the past of Ukiah Valley Authority Fire Chief John Bartlett's call for fire districts to advocate for more Prop. 172 funds.



FEATURED PROPERTY

Presented by Sheron Neel

Reduction in Price! Beautiful 20 acre parcel with a 2 bedroom, 2 bath home. This home has skylights and windows throughout to bring in the light and enjoy the outside from within. There is a combination granite and butcher block counter tops in the kitchen, laminate flooring, island and pantry and a separate dining room. There is a detached studio and generator that will come on automatically in case of power outage. \$325,000 \$429,000



REALTY WORLD

Fortnavilla

Willits

Ukiah

Meeting Notes

Mendocino County Association of Fire Districts

10:00am Wednesday January 20, 2016
at the Anderson Valley CSD, Boonville

NOTE: Meeting Notes combine/summarize discussions and topics

MEETING - Introductions and Attendees:

Dave Roderick (HFPD), Michael Schaeffer (CCSD), Joe Sutphin (FBFPA), Claudia Hillary (RCFPD), Chris Neary (BTCSD), Tony Orth (BTCSD), Steven Day (Leggett FPD), Ralph Santos (BTCSD), Linda Talso (RVCFPD), Ted Williams (ALRFPD), Bill Knapp (WVFD), John Bartlett (Hop,UVFPA), Michael Issel (ALRFPD), Alan Taeger (ALRFPD), Lucien Long (ECSD), Ben MacMillan (ECSD), Denise Rose (BTCSD)

Unable to attend: Kathleen McKenna (AVCSD), Gerry Gonzales (LLFPD)

Visitors: Dan Gjerde (Sup 4th Dist), Dan Hamburg (Sup 5th Dist), Madelin Holtkamp (Firesafe Council)

1. CWPP & CalFire SRA grants. Ted Williams presented information to the group about obtaining grants from CalFire. A new twist is that grants for wildfire prevention activities won't be approved if the need has not been identified/included the County's CWPP (Community Wildfire Prevention Plan). The current CWPP was last updated in 2003. The County BoS has contracted with the Firesafe Council to perform this update. To qualify for 2016 grants, the Firesafe Council needs to have information from each District by February 15. The revised/updated CWPP deadline is mid-March, this would incorporate new information provided by each District. This information needs to be very specific.

In the past, this CWPP document has not been particularly important. Now, to obtain grants, the CWPP has become a critical element in the process. This change was presented by the Firesafe Council at the Chief's meeting about 4 months ago. A few Districts are aware of the change, many are not. Madelin Holtkamp (Firesafe Council) indicated that questionnaires had been sent/delivered to each Fire Department but received limited responses. She had contacted Chief's but not Districts. She wasn't aware of the newly formed MCAFD. Collectively, the group felt that the MCAFD was the better venue to follow-up on the update process. The Chief's already have a lot on their plates and this is just one more thing to add to the pile ... so the task shouldn't simply be passed off as another task for volunteers.

The Dan's (Gjerde & Hamburg) both emphasized the need to capture fire prevention grant monies which are being generated by the new CalFire SRA parcel fees. There is a very large net outflow of funds from the County for these fees, compared to a tiny amount of grant monies received back. In the later part of the meeting (after the Dan's departed), it was suggested that a way for the County to help districts would be to fund a person/position to write grant proposals for Districts - a very time consuming and frequently difficult task.

Bill K and Michael S volunteered to research the CWPP update issue further and report back to the group in the February meeting. From a timing perspective, effectively updating the overall County plan in the remaining time seemed unrealistic. Perhaps the best path will be to focus of a revamp/update in time for the 2017 budget year. Ben M will follow-up with Madelin to obtain the Firesafe Council's questionnaires and then route these to the Districts.

Firesafe Council is developing (not here yet) a way to electronically input/update CWPP data from each District which will make future updates much simpler.

2. Gjerde & Hamburg - gathering information on the needs of Fire Districts. Both participated in a meeting with coastal Chief's (called by Mendocino's Chief O'Brien) earlier this month. They're looking forward to a meeting with Chief's from inland areas (not yet scheduled). Glad to learn that MCAFD was gathering information from/about each District. Dave R pointed out that the County needs to be a cooperative player with the Districts. The BoS will be holding a budget meeting on Monday 3/14/16 and has dedicated a specific time to the needs of Fire Districts ... participation by Districts is encouraged. The BoS is/will be looking for a formula for how to disburse funds to Districts.

When queried about current expenditures of Prop 172 funds, both Dan's indicated that they were seeking answers from the Auditor-Controller (Lloyd Weer). So far, only oral estimates have been received, nothing in writing.

3. A discussion of funding for Fire/EMS 911 dispatch occurred. The County's estimates are that about \$150,000 in "latent District" taxes are generated from properties currently outside any District boundaries, but which are serviced by Districts (these funds are a portion of the 1% of County property taxes not transferred to the State.) These properties are in the unincorporated SRA parts of the County. The County budgets these estimated dollars to fund Fire/EMS 911 dispatch. When asked about the amount of funds received from the 911 tax on telephone services, they did not know the amount. A brief exchange about having Districts bill the County for responses outside their boundaries (thus addressing "gifting" of public funds by providing services outside of Districts) took place ... though this didn't go anywhere.

4. CalFire 911 dispatch contract update: John Bartlett noted that the existing contract with CalFire has not been terminated. He and other members of the Chief's communication subcommittee are working to ensure the CVEMS formal proposal submitted to the BoS for dispatch includes language that dispatch functions continue to be done within Mendocino County. Additionally, this proposal should incorporate MOU protocols for communications in the final "request for proposal" (RFP). A letter from each District to the BoS which supports these items may be needed,

5. CLOSED SESSION (Lawsuit/legal issues)

6. A Negotiating Committee was selected to meet with the BoS, and/or their ad hoc committee (Gjerde & Hamburg). It was determined that no meeting would occur before the 1/29/16 court hearing. The judge's findings will help clarify what steps need to occur next. This committee was authorized to negotiate with the County seeking funding and support, to urge the BoS to adopt the initiative measure, to present information about funding/support needs, and to point out that the MCAFD's original goal was to seek more than the 30% of Prop 172 funds. Any proposed agreement will be brought back to the MCAFD group for discussion and require approval. The committee members chosen are Dave Roderick, Michael Schaeffer, Ben MacMillan with Chris Neary's involvement/support.

7. Initiative Committee selection was delayed until the next meeting, pending the results of current legal action(s).

8. The ballot measure draft of bullet points & examples was approved without changes.

9. District data collection - Denise Rose reported that she has received data from 12 Districts so far. Two more were received on the day of the meeting. Additionally two other Districts reported they were working on completing the data gathering process.

10. Media contacts reported included a KZYX interview by Dave Roderick and articles relating to the Chief's meeting with Gjerde and Hamburg. Mention was also made of a Willits article about the lawsuit. All expect that next week's court decision will result in further press coverage. Overall, it was felt that the press has been favorable and about 90% accurate.

11. "Minutes" vs "Meeting Notes": from now on (and retroactively), written records of the MCAFD meetings will be called Meeting Notes rather than Minutes (which would require approval).

12. Website update: Dave Roderick has a person who will revise the MCAFD website (fundmendofire.org). He requested that folks look at the website and forward comments, suggested changes, content to be included, and ideas.

13. Meeting dates: by consensus, the MCAFD meeting date was selected as the 3rd Wednesday of each month in Boonville.

14. Routing/sharing of information - it was confirmed that common interest items such as minutes from the Broadband Alliance of Mendocino County and communications from Coastal Valleys EMS should continue to be distributed to the group.

15. Additional items - shortly after noon, a number of attendees had to depart. A few additional topics were briefly discussed among a smaller number of participants. New SB 854 requirements for contractor bidding on public works projects and payment of prevailing wages were brought up. This new legislation poses some serious issues for small Districts with limited funds and volunteer labor. As long as only materials were purchased with no payments for labor, it was felt projects could proceed without compliance issues. Projects which were undertaken by volunteer groups (501-c-3 VFD's for example) would not be covered by the new law which became effective 1/1/16. On a different note, grant requests which included specific language about benefits extending to broader areas would tend to be more favorably looked upon. For example, a new fire engine would provide aid and support to neighboring Districts/agencies in emergency situations ... not simply saying it would be available to help in mutual aid situations.

FOLLOW-UP ITEMS FOR NEXT MEETING:

1. Legal update (C Neary)
2. Negotiating Committee update (D Roderick, M Schaeffer, B MacMillan, C Neary)
3. Firesafe Council & CWPP update - research group report (B Knapp, M Schaeffer, L Long)
4. Initiative Committee selection, outlining functions, timelines, communication needs
5. Update on CVEMS and 911 dispatch proposals

NEXT MEETING:

10:00am Wednesday
February 17, 2016
Anderson Valley CSD

Adjourned: 1:10pm



COUNTY OF MENDOCINO

*501 Low Gap Rd., Room 1060
Ukiah, California 95482
Phone (707) 463-4321
Fax (707) 463-4166*

*Shari L. Schapmire
Treasurer-Tax Collector*

DATE: JANUARY 28, 2016
TO: MENDOCINO COUNTY POOL PARTICIPANTS
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR
SUBJECT: INVESTMENT REPORT – DECEMBER 31, 2015

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of December 31, 2015. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. The attached Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

The primary and overriding objective for the investment pool is to protect the safety of the principal. The second objective is to ensure a sufficient portion of all funds are invested in securities providing a high degree of liquidity and availability. The third objective is to obtain a yield commensurate to current conditions; yield shall not be the driving force in determining which investments are to be selected for purchase. In the event all general objectives mandated by State law are met and created equal, investments in corporate securities and depository institutions will be evaluated for social and environmental concerns.

As discovered during numerous group and individual discussions over the past several years, there are differing ideas on what constitutes “socially responsible investing.” As previously reported to the governing body, pool participants, and members of the public, Calvert Social Index is a tool that continues to be utilized to ensure a data-driven balanced approach is maintained in the selection of securities. The Calvert Social Index includes 1,000 of the largest publicly traded companies in the United States selected using Calvert’s social criteria. These criteria relate to the environment, workplace issues, product safety, community relations, weapons contracting, international operations, and human rights. For a detailed look at the evaluation process, please visit Calvert Investment’s website at www.calvert.com/approach/how-we-invest/the-calvert-principles.

Effective January 1, 2016, the California State Treasurer increased the Local Agency Investment Fund (LAIF) from the current \$50 million to \$65 million. This program offers local agencies the opportunity to participate in a major portfolio, while at the same time meeting liquidity needs by having same-day access to funds.

Last month, as widely anticipated, the Federal Open Market Committee (FOMC) increased the fed funds target rate by .25% - from a range of 0.0%-0.25% to a range of 0.25%-0.50%; this was the first increase since June 2006. Although the projected increases moving forward will be gradual, this minor move by the Federal Reserve is a welcome development as it will create better reinvestment opportunities in the future.

As always, feel free to contact me directly with any questions or concerns.



PORTFOLIO CHARACTERISTICS

Average Duration	0.97
Average Coupon	0.68 %
Average Purchase YTM	0.67 %
Average Market YTM	0.74 %
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.04 yrs
Average Life	0.98 yrs

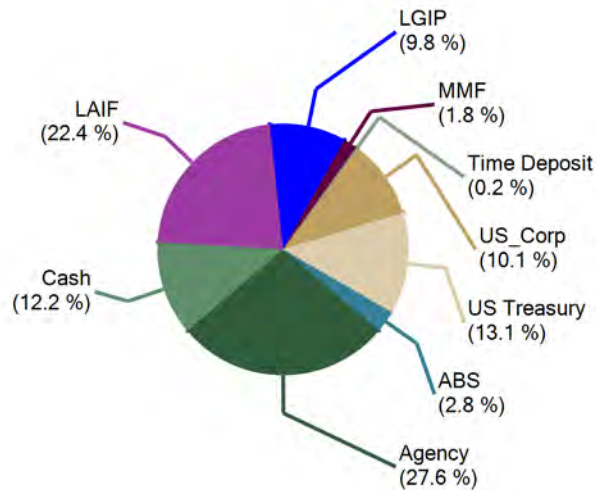
ACCOUNT SUMMARY

	Beg. Values as of 11/30/15	End Values as of 12/31/15
Market Value	176,261,882	223,449,141
Accrued Interest	224,958	301,491
Total Market Value	176,486,840	223,750,632
Income Earned Cont/WD	93,253	108,045
Par	176,384,300	223,907,214
Book Value	176,333,836	223,696,357
Cost Value	176,558,905	223,892,503

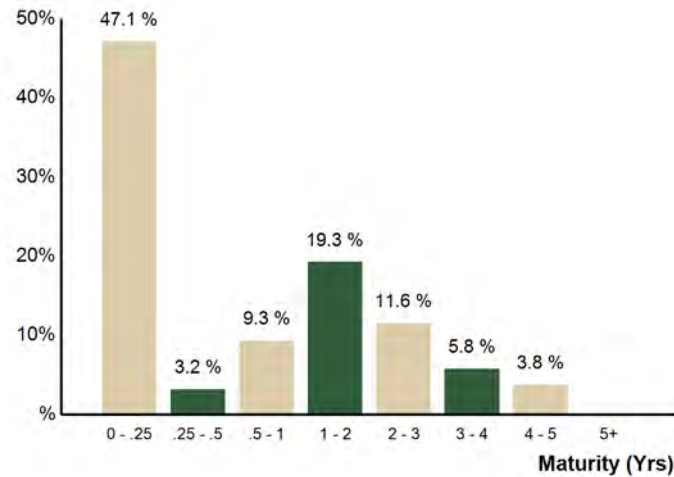
TOP ISSUERS

Issuer	% Portfolio
Local Agency Investment Fund	22.4 %
Government of United States	13.1 %
Custodial Checking Account	11.8 %
Federal National Mortgage Assoc	9.9 %
CAMP	9.8 %
Federal Home Loan Bank	7.7 %
Federal Home Loan Mortgage Corp	6.2 %
Federal Farm Credit Bank	3.9 %
	84.7 %

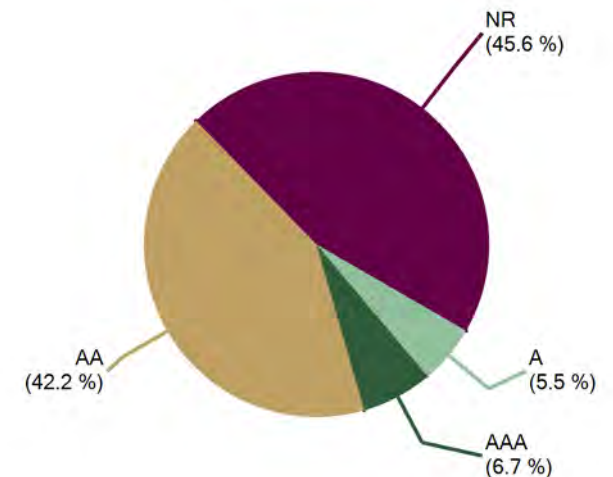
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





County of Mendocino Consolidated

December 31, 2015

COMPLIANCE WITH INVESTMENT POLICY

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" or rated within the four highest general classification by a NRSRO; 5% per issuer	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% per issuer	Complies
Supranationals	30% max; 5% per issuer; "AA" rated or higher by two NRSROs; Issued by: IBRD, IFC, IADB	Complies
Banker's Acceptances	40% max; 5% per issuer; 180 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Commercial Paper	40% max; 5% per issuer; 270 days maturity; "A-1" or higher short term ratings by two NRSROs; "A" or higher by two NRSROs, if long term debt	Complies
Negotiable Certificates of Deposit	30% max (includes CDARS); 5% per issuer; "A" or higher long term ratings by two NRSROs; "A-1" or higher short term ratings by two NRSROs;	Complies
Medium Term Notes	30% max; 5% per issuer; "A" rated or better by two NRSROs; Issued by corporations organized and operating within U.S.	Complies
Money Market Mutual Funds	20% max; 5% per fund; "AAA"-rated by two NRSROs or SEC registered adviser	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% max (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	20% max; "AA"- rated or better by two NRSROs; "A" or higher for the issuer's debt by two NRSROs	Complies
Local Agency Investment Fund	Program limitation	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Prohibited Securities and activities	Reverse repurchase agreements; CMOs; security lending; futures and options; inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Issuer	5% max (except US Government, its agencies and enterprises)	Complies
Maximum maturity	5 years maximum maturity	Complies



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43814CAC3	Honda Auto Receivables 2013-1 A3 0.48% Due 11/21/2016	20,693.52	04/29/2014 0.26 %	20,706.45 20,693.52	99.98 1.07 %	20,688.82 2.76	0.01 % (4.70)	NR / AAA AAA	0.89 0.04
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	783,473.04	03/11/2014 0.68 %	783,328.25 783,419.60	99.79 1.08 %	781,818.34 233.30	0.35 % (1,601.26)	Aaa / AAA NR	1.96 0.51
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	1,022,753.99	05/13/2014 0.52 %	1,022,631.05 1,022,697.41	99.72 1.21 %	1,019,900.51 284.38	0.46 % (2,796.90)	Aaa / AAA NR	2.22 0.64
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	1,196,387.14	04/02/2014 0.93 %	1,196,195.48 1,196,305.40	99.79 1.28 %	1,193,825.68 489.19	0.53 % (2,479.72)	Aaa / NR AAA	2.29 0.60
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	1,035,000.00	08/12/2014 0.83 %	1,034,800.35 1,034,894.34	99.75 1.19 %	1,032,429.06 404.80	0.46 % (2,465.28)	NR / AAA AAA	2.46 0.80
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	1,180,000.00	08/26/2014 1.08 %	1,179,742.29 1,179,849.21	99.53 1.53 %	1,174,502.38 561.16	0.53 % (5,346.83)	Aaa / NR AAA	2.88 1.01
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	1,090,000.00	02/24/2015 1.00 %	1,089,835.19 1,089,881.47	99.73 1.31 %	1,087,080.98 542.58	0.49 % (2,800.49)	Aaa / AAA NR	3.13 1.42
Total ABS		6,328,307.69	0.85 %	6,327,239.06 6,327,740.95	1.28 %	6,310,245.77 2,518.17	2.82 % (17,495.18)	Aaa / AAA Aaa	2.51 0.84
AGENCY									
313382B77	FHLB Note 0.42% Due 2/12/2016	1,700,000.00	02/22/2013 0.46 %	1,697,960.00 1,699,920.81	100.03 0.19 %	1,700,440.30 2,756.83	0.76 % 519.49	Aaa / AA+ AAA	0.12 0.11
313384XP9	FHLB Discount Note 0.35% Due 6/1/2016	1,000,000.00	06/29/2015 0.36 %	996,713.89 998,522.22	99.85 0.36 %	998,522.22 0.00	0.45 % 0.00	P-1 / A-1+ F-1+	0.42 0.42
313312XU9	FFCB Discount Note 0.37% Due 6/6/2016	2,500,000.00	08/14/2015 0.38 %	2,492,445.83 2,495,965.97	99.84 0.38 %	2,495,965.97 0.00	1.12 % 0.00	P-1 / A-1+ F-1+	0.43 0.43
313312XW5	FFCB Discount Note 0.35% Due 6/8/2016	1,500,000.00	07/31/2015 0.36 %	1,495,435.42 1,497,681.25	99.85 0.36 %	1,497,681.25 0.00	0.67 % 0.00	P-1 / A-1+ F-1+	0.44 0.44
313373SZ6	FHLB Note 2.125% Due 6/10/2016	375,000.00	01/04/2013 0.56 %	394,788.75 377,552.88	100.65 0.66 %	377,419.50 464.84	0.17 % (133.38)	Aaa / AA+ AAA	0.44 0.44
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,450,000.00	05/29/2012 0.92 %	1,470,503.00 1,453,512.21	100.36 0.76 %	1,455,254.80 4,682.29	0.65 % 1,742.59	Aaa / AA+ AAA	0.75 0.74
3130A2T97	FHLB Note 0.5% Due 9/28/2016	2,000,000.00	04/28/2015 0.48 %	2,000,700.00 2,000,366.22	99.82 0.74 %	1,996,490.00 2,583.33	0.89 % (3,876.22)	Aaa / AA+ AAA	0.75 0.74
3137EADS5	FHLMC Note 0.875% Due 10/14/2016	1,350,000.00	10/24/2013 0.70 %	1,357,020.00 1,351,856.90	100.07 0.78 %	1,350,997.65 2,526.56	0.60 % (859.25)	Aaa / AA+ AAA	0.79 0.78
3130A0C65	FHLB Note 0.625% Due 12/28/2016	1,700,000.00	Various 0.78 %	1,692,252.50 1,697,348.41	99.78 0.85 %	1,696,273.60 88.54	0.76 % (1,074.81)	Aaa / AA+ AAA	0.99 0.99
3133EEHY9	FFCB Note 0.7% Due 1/13/2017	750,000.00	02/20/2015 0.71 %	749,902.50 749,946.59	100.01 0.69 %	750,103.50 2,450.00	0.34 % 156.91	Aaa / AA+ AAA	1.04 1.02
3133786Q9	FHLB Note 1% Due 2/13/2017	1,725,000.00	10/17/2012 0.75 %	1,743,285.00 1,729,736.27	100.12 0.89 %	1,727,106.23 6,612.50	0.77 % (2,630.04)	Aaa / AA+ AAA	1.12 1.10



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EADT3	FHLMC Note 0.875% Due 2/22/2017	1,700,000.00	02/24/2014 0.77 %	1,705,142.50 1,701,970.27	99.95 0.92 %	1,699,114.30 5,330.21	0.76 % (2,855.97)	Aaa / AA+ AAA	1.15 1.13
3137EADC0	FHLMC Note 1% Due 3/8/2017	1,650,000.00	10/29/2013 0.83 %	1,659,108.00 1,653,211.96	100.08 0.93 %	1,651,367.85 5,179.17	0.74 % (1,844.11)	Aaa / AA+ AAA	1.19 1.17
3135G0ZB2	FNMA Note 0.75% Due 4/20/2017	1,900,000.00	05/27/2014 0.78 %	1,898,214.00 1,899,198.16	99.72 0.97 %	1,894,613.50 2,810.42	0.85 % (4,584.66)	Aaa / AA+ AAA	1.30 1.29
3133EEZR4	FFCB Note 0.6% Due 4/21/2017	1,700,000.00	05/11/2015 0.67 %	1,697,603.00 1,698,393.00	99.49 0.99 %	1,691,355.50 1,983.33	0.76 % (7,037.50)	Aaa / AA+ AAA	1.31 1.29
3135G0JA2	FNMA Note 1.125% Due 4/27/2017	900,000.00	09/23/2013 1.08 %	901,548.00 900,569.14	100.17 1.00 %	901,486.80 1,800.00	0.40 % 917.66	Aaa / AA+ AAA	1.32 1.31
313379FW4	FHLB Note 1% Due 6/9/2017	1,710,000.00	Various 0.76 %	1,727,890.70 1,715,821.86	99.98 1.01 %	1,709,647.74 1,045.00	0.76 % (6,174.12)	Aaa / AA+ AAA	1.44 1.42
313379VE6	FHLB Note 1.01% Due 6/19/2017	2,000,000.00	05/29/2014 0.82 %	2,011,400.00 2,005,460.16	100.06 0.97 %	2,001,144.00 673.33	0.89 % (4,316.16)	Aaa / AA+ AAA	1.47 1.45
3137EADJ5	FHLMC Note 1% Due 7/28/2017	1,600,000.00	07/29/2013 1.17 %	1,589,550.40 1,595,888.92	99.83 1.11 %	1,597,339.20 6,800.00	0.72 % 1,450.28	Aaa / AA+ AAA	1.58 1.55
3135G0MZ3	FNMA Note 0.875% Due 8/28/2017	1,750,000.00	Various 1.12 %	1,732,254.00 1,743,018.88	99.66 1.08 %	1,744,037.75 5,231.78	0.78 % 1,018.87	Aaa / AA+ AAA	1.66 1.64
3130A62S5	FHLB Note 0.75% Due 8/28/2017	2,400,000.00	12/30/2015 1.07 %	2,387,328.00 2,387,348.91	99.50 1.06 %	2,387,966.40 6,150.00	1.07 % 617.49	Aaa / AA+ NR	1.66 1.64
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,211.26	99.58 1.08 %	692,089.34 1,602.36	0.31 % (3,121.92)	Aaa / AA+ AAA	1.73 1.70
3135G0ZL0	FNMA Note 1% Due 9/27/2017	1,665,000.00	Various 1.08 %	1,660,879.95 1,662,704.82	99.77 1.13 %	1,661,247.09 4,347.50	0.74 % (1,457.73)	Aaa / AA+ AAA	1.74 1.71
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	850,000.00	01/29/2015 0.87 %	856,630.00 854,395.62	100.21 1.04 %	851,791.80 1,862.44	0.38 % (2,603.82)	Aaa / AA+ AAA	1.81 1.78
3135G0PQ0	FNMA Note 0.875% Due 10/26/2017	1,600,000.00	12/15/2014 1.04 %	1,592,368.00 1,595,150.58	99.59 1.10 %	1,593,392.00 2,527.78	0.71 % (1,758.58)	Aaa / AA+ AAA	1.82 1.80
3133EAA32	FFCB Note 0.9% Due 11/15/2017	440,000.00	12/04/2014 1.06 %	437,923.20 438,679.80	99.53 1.15 %	437,943.44 506.00	0.20 % (736.36)	Aaa / AA+ AAA	1.88 1.85
3135G0RT2	FNMA Note 0.875% Due 12/20/2017	1,500,000.00	12/19/2013 1.29 %	1,475,917.50 1,488,148.31	99.52 1.12 %	1,492,803.00 401.04	0.67 % 4,654.69	Aaa / AA+ AAA	1.97 1.95
3135G0TG8	FNMA Note 0.875% Due 2/8/2018	2,000,000.00	04/28/2015 0.90 %	1,998,744.00 1,999,049.35	99.34 1.19 %	1,986,880.00 6,951.39	0.89 % (12,169.35)	Aaa / AA+ AAA	2.11 2.07
3137EADP1	FHLMC Note 0.875% Due 3/7/2018	2,000,000.00	04/28/2015 0.92 %	1,997,546.00 1,998,127.15	99.30 1.20 %	1,985,966.00 5,541.67	0.89 % (12,161.15)	Aaa / AA+ AAA	2.18 2.15
3130A55J4	FHLB Note 0.9% Due 4/23/2018	2,000,000.00	04/28/2015 0.96 %	1,996,720.00 1,997,463.27	99.17 1.27 %	1,983,320.00 3,400.00	0.89 % (14,143.27)	Aaa / AA+ NR	2.31 2.27
3135G0WJ8	FNMA Note 0.875% Due 5/21/2018	2,400,000.00	07/31/2014 1.49 %	2,345,846.40 2,366,066.34	99.06 1.27 %	2,377,502.40 2,333.33	1.06 % 11,436.06	Aaa / AA+ AAA	2.39 2.35



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0E33	FNMA Note 1.125% Due 7/20/2018	1,575,000.00	06/04/2015 1.19 %	1,572,117.75 1,572,642.03	99.59 1.29 %	1,568,575.58 7,924.22	0.70 % (4,066.45)	Aaa / AA+ AAA	2.55 2.49
3133ED2C5	FFCB Note 1.95% Due 9/17/2018	225,000.00	06/05/2014 1.51 %	229,092.75 227,590.68	101.39 1.43 %	228,125.93 1,267.50	0.10 % 535.25	Aaa / AA+ AAA	2.72 2.62
3135G0E58	FNMA Note 1.125% Due 10/19/2018	1,700,000.00	08/27/2015 1.18 %	1,697,246.00 1,697,539.70	99.36 1.36 %	1,689,162.50 3,825.00	0.76 % (8,377.20)	Aaa / AA+ AAA	2.80 2.74
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	2,000,000.00	04/28/2015 1.34 %	1,992,880.00 1,994,010.96	98.89 1.57 %	1,977,756.00 10,416.67	0.89 % (16,254.96)	Aaa / AA+ AAA	3.59 3.47
313380FB8	FHLB Note 1.375% Due 9/13/2019	660,000.00	10/30/2015 1.38 %	659,795.40 659,804.10	98.82 1.71 %	652,186.92 2,722.50	0.29 % (7,617.18)	Aaa / AA+ NR	3.70 3.57
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	2,000,000.00	04/29/2015 1.44 %	1,983,422.00 1,985,945.63	98.64 1.63 %	1,972,738.00 6,180.56	0.88 % (13,207.63)	Aaa / AA+ AAA	3.76 3.64
3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	1,300,000.00	06/30/2015 1.62 %	1,307,294.30 1,306,456.14	100.51 1.61 %	1,306,674.20 2,211.81	0.58 % 218.06	Aaa / AA+ AAA	3.91 3.75
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38 %	1,599,579.20 1,599,597.27	98.46 1.75 %	1,575,313.60 3,666.67	0.71 % (24,283.67)	Aaa / AA+ AAA	4.34 4.17
3135G0F73	FNMA Note 1.5% Due 11/30/2020	2,400,000.00	12/29/2015 1.87 %	2,358,312.00 2,358,358.40	98.22 1.88 %	2,357,364.00 3,100.00	1.05 % (994.40)	Aaa / AA+ AAA	4.92 4.71
Total Agency		61,970,000.00	0.98 %	61,858,971.54 61,850,232.40	1.07 %	61,715,159.86 129,956.57	27.64 % (135,072.54)	Aaa / AA+ Aaa	1.88 1.84
CASH									
90CASH\$00	Cash Custodial Cash Account	716,633.67	Various 0.00 %	716,633.67 716,633.67	1.00 0.00 %	716,633.67 0.00	0.32 % 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	26,487,845.19	Various 0.00 %	26,487,845.19 26,487,845.19	1.00 0.00 %	26,487,845.19 0.00	11.84 % 0.00	NR / NR NR	0.00 0.00
Total Cash		27,204,478.86	N/A	27,204,478.86 27,204,478.86	0.00 %	27,204,478.86 0.00	12.16 % 0.00	NR / NR NR	0.00 0.00
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	50,000,000.00	Various 0.42 %	50,000,000.00 50,000,000.00	1.00 0.42 %	50,000,000.00 31,393.51	22.36 % 0.00	NR / NR NR	0.00 0.00
Total LAIF		50,000,000.00	0.42 %	50,000,000.00 50,000,000.00	0.42 %	50,000,000.00 31,393.51	22.36 % 0.00	NR / NR NR	0.00 0.00



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	Public Financial Management CAMP	22,000,000.00	Various 0.31 %	22,000,000.00 22,000,000.00	1.00 0.31 %	22,000,000.00 0.00	9.83 % 0.00	NR / NR NR	0.00 0.00
Total Local Gov Investment Pool		22,000,000.00	0.31 %	22,000,000.00	0.31 %	22,000,000.00 0.00	9.83 % 0.00	NR / NR NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Short-Intermediate Gov Treasury Cash Management Fd521	3,979,427.34	Various 0.09 %	3,979,427.34 3,979,427.34	1.00 0.09 %	3,979,427.34 0.00	1.78 % 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		3,979,427.34	0.09 %	3,979,427.34	0.09 %	3,979,427.34 0.00	1.78 % 0.00	Aaa / AAA Aaa	0.00 0.00
TIME DEPOSIT									
90MEND\$00	Savings Bank of Mendocino Coun Time Deposit 0.35% Due 3/3/2016	250,000.00	03/03/2015 0.35 %	250,000.00 250,000.00	100.00 0.35 %	250,000.00 70.49	0.11 % 0.00	NR / NR NR	0.17 0.17
90MEND\$01	MendoLake Credit Union Time Deposit 0.3% Due 3/31/2016	250,000.00	03/31/2015 0.30 %	250,000.00 250,000.00	100.00 0.30 %	250,000.00 2.08	0.11 % 0.00	NR / NR NR	0.25 0.25
Total Time Deposit		500,000.00	0.33 %	500,000.00	0.33 %	500,000.00 72.57	0.22 % 0.00	NR / NR NR	0.21 0.21
US CORPORATE									
037833AH3	Apple Inc Note 0.45% Due 5/3/2016	1,725,000.00	Various 0.53 %	1,721,119.25 1,724,520.88	99.97 0.55 %	1,724,396.25 1,250.63	0.77 % (124.63)	Aa1 / AA+ NR	0.34 0.34
06406HBX6	Bank of New York Note 2.3% Due 7/28/2016	1,325,000.00	Various 0.93 %	1,390,154.12 1,335,210.89	100.85 0.82 %	1,336,217.45 12,951.88	0.60 % 1,006.56	A1 / A AA-	0.58 0.57
742718DV8	Procter & Gamble Co Note 1.45% Due 8/15/2016	1,120,000.00	09/16/2013 0.97 %	1,135,523.20 1,123,321.17	100.26 1.03 %	1,122,903.04 6,135.11	0.50 % (418.13)	Aa3 / AA- NR	0.62 0.62
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	1,500,000.00	Various 1.10 %	1,538,376.75 1,507,780.45	100.56 1.06 %	1,508,337.00 8,170.83	0.68 % 556.55	A2 / A NR	0.71 0.70
458140AH3	Intel Corp Note 1.95% Due 10/1/2016	1,500,000.00	Various 0.86 %	1,553,867.54 1,512,115.53	100.62 1.11 %	1,509,360.00 7,312.51	0.68 % (2,755.53)	A1 / A+ A+	0.75 0.74
02665WAB7	American Honda Finance Note 1.125% Due 10/7/2016	1,590,000.00	Various 0.77 %	1,603,449.50 1,594,233.55	100.08 1.02 %	1,591,273.59 4,173.75	0.71 % (2,959.96)	A1 / A+ NR	0.77 0.76
674599CB9	Occidental Petroleum Note 1.75% Due 2/15/2017	970,000.00	03/08/2013 1.13 %	993,115.10 976,620.42	100.20 1.57 %	971,940.97 6,412.78	0.44 % (4,679.45)	A2 / A A	1.13 1.10
25468PCS3	Walt Disney Company Note 1.125% Due 2/15/2017	1,225,000.00	Various 0.93 %	1,233,734.25 1,227,618.77	100.11 1.03 %	1,226,325.45 5,206.25	0.55 % (1,293.32)	A2 / A A	1.13 1.11



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
17275RAT9	Cisco Systems Note 1.1% Due 3/3/2017	475,000.00	03/04/2014 0.97 %	476,800.25 475,703.94	100.08 1.03 %	475,399.95 1,712.64	0.21 % (303.99)	A1 / AA- NR	1.17 1.16
36962G5W0	General Electric Capital Corp Note 2.3% Due 4/27/2017	1,500,000.00	Various 1.31 %	1,548,780.60 1,519,102.32	101.23 1.36 %	1,518,409.50 6,133.33	0.68 % (692.82)	A1 / AA+ NR	1.32 1.30
91159HHD5	US Bancorp Callable Note Cont 4/15/2017 1.65% Due 5/15/2017	1,500,000.00	Various 1.20 %	1,521,893.60 1,508,473.31	100.30 1.41 %	1,504,533.00 3,162.50	0.67 % (3,940.31)	A1 / A+ AA	1.37 1.27
717081DJ9	Pfizer Inc. Note 1.1% Due 5/15/2017	515,000.00	05/12/2014 1.13 %	514,546.80 514,793.25	99.92 1.16 %	514,583.37 723.86	0.23 % (209.88)	A1 / AA A+	1.37 1.36
25468PCZ7	Walt Disney Company Note 0.875% Due 5/30/2017	500,000.00	05/30/2014 0.97 %	498,647.30 499,361.47	99.80 1.01 %	499,017.51 376.73	0.22 % (343.96)	A2 / A A	1.41 1.40
68389XAN5	Oracle Corp Note 1.2% Due 10/15/2017	1,400,000.00	01/13/2014 1.40 %	1,389,710.00 1,395,088.18	100.05 1.17 %	1,400,742.00 3,546.67	0.63 % 5,653.82	A1 / AA- A+	1.79 1.76
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	11/02/2012 1.06 %	149,941.50 149,978.34	99.11 1.54 %	148,667.10 236.25	0.07 % (1,311.24)	A2 / A NR	1.85 1.82
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	800,000.00	01/29/2015 1.41 %	801,960.00 801,356.36	99.57 1.71 %	796,592.00 5,500.00	0.36 % (4,764.36)	A2 / A AA-	2.05 1.99
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	1,480,000.00	02/03/2015 1.23 %	1,475,486.00 1,476,841.02	99.33 1.45 %	1,470,089.92 6,706.25	0.66 % (6,751.10)	Aa3 / AA- A+	2.10 2.05
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	1,250,000.00	03/03/2015 1.54 %	1,248,425.00 1,248,851.80	99.51 1.74 %	1,243,891.25 5,781.25	0.56 % (4,960.55)	A2 / A A	2.19 2.05
594918BG8	Microsoft Callable Note Cont. 10/03/20 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01 %	1,999,240.00 1,999,250.18	100.03 1.99 %	2,000,562.00 6,444.44	0.90 % 1,311.82	Aaa / AAA AA+	4.85 4.50
Total US Corporate		22,525,000.00	1.15 %	22,794,770.76 22,590,221.83	1.25 %	22,563,241.35 91,937.66	10.13 % (26,980.48)	A1 / AA- A+	1.50 1.44
US TREASURY									
912828VL1	US Treasury Note 0.625% Due 7/15/2016	1,000,000.00	Various 0.59 %	1,000,574.90 1,000,165.30	100.01 0.61 %	1,000,078.00 2,887.23	0.45 % (87.30)	Aaa / AA+ AAA	0.54 0.54
912828RF9	US Treasury Note 1% Due 8/31/2016	1,900,000.00	12/19/2012 0.51 %	1,934,221.21 1,906,159.82	100.20 0.69 %	1,903,858.90 6,420.33	0.85 % (2,300.92)	Aaa / AA+ AAA	0.67 0.66
912828WA4	US Treasury Note 0.625% Due 10/15/2016	1,900,000.00	Various 0.59 %	1,901,451.68 1,900,483.08	99.91 0.74 %	1,898,217.80 2,530.74	0.85 % (2,265.28)	Aaa / AA+ AAA	0.79 0.79
912828WF3	US Treasury Note 0.625% Due 11/15/2016	2,450,000.00	Various 0.66 %	2,447,854.57 2,449,310.15	99.87 0.78 %	2,446,746.40 1,977.16	1.09 % (2,563.75)	Aaa / AA+ AAA	0.88 0.87
912828C32	US Treasury Note 0.75% Due 3/15/2017	2,000,000.00	04/23/2014 0.86 %	1,993,834.83 1,997,427.27	99.86 0.87 %	1,997,110.00 4,450.55	0.89 % (317.27)	Aaa / AA+ AAA	1.21 1.20
912828TS9	US Treasury Note 0.625% Due 9/30/2017	1,950,000.00	Various 1.05 %	1,922,434.27 1,935,796.21	99.31 1.02 %	1,936,517.70 3,096.82	0.87 % 721.49	Aaa / AA+ AAA	1.75 1.73



Holdings Report

As of 12/31/15

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828TW0	US Treasury Note 0.75% Due 10/31/2017	1,800,000.00	04/30/2014 1.13 %	1,776,451.34 1,787,692.15	99.47 1.04 %	1,790,438.40 2,299.45	0.80 % 2,746.25	Aaa / AA+ AAA	1.84 1.81
912828UA6	US Treasury Note 0.625% Due 11/30/2017	1,800,000.00	06/05/2014 1.07 %	1,772,654.47 1,784,984.66	99.17 1.06 %	1,785,094.20 983.61	0.80 % 109.54	Aaa / AA+ AAA	1.92 1.90
912828UZ1	US Treasury Note 0.625% Due 4/30/2018	2,500,000.00	Various 0.96 %	2,477,254.47 2,480,866.95	98.71 1.19 %	2,467,870.00 2,661.40	1.10 % (12,996.95)	Aaa / AA+ AAA	2.33 2.30
912828WD8	US Treasury Note 1.25% Due 10/31/2018	1,800,000.00	06/30/2015 1.14 %	1,806,615.41 1,805,611.43	99.86 1.30 %	1,797,469.20 3,832.42	0.81 % (8,142.23)	Aaa / AA+ AAA	2.84 2.77
912828A34	US Treasury Note 1.25% Due 11/30/2018	1,800,000.00	06/30/2015 1.17 %	1,804,927.91 1,804,198.00	99.83 1.31 %	1,796,976.00 1,967.21	0.80 % (7,222.00)	Aaa / AA+ AAA	2.92 2.85
912828SX9	US Treasury Note 1.125% Due 5/31/2019	2,000,000.00	04/28/2015 1.21 %	1,993,444.20 1,994,528.78	98.88 1.46 %	1,977,656.00 1,967.21	0.88 % (16,872.78)	Aaa / AA+ AAA	3.42 3.33
912828TC4	US Treasury Note 1% Due 6/30/2019	2,000,000.00	Various 1.20 %	1,986,251.82 1,986,652.90	98.35 1.49 %	1,966,954.01 54.94	0.88 % (19,698.89)	Aaa / AA+ AAA	3.50 3.42
912828UB4	US Treasury Note 1% Due 11/30/2019	2,000,000.00	12/04/2015 1.56 %	1,957,194.20 1,957,901.25	97.74 1.60 %	1,954,766.00 1,748.63	0.87 % (3,135.25)	Aaa / AA+ AAA	3.92 3.81
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79 %	2,452,449.78 2,452,477.19	98.27 1.76 %	2,456,835.00 8,734.63	1.10 % 4,357.81	Aaa / AA+ AAA	4.75 4.56
Total US Treasury		29,400,000.00	1.05 %	29,227,615.06 29,244,255.14	1.15 %	29,176,587.61 45,612.33	13.06 % (67,667.53)	Aaa / AA+ Aaa	2.30 2.25
TOTAL PORTFOLIO		223,907,213.89	0.67 %	223,892,502.62 223,696,356.52	0.74 %	223,449,140.79 301,490.81	100.00 % (247,215.73)	Aa1 / AA+ Aaa	1.04 0.97
TOTAL MARKET VALUE PLUS ACCRUED						223,750,631.60			

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS

TABLE OF CONTENTS

1000 - Establishment	1110 - Board Meeting Agenda
1010 - Mission Statement	1120 - Conflict of Interest
1020 - Board Member Duties and Responsibilities	1130 - Public Complaints
1030 – Limitations of Authority	1140 - Procurement
1040 - Board Makeup	1150 - Document Preparation Charges
1050 – Board Operations	1160 - Nepotism
1060 - Membership in Associations	1170 - Harassment
1070 - Committees of the Board	1180 - Discrimination
1080 - Minutes of Board Meetings	1190 - Personnel
1090 - Communication and Correspondence	1200 - Special Annual Evaluation Session
1100 - Board Meetings	2000 - Adoption/Amendment of Bylaws

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
P. O. BOX 634
ALBION, CA 95410
(707) 937-4022

1000 - ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors ~~in~~ on _____, 1962. The District is a California Special District governed by California Health and Safety Code Section 13800 et seq. cited as the Fire District Law of 1987.

1010 - MISSION STATEMENT

The mission of the District is to provide personnel and resources necessary for protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

In order to fulfill its mission the Board of Directors of the District will:

1. Employ necessary personnel to provide services to the district.
2. Effectively maintain and deploy district resources.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District.
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

1020 - BOARD MEMBER DUTIES AND RESPONSIBILITIES

Meeting packets of agenda, minutes, and backup materials will be mailed or emailed by the Secretary of the Board **early enough to be received by** each **board** member at least ~~72 hours~~ **five days** prior to regular meetings. Directors will thoroughly prepare themselves to discuss agenda items at Board meetings. Questions concerning information distributed in Board packets will be directed to the Board President or Secretary prior to the Board meeting.

All board members are expected to:

1. Maintain regular attendance at **the** various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.
12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.

15. Utilize each member's specific background, experience, and expertise during the development of projects, policies, and contracts.
16. ~~Directors will, at all times,~~ conduct themselves with courtesy to each other, to the staff, and to members of the public present at Board Meetings.
17. ~~Directors will~~ abstain from participating in consideration on any item involving a personal or financial conflict of interest.

1030 - LIMITATIONS OF AUTHORITY

1. Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.
2. Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

1040 - BOARD MAKEUP

1. The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members.
2. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law".
3. In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary.
4. Officers of the Board shall be elected annually by the Board members at the December business meeting.
5. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law.
6. The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
7. The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.
8. It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

1050 – BOARD OPERATIONS

1. The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with.
2. In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee all district financial matters.
3. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity.
4. Each board member will have signing authority on all accounts.
5. The Board may employ a bookkeeper or engage an independent bookkeeping service from time to time to assist in fulfillment of the district's financial duties and obligations.
6. Any bookkeeper or bookkeeping service employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.
7. The Board may employ a board clerk from time to time to assist in fulfillment of the district's legal and clerical duties and obligations.

1060 - MEMBERSHIP IN ASSOCIATIONS

1. The directors of the Board may hold membership and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and will look upon such memberships as opportunity for in-service training.
2. Albion-Little River Fire Protection District Directors may be active members of the Albion Little River Fire Department.

1070 - COMMITTEES OF THE BOARD OF DIRECTORS

1. The Board President will appoint such ad-hoc committees as deemed necessary by Board members.
2. The duties of the ad-hoc committees will be outlined at the time of the appointment, the committee will be considered dissolved when its final report has been made.
3. Standing committees will be appointed by the Board President as necessary.
4. The Chairman of a committee is responsible for the makeup of the committee and for reporting on its progress.

1080 - MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1090 - COMMUNICATION AND CORRESPONDENCE

1. It will be the policy of the Board of Directors of the Albion-Little River Fire Protection District that any communications and correspondence specifically directed to the "Board of Directors" will be delivered to the Secretary of the Board.
2. Communications specifically addressed to a particular director will be delivered to that individual director. ~~and official opening of a director's mail will require notification by phone.~~
3. **Written correspondence may be unsealed and read by a board member other than the addressee by request of or with permission from board member addressee.**
4. **Written correspondence addressed to a board member who is out of district or otherwise unavailable to receive the correspondence in a timely manner will be delivered to and opened by the Secretary of the Board and distributed to an appropriate alternate board member.**
5. Communications or correspondence from anonymous sources will be noted and filed.

1100 - BOARD MEETINGS

Purpose

District board members are elected or appointed to represent all the people, and to exercise their best judgment. The purpose of a board meeting is for its members to debate openly on particular matters, to hear public expression thereon, and to inform the public of what the board is doing. The board has the authority to limit debate on any subject, and where this is a problem it is the chairman's responsibility to control public debate so that repetitive or irrelevant remarks are not made, so that everyone has had a chance to speak before others speak for a second time, and to expedite the business at hand.

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a

century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five- member District board. If informal rules are used they should observe the following basic principles:

- i. The majority decides.
- ii. The minority has a right to be heard.
- iii. Only one main motion may be considered at any given time.
- iv. Members have a right to know at all times what the immediately pending motion is.
- v. Official action can be taken only in meetings properly called, and with a quorum of members present.
- vi. If a board can make decisions without further parliamentary rules, it should do so.

Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time- consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

- b. **Formal:** If a more formal method of proceeding is preferable - for example, where the board finds it cannot informally unite on the issues before it within a reasonable time the following guidelines are suggested. They are adaptations of Robert's Rules.

2. **Motions:** Motions need not be seconded, and the requirement of a second is largely a waste of time, particularly for small groups. The chairman would normally state the motion without asking for a second, and ask for discussion.

A main motion is a request for action or commitment. It should be clear and concise, and stated in the positive to avoid confusion in voting. The chairman should request or suggest rephrasing, if necessary to improve clarity. It is usually stated, "I move that..." and is debatable, can be amended, and the vote on it may be reconsidered. It is usually in order when no other main motion is under consideration, assuming it is not in conflict with the agenda. If it proposes a resolution, then it may use "whereas" and "resolved". Those special and ordinary motions that are handled like main motions are:

- a. To reconsider a vote (must be at same session).
- b. To rescind a previous action.
- c. To amend a motion already adopted.
- d. To amend the bylaws (usually requires notice and 2/3 vote).
- e. To appeal (only when no motion is pending).
- f. To recess (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).
- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amenable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.

- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

- a. To adjourn
- b. To recess
- c. To close debate
- d. To postpone
- e. To refer
- f. To amend

A higher ranking motion is in order even when lower ranking ones are pending. A lower ranking motion may not be made when a higher one is under consideration. A main motion – one proposing that the board take some action – ranks below all of the above ordinary motions, which are intended to help the board reach a decision on the main motion.

4. Special Motions

- a. Point of order
- b. To appeal
- c. To withdraw
- d. To suspend the rules
- e. To reconsider
- f. To rescind

These have no rank in relation to each other. Except for To Reconsider and To Rescind, their purpose is to handle procedural questions during the consideration of a main motion.

A summary of motions, somewhat different from the above, is at the end of this section.

5. Conducting the Meeting

Meetings of the Board of Directors will be conducted by the Presiding Officer consistent with the policies of the District and in accordance with the provisions of the Ralph M. Brown Act. (Government Code Section 54950 et. Seq.) Willful disruption of any meeting of the Board of Directors will not be permitted.

Disruptions will be grounds for the Chairman Presiding Officer to clear the room of the person or persons causing the disruption.

- a. **Order of Business:** A systematic plan for considering items at meetings should be included in a district's rules of order. This is usually called the order of business, agenda or calendar. A convenient order of business is:
 - i. Presentation of minutes.
 - ii. Reports of officers and committees.
 - iii. Unfinished Business.
 - iv. New Business.

A "**Consent Calendar**" is a means of expeditiously handling routine matters. Early in the board meeting the whole group of such items may be approved with one motion and vote, and no discussion. If a director, or member of the public, wants to discuss an item, it can be removed from the group and

considered after the rest of the group has been approved. The board should have adequate information on the items on the Consent Calendar well in advance of the meeting. Typical routine items for a Consent Calendar include approval of minutes, of ordinances at final reading, of contract payments, of final tract maps, and of other matters where approval is routine. The receipt (and referral, if needed) of informational items, correspondence, administrative reports, etc., and the setting of hearing dates can also be handled in this matter. The items on the Consent Calendar can be selected by the secretary, other staff, or the board at a pre-board meeting. If a meeting includes a public hearing, it should be properly noticed, and set for a specific time on the agenda. Written procedures for participation, including time limits, may be desirable.

- b. The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should "step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.
- c. Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:
 - i.** An exact statement of motions passed.
 - ii.** The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
 - iii.** All referrals, postponements and appeals.
 - iv.** Motions not passed, and amendments, may or may not be entered.

Further suggestions for minutes are in the section on Board Secretary.

The Secretary is also an assistant to the chairman, providing him/her with a copy of the agenda, the minutes of the previous meeting, any committee reports, and a list of unfinished business. S/he should also bring to the meeting any needed materials, such as a copy of the bylaws, and should be familiar with the record of previous actions taken by the board.

- e. Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no".

If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.

f. Ordinances and Resolutions:

- i. **An ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
- ii. **A resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
- iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

If ordinances and resolutions are not prepared by the district's attorney, he should review them before presentation. After adoption the secretary should prepare proper attestation, which includes filling in the last page to include the vote by each member, the chairman's signature, and the secretary's attestation. With ordinances to be published or posted, usually within 15 days, certification of publication should be obtained from the newspaper, or an affidavit from the person doing the posting, and filed. Only a summary of the ordinance need be published, noting that the full text is available in the district office.

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by subject matter is useful. If some ordinances or resolutions contain an expiration date or a time certain when something is to be accomplished, a tickler system giving advance warning should be applied to them.

6. BOARD MEETING SCHEDULE:

- a. **Regular meetings** of the Board of Directors will be held on the second ~~Thursday~~ **Wednesday** of each calendar month at 7:00 p.m. ~~in the main fire house in~~ **at Albion School, 30400 Albion Ridge Road,** Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting

without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.

- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1110 - BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the District Board President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
 - b. The Board President will be the sole judge of whether the public request is or is not a "matter directly related to District business." The member of the public will be informed of the decision.
 - c. Matters that are legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.
 - e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1120 - CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1130 - PUBLIC COMPLAINTS

1. It is the desire of The Board of Directors that public complaints are resolved at the lowest possible administrative level, and that the methods for resolution of complaints are logical and systematic.
2. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state or federal statute that has adversely affected the individual.
3. The method of resolving complaints will be as follows:
 - a. The individual with a complaint will first discuss the matter with the Fire Chief (or a designated responsible staff member) with the objective of resolving the matter informally.
 - b. If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief (or other responsible staff member) a written complaint may be filed with the Board of Directors. This must be done within (10) days of receiving the Chief Officer's (or other responsible staff member's) decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and use the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

This policy in no way prohibits, or is intended to deter, a member of the community or staff member from appearing before the Board to present a testimony, complaint, or statement regarding actions of the Board, District programs and services, or impending consideration of the Board.

1140 - PROCUREMENT

It is the policy of the Board of Directors of the Albion-Little River Fire Protection District that all purchases of goods and services for the operation of the Fire District will be fully accountable and will be done in an appropriate logical manner. Therefore, the following policy is adopted and will be followed always:

1. The following processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check or electronic funds transfer from the appropriate district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.
2. Purchase authority is limited to the maximum amount of funds that have been allocated for the item in the current budget. Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to the amounts approved for items listed in the current budget. Fund obligation above that level is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. In compliance with the above, the following is the Albion-Little River Fire Protection District policy:
 - a. **Checking Accounts:**
 - i. A checking account shall be established for the purpose of writing checks or making electronic funds transfers directly to the recipient from a revolving account funded by drafts from District tax revenues held by the county. Each check written on this account will require one signature. Each Board Member and the district bookkeeper shall be

authorized signers of checks and may authorize electronic funds transfers on this account.

- ii. **Other checking and savings accounts** shall be established as needed for the purpose of receiving and holding donations to the district for specified and unspecified district needs and/or projects as well as authorized payment of expenses for same. Board approved drafts from each account will require one authorized signature. Each Board Member, as well as the district bookkeeper, shall be authorized signers of each of these accounts.

b. Credit Card: A credit card account shall be established to expedite internet and non-vendor purchases. Each board member, the district bookkeeper, the chief and the assistant chiefs will be authorized users of this account for purchases of board approved budget items. This account is to be paid in full each billing period to avoid interest charges.

c. County of Mendocino Auditor-Controller: The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. Vouchers will be written only for board approved budget items or to replenish the district revolving fund (one authorized signature will be required). Each board member and the district bookkeeper will be authorized signers.

4. Expenditure authority within budget:

- a. The Chief of the District or his/her designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
- b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.

5. Expenditure authority for items not budgeted or for amounts in excess of budget allowance: Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1150 - DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

The above fees are based on machine use costs, clerical time, and material costs. These charges are subject to change due to cost changes.

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for items 3 and 4 above.

1160 - NEPOTISM

1. It is the policy of the Albion-Little River Fire Protection District to seek the best possible candidate through the appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments if the following standards are met:

- a. No employee or member of the Board will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employee status, or interest of a close relative.
- b. For the purpose of this policy, "close relative" means husband, wife, mother, father, son, daughter, sister, brother, niece, nephew, mother/father in law, sister/brother in law, and son/daughter in law. Such matters will be referred to the Personnel Committee of the Board of Directors.
- c. When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required to all appointing levels. The objective of this review will be to assure equity to all members of the department.

1170 - HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1180 - DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.
2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Chief, or any member of the Board of Directors.

1190 - PERSONNEL

1. **EMPLOYMENT:** The District may employ personnel from time to time according to Health and Safety Code Section 13861 “A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties.”
 - a. Paid employees compensation and benefits will be set by the District board of directors.
 - b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.
 - c. All employees of the District shall be insured by District provided workers’ compensation insurance.
 - d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District’s active duty roster, or on the official roster of another participating agency.
2. **HIRING:**
 - a. District residents 18 years old or older may apply for employment with the district.
 - b. Non-resident applications for employment may be accepted upon the chief’s recommendation.
 - c. Employment positions include the position of volunteer firefighter.
 - d. Applications for employment may be obtained at any regular meeting or from the chief.
 - e. The chief and the Board shall review and approve, reject, or postpone the application.
 - f. Upon approval of the application, employment will be granted if a position is available.
 - g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
 - h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District. Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.
 - i. This procedure is to be followed for all district employees, paid or volunteer.
3. **EMPLOYEE STATUS:**
 - a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
 - b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
 - c. A probationary employee’s employment may be terminated by the chief or by a majority vote of the board without cause.
 - d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
 - e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district’s operations manual and as further directed by the chief.
 - f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
 - g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district’s Operations Manual and as

further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.

- h.** A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.
- i.** A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j.** All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a.** Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.
- b.** A regular volunteer firefighter may take a leave of absence for any reason for up to one year upon request.
- c.** Any volunteer firefighter who takes a leave of absence will be removed from the roster of active duty firefighters and will be relieved of the duties and responsibilities of any office held and the requirements of item (3.i.) above. Active duty status may be reinstated by application for reinstatement, recommendation of the chief and a majority vote of the board of directors.
- d.** Prior to returning to active duty any employee requiring a medical leave of absence due to injury covered by District workers' compensation insurance must provide the District with a "fit for duty" evaluation (available at District expense) from an independent physician who has expertise in the covered injury (but who is not involved with the employee's treatment for the injury) before applying for reinstatement to active duty status.
- e.** A regular volunteer firefighter who wishes to take a leave of absence for longer than one year for reasons other than injury covered by District workers compensation insurance will be asked to resign and reapply for employment when available for service to the District.
- f.** Employment will be terminated for a probationary volunteer firefighter who wishes to take a leave of absence for reasons other than injury covered by District workers compensation insurance.

5. APPOINTMENT AND REMOVAL OF THE CHIEF:

- a.** The district board may appoint the chief from the employees of the district.
- b.** If there is a vacancy in the position of chief as a result of resignation, removal, or any other reason district employees hired as regular volunteer firefighters shall, at the first scheduled meeting following the vacancy, function as a committee to select one or more qualified candidates to submit to the district board for consideration for appointment to the open position. If all candidates proposed by the regular volunteer fire fighters are rejected by the district board this process will be repeated until a chief is selected.
- c.** In the interim between the vacancy and the appointment of an acceptable candidate for chief, if the outgoing chief does not appoint an acting chief, the board may, without consultation, appoint an acting chief.
- d.** Notwithstanding the appointment of an interim chief by the outgoing chief, the board may at any time rescind that appointment and appoint an acting chief.

- e. The term of appointment to the position of chief is indeterminate.
- f. Removal from the position of chief shall be the sole responsibility and option of the district board of directors and can be with or without cause.

6. DISCIPLINARY ACTION:

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.
- b. Grounds for discipline include but are not limited to: discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.
- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

7. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. This section does not apply to probationary employees.
- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.

- e. The Board of Directors, as soon as possible at a regular or special meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board’s decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee’s permanent personnel file.

1200 - SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting in January of each year to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2000 - ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy **or to amend these bylaws** may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered **to the board president or board secretary** by **hand delivery**, email, ~~to any board member~~ or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of ~~this~~ **the** proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies **or bylaws** ~~will~~ **may also** be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy **or bylaws** will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three days (72 hours) prior to any meeting during which the amendment or policy is to be considered.

THESE REVISED BYLAWS PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING **March 9, 2016** AS FOLLOWS:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chris Skyhawk
President, Albion Little River Fire Protection District

Attest:

Secretary, Albion Little River Fire Protection District

Alan Taeger

DRAFT

By-Laws

1190 – PERSONNEL

1. EMPLOYMENT: The District may employ personnel from time to time according to the Health and Safety Code Section 13861: “A District shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including but not limited to, the following powers (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties.”

- a. Paid employees compensation, benefits will be set by the District Board of Directors.
- b. The Chief, all volunteer Firefighters, and any other District volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the Chief and other qualified volunteer firefighters.
- c. All employees of the District shall be insured by District-provided workers' compensation insurance.
- d. No District employee shall be permitted to participate in District fire department trainings or emergency response calls without permission of the Chief.

2. HIRING:

- a. District residents 18 years old or older may apply for employment within the District.
- b. Non-resident applications for employment may be accepted.
- c. Employment positions include the position of Chief and volunteer Firefighter.
- d. It is the responsibility of the Board to appoint the Chief annually.
- e. It is the responsibility of the Chief to review and approve, reject or postpone volunteer Firefighter membership; the Chief may make changes to a volunteer Firefighter's employment status at the Chief's discretion.
- f. It is the responsibility of the Chief to inform the District of changes in membership status and to provide copies of employment applications to the District. And further, to determine and apply all District criteria

regarding personnel, making decisions that include hiring, firing, suspension, and status change.

- g. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of the criminal and driving background checks are subject to review by the Chief and Board of Directors and results may be basis for determination of unsuitability for employment.

3. EMPLOYEE STATUS

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.
- b. Probationary period typically runs six months of service, and may be extended or shortened by the Chief, not to exceed one year. Upon completion of a probationary period, the Chief may grant or deny an applicant regular employee status.
- c. A probationary volunteer Firefighter is a probationary employee who must perform certain tasks and attend certain training and certification requirements as required in the District's Operations Manual and as directed by the Chief.
- d. The Chief will review and approve, reject or postpone volunteer Firefighter membership, and may make changes in employee status and the Active Duty Roster. The Chief shall review all members annually.
- e. A probationary volunteer Firefighter may be terminated without cause.
- f. Termination of a regular Firefighter's employee status shall be governed under California Employment Law. However, being eligible for call response is at the sole discretion of the Chief.
- g. Only Active Duty Firefighters are eligible to vote.

4. REQUIREMENTS: A regular volunteer Firefighter shall:

- a. Participate in a minimum number of trainings.
- b. Participate in a minimum number of call responses.
- c. Maintain a current CPR card.
- d. Maintain a valid driver's license.
- e. Read and sign a copy of the By-Laws and Operations Manual.
- f. Return all District property when asked by the Chief and/or terminated.

5. DISCIPLINARY ACTION

- a. If a volunteer Firefighter disagrees with the disciplinary action of the Chief or any change in status, that member may approach the Board in writing through a formal Appeal process.

- b. The Appeal must be made in writing and detail the reasons for disagreement with the decision of the Chief.
- c. An Appeal must state whether the Firefighter would like to have the Appeal heard publicly or privately.
- d. The Board will review all material presented and conduct a meeting, wherein they will: listen to Appellant state their position, may ask questions of the Appellant, the Chief, and other members.
- e. The Board will decide the outcome of the Appeal using the standard voting process.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FIRE DEPARTMENT OPERATIONS MANUAL
Draft Revision 20160210

Organization

1. Firefighting and EMS operations execute under the direction of the board of directors of the Albion Little River Fire Protection District (District).
2. All District firefighters, whether paid or volunteer, are employees of the District per District Bylaws and California Health and Safety Code Section 13861.
3. District employment positions include the positions of probationary and regular volunteer firefighter.
4. The positions of probationary and regular volunteer firefighter will be filled by the employment procedures detailed in District Bylaws Personnel section.

Volunteer Firefighter Status

1. A Volunteer Firefighter begins employment as a probationary employee.
2. The probationary period is six months. The probationary period may be extended by the Chief, but may not exceed one year from the date of hire. The probationary period may be reduced by recommendation from the chief for returning or demonstrably qualified volunteer firefighters.
3. To continue employment beyond the probationary period, a probationary volunteer firefighter must:
 - a. Meet certain requirements during the probationary period:
 - i. Obtain a Driver License Firefighter Endorsement from the California Department of Motor Vehicles.
 - ii. Obtain CPR and first aid (or district valid EMT) certifications.
 - iii. Complete FEMA's ICS-100 course.
 - b. Receive a favorable evaluation by the chief and the board.
4. The driver license firefighter endorsement requirement may be temporarily or permanently suspended by the Board of Directors for cause (general feasibility, individual capability).
5. To continue employment as a regular volunteer firefighter, minimum training and certification requirements as required for probationary volunteer firefighters must be maintained. In addition, minimum participation requirements must be met during each calendar year:
 - a. 33% of training
 - b. 20% of calls
 - c. 33% of meetings
6. Regular volunteer firefighters unable to maintain minimum training, certification and participation requirements specified in item 5 above may qualify to retain regular firefighter employment status by making some other recognized valuable contributions to Fire Department operations to justify her/his continued employment by the District. Determination of eligibility under this requirement is at the sole discretion of the chief.
7. A volunteer firefighter who fails to maintain the stated minimum training, certification and attendance may be placed on probationary status for up to one year, until s/he can meet the

requirements. If minimum requirements are not reached within this additional probationary period, employment shall be terminated.

8. A regular volunteer firefighter who maintains her/his regular firefighter status throughout the calendar year may qualify for benefits as determined by District policy.

Officers

1. **Chief** - The chief is chosen by the board of directors from a candidate or candidates nominated by a majority of regular volunteer firefighters as detailed in District bylaws.
2. **Assistant Chief** - ~~The assistant chief is~~ **Assistant chief(s) is/are to be** elected annually at the December regular District **firefighters'** business meeting by a majority vote of regular volunteer firefighters. **The number of assistant chiefs to be elected is at the sole discretion of the chief, said number to be determined by the chief's assessment of the needs of the fire department.**
3. **Captains** - ~~Three captain positions~~ **Fire captain(s) is/are to be** elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters. **The number of fire captains to be elected is at the sole discretion of the chief, said number to be determined by the chief's assessment of the needs of the fire department.**
4. **Special Officers** - The positions of Fire Marshal, Safety Officer, Training Officer, Vehicle Maintenance Officer, Property Maintenance Officer, and/or other special officer(s) are to be appointed by the chief.

Duties of Officers include but are not limited to the following:

1. **Chief**
 - a. Develop the fire department mission and execution plan.
 - b. Coordinate all fire department activities.
 - c. Author a monthly report with content and quality appropriate for publication.
 - d. Facilitate communication between the fire department and the district board of directors.
 - e. Facilitate communication among officers and firefighters.
 - f. Monitor, coordinate and verify necessary fire department records and reports.
 - g. Coordinate and facilitate annual FY budget preparation.
 - h. Monitor, coordinate and verify budget expenses.
2. **Assistant Chief(s)**
 - a. Coordinate all fire department operations.
 - b. Coordinate all vehicle and property service and maintenance.
 - c. Coordinate all firefighter training and safety awareness.
3. **Captain(s)**

- a. Assist in mentoring District firefighters.
- b. Perform duties as directed by the Chief and Assistant Chief(s).

Department Operations

1. Training

- a. The District Board of Directors recognizes the importance of a well-trained volunteer firefighter force and will provide continuous training opportunities for regular and probationary firefighters.
- b. The Chief, in coordination with the appointed training officer, will establish a regular training program for all District firefighters with the goal of equipping each volunteer with knowledge of all aspects of fire/rescue.
- c. Volunteers are encouraged to achieve certification in as many aspects of fire/rescue as they are able.
- d. Training courses will be offered that take place both within and outside the District.
 - i. Regular training within the district may be led by a qualified member firefighter or by a qualified instructor from out of District.
 - ii. Regular joint training exercises with adjacent fire districts are to be encouraged.
- e. Specialized and advanced training courses are frequently only available at some distance from home and district. The District will cover costs for qualified member firefighters training out of District as specified in Firefighter Training Costs Reimbursement Policy.
- f. Member firefighters receiving training at District expense are expected to pass their greater knowledge and skills to their fellow member firefighters to the extent possible through hands on training and participation in local classroom training.

~~Transparency~~

~~Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.~~

2. Hepatitis B vaccination Immunizations

- a. Hepatitis B vaccinations shall be offered free of charge to employees.
- b. Because the Hepatitis B vaccination series is not always 100% effective in developing the ~~anti-bodies~~ antibodies necessary to protect the individual from the disease, a blood test and antibody titer shall also be offered free of charge to employees.

3. Transparency - Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.

Incident Operations

1. ICS

- a. The response structure shall utilize the Incident Command System.

2. Priorities

- a. Priorities in descending order of concern: employee safety, protection of life, protection of property, protection of the environment.

3. Common Sense

- a. Unforeseen circumstances inherent in firefighting impede the ability to create hard rules for all potential incidents. Volunteer firefighters are empowered to use individual judgment to deviate from industry best practices as reasonably necessary.

4. Personal Vehicles

- a. Firefighters may respond to scene in personal vehicles when sufficient district fire/rescue vehicles have been deployed, when responding to a station would cause the firefighter to pass the scene or when time is of the essence for life saving equipment present in the personal vehicle to reach the scene.

5. Ability

- a. Firefighters shall perform tasks according to their level of training and physical ability.
- b. As a means to ensure safety of the employee, other district employees and members of the public, firefighters must verbalize rejection of tasks when requested to perform beyond their ability.

6. Employee injury

- a. Firefighters must report injuries suffered in the course of district activity as soon as reasonably possible to the chief or board of directors.

7. EMS Incidents

- a. Firefighters shall follow Coastal Valleys EMS treatment protocols.
- b. Firefighters shall utilize body substance isolation.

8. Fire Incidents

- a. Where possible, firefighting tasks shall be solved using methods documented by Essentials of Fire Fighting, Fifth Edition or otherwise accepted by the International Fire Service Training Association.

9. Intoxication

- a. Firefighters shall not respond when under the influence of alcohol or otherwise intoxicated.

10. Issued equipment

- a. Firefighters shall properly maintain issued equipment.
- b. Firefighters shall notify the chief when issued equipment becomes lost or damaged.
- c. All issued equipment remains property of the District and must be returned immediately upon termination of employment.

11. Personal protection

- a. Firefighters shall not perform tasks without appropriate personal protective equipment.

- b.** Firefighters lacking necessary PPE must inform the chief.

12. Patient confidentiality

- a.** Patient confidentiality shall be respected to the greatest extent possible.
- b.** All publication must conform to the rules of the Health Insurance Portability and Accountability Act of 1996.

13. Radio Communication

- a.** Radio communications shall be conducted in plain English following protocol specified by dispatch.
- b.** Accidental radio traffic can severely impact operations elsewhere in the county. Firefighters shall take necessary precautions to prevent unintended transmissions.

14. Restock Apparatus

- a.** Supplies used on an incident must be restocked, reconditioned or organized at the close of the incident. The incident commander shall confirm restocking upon close of incident.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT FIREFIGHTER TRAINING COSTS REIMBURSEMENT POLICY

Draft 3

BACKGROUND

The Board of Directors of ALRFPD wishes to encourage and promote the creation of a well-trained volunteer firefighting/rescue force. Individual firefighters frequently incur out of pocket expenses for travel out of the area in order to attend relevant training classes. The District hereby establishes a policy for the reimbursement of individual firefighter's approved expenses incurred for training.

EXPENSE REIMBURSEMENT APPROVAL

1. Requests for individual firefighter training cost reimbursement must include the following information:
 - a. Name of class
 - b. Type of training
 - c. Location of class
 - d. Dates attended
 - e. Name of instructor
2. Individual firefighter reimbursements may be granted upon presentation of approved documentation of registered attendance at the training.
3. Individual firefighter reimbursements are to be granted only upon written approval of The Chief.
4. Reimbursement requests must be submitted within 30 days of completion of training.

EXPENSE REIMBURSEMENT ALLOCATION

Allocation for reimbursements to individual firefighters for training expenses will be made from the District training budget.

REIMBURSEMENT SCHEDULE

1. Member firefighter class registration/attendance must have prior written approval from the Chief. In many instances registration/fees will be paid in advance by the District. Registration/class fees paid by the individual firefighter will be reimbursed only by prior written approval of the Chief.
2. For day long classes that do not require an overnight stay away from the District each firefighter/class registrant will be entitled to a \$25/day per diem.
3. For classes requiring one or more overnight stay away from the District each firefighter/class registrant will be entitled to a ~~\$100/day~~ per diem **at the IRS listed per diem rate for the location of the overnight stay.**
4. Transportation: Mileage **to and from classes away from the district** is to be reimbursed to the owner/driver applicant at the current IRS rate for **the sum of the total distance traveled from district to training venue or lodging, between training venue and lodging, and return from lodging or training venue to the district** ~~calculated by~~ **determined by calculation using the most direct routes shown on Google maps.** Carpooling is encouraged. Application for mileage reimbursement may be denied if carpooling opportunities are not followed, subject to determination of the Chief. The hiring of a van for group transport may be utilized if to the economic benefit of the District.
5. Coincidental group expenses (e.g. tolls, parking fees) will be reimbursed with submission of itemized receipts and Chief's written approval.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT CRITICAL INCIDENT STRESS DEBRIEFING POLICY

DRAFT

The Albion Little River Fire Protection District Board of Directors recognizes that the nature of some of the calls that our Volunteers answer can provoke psychological stress. This policy is designed to assist Volunteers in coping with psychological stress caused by a Critical Incident.

For the purposes of this Policy, “Critical Incident” will be defined as follows:

Any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences.

The volunteers will interview providers and form a pool of qualified professionals who will provide counseling support in the event of a Critical Incident (CI). Service Providers must have, at minimum, a Masters Degree in a counseling field and will demonstrate sufficient knowledge and practical skill related to Critical Incident Stress Debriefing (CISD). The Chief will approve the pool of available professionals.

In the event of a Critical Incident volunteers may call for a Critical Incident Stress Debriefing. All volunteer personnel, whether at the incident or not, may attend the debriefing. It is recommended, but not mandatory, that a CISD be initiated within 24-72 hours of a CI. An approved professional will facilitate a debriefing session with Volunteers. The Chief is responsible for approving the request and scheduling the debriefing. A follow-up CISD session will be allowed upon Volunteer request and approval of the Chief.

Meeting Notes

Mendocino County Association of Fire Districts

10:00am Wednesday January 20, 2016
at the Anderson Valley CSD, Boonville

NOTE: Meeting Notes combine/summarize discussions and topics

MEETING - Introductions and Attendees:

Dave Roderick (HFPD), Michael Schaeffer (CCSD), Joe Sutphin (FBFPA), Claudia Hillary (RCFPD), Chris Neary (BTCSD), Tony Orth (BTCSD), Steven Day (Leggett FPD), Ralph Santos (BTCSD), Linda Talso (RVCFPD), Ted Williams (ALRFPD), Bill Knapp (WVFD), John Bartlett (Hop,UVFPA), Michael Issel (ALRFPD), Alan Taeger (ALRFPD), Lucien Long (ECSD), Ben MacMillan (ECSD), Denise Rose (BTCSD)

Unable to attend: Kathleen McKenna (AVCSD), Gerry Gonzales (LLFPD)

Visitors: Dan Gjerde (Sup 4th Dist), Dan Hamburg (Sup 5th Dist), Madelin Holtkamp (Firesafe Council)

1. CWPP & CalFire SRA grants. Ted Williams presented information to the group about obtaining grants from CalFire. A new twist is that grants for wildfire prevention activities won't be approved if the need has not been identified/included the County's CWPP (Community Wildfire Prevention Plan). The current CWPP was last updated in 2003. The County BoS has contracted with the Firesafe Council to perform this update. To qualify for 2016 grants, the Firesafe Council needs to have information from each District by February 15. The revised/updated CWPP deadline is mid-March, this would incorporate new information provided by each District. This information needs to be very specific.

In the past, this CWPP document has not been particularly important. Now, to obtain grants, the CWPP has become a critical element in the process. This change was presented by the Firesafe Council at the Chief's meeting about 4 months ago. A few Districts are aware of the change, many are not. Madelin Holtkamp (Firesafe Council) indicated that questionnaires had been sent/delivered to each Fire Department but received limited responses. She had contacted Chief's but not Districts. She wasn't aware of the newly formed MCAFD. Collectively, the group felt that the MCAFD was the better venue to follow-up on the update process. The Chief's already have a lot on their plates and this is just one more thing to add to the pile ... so the task shouldn't simply be passed off as another task for volunteers.

The Dan's (Gjerde & Hamburg) both emphasized the need to capture fire prevention grant monies which are being generated by the new CalFire SRA parcel fees. There is a very large net outflow of funds from the County for these fees, compared to a tiny amount of grant monies received back. In the later part of the meeting (after the Dan's departed), it was suggested that a way for the County to help districts would be to fund a person/position to write grant proposals for Districts - a very time consuming and frequently difficult task.

Bill K and Michael S volunteered to research the CWPP update issue further and report back to the group in the February meeting. From a timing perspective, effectively updating the overall County plan in the remaining time seemed unrealistic. Perhaps the best path will be to focus of a revamp/update in time for the 2017 budget year. Ben M will follow-up with Madelin to obtain the Firesafe Council's questionnaires and then route these to the Districts.

Firesafe Council is developing (not here yet) a way to electronically input/update CWPP data from each District which will make future updates much simpler.

2. Gjerde & Hamburg - gathering information on the needs of Fire Districts. Both participated in a meeting with coastal Chief's (called by Mendocino's Chief O'Brien) earlier this month. They're looking forward to a meeting with Chief's from inland areas (not yet scheduled). Glad to learn that MCAFD was gathering information from/about each District. Dave R pointed out that the County needs to be a cooperative player with the Districts. The BoS will be holding a budget meeting on Monday 3/14/16 and has dedicated a specific time to the needs of Fire Districts ... participation by Districts is encouraged. The BoS is/will be looking for a formula for how to disburse funds to Districts.

When queried about current expenditures of Prop 172 funds, both Dan's indicated that they were seeking answers from the Auditor-Controller (Lloyd Weer). So far, only oral estimates have been received, nothing in writing.

3. A discussion of funding for Fire/EMS 911 dispatch occurred. The County's estimates are that about \$150,000 in "latent District" taxes are generated from properties currently outside any District boundaries, but which are serviced by Districts (these funds are a portion of the 1% of County property taxes not transferred to the State.) These properties are in the unincorporated SRA parts of the County. The County budgets these estimated dollars to fund Fire/EMS 911 dispatch. When asked about the amount of funds received from the 911 tax on telephone services, they did not know the amount. A brief exchange about having Districts bill the County for responses outside their boundaries (thus addressing "gifting" of public funds by providing services outside of Districts) took place ... though this didn't go anywhere.

4. CalFire 911 dispatch contract update: John Bartlett noted that the existing contract with CalFire has not been terminated. He and other members of the Chief's communication subcommittee are working to ensure the CVEMS formal proposal submitted to the BoS for dispatch includes language that dispatch functions continue to be done within Mendocino County. Additionally, this proposal should incorporate MOU protocols for communications in the final "request for proposal" (RFP). A letter from each District to the BoS which supports these items may be needed,

5. CLOSED SESSION (Lawsuit/legal issues)

6. A Negotiating Committee was selected to meet with the BoS, and/or their ad hoc committee (Gjerde & Hamburg). It was determined that no meeting would occur before the 1/29/16 court hearing. The judge's findings will help clarify what steps need to occur next. This committee was authorized to negotiate with the County seeking funding and support, to urge the BoS to adopt the initiative measure, to present information about funding/support needs, and to point out that the MCAFD's original goal was to seek more than the 30% of Prop 172 funds. Any proposed agreement will be brought back to the MCAFD group for discussion and require approval. The committee members chosen are Dave Roderick, Michael Schaeffer, Ben MacMillan with Chris Neary's involvement/support.

7. Initiative Committee selection was delayed until the next meeting, pending the results of current legal action(s).

8. The ballot measure draft of bullet points & examples was approved without changes.

9. District data collection - Denise Rose reported that she has received data from 12 Districts so far. Two more were received on the day of the meeting. Additionally two other Districts reported they were working on completing the data gathering process.

10. Media contacts reported included a KZYX interview by Dave Roderick and articles relating to the Chief's meeting with Gjerde and Hamburg. Mention was also made of a Willits article about the lawsuit. All expect that next week's court decision will result in further press coverage. Overall, it was felt that the press has been favorable and about 90% accurate.

11. "Minutes" vs "Meeting Notes": from now on (and retroactively), written records of the MCAFD meetings will be called Meeting Notes rather than Minutes (which would require approval).

12. Website update: Dave Roderick has a person who will revise the MCAFD website (fundmendofire.org). He requested that folks look at the website and forward comments, suggested changes, content to be included, and ideas.

13. Meeting dates: by consensus, the MCAFD meeting date was selected as the 3rd Wednesday of each month in Boonville.

14. Routing/sharing of information - it was confirmed that common interest items such as minutes from the Broadband Alliance of Mendocino County and communications from Coastal Valleys EMS should continue to be distributed to the group.

15. Additional items - shortly after noon, a number of attendees had to depart. A few additional topics were briefly discussed among a smaller number of participants. New SB 854 requirements for contractor bidding on public works projects and payment of prevailing wages were brought up. This new legislation poses some serious issues for small Districts with limited funds and volunteer labor. As long as only materials were purchased with no payments for labor, it was felt projects could proceed without compliance issues. Projects which were undertaken by volunteer groups (501-c-3 VFD's for example) would not be covered by the new law which became effective 1/1/16. On a different note, grant requests which included specific language about benefits extending to broader areas would tend to be more favorably looked upon. For example, a new fire engine would provide aid and support to neighboring Districts/agencies in emergency situations ... not simply saying it would be available to help in mutual aid situations.

FOLLOW-UP ITEMS FOR NEXT MEETING:

1. Legal update (C Neary)
2. Negotiating Committee update (D Roderick, M Schaeffer, B MacMillan, C Neary)
3. Firesafe Council & CWPP update - research group report (B Knapp, M Schaeffer, L Long)
4. Initiative Committee selection, outlining functions, timelines, communication needs
5. Update on CVEMS and 911 dispatch proposals

NEXT MEETING:

10:00am Wednesday
February 17, 2016
Anderson Valley CSD

Adjourned: 1:10pm

Fire Chief's Report DRAFT, 31 January, 2016, by Ted Williams

(supplemental report; transitioning to alignment with calendar month)

• Incident Log

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Wednesday, January 13th and today, January 31, we were dispatched and responded to eight incidents consisting of 4 medical aids, 2 electrical hazards, 1 traffic collision, 1 water rescue.
- **201600523 1/15/2016 0846**
 - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS #121, LR
 - Steve Crowningshield 8132, IC
 - Sam Levine Med Gp
 - Andrea Pennebaker 8130
 - Marshall Brown 8130
 - On Scene: 0859
 - Available: 0929
- **201600541 1/15/2016 1752**
 - TC, MEDICAL, 41350 LITTLE RIVER AIRPORT RD, LR
 - Ted Williams
 - John Oakley
 - Marshall Brown
 - Ben Jackson
 - John Crowningshield
 - Jaime Placido
 - Andrea Pennebaker
 - Arrow Pierce
 - Steve Crowningshield
 - On Scene: 1755
 - Available: 1809
- **201600547 1/15/2015 2134**
 - WATER RESCUE, 3790 N. HWY 1, ALBION RIVER INN, LR
 - Ted Williams (IC)
 - John Oakley (OPS)
 - Marshall Brown (R8130, driver)
 - Andrea Pennebaker (R8130)
 - Steve Crowningshield (R8130)
 - Serena Randolph (R8130)
 - Ben Jackson (Ski)
 - Jaimie Placido (Ski)
 - Harolde Searles
 - Kevin Spring
 - Mendocino Resources:
 - R8430
 - R8431
 - U8440
 - 2 Skis
 - 1 Boat

- Other Resources:
 - USGC (1 Boat, 1 Helicopter)
- Sheriff's Office
- Quick Summary:
- RP initially reported flare south of the buoy.
- Mendocino Skis/Boat, 1 Albion Ski searched the Albion Bay, as far south as the Salmon Creek bridge, approx. half a mile east of the buoy. USCG Helicopter and Boat assisted with search after our units were in the water.
- On Scene: 2142
- Available: 1/16/16 0000
- **2016000550 1/15/2016 2324**
 - MEDICAL CHARLIE; 3700 ALBION LITTLE RIVER RD, ALBION
 - Marshall Brown (8130)
 - Andrea Pennebaker (8130)
 - Serena Randolph (8130)
 - Steve Crowningshield (8130)
 - On Scene: 2330
 - Available: 2339
- **2016000603 01/17/2016 1547**
 - ELECTRICAL HAZARD; HIGHWAY 1, MP 44.5
 - John Oakley (IC)
 - Ted Williams
 - Marshall Brown
 - Ben Jackson
 - Tony Oakley
 - Steve Wolfe
 - Debbi Wolfe
 - Jaime Placido
 - Sam Levine
 - On Scene: 1608
 - Available: 1810
- **2016000659 01/19/2016 1034**
 - MEDICAL BRAVO; 27600 ALBION RIDGE RD, ALBION
 - Andrea Pennebaker (IC)
 - Ben Jackson (8132)
 - Ted Williams
 - On Scene: 1037
 - Available: 1134
- **20160001062 01/30/2016 0922**
 - MEDICAL BRAVO; 32577 ALBION RIDGE RD, ALBION
 - Corrected to C Rd, located at end of E Rd South
 - Ted Williams
 - Marshall Brown (8130)
 - Andrea Pennebaker (8130)
 - Ben Jackson (8132)
 - Jaime Placido

- On Scene: 0946
- Available: 1010
- **20160001104 1/31/2016 1732**
 - ELECTRICAL HAZARD; HERITAGE HOUSE; 5200 N. HWY 1, LR
 - John Oakley (IC), (8162)
 - Andrea Pennebaker (8162)
 - Ben Jackson (8162)
 - Jaime Placido
 - John Crowningshield (8181) canceled
 - Sam Levine (canceled)
 - Ted Williams (cancelled)
 - On Scene: 1753
 - Available: 1923
- **Training Completed**
 - **01/17/2016 – Medical – Noorling - Station 811 ALRFPD (2 Hours)**
 - *Objectives:*
 - *Understand the new CVEMS CPR protocol.*
 - Andrea Pennebaker, Andrew Crowningshield, Ben Jackson, Bob Hedman, Craig Hathaway, Daniel Gates, Debbi Wolfe, Jamie Placido, John Crowningshield, Kevin Spring, Michael Issel, Michael Rees, Sam Levine, Serena Randolph, Steve Wolfe, Ted Williams.
 - **01/27/2016 – Structure Fire Drills/SCBA Awareness – Brown/Jackson - Station 811 ALRFPD (2.5 Hours)**
 - *Objectives (Firefighters will be able to...)*
 - *Demonstrate knowledge and skill while donning and doffing SCBA's*
 - *Build a search*
 - *Perform primary searches*
 - *Give a personnel accountability report*
 - *Perform drags to rescue victims out of a structure*Development
 - Andrew Crowningshield, Arrow Pierce, Ben Jackson, Daniel Gates, Jamie Placido, Kevin Spring, Marshall Brown, Robert Hedman, Sam Levine, Serena Randolph, Steve Crowningshield, Ted Williams