

Calaveras Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – July 21, 2014 – 6:00 p.m.
at the

**Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas**

6:00 PM Regular LAFCo Meeting Items:

1. Call to Order/Pledge of Allegiance/Roll Call

Commissioners

Bert Sobon, City Member
Jack Lynch, City Member
Merita Callaway, Chair County Member
Darren Spellman, County Member
Tony Tyrrell, Special District Member
John Lavaroni, Special District Member
Anita Paque, Vice-Chair Public Member

Paul Stein, Public Member Alt.
Debbie Ponte, County Member Alt.
Scott Kelly, City Member Alt.
Don Young, Special Dist. Member Alt.
Staff:
John Benoit, Executive Officer
Karon Knuist, LAFCO Clerk
Michael Colantuono, LAFCO Counsel

2. Approval of Agenda (Deletions/Additions)

3. Approval of Minutes for May 19, 2014

4. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony.

The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

5. Consent Agenda:

- a. Review and Authorize Claims for June 2014*

PUBLIC HEARING:

6. Valley Springs PUD Sphere of Influence

- a. Discuss and Conduct a Public Hearing regarding the Valley Springs Public Utility District Sphere of Influence update and consider LAFCo Resolution 2014-0004.*

Action Items:

7. Authorize Commissioners and Staff to attend the Calafco Annual Conference in Ontario – October 15-17, 2014

- a. Authorize Commission and Staff to attend the Calafco Annual Conference in Ontario on October 15-17.*

8. Nomination for Calafco Achievement Awards.

- a. Consider a Calafco Achievement Award Nomination*

9. Nominations for Calafco Board of Directors

- a. Consider a nomination of a City and (or) Public Member to the Calafco Board*

10. Designate Voting Member and Voting Member Alternate to vote on behalf of Calaveras LAFCo at the Calafco Annual Conference.

11. 2014 Biennial Conflict of Interest Code Review.

- a. Review and approve a revised Conflict of Interest Code, Consider Resolution 2014-0005 and authorize the Executive Officer to transmit the adopted resolution along with the Biennial Review notice (Attachment #4) to the Code Reviewing Body for approval.*

12. Executive Officer's report

- a) Groundwater Management*

13. Commissioners Reports

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 next regular meeting of August 18, 2014

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

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

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).

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 a specified time. 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 will be available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting.

Accessibility

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Calaveras LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660. 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 at (209) 754-6511

LAFCO Webpage: www.calaveraslafco.org

Email LAFCO at: johnbenoit@surewest.net

Calaveras Local Agency Formation Commission

Regular Meeting Minutes

MONDAY – May 19, 2014 – 6:00 p.m.

**Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas**

1. **Call to Order/Pledge of Allegiance/Roll Call** - The May 19, 2014 regular meeting for Calaveras LAFCo was called to order by Chairman Lynch at 6:00 p.m. in the Calaveras County Board of Supervisors Chambers. There was a quorum present.

Commissioners

Jack Lynch, Chair City Member
Merita Callaway, Vice-Chair County Member
Scott Kelly, City Member Alt.
Darren Spellman, County Member
Don Young, Special Dist. Member Alt.
John Lavaroni, Special District Member
Anita Paque, Public Member

Paul Stein, Public Member Alt.
Debbie Ponte, County Member Alt.

Staff:

John Benoit, Executive Officer
Karon Knuist, LAFCO Clerk
Michael Colantuono, LAFCO Counsel

Absent:

Bert Sobon, City Member
Tony Tyrrell, Special District Member

2. **Approval of Agenda - MOTION** by Commissioner Lavaroni to approve the Agenda as presented, second by Commissioner Spellman. Motion passed 7 yes - 0 no.
3. **Approval of Minutes for April 21, 2014 - MOTION** by Commissioner Paque to approve the Minutes of the April 21, 2014 meeting as presented, second by Commissioner Callaway. Motion passed 5 yes - 0 no - 2 abstentions.
4. **Public Comment** – No public comments.
5. **Consent Agenda:** Claims for April 21, 2014 were reviewed. **MOTION** by Commissioner Callaway to approve the Claims for April 21, 2014 as presented, second by Commissioner Lavaroni. Motion passed 7 yes – 0 no.

PUBLIC HEARING:

7. **LAFCo Final Budget for FY 2014-2015.** Public Hearing to consider adopting Resolution 2014-0003 LAFCo's Final Budget for FY 2014-2015, was opened. No one from the public

came forward with questions or comments. The Public Hearing was closed. **MOTION** by Commissioner Spellman to adopt Resolution 2014-0003 LAFCo's Final Budget for FY 2014-2015, second by Commissioner Kelly. Motion passed 7 yes – 0 no.

8. **Election of Chair and Vice-Chair in accordance with LAFCO's Bylaws.** **MOTION** by Commissioner Spellman to elected Merita Callaway as LAFCo Chair for a one year term from May 2014 to May 2015, second by Commissioner Paque. Motion passed 7 yes – 0 no. **MOTION** by Commissioner Lynch to elected Anita Paque as LAFCo Vice-Chair for a one year term from May 2014 to May 2015, second by Commissioner Callaway. Motion passed 7 yes – 0 no.

LAFCo Bylaws state that after an election, the newly elected Chair and Vice-Chair take office immediately. Commissioners Callaway and Paque chose to allow the current Chair and Vice-Chair; Commissioners Lynch and Callaway, to hold their positions until the end of the May 19, 2014 meeting.

9. **Executive Officer's report** – Executive Officer John Benoit reported on his attendance at the recent Calafco workshop. There was discussion on the future of LAFCo and legislation that may change and increase LAFCo's current regulatory control.
10. **Commissioners Reports** – No Commissioners reports.
11. **Adjourn to LAFCo's next regular meeting:** Next regular meeting will be held on June 16, 2014 at 6:00p.m. in the Calaveras County Board of Supervisors Chambers.

The meeting was adjourned at 6:49 p.m.

Minutes submitted by Karon Knuist.

DATED: _____

APPROVED: _____

Merita Callaway, Chair or Anita Paque, Vice Chair
Calaveras Local Agency Formation

#5

CALAVERAS LAFCO

LAFCO CLAIM AUTHORIZATION FORM

for

May and June 2014

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2013-2014 Expenses:		
July 1, 2014	Staff Svcs & Expenses – June 2014	\$ 3,067.70
June 12, 2014	City of Angels Camp- April-June Billing	\$ 900.00
May 22, 2014	City of Angels Camp- Jan-March 2014 Billing	\$ 900.00
June 20, 2014	Staff Svcs and Expenses – May 2014	\$ 3,287.04
May 2, 2014	Final 14-15 Budget Hearing Notice	\$ 35.40
March 14, 2014	Comm Payroll May 19, 2014	\$ 300.00
TOTAL:		\$ 8,490.14

FY 2014-2015 Expenses:

July 1, 2014	SDRMA Liability Insurance for Calaveras LAFCo	\$ 1,662.60
July 1, 2014	Calafco Dues for FY 2014-2015	\$ 769.00
TOTAL:		\$ 2,431.50

DATED: July 21, 2014

APPROVED: July 21, 2014

Merita Callaway, Chair or Anita Paque, Vice-Chair
Calaveras Local Agency Formation

Attest:

John Benoit
Executive Officer

Item	Comm Stipends	Insurance	Communications	Memberships	GenOfficeExp	Postage	copies	Fire&EMSSOI	W & WWSOI	Ex. OFF. Svcs	City Fin Charge
Account Number	62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060
Total Budgeted	\$ 6,600.00	\$ 1,716.04	\$ 800.00	\$ 758.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 18,000.00	\$ 25,000.00	\$ 42,500.00	\$ 3,600.00
Calafco dues 13-14											
SORMA Insurance 13-14		\$ (1,691.04)									
Calafco Conference registrations											
Colantuono #25622											
Staff Svcs July 2013											
Comm Stipends July 15, 2013	\$ (350.00)		\$ (70.93)			\$ (10.92)	\$ (56.50)	\$ (1,956.25)		\$ (3,500.00)	
Staff Svcs Aug 2013											
Colantuono Billing # #25795			\$ (47.78)			\$ (21.96)	\$ (46.11)		\$ (1,462.50)	\$ (3,562.50)	
Paque Calafco Conf Reimbursement											
Tyrrell Calafco Conf Reimbursement											
Stein Calafco Conf Reimbursement											
Lynch Calafco Conf Reimbursement											
Comm Stipend Sept 16, 2013	\$ (300.00)										
JB Staff Svcs Sept 2013											
Calav Ent CalavRiverEst #26627			\$ (42.27)			\$ (45.84)	\$ (94.97)		\$ (1,237.50)	\$ (2,587.50)	
Darren Spellman Calafco Conf. Reimb											
Merita Callaway Conf. Reimb											
Staff Svcs Oct 2013											
CPUD and Fire SOI's oct 2013			\$ (43.44)			\$ (6.60)	\$ (10.75)	\$ (2,062.50)		\$ (1,575.00)	
Calaveras Enterprise Rancho Calav Est											
Comm Stipend Nov 2013	\$ (350.00)										
Staff Svcs November 2013			\$ (55.25)			\$ (24.96)	\$ (84.27)	\$ (1,537.50)		\$ (3,450.00)	
Calav Ent#27704 PSP and CPUD SOI											
Redeposit Ck#5327 Paquefor6.17.13	\$ 50.00										
Comm Stipend Dec 16, 2013	\$ (250.00)										
Staff Svcs December 2013											
Angels Camp Inv 0000122 12.16.13			\$ (51.99)			\$ (19.34)	\$ (63.26)	\$ (2,000.00)		\$ (2,337.50)	\$ (900.00)
Calav Enterprise CCFPD and MokeHill											
JB Staff Svcs Jan 2014			\$ (50.47)			\$ (25.28)	\$ (84.60)	\$ (2,500.00)		\$ (2,120.00)	
Comm Stipend 1.27.14	\$ (450.00)										
Calav Ent #28287 MHFPD MSR &CCSOI											
Meeting Stipend 2.24.2014	\$ (200.00)										
Staff Svcs February 2014											
Staff Svcs March 2014			\$ (52.10)		\$ (15.00)	\$ (14.28)	\$ (25.96)	\$ (2,137.50)		\$ (2,482.50)	
Staff Svcs April 2014			\$ (50.41)			\$ (0.98)		\$ (2,000.00)		\$ (2,012.50)	
Comm Stipend April 21, 2014	\$ (350.00)		\$ (48.80)			\$ (39.60)	\$ (203.45)	\$ (2,000.00)		\$ (1,457.50)	
Calav Enterprise Fire SOI 14-15 Budget											
Calav Ent Final 14-15 Budget											
Staff Svcs May 2014			\$ (50.35)			\$ (38.63)	\$ (37.16)			\$ (3,082.50)	\$ (900.00)
City Invoice #130 6.12.14										\$ (900.00)	
City Inv #128 5.22.12										\$ (900.00)	
Staff Svcs June 2014											
Comm meeting stipend 5.19.14	\$ (300.00)		\$ (52.20)		\$ (15.50)					\$ (3,000.00)	
TOTAL REMAINING	\$ 4,400.00	\$ 25.00	\$ 184.01	\$ -	\$ 469.50	\$ 251.61	\$ 1,292.97	\$ 1,806.25	\$ 22,300.00	\$ 11,332.50	\$ 900.00

11/8/2014

Resolution No. 2014-0004**CALAVERAS LOCAL AGENCY FORMATION COMMISSION***A Resolution Making Determinations and Approving A Sphere of Influence Update for the Valley Springs Public Utility District*

WHEREAS, Government Code Section 56425 requires each Local Agency Formation Commission to adopt and periodically review and update a sphere of influence for each local governmental agency within its jurisdiction; and

WHEREAS, the Calaveras Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for the Valley Springs Public Utility District; and

WHEREAS, the Commission has set the hearing date of July 21, 2014 for the update of the sphere of influence for the Valley Springs Public Utility District and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56150, *et seq.*; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of water and wastewater services provided by the Valley Springs Public Utility District in accordance with Gov. Code section 56430; and

WHEREAS, the Commission has reviewed and considered the proposed Sphere of Influence update report including the proposed Sphere of Influence Update Map which is attached hereto and incorporated herein; and

WHEREAS, Calaveras LAFCO prepared and a notice of exemption for such action since the sphere of influence reflects no change in the territory being served by the district; and

WHEREAS, the Commission has considered those factors determined by it to be relevant to the proposed sphere of influence update, including, but not limited to, those factors specified in Government Code Section 56425, *et seq.*, and has heard from interested parties and considered requests for amendment and/or revision of the proposed updated sphere boundary, if any;

NOW, THEREFORE, BE IT RESOLVED that the Calaveras Local Agency Formation Commission does hereby find and determine as follows:

1. That the proposed sphere of influence update with respect to the Valley Springs Public Utility District complies with the provisions of Government Code Section 56000, *et seq.*
2. That the Valley Springs Public Utility District is authorized to provide wastewater treatment and collection and water treatment and distribution services.
3. That no significant protests have been received regarding the establishment of this Sphere of Influence update.
4. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Study are attached hereto and incorporated herein as set forth in Attachment A.

5. That pursuant to the California Environmental Quality Act, the Commission adopts a Notice of Exemption (Attachment B) under Class 20 since the proposed project involves a sphere of influence update where the services provided by the Valley Springs Public Utility District will not change as a result of this update.
6. That the Sphere of Influence Update Report, Executive Officer's Report, and Map for the Valley Springs Public Utility District updated Sphere of Influence is hereby adopted and approved as set forth in Attachment "A".

PASSED AND ADOPTED at a regular meeting of the Calaveras Local Agency Formation Commission, State of California, on the 21st day of July 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Merita Callaway, Chair or Anita Paque, Vice-
Chair, Calaveras Local Agency Formation
Commission

Attest:

John Benoit, Executive Officer Calaveras LAFCO

NOTICE OF EXEMPTION

TO: County Clerk
County of Calaveras
San Andreas, CA 95453

FROM; Calaveras LAFCO
P.O. Box 2694
Granite Bay, CA 95746

PROJECT TITLE: Sphere of Influence Update for the Valley Springs Public Utility District

PROJECT LOCATION: Valley Springs

DESCRIPTION OF PROJECT:

An update to the sphere plans for the probable physical boundaries and service area for water and wastewater services provided by the Valley Springs Public Utility District.

NAME OF PUBLIC AGENCY APPROVING PROJECT:

Calaveras Local Agency Formation Commission

NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

John Benoit, Executive Officer for
Calaveras Local Agency Formation Commission

EXEMPT STATUS:

Class 20 Categorical Exemption, "Changes in Organization of Local Agencies" CEQA Guideline Section 15320.

REASONS WHY PROJECT IS EXEMPT:

The proposed project involves a sphere of influence update where the services provided by the Valley Springs Public Utility District will not change as a result of this update and the proposal is consistent with the land use patterns established in the County's General Plan.

CONTACT PERSON:

John Benoit
LAFCO Executive Officer

TELEPHONE NUMBER:

(209) 754.6511

By: _____

Date: July 21, 2014

**2013-2014
Board of Directors**

Chair
MARY JANE GRIEGO
Yuba LAFCo

Vice Chair
JOHN LEOPOLD
Santa Cruz LAFCo

Secretary
STEPHEN TOMANELLI
Riverside LAFCo

Treasurer
GAY JONES
Sacramento LAFCo

JULIE ALLEN
Tulare LAFCo

ROBERT BERGMAN
Nevada LAFCo

JAMES CURIALDO
San Bernardino LAFCo

LARRY R. DUNCAN
Butte LAFCo

JULIANA INMAN
Napa LAFCo

MICHAEL KELLEY
Imperial LAFCo

DR. WILLIAM KIRBY
Placer LAFCo

MICHAEL R. MCGILL
Contra Costa LAFCo

EUGENE MONTANEZ
Riverside LAFCo

THEODORE NOVELLI
Amador LAFCo

JOSH SUSMAN
Nevada LAFCo

ROGER WELT
Santa Barbara LAFCo

Staff

PAMELA MILLER
Executive Director

MARJORIE BLOM
Executive Officer

CLARK ALSOP
Legal Counsel

STEPHEN LUCAS
Deputy Executive Officer

SAMUEL MARTINEZ
Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

JENI TICKLER
Executive Assistant

12 June 2014

To: Local Agency Formation Commission
Members and Alternate Members

From: Elliot Mulberg, Committee Chair
Mary Jane Griego, Committee Vice Chair
Board Recruitment Committee
CALAFCO Board of Directors

CALAFCO



RE: Nominations for 2014/2015 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 Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

City Member
Public Member

Central Region

District Member
County Member

Coastal Region

District Member
County Member

Southern Region

City Member
Public Member

The election will be conducted during regional caucuses at the CALAFCO annual conference prior to the Annual Membership Meeting on Thursday, October 16, 2014 at the DoubleTree by Hilton in Ontario, CA.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until Monday, September 15, 2014.

Incumbents are eligible to run for another term. Nominations received by September 15th will be included in the Recruitment Committee's Report and on the ballot, copies of which will be distributed to LAFCo members October 1 and made available 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 15, 2014. Completed absentee ballots must be returned by October 13. If returned by the deadline absentee ballots will be used in the case of a run-off election.

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 15, 2014.***

Here is a summary of the deadlines for this year's nomination process:

- **June 12** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 15** – Completed Nomination packet due
- **September 15** – Request for an absentee/electronic ballot
- **October 1** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **October 1** – Distribution of requested absentee/electronic ballots.
- **October 13** – Absentee ballots due to CALAFCO
- **October 16** – Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot.

Please forward nominations to:

CALAFCO Recruitment Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535

Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the above address.

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. Members of the 2014/2015 CALAFCO Recruitment Committee are:

Chair – Elliot Mulberg elliott@mulberg.com	Associate Member and former CALAFCO Board member 916-217-8393
Vice Chair- Mary Jane Griego mgriego@calafco.org	Yuba LAFCo (Northern Region) 530-749-7510
Julie Allen jallen@calafco.org	Tulare LAFCo (Central Region) 559-288-9411
Juliana Inman jinman@calafco.org	Napa LAFCo (Coastal Region) 707-226-5304
Michael Kelley mkelley@calafco.org	Imperial LAFCo (Southern Region) 760-482-4308

Former CALAFCO Board Member and Associate Member Elliot Mulberg has agreed to once again assist CALAFCO with the election process. We appreciate and value his expertise. Questions about the election process can be directed to him at elliott@mulberg.com or 916-217-8393.

Please consider joining us!
Enclosures

CALIFORNIA
ASSOCIATION OF
LOCAL AGENCY
FORMATION
COMMISSIONS

8

2013-2014
Board of Directors

Chair
MARY JANE GRIEGO
Yuba LAFCo

Vice Chair
JOHN LEOPOLD
Santa Cruz LAFCo

Secretary
STEPHEN TOMANELLI
Riverside LAFCo

Treasurer
GAY JONES
Sacramento LAFCo

JULIE ALLEN
Tulare LAFCo

ROBERT BERGHMAN
Nevada LAFCo

JAMES CURATALO
San Bernardino LAFCo

LARRY R. DUNCAN
Butte LAFCo

JULIANA INMAN
Napa LAFCo

MICHAEL KELEY
Imperial LAFCo

DR. WILLIAM KIRBY
Placer LAFCo

MICHAEL R. MCGILL
Contra Costa LAFCo

EUGENE MONTANEZ
Riverside LAFCo

THEODORE NOVELLI
Amador LAFCo

JOSH SUSMAN
Nevada LAFCo

ROGER WELT
Santa Barbara LAFCo

Staff

PAMELA MILLER
Executive Director

MARJORIE BLUM
Executive Officer

CLARK ALSOP
Legal Counsel

STEPHEN LUCAS
Deputy Executive Officer

SAMUEL MARTINEZ
Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

JENI TICKLER
Executive Assistant

Date: 25 June 2014

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: Stephen Tomanelli, Chair
CALAFCO Achievement Awards Committee

Subject: **2014 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.

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.
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 summarize the most important points of your nomination.
3. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Endorsement letters from third parties are optional. Please limit supporting documentation to no more than 25 pages. If necessary, a CD will be accepted for supporting documentation exceeding 25 pages. Should you submit a CD for consideration, you will need to provide 9 copies.
5. **Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 22, 2014.** Send nominations via e-mail, or U.S. mail to:

Marjorie Blom
Stanislaus LAFCo
1010 Tenth Street, 3rd Floor, Suite 3600
Modesto, CA 95354
E-mail: blomm@stancounty.com

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org

Please contact Marjorie with any questions at (209) 525-7660. A list of the previous Achievement Award recipients is attached to this announcement.



2014 Achievement Award Nominations

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until *Friday, August 22, 2014*, in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	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.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Presented to a LAFCo Clerk for service above and beyond the call of duty.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	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.
Mike Gotch Courage and Innovation in Local Government Award	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.
Lifetime Achievement Award	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.

11

Calaveras Local Agency Formation Commission

Memorandum

July 21, 2014

TO: LAFCo Commissioners

FROM: John Benoit, Executive Officer

SUBJECT: Conflict of Interest Code.

Attachments:

1. Board of Supervisor's Resolution 2014-0093
2. LAFCo's Current Conflict of Interest Code
3. Proposed Resolution 2014-0005 adopting LAFCO's Conflict of Interest Code
4. 2014 Local Agency Biennial Notice

Government code section 87300 et. seq. (the Political Reform Act) requires each local government agency to maintain a conflict of interest code and update it to reflect changes occurring in the organization of an entity. The Local Agency Formation Commission (as well as other local agencies) is required adopt, review and amend its Conflict of Interest code during even-numbered years. A biennial notice is sent out by the County Clerk or other official designated by the Board of Supervisors during the summer of even numbered years to each agency required to review its Conflict of Interest Code.

After review or approval of the Conflict of Interest Code (see Attachment #2), LAFCO is required to submit the proposed changes to the Board of Supervisors acting as the code reviewing body for approval.

Government code section 87311 requires review of a conflict of interest code to be carried out under procedures which guarantee to officers, employees, members and consultants of the agency and to residents of the County adequate notice and a fair opportunity to present their views. LAFCo's conflict of interest code was adopted on April 17, 2006 and the Code Reviewing Body approved LAFCo's Conflict of Interest code on May 31, 2006. On June 16, 2008 an amendment was made by LAFCO in Category 6 changing the amount required for disclosure for gifts from \$320 to \$390 and deletion of the word "department" since LAFCO is not a County department. The Code reviewing body approved that change on October 21, 2008.

This year the County passed Resolution 2014-0093 (stating it will no longer be the filing agency and the designated filing officer. Also the FPPC has simplified the Conflict of Interest Code format. See Attachment #3, a proposed resolution adopting a revised Conflict of Interest Code.

Recommendation:

Review and approve a revised Conflict of Interest Code, Consider Resolution 2014-0005 and authorize the Executive Officer to transmit the adopted resolution along with the Biennial Review notice (Attachment #4) to the Code Reviewing Body for approval.

John Benoit, Executive Officer P.O. Box 2694 Granite Bay, CA 95746
johnbenoit@surewest.net (209) 754-6511 ph. (916) 797-7631 fax.

Attachment #1
BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA
June 17, 2014

RESOLUTION
NO. 2014-093

RESOLUTION REVISING THE CONFLICT OF INTEREST CODES FOR THE
BOARDS, COMMISSIONS, AGENCIES AND DISTRICTS FOR WHICH THE
COUNTY OF CALAVERAS IS THE CODE REVIEWING BODY.

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt conflict of interest codes identifying (1) those positions in which officers or employees make decisions affecting government spending ("designated positions") and (2) types of personal interests which could be affected by those decisions ("disclosure categories"); and

WHEREAS, state law establishes a system where local jurisdictions adopt Conflict of Interest Codes and submit them to the Board of Supervisors for approval as the "Code Reviewing Body" for all jurisdictions, except cities, within the county; and

WHEREAS, for many boards, commissions, agencies and districts in the County of Calaveras, the Clerk of the Board of Supervisors serves as the Filing Officer for all of the board members, commissioners and other individuals who are designated in the agencies' Conflict of Interest Codes; and

WHEREAS, the duties of a Filing Officer include reviewing and maintaining the statements of economic interests (Form 700s) for designated employees identified in the Conflict of Interest Codes; and

WHEREAS, state law requires the County, as the Code Reviewing Body, to continue to serve as the Filing Officer and maintain Form 700s for heads of agencies, including members of boards and commissions (Government Code Section 87500(j)); and

WHEREAS, however, the state law authorizes the Code Reviewing Body to delegate the Filing Officer responsibilities for other designated positions to the agencies that designate those positions in their Conflict of Interest Codes and direct those designated positions to file their Form 700s with their own agencies (Government Code Section 87500(o)); and

WHEREAS, the Clerk of the Board of Supervisors shall notify all of the impacted boards, commissions, agencies and districts in the county to explain the authority to delegate these Filing Officer responsibilities and respond to questions.

1 **NOW THEREFORE BE IT RESOLVED**, the Calaveras County Board of Supervisors hereby revises
2 the Conflict of Interest Codes for the boards, commissions, agencies and districts for which the County of
3 Calaveras is the Code Reviewing Body to delegate the Filing Officer responsibilities for designated positions as
4 authorized by state law.

5
6 **BE IT FURTHER RESOLVED**, all designated positions listed in an agency's Conflict of Interest
7 Code shall file their statement of economic interests with their own agency unless otherwise required by state law
8 (heads of agencies, board members and commission members shall continue to file with the Clerk of the Board of
9 Supervisors or as otherwise directed by state law).

10 **ON A MOTION** by Supervisor Spellman seconded by Supervisor Callaway, the foregoing
11 Resolution was duly passed and adopted by the Board of Supervisors of the County of Calaveras, State of
12 California, this 17th day of June, 2014, by the following vote:

13
14 AYES: Supervisors Edson, Wright, Callaway, Ponte and Spellman
15 NOES: None
16 ABSENT: None
17 ABSTAINED: None

18 ATTEST:

19 Debbie Ponte
20 Clerk of the Board of Supervisors
21 of the County of Calaveras

22 Debbie Ponte
23 Chair

**LAFCO Bylaws Appendix 2
LAFCO of Calaveras County
Conflict of Interest Code**

Designated Employees	Disclosure Categories
<u>Members of the LAFCO Commission</u>	1, 2, 3, 4, 5, 6
<u>Executive Officer</u>	1, 2, 3, 4, 5, 6
Consultants*	1, 2, 3, 4, 5, 6

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subjected to the following limitation:

The Executive Officer may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Category 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency.

Persons shall not be required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2

Persons in this category shall disclose all investments.

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years

prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission. (Government Code Section 82034).

Category 3

Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

Category 4

Persons in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with job assignment and utilized by the department.

Category 5

Persons in this category shall disclose all business positions held in business entities which are located or doing or expecting to do business within the jurisdiction and which business entities may foreseeably be affected materially by any decision made or participated in by the person by virtue of his or her position. "Business entity" as used herein includes both for-profit and non-profit entities.

Category 6

Persons in this category shall disclose all items (including real property) valued over ~~\$320.00~~ \$390.00 received as a gift, purchased from, or sold to any person applying for or receiving any services from the Department - LAFCO ;

The above Categories 1 through 6 shall comply with the Form 700 disclosure filing requirements.

1 **Calaveras Local Agency Formation Commission, COUNTY OF CALAVERAS**

2 **STATE OF CALIFORNIA**

3 July 21, 2014

4 **RESOLUTION**
5 **NO.2014-0005**

6 **RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE AND**
7 **APPENDIX OF DESIGNATED POSITIONS**

8 **WHEREAS**, pursuant to the provisions of the Political Reform Act (Govt. Code § 81000, *et*
9 *seq.*), the **Calaveras Local Agency Formation Commission (LAFCo)** is required to adopt a Conflict of
10 Interest Code and Appendix of designated positions; and

11 **WHEREAS**, biennial review of the Appendix to the Conflict of Interest Code is required by
12 state law and changes to the designated positions and disclosure categories and thereafter adopt
13 necessary amendments.

14 **NOW, THEREFORE, BE IT RESOLVED** that the Conflict of Interest Code (Exhibit A) and
15 list of designated positions and disclosure categories as set forth in the Appendix to the Conflict of
16 Interest Code attached hereto is hereby adopted.

17 **ON A MOTION** by Commissioner _____, seconded by Commissioner
18 _____, the foregoing Resolution was duly passed and adopted by the **Calaveras Local**
19 **Agency Formation Commission (LAFCo)** of the County of Calaveras, State of California this 21st day
20 of July, 2014, by the following vote:

21 AYES:

22 NOES:

23 ABSENT:

24 ABSTAINED:

25 _____
26 Merita Callaway, Chair
27 Calaveras LAFCo

28 **ATTEST:**

John Benoit, Executive Officer

EXHIBIT A

CALAVERAS LOCAL AGENCY FORMATION COMMISSION (LAFCo)

CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Calaveras Local Agency Formation Commission**

Individuals holding designated positions shall file their statements of economic interests with the **Calaveras Local Agency Formation Commission's Executive Officer**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **Calaveras Local Agency Formation Commission**.

CONFLICT-OF-INTEREST CODE (Calaveras LAFCo)

APPENDIX A-DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Commission**	1, 2
Executive Officer	1, 2
LAFCo Counsel	1, 2
Consultants*	*

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Section 81008).

CONFLICT-OF-INTEREST CODE (Calaveras LAFCo)

APPENDIX B-DISCLOSURE CATEGORIES

Disclosure Category 1

Designated positions assigned to this category shall report:

Interests in real property located within or not more than two miles outside the boundaries of LAFCo's jurisdiction or within two miles of the County Boundary.

Disclosure Category 2

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to LAFCo. Such sources include but are not limited to architects, engineering and construction firms.

2014 Local Agency Biennial Notice

Name of Agency: Calaveras Local Agency Formation Commission (LAFCo)

Mailing Address: P.O. Box 2694 Granite Bay, CA 95746 Contact Person: John Benoit

Office Phone No: (209) 754-6511

E-mail: johnbenoit@surewest.net Fax No: (916) 797-7631

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict-of-interest code and has determined that *(Check one box)*:

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

☒ Include new positions.

☒ Revise disclosure categories.

☐ Revise the titles of existing positions.

☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

☒ Other *(describe)* Designation of the filing officer and where records are to be maintained

☐ **No amendment is required.**

☐ **The code is currently under review by the code reviewing body.**

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Authorized Representative

Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2014**, or the date specified by your agency, if earlier, to:

Calaveras County Board of Supervisors
Attention: Diane Severud
891 Mountain Ranch Road
San Andreas, CA 95249

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.