

Colusa Local Agency Formation Commission

Regular Meeting Agenda

Thursday – December 6, 2018

3:00 PM

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

1. Call to Order/Roll Call

Commissioners

Denise Carter (Chair, County)
John Loudon (Vice-Chair, County)
Brandon Ash (Public)
Tom Reische (Colusa, City)
Alfred Sellers, (Williams, City)

Alternates

Kent Boes (County Alternate)
Roberto Mendoza (City Alternate)
Mary Winters, (Public Member Alternate)

Staff

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

2. Consider Minutes from Sept 6, 2018 and November 1, 2018

- a. *Consider approving the September 6, 2018 LAFCo minutes*
- b. *Consider approving the November 1, 2018 LAFCo minutes*

3. 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

4. Consent Agenda

- a. *Payment of claims for the month of November 2018*

5. Correspondence:

6. Consideration of updated LAFCo Finance Policies and procedures for Colusa LAFCo.

- a. *Hold discussion regarding updated LAFCo Finance Policies and Procedures.*
- b. *Consider Resolution 2018-0009 amending Section 3.3 LAFCo's Bylaws- "Finance Policies".*

7. **Hold General Discussion regarding Municipal Service Reviews: Purpose, intent and content of Service Reviews.**
8. **Discussion regarding SB 244 Review letters from the State Controller sent to LAFCO regarding the Colusa County FC&WCD, Century Ranch CSA 1 & 2, CSA #3, and Hazel Court CSA.**
9. **2019 Regular Meeting Schedule for Colusa LAFCo**
 - a) *Approve 2019 regular meeting schedule for Colusa LAFCo*
10. **Executive Officer's Report:**
 - a) *Fire and EMS MSR and SOI*
 - b) *Policies Update*
11. **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
12. **Next Colusa LAFCo meeting: January 3rd, 2019**

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).
- 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 lafoo@countyofcolusa.org or j.benoit4@icloud.com

Webpage Reports, agendas, minutes and general information about LAFCO are available on the LAFCO Webpage at www.colusalafco.org

LOCAL AGENCY FORMATION COMMISSION
COLUSA COUNTY
MINUTES OF MEETING
September 6, 2018

PRESENT:

JOHN LOUDON, County Member
ALFRED SELLERS, JR., City Member
TOM REISCHE, City Member
BRANDON ASH, Chair, Public

ALSO PRESENT:

LORA CECCON, Clerk
JOHN BENOIT, Ex. Officer
P. SCOTT BROWNE, Legal

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 August 9, 2018

On motion of B. Ash, second by T. Reische, the commission approved the minutes for August 9, 2018, motion carried by roll call vote.

3. Public Comment – None

4. Consent Agenda

On motion of T. Reische, second by A. Sellers, Jr., the commission approved claims for the month of August 2018, motion carried by roll call vote.

5. Correspondence: None

6. Public Hearing regarding Reclamation, Levee and Flood Control Districts MSR and SOI (hard copies handed out at the June 7, 2018 LAFCo meeting)

3:08 – Opened Public Hearing

John presented the Executive Officer’s memo stating that the MSR and SOI were distributed at the June 2018 meeting and reviewed at the July 2018 meeting. Several comments were brought up, and he stated that the following paragraph will be added to Section 2.1.1 on page 11:

“When Shasta Dam was built in the late 1940s, the newly constructed Central Valley Project created uncertainty for the historic water users on the Sacramento River. The issue was that the stored water from the reservoir was co-mingled with the rivers natural flows. The stored water was considered to be property of the Bureau of Reclamation (USBR) and the natural flows included the water rights of historic water users. In 1964 USBR entered into a water right Settlement Contract with Sacramento River Water Users that preserved their prior and historic water rights and provided for some supplemental water during the

summer months from the Central Valley Project. RD 108 has a 232,000 acre-foot under this USBR contract that covers April 1 through October 31. The District also has a winter water right and other senior water rights and riparian water rights that cover the winter months for decomposed rice straw and winter floodplain habitat.”

John spoke with Terry Bressler at RD 1004 and he indicated the RD 1004 Board of Directors does not desire to annex other territory into its district at this time. Therefore, the RD 1004 SOI map is to remain as proposed.

The addresses and phone numbers for members of the District Board of Directors shall be removed throughout the document (pg. 37).

3:15 – closed Public Hearing

Commissioner B. Ash moved to approve Resolution 2018-0007, the Municipal Service Review for Reclamation, Flood Control, and Levee Districts in Colusa County and Resolution 2018-0008, the Sphere of Influence update for Reclamation, Flood Control, and Levee Districts in Colusa County, second by Commissioner A. Sellers, Jr., motion carried by roll call vote.

7. Hold a General Discussion regarding the Legislative Intent of LAFCo’s and LAFCO’s authority.

John provided a handout on the legislative intent of LAFCo and the definition of a district. Lafcos serve as umpires between agencies/districts and determine which agency/district would be the best service provider. Some discussion followed.

8. Executive Officer’s Report

a) Fire and EMS MSR and SOI – John will be meeting with the fire chiefs association to update information; good idea to update after 10 years.

b) Policies Update

c) Finance Policy Update

Upcoming project: CIP/City of Colusa

9. Commissioner Reports – Discussion - None

10. Consider having the next Colusa LAFCo meeting on November 1st instead of October 4th, 2018 due to the CALAFCO Conference.

Next Meeting: November 1, 2018.

The meeting was adjourned at 4:15 p.m.

LOCAL AGENCY FORMATION COMMISSION
COLUSA COUNTY
MINUTES OF MEETING
November 1, 2018

PRESENT:

JOHN LOUDON, County Member
DENISE CARTER, Chair
TOM REISCHE, City Member
BRANDON ASH, Chair, Public

ALSO PRESENT:

KENT BOES, County Alternate
MARY WINTERS, P. M. Alternate
JOHN BENOIT, Ex. Officer
P. SCOTT BROWNE, Legal

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 September 6, 2018**

The September 6, 2018 minutes will be presented for approval at the next Lafco meeting.

3. **Public Comment – None**

4. **Consent Agenda**

On motion of B. Ash, second by J. Loudon, the commission approved claims for the months of September and October 2018, motion carried by roll call vote.

5. **Correspondence:** John stated that he received a letter from Calafco thanking Colusa Lafco for attending the conference.

6. **Discussion regarding LAFCo’s Finance Policies.**

John stated that it is time to take a look at the policies and consider some changes. He reviewed Exhibit “A” Colusa LAFCO Finance and Expenditure Policies – A Bylaw Amendment replacing Section 3.3 “Budgeting Policies” with new Section 3.3 “LAFCo Finance Policies”.

John is not asking for the amendment to be adopted today, so that the commission has time to review and make any suggested changes.

Some discussion followed regarding audits vs fiscal reviews. John prefers that the County Auditor conduct the audit. He advised the commission that if they want a separate audit, that can be done. He was encouraged to consider including the cost of an audit in next year’s budget.

The amendment will be included on next month’s agenda for approval.

7. **Hold a General Discussion regarding LAFCo’s Jurisdiction and Districts subject to LAFCo’s review – “definition of a district” and “change of organization”**

John provided a handout on Lafco’s legislative policies. Section 56021 “Change of organization” covers most of the work that Lafco does. Lafco also handles out-of-area service agreements. The general rule that allows an agency to do this, states that the area must be in the sphere of influence and has to be conditioned upon annexation occurring in a reasonable time; they have to consent to annexation. John reviewed the handout.

Lafco does not manage the day-to-day business of a district. A short discussion followed regarding health districts.

8. **Hold Discussion regarding the CALAFCo Annual Conference – Oct 2-5, 2018**

M. Winters provided a report on the CALAFCo conference stating that she felt it was a good conference; she enjoyed the discussions. She also stated that she felt much of it didn’t pertain to rural counties. However, she still got a lot out of the conference; always something to learn. J. Loudon provided a report on urban and rural fire districts and the efficiency of consolidations. He learned a lot about how it can be beneficial.

John provided a report on a session regarding natural disasters in California. He stated that fire districts can use MSRs as a tool. We need to get creative with our MSRs; what do we want out of them? A short discussion followed regarding a possible breakout session focused on rural counties. John stated that the next conference will be held in Sacramento.

9. **Executive Officer’s Report**

a.) **Fire and EMS MSR and SOI** – John would like them to be different than what has been done in the past; what do we want to see in them?

b.) **Policies Update** – over 10 years old; need to be updated; will begin a series of discussions

c.) **AB 2258 (vetoed LAFCo Funding), SB 606 (water), AB 1668 (water), AB 2019 (Healthcare Districts), & SB 929 (websites for Districts)** – John provided updates

10. **Commissioner Reports – Discussion – None**

John advised the commission that presentations from the conference are on the website.

11. **Next Colusa LAFCo meeting: December 6, 2018**

The meeting was adjourned at 4:25 p.m.

#4

Colusa Local Agency Formation Commission

CLAIMS

For November 2018

Authorize payment of the following claims:

FY 2018-2019 EXPENSES:

Dec 1, 2018	Staff Svcs and Expenses – Nov 2018	\$ 6,936.21
Dec 1, 2018	Frontier Phone Nov 7, 2018	\$ 39.95
10.16.18- 11.15.2018	Legal Services P. Scott Browne	\$ 2,000.00
TOTAL:		\$ 8,976.16

DATED: Dec 6, 2018

APPROVED: Dec 6, 2018

Denise Carter, Chair or John Loudon, Vice-Chair
Colusa Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Shadow Accounting
2018-2019

EXPENSE	Executive Off. Cont 53180	Clerical Support 53180	Workers Comp 51035	Atty Contract 53180	Insurance 53100	Office Supplies 53170	Postage 53171	Copies 53170	Membership 53150
CALAFCO Dues 18-19	48000.00	3657.00	50.00	24000.00	1818.00	375.00	500.00	1500.00	926.00
SDRMA Insurance 18-19					-1698.00				-925.00
Staff Servicess June 2018	-4000.00	-175.00					-12.64	-101.60	
Frontier Phone June 7, 2018									
Browne Legal Svcs 5.16.2018-6.15.2018				-2000.00					
Conf. Registration Reische & Loudon									
Staff Svcs July 2018	-4000.00						-3.09	-10.00	
Front ph July 7, 2018									
Browne Legal Svcs 6.15 -7.16, 2018				-2000.00					
Staff Svcs August 2018	-4000.00	-200.00					-2.60	-13.80	
Browne legal 7.16.18 to 8.15.18				-2000.00					
Pioneer Rev. notice MSR-Soi Levee, Rec									
Front ph Aug 7, 2018									
Browne Legl 8.16-18 to 9.15.18				-2000.00					
Front Ph Sept 7, 18									
Staff Svcs September 18	-4000.00	-175.00							
Staff Svcs October 2018	-4000.00	-200.00						-5.00	
Calafco Conf. Reimb Mary Winters								-10.00	
Calafco Conf. Reimb John Loudon									
Browne Legal 9.16.18-10.15.18				-2000.00					
Front Phone Oct 7, 2018									
CSDA Dues for 2019 Membership					-500.00				
Browne legal 9.16.18				-2000.00					
Front phone Nov 7, 2018									
Staff Svcs November 2018	-4000.00	-175.00					-2.63	-47.00	
Total Expended in FY 18-19	-24000.00	-925.00	0.00	-12000.00	-2198.00	0.00	-20.96	-187.40	-925.00
Total Remaining in FY 18-19	24000.00	2732.00	50.00	12000.00	-380.00	375.00	479.04	1312.60	1.00

PASSED AND ADOPTED at a regular meeting of the Colusa Local Agency Formation Commission in the County of Colusa, State of California, on December 6, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Denise Carter, CHAIR
COLUSA LOCAL AGENCY FORMATION
COMMISSION

ATTEST:

John Benoit
LAFCO Executive Officer

Exhibit "A"

Colusa LAFCO Finance and Expenditure Policies

A Bylaw Amendment replacing Section 3.3 "Budgeting Policies" with new Section 3.3 "LAFCo Finance Policies".

3.3. Finance Policies

General

Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee. The Executive Officer shall prepare and submit to the Commission a draft budget for review not later than the April meeting of the Commission. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget at the April Meeting and adopt a preliminary budget at that meeting. The Commission shall adopt its final budget after noticed public hearing at the May or June meeting. When the Commission has finalized the budget, the Executive Officer shall promptly send it to the County, the Cities of Williams and Colusa as provided by the LAFCO Act, Section 56381.

The Commission may at any time and at its own discretion modify its approved budget.

3.3.1. Budgeting Policies

- a. LAFCO shall adopt a work program for the next fiscal year prior to its adoption of the proposed budget. The work program shall set forth the proposed actions, studies, reports and administrative objectives for the coming year. The work program shall be developed considering the following factors:
 - i. Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere Plans.
 - ii. Anticipated Projects.
 - iii. Efficient delivery of LAFCO services to the community.
- b. LAFCO's budget for the next fiscal year shall normally be set at a level that allows the agency to complete the essential tasks of the approved work program. If the Commission determines that it cannot reasonably require funding at the level necessary to fund the work program, the Commission shall eliminate or modify items in the work program to reflect the reductions in funding prior to approval of the reduced budget. The proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or

program costs will nevertheless allow the Commission to fulfill its purposes and programs as required by the LAFCO Act. (§56381)

- c. Where feasible, LAFCO shall re-budget carryover from the prior fiscal year or a portion of its carryover funds to reduce costs to the funding agencies. The Commission shall establish a reserve account and direct the Executive Officer to deposit 20% of any unallocated rollover into said reserve account up to \$100,000 once the final rollover (carryover from previous budgets) is determined. Alternatively, LAFCO may wish to use carryover monies to fund a General Reserve Fund. Appropriations and expenditures from the General Reserve Fund shall require Commission approval.

3. Contingency Reserve

The annual budget shall include a contingency reserve (i.e., 10% of budget) as determined by the Commission during the budget process. Funds budgeted in the contingency reserve may be used or transferred to any other expense account as authorized in the monthly commission warrant or claims form and approved by the Chair or Vice-Chair for the months the Commission does not meet otherwise by the full Commission.

4. Budget Adjustments

The Executive Officer may make adjustments to its budget at any time during the fiscal year, as he or she deems appropriate.

3.3.2. **Business & Travel Expenses Policy**

LAFCO will reimburse reasonable business travel expenses incurred by its officers and employees while on assignments away from the normal work location. The Executive Officer is hereby delegated the authority to authorize business travel for other LAFCO officers and employees, provided funds are allocated for such purpose in a budget approved or otherwise authorized by the Commission. All staff business travel must be approved in advance by the Executive Officer.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by LAFCO. Expenses are expected to be reasonable amounts and must comply with Government Code §53232.2.

Expenses that generally will be reimbursed include the following:

- a. Airfare or train fare for travel in coach or economy class or the lowest available fare. Mileage expenses shall not exceed the reasonable costs of air or train fare, as applicable.
- b. Car rental fees, only for compact or mid-sized cars.
- c. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- d. Taxi fares, Uber, Lyft or other service, only when there is no other less expensive alternative.
- e. Cost of standard accommodations in hotels, motels, or similar lodgings using the government or conference rate when available.
- f. Meal allowances include the per diem amount as provided for in IRS guidelines as referenced in GC 53232.2 (c). A higher amount may be reimbursed as long as an itemized receipt is provided.
- g. No alcoholic beverages will be reimbursed anytime including with the cost of meals.
- h. Charges for telephone calls, internet, fax, and similar services shall be allowed during travel provided these charges are required for business purposes.
- i. Additional expenses arising from such non-business travel are not LAFCO's expenses.
- j. Mileage reimbursement shall be at the current rate established by the Internal Revenue Service at the time the mileage expense is incurred.
- k. A LAFCO officer or employee involved in an accident while traveling on business must promptly report the incident to the Executive Officer.
- l. When travel is completed, claims shall be submitted for reimbursement within 60 days or prior to the conclusion of the Fiscal Year in which the expenses were incurred. Claims must be accompanied by receipts for all expenses, with the exception of per diem amounts for meals under paragraph f above.

3.3.3. Expenditure Policy

- a. All documents relating to reimbursements of expenditures shall be available for review at the LAFCO office. All back-up billing information in the possession of the Commission shall be available.
- b. The LAFCO Executive Officer is responsible for managing the day-to-day business of the Commission and for making or authorizing expenditures for that purpose within the authority conferred by the adopted budget. This responsibility shall also include the power to approve contracts of up to \$5,000.00 on behalf of the Commission. The Executive Officer shall obtain the concurrence of the Chair and consult with LAFCO Counsel prior to entering into any contract outside the usual course of Commission business, including contracts for legal, consulting, or other professional services. Staff shall promptly notify the members of the Commission regarding contracts made on the Commission's behalf.
- c. Expenses, Travel and (or) contract payments to the Executive Officer shall be approved by the LAFCO Chair or Vice-Chair.
- d. Members and Alternate Members may be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance. Each member and alternate member in attendance at any Commission meeting may also receive a per-meeting stipend as established by the Commission. LAFCO shall inform the applicable County/City Finance Office of changes to meeting stipend rates for proper pay out.

3.3.4. General Finance Policy

- a. These expenditure and travel policies are not intended to conflict with or modify LAFCO's duties and obligations under the LAFCO Act or with Government Code §53232 et seq.
- b. So long as another agency such as the County is handling LAFCO financial transactions, amendments to bylaws, Fee Resolutions, Policies, Standards and Procedures or any other adopted finance related LAFCO policy pertaining to finances shall be transmitted to the appropriate financial office upon adoption. Any dispute or disagreement between a LAFCO officer or employee and the City or County Finance agency regarding reimbursement or payment of any claim shall be referred to the Commission for final determination. A minute order reporting the Commission's action shall be transmitted to the applicable finance office. The LAFCo Commission Claim form as approved by the Commission or signed by the LAFCo Chair for months when the Commission does not meet or lacks a quorum shall constitute the Commission's final determination for any expenditures and payment of the amount of the claims shall be deemed ordered.
- e. LAFCO shall follow the budget process contained in the LAFCO Act and these adopted Finance Policies.
- f. The Commission hereby authorizes the LAFCO Executive Officer or their designee to sign any and all financial claims for the LAFCO account submitted to the City or County serving as LAFCo's banker in accordance with the above

policies. The Commission further authorizes the Executive Officer and Clerk to the Commission to sign any signature authorization forms required by the City or County Administration Departments, as may be the case, to implement the authority granted by this policy.

g. Commission Travel

- i. All conference travel shall be as established in the annual LAFCO budget as appropriate for LAFCO, unless otherwise amended.
- ii. Members and alternate members will be reimbursed for reasonable meal and travel expenses as stated above in compliance with the most recent IRS guidelines.
- iii. On occasions when a Commission meeting must be recessed for a meal break or when a meal is served at a meeting, members and alternate members shall be reimbursed for reasonable meal expenses.

h. Recognition by the Commission - Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

3.3.5. Fixed Assets Policy

1. LAFCO adopts a fixed assets capitalization policy with a useful life of 5 years or more and a value at purchase of \$5,000, or greater, per item.
2. It is LAFCO's policy to capitalize fixed assets. LAFCO will maintain an inventory of fixed assets, including equipment and furniture. The inventory will be maintained by staff and will be updated annually at the close of the fiscal year. Fixed assets are depreciated using the straight-line method over the estimated useful life of each asset.
3. An asset become obsolete when it is no longer operable, has been replaced, or is no longer available for use. A list of obsolete assets is provided to the Commission annually in conjunction with the audit and obsolete assets are removed from the capital assets list thereafter.
4. The Commission shall review and approve a list of any fixed assets to be declared surplus property. The Commission may dispose of surplus property by making the property available for donation to any non-profit or other agency listed or authorized by either the State of California or Colusa County or its districts or cities to receive surplus property

donations. The Commission may dispose of surplus property through a negotiated contract with an auction company or in any other manner that the Commission or Executive Officer determines to be reasonable. Costs of assets sold or retired (and related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement.



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BETTY T. YEE
California State Controller

November 6, 2018

John Benoit
P.O. Box 2694
Granite Bay, CA, 95746

SUBJECT: Amended Notification of Inactive Special Districts in County

Dear Mr. Benoit:

This is a follow-up to the letter we sent you dated October 31, 2018 (see enclosed). The State Controller's Office (SCO) discovered that some special districts were not included in the original notice sent to you on October 31, 2018 due to a coding error in our database. The enclosed document provides an amended list of the special districts within your jurisdiction that are inactive, based on financial data in each special district's fiscal year 2016-17 Financial Transactions Report. The complete list of California inactive special districts may be found here: https://www.sco.ca.gov/ard_local_rep_freq_requested.html.

Pursuant to Government Code (GC) 56879, within 90 days of receiving this notice, the Commission is required to initiate dissolution of inactive districts by resolution, unless the Commission determines that a district does not meet the criteria set forth in GC 56042. The Commission is required to notify the SCO if it determines that a district does not meet the criteria for dissolution in GC 56042. Once the dissolution process is complete, please notify SCO using the contact information below.

Please accept our apologies for this error. If you have questions or need to notify us of a district's status, please contact Derek Miller by phone at (916) 322-5579, or email at dmiller@sco.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip Pangilinan".

PHILLIP PANGILINAN
Manager
Local Government Reporting Section

Enclosures: October 31, 2018 letter
2016-17 County Inactive Districts List (amended)



BETTY T. YEE
California State Controller

October 31, 2018

John Benoit
Colusa Local Agency Formation Commission
P.O. Box 2694
Granite Bay, CA 95746

SUBJECT: Notification of Inactive Special Districts in County.

Dear Mr. Benoit:

Chapter 334, Statutes of 2017 (Senate Bill 448) added various provisions to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 regarding special districts that are inactive. SB 448 requires the State Controller's Office (SCO) to create a list of inactive special districts based on information in the special district's Financial Transactions Reports (FTR), publish the list of inactive special districts on its website annually, and notify a local agency formation commission in the county or counties in which the inactive special district is located.

Pursuant to Government Code (GC) section 56042, an "inactive special district" meets all of the following:

- (a) The special district is as defined in Section 56036.
- (b) The special district has had no financial transactions in the previous fiscal year.
- (c) The special district has no assets and liabilities.
- (d) The special district has no outstanding debts, judgments, litigation, contracts, liens, or claims.

Within 90 days of receiving this notice, the commission is required to initiate dissolution of inactive special district(s), unless you determine that the district(s) does not meet the criteria set forth in GC section 56042. The commission shall also notify the SCO if you determine that the district(s) does not meet the criteria set forth in GC section 56042.

The enclosed document lists the special districts within your jurisdiction that are inactive, based on financial data in the special district's fiscal year 2016-17 FTR. The complete list of inactive special districts is found here: https://www.sco.ca.gov/ard_local_rep_freq_requested.html

John Benoit
October 31, 2018
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If you have any questions or need assistance, please contact Derek Miller by telephone at (916) 322-5579, or by email at dmiller@sco.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip Pangilinan", written in a cursive style.

PHILLIP PANGILINAN
Manager
Local Government Reporting Section

Enclosure: 2016-17 County Inactive Districts List

State Controller's Office
2016-17 Inactive Districts for Colusa County

County Name	District Name	District Type	Email Address	Street Address 1	Street Address 2	P.O. Box	City	Zip
Colusa	Century Ranch Water District	Dependent	jdawley@countyofcolusa.org	Auditor-Controller	546 Jay Street, Suite 202		Colusa	95932
Colusa	County Service Area No. 3 (Colusa)	Dependent	jdawley@countyofcolusa.org	Auditor-Controller	546 Jay Street, Suite 202		Colusa	95932
Colusa	Hazel Court County Service Area (Colusa)	Dependent	jdawley@countyofcolusa.org	Auditor-Controller	546 Jay Street, Suite 202		Colusa	95932

Note: Email Address belongs to the Financial Transactions Report preparer; in some cases this may be an outside consultant.



BETTY T. YEE
California State Controller

October 31, 2018

John Benoit
Colusa Local Agency Formation Commission
P.O. Box 2694
Granite Bay, CA 95746

SUBJECT: Notification of Inactive Special Districts in County.

Dear Mr. Benoit:

Chapter 334, Statutes of 2017 (Senate Bill 448) added various provisions to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 regarding special districts that are inactive. SB 448 requires the State Controller's Office (SCO) to create a list of inactive special districts based on information in the special district's Financial Transactions Reports (FTR), publish the list of inactive special districts on its website annually, and notify a local agency formation commission in the county or counties in which the inactive special district is located.

Pursuant to Government Code (GC) section 56042, an "inactive special district" meets all of the following:

- (a) The special district is as defined in Section 56036.
- (b) The special district has had no financial transactions in the previous fiscal year.
- (c) The special district has no assets and liabilities.
- (d) The special district has no outstanding debts, judgments, litigation, contracts, liens, or claims.

Within 90 days of receiving this notice, the commission is required to initiate dissolution of inactive special district(s), unless you determine that the district(s) does not meet the criteria set forth in GC section 56042. The commission shall also notify the SCO if you determine that the district(s) does not meet the criteria set forth in GC section 56042.

The enclosed document lists the special districts within your jurisdiction that are inactive, based on financial data in the special district's fiscal year 2016-17 FTR. The complete list of inactive special districts is found here: https://www.sco.ca.gov/ard_local_rep_freq_requested.html

John Benoit
October 31, 2018
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If you have any questions or need assistance, please contact Derek Miller by telephone at (916) 322-5579, or by email at dmiller@sco.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip Pangilinan", written in a cursive style.

PHILLIP PANGILINAN
Manager
Local Government Reporting Section

Enclosure: 2016-17 County Inactive Districts List

**State Controller's Office
2016-17 Inactive Districts for Colusa County**

County Name	District Name	District Type	Email Address	Street Address 1	Street Address 2	P.O. Box	City	Zip
Colusa	Colusa County Flood Control and Water Conservation District	Dependent	jdawley@countyofcolusa.org	Auditor-Controller	546 Jay Street, Suite 202		Colusa	95932

Note: Email Address belongs to the Financial Transactions Report preparer; in some cases this may be an outside consultant.

Proof of Service by Mail

I declare: I am a citizen of the United States, over the age of 18 years, and not a party to this action. My business address is State Controller's Office, 3301 C Street, Suite 740, Sacramento, California 95816.

On the date set forth below, I served the following entitled document:

Notification of Inactive Special Districts in County

by placing a true copy thereof in a sealed envelope addressed to the person(s) named below at the address(es) shown and by placing said envelope for collection and mailing, following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

Name: John Benoit
Colusa Local Agency Formation Commission

Address: P.O. Box 2694
Granite Bay, CA 95746

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on October 31, 2018, at Sacramento, California.

Signature: 

Printed Name: Derek Miller

Colusa Local Agency Formation Commission

2019

LAFCO Regular Meeting Schedule

3:00 p.m.

Board of Supervisors Room
546 Jay Street
Colusa, California

January 3rd

July 4th
(schedule alternate meeting day)

February 7th

August 1st

March 7th

September 5th

April 4th

October 3rd

May 2nd

November 7th

June 6th

December 5th

Regular meetings of the Commission are scheduled for the first Thursday of every month at 3:00 p.m. in the Board of Supervisor's Chambers, 546 Jay St, Colusa, California. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Open Meeting Law, Government Code Section 54954 and applicable provisions of the LAFCO Act.

The Chair or Executive Officer may call a special meeting of the Commission. The Chair shall call a special meeting if requested by two or more Commissioners. Any special meetings of the Commission shall be called in the manner provided by Section 54956 of the Government Code. The order calling the special meeting shall specify the time and place of the meeting and the business to be conducted and no other business shall be conducted at that meeting. The special meeting may be called for any day prior to the date established for the next regular meeting of the Commission.