

Colusa Local Agency Formation Commission

Regular Meeting Agenda

Thursday – June 1, 2023

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

3:00 PM

(A Zoom option is available for the public)

(All meeting materials are available on LAFCo's Website: www.colusalafco.org)

In person meeting: Required for all Commissioners. The Public may choose to use zoom link below to attend the meeting.

Topic: Colusa LAFCo

Time: Jun 1, 2023 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85413444987?pwd=MTVXWUF0T0dvVG40N0U3NDNhbnENhdz0>

9

Meeting ID: 854 1344 4987

Passcode: 228865

One tap mobile

+16699006833,,85413444987#,,,,*228865# US (San Jose)

+16694449171,,85413444987#,,,,*228865# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

1. Call to Order/Roll Call

Commissioners

Kent Boes (County)
Katherine Dunlap, (Williams, City)

Brandon Ash (Public)
Greg Ponciano (Vice-Chair, Colusa,
City)
Merced Corona (Chair, County)

Alternates

Ryan Cordoniz (City Alternate)
Janice Bell (County Alternate)
John Loudon, (Public Member Alternate)

Staff

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

2. Approval of minutes from the April 6, 2023 meeting

- a. *Approve minutes from the April 6, 2023 meeting*

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 months of April and May 2023.*

5. Correspondence:

6. PUBLIC HEARING for the Final FY 2023-2024 Budget

- a) *Executive Officer's presentation of Report*
b) *Review and discuss the final FY 2023-2024 Budget*
c) *Consider Resolution 2023-0004 adopting a final budget for fiscal year 2023-2024*

OTHER MATTERS

7. Consider voting for Special District Risk Management Authority (SDRMA) Candidates for member of the Board of Directors

- a) *Review Letter and Consider vote for SDRMA directors (vote for 3)*

8. Calafco nominations for a Special District and (or) County Member to the Calafco Board of Directors

- a) *Review Calafco Letter and Consider nomination(s) to the Calafco Board of Directors*

9 Calafco Achievement

- a) *Review Calafco Letter and Consider nomination(s) for a CALAFCo Achievement Award*

10. Executive Officer's Report:

- a. *Calafco Staff Workshop*

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: The next LAFCo meeting will take place on July 6th, 2023

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 56331.4

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) 619-5128 or by mail at Colusa LAFCO P.O. Box 2694, Granite Bay Ca 95746 or by email at lafco@countyofcolusa.com 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
April 6, 2023

PRESENT:

MERCED CORONA, County Member
KATHERINE DUNLAP, City Member
GREG PONCIANO, City Member
KENT BOES, County Member
JOHN LOUDON, Public Member

ALSO PRESENT:

JOHN BENOIT, Ex. Officer
SCOTT BROWNE, Legal Counsel

1. Call to Order/Roll Call

The meeting was called to order at 3:00 p.m. There was a quorum present.

2. Approval of minutes from the January 5, 2023, and March 2, 2023, meetings.

On motion by G. Ponciano, second by J. Loudon, the commission approved the minutes of the January 5, 2023, and March 2, 2023, meetings, motion carried.

3:04 – Katherine Dunlap joined the meeting.

3. Public Comment – Ben King, landowner, asked about the need for an MSR and SOI on the Colusa Basin Drainage District. S. Browne responded that they are needed; however, staff will look into it.

4. Consent Agenda

a. Payment of claims for the month of March 2023

On motion by K. Boes, second by K. Dunlap, the commission approved the consent agenda as presented; motion carried.

5. Correspondence – None

6. PUBLIC HEARING Municipal Service Review (MSR) and Sphere of Influence (SOI) for the Glenn Colusa Irrigation District

- a. Conduct Public Hearing regarding the MSR and SOI for the Glenn-Colusa Irrigation District
- b. Consider Resolution 2023-0001 adopting a MSR for the Glenn-Colusa Irrigation District
- c. Consider Resolution 2023-0002 adopting a SOI for the Glenn-Colusa Irrigation District

John advised the commission that numerous letters have been received from Ben King regarding the MSR and SOI. He also stated that a letter has also been received from the District Engineer with Glenn-Colusa irrigation District (GCID). Zachary Dickens of the GCID is aware of Mr. King’s questions/comments and stated that he should be contacting

them directly with concerns about the GCID and not LAFCo. GCID's letter recommends that Colusa LAFCo should approve the coterminous MSR and SOI. Discussion followed.

K. Boes made the motion to continue this item until the July 5, 2023, meeting, second by G. Ponciano, motion carried.

7. PUBLIC HEARING for Proposed FY 2023-2024 Budget

- a. Review and discuss the proposed FY 2023-2024 Budget
- b. Consider Resolution 2023-0003 adopting a proposed budget for fiscal year 2023-2024

On motion by K. Boes, second by G. Ponciano, the commission approved Resolution 2023-0003 adopting a proposed budget for fiscal year 2023-2024, motion carried.

8. Consider letter of support for AB 1753 the Calafco Omnibus Bill

- a. Discuss AB 1753 and authorize the Chair to sign a letter of support

A discussion was held regarding the purpose of AB 1753 which is to place language into the LAFCo law regarding tax agreements and allowing for the "transmittal" of LAFCo documents.

K. Boes moved to authorize the Chair to sign a letter of support for AB 1753, second by K. Dunlap, motion carried.

9. Executive Officer's Report

Calafco Staff Workshop – April 26 27 and 28 in Murphys

10. Commissioner Reports – Discussion – None

11. Next Colusa LAFCo meeting: June 1, 2023

Meeting adjourned 3:45 p.m.

Colusa Local Agency Formation Commission

CLAIMS

April and May 2023 Claims

Authorize payment of the following claims:

FY 2022-2023 EXPENSES:

FY 22-23 Claims for April and June 2023:

3.16.23-4.15.23	Legal Svcs. P. Scott Browne	\$ 2,128.00
May 1, 2023	Staff Svcs and Exp April 22	\$ 6,744.02
May 18, 2023	Public Notice fin budget and GCID MSR-SOIS	\$ 48.00
June 1, 2023	Staff Svcs May 2023	\$ 5,903.32
4.16.23-5.15.23	Legal Svcs. P. Scott Browne	\$ 2,128.00

TOTAL: **\$ 12,695.34**

DATED: **June 1, 2023**

APPROVED: **June 1, 2023**

Merced Corona, Chair or Greg Ponciano, Vice-Chair
Colusa Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Acct 520-500

City Expenditure titles Expenditure Category City Coding	Ex Officer Cont Executive Off. Co	Clerical Support Clerical Suppr	Workers Workers	Co Contactural Com Lgl Services	Liability Insurance	Office Exp Office Suppli	Postage and Copies Postage Copies	Dues-Subs Memberships
	7338	7320	7016	7321	7315	7339	7322	7319
	\$51,072.00	\$3,657.00	\$50.00	\$25,536.00	\$2,847.00	\$375.00	\$500.00	\$1,872.00

Calafco Dues 2022-2023 (2022-06)								
SDRMA Insurance 22-23 #72123					-\$2,824.92			-\$1,372.00

REVENUE OASA Williams Sauring Center								
Browne ending 7.15.22				-\$2,000.00				
Staff Svcs July 2022	-\$4,000.00	-\$175.00				-\$58.30		-\$10.00
Staff Svcs Aug 2022	-\$4,000.00							-\$15.00
Browne ending 8.15.22	-\$2,000.00							
Calafco Conf. GPoncianoS Singh Pioneer Review Fee Update notice								
Browne ending 9.15.22				-\$2,256.00				
Staff Svcs Sept, 2022	-\$4,768.00	-\$175.00				-\$13.99		-\$15.00
Staff Svcs Oct 2022	-\$4,256.00							-\$10.00
Browne ending 10.15.22				-\$2,128.00				
CSDA Dues 10-1.22-23								-\$500.00
John Loudon Conf reimb JB conf share reimb								
Browne ending 11.15.22				-\$2,128.00				
Staff Svcs Nov 2022	-\$4,256.00	-\$175.00						-\$40.00
Conf reimb Singh 2022								
John Loudon MILEAGE Reimb								
Browne ending 12.15.22				-\$2,128.00				
Staff Svcs December	-\$4,256.00						-\$0.60	-\$10.00
Browne ending 1.15.23				-\$2,128.00				
Staff Svcs January 2023	-\$4,256.00	-\$175.00						-\$10.00
Staff Svcs Feb 2023	-\$4,256.00							-\$10.00
Browne ending 2.15.23				-\$2,128.00				
Staff svcs Mar 2023	-\$4,256.00	-\$175.00						-\$144.80
Browne ending 3.15.23				-\$2,128.00				
Pioneer Review 23-24 prop Budget Update notice								
Staff Svcs April 2023	-\$4,256.00	-\$175.00				-\$11.44		-\$30.00
Browne ending 4.15.2023				\$2,128.00				
Staff Svcs May 2023	-\$4,256.00	-\$175.00						
Browne ending 5.15.23				-\$2,128.00				
Pioneer Rev. 23-24 Fin Budget								

Total Expended In FY 21-22	-\$48,816.00	-\$1,225.00	\$0.00	-\$17,024.00	-\$2,824.92	-\$83.73	-\$0.60	-\$294.80	-\$1,872.00
Total Remaining In FY 21-22	\$2,256.00	\$2,432.00	\$50.00	\$8,512.00	\$22.08	\$291.27	\$499.40	\$455.20	\$0.00

COLUSA LAFCO

EXECUTIVE OFFICER’S REPORT

June 1, 2023

TO: Local Agency Formation Commission

FROM: John Benoit, Executive Officer

RE: Recommended Final Budget for FY 2023-2024

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Costs for the operation of LAFCO were entirely paid by the County including costs for staff time, legal services, miscellaneous office expenses, and insurance.

I provided a “recommended” budget of \$143,613.10 which was adopted at the April 6, 2023 meeting. Slight modifications are not required at this time. A Budget Justification Report was prepared for the Proposed Budget Hearing.

The proposed budget was adopted and there have been no events requiring changes during that time excepting a mention of two items”

1. Who is going to go to the Calafco Annual Conference in Monterey (Oct 18-20). There is \$8,550 budgeted. This will allow a maximum of 4 Commissioners to attend. If more is to attend the budget will need to be raised by \$2,000 per person.
2. There is a high probability this will be the last budget year for your Executive Officer and Clerk. At this time it is anticipated there will be no change in the budget. A initial transition plan discussion needs to occur at a LAFCo meeting this fall.
3. The employment cost index between March 2022 and March 2023 remains around 4.8%. A 4.8% Staff cola increase for 23/24 has been included in the Budget based on the Employee Cost Index. Likewise, the Commission will consider a 4.8% increase in staff charge out rates based upon the Index as approved in LAFCo Resolution 2023-0001 in January 2023..
4. The General reserve will be increasing \$10,000 to \$70,000.

SUMMARY OF EXPENSES as recommended in the Proposed Budget:

Executive Officer Services The Commission recommended in its proposed budget \$53,523.48 (the same as the increase in the Employment Cost Index for this item. This translates into an average of \$4,256.00 per month for LAFCO administration. Notwithstanding a very complex reorganization or incorporation project for Colusa LAFCO, this amount should cover LAFCO administration. Complex projects would be

fee supported thereby increasing revenue to LAFCO. With a 4.8% increase this amount would be \$4,460 per month.

Clerk Support The Commission recommended in its proposed budget \$3,657 for this item.

Legal Services The Commission recommended in its proposed budget \$24,000 for this item. LAFCO Counsel attends all LAFCO meetings. With a 6.4% increase this amount would be \$2,128 per month.

Liability Insurance The Commission recommended in its proposed budget \$2,919.00. The Special Districts Risk Management Authority (SDRMA). The entire insurance pool is being impacted by the reinsurer rate increases and inflation. In addition, there are different variables per each member such as; increased exposure from changes to the policy through out the current program year and submitted renewal questionnaire, loss ratio, and if an agency is a minimum contribution member. Reinsurers across the State are raising rates, which results in a rate increase to the SDRMA Property/Liability Program membership. Specifically, for the 2023-24 renewal the reinsurer minimum premium amounts are increasing above what the SDRMA minimum premium have been in the past. Therefore, SDRMA is forced to raise program minimum premium to members that fall within that category. SMARA reported "If we did not raise the rates, we would not be able to maintain the financial stability of the program. SDRMA understands this increase can be devastating to some of its members and LAFCO's that may be impacted by this increase".

Therefore, the final liability insurance budget needs to be \$2,919.00 an increase of \$72 from the \$2,847.00 FY 22-23 amount.

Office Supplies The Commission recommended in its proposed budget \$2,875.00 for this item combined with copies and postage. This budget includes \$375.00 for Office Supplies, \$500.00 for Postage and \$750.00 for copies.

Memberships The Commission recommended in its proposed budget \$1,872.00, which includes \$500 for CSDA membership and 1,372.00 for the 21-22 Calafco membership.

Transportation and Travel and Training The Commission recommended in its proposed budget \$6,500 for this item. This includes miscellaneous mileage and lodging for the Calafco Annual Conference in Monterey, October 18-20, 2023 and the annual Staff Workshop in April 2023.

Legal Notices/Publications The Commission recommended in its proposed budget \$750.00. for legal notices. This has been reduced due to decreasing costs.

Communications The Commission recommended in its proposed budget \$800.00 for this item.

Special Projects:

File Scanning and Mapping The proposed budget includes an allocation to electronically scan and index LAFCo's old files in accordance with LAFCo's records retention policy and prepare maps for LAFCo. \$5,000.00 has been budgeted for this effort.

Service Reviews The Commission recommended in its proposed budget \$16,000.00 for this effort. This would cover costs of preparing reviews as required by the LAFCO Act including some carryover from this fiscal year and initiating the reviews in the work program for next fiscal year .

Sphere of Influence Updates The Commission recommended in its proposed budget \$16,000.00 to cover the costs of updating Spheres of Influence as required by the LAFCO Act.

Other Charges A-87 While LAFCO is an independent agency, claims processing and other functions are performed by the City of Williams. In theory, A-87 reflects the reasonable and necessary cost of various county services used by LAFCO. A budget of \$3,000 is needed for the City Finance services.

Contingency The Commission recommended in its proposed budget a contingency of \$10,000.

Reserve Fund The commission has budgeted for a general reserve of \$70,000.00.

CARRYOVER

This year LAFCO will expend nearly its entire budget. Therefore, an anticipated rollover is estimated to be 106,200.00. Most of this amount will be needed to fund a portion of the ongoing Municipal Service Reviews and Sphere of Influence Updates as well as the entire reserve and contingency fund.

APPORTIONMENT TO AGENCIES

The amount to be apportioned to the Cities and the County will be \$112,013.19.

Recommendation:

- a. Review, discuss, amend, and consider the Final Budget. A budget justification report was prepared by staff prior to the adopted proposed budget.
- b. Adopt LAFCO Resolution 2023-0004 approving a final budget for FY 2023-2024.

Resolution 2023-0004
of the
Colusa Local Agency Formation Commission

*Resolution of the Colusa Local Agency Formation Commission Adopting a
Final Budget for 2023-2024*

WHEREAS, Colusa LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th ; and,

WHEREAS, the Commission has prepared a final budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2023-2024 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached final Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Colusa Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Colusa LAFCO hereby adopts the attached final 2023-2024 budget shown as Exhibit A.
2. Directs the Executive Officer to transmit the final budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
3. The Commission hereby requests the Auditor to collect the funds, in accordance with Government Code Section 56381 (c). In the event of non-payment of LAFCO funds by any entity subject to the LAFCO's apportionment, the Commission hereby requests and

authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.

4. Any unexpended funds not otherwise re-budgeted into the 2023-2024 budget shall be retained by LAFCO and be either re-budgeted or placed into LAFCO's general reserve fund.

PASSED AND ADOPTED by the Colusa Local Agency Formation Commission at a regular meeting of said Commission held on June 1, 2023 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 1st day of June 2023.

Merced Corona, Chair or, Greg Ponciano, Vice-Chair
Colusa LAFCO

Attest:

John Benoit
Colusa LAFCO

EXHIBIT "A"
FINAL 2023-2024 Budget 04060

REV. CATEGORICAL and CARRYOVER ESTIMATES

	FINAL 2019-2020 Budget	FINAL 2020-2021 Budget	FINAL 2021-2022 Budget	FINAL 2022-2023 Budget Adopted	Proposed 2023-2024 Budget	FINAL 2023-2024 Budget
466920 City and County Contributions	\$	\$ 115,745.00	\$ 101,087.22	\$ 93,798.00	\$ 112,013.19	\$ 112,013.19
101100 Carryover Prior-Year	\$	\$ 93,181.00	\$ 100,000.00	\$ 106,200.00	\$ 106,200.00	\$ 106,200.00
Categoricals						
466920 Processing Fees	\$	\$ (5,000.00)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
441900 Interest	\$	\$ 1,200.00	\$ 1,200.00	\$ 400.00	\$ 400.00	\$ 400.00
TOTAL REVENUE AND CARRYOVER EST.	\$	\$ 96,200.00	\$ 205,126.00	\$ 207,287.22	\$ 223,613.19	\$ 223,613.19

EXPENDITURES

51035 Workers Comp	\$	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
53180 Executive Officer Contract	\$	\$ 48,000.00	\$ 48,000.00	\$ 51,072.00	\$ 53,523.46	\$ 53,523.46
53180 Clerical Support	\$	\$ 3,657.00	\$ 3,657.00	\$ 3,657.00	\$ 3,657.00	\$ 3,657.00
53180 Legal Services (attorney contract)	\$	\$ 24,000.00	\$ 24,000.00	\$ 25,536.00	\$ 26,761.73	\$ 26,761.73
53100 Liability Insurance	\$	\$ 1,783.00	\$ 2,325.00	\$ 2,497.22	\$ 2,847.00	\$ 2,919.00
53170 Office Supplies	\$	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
53171 Postage	\$	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
53170 Copies	\$	\$ 1,712.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
53150 Memberships	\$	\$ 1,819.00	\$ 1,808.00	\$ 1,872.00	\$ 2,027.00	\$ 2,027.00
53250 Transportation and Travel	\$	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
53251 Training	\$	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
53190 Legal Notices and Publications	\$	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
53060 Communications	\$	\$ 1,400.00	\$ 1,400.00	\$ 800.00	\$ 800.00	\$ 800.00
53180 Special Projects -File Scanning/Complex projects	\$	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
53180 Sphere of Influence Updates	\$	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
53180 Municipal Service Reviews	\$	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
53180 Mapping and Scanning	\$	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
53229 A-87/Administration Fees	\$	\$ 2,666.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL EXPENDITURE BUDGET	\$	\$ 134,143.00	\$ 135,126.00	\$ 137,287.22	\$ 143,613.19	\$ 143,613.19

59400 CONTINGENCY	\$	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
RESERVE FUND	\$	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00
Expenditure total Expenditure Budget	\$	\$ 134,143.00	\$ 135,126.00	\$ 137,287.22	\$ 143,613.19	\$ 143,613.19
TOTAL Funds needed for expenditures-Cont and Reserv	\$	\$ 204,143.00	\$ 205,126.00	\$ 207,287.22	\$ 223,613.19	\$ 223,613.19
Estimated Revenue, Interest & Carryover	\$	\$ 96,200.00	\$ 89,381.00	\$ 106,200.00	\$ 111,600.00	\$ 111,600.00
Amount to be apportioned to the Cities and the County	\$	\$ 107,943.00	\$ 115,745.00	\$ 101,087.22	\$ 112,013.19	\$ 112,013.19

May 15, 2023

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

RE: Notification of Election Ballot – 2023 SDRMA Board of Directors Election

Dear Mr. Benoit,

The Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election began in January, with the opening of nominations. On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot Document Packet has been posted to MemberPlus and includes the following:

- *Election Ballot Instructions*
- *Official Election Ballot (Action Required)*
- *Candidate's Statements of Qualifications (4)*

The signed Official (wet signature) Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023, to the address below. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

Important Balloting and Election Dates – The balloting and election dates are as follows:

- **August 8, 2023:** Deadline for members to return the signed Official Election Ballot.
- **August 9-11, 2023:** Ballots are opened and counted.
- **August 10-11, 2023:** Election results are announced, and candidates notified.
- **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
- **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

If you have any questions or would like to request a printed copy of the election documents, please contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790.

Sincerely,
Special District Risk Management Authority



Candice Richardson
Management Analyst

**OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN (INCUMBENT)**
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL (INCUMBENT)**
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:



May 5, 2023

**CALAFCO
2023
ELECTIONS**

To: Local Agency Formation Commission
Members and Alternate Members

From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

RE: Nomination Period Now Open for 2023/2024 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION
City Member Public Member	City Member Public Member	County Member District Member	County Member District Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

MONDAY, SEPTEMBER 18, 2023 at 5:00 PM

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, with half of the meetings currently held virtually and the rest being held at alternate sites around the state.

Board seats span a two-year term, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat. Elections are conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 19, 2023 at the Hyatt Regency Hotel in Monterey, California.

Should your Commission nominate a candidate, please return a completed Nomination Form and Candidate's Résumé Form by the deadline.



Please note that completed nomination forms and all materials must be RECEIVED by the CALAFCO Executive Director no later than Monday, September 18, 2023 at 5:00 p.m.

Returning the completed nomination and resume forms prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received.

Electronic filing of nomination forms is highly encouraged to facilitate the recruitment process (please email to info@calafco.org). However, hard copy forms and materials may also be mailed to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1129 Firehouse Alley
Sacramento, CA 9581

Nominations received by the September 18th deadline 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 5, 2023, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made 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*. **Ballot requests must also be received no later than 5:00 pm on Monday, September 18, 2023, with completed absentee ballots returned by 5:00 p.m. on Thursday, October 12, 2023.**

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- May 5 – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- September 18 – Completed Nomination packet due
- September 18 – Request for an absentee/electronic ballot due
- September 18 – Voting delegate name due to CALAFCO
- October 5 – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- October 5 – Distribution of requested absentee/electronic ballots.
- October 12 – Absentee ballots due to CALAFCO
- October 19 - Elections

If you have any questions about the election process, please contact CALAFCO Executive Director René LaRoche at rlaroche@calafco.org or by calling 916-442-6536.

Members of the 2023/2024 CALAFCO Election Committee are:

Wendy Root Askew, Chair
district4@co.monterey.ca.us

Monterey LAFCo (Coastal Region)
831-883-7570

Rodrigo Espinosa
Rodrigo.Espinosa@countyofmerced.com

Merced LAFCo (Central Region)
209-398-4340

Derek McGregor
dmcgregor@dmceng.com

Orange Co. LAFCo (Southern Region)
530-538-6834

Josh Susman
jsusman@calafco.org

Nevada LAFCo (Northern Region)
530-559-1725

Additionally, you will also find attached for your reference a copy of the CALAFCO Board of Directors Nomination and Election Procedures, as well as the current listing of Board Members and corresponding terms of office.

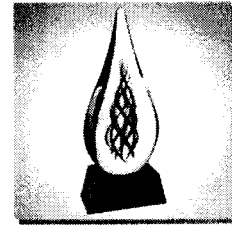
I sincerely hope that you will consider joining us!

Enclosures

Date: May 9, 2023

To: CALAFCO Members
LAFCo Commissioners and Staff
Other Interested Organizations

From: Anita Paque, Committee Chair
CALAFCO Achievement Awards Committee
CALAFCO Board of Directors



Subject: 2023 CALAFCO Achievement Award Nominations Period Open

Deadline: 5:00 p.m., Friday, August 18, 2023

On behalf of the Association, I am pleased to announce that the nomination period for the 2023 CALAFCO Achievement Awards is now open!

Each year, CALAFCO is honored to recognize outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at its Annual Conference Achievement Awards Ceremony. This year's ceremony will be held on October 19 at the Hyatt Regency Monterey, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who have gone **above and beyond** over the last year 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 based on the criteria outlined.

Before submitting a nomination, *please carefully review the nomination instructions and the criteria for each award as incomplete nominations, and nominations that do not adhere to the submission guidelines, will not be considered by the Committee.*

ACHIEVEMENT AWARDS NOMINATION PROCEDURE:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization.
2. Each nomination must meet the specific award category criteria for consideration. The Committee will not consider any nomination for an award for any category other than the one for which it was submitted. Duplicate nominations **will not be considered by the Committee.**
3. Nominations **must be submitted with a completed nomination form.** Please use a separate form for each nomination. The form is your opportunity to highlight the most important points of your nomination.
4. Nomination *Executive Summaries* must be **limited to no more than 250 words in length.** Nomination *Summaries* must be **limited to no more than 1,000 words or 2 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. Any nomination received that exceeds this amount **will not be considered by the Committee.**

5. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. *Limit supporting documentation to no more than 3 pages.* If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*
6. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
7. Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 18, 2023. Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer
slucas@buttecounty.net

You may contact Steve Lucas, CALAFCO Executive Officer, at slucas@buttecounty.net or (530) 538-7784 with any questions.

Members of the 2023 CALAFCO Board of Directors Awards Committee

Board Members:

Anita Paque, Committee Chair (Calaveras LAFCo, Central Region)
Michael Kelley (Imperial LAFCo, Southern Region)
Debra Lake (Humboldt LAFCo, Northern Region)
Margie Mohler (Napa LAFCo, Coastal Region)
Shane Stark (Santa Barbara LAFCo, Coastal Region)

apaque@calafco.org
mkelley@calafco.org
dlake@calafco.org
mmohler@calafco.org
sstark@calafco.org

Regional Officer Members:

Steve Lucas, CALAFCO Executive Officer (Northern Region)
José Henriquez, CALAFCO Deputy Executive Officer (Central Region)
Dawn Longoria, CALAFCO Deputy Executive Officer (Coastal Region)
Gary Thompson, CALAFCO Deputy Executive Officer (Southern Region)

slucas@buttecounty.net
henriquezj@saccounty.net
dlongoria@napa.lafco.ca.gov
gthompson@lafco.org

Attachments:

- 2023 Achievement Award nomination form
- Achievement Award categories, nomination and selection criteria
- Listing of prior Achievement Award recipients





CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are now open and being accepted until 5:00 p.m., *Friday, August 18, 2023* in the following categories:

OUTSTANDING CALAFCO VOLUNTEER

Award Summary:

Recognizes a CALAFCO volunteer who has provided exemplary service during the past year. Exemplary service is service which clearly goes above and beyond that which is asked or expected in the charge of their responsibilities. This category may include a CALAFCO Board member, regional officer, program volunteer, or any other requested volunteer.

Nomination criteria:

1. Nominee must have volunteered for the Association during the year in which the nomination is being made.
2. Nominee does not have to be a CALAFCO member.
3. Volunteer efforts must have demonstrated the individual going above and beyond what was asked/expected with positive and effective results.
4. Nominee can be a CALAFCO Board member, regional officer, program volunteer or any other volunteer.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee, regardless of their position or role as a volunteer. Only the contributions and outcomes shall be considered, not the individual's position.
3. The extent of the volunteerism and the overall impact to the statewide Association and membership based on that volunteerism shall be considered.
4. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

OUTSTANDING CALAFCO ASSOCIATE MEMBER

Award Summary:

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 role and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement. Further, the individual or firm has a proven commitment to the Association membership through volunteering time and resources to further the cause of LAFCo and CALAFCO.

Nomination criteria:

1. Nominee must be a CALAFCO Associate Member in good standing with the Association.
2. Nominee shall be an Associate Member for the full year in which the nomination is being made.
3. The Associate Member nominated shall have been an Associate Member in good standing with the Association for at least one year prior to the year for which the nomination is being made.
4. As an Associate Member, the nominee may be an individual, firm or agency.
5. The nominee may be an individual within an Associate Member firm or agency.
6. Nominee shall demonstrate that through their work as an Associate Member, the role and mission of LAFCo has been upheld and furthered.
7. Nominee must have proven cooperative and collaborative approaches to situations and

solutions that affect LAFcos statewide as an Associate Member.

8. Proven commitment to the Association's membership as an Associate Member by volunteering resources to the Association during the year in which the nomination is made.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. The level of volunteering time and resources to the Association shall be a consideration with all other nomination criteria.

OUTSTANDING COMMISSIONER

Award Summary:

Presented to an individual Commissioner for extraordinary service to his or her Commission. Extraordinary service is considered actions above and beyond those required in the course of fulfilling their statutory responsibilities as a Commissioner. It requires consistently demonstrating independent judgment on behalf of the interest of the entire county, developing innovative and collaborative solutions to local issues, and leading the commission and community by example.

Nomination criteria:

1. Nominee must be a Commissioner of a LAFCo in good standing with the Association.
2. Nominee shall be a Commissioner for the full year in which the nomination is being made.
3. Proven demonstration of consistently exercising independent judgment for the greater good of the County is required.
4. Proven leadership of the commission and the community through collaborative, innovative and creative solutions to local issues is required.
5. Proven effective results and outcomes shall be demonstrated in the nomination.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Representation type (city-county-district-public) shall not be a consideration nor shall be the size or geographic area of the LAFCo on which the Commissioner serves.
4. The overall impact of the leadership of the Commissioner shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

OUTSTANDING LAFCo PROFESSIONAL

Award Summary:

Recognizes an Executive Officer, Staff Analyst, Clerk, Legal Counsel or any other LAFCo staff person for exemplary service during the past year. Exemplary service is considered actions which clearly go above and beyond that which is asked, expected, or required in the charge of their LAFCo responsibilities.

Nomination criteria:

1. Nominee must be a staff person of a LAFCo in good standing with the Association.
2. Nominee shall be a staff person for the full year in which the nomination is being made.
3. As a staff person, the nominee can be either an employee of the LAFCo or a contractor providing employee-type services to the LAFCo.
4. Efforts must be demonstrated that the individual has consistently gone above and beyond or outside the scope of their role or job responsibilities, with proven results that otherwise would not have occurred.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Position within a LAFCo shall not be a consideration, nor shall be the size or geographic area of the LAFCo.

4. The overall impact of the LAFCo professional to their LAFCo and the greater community shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

LIFETIME ACHIEVEMENT AWARD

Award Summary:

Recognizes any individual who has made extraordinary contributions to the statewide LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least twenty (20) years.

Nomination criteria:

1. Nomination must be received from a member LAFCo or Associate Member in good standing with the Association.
2. A minimum of 20 years direct involvement with the LAFCo community is required for consideration.
3. During that time, nominee shall have a proven positive impact and effect on the support and evolution of LAFCos statewide.
4. This includes advocacy of LAFCos statewide through legislation, developing creative and innovative solutions to LAFCo issues that serve beyond their LAFCo to the greater good, and collaborative stakeholder approaches to issues and opportunities to further the cause and mission of LAFCo.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Preference may be given to nominees who also have proven experience volunteering for CALAFCO through a regional officer role, serving on committees, serving on the CALAFCO Board, or any other method of volunteering for the Association that serves to promote and support the mission and work of LAFCos throughout the state.

LEGISLATOR OF THE YEAR

Award Summary:

Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals that have a statewide effect. The recipient shall have demonstrated clear support and effort to further the cause and ability of LAFCos to fulfill their statutory mission. Selected by CALAFCO Board by super majority.

Nomination criteria:

1. Nominee shall be a California State legislator during the full year in which the nomination was made.
2. Nominee must have demonstrated extraordinary leadership in the Legislature on behalf of LAFCos statewide, with efforts resulting in a positive impact for all LAFCos.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. All Legislator of the Year nominations shall be forwarded by the Achievement Awards Committee to the Board for consideration.
3. Selection of the recipient of this award shall be done with a super majority approval of the Board (present at the time of the vote).

MIKE GOTCH EXCELLENCE IN PUBLIC SERVICE AWARD

Award Summary:

Awarded to an individual, group or agency for actions that rise above expected or common functions or

actions that are LAFCo-related; *and* reduce or eliminate common institutional roadblocks; *and* result in a truly extraordinary public service outcome. Individuals, a LAFCo, or collaborative effort among multiple LAFCos or a LAFCo with other entities are eligible. Other entities shall be decision-making bodies at the local, regional or state level. This award has two distinct categories, each focusing on a specific area:

1. *Protection of agricultural and open space lands and prevention of sprawl*
2. *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*

Award categories:

• **Protection of agricultural and open space lands and prevention of sprawl**

Includes the development and implementation of programs or other actions associated with agriculture, water, flood control, parks and recreation, habitat conservation plans and public lands. Demonstrates the recipient has identified, encouraged and ensured the preservation of agricultural and open space lands. Proven actions that encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands. Includes demonstrated consideration given in decisions to Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, and sustainable communities.

• **Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services**

Includes the development and implementation of innovative support and systems within internal LAFCo operations in the support of local agencies. Actions produce systemic and sustainable improvements and innovation of local government. Proven facilitation of constructive discussions with local and regional agencies and proactive outreach to local and regional agencies as well as local stakeholders and communities to identify issues and solutions and demonstrated action as a coordinating agency in offering and supporting unique local solutions to meet local challenges. Successful demonstration of development of capacities and abilities of local agencies. Provide tools and resources to local agencies to address aging infrastructure, fiscal challenges and the maintenance of existing services. Demonstrated action to streamline the provision of local services with proven results that services are consistent or have been improved as a result, with little to no increased cost to the consumer. Focused efforts and proven results to ensure delivery of services to all communities, especially disadvantaged communities.

Nomination criteria:

1. Clear demonstration that the actions rise above expected or common functions or actions.
2. The actions reduced or eliminated common institutional roadblocks.
3. The actions clearly proven a truly extraordinary public service outcome that is systemic and sustainable.
4. Identified unique circumstances and factors leading to the solution/project.
5. The innovative steps taken by the LAFCo or entity/entities/individual to solve the problem, overcome the situation, or to take action.
6. Clear description of the results/outcomes of the work and the short- and long-term effects.
7. How this work can be promoted as a LAFCo best practice.
8. Clear demonstration how this nomination meets all criteria.

Selection Criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee within each category. The size or geographic area of the LAFCo within a given category shall not be a consideration.
3. The overall impact of the actions and outcomes to the greater community being served shall be considered.
4. The level of impact based on the required nomination criteria shall be considered.