Calaveras Local Agency Formation Commission

AGENDA

Regular Meeting
July 20, 2026 06:00 PM
891 Mountain Ranch Road, San Andreas, CA 95249
https://www.calaveraslafco.org/

Commissioners

County Member, Chair Gary Tofanelli • Public Member, Vice Chair Anita Paque • County Member Amanda Folendorf • City Member Kara Scott • City Member Scott Behiel • Special District Member Kirk Smith • Special District Member Tony Tyrrell • City Member Alternate Michael Chimente • Special District Member Alternate Jon Dashner • County Member Alternate Autumn Andahl • Public Member Alternate Andrew Keirns

The complete agenda, including backup materials related to items on this Agenda submitted to the Commission after distribution of the Agenda Packet, is available for public inspection on the Calaveras LAFCo website. Agenda materials are also available on the Calaveras LAFCo website at www.calaveraslafco.org

If members of the public wish to participate via Zoom you may do so.

Zoom Option: Calaveras LAFCo is inviting you to a regular meeting.

Topic: Calaveras LAFCo Regular Meeting

Join Zoom Meeting

https://us02web.zoom.us/j/86877608746?pwd=Hs4lTLjYLbJQjb8CFRYV7c2XeGUvSY.1

Meeting ID: 868 7760 8746

Passcode: 693400

One tap mobile

+16694449171,, 86877608746#,,,,*693400# US

+16699006833,, 86877608746#,,,,*693400# US (San Jose)

Join instructions

https://us02web.zoom.us/j/86877608746?pwd=Hs4lTLjYLbJQjb8CFRYV7c2XeGUvSY.1

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.

Late-Distributed Materials. Any material submitted to the Commission after this agenda is posted will be made available for public inspection as soon as possible on the LAFCo Webpage www.calaveraslafco.org

Contact LAFCo Staff LAFCo staff may be contacted at 310-936-2639 or by mail at Calaveras LAFCo, 5050 Laguna Blvd #112-711, Elk Grove, CA 95758 or by email at jennifer@pcateam.com

REASONABLE ACCOMMODATIONS

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. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Commission Clerk 24 hours before the meeting as indicated below.

1. **Call to Order**
   A. Roll Call

   B. Pledge of Allegiance

2. **Public Comments**
   ☑ **Discussion** **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 were on the agenda, public comment was 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

3. **Consent Agenda**
   ☑ **Discussion** ☑ **Possible Action** **Comment** **View Item**

   A. Approval of Minutes for May 18, 2026 LAFCo Meeting

   B. Authorize Payment of Claims for May and June 2026

4. **Review of Proposed Bylaws Updates**

☑ **Discussion** 💬 **Comment** **View Item**

Calaveras LAFCO Bylaws were last updated in 2024. Since then, several updates have occurred in the California Code requiring updates to the Bylaws. Key updates in the proposed Bylaws updates include clarifying the division between Bylaws and Policies/Procedures, adding public-agency administrative provisions, updating appendix cross-references, and adding ethics/training/ex parte language, etc. The edits for the first half of the Bylaws were reviewed at the previous meeting. Feedback was incorporated into the document and highlighted in yellow for follow up review. Additionally, proposed edits from Section 5 through the end of the document are for review and feedback only with possible adoption at a future meeting. At the previous meeting, the Commission had several questions regarding Alternate Commissioner participation in meetings and requested that Legal Counsel be available to answer questions at this meeting. Legal Counsel has reviewed and provided feedback on the proposed Bylaw changes and is available online to answer questions.

A. Review proposed edits and provide feedback.

5. **CALAFCO Updates**

☑ **Discussion** ☑ **Possible Action** 💬 **Comment** **View Item**

The CALAFCO Working Group solicited input at the CALAFCO Staff Workshop in May and from the feedback received adjusted the proposed regional map to better reflect the desires of the membership. Each region the held a meeting of staff to receive input and take back to the Working Group. The proposed map will be presented to the Board at an upcoming meeting.

A. Review proposed regional map and provide feedback for submittal to the Working Group.

B. Dues Committee formed and seeking volunteers.

C. Seeking legislative proposals by July 31, 2026.

6. **CALAFCO Conference Attendance Approval**

☑ **Discussion** ☑ **Possible Action** 💬 **Comment**

In anticipation of the CALAFCO Conference in Sacramento October 21-23, 2026, the Commission must pre approve attendees for registration purposes. Staff will complete the registration and attendees will be responsible for hotel reservations and travel arrangements. From the attendees, the Commission must also designate a voting delegate and an alternate.

A. Determine attendance at the CALAFCO Annual Conference.

B. Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the Conference.

C. Authorize the expenditure of funds to attend the CALAFCO Annual Conference.

7. **CALAFCO Board Nominations**

☑ **Discussion** ☑ **Possible Action** 💬 **Comment** **View Item**

Consider nominations for the CALAFCO Board for 2-year term beginning in December. Because of changes to the CALAFCO Bylaws, all positions will be elected this year regardless of term start date. Additionally, all Commissioners and Executive Officers are eligible to sit on the Board regardless of the member agency represented on LAFCO. At this time, the Central Region continues to have 4 representatives.

A. Review positions available for nomination for the Central Region of CALAFCO.

B. Nominate interested Commissioners that plan to attend conference.

8. Nominations for CALAFCO Annual Achievement Awards.

☑ **Discussion** ☑ **Possible Action** 💬 **Comment** **View Item**

Each year CALAFCO solicits nomination for various categories that represent outstanding service in the LAFCO field in some manner. This year's categories are attached.

A. Review award categories and consider nominations for Achievement Awards.

9. Executive Officer's Report

☑ **Discussion** 💬 **Comment**

A. Fire MSR Status

10. Commissioner Reports

☑ **Discussion** 💬 **Comment**

11. Adjournment

Next Regular Meeting will be September 21, 2026.

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.

Calaveras Local Agency Formation Commission

MINUTES

Regular Meeting
May 18, 2026 06:00 PM
891 Mountain Ranch Road, San Andreas, CA 95249
https://www.calaveraslafco.org/

1. **Call to Order**
   The meeting was called to order at 6:00 pm by County Member, Chair Gary Tofanelli.

   1. Roll Call

      Present: County Member, Chair Gary Tofanelli, Public Member, Vice Chair Anita Paque, County Member Amanda Folendorf, City Member Kara Scott, Special District Member Kirk Smith, Special District Member Tony Tyrrell, City Member Alternate Michael Chimente

      Absent: City Member Scott Behiel, Special District Member Alternate Jon Dashner, County Member Alternate Autumn Andahl

   2. Pledge of Allegiance
      Led by City Member Alternate Michael Chimente

2. **Public Comments**

   No public comments made during this time.

3. **Consent Agenda**

   1. Approval of Minutes for March 16, 2026 LAFCo Meeting

   2. Authorize Payment of Claims for March and April 2026

   No public comment made during this time.

   Public Member, Vice Chair Anita Paque motioned to approve. City Member Kara Scott seconded the motion.

   The motion passed with the following vote:
   _7_ **In Favor** _0_ **Opposed**
   _0_ **Abstained** _3_ **Absent** _0_ **Recused**

4. **Appointment of Public Member and Public Member Alternate**

   1. Review letters of interest from candidates.

      County Member Amanda Folendorf motioned to approve. seconded the motion.

The motion passed with the following vote:
_7_ **In Favor** _0_ **Opposed**
_0_ **Abstained** _3_ **Absent** _0_ **Recused**

2. Appoint public members to fill the positions of Public Member and Public Member Alternate for a term ending in May 2030.

   Appointment of Anita Paque Motioner Folendorf Seconder Scott

   Appointment of Andrew Keirns Motioner Chimente Seconder Scott

   No public comment made during this time.

   motioned to approve. seconded the motion.

   The motion passed with the following vote:
   _7_ **In Favor** _0_ **Opposed**
   _0_ **Abstained** _3_ **Absent** _0_ **Recused**

5. **Final Budget for FY 26-27**

   1. Receive staff report and Final Budget for FY 26-27

   2. Conduct Public Hearing

   3. Consider Resolution 2026-0003: Approving the Final Budget for FY 26-27

      Resolution # 2026-0003 passed

      No public comments made during this time.

      Special District Member Kirk Smith motioned to approve. Special District Member Tony Tyrrell seconded the motion.

      The motion passed with the following vote:
      _7_ **In Favor** _0_ **Opposed**
      _0_ **Abstained** _3_ **Absent** _0_ **Recused**

6. **Consideration of Memorandum of Understanding with the County for Clerking Services**

   1. Review the draft MOU and provide any edits or comments.

      Chair Tofanelli stated the item goes to Board of Supervisors before it becomes final with LAFCo.

      No public comment given during this time.

   2. Consider authorizing the Chair and Executive Officer to sign the MOU upon agreement with the County.

      Special District Member Tony Tyrrell motioned to approve. Public Member, Vice Chair Anita Paque seconded the motion.

      The motion passed with the following vote:
      _7_ **In Favor** _0_ **Opposed**
      _0_ **Abstained** _3_ **Absent** _0_ **Recused**

7. **Review of Proposed Bylaws Updates**
    1. Review proposed edits and provide feedback.

       - Consensus of the Commission was to the reserve at $100,000.

       - Travel, Training, Expenses Reimbursement- the Commissions consensus was they wanted a more detailed version of this section.

       - Closed Session include alternate if regular member is present, the Commission asked to have Counsel clarify the elected commissioner alternate to ensure no Brown Act violation would occur. Chair Tofanelli asked to have the attorney present during the next meeting for the commission to ask questions.

       - SB827 Training will be available on the CalLAFCo website for the Commissioners

       - Commissioner Folendorf requested adding parking fees to bylaws

       No public comment given during this time.

8. **Executive Officer's Report**

   CAL LAFCo workshop at Pismo Beach was a great success. Will be proposing some AI policies to the Commission in the future. Creation of a LAFCo dues committee to review the restructure of the dues. SB827 new required financial training will be forwarded to the Commission.

9. **Commissioner Reports**

   Kirk Smith: Gave speech at local special districts meeting regarding what LAFCo is

   Anita Paque: Attended Cal LAFCo meeting past Friday online education and webinars can be found on the CalLAFCo website. Will also be involved in the structuring of the Dues committee.

   Kara Scott: Nothing to Report

   Tony Tyrell: Nothing to Report

   Amanda Folendorf: Nothing to Report

   Michael Chimente: New City Manager and new police chief

   Chair Tofanelli: Nothing to Report

10. **Adjournment**

    Meeting adjourned at 7:26PM by Chair Tofanelli.

    Chimente Motioned and Scott Seconded.

Calaveras LAFCo

LAFCo Claim Authorization Form

For

May and June 2026

Authorize payment of the following claims from the FY 25-26 Budget:

May. 12, 2026	PCA Professional Services (Apr. 26)	$ 5,741.25
Jun. 18, 2026	PCA Professional Services (May 26)	$ 8,545.76
	Total	$ 14,287.01

Dated: July 20, 2026
Approved: July 20, 2026

Chair or Vice Chair
Calaveras Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

Invoice #CAL-2026-5

Policy Consulting Associates, LLC

39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: June 18, 2026

Calaveras LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		$5,000	$5,000.00
Subtotal			**$5,000.00**

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects	10.00	$ 125.00	$1,250.00
Oxana Wolfson Analyst	0.00	$ 125.00	$0.00
Jill Hetland, Research Assistant (Fire MSR)	0.00	$ 55.00	$0.00
Melat Assefa, Policy Analyst	25.75	$ 80.00	$2,060.00
Liseth Spangrund, Office Assistant	0.00	$ 40.00	$0.00
Dennis Milller, GIS	0.00	$ 70.00	$0.00
Subtotal			**$3,310.00**

Reimbursements	
Publishing Costs	$0.00
Workshop/Meals (1/5)	$37.36
Workshop/Mileage 524 @ 0.725 (1/5)	$75.98
Workshop/Lodging (1/5)	$110.52
Workshop/Registration	$0.00
Phone and Communications	$0.00
Office Supplies (folders and labels)	$0.00
Mileage	$0.00
Postage	$11.90
Transportation and Travel	$0.00
Subtotal	**$235.76**

Amount Due	**$8,545.76**

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

6/18/26
Date

Invoice #CAL-2026-4

Policy Consulting Associates, LLC

39774 Via Careza

Murrieta, CA 92563

(310) 936-2639

EIN #: 27-2523069

Date: May 12, 2026

Calaveras LAFCO

5050 Laguna Blvd #112-711

Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		$5,000	$5,000.00
Diane Severud, Clerk (Meeting Attendance)	0.00	$65	$0.00
Diane Severud, Clerk	0.00	$65	$0.00
Subtotal			**$5,000.00**

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects	0.00	$ 125.00	$0.00
Oxana Wolfson Analyst	0.00	$ 125.00	$0.00
Jill Hetland, Research Assistant (Fire MSR)	8.75	$ 55.00	$481.25
Melat Assefa, Policy Analyst	0.00	$ 80.00	$0.00
Liseth Spangrund, Office Assistant	6.50	$ 40.00	$260.00
Dennis Milller, GIS	0.00	$ 70.00	$0.00
Subtotal			$741.25

Reimbursements	
Publishing Costs	$0.00
Workshop/Registration	$0.00
Phone and Communications	$0.00
Office Supplies (folders and labels)	$0.00
Mileage	$0.00
Transportation and Travel	$0.00
Subtotal	**$0.00**

Amount Due	**$5,741.25**

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

5/12/26

Date

CALAVERAS

LOCAL AGENCY

FORMATION COMMISSION
(LAFCO)

BYLAWS UPDATE
Proposed Edits July 14, 2026

Adopted September 16, 2024

Resolution 2024-0007

Table of Contents

APPENDICES

Calaveras Local Agency Formation Commission (LAFCO)

Bylaws

1. Statement of Purpose and Authority

1.1 Mission

The Calaveras Local Agency Formation Commission is committed to serving the citizens, governmental agencies, and applicants of its jurisdiction by using its authority, knowledge and expertise to make beneficial changes in the structure of public agencies through special studies, programs and actions resulting in the resolution of conflicts; orderly growth, development, and governance of communities within Calaveras County; cost-effective delivery of services; and timely processing of applications.

In accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000 et seq.), the primary purposes of California LAFCOs include discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing governmental services, and encouraging the orderly formation and development of local agencies based on local conditions and circumstances. Calaveras LAFCO carries out these purposes through regulatory actions, municipal service reviews, spheres of influence, studies, and other proceedings authorized by law.

1.2 Governing Law

The conduct of the Calaveras Local Agency Formation Commission is governed by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000 et seq.) and, for conducting-authority proceedings, Government Code section 57000 et seq., as each may be amended from time to time (collectively, the "CKH Act"). The Commission also conducts its business in compliance with the Ralph M. Brown Act (Government Code section 54950 et seq.), the California Public Records Act (Government Code section 7920.000 et seq.), the Political Reform Act (Government Code section 81000 et seq.), the California Environmental Quality Act (Public Resources Code section 21000 et seq.), and other applicable law. In any conflict between applicable law and these Bylaws, applicable law shall control.

1.3 Funding

Funding for the operational needs of Calaveras LAFCO shall be provided through application fees and service charges, use of available fund balance or reserves when authorized by the Commission, and appropriations from Calaveras County, the City of Angels, and independent special districts as required by Government Code Section 56381. The Commission may adopt and amend a schedule of fees and service charges pursuant to Government Code Section 56383.

1.4 Relationship to Policies, Standards, and Procedures

These Bylaws govern the Commission's organization, administration, meetings, officers, staffing, finances, records, ethics, and internal operating rules. The separately adopted LAFCO Policies, Standards, and Procedures govern application processing, substantive evaluation standards, notice and participation requirements for proposals, municipal service reviews, spheres of influence, and other regulatory proceedings.

To avoid conflicts and unnecessary repetition, these Bylaws should not restate detailed application-processing standards except when necessary to assign authority or describe Commission administration. If these Bylaws and the Policies, Standards, and Procedures address the same matter, the more specific provision governs unless applicable law requires a different result; administrative matters are governed by these Bylaws and application-processing matters are governed by the Policies, Standards, and Procedures.

2. Definitions

2.1 Alternate Member

The person appointed to serve and vote in place of a regular member under any of the circumstances set forth in Section 4.3, below.

2.2 Board of Supervisors

The Calaveras County Board of Supervisors.

2.3 Commission

The Calaveras Local Agency Formation Commission or Local Agency Formation Commission of Calaveras County. Commissioner has the same meaning as “Member”

2.4 Commissioners

All members of the Commission, both regular and alternate.

2.5 County

The County of Calaveras.

2.6 LAFCO

The Calaveras Local Agency Formation Commission.

2.7 Members

All regular and alternate members of the Calaveras Local Agency Formation Commission.

2.8 City Council

The City of Angels City Council

2.9 Brown Act

The Ralph M. Brown Act, Government Code section 54950 et seq., as amended.

2.10 CKH Act

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code section 56000 et seq., as amended.

2.11 Policies, Standards, and Procedures

The Commission's separately adopted policies, standards, guidelines, fee schedule, and application-processing procedures, as amended from time to time.

2.12 Public Records Act

The California Public Records Act, Government Code section 7920.000 et seq., as amended.

3. Powers and Duties

3.1 General

The Commission's powers and duties include those stated in the CKH Act, including the authority to approve or disapprove, with or without amendment, wholly, partially, or conditionally, proposals for changes of organization or reorganization; to adopt and update spheres of influence and municipal service reviews; to make studies and furnish information that contribute to logical and reasonable development of local agencies; to initiate certain reorganizations when authorized by law; and to adopt written policies and procedures for the orderly and fair conduct of its proceedings.

Commissioners shall exercise independent judgment on behalf of the interests of residents, property owners, and the public as a whole in furthering the purposes of the CKH Act. Commissioners appointed by local governments serve as members of LAFCO and not solely as representatives of their appointing authorities.

3.1.1 Budget

a) Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee. The Executive Officer shall prepare and submit a proposed budget for Commission review in time for the Commission to adopt a proposed budget after a noticed public hearing by May 1 and a final budget after a noticed public hearing by June 15, as required by Government Code section 56381. The Executive Officer shall transmit the proposed and final budgets to the Board of Supervisors, the City of Angels, each independent special district subject to LAFCO apportionment, and the County Auditor-Controller.

b) The Commission may amend its approved budget at any time by noticed agenda action. Budget amendments shall identify the source of funds, affected accounts, and any effect on agency contributions or reserves.

c) The Executive Officer shall manage the day-to-day business of the Commission and direct expenditures within the adopted budget and these Bylaws. The Executive Officer may enter into contracts for routine operations and budgeted services. Contracts outside routine day-to-day operations, including contracts for legal, planning, fiscal, mapping, environmental, or other professional services, shall be approved by the Commission or, when timing requires action before the next meeting, by the Executive Officer with concurrence of the Chair and consultation with LAFCO Counsel, followed by notice to the Commission at the next regular meeting.

Commented [HS1]: This power would need to be used judiciously. You may want to consider setting a dollar threshold for Executive Officer contracting authority instead of this process, to avoid controversy.

3.2 Budgeting Policies

3.2.1 Work Program

LAFCO may adopt a work program for the next fiscal year prior to its adoption of the proposed budget. The work program shall be developed considering the following factors.

a) Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere of Influence Plans.

b) Anticipated Projects.

c) Efficient delivery of LAFCO services to the Community.

3.2.2 Budget Consistency

The proposed and final budgets shall be at least equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of the CKH Act. The budget should be sufficient to complete mandatory tasks, including municipal service reviews, sphere of influence updates, application processing, records management, financial administration, and legal compliance.

3.2.3 General Reserve

When feasible, LAFCO may use carryover fund balance to reduce funding-agency contributions, fund one-time projects, or maintain reserves. The Commission should maintain a general reserve target of $100,000. Reserve funds shall not be appropriated or transferred except by Commission action.

3.3 Fees, Charges, and Fee Waivers

The Commission may adopt and periodically update a schedule of fees and service charges for filings, processing, reconsideration, sphere amendments, municipal service reviews initiated by applicants, and other proceedings. Fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged and shall be adopted in accordance with applicable law.

The Commission may reduce or waive fees if it finds, pursuant to Government Code Section 56383, that payment would be detrimental to the public interest. Requests for fee reduction or waiver shall be submitted in writing to the Executive Officer and considered by the Commission at an agendized meeting unless a more specific fee policy applies.

Commented [HS2]: Note that fee reductions and waivers cannot be subsidized by other fee payers under Prop 26 - they would need to come out of LAFCO's budget. Fees that exceed the cost of service to fund discounts to other fee payors are considered to be taxes.

3.4 Financial Administration, Invoices, and Reports

LAFCO funds, equipment, supplies, titles, and staff time shall be used only for authorized LAFCO business. The Executive Officer shall provide periodic financial reports to the Commission, including budget-to-actual status, fund balance, reserves, and significant invoices or contracts.

The Executive Officer may approve routine invoices within budgeted appropriations. Invoices above an amount established by Commission policy and unbudgeted expenses shall be reviewed by the Chair or by another Commissioner designated by the Commission.

3.5 Travel, Training, and Expense Reimbursement

Commissioners, alternates, the Executive Officer, LAFCO Counsel, and authorized staff may be reimbursed for reasonable and necessary expenses incurred in the performance of official duties, including pre-approved travel [including airfare, parking, and airport transportation], training, conferences, mileage [at the IRS rate up to $750], lodging [at predetermined conference rate], meals [consisting of per diem stipends for food reimbursement at IRS rates], and incidental expenses, consistent with Government Code Sections 53232.2 and 53232.3 and any Commission-adopted reimbursement policy. Expense reports should be submitted within 60 days after the expense is incurred and shall include receipts or other documentation as required by Commission policy.

Commented [JS3]: For Commission review.

4. Commission Organization

4.1 Composition

Calaveras LAFCO shall consist of seven regular voting Commissioners and four alternate Commissioners: two County members and one alternate County member, two City members and one alternate City member, two independent special district members and one alternate independent special district member, and one public member and one alternate public member. All Commissioners shall meet the qualifications required by the CKH Act.

4.2 Appointment of Members

a) County
Two Commissioners are appointed by the Board of Supervisors from the Board's membership. The Board of Supervisors shall also appoint a third supervisor to serve as the alternate County member of the Commission.

b) City of Angels
Two Commissioners shall be appointed from among the members of the City Council of the City of Angels in the manner required by the CKH Act. The City shall also appoint or select an alternate City member in the same manner as the regular City members unless state law provides otherwise.

c) Public
One Commissioner representing the general public shall be appointed by the other regular voting members of the Commission. The Commission may also appoint an alternate public member. Appointment of the public member and alternate public member requires the affirmative vote of at least one member appointed by each of the other appointing authorities represented on the Commission. The public member and alternate public member shall be residents of Calaveras County and shall not be an officer or employee of the County, the City of Angels, or any district with territory in the County, as provided by Government Code Sections 56325 and 56331. See Appendix 1 for the Public Member Selection Process.

(d) Independent Special Districts
The independent special district selection committee shall appoint two regular Commission members and one alternate member from among elected or appointed members of the legislative bodies of independent special districts, in accordance with Government Code Section 56332. The Executive Officer shall conduct nominations, meetings, mailed ballots, electronic transmittals, and retention of election materials as required or permitted by state law. Regular Independent Special District members shall be appointed for four-year staggered terms.

4.3 Role of Alternate Members

a) In each member category, the alternate member shall serve and vote in place of a regular member who is absent from a meeting or who disqualifies himself or herself from participating in a matter before the Commission. An alternate who is serving in place of a regular member for an item has the same participation and voting rights as the regular member for that item.

b) All alternate members are expected to attend all Commission meetings, even if the regular member(s) is (are) present. As a matter of policy, because alternate members may at any time be called upon to vote in place of a regular member, the

Commented [HS4]: Brown Act allows a quorum of a legislative body to attend a meeting of another agency (i.e. LAFCO), so long as they do not discuss the business of their own agency amongst themselves outside of the agenda item for the LAFCO. Gov. Code 54952.2(c)(4).

But separate from the Brown Act, allowing alternates to be active participants (as opposed to observers) in LAFCO meetings could be unwieldy. Do alternates sit in the audience and observe or participate up on the dais with the regular members?

Calaveras LAFCO encourages alternate members to participate in public hearings, deliberations and the discussion of issues before the Commission ~~and to attend closed sessions~~, even when they may not vote.

c) Alternate members may not participate in closed session items except when sitting in place of an absent or disqualified regular member.

d) If an alternate member did not attend a prior Commission meeting or meetings on a particular item and is called on to vote in place of a regular member on that item at a subsequent meeting, the Executive Officer will brief the alternate on the Commission's prior discussion and action(s) on the item.

Commented [HS5]: Closed sessions have special rules - only voting members may attend. See the 1999 AG opinion on this exact issue, determining that LAFCO alternates may not attend closed sessions unless they are attending as a voting member in place of the regular member. 82 Ops. Cal Atty Gen. 29.

4.4 Terms of Office

a) Each member shall serve a four-year term and until the appointment and qualification of a successor, unless a different uniform expiration date is adopted by Commission procedures as allowed by Government Code Section 56334. Terms shall expire on the first Monday in May in the year in which the term expires unless a lawful alternate date applies. A member may be reappointed.

b) Any member may be removed at any time and without cause by the body that appointed that member, consistent with Government Code Section 56334. A City, County, or special district member's seat becomes vacant if the member ceases to hold the qualifying office on the appointing agency or district board. A public member's seat becomes vacant if the member ceases to meet the eligibility requirements for public members.

c) Any vacancy in the regular membership of the Commission shall be filled for the unexpired term by appointment by the body which originally appointed the member whose office has become vacant. The alternate member in that category shall serve in his/her place until such time as a new regular member has been appointed.

4.5 Removal of Members

The Commission may recommend to the appointing authority that a member (including alternates) be removed for the following reasons:

a) The absence of that member for three (3) consecutive meetings or more than half of the meetings in any twelve-month period unless those absences are excused by a vote of the Commission.

b) Malfeasance of office or dereliction of duty by that member.

4.6 Commission Officers

The officers of the Commission shall be a Chairperson and a Vice Chairperson, chosen by the current regular members of the Commission from their number.

a) The Chair and the Vice Chair shall be elected each year at the January meeting or the next regular meeting thereafter and shall take office immediately. If a vacancy occurs in any Commission office during the year, it shall be filled by election at the next regular meeting following occurrence of the vacancy.

b) The offices of Chairperson and Vice Chairperson shall be rotated in the following order: County, Public, District and City.

c) The term of office for the Chairperson and Vice Chairperson shall normally be twelve months or until the officer's membership on the Commission terminates, whichever occurs sooner.

d) The Chairperson shall preside at all meetings of the Commission and shall conduct the business of the Commission pursuant to and in compliance with the procedures prescribed by these rules. The Chairperson shall preserve order and decorum at all meetings and shall decide all questions of order and procedure, subject to the action of the majority of the Commission.

e) The Chairperson has the authority to act outside a meeting, in consultation with the Executive Officer, on procedural, financial and administrative matters that cannot reasonably be deferred to the next Commission meeting.

f) The Chairperson has authority to appoint members to all subcommittees of the Commission, including the authority to create special-purpose subcommittees not named in these Bylaws.

g) In the event of the Chairperson's absence or inability to act as the Chairperson, the Vice Chairperson shall have all the powers and duties of the Chairperson.

h) In the event both the Chairperson and the Vice Chairperson are absent from a Commission meeting at which a quorum is present, the voting members present may select one of themselves by majority vote to act as Chairperson *pro tempore* for that meeting.

4.7 Compensation

a) Each member and alternate member in attendance at any Commission meeting shall receive a stipend per meeting as established by the Commission.

b) Members and alternates will be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance.

c) Members may be reimbursed for travel and training associated with commission business at the rates outlined in Bylaw Section 3.5.

4.8 Financial Disclosure

a) LAFCO members and alternate members are subject to the requirements of the California Fair Political Practices Commission, including filing Statements of Economic Interests (Form 700) with the filing officer designated by the Commission's Conflict of Interest Code and applicable FPPC regulations. The Calaveras Local Agency Formation Commission Conflict of Interest Code is attached to these Bylaws and incorporated herein as Appendix 2.

b) Any member of the Commission not in compliance with the requirements of the LAFCO **Conflict of Interest Code** shall be ineligible to take part in LAFCO business until she or he has complied.

4.9 Ethics, Training, and Commissioner Conduct

a) Commissioners, alternates, the Executive Officer, LAFCO Counsel, and other designated personnel shall comply with the Political Reform Act, the Commission's Conflict of Interest Code, Government Code Section 1090 where applicable, Government Code Section 84308, laws governing incompatible offices and activities, and all other applicable ethics requirements.

b) Commissioners, alternates, the Executive Officer, and any other local agency officials required by law shall complete at least two hours of ethics training within the time required by Government Code Sections 53235 and 53235.1 and once during each two-year period thereafter. The Commission shall retain certificates or other proof of training for at least five years as required by Government Code Section 53235.2. Commissioners and staff shall also complete harassment prevention, financial and fiscal, and other training required by law or Commission policy.

c) Each Commissioner shall exercise independent judgment, disclose conflicts when required, treat the public, applicants, staff, and other Commissioners with courtesy, preserve the confidentiality of closed-session information, and comply with the Code of Ethics attached as Appendix 3.

4.9.1 Ex Parte Communications

a) Commissioners shall use reasonable efforts to track ex parte communications concerning applications or other adjudicative or quasi-adjudicative matters subject to a Commission public hearing. Ex parte communications include oral, written, electronic, or site-visit communications occurring outside the noticed public hearing, excluding routine administrative status inquiries and privileged communications with LAFCO Counsel.

b) Before the close of the public hearing and prior to final Commission action, a Commissioner who has had an ex parte communication shall disclose on the record the identity of the person or entity involved and the substance of the communication. Written ex parte materials should be forwarded to the Executive Officer for inclusion in the public record when legally permissible.

4.10 Executive Officer

a) The Commission shall appoint an Executive Officer pursuant to Government Code Section 56384. The Executive Officer shall conduct and perform the day-to-day business of the Commission, attend Commission meetings or designate staff to attend, maintain the Commission's records and proceedings, process applications, prepare staff reports and recommendations, administer the budget, and carry out Commission policies and directives.

b) The Executive Officer, in consultation with the Chair, shall prepare agendas for Commission meetings, set matters for hearing, give or cause to be given required notices, and make staff reports and agenda materials available as required by the CKH Act, the Brown Act, the Public Records Act, and these Bylaws.

c) The Executive Officer shall notify all Commission members and alternates of special meetings and shall coordinate agenda posting, website posting, delivery to requesting media organizations, and other legally required notices.

d) The Commission delegates to the Executive Officer the responsibility to conduct protest hearings and related conducting-authority proceedings pursuant to Government Code Section 57000 et seq., including ordering a change of organization or reorganization, terminating proceedings, or requesting an election when authorized or required by law and by the Commission's resolution making determinations. The Executive Officer shall report actions taken under this delegation to the Commission at the next regular meeting.

e) All notices, forms, applications, petitions, agreements, maps, legal descriptions, and other documents required to be filed with the Commission shall be filed with the Executive Officer. The Executive Officer may determine filing requirements, completeness, deposits, indemnification requirements, and procedural compliance, subject to appeal to the Commission when allowed by law or Commission policy.

4.11 Legal Counsel

a) The Commission shall appoint legal counsel pursuant to Government Code Section 56384. LAFCO Counsel shall advise the Commission, the Chair, the Executive Officer, and staff on legal matters; attend Commission meetings unless excused by the Executive Officer or Chair; review contracts, resolutions, conditions, and procedures when appropriate; and represent the Commission in legal proceedings unless the Commission makes other arrangements.

b) If the Executive Officer or LAFCO Counsel has a conflict of interest on a matter before the Commission, the Commission shall appoint an alternate Executive Officer or alternate legal counsel for that matter as required by Government Code Section 56384.

4.12 County Surveyor and Other Support Services

Upon request by the Commission or Executive Officer, the County Surveyor or other County officer designated by the Board of Supervisors shall examine and report on maps, legal descriptions, boundaries, lines of assessment or ownership, and related matters as provided in Government Code Sections 56386 and 56375. The Executive Officer shall not record boundary changes until required maps and legal descriptions have been reviewed and approved for legal sufficiency.

5. Conduct of Business

5.1 Regular Meetings

~~Unless otherwise provided by resolution of the Commission, regular meetings of the Commission are scheduled for the third Monday of every other month at 6:00 p.m. in the Board of Supervisors' Chambers, 891 Mountain Ranch Road, Government Center, San Andreas, California. Regular meetings are scheduled during the months of January, March, May July, September, and November. Alternate meeting months in which a LAFCo meeting may be scheduled are: February, April, June, August, October, and December. In the event of a scheduled holiday, the regular meeting shall be held at the same place upon the first succeeding Monday which is not a holiday, commencing at the same hour, in which event all hearings, applications, petitions and other matters before the Commission are continued to the same hour of the next succeeding day which is not a holiday. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Ralph M. Brown Act, Government Code Section 54954 et seq. and applicable provisions of the LAFCo Act.~~

Unless otherwise provided by resolution of the Commission or by the annual meeting calendar, regular meetings of the Commission are scheduled for the third Monday of every other month at 6:00 p.m. ~~in the Board of Supervisors' Chambers,~~ at 891 Mountain Ranch Road, Government Center, San Andreas, California. Regular meetings are scheduled during January, March, May, July, September, and November, and meetings may be scheduled in February, April, June, August, October, and December when Commission business requires. The Commission may meet at a different time, place, or lawful teleconference format when notice is given in accordance with the Brown Act and the CKH Act.

5.2 Special Meetings

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

5.3 Notice of Meetings

a) General Notice

~~The Executive Officer shall provide notice of all regular and special meetings in accordance with the Open Meeting Law, Section 54954.1 of the Government Code, and applicable provisions of the LAFCO Act. Written, emailed or faxed notice of regular and special meetings of the Commission shall be sent in the form of a meeting agenda to at least the following:~~

The Executive Officer shall provide notice of all regular, special, emergency, adjourned, and continued meetings in accordance with the Brown Act, the CKH Act, and these Bylaws. Agendas for regular meetings shall be posted at least 72 hours in advance in a location freely accessible to the public and on the LAFCO website. Special meeting notices shall be posted and delivered at least 24 hours in advance or as otherwise required by law. Written or electronic notice of regular and special meetings of the Commission shall be sent in the form of an agenda or meeting notice to at least the following:

i) Each LAFCO member, alternate and staff

ii) Local news media, including but not limited to:
- The Valley Springs News
- Calaveras Enterprise

~~iii) To any person or entity requesting a copy of the agenda in writing within the previous 12 months.~~

~~iv)~~iii) Any person or entity that has requested agenda notice within the previous calendar year or as otherwise required by the Brown Act;

~~v) By posting the agenda of each meeting on or near the door of the public building to be used for the meeting at least 72 hours in advance of the meeting.~~

~~vi)~~iv) By posting the agenda in a location freely accessible to members of the public at least 72 hours before a regular meeting and at least 24 hours before a special meeting; and

~~vii) By posting on the LAFCo Website~~

~~viii)~~v) By posting the agenda and, when feasible, the agenda packet on the LAFCO website in accordance with Government Code S~~s~~ection 54954.2 and applicable Commission policy.

b) Special Notice

~~The Executive Officer shall provide additional notice of specific applications in the manner required by the LAFCO Act for that application. Notwithstanding exceptions in the LAFCo Act, such special notices shall normally be sent to the applicant, affected property owners or citizens, property owners and voters within 300 feet of a project consistent with the LAFCO act, and such other persons or entities as the Commission or the Executive Officer may deem appropriate. Notice to affected property owners and citizens shall also comply with Commission policy on Notice and Public Participation, as set forth in Section 6.2 of the LAFCO Policies, Standards, and Procedures and the LAFCO Act.~~

The Executive Officer shall provide additional notice of specific applications, public hearings, protest hearings, and conducting-authority proceedings in the manner required by the CKH Act and the Commission's Policies, Standards, and Procedures. Application-specific notice standards should be maintained in the Policies, Standards, and Procedures to avoid unnecessary duplication in these Bylaws.

c) Staff Reports and Meeting Packets

~~Not less than five days prior to the hearing, the Executive Officer shall complete a staff report including his or her recommendations for each item to be heard. Copies, along with the agenda, shall be furnished to each member of the Commission and to other parties as required by the LAFCO Act (Section 56665).~~

~~Any Commissioner may request postponement of the hearing on a particular item by reason of his or her receiving the agenda packet less than five days prior to the meeting. The Commission may, but is not obligated to, honor such a request.~~
Not less than five days before a hearing on a proposal, or within any longer period required by law or Commission policy, the Executive Officer shall complete a staff report with recommendations and make copies available to the Commission, the applicant, affected agencies, and interested persons as required by Government Code S~~s~~ection 56665 and the Brown Act. Agenda packets should be posted on the LAFCO website when feasible. Materials related to an agenda item that are distributed after agenda posting shall be made available for public inspection as required by law.

5.4 Compliance with Open Meeting Laws

~~Notwithstanding any other provision of these Bylaws, all meetings of the Commission shall be noticed and held in accordance with the Ralph M. Brown Act, the Open Meeting Law, and Government Code Section 54950-54962.~~
Notwithstanding any other provision of these Bylaws, all meetings of the Commission and any committee subject to the Brown Act shall be noticed and held in accordance with Government Code S~~s~~ection 54950 et seq. The Executive Officer shall provide a copy of the Brown Act to each person elected or appointed to serve as a member of the Commission or a Brown Act committee, as required by Government Code S~~s~~ection 54952.7.

5.4.1 Teleconferencing and Remote Participation

The Commission may use teleconferencing only as authorized by the Brown Act, including traditional teleconferencing under Government Code S~~s~~ection 54953 or alternative teleconferencing provisions under Government Code S~~s~~ection 54953.8 et seq., as applicable. When teleconferencing is used, the agenda shall identify the means by which the public may access the meeting and provide public comment, all votes shall be by roll call when required, and minutes shall identify remote participation and the legal basis for remote participation when required by law.

If a disruption in a call-in option, internet-based service option, webcast, or other required remote-access feature prevents the public from observing or commenting during a meeting conducted under the "just cause" alternative teleconferencing provisions in Government Code section 54953.8.3, the Commission shall take no further action on affected agenda items until public access is restored to the extent required by law. In other circumstances involving a remote-access technology failure where remote public access is not required, the Board Chair may elect to conduct the meeting with in-person participation only.

5.4.2 Attendance by Members of Other Legislative Bodies

The attendance of a majority of the members of the Board of Supervisors, the City Council, or a special district governing body at a noticed Commission meeting is permitted by the Brown Act, provided that the members of that legislative body do not discuss among themselves, other than as part of the noticed Commission meeting, business of a specific nature that is within the subject matter jurisdiction of their own agency.

5.5 Quorum & Action of Commission

~~a) Four Commissioners present in person shall constitute a quorum.~~

~~b)~~a) Four voting Commissioners ~~lawfully~~ present in person or lawfully participating by teleconference shall constitute a quorum. An alternate member counts toward the quorum only when serving in place of a regular member for the matter under consideration.

~~c) An affirmative vote of four or more Commissioners is required to make an action of the Commission. Proxy votes are not allowed.~~

~~d)~~b) An affirmative vote of four or more voting Commissioners is required for Commission action unless a greater vote is required by law or these Bylaws. Proxy votes are not allowed. A member who abstains is not counted as voting in favor of the action.

~~e)~~c) An affirmative vote of a majority of the full Commission is required to adopt a preliminary and a final budget.

5.6 Adjournment and Continuance of Meetings and Public Hearings

a) Any hearing being held, or any hearing noticed or ordered to be held, may by order or notice of continuance or adjournment be continued, re-continued, adjourned, or re-adjourned to any subsequent meeting in the same manner and to the same extent set forth for the continuance or adjournment of meetings.

b) If any meeting or hearing is continued or adjourned to a time less than twenty-four (24) hours after the time specified in these Bylaws or, in the order or notice of meeting or hearing, a copy of the order or notice of continuance or adjournment shall be posted immediately following the meeting at which the order of declaration of continuance or adjournment was adopted or made.

c) Procedures for adjourned and continued meetings shall also comply with any additional requirements of Sections 54955 and 54955.1 of the Government Code and any other applicable statutes.

d) If there is not a quorum at any meeting of the Commission, the Chair may adjourn the meeting to another date and time. If all members are absent, the Executive Officer of the Commission may adjourn the meeting to a stated time and place. The Executive Officer shall provide oral notice of such adjourned meeting to all present at the meeting and provide such written and posted notice as required by the California Open Meeting Law.

5.7 Conduct of Meetings

a) Agendas

The Executive Officer, in consultation with the Chair, shall prepare the agenda for each meeting. Unless otherwise directed by the Commission, the Executive Officer shall set as many matters for hearing as can be reasonably heard.

b) Items Limited to One Subject

Each agenda item shall specify a single subject to be considered and may include sub-items provided they involve the same subject matter. This requirement is intended as a guideline for staff and shall not affect the legal obligations of the

Commented [HS6]: Suggested edit for brevity/clarity. Note that a quorum of the Board needs to be present in person except unless "multijurisdictional body option" resolution adopted under SB 707.

Commission beyond the requirements of Government Code Section 54954.2 or create enforceable rights in any third party.

c) Agenda Item Requests

~~Members of the public may request the Commission consider specific actions by submitting their requests in writing to the LAFCO Executive Officer at least 45 days prior to the next regularly scheduled meeting of the Commission or by attending a previous meeting of the Commission requesting action to be taken at its next meeting. If determined by the Chair to be proper for Commission consideration, such an item shall be placed on the agenda. Requests for special meetings of the Commission shall be directed to the Chair through the LAFCO Executive Officer.~~

Members of the public may request that the Commission consider a specific matter by submitting a written request to the Executive Officer. The Executive Officer, in consultation with the Chair and LAFCO Counsel when appropriate, shall determine whether the matter is within the Commission's jurisdiction, whether it requires an application or fee, and whether it should be placed on a future agenda. Nothing in this section requires the Commission to place on an agenda a matter outside LAFCO jurisdiction or a matter that requires a formal application before consideration.

d) Order of Business

The Commission agendas shall include the following items:

Call to Order, including roll call and pledge of allegiance
Consent Items, including approval of minutes and expenditure report
Public Comment
Business Items with Public Hearings
Business Items without Public Hearings
Executive Officer's Report
~~LAFCo Counsels Report~~
LAFCO Counsel's Report
Correspondence
Commission Announcements
Closed Session (if needed)
Adjournment

~~The Chair shall ask for public input on all consent and business items before the Commission. The public is encouraged to participate on all other matters before the Commission, excepting closed session items.~~

The Chair shall provide an opportunity for public comment on items before the Commission as required by the Brown Act. The Commission shall not take action on an item not appearing on the posted agenda except as authorized by Government Code Section 54954.2 or other applicable law.

e) Motions

Any voting Commissioner may introduce or second any motion.

f) Voting

i) The question of approval or denial of a change of organization or reorganization, proposed and final budgets, and of all resolutions shall be by roll call vote. All other questions may be voted upon by voice vote, or may be put to the question by the Chair with a unanimous vote stipulated and recorded if there is no objection.

ii) ~~A roll call vote shall be taken on any question upon demand of any Commissioner, regular or alternate and if the action taken is at a remote teleconferencing meeting.~~

iii) A roll call vote shall be taken on any question upon demand of any Commissioner and whenever required by the Brown Act, including votes taken during teleconferenced meetings when roll call voting is required.

g) Review of Record

A Commissioner shall not participate in a final vote on a matter for which the Commissioner was absent from a prior hearing session unless the Commissioner first reviews the staff report, written materials, minutes, recording, transcript if available, and other record materials sufficient to become familiar with the substance of the prior hearing.

h) Rules of Procedure

Except as otherwise provided herein, the rules of order governing the conduct of business at all meetings of the Commission shall be the latest edition of Rosenberg's Rules of Order. Rosenberg's Rules of Order shall be used as a guide.

5.8 Public Hearing Procedure

The Commission shall conduct matters noticed for public hearing as follows:

a) The Executive Officer shall present the staff report. The report should describe the nature of the application, discuss all factors required in Section 56668 of the Government Code, if applicable, and factors to be considered in the adopted policies, standards and procedures, and provide the Executive Officer's recommendations.

b) Commissioners may ask questions concerning matters in the staff report.

c) The public hearing shall be opened.

i) The applicant or applicant's representative and a representative from the agency involved in the change of organization will be asked to speak first to add any pertinent data or testimony to the staff report.

ii) The public will then be invited to give testimony.

iii) The applicant's representative may rebut any testimony.

iv) The public will be invited to briefly respond to any new information presented in the applicant's rebuttal.

v) Each Commissioner may question any participant in the proceedings.

vi) The public hearing will be closed.

d) Following closure of the public hearing, the members will discuss the matter under consideration among themselves. Such discussion may or may not be preceded by a motion made by any Commissioner and a second made by another. Alternates may participate in Commission deliberations when not serving in lieu of an absent or abstaining Commissioner, but may not make motions or cast votes. Further testimony from the applicant or the public may not be accepted without reopening the public hearing, except that Commissioners may direct questions to specific members of the public who have already offered testimony in order to clarify any point made during the public hearing.

e) The Chair may, within reason, allocate and limit the time and scope of testimony from any interested person as necessary for the expeditious conduct of the Commission's business. ~~The time allotted for receiving public comment on matters set for a public hearing may be limited to 15 minutes.~~ Any individual's testimony may be limited to 5 minutes, though testimony from an applicant and affected agency may be greater. The time to address the Commission will be allocated on the basis of the number of requests received.

Commented [HS7]: Recommend deleting this. If there is a controversial item drawing a lot of public commenters, this would risk unduly limiting participation.

5.9 Public Testimony

~~a) The applicant and any member of the public desiring to address the Commission shall, when recognized by the Chair, step forward and give his/her name and address to the clerk. A person may refuse to give their name or address or may state only their city or community of residence in lieu of their address, but the Commission may draw any reasonable inference it chooses from a decision to speak anonymously.~~

~~b)~~a) The applicant and any member of the public desiring to address the Commission shall be recognized by the Chair before speaking. A speaker may be invited, but shall not be required as a condition of speaking, to state a name, community of residence, or relationship to the matter. Speaker cards may be used for orderly administration but shall not be mandatory for public comment unless allowed by law.

~~c)~~b) The Chair may, within reason, allocate and limit the time and scope of testimony from any interested person as necessary for the expeditious conduct of the Commission's business, provided such limits are applied equally among similarly situated persons.

~~d) Debate between members of the public shall not be permitted.~~

~~e)~~c) Debate between members of the public shall not be permitted. All comments shall be addressed to the Commission. The Chair may maintain order and decorum and may warn or remove a person who disrupts the meeting in the manner authorized by Government Code Section 54957.95 and other applicable law.

~~f)~~d) When any group wishes to address the Commission, the Chair may request a spokesperson be chosen by the group to address the Commission and may afford that spokesperson more time than is allotted to individual members of the public.

e) With respect to action items that are not set for a public hearing, ~~the total amount of time allotted for receiving public comment may be limited to 5 minutes.~~ ~~M~~members of the public may be limited ~~to testimony~~in their public comment time

~~of one minute each.~~ on the basis of the number of requests received, but in no case shall be limited to less than one minute per public comment.

Commented [HS8]: Similar to comment above, I recommend edits to this section as indicated.

5.10 Record of Proceedings

a) Minutes

The Clerk to the Commission shall record and prepare minutes of each meeting. The minutes shall record the major actions of the Commission at the meeting but are not intended as a complete transcript of discussions at the meeting. Draft copies thereof shall be given to all members, usually as part of the agenda packet, prior to the meeting at which they are offered for Commission approval. Normally, minutes shall be submitted to the Commission not later than two meetings after the meeting at which they were taken. Upon approval by the Commission, the minutes, shall become the official record of the action of the Commission.

b) Recordings

All proceedings of regular and special meetings shall be electronically recorded. Copies of Recordings will be prepared upon request, and the cost will be charged to the person or entity making the request in a manner established by the Executive Officer.

c) Record Retention Policy

~~Documents for Calaveras LAFCo shall be maintained in accordance with Attachment #5, Records Retention Policy.~~

Documents for Calaveras LAFCO shall be maintained in accordance with the Records Retention Policy attached as Appendix 4, Government Code Section 56382, and any other applicable retention law. Records may be maintained in original, photographic, or electronic form when permitted by law.

5.11~~2~~ Public Records Act Requests

It is the policy of the Commission to allow inspection or copying of public records maintained by LAFCO unless the record is exempt from disclosure or protected from disclosure by federal or state law. Public records requests shall be processed in accordance with the California Public Records Act, Government Code Section 7920.000 et seq.

The Executive Officer shall coordinate responses to public records requests, consult with LAFCO Counsel when access is uncertain, and respond within the time required by law. Original records shall not be removed from LAFCO custody. The Commission may charge duplication or other fees authorized by law and by the Commission's fee schedule.

5.12~~1~~ Legislative Process Participation

~~a) If a legislative bill affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer, in consultation with the Chair, is authorized to provide written or email comments communicating the Commission's position.~~

~~b)~~a) The Commission ~~should~~may adopt legislative policies to guide positions on proposed legislation affecting LAFCOs and should review those policies, together with relevant California Association of LAFCOs (CALAFCO) legislative policies, at

Commented [HS9]: Suggested edit.

least biennially.

~~c)~~b) ~~The Chair would review the letter or email prior to it being submitted for consideration.~~

~~d)~~ When a legislative bill affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer may consult with LAFCO Counsel and the Chair, or the Vice Chair if the Chair is unavailable, and prepare comments consistent with adopted Commission legislative policies.

~~e)~~

~~f)~~c) ~~The Executive Officer will forward the email or letter to the Commissioners as soon as possible.~~

~~g)~~ The Chair, or the Vice Chair if the Chair is unavailable, may sign and submit the position letter on behalf of the Commission. The Executive Officer shall provide a copy of the submitted letter or email to all Commissioners as soon as practicable.

~~h)~~d)

~~d. The item including the final written or emailed comments submitted by the Executive Officer, shall be discussed at the Commission's next regular meeting.~~ The next regular Commission agenda shall include an item that allows the Commission to receive a report on the submitted comments and provide further direction.

6. Conflict of Interest

~~a) No Commissioner shall vote on any matter where it is reasonably foreseeable that the action of the Commission could materially affect a financial interest of the Commissioner.~~

~~b)~~a) No Commissioner shall make, participate in making, or use his or her official position to influence a Commission decision when doing so is prohibited by the Political Reform Act, Government Code S~~s~~ection 1090, the common law doctrine against conflicts of interest, Government Code S~~s~~ection 84308, or any other applicable law.

~~c) Government Code Section 84308 requires that a Commissioner disqualify themselves 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 accepted campaign contributions of $250 or more from an individual or firm who actively supports or opposes such application or from an agent (e.g., attorney, engineer, or planning consultant) representing an applicant or other interested participant.~~

~~d)~~b) Government Code S~~s~~ection 84308 requires disclosure and may require disqualification in proceedings involving a license, permit, or other entitlement for use, including land use entitlements, contracts, and franchises. A Commissioner must disclose campaign contributions exceeding the statutory threshold, currently more than $500 in the aggregate, received from a party or participant to a LAFCO proceeding within the preceding 12 months. A Commissioner shall not participate in a covered proceeding if the Commissioner has received a contribution that triggers disqualification under Section 84308. Parties, participants, and their agents are also subject to contribution restrictions while a proceeding is pending and for 12 months after the final decision, including restrictions on agent contributions in any amount. Commissioners should consult LAFCO Counsel or the Fair Political Practices Commission when Ss~~s~~ection 84308 may apply.

~~e) Commissioners having a conflict of interest on any matter before the Commission shall publicly disclose such conflict and thereafter shall not participate in any discussions, deliberations, debates, questioning or votes on the matter in their official capacity. This restriction shall not prevent a disqualified Commissioner from testifying as a member of the public or from participation as a Commissioner when otherwise permitted by the Political Reform Act and its implementing regulations.~~

~~f)~~c) Commissioners having a conflict of interest or disqualification on any matter before the Commission shall publicly disclose the basis for the conflict or disqualification to the extent legally required and shall not participate in discussions, deliberations, debates, questioning, or votes on the matter in their official capacity unless participation is legally permitted or legally required. A disqualified Commissioner should leave the dais or meeting room during consideration of the item unless allowed to remain by applicable law.

~~g) Unless provided by the appointing authority pursuant to Sections 56332 subdivision (d) or 56335 of the Government Code, no member shall be disqualified from participation in the consideration of a matter as a result his membership in an agency affected by the Commission's decision on the matter (Gov. Code 56336).~~

~~h)~~d) Unless provided by the appointing authority pursuant to Government Code S~~s~~ection 56332 or 56335, no member shall be disqualified from participating in the consideration of a matter solely because of membership in an agency affected by the Commission's decision on the matter, consistent with Government Code S~~s~~ection 56336. This rule does not limit disqualification required by the Political Reform Act, Government Code S~~s~~ection 1090, Government Code S~~s~~ection 84308, or other applicable law.

7. Subcommittees of the Commission

7.1 Committees

The Commission or the Chair may establish committees deemed necessary for the conduct of its proceedings. If such a committee is appointed by the Chair between meetings of the Commission, he or she shall report this action to the Commission at its next regular meeting.

7.2 Open Meeting Law Requirements

~~Any permanent standing committees established by this section of these Bylaws shall be subject to the Ralph M. Brown Act along with any other permanent standing committees established by the Commission. Temporary Ad Hoc committees, composed of fewer than a quorum of the Commission, are not subject to the Ralph M. Brown Act.~~

Standing committees, committees with a continuing subject matter jurisdiction, and committees with a fixed meeting schedule shall comply with the Brown Act when required by Government Code S~~s~~ection 54952 and related provisions. Temporary ad hoc advisory committees composed solely of fewer than a quorum of Commissioners and having no continuing subject matter jurisdiction or fixed meeting schedule are generally not subject to the Brown Act. Commissioners shall avoid serial meetings and other communications that violate Government Code S~~s~~ection 54952.2.

8. Policies and Procedures

~~The Commission has adopted policy guidelines to assist in reviewing any proposal brought before it. These guidelines are contained in the LAFCO Policies, Standards, and Procedures.~~

The Commission has separately adopted Policies, Standards, and Procedures to govern the filing, processing, notice, evaluation, and reconsideration of proposals, municipal service reviews, spheres of influence, and conducting-authority proceedings. Those policies are incorporated by reference for application-processing purposes and should be reviewed with these Bylaws to ensure consistency, avoid duplication, and maintain compliance with the CKH Act and other applicable law.

9. Amendments

Regular Amendments

Regular Amendments to these Bylaws shall be made as follows:

a) The full text of any proposed amendment shall be sent to all members in the same manner as agenda packets, as specified in Section 5.3 c), above.

b) At the meeting, the proposed amendment shall be read aloud in its entirety by the Chair, unless such reading is waived by the Commission. Discussion may occur and modifications be made to the proposed amendment, but it may not be approved at that first reading.

c) The proposed amendment to the Bylaws, with any Commission modifications, shall then be circulated to the following entities for their review and comment prior to adoption:

City of Angels
County of Calaveras
Special Districts requesting notification

d) The proposed amendment, with any modifications, shall be agendized and read a second time at the next regular meeting of the Commission, unless such reading is waived by the Commission. Any comments received from local agencies shall be presented. Further discussion and modifications may be made to the proposed amendment and it may be adopted at this second reading.

9.2 Urgency Amendments

An amendment to the Bylaws may be adopted as an urgency amendment effective immediately when the amendment is determined to be essential to the immediate functioning of the Commission. Any such urgency amendment may only be adopted by the affirmative vote of at least four Commissioners. Nothing in this section is intended to relieve the Commission or its staff of the obligations imposed by the Ralph M. Brown Act.

9.3 Applicability of Bylaws

~~If the Commission or any subordinate body of the Commission inadvertently takes any actions inconsistent with these Bylaws, the Bylaws shall be deemed waived to the extent there is a conflict.~~

These Bylaws are intended to guide the orderly administration of the Commission. Failure to follow a procedural provision of these Bylaws does not invalidate Commission action unless applicable law requires invalidation or the Commission determines that substantial prejudice occurred. Nothing in this section waives any requirement of the CKH Act, the

Brown Act, the Public Records Act, the Political Reform Act, CEQA, or any other applicable law.

9.4 Filing of Bylaws

~~Upon approval of these Bylaws and any amendments thereto, an original certified and signed copy shall be a final copy shall be maintained on file in the offices of the Commission.~~

Upon approval of these Bylaws and any amendments, the Executive Officer shall maintain an original certified and signed copy, or an electronic equivalent authorized by law, in the Commission's records and shall make the current Bylaws available to the public on request and, when feasible, on the LAFCO website.

Appendix 1

Public Member Selection Process

As authorized by Government Code S~~s~~ections 56325 and 56331, the public member and alternate public member shall be appointed by the other regular members of the Commission. Appointment requires the affirmative vote of at least one member appointed by each of the other appointing authorities represented on the Commission.

When the public member or alternate public member term is nearing expiration, or whenever a vacancy occurs, the Executive Officer shall cause a notice of vacancy to be posted as provided in Government Code S~~s~~ection 56158 and shall send a copy of the notice to the clerk or secretary of the legislative body of each local agency within Calaveras County. The notice should also be posted on the LAFCO website and may be circulated to newspapers, interested parties, and community organizations.

The notice shall describe LAFCO's mission, the responsibilities of a public member, eligibility requirements, the application filing period, and submittal requirements. The application period shall remain open for at least 21 days after posting of the notice, and final appointment shall not be made for at least 21 days after the notice is posted.

Applicants shall be residents of Calaveras County and shall not be officers or employees of the County, the City of Angels, or any district with territory in the County. The Commission may request a letter of interest, resume, statement of qualifications, Form 700-related information as appropriate, and any other information relevant to eligibility and service on LAFCO.

The Commission shall review applications and may conduct interviews in open session at a noticed meeting. The current public member and alternate public member may apply for reappointment if eligible.

Following interviews or other selection procedures adopted by the Commission, the eligible regular members shall vote in open session. The candidate receiving the required votes shall be appointed to the public member or alternate public member position for a four-year term or the remainder of an unexpired term, as applicable. If no candidate receives the required votes, the Commission may conduct a run-off vote, reopen the application period, or provide other direction consistent with state law.

~~Appendix 1~~

~~Public Member Selection Process~~

~~As authorized by Sections 56325 and 56331 of the LAFCO Act, the Public Member and Alternate Public Member shall be appointed to LAFCO by the members of the Commission representing the cities and the County.~~

~~The Commission will conduct the selection process in the following manner:~~

1. ~~Prior to the expiration of terms of the public member and the alternate public member, the positions will be advertised in newspapers of general circulation in the county.~~
2. ~~The Commission shall design an interview procedure, schedule interviews, and formulate questions to be asked of all applicants.~~
3. ~~Interviews of the applicants shall be conducted by the City, Special Districts, and County members of the Commission.~~
4. ~~The City and County members of the Commission shall cast written ballots for each open position. The ballots shall be called and tallied in open session. The candidates receiving the highest number of votes will take office on the 1st Monday in May.~~

Appendix 2

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 Title 2, California Code of Regulations, Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission. Therefore, the terms of Title 2 California Administrative Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the following list of designated and disclosure requirements constitute the Conflict of Interest Code of the Local Agency Formation Commission of Calaveras County.~~
The Political Reform Act, Government Code S~~s~~ection 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted Title 2, California Code of Regulations S~~s~~ection 18730, which contains the terms of a standard model conflict of interest code and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. The terms of Title 2, California Code of Regulations S~~s~~ection 18730, and any amendments duly adopted by the Fair Political Practices Commission, are incorporated by reference and, together with the following designated positions and disclosure requirements, constitute the Conflict of Interest Code of the Local Agency Formation Commission of Calaveras County.

~~Designated officers and employees shall file Statements of Economic Interest (Form 730) with LAFCO, who will retain copies, and forward the original Statements for all Commissioners and the Executive Officer to the Calaveras County Clerk. The original statements for all other designated employees will be retained by LAFCO.~~
Designated officers, employees, and consultants shall file Statements of Economic Interests (Form 700) with the filing officer designated by the Commission's Conflict of Interest Code and applicable FPPC regulations. LAFCO shall retain copies and forward originals or copies as required by law and the Commission's filing procedures.

~~Designated Employees and Disclosure Requirements~~

Designated Positions and Disclosure Requirements

Designated officers and employees include the following:

A) All members and alternate members of this Commission

B) The Executive Officer

C) Legal Counsel to the Commission

D) Consultants employed by the Commission. The Chair of the Commission may determine in writing that a particular consultant, although a "designated employee," 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 Code. 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. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Designated employees and officers shall disclose the following:

All investments, sources of income or interests in real property within the Calaveras Local Agency Formation Commission jurisdiction and business positions in which the designated employee or officer is a director, officer, partner, trustee, employee or holds any position of management, and which business does any contracting with the Local Agency Formation Commission, or which is located within the Local Agency Formation Commission jurisdiction.

Appendix 3

Calaveras LAFCO Code of Ethics

Commissioners, alternates, the Executive Officer, LAFCO Counsel, and staff shall strive to uphold the following principles in performing LAFCO duties:

1. Public Interest.

Exercise independent judgment on behalf of residents, property owners, and the public as a whole in furthering the purposes of the CKH Act.

2. Integrity.

Act honestly, avoid favoritism, and avoid using LAFCO office, resources, or confidential information for personal, political, or private gain.

3. ~~3.~~ Impartiality.

Evaluate applications and policy matters on the record, applicable law, adopted Commission policies, and the merits of each matter.

4. ~~4.~~ Transparency.

Conduct business openly, provide meaningful opportunities for public participation, and comply with the Brown Act and Public Records Act.

5. ~~5.~~ Accountability.

Prepare for meetings, review relevant materials, disclose ex parte communications and conflicts when required, and accept responsibility for decisions.

6. ~~6.~~ Respect.

Treat applicants, members of the public, agency representatives, staff, consultants, and fellow Commissioners with courtesy and professionalism.

7. ~~7.~~ Confidentiality.

Preserve the confidentiality of closed-session information, privileged communications, personnel information, and records exempt from disclosure.

8. ~~8.~~ Stewardship.

Use LAFCO funds and resources prudently and in a manner consistent with the Commission's public purposes.

~~Appendix 3~~

Appendix 4

RECORDS RETENTION POLICY

~~Section 5.10 (c) Amended Records Retention Policy:~~
Section 5.10(c) Records Retention Policy

~~Records must be kept indefinitely in original, photographic, or electronic form pursuant to Government Code section 56382.~~
Records identified as permanent records shall be kept indefinitely in original, photographic, or electronic form pursuant to Government Code S~~s~~ection 56382. Records not identified as permanent may be retained and disposed of according to the Records Retention Schedule and applicable law.

The Commission authorizes the destruction of original records more than two years old, if a photographic or electronic copy of the original record is made and preserved in compliance with Government Code S~~s~~ection 56382, which shall be considered permanently retained pursuant to the Records Retention Schedule. Documents that are not herein defined as "records" are not "records" pursuant to Government Code S~~s~~ection 56382 and will be retained and disposed of according to the Records Retention Schedule in Exhibit A.

For purposes of compliance with Government Code §56382 and implementation of the Commission's Records Retention Schedule as set forth in pages 2-5 of this Exhibit A, "records" include the following:

- LAFCO Meeting Minutes
- LAFCO Resolutions
- Documents related to LAFCO proposals such as the:
  - Application, petition or other initiating documents
  - Assessor's Statement of Property Valuation
  - Agreement to Pay / Indemnification
  - Certificate of Completion
  - Certificate of Filing
  - Environmental Review/CEQA documents such as Initial Study, Exemptions, Notices of Completion and Determination, Comments and Response to Comments, Negative Declaration, mitigation monitoring, Statements of Overriding Consideration
  - Map and Legal Description
  - Notices

- Order for Change of Organization
- Staff Reports
- Statement of Boundary Change
- Statement of Tax Rate Area

The Executive Officer should periodically review the Records Retention Schedule with LAFCO Counsel to reflect changes in the CKH Act, the Public Records Act, electronic records practices, and other applicable retention requirements.

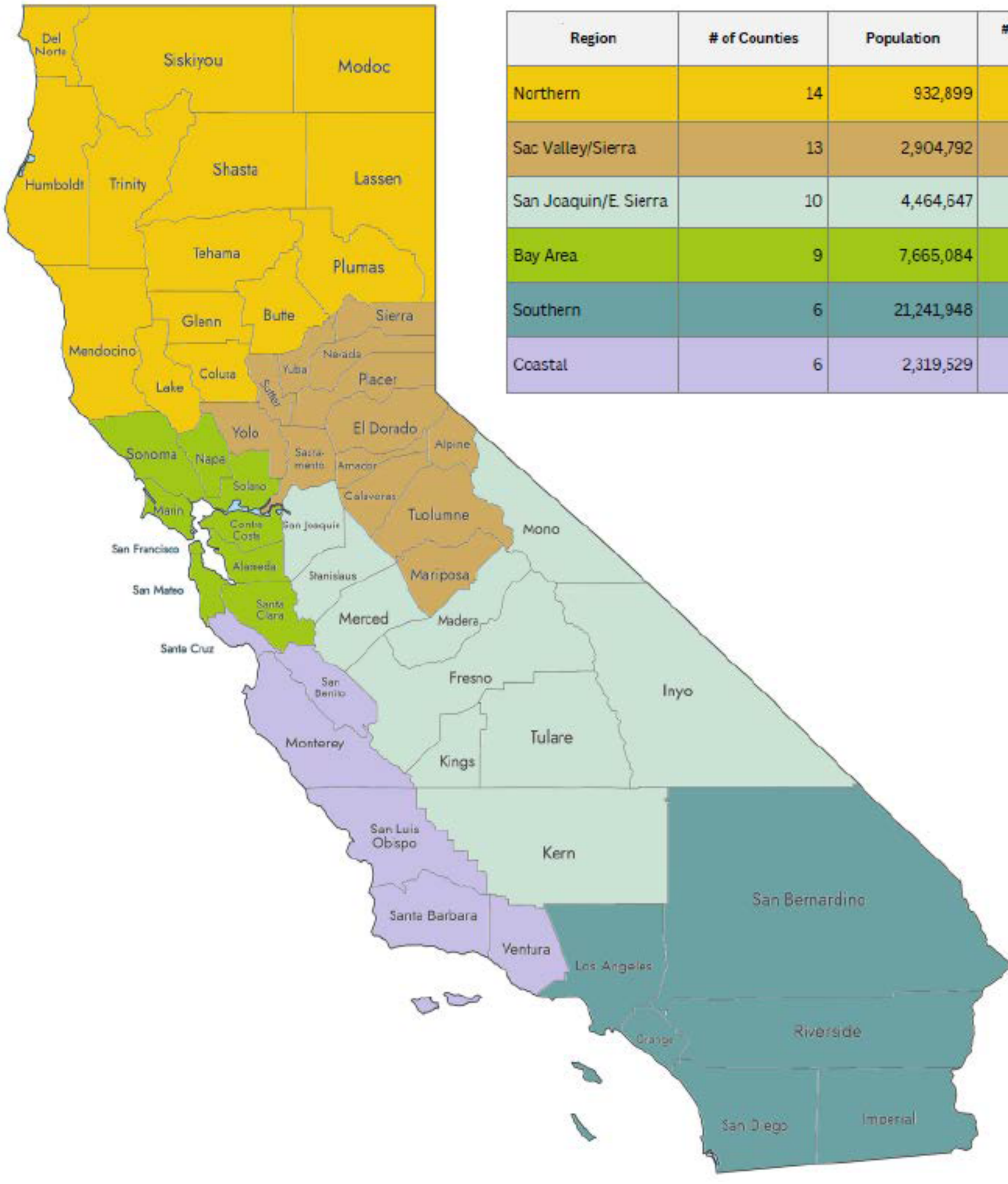
RECORDS RETENTION SCHEDULE

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Administrative Documents			
Accounts Payable	Invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, check requests, receipt books, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation	Until audited + 4 years
Accounts Receivable	Invoices, checks, reports, investments, receipt books	26 CFR31.6001-1(e)(2)	4 years
Agreements/ Contract	Original contracts and agreements and back-up materials, including leases, rentals and any amendments	CCP 337 CCP 337.2	4 years after termination/ completion
Annual Reports			2 years
Audit Reports	Financial services; internal and/or external reports; independent auditor analyses		2 years
Brochures/ Publications			2 years or longer for historical value
Budget, Annual	Adjustments, journal entries, account transfers, budget preparation documents including adopted budgets,		Until audited + 2 years
Claims Against the Commission	Paid/denied		Until settled + 2 years
Correspondence (General)	General correspondence, including letters, and; various files not otherwise specifically covered by the retention schedule; compliments, complaints and inquiries; transmittal letters; requests for comments and responses		90 days, recommended longer if useful. (complaints and inquiries should be kept until matter resolves)
Economic Interest Statements - Form 700 (originals)	Originals of statements of designated employees	GC 81009(c), (g)	7 years (can image after 2 years)
Email	General correspondence with the exception of CEQA correspondence which shall be kept indefinitely	GC 34090	90 days, recommended longer if useful. (complaints and inquiries should be kept until matter resolves) CEQA emails kept indefinitely
Ethics Training Compliance	Note: records should contain date of training and name of training provider	GC 53235.2	5 years after receipt of training
Forms	Administrative – blank		Until superseded

General Ledgers	All annual financial summaries	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Permanent
Economic Interest Statements - Form 700 (copies)	Copies of statements forwarded to Fair Political Practices Commission	GC 81009(f), (g)	4 years (can image after 2 years)
Gifts/Bequests	Receipts or other documentation		Until completed + 2 years
Grants Federal, State, or other grants	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Applications not entitled		2 years
Newsletters	May wish to retain permanently for historic reference		2 years
Political Support or Opposition	Related to legislation		2 years
Press Releases	Related to Commission actions/activities		2 years
Procedure Manuals	Administrative		Current + 2 years
Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Purchasing, Requisitions, Purchase Orders	Original documents	CCP 337	Until audited + 4 years
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Requests for Qualifications (RFQs) and Requests for Proposals (RFPs)	Requests for Qualifications, Requests for Proposals, and related responses		Current + 2 years
Public Records Request	Requests from the public to inspect or copy public documents		2 years

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Records relating to LAFCO Meetings or Applications			
Affidavits of Publication/Posting~~t~~ ~~ing~~	Proof of publication of legal notices for public hearings		2 years
Agenda / Agenda Packets	Agendas, agenda packets, staff reports and related attachments, supplemental items and documentation submitted by staff/public in relation to agenda items.		2 years
Audio Recording of LAFCO Meetings			30 days after the LAFCO meeting minutes are approved
Elections	Impartial analysis		2 years
Environmental Review (for projects without a LAFCO application)	Correspondence, consultants, issues, comments and responses.		Completion + 2 years
Mailing Lists for Public Hearing Notices	Owners/voter		1 year after filing Notice of Completion or Commission action, whichever is later
Minutes	Meeting minutes		*Permanent
Notices /Agenda	Regular and Special meetings		2 years
Policies & Procedures	All policies and procedures adopted by the Commission		Current + 2 years
LAFCO Proposals- Annexations, Reorganizations, or other proposals	Application, petition or other initiating documents, Assessor's Statement of Property Valuation, Agreement to Pay / indemnification, Certificate of Completion, Environmental Review / CEQA documents (such as Initial Study, Exemptions, Notices of Completion and Determination, Comments and Response to Comments, Negative Declaration, mitigation monitoring, Statements of Overriding Consideration), Map and Legal Description, Notices, Order for Change of Organization, Staff Reports, Statement of Boundary Change, Statement of Tax Rate Area		*Permanent
Resolutions			*Permanent
Other Misc. Records / Documents			
Demographic/ Statistical Data			Current + 2 years
Legal Opinions	Confidential - not for public disclosure (attorney-client privilege)		Until superseded + 2 years
Litigation	Case files, including matters in mediation and/or arbitration		Until settled or adjudicated + ~~2~~ 5 years and the time for appeal has Expired
Reference Files	reports, procedures, research, pre- application research and correspondence		2 years minimum, recommended longer if useful
Exempt Records: Documents and writings that are not public records because they are exempt from disclosure under the Public Records Act shall be subject to special Retention rules as follows.			

Deliberative Process Documents	GC 6254(a)	Documents, including documents solely in electronic format such as emails which come within the scope of G.C. 6254(a) "Preliminary drafts, notes, or interagency or intra agency memoranda" shall be deleted or destroyed as soon as they are no longer needed in the deliberative process.
Attorney Client Privileged Communication. Documents		Includes documents solely in electronic format such as emails from or to LAFCo counsel shall be retained or destroyed as determined by the Executive Officer in consultation with LAFCo legal counsel.



Region	# of Counties	Population	# of Board Members Proposed
Northern	14	932,899	2
Sac Valley/Sierra	13	2,904,792	2
San Joaquin/E. Sierra	10	4,464,647	2
Bay Area	9	7,665,084	2
Southern	6	21,241,948	2
Coastal	6	2,319,529	2

CALAFCO Regional Restructuring Update

Summary for LAFCO Executive Officers – May 2026

Purpose of Regional Review

CALAFCO's ongoing Regional Structural Review responds to significant member feedback regarding **representation, regional balance, workload equity, and long-term organizational viability**. Listening sessions, surveys, and Board direction have all underscored the need to examine whether the current four-region structure continues to meet statewide needs.

Why Regional Change Is Being Considered

Members raised several concerns over the past two years, including:

- **Representation imbalances** across regions with widely varying participation levels.
- **Uneven staff and commissioner engagement**, including regions dependent on a single LAFCo for leadership or committee participation.
- **Geographic misalignment**, where counties with little in common—terrain, identity, land-use pressures, service challenges—are grouped together.
- **Differences in capacity**, both staffing and budget, affecting the ability of some LAFCos to participate fully in CALAFCO activities.
- **Inconsistent regional meeting effectiveness**, prompting questions about which structure best supports engagement, communication, and mutual support.

How We Reached This Point

- **2024–2025 Listening Sessions & Surveys**: Identified concerns regarding regional functionality, geographic coherence, equity of representation, and clarity of regional purpose.
- **Board Direction (July 2025):** Directed CALAFCO to formally review the structure and established a Regions Working Group.
- **January 2026 Draft Map**: Released for statewide review; feedback was mixed—some saw improved alignment, others felt it created too many regions, increased fragmentation, or didn't solve underlying concerns.
- **May 2026 Staff Workshop**: More than 100 staff participated in discussions on geography, capacity, regional balance, map comparisons, and alternatives. Input was substantive and value-focused.

Key Takeaways from Staff Workshop Feedback

Geography and Shared Identity

- Strong support for grouping counties that **share similar geography, planning issues, community identity, and economic characteristics** (coastal, valley, desert, mountain).
- Mono and Inyo are consistently cited as counties that should remain together due to shared geography and issues.
- Multiple respondents noted that the **Bay Area is unnaturally divided** in the draft map; many suggested combining North and South Bay or realigning based on shared COG boundaries.

- Some expressed concern that regions such as the **Inland Deser**t combine counties that, while geographically similar, have "vastly different issues."

Capacity and Engagement

- Many LAFCos have **limited or solo staff**, making regional participation challenging. Several felt regions should balance high-capacity and low-capacity agencies.
- Concern was repeatedly raised about the **Northern Region's over-reliance on a single LAFCo** to provide leadership and staffing support.
- Some felt more regions would dilute participation ("**too fractured**"), while others believed more, smaller regions could improve engagement if boundaries reflect real shared characteristics.
- Several staff expressed that **engagement challenges may be cultural rather than structural**, indicating that communication improvements must accompany any map change.

Representation and Equity

- A few respondents noted that **some regions contain far more commissioners than others**, yet all regions currently receive the same number of Board seats. This raised concerns about equitable representation.
- A few opinions were shared on whether **population or dues** should influence representation; one argued dues must not be tied to regions, while a few felt population and dues affect equity and should be considered.
- Some respondents recommended **equal numbers of Board representatives per region**, while others argued for proportionality or restructuring regions to balance commissioner counts.

Extent of Change and Alternative Perspectives

- Most supported the draft map, **if amended**, especially to address Northern Region issues, Bay Area alignment, and Eastern Sierra grouping.
- Some respondents believe the **current map functions adequately** and question whether restructuring addresses root causes.
- Some are supportive of change but worried about creating **too many regions**, administrative burden, or loss of cohesion.

Based on the compiled survey results, 18 of 24 (75%) Executive Officers/Deputy Executive Officers and 12 of 15 (80%) Analysts expressed a preference for some form of regional change, indicating broad interest in exploring alternatives even though opinions differ on what final structure should look like.

<u>Next Steps</u>

The Regions Working Group has prepared a **revised map** that responds to the broad themes and concerns expressed statewide. This updated proposal accompanies this memo for Executive Officer review and further feedback. The Working Group will continue synthesizing comments and will provide recommendations to the **CALAFCO Board at its August 7, 2026, meeting** on whether to advance a revised regional structure or conclude the review.

CALAFCO Regional Restructuring Update: Summary for LAFCO Executive Officers

Regional EO Check-ins: June 2026

Welcome

- ➢Introductions
- ➢Objectives

Why Regional Change is Being Considered

Members raised several concerns over the past two years, including:

- **Representation imbalances across regions** with widely varying populations and participation levels.
- **Uneven staff and commissioner engagement**, including regions dependent on a single LAFCo for leadership or committee participation.
- **Geographic misalignment**, where counties with little in common—terrain, identity, land-use pressures, service challenges—are grouped together.
- **Differences in capacity**, both staffing and budget, affecting the ability of some LAFCos to participate fully in CALAFCO activities.
- **Inconsistent regional meeting effectiveness**, prompting questions about which structure best supports engagement, communication, and mutual support.

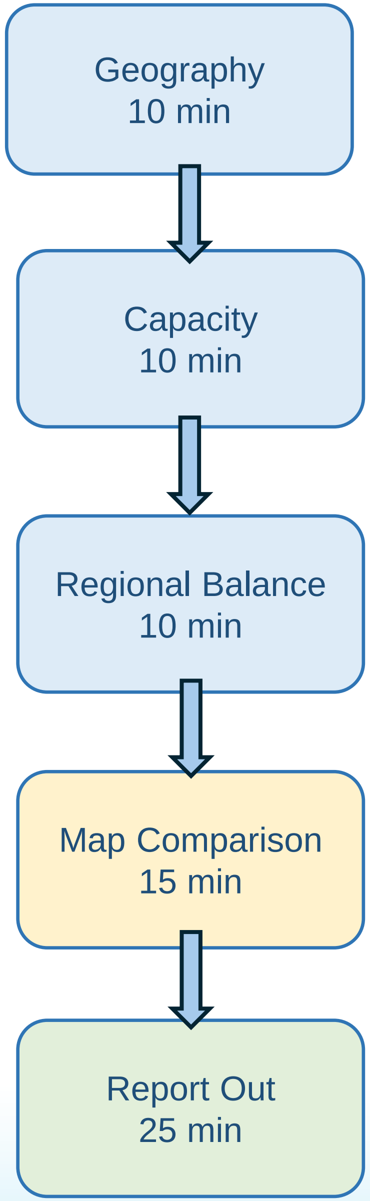
How We Reached This Point

- **2024–2025 Listening Sessions & Surveys**: Identified concerns regarding regional functionality, geographic coherence, equity of representation, and clarity of regional purpose.
- **Board Direction (July 2025)**: Directed CALAFCO to formally review the structure and established a Regions Working Group.
- **January 2026 Draft Map**: Released for statewide review; feedback was mixed.
- **May 2026 Staff Workshop**: More than 100 staff participated in discussions. Input was substantive and value-focused.

Moderated Table Discussions

(May 2026 Staff Workshop)

- Topic 1 – Geography (10 mins)
- Topic 2 – Capacity (10 mins)
- Topic 3 – Regional Balance (10 mins)
- Topic 4 – Map Comparisons (15 mins)
- Group Report Out (25 mins)



Key Takeaways from Staff Workshop

- **Geography and Shared Identity** - Strong support for grouping counties that share similar geography, planning issues, community identity, and economic characteristics (coastal, valley, desert, mountain)
- **Capacity and Engagement** - Some felt more regions would dilute participation (“too fractured”), while others believed more, smaller regions could improve engagement if boundaries reflect real shared characteristics.
- **Representation and Equity** - Some respondents recommended equal numbers of Board representatives per region, while others argued for proportionality or restructuring regions to balance commissioner counts.

Feedback & Broad Perspectives

- Most supported the draft map **if amended**, especially to address Northern Region issues, Bay Area alignment, and Eastern Sierra grouping.
- Some respondents believe the **current map functions adequately** and question whether restructuring addresses root causes.
- Some are supportive of change but worried about creating **too many regions**, administrative burden, or loss of cohesion.

Revised Map

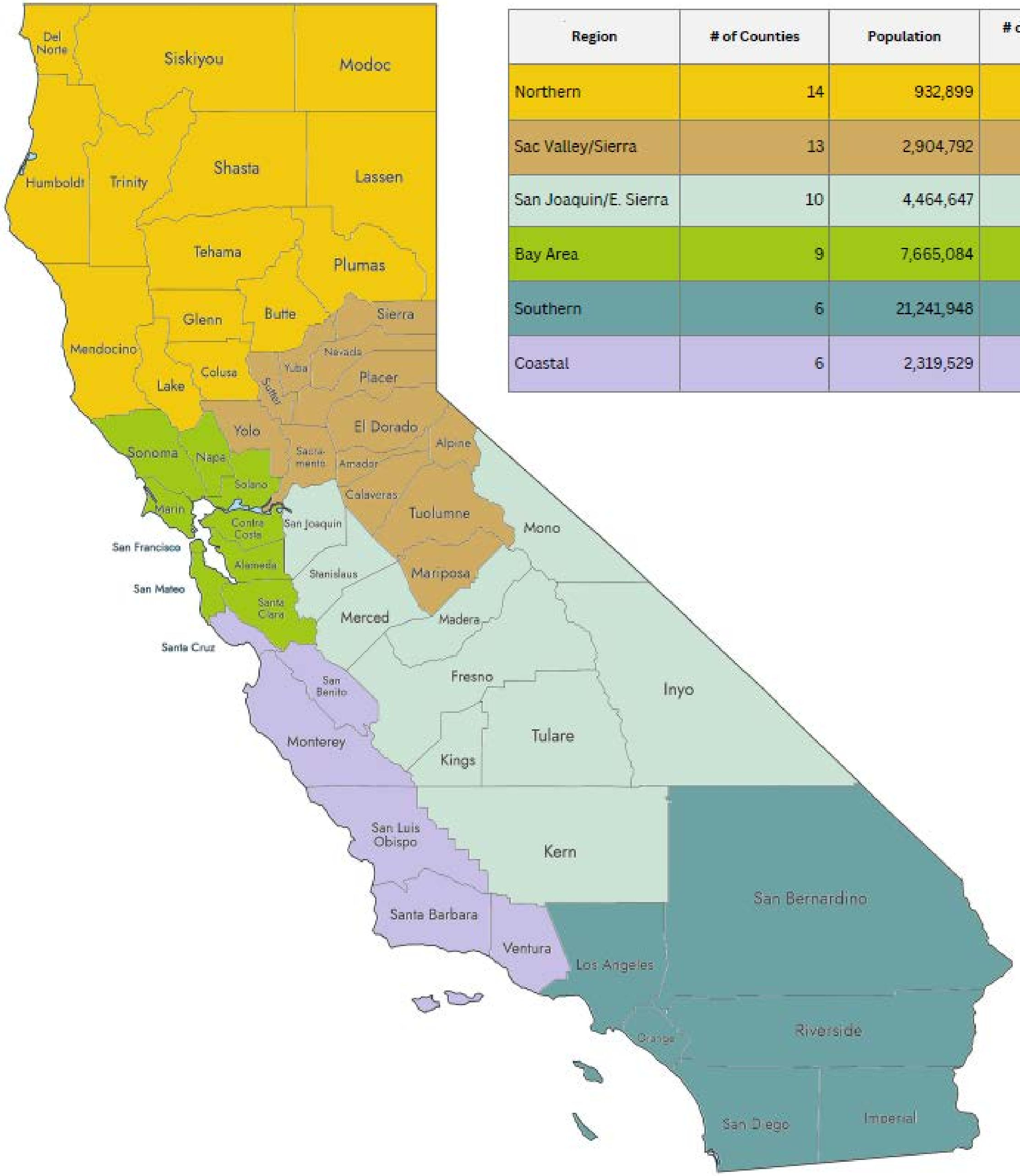
- The Regions Working Group has prepared a **revised map** that responds to the broad themes and concerns expressed statewide.
- Considers alignment with multi-county COGs and planning councils, as well as California Special Districts Association (CSDA) regions

CSDA Networks

Multi-County Affiliations

- Southern California Association of Governments (SCAG):
  Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura
- Association of Bay Area Governments (ABAG):
  Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma
- Sacramento Area Council of Governments (SACOG):
  Sacramento, Sutter, Yolo, and Yuba
- San Joaquin Valley Council of Governments (SJV COGs):
  San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and Kern
- Association of Monterey Bay Area Governments (AMBAG):
  Monterey, San Benito, and Santa Cruz
- Tahoe Regional Planning Agency (TRPA):
  El Dorado and Placer
- Central Sierra Planning Council:
  Alpine, Amador, Calaveras, Mariposa, and Tuolumne

Revised Map



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Southern	6	21,241,948	2
Coastal	6	2,319,529	2

Next Steps

- The Working Group will continue synthesizing comments and will provide recommendations to the **CALAFCO Board at its August 7, 2026, meeting.**

California Association of Local Agency Formation Commissions

CALAFCO

SUPPORTING SUSTAINABLE COMMUNITY GROWTH

DATE: July 1, 2026

TO: CALAFCO Member LAFCOs

FROM: Michelle McIntyre, Interim Executive Director

SUBJECT: 2026 CALAFCO Board of Directors Election Now Open

CALAFCO is pleased to announce that the **2026 Board of Directors election is now open**.

This year's election marks the implementation of the updated Board structure approved by the membership in February 2026 and begins the transition to staggered Board terms.

The following changes apply to the 2026 election:

WHAT'S NEW FOR THE 2026 ELECTION

- All Board seats will be open for election.
- Board seat type distinctions have been eliminated.
- Executive Officers are eligible to serve as Board members if elected.
- Candidates must declare whether they are running for a one-year term or a two-year term.
- Candidates may only run for one term category.

ELECTION OVERVIEW

Each region will elect four (4) members to the CALAFCO Board of Directors. To stagger terms, two positions in each region will serve an initial one-year term, and two will serve an initial two-year term.

Regional caucus elections will be held during the 2026 CALAFCO Annual Conference in Sacramento on Thursday, October 22, 2026, beginning at 8:00 a.m.

Candidates nominated during the nomination period will appear on the ballot in the order their completed nomination forms are received. Additional nominations may be accepted from the floor during the regional caucus in accordance with the CALAFCO Policies & Procedures.

Voting delegates, absentee ballots, and all election procedures will be conducted in accordance with the CALAFCO Policies & Procedures. A majority vote is required. If no candidate receives the required majority, runoff elections will be conducted in accordance with the CALAFCO Policies & Procedures.

1451 River Park Drive, Suite 185 Sacramento, CA 95815 • Ph: 916-442-6536
www.CALAFCO.org

KEY ELECTION DATES:

- **Nomination Period Opens:** Wednesday, July 1, 2026
- **Nomination Deadline:** No later than 5:00 p.m. on Friday, September 4, 2026
- **Voting Delegate Names Due:** No later than 5:00 p.m. on Friday, September 4, 2026
- **Candidate Orientation (virtual):** 10:00 a.m. on Thursday, September 10, 2026.
- **Electronic/Absentee Ballot Deadline:** No later than 5:00 p.m. on Tuesday, September 22, 2026.
- **Election Committee Report Released:** Thursday, October 8, 2026
- **Regional Caucus Elections:** Thursday, October 22, 2026, at 8:00 a.m.
- **Annual Business Meeting:** Thursday, October 22, 2026, at 9:00 a.m.

2026 ELECTION COMMITTEE MEMBERS

Committee Member	LAFCO	Region	Email	Phone No.
Gary Thompson	Riverside	Southern	gthompson@lafco.org	(951) 369-0631
Shannon Costa	Butte	Northern	scosta@buttecounty.net	(530) 552-5820
José Henríquez	Sacramento	Central	henriquezj@saclafco.org	(916) 874-6458
Neelima Palacherla	Santa Clara	Coastal	neelima.palacherla@ceo.sccgov.org	(408) 993-4705

SUBMITTING NOMINATION MATERIALS:

Please submit completed nomination materials by email to **mmcintyre@calafco.org** or by mail to:

1451 River Park Drive, Suite 185
Sacramento, CA 95815

1. Candidate Nomination Form
2. Candidate Information & Statement Form
3. Election Timeline
4. Guide to the CALAFCO Board of Directors Election Process
5. 2026 CALAFCO Voting Delegate Authorization Form
6. Roles and Responsibilities of a CALAFCO Board Member
7. 2027 Board Meeting Schedule
8. Regional Map and Member LAFCOs by Region

THE FOLLOWING MATERIALS ARE ENCLOSED:

Please distribute this announcement and the accompanying election materials to your Commissioners and Executive Officer.

Thank you for your attention to this important election process and for your continued participation in CALAFCO. If you have any questions, please don't hesitate to contact me.

Sincerely,
Michelle McIntyre

2026 CALAFCO BOARD OF DIRECTORS CANDIDATE

Nomination Form

[To be completed by both the Member LAFCO making the nomination AND the Nominee]

This form is to be used by CALAFCO Member LAFCOs to nominate candidates for the 2026 CALAFCO Board of Directors election.
Candidates should reserve Thursday, September 10, 2026, at 10:00 a.m. for the required virtual Candidate Orientation.

NOMINATION DEADLINE:
Completed nomination materials must be received no later than 5:00 p.m. on Friday, September 4, 2026.

1 - Election Information

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

Term Category Sought:

☐ One-Year Term ☐ Two-Year Term

Candidates may seek election to only one term category.

2 - Candidate Information

Candidate Name: ______________________________

Title/Position: ______________________________

Member LAFCO: ______________________________

Mailing Address: ______________________________

Phone: ______________________________

Email: ______________________________

3 - Candidate Eligibility and Board Expectations

Candidate Eligibility

☐ I certify that I am eligible to serve on the CALAFCO Board of Directors consistent with the CALAFCO Bylaws and Policies & Procedures.

☐ I certify that I am affiliated with a CALAFCO Member LAFCO.

☐ I certify that I am eligible to seek election within the region identified above.

Board Expectations

- ☐ I understand that Board members are expected to actively participate in Board meetings, committee assignments, CALAFCO conferences, and other Board responsibilities.
- ☐ I understand that candidates are expected to participate in the virtual Candidate Orientation scheduled for Thursday, September 10, 2026, at 10:00 a.m.
- ☐ I understand that Board members have a responsibility to serve the interests of CALAFCO and the statewide LAFCO community.
- ☐ I understand that newly elected Directors begin their terms on December 1, 2026, consistent with the CALAFCO Bylaws.

4 – Candidate Acceptance

☐ I accept this nomination for the CALAFCO Board of Directors.

Candidate Signature: ______________________________

Date: ______________________________

5 – Member LAFCO Certification

Name: ______________________________

Title: ______________________________

Member LAFCO: ______________________________

Signature: ______________________________

Date: ______________________________

As Chair, I certify that this nomination has the support of our LAFCO. If elected, our LAFCO is committed to supporting the nominee in fulfilling the responsibilities of serving on the CALAFCO Board.

6 – Submission Instructions

Both the Candidate Nomination Form (Attachment 1) and the Candidate Information & Statement Form (Attachment 2) must be received no later than 5:00 p.m. on Friday, September 4, 2026. Pursuant to the CALAFCO Policies and Procedures, nomination materials received after the deadline will be returned marked "Received too late for Election Committee action."

SUBMITTING NOMINATION MATERIALS:

Please submit completed nomination materials by email to mmcintyre@calafco.org or by mail to:
1451 River Park Drive, Suite 185, Sacramento, CA 95815

Questions regarding the nomination or election process are welcome and may be directed to the CALAFCO Executive Director or members of the Election Committee.

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2026 CALAFCO Board of Directors
Candidate Information and Statement Form

[To be submitted with Candidate Nomination Form]

This form is to be completed by candidates seeking election to the 2026 CALAFCO Board of Directors. Information provided on this form, including the candidate statement and any submitted photograph, may be included in the election materials distributed to Member LAFCOs and voting delegates.

Candidates should reserve Thursday, September 10, 2026, at 10:00 a.m. for the required virtual Candidate Orientation.

1. Election Information

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

Term Category Sought:

☐ One-Year Term ☐ Two-Year Term

Candidates may seek election to only one term category.

2. Candidate Information

Candidate Name: ______________________________

Title/Position: ______________________________

Member LAFCO: ______________________________

Mailing Address: ______________________________

Phone: ____________________ Email: ______________________________

3. Professional and LAFCO Background

Please provide a summary of your professional experience, current position, involvement with LAFCOs, and participation in CALAFCO activities-maximum 250 words.

4. Candidate Statement

Please describe why you are seeking election to the CALAFCO Board of Directors and how your experience would contribute to the work of the Board and the statewide LAFCO community—maximum 250 words.

5. Board Expectations

- ☐ I understand that Board members are expected to actively participate in Board meetings, committee assignments, CALAFCO conferences, and other Board responsibilities.
- ☐ I understand that Board members have a responsibility to serve the interests of CALAFCO and the statewide LAFCO community.
- ☐ I understand that Directors elected in 2026 begin their terms on December 1, 2026, consistent with the CALAFCO Bylaws.

6. Photo Submission (Optional)

- ☐ I have attached a photo for use in election materials.

Candidates are encouraged to submit a recent headshot for inclusion in the election materials, if available.

7. Candidate Signature

Signature: ______________________________ Date: ____________________

8. Submission Instructions

Both the Candidate Nomination Form (Attachment 1) and the Candidate Information & Statement Form (Attachment 2) must be received no later than 5:00 p.m. on Friday, September 4, 2026. Pursuant to the CALAFCO Policies and Procedures, nomination materials received after the deadline will be returned marked "Received too late for Election Committee action."

Submitting Nomination Materials:

Please submit completed nomination materials by email to **mmcintyre@calafco.org** or by mail to:
1451 River Park Drive, Suite 185, Sacramento, CA 95815

Questions regarding the nomination or election process are welcome and may be directed to the CALAFCO Executive Director or members of the Election Committee.

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2026 CALAFCO Board of Directors Election Timeline

The following timeline summarizes the key dates and deadlines for the 2026 CALAFCO Board of Directors election process. Unless otherwise noted, all deadlines are final.

Date	Election Milestone
Wednesday, July 1, 2026	**Nomination Period Opens** – Candidate nomination materials become available, and the nomination period begins.
Friday, September 4, 2026 *No later than 5:00 p.m.*	**Nomination Deadline** – Candidate Nomination Form (Attachment 1), Candidate Information and Statement Form (Attachment 2), and the Voting Delegate Authorization Form must be received by CALAFCO no later than 5:00 p.m.
Thursday, September 10, 2026 *At 10:00 a.m.*	**Virtual Candidate Orientation** – Candidates are required to participate in the virtual Candidate Orientation.
Tuesday, September 22, 2026 *No later than 5:00 p.m.*	**Electronic/Absentee Ballot Deadline** – CALAFCO must receive electronic absentee ballots by this deadline.
Thursday, October 8, 2026	**Election Committee Report Released** – The Election Committee Report is distributed to Member LAFCOs and voting delegates.
Thursday, October 22, 2026 *At 8:00 a.m.*	**Regional Caucus Elections** – Voting delegates elect Directors representing each CALAFCO region.
Thursday, October 22, 2026 *At 9:00 a.m.*	**Annual Business Meeting** – Election results are announced to the membership, and newly elected Directors are introduced.
Tuesday, December 1, 2026	**New Directors Take Office** – Directors elected during the 2026 election officially begin their terms in accordance with the CALAFCO Bylaws.

Questions:

Questions regarding the election process may be directed to the CALAFCO Executive Director or members of the Election Committee.

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Guide to the CALAFCO Board of Directors Election Process

Introduction

This guide summarizes the procedures governing the 2026 CALAFCO Board of Directors election, including voting procedures and the determination of election results. In the event of any conflict between this guide and the CALAFCO Bylaws or Policies & Procedures, the CALAFCO Bylaws and Policies & Procedures shall govern.

1. Voting Delegates

Each CALAFCO Member LAFCO is responsible for designating **one Voting Delegate** and may also designate **one Alternate Voting Delegate** to represent the Member LAFCO during the CALAFCO Board of Directors election.

The Voting Delegate and Alternate Voting Delegate must be an Officer of the Member LAFCO designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel. The Voting Delegate is authorized to cast the Member LAFCO's ballot during the Regional Caucus Election. If the designated Voting Delegate is unable to serve, the Alternate Voting Delegate may vote in their place.

Each Member LAFCO is entitled to one vote and may cast its ballot only within the CALAFCO region in which it is located.

The completed **Voting Delegate Authorization Form** must be received by CALAFCO no later than the deadline identified in **Attachment 3 – Election Timeline**. Member LAFCOs may revise their Voting Delegate or Alternate Voting Delegate designation at any time before the submission deadline. Once the deadline has passed, no changes may be made to the designated Voting Delegate or Alternate Voting Delegate.

Proxy voting is not permitted.

2. Voting Procedures

A. Regional Caucus Elections

Regional Caucus Elections are conducted during the CALAFCO Annual Conference. Each CALAFCO region meets separately to elect its representatives to the CALAFCO Board of Directors. The Regional Caucus Election is conducted as follows:

- Authorized Voting Delegates and Alternate Voting Delegates receive their voting credentials and ballots at conference registration.
- The Election Committee convenes the Regional Caucus and reviews the election procedures.
- The Election Committee presents the Election Committee Report.
- The Election Committee calls for additional nominations from the floor in accordance with the CALAFCO Policies & Procedures.
- Following the close of nominations, the Election Committee conducts a Candidates Forum. Candidates nominated from the floor respond to the candidate questions and are provided an opportunity to make a brief statement. Candidates who are unable to attend may designate a representative from their region to respond to the candidate questions and make a brief statement on their behalf.
- Only the designated Voting Delegate, or the designated Alternate Voting Delegate acting in place of the Voting Delegate, may cast a ballot.
- Voting is conducted by secret ballot.
- Ballots are collected and counted by the Election Committee.
- Following certification by the Election Committee, election results are announced during the Annual Business Meeting.

B. Electronic/Absentee Voting

Member LAFCOs that are unable to send an authorized Voting Delegate to the Regional Caucus Election may request an electronic ballot in accordance with the CALAFCO Policies & Procedures.
The electronic ballot process is conducted as follows:

- A Member LAFCO must designate its Voting Delegate using the Voting Delegate Authorization Form by the deadline identified in Attachment 3 – Election Timeline.
- A Member LAFCO requesting an electronic ballot must submit its request to CALAFCO in accordance with the CALAFCO Policies & Procedures.
- Completed electronic ballots must be received by CALAFCO no later than the deadline identified in Attachment 3 – Election Timeline.
- Member LAFCOs voting by electronic ballot may vote only for the candidates identified on the ballot and may not participate in any run-off election.
- If a Member LAFCO that requested an electronic ballot is subsequently able to send its designated Voting Delegate to the Regional Caucus Election, the Member LAFCO may discard its electronic ballot and vote in person during the Regional Caucus Election in accordance with the CALAFCO Policies & Procedures.

3. Determining Election Results

Election results are determined in accordance with the CALAFCO Bylaws and Policies & Procedures as follows:

- A candidate must receive a majority of the votes cast to be elected.
- If no candidate receives the required majority, one or more run-off elections may be conducted in accordance with the CALAFCO Policies & Procedures.
- If a tie remains after the final run-off election, the tie is resolved by a draw of lots in accordance with the CALAFCO Policies & Procedures.
- Following certification by the Election Committee, election results are announced during the Annual Business Meeting.
- Directors elected during the Regional Caucus Elections begin their terms on December 1, 2026, in accordance with the CALAFCO Bylaws.

4. Frequently Asked Questions

WHO MAY SERVE AS A VOTING DELEGATE OR AN ALTERNATE VOTING DELEGATE?

The Voting Delegate or Alternate Voting Delegate must be an **Officer of the Member LAFCO** designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel.

CAN A MEMBER LAFCO CHANGE ITS VOTING DELEGATE OR ALTERNATE VOTING DELEGATE AFTER SUBMITTING THE VOTING DELEGATE AUTHORIZATION FORM?

Yes. A Member LAFCO may change its Voting Delegate or Alternate Voting Delegate at any time before the submission deadline identified in Attachment 3 – Election Timeline. After the deadline, no changes may be made.

MAY NOMINATIONS BE MADE FROM THE FLOOR DURING THE REGIONAL CAUCUS ELECTION?

Yes. Additional nominations may be made from the floor by a Member LAFCO in good standing in accordance with the CALAFCO Policies & Procedures.

WHAT HAPPENS IF MY MEMBER LAFCO IS UNABLE TO SEND A VOTING DELEGATE TO THE REGIONAL CAUCUS ELECTION?

A Member LAFCO may request an electronic ballot in accordance with the CALAFCO Policies & Procedures. Electronic ballots include only the candidates listed in the Election Committee Report and may not be used in any run-off election.

WHO SHOULD I CONTACT IF I HAVE QUESTIONS REGARDING THE ELECTION PROCESS?

Questions regarding the election process may be directed to the CALAFCO Executive Director or the Election Committee.

2026 CALAFCO VOTING DELEGATE

Authorization Form

Each CALAFCO Member LAFCO is responsible for designating one Voting Delegate and may also designate an Alternate Voting Delegate to represent the Member LAFCO in the 2026 CALAFCO Board of Directors election.

To participate in the **2026 CALAFCO Board of Directors election**, each **Member LAFCO** must submit a **Voting Delegate Authorization Form**, regardless of whether it is submitting a candidate nomination.

The Voting Delegate and Alternate Voting Delegate must be an Officer of the Member LAFCO, as designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel.

DEADLINE:

This form must be received by CALAFCO no later than **5:00 p.m. on Friday, September 4, 2026**. Member LAFCOs may revise their Voting Delegate or Alternate Voting Delegate designation at any time before the submission deadline. After the deadline, no changes may be made.

1 - Member LAFCO Information

Member LAFCO: ______________________________

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

2 - Voting Delegate

Name: ______________________________

Title/Position: ______________________________

Phone: ______________________________

Email: ______________________________

3 - Alternate Voting Delegate

Member LAFCO: ______________________________

Title/Position: ______________________________

Phone: ______________________________

Email: ______________________________

4 - Electronic Ballot Request

☐ **Our Member LAFCO requests an electronic ballot because it is unable to send its designated Voting Delegate to the Regional Caucus Election.**

Member LAFCOs requesting an electronic ballot are subject to the CALAFCO Bylaws and Policies & Procedures governing electronic voting. Additional information is available in **Attachment 4 – Guide to the CALAFCO Board of Directors Election Process.**

5 – Authorization

The Member LAFCO identified above hereby authorizes the individuals listed on this form to serve as its Voting Delegate and, if applicable, its Alternate Voting Delegate for the 2026 CALAFCO Board of Directors election.

Only the designated Voting Delegate or the designated Alternate Voting Delegate, acting in place of the Voting Delegate, may cast the Member LAFCO's ballot during the Regional Caucus Election.

Proxy voting is not permitted. Only the designated Voting Delegate or the designated Alternate Voting Delegate, acting in place of the Voting Delegate, may cast the Member LAFCO's ballot during the Regional Caucus Election.

Authorized by the Member LAFCO

Name: ______________________________

Title: ______________________________

Signature: ______________________________

Date: ______________________________

6 – Submission Instructions

This form must be received by CALAFCO **no later than 5:00 p.m. on Friday, September 4, 2026**.
Submit completed forms electronically to: **mmcintyre@calafco.org**

OR

Mail completed forms to:
CALAFCO
1451 River Park Drive, Suite 185
Sacramento, CA 95815
Questions regarding the election process may be directed to the CALAFCO Executive Director or members of the Election Committee.

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2027 CALAFCO Board Meeting Schedule

The following schedule reflects the 2027 CALAFCO Board meeting schedule approved by the Board of Directors and is provided to assist prospective candidates in understanding the anticipated meeting schedule for Board service. Meeting dates are subject to change by action of the Board of Directors.

Date	Meeting	Format
Friday, January 22, 2027	Regular Board Meeting	Hybrid
Thursday, February 25, 2027	Strategic Planning Workshop	In Person
Friday, February 26, 2027	Regular Board Meeting	Hybrid
Friday, May 14, 2027	Regular Board Meeting	Hybrid
Friday, August 27, 2027	Regular Board Meeting	Hybrid
Friday, October 22, 2027	Regular Board Meeting (Annual Conference)	In Person

Additional Information

- The Strategic Planning Workshop is held immediately before the February Regular Board Meeting.
- The October Regular Board Meeting is held in conjunction with the CALAFCO Annual Conference.
- Board members are also expected to participate in committee meetings and other Board activities throughout the year, as applicable to their committee assignments.
- Additional Board meetings or special meetings may be scheduled as necessary in accordance with the CALAFCO Bylaws and Policies & Procedures.

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Roles and Responsibilities of a CALAFCO Board Member

Introduction

Serving on the CALAFCO Board of Directors is an opportunity to help guide the Association's leadership, legislative advocacy, educational programs, and long-term direction on behalf of LAFCOs throughout California.

Board members serve the interests of **CALAFCO and the statewide LAFCO community** and are expected to actively participate in Board meetings, committee assignments, and Association activities.

The following summary highlights the principal responsibilities and expectations of Board service. It is intended as a general overview and does not replace the CALAFCO Bylaws or Policies & Procedures. In the event of any conflict between this document and the CALAFCO Bylaws or Policies & Procedures, the CALAFCO Bylaws and Policies & Procedures shall govern.

General Participation

Board members are expected to support CALAFCO's mission and core values, serve as part of a unified governing body, and make decisions in the best interests of CALAFCO and the statewide LAFCO community.

Board members are expected to:

- Regularly attend and prepare for Board meetings.
- Participate actively in Board discussions and decision-making.
- Participate in establishing CALAFCO's strategic direction and organizational priorities.
- Serve on at least one CALAFCO Board committee.
- Attend the CALAFCO Annual Conference and participate in other Board meetings and Association activities, as appropriate.

Governance

Board members are expected to:

- Attend Board Member orientation provided by CALAFCO.
- Consider statewide interests and impacts when making Board decisions.
- Adhere to the CALAFCO Board Code of Ethics.
- Read, understand, and operate within the CALAFCO Bylaws and Policies & Procedures.

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www.CALAFCO.org

Communication

Board members are expected to:

- Communicate respectfully.
- Support consistent and accurate communication with CALAFCO membership.

Association Programs

Board members are expected to:

- Understand and encourage participation in CALAFCO programs and services, including the Associate Member Program.

Performance Evaluations

- Participate in the annual Board performance evaluation process.
- Participate in the annual evaluation of the Executive Director and Regional Officers, in accordance with the CALAFCO Policies & Procedures.
- Participate in the Board's annual review of CALAFCO's Strategic Plan.

Advocacy, Recruitment and Retention

Board members are expected to:

- Support CALAFCO's legislative advocacy efforts.
- Promote CALAFCO and encourage participation in Association programs and activities.
- Help strengthen awareness and understanding of CALAFCO and LAFCOs throughout California.

Finance

Board members are expected to:

- Review and understand CALAFCO's financial information and assist the Board in fulfilling its fiduciary responsibilities.

Board Committees

Board members are expected to serve on at least one Board committee. Committee assignments are made annually by the Board.

Standing committees currently include:

- Awards Committee
- Conference Committee
- Elections Committee
- Legislative Committee

Committee responsibilities and meeting schedules vary depending on the committee assignment.

Time Commitment

Board service includes regular participation in:

- Board meetings
- Committee meetings
- The CALAFCO Annual Conference
- Board Member orientation
- Other Board meetings and activities, as appropriate

The anticipated Board meeting schedule is included as **Attachment 7**.

Board Service

Serving on the CALAFCO Board of Directors is an opportunity to contribute to the continued success of CALAFCO and to the advancement of the statewide LAFCO community. Board members are expected to approach their responsibilities collaboratively and ethically, with a commitment to serving the best interests of CALAFCO and its membership.

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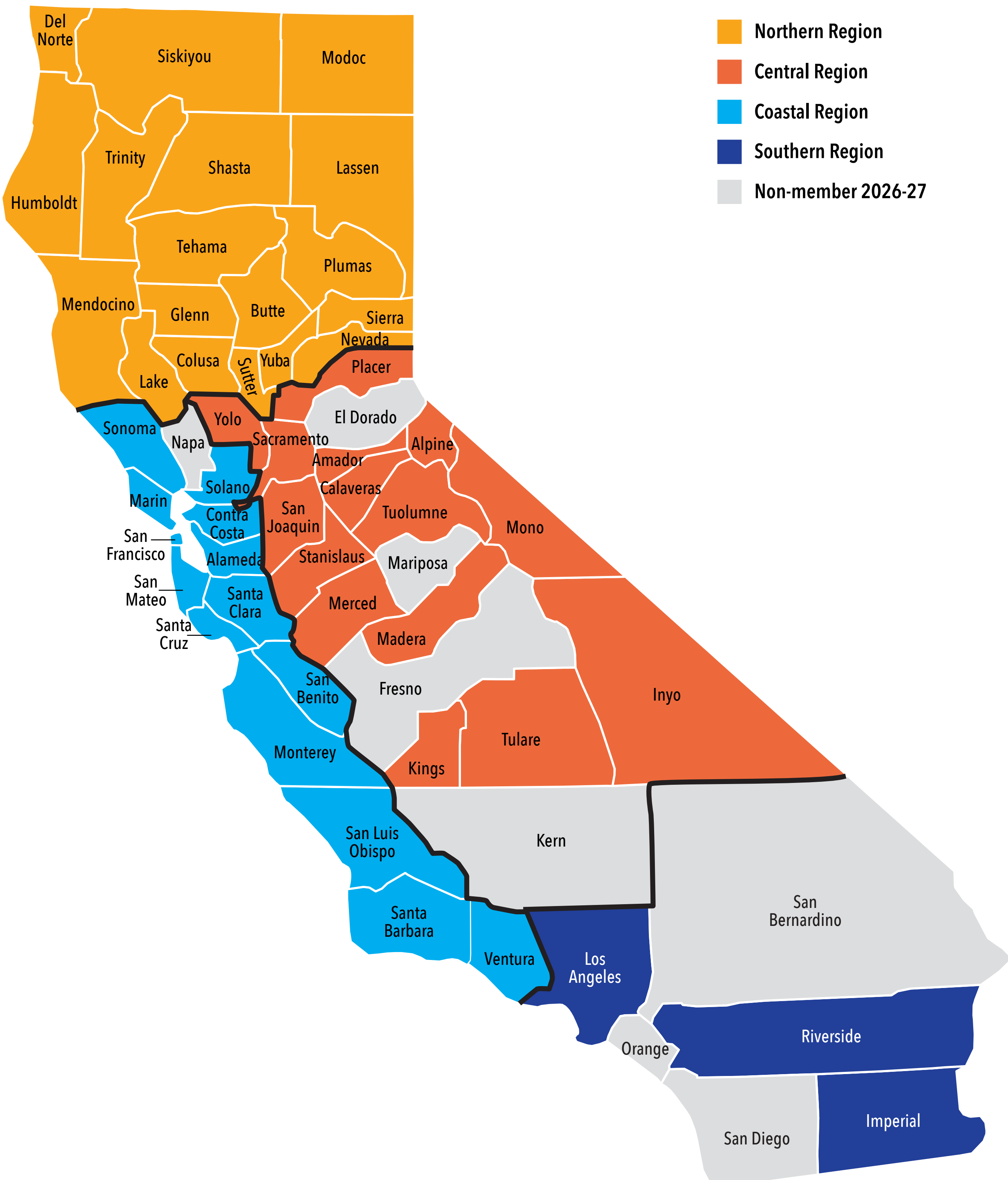
FOUR REGIONS



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DATE: July 1, 2026

TO: CALAFCO Members, LAFCO Commissioners and Staff, Other Interested Organizations

FROM: Michelle McIntyre - *CALAFCO Executive Director*, CALAFCO Achievement Awards Committee, CALAFCO Board of Directors

SUBJECT: 2026 CALAFCO Achievement Award Nominations Period Open

DEADLINE: Friday, August 28, 2026, by 5:00 p.m.

Qualifying Period: August 16, 2025 through August 15, 2026

On behalf of the Association, I am pleased to announce that the nomination period for the 2026 CALAFCO Achievement Awards is now open.

Each year, CALAFCO recognizes individuals and organizations from across the state for their work advancing the mission and responsibilities of LAFCOs. This year's program retains its established structure with targeted updates to better reflect the breadth of work being done across the LAFCO community, including emerging leadership, partnerships, project-based accomplishments, community impact, and discretionary recognition of exceptional efforts that may not fit neatly into existing categories.

We encourage you to nominate individuals and organizations whose work reflects strong performance, meaningful collaboration, and measurable results. Early submittal is encouraged.

Before submitting a nomination, please carefully review the nomination instructions and the criteria for each category. ***Incomplete nominations, or those that do not follow the submission guidelines, will not be considered.***

ACHIEVEMENT AWARDS NOMINATION PROCEDURE

1. Most 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.
3. With the exception of the Lifetime Achievement Award, all nominated projects or acts of service must have occurred or been completed during the qualifying period of August 16, 2025, through August 15, 2026.

4. Nominations must be submitted with a completed nomination form. A separate form is required for each nomination.
5. Nomination Executive Summaries must be limited to no more than 250 words. Nomination Summaries must be limited to no more than 1,000 words or two (2) pages.
6. All supporting information (e.g., reports, articles) must be submitted with the nomination. Total supporting documentation, including any letters of support or endorsement, is limited to no more than three (3) pages.
7. Support or Endorsement Letters: Nominations may optionally include letters of support or endorsement from individuals or organizations familiar with the nominee's work. Letters should provide specific examples of contributions and impact. A maximum of two (2) letters may be submitted, each not to exceed one (1) page. Letters must be included at the time of submittal and count toward the three-page supporting documentation limit. The quality and relevance of the nomination will be given greater weight than the number of letters submitted.
8. All materials must be submitted at one time. No late nominations will be accepted — no exceptions.
9. Electronic submittals are required and must be submitted as a single PDF document.
10. Nominations and all supporting materials must be received no later than Friday, August 28, 2026.

Submit nominations electronically as a single PDF to:

Michelle McIntyre, CALAFCO Executive Director
mmcintyre@calafco.org | (916) 442-6536

AWARDS COMMITTEE FLEXIBILITY

Number of Awards: The Awards Committee may, at its discretion, select more than one recipient in a category when multiple nominations are deemed equally deserving.

Category Assignment: The Awards Committee may reassign a nomination to a different award category if it determines the nomination better aligns with the criteria of that category. The Committee's determination is final.

General: Submission of a nomination does not guarantee that an award will be given in that category. Not all categories are required to be awarded each year.

Every year, CALAFCO recognizes excellence within the LAFCO community by presenting Achievement Awards at the Annual Conference. Nominations are accepted until Friday, August 28, 2026, in the following categories:

EXISTING CATEGORIES

OUTSTANDING CALAFCO VOLUNTEER

AWARD SUMMARY:

Recognizes a CALAFCO volunteer who has provided exemplary service during the year. Exemplary service clearly goes above and beyond what 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:

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

SELECTION CRITERIA:

- Must meet all nomination criteria requirements for consideration.
- Equal consideration shall be given to each nominee, regardless of position or role. Only contributions and outcomes shall be considered.
- The extent of volunteerism and overall impact on the statewide Association and membership shall be considered.
- Preference may be given to individuals who have not previously received this award and meet all 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, has helped elevate the role and mission of LAFCOs through its work, and demonstrates a collaborative approach to LAFCO stakeholder engagement.

NOMINATION CRITERIA:

- Nominee must be a CALAFCO Associate Member in good standing.
- Nominee shall have been an Associate Member for the full year in which the nomination is being made, and for at least one year prior.
- The nominee may be an individual within an Associate Member firm or agency.
- Nominee shall demonstrate that through their work, the role and mission of LAFCO have been upheld and furthered.
- Nominee must have demonstrated cooperative and collaborative approaches to situations affecting LAFCOs state wide.
- Proven commitment to the Association's membership through volunteering time and resources during the year in which the nomination is made.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Equal consideration shall be given to all nominees meeting the nominating criteria.
- The level of volunteering time and resources to the Association shall be a consideration.

OUTSTANDING COMMISSIONER

AWARD SUMMARY:

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

NOMINATION CRITERIA:

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

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Equal consideration shall be given to all nominees meeting the nominating criteria. Representation type and LAFCO size shall not be a consideration.
- The overall impact of the Commissioner's leadership shall be considered.
- Preference may be given to individuals who have not previously received this award and meet all 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 that clearly go above and beyond what is asked, expected, or required in the charge of their LAFCO responsibilities.

NOMINATION CRITERIA:

- Nominee must be a staff person of a LAFCO in good standing with the Association.
- Nominee shall be a staff person for the full year in which the nomination is being made.
- Nominee can be either an employee of the LAFCO or a contractor providing employee-type services.
- Efforts must be demonstrated showing the individual has consistently gone above and beyond their role, with proven results that otherwise would not have occurred.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Equal consideration shall be given to all nominees. Position within a LAFCO and the size or geographic area of the LAFCO shall not be considerations.
- The overall impact of the LAFCO professional on their LAFCO and the greater community shall be considered.
- Preference may be given to individuals who have not previously received this award.

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, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCOs throughout California. The nominee should have a substantial and sustained record of involvement with the LAFCO community

NOMINATION CRITERIA:

- Nomination must be received from a member of LAFCO or an Associate Member in good standing.
- The nominee should have a long record of involvement with the LAFCO community.
- During that time, the nominee shall have a proven positive impact and effect on the support and evolution of LAFCOs statewide.
- Includes advocacy through legislation, developing creative and innovative solutions serving beyond their LAFCO, collaborative stakeholder approaches, and support for fellow members of the LAFCO community.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Preference may be given to nominees who have also proven experience volunteering for CALAFCO through regional officer roles, committees, or the CALAFCO Board.

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 and selected by the CALAFCO Board by a super majority.

NOMINATION CRITERIA:

- Nominee shall be a California State legislator during the full year in which the nomination is made.
- 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:

- Must meet all nomination criteria for consideration.
- The Achievement Awards Committee shall forward all nominations to the Board for consideration.
- Selection requires a supermajority 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; reduce or eliminate common institutional roadblocks; and result in a truly extraordinary public service outcome. Individuals, a LAFCO, or collaborative efforts among multiple LAFCOs or a LAFCO with other entities are eligible. This award has two distinct categories:

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 and promotion of efficient and effective delivery of municipal services

NOMINATION CRITERIA:

- Clear demonstration that the actions rise above expected or common functions.
- The actions reduced or eliminated common institutional roadblocks.
- The actions clearly prove a truly extraordinary public service outcome that is systemic and sustainable.
- Identified unique circumstances and factors leading to the solution or project.
- The innovative steps taken to solve the problem or take action.
- Clear description of the results and outcomes, including short- and long-term effects.

- How this work can be promoted as a LAFCO best practice.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Equal consideration shall be given to each nominee within each category. LAFCO size or geographic area shall not be a consideration.
- The overall impact of the actions and outcomes on the greater community shall be considered.

NEW CATEGORIES 2026

EMERGING LEADER – COMMISSIONER

AWARD SUMMARY:

Recognizes a LAFCO Commissioner who, early in their service, has demonstrated strong engagement, sound judgment, and a clear commitment to the work of the Commission. This award acknowledges the value of fresh perspectives and early leadership in shaping effective governance.

NOMINATION CRITERIA:

- Must be a Commissioner of a LAFCO in good standing with the Association.
- Must have served generally no more than five (5) years as a LAFCO Commissioner.
- Demonstrates active, engaged participation in Commission work during the qualifying period.
- Shows initiative and sound judgment in Commission proceedings.
- Demonstrates early leadership through meaningful contributions to Commission outcomes.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Level of engagement and initiative demonstrated during the qualifying period.
- Quality and impact of contributions to Commission work.
- Potential for continued leadership and growth within the LAFCO community.

EMERGING LEADER – STAFF

AWARD SUMMARY:

Recognizes a LAFCO staff member who has demonstrated initiative, reliability, and meaningful contributions early in their career. This award celebrates the next generation of LAFCO professionals who are building the foundation for sustained excellence in local agency governance.

NOMINATION CRITERIA:

- Must be LAFCO staff (employee or contractor providing employee-type services) of a LAFCO in good standing.
- Must have served generally no more than five (5) years in a LAFCO staff capacity.
- Demonstrates initiative and reliability in their work during the qualifying period.

- Contributes meaningfully to LAFCO projects or operations beyond what is minimally expected.
- Shows willingness to take on additional responsibilities and learn.

SELECTION CRITERIA:
- Must meet all nomination criteria for consideration.
- Level of initiative and professionalism demonstrated.
- Impact of contributions relative to experience and role.
- Potential for continued growth and contribution to the LAFCO profession.

PROJECT OR INITIATIVE OF THE YEAR

AWARD SUMMARY:
Recognizes a LAFCO-led or LAFCO-supported project or initiative that demonstrates strong execution, clear purpose, and measurable results. This award highlights the importance of project-based work in delivering on LAFCO's statutory mission.

NOMINATION CRITERIA:
- May be submitted by a single LAFCO or as a collaborative effort among multiple entities.
- Must have been completed or reached a significant milestone during the qualifying period.
- Clearly defines the issue or need addressed by the project.
- Describes the approach, steps taken, and resources involved.
- Demonstrates measurable and verifiable results.
- Advances LAFCO responsibilities and objectives in a meaningful way.

SELECTION CRITERIA:
- Must meet all nomination criteria for consideration.
- Effectiveness and quality of execution.
- Significance and sustainability of outcomes.
- Value as a model or best practice for other LAFCOs.
- Overall impact on the community or communities served.

GOVERNMENT, COMMUNITY, OR PUBLIC PARTNER AWARD

AWARD SUMMARY:
Recognizes a public agency, community association, stakeholder group, nonprofit, or other entity that has worked effectively with a LAFCO and contributed to a successful outcome. This award acknowledges that strong LAFCO work often depends on genuine partnerships beyond the Commission itself.

NOMINATION CRITERIA:
- Nominee must not be a LAFCO.

- Must have worked collaboratively with a LAFCO during the qualifying period.
- Demonstrates a constructive, solution-oriented approach to the partnership.
- Made a clear and demonstrable contribution to a LAFCO process or outcome.
- Demonstrates clear and tangible results from the partnership or engagement.
- May include cities, counties, special districts, associations, chambers of commerce, nonprofits, or other stakeholder groups.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Strength, quality, and depth of the partnership or engagement.
- Impact on governance, service delivery, or community outcomes.
- Value as a model for collaborative LAFCO engagement.

EQUITY AND COMMUNITY IMPACT AWARD

AWARD SUMMARY:

Recognizes efforts that improve access to services, address identified service gaps, or advance equitable outcomes through LAFCO-related work. This award reflects CALAFCO's commitment to ensuring that LAFCO's mission serves all communities, particularly those that have historically faced barriers to adequate services.

NOMINATION CRITERIA:

- May be a LAFCO, individual, collaborative effort, or other entity as appropriate.
- The work must have occurred during the qualifying period.
- Clearly identifies a service need, gap, or equity concern.
- Describes the specific actions taken to address the identified need.
- Demonstrates measurable or clearly defined outcomes.
- Aligns with LAFCO responsibilities and statutory mission.

SELECTION CRITERIA:

- Must meet all nomination criteria for consideration.
- Level and breadth of community impact.
- Effectiveness and appropriateness of the approach taken.
- Sustainability and durability of results.
- Clarity and verifiability of outcomes.

PRESIDENT'S AWARD (DISCRETIONARY)

AWARD SUMMARY:

The President's Award is a discretionary award that allows CALAFCO to recognize an exceptional effort, contribution, achievement, or individual who does not fit neatly within the existing award categories. This award exists to ensure that truly remarkable accomplishments are not overlooked simply because they fall outside predefined boundaries. The award is discretionary and is not expected to be presented annually. Its use should reflect a genuine exception rather than routine recognition.

CRITERIA:

- May be awarded to an individual, organization, collaborative effort, or other nominee determined appropriate by the Board Chair.
- The contribution, achievement, or effort must be clearly exceptional in nature.
- The nominee should represent circumstances, accomplishments, or contributions that are not adequately recognized through an existing CALAFCO award category.
- Any Board member may submit a nomination to the Board Chair for consideration.

SELECTION:

- The Board Chair, in consultation with the Executive Director, determines whether to advance a nomination to the Executive Committee.
- The Executive Committee shall ratify the recipient by a supermajority vote.
- The recommendation presented to the Executive Committee shall include a clear explanation of why the nominee does not fit within an existing award category and why the recognition merits special consideration.

Note on the President's Award

Because this award is discretionary, a standard nomination form is not required. However, any nomination or recommendation for this award should include a written explanation of the exceptional contribution and a clear statement of why it falls outside existing categories.

QUALIFYING PERIOD

Except for the Lifetime Achievement Award, all nominated projects or acts of service must have occurred or been completed between August 16, 2025, and August 15, 2026.

ATTACHMENTS

A. 2026 Achievement Awards Nomination Form
B. Listing of Prior Achievement Award Recipients

2026 CALAFCO ACHIEVEMENT AWARDS

Nomination Form

DEADLINE: Friday, August 28, 2026, by 5:00 p.m.
Qualifying Period: August 16, 2025 through August 15, 2026
Submit all materials as a single PDF to: mmcintyre@calafco.org

Step 1: Select Award Category

Select the award category for this nomination (one category per form):

EXISTING CATEGORIES:

- ☐ Outstanding CALAFCO Volunteer
- ☐ Outstanding CALAFCO Associate Member
- ☐ Outstanding Commissioner
- ☐ Outstanding LAFCO Professional
- ☐ Lifetime Achievement Award
- ☐ Legislator of the Year
- ☐ Mike Gotch Excellence in Public Service Award – Agricultural / Open Space Protection
- ☐ Mike Gotch Excellence in Public Service Award – Innovation, Collaboration & Outreach

NEW CATEGORIES 2026:

- ☐ Emerging Leader – Commissioner ▶ NEW
- ☐ Emerging Leader – Staff ▶ NEW
- ☐ Project or Initiative of the Year ▶ NEW
- ☐ Government, Community, or Public Partner Award ▶ NEW
- ☐ Equity and Community Impact Award ▶ NEW
- ☐ President's Award (Discretionary) – Board recommendation/super majority vote required ▶ NEW

With the exception of the Lifetime Achievement Award, all nominated projects or acts of service must have occurred or been completed between August 16, 2025, and August 15, 2026. The Awards Committee may, at its discretion, reassign a nomination to a more appropriate category if warranted.

Step 2: Nominee Information

Name of Nominee:

Title (if applicable):

Organization / LAFCO:

Mailing Address:

City, State, ZIP:

Phone:

Email:

Step 3: Nominator Information

Name of Nominator:

Title / Organization:

Phone:

Email:

Step 4: Executive Summary (Required – 250 words maximum)

Provide a concise overview of the nomination. This summary should capture the most important reasons this nominee deserves recognition.

Step 5: Nomination Summary (Required – 1,000 words or 2 pages maximum)

Provide a full description of the nominee's contributions. Address each of the following elements:

- The issue, need, or context that prompted or shaped the nominee's contributions
- The specific actions taken
- Results or outcomes achieved
- Overall impact on the community, agency, or LAFCO mission
- How this nomination aligns with the specific award criteria

(Attach additional pages as needed, up to the two-page maximum, clearly labeled with the nominee's name and award category)

Step 6: Supporting Documentation (Optional)

Page Limits for Supporting Materials:

- Total supporting documentation (including letters): 3 pages maximum
- Optional letters of support or endorsement: maximum 2 letters, 1 page each
- Letters count toward the 3-page limit and must be submitted at time of initial submittal
- **Nominations exceeding these limits will not be considered**

Description of supporting documentation included with this nomination:

Step 7: CERTIFICATION AND SUBMITTAL

Certification:

By submitting this nomination, I confirm that:

- The information provided in this nomination is accurate to the best of my knowledge.
- All required materials are included and meet the specified format and page limit requirements.
- This nomination is submitted as a complete, single PDF package.
- I understand that incomplete or late nominations will not be considered.

Nominator Signature:

Printed Name:

Title / Organization:

Date Submitted:

Submittal Instructions:

- Submit one complete nomination packet per nominee.
- Combine all materials (form, executive summary, nomination summary, supporting documents) into a single PDF.
- Nominations must be received by **Friday, August 28, 2026, by 5:00 p.m.** No late nominations accepted.
- Submit to: Michelle McIntyre, CALAFCO Executive Director | mmcintyre@calafco.org (916) 442-6536

Selection Process:

Following the nomination deadline, all eligible nominations will be reviewed by the CALAFCO Achievement Awards Committee in accordance with the published award criteria and Association policies. The Committee may, at its discretion, reassign a nomination to a more appropriate award category, recognize more than one recipient in a category, or determine that no award will be presented in a category. To preserve the tradition of the CALAFCO Achievement Awards, award recipients are generally not notified in advance and are announced during the Achievement Awards presentation at the CALAFCO Annual Conference.

Thank you for taking the time to recognize the outstanding individuals, projects, and organizations that strengthen California's LAFCO community. Your nominations help CALAFCO celebrate excellence, innovation, leadership, and service throughout the state.

California Association of
Local Agency Formation Commissions

CALAFCO

SUPPORTING SUSTAINABLE
COMMUNITY GROWTH

PREVIOUS CALAFCO ACHIEVEMENT AWARD RECIPIENTS

2025

Outstanding LAFCO Professional	Kai Luoma, Ventura LAFCO
Associate Member of the Year	Best Best & Krieger LLP
Outstanding LAFCO Commissioner	Anthony Tyrrell, Calaveras LAFCO
Outstanding CALAFCO Volunteer	José C. Henríquez, Sacramento LAFCO
Mike Gotch Award - *Innovation, Collaboration, Outreach, and Effective Support of Local Agency Evolution*	Placer LAFCO
Lifetime Achievement Award	SR Jones, Nevada LAFCO

2024

Legislator of the Year Award:	Senator Dave Cortese
Lifetime Achievement Award:	Stephen Lucas, Butte LAFCO
Outstanding Commissioner:	Bill Connelly, Butte LAFCO
Outstanding LAFCO Professional	J.D. Hightower, San Joaquin LAFCO
Mike Gotch Award -	
Agriculture	Monterey LAFCO
Innovation	Two-Way Tie: Santa Cruz LAFCO Riverside LAFCO & Imperial LAFCO

2023

Lifetime Achievement Award:	Dawn Mittleman Longoria, Napa LAFCO
Outstanding Commissioner	Richard Bettencourt, San Benito LAFCO
Outstanding LAFCO Professional	Two-Way Tie: José C. Henriquez, Sacramento LAFCO Andrea Ozdy, Ventura LAFCO
Outstanding Associate Member	Colantuono, Highsmith & Whatley
Outstanding Volunteer	Anita Paque, Calaveras LAFCO
Mike Gotch Award -	
Agriculture	Napa LAFCO
Innovation	Tom Cooley, Plumas LAFCO

2022

Outstanding Commissioner	Don Saylor, Yolo LAFCO
Outstanding LAFCO Professional	Carolyn Emery, Orange LAFCO
Mike Gotch Award - Innovation, Collaboration, And Outreach	Two-Way Tie: Cristine Crawford,Yolo LAFCO, and Erica Sanchez, El Dorado LAFCO & Amanda Ross, South Fork Consulting, LLC

2020 – 2021 *(2 year period due to the pandemic)*

Outstanding Associate Member	Planwest Partners
Outstanding Commissioner	Olin Woods, Yolo LAFCO
Outstanding LAFCO Professional	Crystal Craig, Riverside LAFCO
Mike Gotch Protection of Ag and Open Space Lands & Prevention of Urban Sprawl	Napa LAFCO
Mike Gotch Courage & Innovation in Local Government Leadership Award	Yolo LAFCO
Lifetime Achievement Award	Jerry Glabach, Los Angeles LAFCO

2019

Distinguished Service Award	Charley Wilson, Orange LAFCO
Most Effective Commission	Contra Costa LAFCO
Outstanding Commissioner	Jim DeMartini, Stanislaus LAFCO
Outstanding LAFCO Professional	David Church, San Luis Obispo LAFCO
Project of the Year	Orange LAFCO, *for San Juan Capistrano Utilities MSR*
Government Leadership Award	CA State Water Resources Control Board, Los Angeles County and Los Angeles LAFCo, *for Sativa Water District*
Mike Gotch Courage & Innovation in Local Government Leadership Award	Butte LAFCO
Legislator of the Year	Assembly Member Mike Gipson
Lifetime Achievement Award	John Benoit, various LAFCOs, Jurg Heuberger, Imperial LAFCO

2018

Distinguished Service Award	John Withers, Orange LAFCO
Most Effective Commission	Santa Clara LAFCO
Outstanding Commissioner	Margie Mohler, Napa LAFCO
Outstanding LAFCO Professional	George Williamson, Del Norte LAFCO
Outstanding LAFCO Clerk	Elizabeth Valdez, Riverside LAFCO
Outstanding CALAFCO Associate Member	Best Best & Krieger
Project of the Year	Lake LAFCo, water services consolidation
Government Leadership Award	City of Porterville, County of Tulare, Dept. of Water Resources, State Water Resources Control Board, Governor's Office of Emergency Services, Self Help Enterprises, Community Water Center for East Porterville water supply project
Mike Gotch Courage & Innovation in Local Government Leadership Award	Mike Ott, San Diego LAFCO
Legislator of the Year	Assembly Member Anna Caballero
Lifetime Achievement Award	Pat McCormick, Santa Cruz LAFCO, George Spiliotis, Riverside LAFCO

2017

Most Effective Commission	Los Angeles LAFCO
Outstanding CALAFCO Member	Sblend Sblendorio, Alameda LAFCO
Outstanding Commissioner	John Marchand, Alameda LAFCO
Outstanding LAFCO Professional	Paul Novak, Los Angeles LAFCO
Outstanding LAFCO Clerk	Richelle Beltran, Ventura LAFCO
Outstanding CALAFCO Associate Member	Policy Consulting Associates
Project of the Year	County Services MSR, Butte LAFCO, and Santa Rosa Annexation, Sonoma LAFCO
Government Leadership Award	San Luis Obispo County Public Works Dept.
Lifetime Achievement Award	Kathy Rollings McDonald (San Bernardino)

2016

Distinguished Service Award	Peter Brundage, Sacramento LAFCO
Most Effective Commission	San Luis Obispo LAFCO
Outstanding CALAFCO Member	John Leopold, Santa Cruz LAFCO
Outstanding Commissioner	Don Tatzin, Contra Costa LAFCO
Outstanding LAFCO Professional	Steve Lucas, Butte LAFCO
Outstanding LAFCO Clerk	Cheryl Carter-Benjamin, Orange LAFCO
Project of the Year	Countywide Water Study, (Marin LAFCO)
Government Leadership Award	Southern Region of CALAFCO
Lifetime Achievement Award	Bob Braitman (retired Executive Officer)

2015

Mike Gotch Courage & Innovation in Local Government Leadership Award	Yuba County Water Agency
Distinguished Service Award	Mary Jane Griego, Yuba LAFCO
Most Effective Commission	Butte LAFCO
Outstanding CALAFCO Member	Marjorie Blom, formerly of Stanislaus LAFCO
Outstanding Commissioner	Matthew Beekman, formerly of Stanislaus LAFCO
Outstanding LAFCO Professional	Sam Martinez, San Bernardino LAFCO
Outstanding LAFCO Clerk	Terri Tuck, Yolo LAFCO
Project of the Year	Formation of the Ventura County Waterworks District No. 38 (Ventura LAFCO) and 2015 San Diego County Health Care Services five-year sphere of influence and service review report (San Diego LAFCO)
Government Leadership Award	The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency
CALAFCO Associate Member of the Year	Michael Colantuono of Colantuono, Highsmith & Whatley
Legislators of the Year Award	**Assembly member Chad Mayes**
Lifetime Achievement Award	Jim Chapman (Lassen LAFCO) and Chris Tooker (formerly of Sacramento LAFCO)

2014

Mike Gotch Courage & Innovation in Local Government Leadership Award	David Church, San Luis Obispo LAFCO
Distinguished Service Award	Kate McKenna, Monterey LAFCO
Most Effective Commission	Santa Clara LAFCO
Outstanding CALAFCO Member	Stephen Lucas, Butte LAFCO
Outstanding Commissioner	Paul Norsell, Nevada LAFCO
Outstanding LAFCO Professional	Kate McKenna, Monterey LAFCO
Outstanding LAFCO Clerk	Paige Hensley, Yuba LAFCO
Project of the Year	LAFCo Procedures Guide: 50th Year Special Edition, San Diego LAFCO
Government Leadership Award	Orange County Water District, City of Anaheim, Irvine Ranch Water District, and Yorba Linda Water District
Legislators of the Year Award	Assembly member Katcho Achadjian
Lifetime Achievement Award	Susan Wilson, Orange LAFCO

2013

Mike Gotch Courage & Innovation in Local Government Leadership Award	Simón Salinas, Commissioner, Monterey LAFCO
Distinguished Service Award	Roseanne Chamberlain, Amador LAFCO
Most Effective Commission	Stanislaus LAFCO
Outstanding CALAFCO Member	Harry Ehrlich, San Diego LAFCO
Outstanding Commissioner	Jerry Gladbach, Los Angeles LAFCO
Outstanding LAFCO Professional	Lou Ann Texeira, Contra Costa
LAFCO Outstanding LAFCO Clerk	Kate Sibley, Contra Costa LAFCO
Project of the Year	Plan for Agricultural Preservation, Stanislaus LAFCo
Government Leadership Award	Orange County LAFCO Community Islands Taskforce, Orange LAFCO
Legislators of the Year Award	Senators Bill Emmerson and Richard Roth
Lifetime Achievement Award	H. Peter Faye, Yolo LAFCO; Henry Pellissier, Los Angeles LAFCO; Carl Leverenz, Butte LAFCo; Susan Vicklund-Wilson, Santa Clara LAFCO.

2012

Mike Gotch Courage & Innovation in Local Government Leadership Award	Bill Chiat, CALAFCO Executive Director
Distinguished Service Award	Marty McClelland, Commissioner, Humboldt LAFCO
Most Effective Commission	Sonoma LAFCO
Outstanding CALAFCO Member	Stephen A. Souza, Commissioner, Yolo LAFCO and CALAFCO Board of Directors
Outstanding Commissioner	Sherwood Darington, Monterey
LAFCO Outstanding LAFCO Professional	Carole Cooper, Sonoma LAFCO
Outstanding LAFCO Clerk	Gwenna MacDonald, Lassen LAFCO
Project of the Year	Countywide Service Review & SOI Update, Santa Clara LAFCO
Government Leadership Award	North Orange County Coalition of Cities, Orange LAFCO
Lifetime Achievement Award	P. Scott Browne, Legal Counsel LAFCOs

2011

Mike Gotch Courage & Innovation in Local Government Leadership Award	Martin Tuttle, Deputy Director for Planning, Caltrans Mike McKeever, Executive Director, SACOG
Distinguished Service Award	Carl Leverenz, Commissioner and Chair, Butte
LAFCo Most Effective Commission	San Bernardino LAFCO
Outstanding CALAFCO Member	Keene Simonds, Executive Officer, Napa LAFCO
Outstanding Commissioner	Louis R. Calcagno, Monterey LAFCO
Outstanding LAFCO Professional	June Savala, Deputy Executive Officer, Los Angeles LAFCO
Outstanding LAFCO Clerk	Debbie Shubert, Ventura LAFCO
Project of the Year	Cortese-Knox-Hertzberg Definitions Revision Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper, and George Spiliotis
Government Leadership Award	Contra Costa Sanitary District Elsinore Water District and Elsinore Valley Municipal Water District

2010

Mike Gotch Courage & Innovation in Local Government Leadership Award	Helen Thompson, Commissioner, Yolo LAFCO
Distinguished Service Award	Kathleen Rollings-McDonald, Executive Officer, San Bernardino LAFCO Bob Braitman, Executive Officer, Santa Barbara LAFCO
Most Effective Commission	Tulare LAFCO
Outstanding CALAFCO Member	Roger Anderson, Ph.D., CALAFCO Chair, Santa Cruz LAFCO
Outstanding Commissioner	George Lange, Ventura LAFCO
Outstanding LAFCO Professional	Harry Ehrlich, Government Consultant, San Diego LAFCO
Outstanding LAFCO Clerk	Candie Fleming, Fresno LAFCO
Project of the Year	Butte LAFCo Sewer Commission - Oroville Region Municipal Service Review
Government Leadership Award	Nipomo Community Services District and the County of San Luis Obispo
Special Achievement	Chris Tooker, Sacramento LAFCO and CALAFCO Board of Directors

2009

Mike Gotch Courage & Innovation in Local Government Leadership Award	Paul Hood, Executive Officer, San Luis Obispo LAFCO
Distinguished Service Award	William Zumwalt, Executive Officer, Kings LAFCO
Most Effective Commission	Napa LAFCO
Outstanding CALAFCO Member	Susan Vicklund Wilson, CALAFCO Vice Chair Jerry Gladbach, CALAFCO Treasurer
Outstanding Commissioner	Larry M. Fortune, Fresno LAFCO
Outstanding LAFCO Professional	Pat McCormick, Santa Cruz LAFCO Executive Officer
Outstanding LAFCO Clerk	Emmanuel Abello, Santa Clara LAFCO
Project of the Year	Orange LAFCO Boundary Report
Government Leadership Award	Cities of Amador City, Jackson, Ione, Plymouth & Sutter Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project
Legislator of the Year Award	Assembly Member Jim Silva

2008

Distinguished Service Award	Peter M. Detwiler, Senate Local Government Committee Chief Consultant
Most Effective Commission	Yuba LAFCO
Outstanding Commissioner	Dennis Hansberger, San Bernardino LAFCO
Outstanding LAFCO Professional	Michael Ott, San Diego LAFCO Executive Officer Martha Poyatos, San Mateo Executive Officer
Outstanding LAFCO Clerk	Wilda Turner, Los Angeles LAFCO
Project of the Year	Kings LAFCO City and Community District MSR and SOI Update
Government Leadership Award	San Bernardino Board of Supervisors
Legislator of the Year Award	Assembly Member Anna M. Caballero

2007

Outstanding CALAFCO Member	Kathy Long, Board Chair, Ventura LAFCo
Distinguished Service Award	William D. Smith, San Diego Legal
Counsel Most Effective Commission	Santa Clara LAFCO
Outstanding Commissioner	Gayle Uilkema, Contra Costa LAFCO
Outstanding LAFCO Professional	Joyce Crosthwaite, Orange LAFCO Executive Officer
Outstanding LAFCO Clerk	Debby Chamberlin, San Bernardino LAFCO
Project of the Year	San Bernardino LAFCo and City of Fontana Islands Annexation Program
Government Leadership Award	City of Fontana - Islands Annexation Program
Lifetime Achievement	John T. "Jack" Knox

2006

Outstanding CALAFCO Member	Everett Millais, CALAFCO Executive Officer and Executive Officer of Ventura LAFCO
Distinguished Service Award	Clark Alsop, CALAFCO Legal Counsel
Most Effective Commission Award	Alameda LAFCO
Outstanding Commissioner Award	Ted Grandsen, Ventura LAFCO Chris Tooker, Sacramento LAFCO
Outstanding LAFCO Professional Award	Larry Calemine, Los Angeles LAFCO Executive Officer
Outstanding LAFCO Clerk Award	Janice Bryson, San Diego LAFCO Marilyn Flemmer, Sacramento LAFCO
Project of the Year Award	Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; Sacramento LAFCO
Outstanding Government Leadership Award	Cities of Porterville, Tulare, and Visalia and Tulare LAFCO Island Annexation Program
Legislator of the Year Award	Senator Christine Kehoe

2005

Outstanding CALAFCO Member	Peter Herzog, CALAFCO Board, Orange LAFCO
Distinguished Service Award	Elizabeth Castro Kemper, Yolo LAFCO
Most Effective Commission Award	Ventura LAFCO
Outstanding Commissioner Award	Art Aseltine, Yuba LAFCO Henri Pellissier, Los Angeles LAFCO
Outstanding LAFCO Professional Award	Bruce Baracco, San Joaquin LAFCO
Outstanding LAFCO Clerk Award	Danielle Ball, Orange LAFCO
Project of the Year Award	San Diego LAFCO MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCO Member	Scott Harvey, CALAFCO Executive Director
Distinguished Service Award	Julie Howard, Shasta LAFCO
Most Effective Commission Award	San Diego LAFCO
Outstanding Commissioner Award	Edith Johnsen, Monterey LAFCO
Outstanding LAFCO Professional Award	David Kindig, Santa Cruz LAFCO
Project of the Year Award	San Luis Obispo LAFCO Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCO Member	Michael P. Ryan, CALAFCO Board Member
Distinguished Service Award	Henri F. Pellissier, Los Angeles LAFCO
Most Effective Commission Award	San Luis Obispo LAFCO
Outstanding Commissioner Award	Bob Salazar, El Dorado LAFCO
Outstanding LAFCO Professional Award	Shirley Anderson, San Diego LAFCO
Outstanding LAFCO Clerk Award	Lori Fleck, Siskiyou LAFCO
Project of the Year Award	Napa LAFCo Comprehensive Water Service Study
Special Achievement Award	James M. Roddy

2002

Outstanding CALAFCO Member	Ken Lee, CALAFCO Legislative Committee Chair
Most Effective Commission Award	San Diego LAFCO Outstanding
Commissioner Award	Ed Snively, Imperial LAFCO
Outstanding LAFCO Professional Award	Paul Hood, San Luis Obispo LAFCO
Outstanding LAFCO Clerk Award	Danielle Ball, Orange LAFCO
Project of the Year Award	San Luis Obispo LAFCO
Outstanding Government Leadership Award	Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins

2001

Outstanding CALAFCO Member	SR Jones, CALAFCO Executive Officer
Distinguished Service Award	David Martin, Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	H. Peter Faye, Yolo LAFCO
Outstanding LAFCO Professional Award	Ingrid Hansen, San Diego LAFCO
Project of the Year Award	Santa Barbara LAFCO
Outstanding Government Leadership Award	Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council
Legislator of the Year Award	Senator Jack O'Connell

2000

Outstanding CALAFCO Member	Ron Wootton, CALAFCO Board Chair
Distinguished Service Award	Ben Williams, Commission on Local Governance for the 21st Century
Most Effective Commission Award	Yolo LAFCO
Outstanding Commissioner	Rich Gordon, San Mateo LAFCO
Outstanding LAFCO Professional Award	Annamaria Perrella, Contra Costa LAFCO
Outstanding LAFCO Clerk Award	Susan Stahmann, El Dorado LAFCO
Project of the Year Award	San Diego LAFCO
Legislator of the Year Award	Robert Hertzberg, Assembly Member

1999

Distinguished Service Award	Marilyn Ann Flemmer-Rodgers, Sacramento LAFCO
Most Effective Commission Award	Orange LAFCO
Outstanding Executive Officer Award	Don Graff, Alameda LAFCO
Outstanding LAFCO Clerk Award	Dory Adams, Marin LAFCO
Most Creative Solution to a Multi-Jurisdictional Problem	San Diego LAFCO
Outstanding Government Leadership Award	Assembly Member John Longville
Legislator of the Year Award	Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member	Dana Smith, Orange LAFCO
Distinguished Service Award	Marvin Panter, Fresno LAFCO
Most Effective Commission Award	San Diego LAFCO
Outstanding Executive Officer Award	George Spiliotis, Riverside LAFCO
Outstanding Staff Analysis	Joe Convery, San Diego LAFCO Joyce Crosthwaite, Orange LAFCO
Outstanding Government Leadership Award	Santa Clara County Planning Department

1997

Most Effective Commission Award	Orange LAFCO
Outstanding Executive Officer Award	George Finney, Tulare LAFCO
Outstanding Staff Analysis	Annamaria Perrella, Contra Costa LAFCO
Outstanding Government Leadership Award	South County Issues Discussion Group
Most Creative Solution to a Multi-Jurisdictional Problem	Alameda LAFCO and Contra Costa LAFCO
Legislator of the Year Award	Assembly Member Tom Torlakson