

**Colusa Local Agency Formation Commission**

**Regular Meeting Agenda**

**Thursday –August 3, 2017**

**3:00 PM**

**Board of Supervisors Chambers  
546 Jay Street  
Colusa, CA.**

**1. Call to Order/Roll Call**

**Commissioners**

Chuck Bergson, (City Member)  
Brandon Ash, (Vice Chair, Public)  
Denise Carter (County)  
John Loudon (County)  
Tom Reische, Colusa, (Chair, City  
Member)

**Alternates**

Kent Boes, (County Alternate)  
David Womble (City Alternate)  
Mary Winters, (Public Member Alternate)

**Staff**

John Benoit, Executive Officer  
P. Scott Browne, Legal Counsel  
Lora Ceccon, Clerk to the Commission

**2. Election of Chair and Vice-Chair for FY 2017-2018.**

- a. *Election of the LAFCo Chair for FY 2017-2018*
- b. *Electon of the LAFCo Vice-Chair for FY 2017-2018*

**3. Consider Minutes from May 4<sup>th</sup>, 2017 & June 1<sup>st</sup>, 2017**

- a. *Consider approval of the May 4<sup>th</sup> 2017 and the June 1<sup>st</sup>, 2017 meetings.*

**4. Public Comment**

This is the time for the public to address the Commission on any matter not on the agenda. Testimony related to an item on the agenda should be presented at the time that item is considered

**5. Consent Agenda**

- a. *Payment of claims for the month of June and July 2017*

**6. Correspondence:**

**7. Workshop regarding the Service Review and Sphere of Influence for the Maxwell Public Utility District.**

- a. *Receive Executive Officer's Report and Conduct Workshop and Set Hearing date for September 7, 2017.*

**Other Business:**

8. **Authorize Commissioners and Staff to attend the Calafco Annual Conference in San Diego October 24-27, 2017.**
  - a. *Authorize Staff and Commissioners to attend the Calafco Annual Conference in October.*
9. **Calafco Achievement Award Nominations.**
  - a. *Review Calafco Materials and consider nominations for a Calafco Achievement Award and propose a nomination if desired.*
10. **Calafco 2017-2018 Nominations for the Calafco Board of Directors.**
  - a. *Review Calafco memorandum and nominate a County member to the Calafco Board of Directors.*
11. **Designate voting member and alternate voting member to vote on behalf of Colusa LAFCO at the Annual Calafco Conference in San Diego.**
  - a. *Designate voting member and alternate voting member to represent Colusa LAFCO at the 2017 Calafco Annual Conference.*
12. **Executive Officer's Report:**
  - a. *File Scanning Project ongoing*
  - b. *GCID Detachment – Willows*
  - c. *Upcoming MSR's CMAD and Rec Districts*
  - d. *Legislative Report*

**13. Commissioner Reports - Discussion**

*This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters*

**14. Adjourn to the next regular meeting 3:00 pm on September 7, 2017**

**Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1**

Pursuant to Government Code Section 54954.2, Commission members may make a brief announcement or report on activities. Commission members may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

*Public Comment*

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

*Colusa LAFCO*

- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.

*Public Hearings*

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to 5 minutes. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

*Agenda Materials*

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda are available for review for public inspection in the Colusa County Clerk's office located at the Colusa County Courthouse 546 Jay Street, Colusa CA. [such documents are also available on the Colusa LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

*Accessibility*

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible.

*Disclosure & Disqualification Requirements*

Pursuant to Government Code Sections 56100.1, 56300(b), 56700.1, and 81000 et seq., and Colusa LAFCO's Policies and Procedures for the Disclosure of Contributions and Expenditures in Support of and Opposition to Proposals, any person or combination of persons who directly or indirectly contribute \$1000 or more or expend \$1000 or more in support of or opposition to a change of organization or reorganization that has been submitted to Colusa LAFCO must comply with the disclosure requirements approved by Colusa LAFCO. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained at the Colusa County Elections Department 546 Jay Street, Colusa, CA 95932. (530) 458-0500

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff LAFCO staff may be contacted at (530) 458-0593 or by mail at Colusa LAFCO P.O. Box 2694, Granite Bay Ca 95746 or by email at [lafo@countyofcolusa.org](mailto:lafo@countyofcolusa.org) or [johnbenoit@surewest.net](mailto:johnbenoit@surewest.net) or by Fax (916) 797-7631

Webpage Reports, agendas, minutes and general information about LAFCO are available on the LAFCO Webpage at [www.colusacountylafo.org](http://www.colusacountylafo.org)

LOCAL AGENCY FORMATION COMMISSION  
COLUSA COUNTY  
MINUTES OF MEETING  
May 4, 2017

PRESENT:  
JOHN LOUDON, County Member  
BRANDON ASH, Vice Chair, Public  
CHUCK BERGSON, City Member  
DENISE CARTER, County Member

ALSO PRESENT:  
KENT BOES, County Alt.  
SCOTT BROWNE, Legal  
JOHN BENOIT, Ex. Officer  
LORA CECCON, Clerk  
MARY WINTERS, Public Alt.

1. **Call to Order/Roll Call**

The meeting was called to order at 3:01 p.m. There was a quorum present.

2. **Consider appointment of the Public Member and Public Member Alternate**

Commissioner D. Carter presented item #2. J. Benoit stated that one letter was received from Brandon Ash for the Public Member position. There were no other letters of interest received.

**On motion of J. Loudon, second by C. Bergson, the commission approved the appointment of Brandon Ash as the Public Member representative; motion carried with Commissioner B. Ash abstaining.**

J. Benoit stated that one letter was received from Mary Winters for the Public Member Alternate position. There were no other letters of interest received.

**On motion of J. Loudon, second by C. Bergson, the commission approved the appointment of Mary Winters as the Public Member Alternate; motion carried.**

3. **Consider Minutes for March 2, 2017**

**On motion of J. Loudon, second by D. Carter, the commission approved the minutes of March 2, 2017; motion carried.**

4. **Public Comment – None**

5. **Consent Agenda**

**On motion of D. Carter, second by J. Loudon, the commission approved claims for the month of March 2017 and payment of the April 2017 claims, motion carried by roll call vote.**

6. **Correspondence:** John advised the commission that he wrote and sent a letter in support of AB464, the City of Patterson case. S. Browne stated that this is an important item, and he is glad to see that the bill is moving forward.

7. **Public Hearing regarding the Proposed Budget for fiscal year 2017-2018**

### **3:13 – Opened Public Hearing**

John presented the proposed budget for fiscal year 2017-2018. John stated that the hourly rate for special projects is \$75/hour, which has not changed since 2002. Contracting for these services would exceed \$100/hour. He would appreciate a bump from \$75/hour to cover miscellaneous costs. This pay is separate from the Executive Officer's monthly payment. John suggested that the commission review the Executive Officer's contract.

Additionally, the costs of litigation are also increasing. The current rate for legal expenses is a stipend of \$1,750 per month, which was implemented in FY 2007-2008. S. Browne would like to increase the stipend from \$1,750/month to \$1,850/month. John suggested that the commission also review the contract for legal services.

John continued to review the budget by line items. The estimated carry-over is \$100,000; \$50,000 will go into the reserve fund, which was the goal.

A short discussion followed regarding special districts participation. However, special districts are not seated on Lafco, yet.

### **3:35 – Closed Public Hearing**

**On motion of D. Carter, second by J. Loudon, the commission approved Resolution 2017-0002, a resolution of Colusa LAFCO adopting a proposed budget for FY 2017-2018, motion carried by roll call vote.**

#### **8. Calafco Annual Staff Workshop**

S. Browne reported that this year's staff workshop was very good. He taught a couple classes on CEQA and legal issues. Approximately 100 staff members attended.

#### **9. Executive Officer's Report**

**a. Maxwell Service Review and Sphere Update** – Sent to Maxwell for review, no comments received. John will send again.

**b. File Scanning Project** – ongoing

**c. Certificate of Completion for the Abel Tract** – Westside Water District - recorded

**d. GCID Detachment** – Willows – back on track and moving forward

#### **10. Commissioner Reports - none**

#### **11. Adjourn to the next regular meeting on June 1, 2017**

**The meeting was adjourned at 3:50 p.m.**

LOCAL AGENCY FORMATION COMMISSION  
COLUSA COUNTY  
MINUTES OF MEETING  
June 1, 2017

PRESENT:

JOHN LOUDON, County Member  
BRANDON ASH, Vice Chair, Public  
TOM REISCHE, City Member  
KENT BOES, County Alternate

ALSO PRESENT:

MARY WINTERS, Public Alt.  
SCOTT BROWNE, Legal  
JOHN BENOIT, Ex. Officer  
LORA CECCON, Clerk

1. **Call to Order/Roll Call**

The meeting was called to order at 3:02 p.m. There was a quorum present.

2. **Consider Minutes for May 4, 2017 – Postponed until the next scheduled meeting.**

3. **Public Comment – None**

4. **Consent Agenda**

John distributed an amended claims form showing the addition of the pre-paid insurance.

**On motion of K. Boes, second by T. Reische, the commission approved claims for the month of May 2017, motion carried by roll call vote.**

5. **Correspondence: None**

6. **Review Service Agreements for P. Scott Browne for LAFCo Legal Services from 2003 and last updated in 2007 (monthly salary) and John Benoit for LAFCo Staff Services from 2003 and last updated in 2007 (Clerk Services Portion).**

John provided information he gathered regarding average litigation rates and stipend rates. The stipend for S. Browne was last increased ten years ago. Some discussion followed regarding the contract for legal services. John is recommending an increase in stipend to \$2,000/month. There is a cash balance that would cover this increase for this year's budget.

**K. Boes moved to increase the litigation rate from \$180.00 to \$250.00/hour and to increase the monthly stipend from \$1,750.00 to \$2,000.00; subject to the budget, second by B. Ash, motion carried by roll call vote.**

John presented information on the hourly rate other counties pay for special project work. He is not asking for an increase in the monthly contract rate (currently \$4,000). However, he would like the commission to consider an increase of the hourly special projects rate to around the average. He suggested

adding a new section to the E.O. contract and read aloud the section to be added. John stated that an increase to the hourly rate will not affect the budget.

**T. Reische moved to increase the special project hourly rate from \$75.00 to \$110.00, and to amend the E.O. contract to include the new section regarding complex projects, second by B. Ash, motion carried by roll call vote.**

John will draft up a contract amendment for the Chair's signature.

**7. Public Hearing regarding the Final Budget for fiscal year 2017/2018**

**3:30 – opened public hearing**

John advised the commission that A87 charges are still unknown, so the amount will stay the same as last year. There were no changes made to the proposed budget.

**3:31 – closed public hearing**

**K. Boes moved to approve Resolution 2017-0003, a Resolution of the Colusa Local Agency Formation Commission adopting a Final Budget for 2017-2018, second by T. Reische, motion carried by roll call vote.**

**8. Executive Officer's Report**

- a. File Scanning Project – still proceeding**
- b. GCID Detachment – Willows – no update**

M. Winters asked what part of the budget covers work done by Kathie Moran. John responded that it could be special projects, clerical support, and possibly MSRs. He stated that the commission may want to consider an hourly rate of \$50 for clerical support.

**T. Reische moved to add language to the contract stating a rate of \$50/hour for staff services, second by B. Ash, motion carried.**

The contract amendments will take effect July 1, 2017.

**9. Commissioner Reports - none**

**10. Adjourn to the next regular meeting on July 6, 2017**

**The meeting was adjourned at 3:48 p.m.**

# Colusa Local Agency Formation Commission

#5

## CLAIMS

For June and July 2017

Authorize payment of the following claims:

### FY 2017-2018 EXPENSES:

July 1, 2017	Staff Svcs and Expenses – June 17	\$ 6,928.61
May 7, 2016	Frontier Phone June 7, 2017	\$ 35.18
5.16.17- 6.15.2017	Legal Services P. Scott Browne	\$ 1,750.00
July 1, 2017	Calafco Dues for 2017-2018	\$ 899.00

**TOTAL: June 2017** \$ 9,612.79

Aug 1, 2017	Staff Svcs and Expenses – July 17	\$ 5,909.97
July 7, 2016	Frontier Phone June 7, 2017	\$ 35.18
6.16.17- 7.15.2017	Legal Services P. Scott Browne	\$ 1,750.00

**TOTAL: July 2017** \$ 7,695.14

**DATED:** Aug 3, 2017

**APPROVED:** Aug 3, 2017

**Tom Reische, Chair or Brandon Ash, Vice Chair**  
Colusa Local Agency Formation Commission

Attest:

\_\_\_\_\_  
**John Benoit**  
Executive Officer





Shadow Accounting  
2017-2018

EXPENSE	Executive Off. Cont 53180	Clerical Support 53180	Workers 51035	Comp 53180	Atty Contract 24000.00	Insurance 53100	Office Supplies 53170	Postage 53171	Copies 53170	Membership 53150
CALAFCO Dues 17-18	48000.00	3657.00		50.00	24000.00	1741.00	375.00	500.00	1500.00	899.00
SDRMA Insurance 17-18						-1715.00				-899.00
Staff Servics June 2017										
Frontier Phone June 7, 2017	-4000.00	-175.00					-57.61	-9.87	-46.40	
Browne Legal Svcs 5.16.2017-6.15.2018										
Browne Legal Svcs 6.16.2017-7.15.2017					-1750.00					
Staff Svcs July 2017	-4000.00				-1750.00					
Frontier Ph July 7, 2017							-43.35		-10.00	

Total Expended in FY 16-17	-8000.00	-175.00	0.00	-3500.00	-1715.00	-100.96	-9.87	-56.40	-899.00
Total Remaining in FY 16-17	40000.00	3482.00	50.00	20500.00	26.00	274.04	490.13	1443.60	0.00

June 29, 2017

Mr. John Benoit  
Executive Officer  
Local Agency Formation Commission of Colusa  
Post Office Box 2694  
Granite Bay, California 95746

Re: 2017-18 Property/Liability Coverage Documents

Dear Mr. Benoit,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors and our entire risk management team, it is my pleasure to extend our sincere appreciation for your participation in our Property/Liability Program. The new program year begins July 1 and complete coverage documents will be available by August 1 in the SDRMA MemberPlus Online™ web-based portal. The following coverage documents will be available July 1 in MemberPlus Online™:

**Property/Liability Program**

- Member's Certificate of Coverage (copy attached)
- California Vehicle Identification Cards (available in MemberPlus Online™ to print out and place in vehicles)

To access MemberPlus Online™, visit [www.sdrma.org](http://www.sdrma.org), click on Member Login at the top right hand corner of any webpage. The Certificate of Coverage will be available in the left navigation window under 'Quick Links'. Your 2016-17 coverage documents will be archived as in past years and will be available under 'Reports/Forms/Archives'.

**New This Year**

There are several important changes coming to the Renewal Questionnaire (RQ) process in early 2018. First, the RQ process will begin on February 1 instead of February 15. Second, the amount of general questions has been greatly reduced and scheduled item maintenance will no longer be part of the process as your agency should be managing your list of scheduled items throughout the year to ensure proper coverage. Hopefully, these changes will greatly reduce the amount of time your agency spends during the RQ process each year!

**Reminder**

SDRMA provides an Employer "Hotline" for questions related to Employment Law. Best Best & Krieger is providing this service to SDRMA members and is one of the most experienced and largest public agency law firms with eight offices in California. The "Hotline" provides upper level management access to complimentary Employment Law related legal services on behalf of your agency **after** initial screening and referral by Dennis Timoney, SDRMA Chief Risk Officer. The goal is to reduce the frequency and severity of employment related claims which will have a direct impact on our pool's claim liabilities and expenses.

If you have any questions please contact our office at 800.537.7790 or 916.231.4141.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer

**MEMBER'S CERTIFICATE OF COVERAGE**

Issue Date  
7/1/2017

**Provider** Special District Risk Management Authority  
1112 'I' Street, Suite 300  
Sacramento, California 95814  
800.537.7790 www.sdrma.org




**Member** **Local Agency Formation Commission of Colusa**  
Post Office Box 2694  
Granite Bay California, 95746

*Member Number: 7528*

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
<b>General Liability</b>	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Bodily Injury				\$ 2,500,000
Property Damage				\$ 2,500,000
Public Officials Personal				\$ 500,000
Employment Benefits				\$ 2,500,000
Employee/Public Officials E & O				\$ 2,500,000
Employment Practices Liability				\$ 2,500,000
Employee/Public Officials Dishonesty	EDC-SDRMA-201718			\$ 1,000,000
<b>Auto Liability</b>	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Auto Bodily Injury				\$ 2,500,000
Auto Property Damage				\$ 2,500,000
Uninsured Motorist	UMI-SDRMA-201718			Limits on File

Description: All listed coverage is in effect only for the time period specified.

  
 \_\_\_\_\_  
 Gregory S. Hall - Chief Executive Officer



# Announcing The 2017 CALAFCO Annual Conference

Hosted by CALAFCO

**October 25-27, 2017**

Bahia Hotel in Mission Bay  
San Diego, CA



## Value-Added and Diverse General & Breakout Session Topics

- ▶ Branding and marketing your LAFCo - Your LAFCo story - don't let someone else tell it!\*
- ▶ Presentation of public statewide LAFCo survey results and what that means for LAFCos - where do we go from here?\*
- ▶ Long-term sustainability of local agencies
- ▶ Future funding of LAFCos
- ▶ Dealing with unincorporated islands
- ▶ Healthcare districts and LAFCos
- ▶ Commission decision making - making the tough choices
- ▶ What do Commissioners and Staff really want from each other?
- ▶ Making the right choices ethically\*
- ▶ Annual CALAFCO Legislative Update\*
- ▶ CALAFCO Annual Business Meeting\*

Plus more!

Note: The Program is subject to change.  
\*Indicates General Session

## Special Highlights

### Mobile Workshop

We will tour the nation's largest desalination plant in Carlsbad at the San Diego Water Authority's Claude "Bud" Lewis Desalination Plant. This award winning plant delivers approx. 50 million gallons of water per day to area residents. We are also working on a tour of the adjacent Encina Power Station. A stop for lunch is also planned. Details will be announced shortly - but register now to secure your seat!

**Wednesday from  
7:30 a.m. to 12:30 p.m.**  
(times approx..)

### LAFCo 101

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

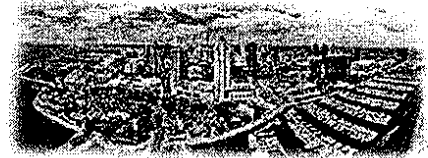
**Wednesday from  
10:00 a.m. to Noon**

**Thursday Luncheon  
Keynote**

**To Be Announced**

## Invaluable Networking Opportunities

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



Bahia Hotel Mission Bay



Make your reservations now at the **Bahia Hotel** Mission Bay at the special CALAFCO rate of \$125. Special rates available 3 days pre and post-conference on availability. Reservation cutoff date is 9/22/17. Reserve your room at

<http://bahiahotel.com/groups/CALAFCO/>

Visit [www.calafco.org](http://www.calafco.org) for Conference details or call us at 916-442-6536.

**Mark your calendar and  
plan to attend!**



**Registration is now open!  
Visit [www.calafco.org](http://www.calafco.org)**

**Date:** 5 July 2017  
**To:** LAFCo Commissioners and Staff  
CALAFCO Members  
Other Interested Organizations  
**From:** CALAFCO Achievement Awards Committee  
**Subject:** **2017 CALAFCO Achievement Award Nominations**



Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition. ***Please carefully review the nomination instructions.***

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations you can submit.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to highlight the most important points of your nomination.
3. Nominations must be limited to no more than 1500 words or 3 pages in length maximum. You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Please limit supporting documentation to no more than 5 pages. If the Awards Committee members require additional information, you will be contacted with that request.
5. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
6. Nominations and supporting materials **must** be received no later than 5:00 p.m., Thursday, August 31, 2017. Send nominations via e-mail, or U.S. mail to:

Stephen Lucas, CALAFCO Executive Officer  
c/o Butte LAFCo  
1453 Downer Street, Suite C  
Orville, CA 95965  
slucas@calafco.org

Members of the 2017 CALAFCO Board of Directors Awards Committee are:

*Ricky Samayoa*, Committee Chair (Yuba LAFCo, Northern Region)

*Mike Kelley* (Imperial LAFCo, Southern Region)

*Gerard McCallum* (Los Angeles LAFCo, Southern Region)

*John Marchand* (Alameda LAFCo, Coastal Region)

*Anita Paque* (Calaveras LAFCo, Central Region)

rsamayoa@calafco.org  
mkelley@calafco.org  
gmccallum@calafco.org  
jmachand@calafco.org  
apaque@calafco.org

Please contact Steve Lucas, CALAFCO Executive Officer, at slucas@calafco.org or (530) 538-7784 with any questions. A list of the previous Achievement Award recipients is attached to this announcement.



## 2017 Achievement Award Nominations

### CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until *Thursday, August 31, 2017* in the following categories:

<b>Outstanding CALAFCO Member</b>	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
<b>Distinguished Service Award</b>	Given to a member of the LAFCo community to recognize long-term service by an individual.
<b>Most Effective Commission</b>	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
<b>Outstanding Commissioner</b>	Presented to an individual Commissioner for extraordinary service to his or her Commission.
<b>Outstanding LAFCo Professional</b>	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
<b>Outstanding LAFCo Clerk</b>	Recognizes a LAFCo Clerk for exemplary service during the past year.
<b>Outstanding CALAFCO Associate Member</b>	Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos, and has helped elevate the roles and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement.
<b>Project of the Year</b>	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
<b>Government Leadership Award</b>	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
<b>Legislator of the Year</b>	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
<b>Mike Gotch Courage and Innovation In Local Government Award</b>	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.
<b>Lifetime Achievement Award</b>	Recognizes any individual who has made extraordinary contributions to the LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and/or demonstrated support in innovative and creative ways of the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least ten years.

July 6, 2017

**To:** Local Agency Formation Commission  
Members and Alternate Members

**From:** John Leopold, Committee Chair  
CALAFCO Board Election Committee  
CALAFCO Board of Directors

**CALAFCO**



**RE: Nominations for 2017/2018 CALAFCO Board of Directors**

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Election Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region  
County Member  
District Member

Central Region  
City Member  
Public Member

Coastal Region  
City Member  
Public Member

Southern Region  
County Member  
District Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 26, 2017 at the Bahia Hotel Mission Bay in San Diego, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until **Monday, September 25, 2017**.

Incumbents are eligible to run for another term. Nominations received by September 25 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 11 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, September 25, 2017. Completed absentee ballots must be returned by October 23, 2017.

***Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.***

***The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, September 25, 2017.***



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

**Northern Region**

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

**CONTACT:** Steve Lucas  
Butte LAFCo  
slucas@buttecounty.net

**Southern Region**

Orange  
Los Angeles  
Imperial  
Riverside  
San Bernardino  
San Diego

**CONTACT:** Carolyn Emery  
Orange LAFCo  
cemery@oclafco.org

**Coastal Region**

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

**CONTACT:** David Church  
San Luis Obispo LAFCo  
dchurch@slolafco.com

**Central Region**

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

**CONTACT:** Kris Berry, Placer LAFCo  
kberry@placer.ca.gov



State of California

LITTLE HOOVER COMMISSION

Witnesses at Little Hoover Commission's August and October 2016 public hearings and participants at the November 2016 advisory committee proposed numerous recommendations for consideration. At various business meetings in 2017, the Commission discussed these and other potential recommendations. A summary of potential recommendations currently under consideration follows.

The June 22 roundtable discussion has been convened to consider if these recommendations are helpful, can be implemented or might have unintended consequences. The Commission also welcomes discussion on alternative suggestions. The primary focus of the roundtable meeting discussion will be on the recommendations related to governance and transparency, although potential recommendations focusing on climate change adaptation and healthcare districts also are included in this summary.

GOVERNANCE - POTENTIAL RECOMMENDATIONS

- The Legislature, in committee hearings and floor votes, as well as the Governor in bill signings, should curtail a growing practice of introducing bills to override LAFCO deliberative processes and decide local issues regarding special district boundaries and operations.
- The Legislature should provide one-time grant funding to pay for specified LAFCO activities, particularly to fund certain critical Municipal Service Reviews (MSRs) and to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes. This grant process potentially could be overseen by the Governor's Office of Planning and Research. Funding should be tied to process completion and results, including enforcement authority for corrective action and consolidation.
- Alternatively or additionally, augment the existing LAFCO funding formula by allocating a certain percentage of local property taxes to fund LAFCOs as suggested in testimony from the California Association of Local Agency Formation Commissions (CALAFCO).
- After conducting a Municipal Service Review and finding dissolution or consolidation of special districts is warranted, provide LAFCOs the authority to initiate dissolutions or consolidations with a higher threshold for a public vote.
- Require special districts to hold a public hearing on findings and recommendations after the completion of a Municipal Service Review.
- The Legislature should provide LAFCOs the statutory authority to do reviews of inactive districts throughout California and dissolve them without the action being subject to protest and a costly election process. SB 448 (Wiekowski) would implement this recommendation. The bill was unanimously adopted by the Senate in May 2017, and currently is under consideration by the Assembly. As currently written, the bill also would require each county tax bill to list special district taxes and would require the State Controller, by 2019, to annually publish a list of all special districts in California.
- The Legislature should strengthen LAFCOs by easing a process to add special district representatives to the 28 county LAFCOs where districts have no voice.
- The Legislature should adopt legislation to give LAFCO members fixed terms, to ease political pressures in controversial votes and enhance the independence of LAFCOs.

## **TRANSPARENCY – POTENTIAL RECOMMENDATIONS**

- Every LAFCO website should provide basic information and links to all of the special districts within each county service area, including a standardized dashboard reflecting revenues from property taxes and user fees, debt service and fund balance changes.
- Every special district should have a published policy for reserve funds, including the size and purpose of reserves and how they are invested.
- Every special district should have a website that provides the following information in an easy-to-understand format:
  - ✓ Name, location, contact data
  - ✓ Services provided
  - ✓ Governing body, including election information and the process for constituents to run for board positions
  - ✓ Compensation details – total staff compensation, including salary, pensions and benefits
  - ✓ Compensation details for the five staff with highest compensation (including salary, benefits, pensions, loans, annual leave balances, annual travel expenses)
  - ✓ Budget (including revenues and expenditures, bond debt and the source of revenues, including fees, property taxes and other assessments, as well as other revenue)
  - ✓ Reserve fund policy
  - ✓ An explanation of how the revenue sources are consistent with state law and do not constitute a permissible tax
  - ✓ Geographic area served and demographic data based on available census data
  - ✓ Average and median customer fees and other customer charges
  - ✓ Description of relationship and coordination with other local government agencies
  - ✓ Copy of most recent Municipal Service Review
  - ✓ Copy of most recent annual report provided to the State Controller's Office
  - ✓ State and local agencies providing oversight of operations, compliance with state laws and financial reporting and audits and frequency of such reviews and links to the oversight bodies websites
- The California Special Districts Association, working with experts in public outreach and engagement, should develop best practices for independent special district outreach to the public on opportunities to serve on boards and special district elections including election results and voter participation data.
- The State Controller's Office should disaggregate information provided by independent special districts from dependent districts, nonprofits and joint powers authorities on its By the Numbers and Employee Compensation websites. (SB 448 would require the State Controller to list all special districts on its website by 2019.)
- The State Controller's Office should standardize definitions of special district financial reserves for state reporting purposes.
- The Secretary of State, working with county, city and special district representatives and the State Controller, should streamline or consolidate its public agency reporting requirements.

## **CLIMATE CHANGE ADAPTATION – POTENTIAL RECOMMENDATIONS**

- The Legislature should place a requirement in statute that special districts formally include climate adaptation and climate mitigation as key operational considerations within their governing documents and missions.
- The California Special Districts Association (CSDA), in conjunction with its member districts, should document and share climate adaptation experiences with the Integrated Climate Adaptation and Resilience Program's adaptation information clearinghouse being established within the Governor's Office of Planning and Research (OPR). Similarly, CSDA and member districts should step up engagement in the state's current Fourth Assessment of climate threats, a \$5 million state research project designed to support the implementation of local adaptation activities. The CSDA also should promote climate adaptation information sharing among its members to help districts with fewer resources plan for climate impacts and take actions.
- The Legislature should replicate statewide a program established by Oakland-based East Bay Municipal Utility District, in which real estate transactions trigger an inspection of sewer lines on the property and require repairs if broken. Or, as an alternative, it should commission a study of costs versus benefits – possibly by a university or the appropriate state department. Such a study would build long-term support, if feasible, for legislation.
- State regulatory agencies should explore the beginnings of a new regulatory framework and adaptive approach that incorporates moveable baselines when defining a status quo as climate impacts mount.
- The California Special Districts Association, and special districts, as some of the closest-to-the-ground local governments in California, should step up public engagement on climate adaptation, and inform and support people and businesses to take actions that increase their individual and community-wide defenses.
- The California Special Districts Association and special districts should lead efforts to seek and form regional partnerships to maximize climate adaptation resources and benefits.

## **HEALTHCARE DISTRICTS – POTENTIAL RECOMMENDATIONS**

- The Legislature should work with the Association of California Healthcare Districts to enact proposals the association developed in 2016 to accomplish these two objectives:
  - ✓ Update the 1945 legislative “practice acts” that enabled voters to create local hospital districts, renamed healthcare districts in the early 1990s. Experts widely agree that statutory language in the acts no longer reflects rapid changes in healthcare during the past half century, especially regarding roles of healthcare districts without hospitals.
  - ✓ Make healthcare districts directly respond to local healthcare needs by conducting needs assessments every three years and demonstrate annually how they are addressing those needs. This information will be shared with the local LAFCO that oversees the district.

- **The Legislature, which has been increasingly inclined to override local LAFCO processes to press changes on healthcare districts, should defer these decisions to LAFCOs, which in statute already have that responsibility.**
- **The Association of California Healthcare Districts and its member districts should step up efforts to define and share best practices among themselves.**