

# Calaveras Local Agency Formation Commission

## Regular Meeting Agenda

**MONDAY – April 18, 2016 – 6:00 p.m.**  
at the

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

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### **6:00 PM Regular LAFCo Meeting Items:**

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

##### Commissioners

Anita Paque, Chair, Public Member

Bert Sobon, City Member

Amanda Folendorf, City Member

Cliff Edson, County Member

Michael Oliveira, County Member

Tony Tyrrell, Vice Chair, Special District Member

John Lavaroni, Special District Member

Roark Weber, Public Member Alt.

Debbie Ponte, County Member Alt.

Scott Behiel, City Member Alt.

Don Young, Special Dist. Member Alt.

##### *Staff:*

John Benoit, Executive Officer

Karon Knuist, LAFCO Clerk

Michael Colantuono, LAFCO Counsel

#### **2. Approval of Agenda (Deletions/Additions)**

#### **3. *Consider minutes of February 22, 2016***

*a. Approve February 22, 2016 Minutes*

#### **4. Consent Agenda:**

*a. Review and Authorize Claims for February and March 2016*

## **PUBLIC HEARING**

### **5. Public Hearing regarding the 2016-2017 Proposed Calaveras LAFCo Budget.**

- a. Review, Discuss and consider LAFCo Resolution 2016-0004 adopting a proposed 2016-2017 budget for Calaveras LAFCo.*

### **Bylaw Amendment**

### **6. Introduction of a LAFCo Bylaw amendment thereby adding Section 5.11- Legislative Process Participation to the Calaveras LAFCo Bylaws.**

- a) Review proposed bylaw amendment and place on the next available agenda for adoption.*

### **7. Authorize Staff to enter into an agreement with the California Special District's Association (CSDA) regarding an agency training workshop to be conducted sometime this summer regarding "The Board's Role in Finance and Fiscal Responsibility"**

- a. Review proposed CSDA agreement and authorize staff to expend budgeted funds for this purpose and perform the tasks outlined in the agreement.*

### **8. Review Draft Circulation and Conservation and Open Space Elements and Provide Direction to Staff.**

- a. Review the Calaveras County Circulation and Conservation and Open Space Elements and Provide Direction to Staff Regarding these elements of the Draft Calaveras County General Plan.*

### **9. Report Regarding the CALAFCo Annual Staff workshop (March 30<sup>th</sup> - April 1<sup>st</sup>)**

- a. Report regarding the annual staff workshop.*

### **Executive Officer's report**

- a) LAFCo Clerk resignation*
- b) Special District Member Recruitment - Process*
- c) Resource Conservation District formation status*
- d) CCWD SOI status – Waiting for Maps*

### **10. Commissioners Reports**

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

### **11. Public Comment**

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public

comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

## **12. Adjourn to next regular meeting of May 16, 2016**

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

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

### Public Comment

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

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

### Public Hearings

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

### Agenda Materials

Materials related to an item on this agenda will be available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting.

### Accessibility

The location of this meeting is wheelchair-accessible.

### Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Calaveras LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff at (209) 754-6511

LAFCO Webpage: [www.calaveraslafco.org](http://www.calaveraslafco.org)

Email LAFCO at: [johnbenoit@surewest.net](mailto:johnbenoit@surewest.net)

# Calaveras Local Agency Formation Commission

## Regular Meeting Minutes - Monday February 22, 2016

1. **Call to Order/Pledge of Allegiance/Roll Call** – Order was called by Chair Paque at 6:00pm on Monday February 22, 2016 in the Calaveras County Board of Supervisors Chambers, County Administrative Center, San Andreas California.

### Commissioners Present

Anita Paque, Chair, Public Member  
 Amanda Folendorf, City Member  
 Bert Sobon, City Member  
 John Lavaroni, Special District Member  
 Michael Oliveria, County Member  
 Tony Tyrell, Vice Chair, Special Dist. Member

### Staff Present

John Benoit, Executive Officer  
 Karon Knuist, LAFCO Clerk

### Commissioners Absent

Cliff Edson, County Member

### Others Present

Sign Interpreters

2. **Approval of Agenda: MOTION** by Commissioner Sobon to approve the Agenda as presented, second by Commissioner Tyrell. Motion passed 5 yes, 0 no, 1 absent, 1 abstention.
3. **Selection of a Public Member Alternate for a 4-year term ending in May 2019.** The Commissioners had 3 Letters of Interest in their packets; George Fry, Jack Lynch and Roark Weber. George Fry and Roark Weber each came to the podium to summarize their experience to the Commissioners. Jack Lynch was not present. **MOTION** by Commissioner Sobon to select Roark Weber as the Public Member Alternate serving a 4-year term ending in May 2019, second by Commissioner Tyrell.

Chair Paque call for a Roll Call vote: Amanda Folendorf - Aye; Bert Sobon - Aye, Cliff Edson – Absent, John Lavaroni – Aye, Michael Oliveria – Aye, Tony Tyrell – Aye, Anita Paque – Abstain. Motion passed 5 yes, 0 no, 1 absent, 1 abstention.

4. **Consider Minutes from the January 25, 2016 LAFCo meeting. MOTION** by Commissioner Tyrell to approve the Minutes as presented, second by Commissioner Oliveria. Motion passed 6 yes, 0 no, 1 absent, 0 abstentions.

5. **Consent Agenda: Review and Authorize Claims for January 2016.** **MOTION** by Commissioner Tyrell to approve Claims for January 2016 as presented, second by Commissioner Sobon. Motion passed 6 yes, 0 no, 1 absent, 0 abstentions.
6. **Review letter regarding the Draft Land Use Element and Resource Production Element to the Calaveras County General Plan.** At the January LAFCo meeting, Staff was directed to write a letter to the County regarding LAFCo's comments on the Draft Land Use Element and Resource Production Element in the Calaveras County General Plan.

Chair Paque suggested that the word "consulted" be removed from page 3 under the section LU 6.3.

Chair Paque also suggested adding the word "alternatively" to page 4, between Items #2 and #3 when talking about the "trigger mechanism" because it seems premature to be putting in language about mitigations.

**MOTION** by Commissioner Sobon authorizing Executive Officer Benoit to revise the draft letter with Commissioner's comments, get signature from Chair Paque and send to Calaveras County Planning Commission, second by Commissioner Tyrell. Motion passed 5 yes, 0 no, 1 absent, 1 abstention.

7. **Review MSR and SOI status and set work for FY 2016-2017 initiating Service Reviews and Sphere Studies.** **MOTION** by Commissioner Tyrell to work on the Healthcare, Veterans, Street Lighting, CSD and Cemetery Reviews during the FY 2016-2017. The second was made by Commissioner Lavaroni. Motion passed 6 yes, 0 no, 1 absent, 0 abstentions.
8. **Executive Officer's Report:**
  - a. **County General Plan – Other Elements:** Executive Officer Benoit suggests the Commission read thru and comment on the Public Services Elements and the Safety Elements when they are made available to the public.
  - b. **Special District Member terms expire May 2016:** Executive Officer Benoit will advertise the 3 positions for Special District Members and Alternate. He will also directly contact the County's Special Districts to encourage candidates to apply for the positions opening in May 2016.
  - c. **Resource Conservation District status:** formation of the RCD will be included in the June primary election.

- d. **700 forms are due April 1, 2016:** Executive Officer Benoit reminded the Commissioners that their 700 forms need to be completed and turned in by April 1, 2016.
  - e. **CCWD SOI needs to be completed soon.**
9. **Commissioners Reports:** Chair Paque reported that she will be attending a CALAFCO legislative meeting. One of the topics to be discussed is the push to have JPAs that provide municipal services furnish the local area LAFCo with copies of their agreements so the local LAFCO is aware of their existence. Also, they would like to add language to allow LAFCO packets to be emailed or hand delivered.
10. **Public Comment:** No public comments
11. **Adjournment:** Meeting was adjourned at 6:43p.m. The next scheduled LAFCo meeting will be held Monday April 18, 2016.

Minutes submitted by Karon Knuist.

**DATED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

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Anita Paque, Chair or, Tony Tyrell, Vice Chair  
Calaveras Local Agency Formation

#4

**CALAVERAS LAFCO**  
**LAFCO CLAIM AUTHORIZATION FORM**

for

February and March 2016

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
<b>FY 2016-2017 Expenses:</b>		
March 1, 2016	Staff SVCS & CSA MSR – February 2016	\$ 4,648.37
Feb 22, 2016	Comm Payroll Feb 22, 2016	\$ 350.00
March 2016	Angels Camp 3rd Qtr financials #0178	\$ 900.00
April 1 2016	CCWD SOI and Staff Services March 2016	\$ 5,076.62
TOTAL Jan 2016		\$ 10,974.99

DATED: April 18, 2016

APPROVED: April 18, 2016

\_\_\_\_\_  
Anita Paque, Chair or, Tony Tyrrell, Vice-Chair  
Calaveras Local Agency Formation Commission

Attest:

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

Item	Comm Stipends	Insurance	Communications	Memberships	GenOfficeExp	Postage	copies	Fire&EMS	W & WWSOI	Ex. OFF. Svcs	City Fin Chrg
Account Number	62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060
Total Budgeted	\$ 6,600.00	\$ 1,662.60	\$ 800.00	\$ 785.00	\$ 350.00	\$ 500.00	\$ 2,000.00	\$ 25,000.00	\$ 20,000.00	\$ 42,500.00	\$ 3,600.00
Calafco dues 14-15		\$ (1,623.60)		\$ (785.00)							
SDRMA Insurance 14-15											
Calafco Conf. Regis Sept 2-4											
JB Invoice July 15 Svcs, Mapping, MSR			\$ (39.71)			\$ (19.68)	\$ (56.25)	\$ (6,306.25)		\$ (3,620.00)	
JB Invoice August mapping MSR misc			\$ (39.86)				\$ (10.00)			\$ (3,150.00)	
Tyrrell Conference Costs											
Paque Conference Costs											
Refund Sobon and Oliveira Calafco											
Comm Payroll July 20, 2015	\$ (250.00)										
Comm Payroll Sept 21, 2015	\$ (300.00)										
Staff Svcs Sept 2015			\$ (39.86)			\$ (19.02)	\$ (44.19)	\$ (3,056.25)		\$ (4,245.00)	
Staff Svcs October 2015			\$ (36.97)			\$ (2.94)	\$ (25.00)	\$ (918.75)		\$ (3,787.50)	
Colantuono Highsmith and Whatley											
Calaveras Enterprise RCD Legal Notice											
Angels Camp 1st Qtr Finance #0166											
Comm Stipend 11.16.15	\$ (350.00)										\$ (900.00)
Staff SVCS November 2015			\$ (40.07)			\$ (65.35)	\$ (266.53)	\$ (1,450.00)		\$ (3,620.00)	
Staff SVCS December 2015			\$ (40.06)		\$ (23.33)	\$ (15.68)	\$ (27.00)	\$ (1,450.00)		\$ (2,000.00)	
Calaveras Enterprise RCD Protest/Notice/public member recruitment and CSA hearing											
Union Democrat Pub. Mem. Recruitment											
Valley Springs News Pub Mem recruit											
1.25.16 Calav Payroll	\$ (300.00)										
Staff Svcs January 2016			\$ (40.36)		\$ (74.42)	\$ (25.30)	\$ (114.36)	\$ (2,193.75)	\$ (1,975.00)	\$ (2,120.00)	\$ (900.00)
Angels Camp 2nd Qtr Finances #0175											
2.22.16 Comm Payroll	\$ (350.00)										
Staff SVCS Feb 2016			\$ (40.37)			\$ (52.99)	\$ (103.16)	\$ -	\$ (2,000.00)	\$ (2,376.25)	\$ (900.00)
Angels Camp 3rd Qtr Finances #0178											
Staff Svcs and CCWD Sol Mar 2016			\$ (40.36)			\$ (0.49)		\$ (2,250.00)	\$ (2,250.00)	\$ (2,550.00)	
<b>TOTAL BUDGETED</b>	<b>\$ 5,050.00</b>	<b>\$ 39.00</b>	<b>\$ 442.38</b>	<b>\$ -</b>	<b>\$ 252.25</b>	<b>\$ 298.55</b>	<b>\$ 1,353.51</b>	<b>\$ 9,625.00</b>	<b>\$ 13,775.00</b>	<b>\$ 15,031.25</b>	<b>\$ 900.00</b>
<b>TOTAL REMAINING</b>											



4/8/16

**CALAVERAS**  
**Local Agency Formation Commission**

**DATE:** April 18, 2016  
**TO:** Local Agency Formation Commission  
**FROM:** John Benoit, Executive Officer  
**RE:** Proposed Budget for FY 2016-2017

**Activities**

While LAFCO is mindful of the budget constraints of the City and County the following proposed activity report reflects significant limitations in LAFCO funding for the upcoming fiscal year. The proposed budget carries over an estimated \$121,000 of which \$70,000.00 is designated in the LAFCO General Reserve fund and \$11,931.36 as the LAFCO Contingency leaving \$39,068.64 to be re-budgeted into the FY 2016-2017 LAFCO Budget.

Since the passage of AB-2838, based on the recommendations of the Commission for Local Governance, LAFCO has become an independent agency. Many of the start-up activities have been completed while maintenance activities continue and the mandated Service Reviews and Sphere of Influence updates continuously need updating due to changes in the law and circumstances.

LAFCO contracts with the City to provide financial services for \$3,600.00. Other services provided by Calaveras County are directly billed to LAFCO.

**Budget Justification**

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Costs for the operation of LAFCO were entirely paid by the County including costs for staff time, legal services, miscellaneous office expenses, and insurance. Now both the City and County pay LAFCO costs. These costs have become apparent since LAFCO is independent and not part of a larger county or city department. LAFCO is still required to pay for various costs as an independent agency. The fixed costs are insurance, financial functions, clerk costs, legal notices, public records act, political reform act and Brown Act Compliance.

The line items for Professional Services are proposed to remain the same in the upcoming budget due to fiscal limitations of the Districts, City and County.

In the attached sheet, I have provided a "Proposed" budget based on the costs to provide LAFCO.

***The overall goal of this budget is to conduct LAFCO business in a proactive manner involving the Community and to meet the overall requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost.***

**Summary of the Proposed Budget:**

**Insurance** The estimated cost for LAFCO insurance through the Special Districts Risk Management Authority (SDRMA) is estimated to be \$1,623.60 since SDRMA has indicated insurance rates would not increase this year.

**Communications** LAFCO incurs communications costs (costs for phone and internet). In the past, these costs have been tracked and about \$100.00 per month appeared appropriate. However, LAFCo was spending less so the budget was reduced in recent years and will remain at \$800.00 this year

**Memberships** Dues for Calafco for rural LAFCO's were \$785.00 for FY 2015-2016 Dues for Calafco have been increased to \$840.00 this upcoming year. It is important LAFCO remain in its statewide professional organization and participate in LAFCO issues of common concern and legislation for the benefit of Calaveras LAFCO and its agencies. Being a member of Calafco has become more important than ever to have a voice in proposed legislation of concern to Angels Camp, Districts and Calaveras County.

**Office Expense** This covers copy costs, postage, and publications, which have been reduced in previous years. These expenses are split into 3 budget categories as follows: General Office Expenses at \$350.00, Copies at \$1,500.00, and Postage at \$500.00.

**Executive Officer Services, Clerk Services and Legal Services** I am recommending \$42,500 for this item the same as the past 10 years. This combines the Clerk and Executive Officer into one budget category. Notwithstanding a very complex reorganization (application), controversial service review or sphere of influence or CEQA review for Calaveras LAFCO, this amount should also cover LAFCO administration and clerking costs.

Note: some project related cost overruns relating to an application would normally be fee supported if an augmentation were needed in this category. A project proponent will pay all project related costs including legal costs. The LAFCo fee schedule includes direct cost recovery only.

**File Scanning and Retention** Calaveras LAFCo has generated several files over the years. Calaveras LAFCo adopted a File Retention Policy on November 18, 2013. To implement the policy, the files need to be scanned and placed into electronic format as are files in most county and city departments. This expense is estimated to be \$6,000. In addition, the files will be able to be accessed to the public via LAFCo's webpage. The immediate tasks are to review and dispose of files consistent with LAFCo's adopted Records Retention Policy and to scan and index these files for accessibility to agencies, the public and lafco staff. Once the files are scanned, these files will then be made more accessible. It will be later determined if LAFCo will need to prepare a Microsoft Access database.

**Legal Notices/Publications** I am recommending \$1,000.00 for this item. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the commission and protest hearings, and notices of commissioner openings. Public hearing notices are required for many LAFCO actions.

**Transportation/Travel/Conf. Registration** I am recommending \$4,000.00 for training and \$2,000.00 for travel expense and \$1,500.00 for personal mileage. This amount will provide for a portion of the Executive Officer's attendance at Calafco activities to represent Calaveras LAFCO as well as for Commissioners to attend the Calafco conference in Santa Barbara, California.

Estimated costs for each Commissioner to attend the Calafco Annual Conference on October 28-30<sup>th</sup> in Santa Barbara is approximately \$1,500 per person including transportation, lodging for three nights and conference registration (\$450.00 each). This budget may accommodate attendance by up to 3 Calaveras LAFCO Commissioners.

**Service Reviews and Sphere of Influence Updates:** I am recommending \$20,000 to prepare Service Review updates for CSD's and Healthcare Services and \$19,000 for Spheres of Influence for CSD's and the Healthcare Services Sphere of Influence.

**LAFCO Counsel** The Commission has appointed a LAFCO Counsel. LAFCO has had no threats of Litigation at this time. However, with controversial projects, legal advice will become necessary and the \$2,500 budgeted will be the minimal amount LAFCO should budget the use reserve and (or) contingency funds could be necessary. Two years ago, for example, LAFCO spent \$2,993.66 in this category regarding fire services.

**A-87 / City Finance Costs** The County's cost plan is no longer applicable to LAFCO. As with LAFCO's A-87 charge of \$16,575 five years ago. LAFCO now contracts with the City of Angels for \$3,600 per year for financial services.

**Special District Training** This item is anticipated for training of special districts in matters of governance, finances and district management. This item was eliminated from the budget five years ago due to budget cuts. This year the Commission has chosen to include this type of training in its budget. The amount budgeted is \$5,000 for training costs, room rental and misc. related expenses. Staff also continues to look for opportunities for free training for districts the city and county where there is no or a minimal cost such as the AB-1234 training held in November 2014 and will be required again in 2016.

**Contingency** LAFCO has established a contingency fund equaling approximately 10% more or less of its general operational budget, which is proposed to be \$11,931.36 for this year.

**General Reserve** For FY 2016-2017 the General Reserve is estimated to remain at \$70,000. The purpose of the reserve is to use the funds to comply with state law i.e. preparing LAFCO required MSR's and SOI updates and to provide for a reserve if unanticipated costs arise such as litigation without requiring more funds from the City, Districts and the County.

**Anticipated re-budgeting of funds -** Notwithstanding unexpected expenses for the remainder of this fiscal year; at current expenditure rates the Commission will be able to re-budget approximately \$121,000.00 from the 2015-2016 fiscal year into the 2016-2017 fiscal year including the \$70,000 for the General Reserve and the contingency and funding for the CCWD, CSA and CSD Spheres of Influence.

**Costs to City, the Independent Special Districts and County -** Since 2001, LAFCO costs to the City, Independent Special Districts and the County have been \$78,640.00. This year, the amount was slightly higher at \$77,918.36. This year, the amount proposed is 77,844.96. With increasing state mandates and actions of the Legislature, it is inevitable LAFCO will need raise its budget in future years.

**Recommendation:**

Adopt Resolution 2016-0004 approving a proposed budget for FY 2016-2017.

## **Resolution 2016-0004**

### **Calaveras Local Agency Formation Commission**

#### *Resolution of the Calaveras Local Agency Formation Commission Adopting a Proposed Budget for 2016-2017*

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

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

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2016-2017 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and the Commission's adopted work program;

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

1. That Calaveras LAFCO hereby adopts the attached proposed 2016-2017 proposed budget.
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible. PASSED AND ADOPTED by the Calaveras Local Agency Formation Commission at a regular meeting of said Commission held on April 18, 2016 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 18th day of April 2016.

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Anita Paque, Chair, Calaveras LAFCO

Attest:

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John Benoit, Executive Officer  
Calaveras LAFCO

Calaveras LAFCo  
Proposed Budget 2016-2017

	2012-2013 Budget Adopted Final	2013-2014 Final Budget	2014-2015 Final Budget	2015-2016 Final Budget	Expenses as of 4.1.16	2016-2017 PROPOSED Budget
<b>EXPENDITURES</b>						
<b>SERVICES AND SUPPLIES</b>						
62001 Extra Hire - Commissioners Stipend	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$1,550.00	\$6,600.00
62050 Insurance	\$1,700.00	\$1,716.04	\$1,691.04	\$1,662.60	\$1,623.60	\$1,623.60
62051 Communications	\$1,200.00	\$800.00	\$800.00	\$800.00	\$357.62	\$800.00
62052 <i>Memberships - Calafco</i>	\$741.00	\$758.00	\$769.00	\$785.00	\$840.00	\$840.00
62053 Office Expense - General	\$750.00	\$500.00	\$350.00	\$350.00	\$97.75	\$350.00
62054 Office Expense - Postage	\$1,000.00	\$500.00	\$500.00	\$500.00	\$201.45	\$500.00
62055 Office Expense - Copies	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$646.49	\$1,500.00
62056 Fire and EMS MSR (SOI fy13-14)& CSD-CSA MSR	\$33,000.00	\$18,000.00	\$25,000.00	\$25,000.00	\$15,375.00	\$20,000.00
62057 Prof Services-(CSD-CSA SOI)	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00	\$6,225.00	\$19,000.00
62058 File Scanning and Retention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
62059 Professional Services-Exec. Officer/Clerk	\$42,500.00	\$42,500.00	\$42,500.00	\$42,500.00	\$27,468.75	\$42,500.00
62060 City Finance Charges (formerly A-87)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$2,700.00	\$3,600.00
62061 Legal Notices	\$700.00	\$500.00	\$500.00	\$500.00	\$793.75	\$1,000.00
62062 Training	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$2,084.17	\$4,000.00
489.6 Personal Mileage Reimb	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$640.80	\$1,500.00
62064 Travel Expense	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
62065 Legal Counsel Services and misc Legal Expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$420.00	\$2,500.00
62067 Special Dist. Training	\$0.00	\$0.00	\$5,000.00	\$5,000.00		\$5,000.00
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$123,691.00</b>	<b>\$105,874.04</b>	<b>\$112,710.04</b>	<b>\$119,297.60</b>	<b>\$60,969.38</b>	<b>\$119,313.60</b>
62066 Contingency Fund	\$12,369.10	\$10,587.40	\$11,271.00	\$11,929.76		\$11,931.36
General Reserve Fund	\$100,000.00	\$70,000.00	\$70,000.00	\$70,000.00		\$70,000.00
<b>Services, Contingency and Reserve Total</b>	<b>\$236,060.10</b>	<b>\$186,461.44</b>	<b>\$193,981.04</b>	<b>\$201,227.36</b>		<b>\$201,244.96</b>
Carryover from prior year						
Anticipated Project Revenue	\$162,943.32	\$113,383.06	\$120,909.00	\$120,909.00	\$129,155.16	\$121,000.00
Anticipated Interest	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
Contributions from Governments	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$400.00
	\$70,716.78	\$70,678.38	\$70,672.04	\$77,918.36		\$77,844.96
<b>AMOUNT TO BE APPORTIONED</b>	<b>\$70,716.78</b>	<b>\$70,678.38</b>	<b>\$70,672.04</b>	<b>\$77,918.36</b>		<b>\$77,844.96</b>

## BYLAW Amendment

### 5.11 Legislative Process Participation

1. In situations when a legislative bill affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer, in consultation with Legal Counsel and Chair, is authorized to provide written or email comments communicating the Commission's position.
2. The Chair and Legal Counsel would review the letter or email prior to it being submitted for consideration.
3. The Executive Officer will forward the email or letter to the Commissioners as soon as possible.
4. The item will be discussed at the Commission's next regular meeting.



**California Special  
Districts Association**  
*Districts Stronger Together*

#7

## CSDA and Calaveras County LAFCo Professional Development Opportunity

**Proposal:** 1 total workshops

1 full day workshop (6 hours): CSDA's Special District Leadership Academy Module:  
Board's Role in Finance and Fiscal Accountability

This course will focus on how to develop a method for approving the district's annual budget, communicate budget information to the public, establish financial goals for the district, review district finances, develop and analyze capital improvement plans and reserve guidelines, comprehend the relationship between district finance and district belief and values as set forth in the district mission and strategic goals. This course will focus on how to: develop a method for approving the district's annual budget; communicate budget information to the public; establish financial goals for the district; review district finances; develop and analyze capital improvement plans and reserve guidelines.

**Term:** one event to be completed in July, August or September 2016

**Details:**

CSDA would coordinate the speaker and program including instructor fees and travel costs  
CSDA would coordinate attendee registration and provide an event registration link for distribution  
CSDA would provide attendee name badges  
CSDA and the California Special Districts Alliance would be noted as workshop sponsors and may have a representative on site to give a brief overview of our programs for attendees  
CSDA would promote the workshop with at least one e-mail via its e-mail distribution list to special districts in Calaveras County  
CSDA would create a registration flyer for the purpose of promoting the events. The registration flyer will be distributed by both CSDA and Calaveras County LAFCo for the purpose of generating attendance  
CSDA would be responsible for printing of attendee materials and certificates

Calaveras County LAFCo would secure the workshop facility and cover any potential costs  
Calaveras County LAFCo would ensure that there is projector, screen and laptop available for instructor use  
Calaveras County LAFCo would distribute the registration information to their contacts  
Calaveras County LAFCo would provide at least one staff person on site to assist with registration and help instructor  
Calaveras County LAFCo would provide any additional refreshments if desired



California Special Districts Alliance would provide lunch for attendees

**Cost:** \$5,000 total, \$2,500 within 30 days of acceptance of this agreement and the remainder at the conclusion of the workshop

**Acceptance:**

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Calaveras County LAFCo Representative

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California Special Districts Association Representative

Karon Knuist  
213 Mason Street  
Jackson, CA 95642  
209-418-8478  
karon.knuist@gmail.com

#9

February 25, 2016

John Benoit  
Calaveras LAFCo Executive Director

Dear John,

Please accept this letter as my resignation from my position as Clerk for the Calaveras LAFCo. It has been my pleasure to work for you and the Commissioners. Unfortunately, I have a new position in Folsom and I do not get off of work there until 6:00pm, which will not give me enough time to get to San Andreas.

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Kerry Keeney took over for me at the Angels Camp Business Association and might be a good fit for the position. Her contact information is 209-743-5391, [kerry.keeney@yahoo.com](mailto:kerry.keeney@yahoo.com).

Again, thank you for the opportunity to work for you and the Commissioners, I have enjoyed my time with you.

Sincerely,

Karon Knuist