

CALAVERAS LAFCO

Calaveras Local Agency Formation Commission

Agenda

**THE CALAVERAS COUNTY BOARD OF SUPERVISOR'S ROOM
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CA**

Regular Meeting Agenda

Monday – July 15, 2024 – 6:00 p.m.

In person meeting: Required for all Commissioners.

The complete agenda, including backup materials and 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.

Calaveras LAFCo is inviting you to a scheduled Zoom meeting.

Topic: Calaveras LAFCo

Time: Jul 15, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86554056174?pwd=A04rsAj4DMxsGAH0BVsA0IL3cjaauR.1>

Meeting ID: 865 5405 6174

Passcode: 668805

One tap mobile

+16694449171,,86554056174#,,, *668805# US

+16699006833,,86554056174#,,, *668805# US (San Jose)

Find your local number: <https://us02web.zoom.us/j/86554056174?pwd=A04rsAj4DMxsGAH0BVsA0IL3cjaauR.1>

6:00 PM Regular LAFCo Meeting Items:

1. Roll Call and Pledge of Allegiance:

LAFCO Office Located at: P.O. Box 2694 Granite Bay, CA 95746

Telephone: 707 592-7528

Email j.benoit4@icloud.com

Commissioners

Alternate Commissioners

Kirk Smith, Special District Member
Isabel Moncada, City Member, Chair
Jennifer Herndon, City Member
Amanda Folendorf, County Member
Gary Tofanelli, County Member, Vice-Chair
Tony Tyrrell, Special District Member
Anita Paque, Public Member

Ralph Copeland, Public Member Alt.
Alvin Broglio, City Member Alt.
Jon Dashner, Special Dist. Member Alt.
Jack Garamendi, County Member Alt

Staff:

John Benoit, Executive Officer
Diane Severud, LAFCO Clerk
Michael Colantuono, LAFCO Counsel

2. 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 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. Consider minutes of May 15, 2024

- a. *Approve May 15, 2024 LAFCo Minutes*

4. Consent Agenda:

- a. Review and Authorize Claims for May and June 2024

5. Correspondence:

6. Discussion regarding Bylaw Amendment for months the Election of LAFCo chair and vice-chair will be elected.

- a. **Provide direction to staff.**

i.

7. Calafco Conference Items

1. Calafco Annual Conference Tenaya Lodge Fish Camp Oct 16-18, 2024 Finalize which LAFCo Commissioners and staff will be attending
2. Nomination for the Calafco Board of Directors: County and District Member
3. Nomination of the Voting Delegate to vote and represent Calaveras LAFCO on matters at the Calafco Conference
4. Nomination for Calafco Achievement Awards

8. Executive Officer' s report

9. 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

10. NEXT LAFCO MEETING will be: September 16, 2024 - 6:00 PM in San Andreas

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 tmeasures to be presented to the electorate can be obtained by calling the Fair Political

Practices Commission at (916) 322-5660. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff at (209) 754-6511

LAFCO Webpage: www.calaveraslafco.org

Email LAFCO at: j.benoit4@icloud.com

CALAVERAS COUNTY
LOCAL AGENCY FORMATION COMMISSION
MINUTES

#3

MAY 20, 2024

Commissioners Present:

Kirk Smith, Special District Member
Amanda Folendorf, County Member
Gary Tofanelli, County Member
Jennifer Herndon, City Member
Anita Paque, Public Member

Commissioners Absent:

Isabel Moncada, City Member, Vice-Chair
Tony Tyrrell, Special District Member
Jon Dashner, Special District Member Alternate

Staff Present:

John Benoit, Executive Officer
Diane Severud, LAFCO Clerk

Public Attendees:

Sean Robert (via Zoom)
Holly Philpott (via Zoom)
Ralph Copeland, Special District Alternate Member (via Zoom)

Chair Smith opened the meeting at 6:04 PM

1. Roll Call and Pledge of Allegiance.
2. Election of Chair and Vice-Chair for Fiscal Year for Fiscal Year 2024-2025. Commissioner Herndon asked why elections are at this time of year. Mr. Benoit replied that when the bylaws were adopted a long time ago, it was established. Will have a discussion at the next meeting.
 - a. Elect Chair - City Member
Motion: Paque
Second: Folendorf
Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith
Nays: None

ISABEL MONCADA WAS ELECTED CHAIR FOR THE 2024-25 FISCAL YEAR.

- b. Elect Vice-Chair – County Member
Motion: Paque
Second: Herndon
Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith
Nayes: None

GARY TOFANELLI WAS ELECTED VICE CHAIR FOR THE 2024-25 FISCAL YEAR.

Outgoing Chair Smith handed the gavel to Vice Chair Tofanelli.

- 3. Public Comment.
There were no comments.

- 4. Approval of March 18, 2024 Minutes.

Motion: Smith
Second: Folendorf
Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith
Nayes: None

THE MINUTES OF THE MARCH 18, 2024 MEETING WERE APPROVED.

- 5. Consent Agenda: Authorize Claims for March and April 2024

Motion: Smith
Second: Herndon
Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith
Nayes: None

THE CONSENT AGENDA WAS APPROVED.

- 6. Correspondence. Mr. Benoit informed the Commission that there was a nomination form received for the annual CALAFCo awards.

PUBLIC HEARING: The Public Hearing was opened by Vice Chair Tofanelli at 6:19 PM.

- 7. Union Public Utility District (UPUD) North Area Annexation (file 2024-0001)

- a. Receive Executive Officer's Report and Conduct Public Hearing. Mr. Benoit reported that parcels are to the North of the District boundaries. His recommendation is to approve the SOI amendment and the annexation.

- b. Consider LAFCo Resolution 2024-0004 adopting a Sphere of Influence Amendment for the UPUD.

Motion: Folendorf

Second: Herndon

Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith

Nays: None

RESOLUTION 2024-0004 ADOPTING A SPHERE OF INFLUENCE AMENDMENT FOR UPUD WAS APPROVED.

- c. Consider LAFCo Resolution 2024-0005 approving the annexation of 103.52 acres more or less to the UPUD consisting of two separate areas.

Motion: Folendorf

Second: Herndon

Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith

Nays: None

RESOLUTION 2024-0005 APPROVING THE ANNEXATION OF 103.52 ACRES MORE OR LESS TO THE UPUD CONSISTING OF TWO SEPARATE AREAS WAS APPROVED.

The Public Hearing was closed by Vice Chair Tofanelli at 6:25 PM.

8. Final 2024-2025 LAFCo Budget

- a. Review Executive Officer's report regarding the 24-25 Final LAFCo Budget. Mr. Benoit noted that there have been no changes since the preliminary budget was approved.
- b. Consider Resolution 2024-0006 adopting a final budget for FY 2024-2025

Motion: Paque

Second: Folendorf

Ayes: Herndon, Paque, Tofanelli, Folendorf and Smith

Nays: None

RESOLUTION 2024-0006 ADOPTING A FINAL BUDGET FOR FY 2024-2025 WAS APPROVED.

9. Review MSR and SOI status for Calaveras LAFCo.

Based on dates last updated authorize Staff to begin preparation of updated Cemetery, Veterans Memorial and Street Lighting Districts. Mr. Benoit informed the Commission that in the next FY, there will be a review of all. The last time they were done was approximately 2005.

10. Executive Officer's Report:

- a. Upcoming Projects. Mr. Benoit reported there are no pending reorganizations or annexations at this point.
- b. City of Angels Camp MSR and SOI. The City is working on the MSR and SOI.

- c. CALAFCo Annual Conference. October 16 – 18, 2024 at the Tenaya Lodge in Fish Camp, CA. Commissioners Paque, Tyrell, Smith and Herndon are interested in attending..

11. Commissioners Reports:

- Commissioner Paque announced that the Conference Program Committee is starting to work on the program. Let her know if you have any ideas. Mr. Benoit added he would like to see something about Agricultural lands.
- Commissioner Smith asked about the Federal ruling to restrict taxation; Is it going on the ballot? Also, re: Southern California LAFCo's have resolved some issues and the parties didn't like it so they went to the Legislature to change it. Commissioner Paque Responded that the CALAFCo Legislative Committee monitors these types of things.

Vice Chair Tofanelli adjourned the meeting at 6:55 PM.

NEXT LAFCo MEETING: July 15, 2024 - 6:00 PM in San Andreas

DATE APPROVED:

Gary Tofanelli, Vice Chair

CALAVERAS LAFCO

4

LAFCO CLAIM AUTHORIZATION FORM

for

May and June 2024

Authorize payment of the following claims:

FY 2023-2024 Expenses

May 20, 2024	Commissioner Stipends 5.20.2024	\$ 600.00
June 1, 2024	Staff Svcs May 2024	\$ 6,242.12
July 1, 2024	Staff Svcs June 2024	\$ 3,127.08
	TOTAL	\$ 9,969.20

FY 2024-2025 Expenses

July 1, 2024	Calafco Dues 2024-2025	\$ 1,837.00
July 1, 2024	Calafco Conference Registrations	\$ 4,390.00
July 1, 2024	SDRMA Insurance for 2024-2025	\$ 2,794.86
	TOTAL	\$ 9,021.86

DATED: July 15, 2024

APPROVED: July 15, 2024

Isabel Moncada, Chair or Gary Tofanelli, Vice-Chair
Calaveras Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Item	Comm Stipends	Insurance	Communication	Memberships	SeaOfficeExp	Postage	copies	MSR	SOI	Ex. OFF. Svcs	City Fin Charge	Lgl Notices
Account Number	62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060	62061
Total Budgeted	\$ 6,600.00	\$ 2,919.00	\$ 800.00	\$ 2,336.60	\$ 350.00	\$ 500.00	\$ 1,500.00	\$ 25,000.00	\$ 20,000.00	\$ 47,000.00	\$ 3,600.00	\$ 500.00
Calafco dues 23-24												
SDRMA Insurance 23-24		\$ (2,807.81)										
CALAFco Registration 2023 (4)												
Staff Svcs July 2023	\$ (600.00)		\$ (71.42)		\$ (32.20)		\$ (10.00)			\$ (4,835.42)		
July 17, 2023 stipend												
Streamline WebSite FY 23-24												
Staff Svcs Aug 2023			\$ (71.42)				\$ (10.00)	\$ (1,000.00)		\$ (3,415.60)		
Streamline Website Migration												
Valley Springs News UPUD MSR and SOI												
Payroll 9,18,2023 Calav Lafco	\$ (400.00)		\$ (71.42)				\$ (10.00)	\$ (2,000.00)		\$ (1,877.82)		\$ (16.50)
Staff Svcs Sept 2023			\$ (76.56)				\$ (20.00)			\$ (3,564.40)		
Staff Svcs Oct 2023												
Jennifer Herridon Exp Calafco												
Tony Tyrrell Calafco Conf Reimb												
Calafco Anita Paque Mobile Wksho												
CSDA Renewal Dues 2024												
Comm Payroll Nov 20, 2023	\$ (800.00)						\$ (25.00)			\$ (3,724.00)		
Staff Svcs Nov 2023			\$ (76.56)				\$ (5.00)			\$ (3,404.80)		
Staff Svcs December 2023												
Payroll Jan 22, 2024	\$ (900.00)											
Anita Paque Conf. Reimb 2023												
Staff Svcs Jan 24 24-32			\$ (76.56)				\$ (10.00)		\$ (2,000.00)	\$ (2,286.66)		\$ (18.00)
Valley springs news RCD MSR							\$ (20.00)			\$ (4,729.24)		\$ (18.00)
Staff Svcs Feb 2024 24-34			\$ (121.29)			\$ (0.68)						
Valley Springs News 24-25 Prop Budget												
Payroll 3.18.2024	\$ (800.00)											
Staff Svcs March 2024			\$ (76.76)		\$ (15.51)		\$ (20.00)	\$ (1,788.00)		\$ (800.00)		
Staff Svcs April 2024			\$ (80.68)			\$ (3.48)	\$ (1.00)			\$ (3,179.04)		
VSN Fin Budge and LUPUD Anx-SOI										\$ (4,468.80)		
CHW Legal Re Legal Advice												
Payroll 5.20.2024	\$ (600.00)		\$ (74.68)		\$ (159.00)		\$ (15.00)			\$ (5,899.64)		
Staff Svcs May 2024			\$ (74.68)		\$ (20.00)					\$ (3,032.40)		
Staff Svcs June 2024												

TOTAL EXPENDED	\$ (4,100.00)	\$ (2,807.81)	\$ (948.59)	\$ (1,837.00)	\$ (226.71)	\$ (4.16)	\$ (146.00)	\$ (4,788.00)	\$ (2,000.00)	\$ (45,217.82)	\$ -	\$ (75.00)
TOTAL REMAINING	\$ 2,500.00	\$ 111.19	\$ (148.59)	\$ 499.60	\$ 123.29	\$ 495.84	\$ 1,354.00	\$ 20,212.00	\$ 18,000.00	\$ 1,782.18	\$ 3,600.00	\$ 425.00

CALAFCO



Annual Conference Registration Form Yosemite, California | October 16-18, 2024

For registration by check. To pay by credit card, visit calafco.org
Registration deadline is September 30, 2024

7-1

LAFCo	Received	Check #
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Please submit one form for each person registering

First Name	Last Name	Name (on name tag)
LAFCO/Organization	Title	
Guest Name (for guest/spouse registration)		
Mailing Address	City	Zip
Phone	Attendee's Email	
Emergency Contact Name	Phone	

I would like vegetarian meal/s: Guest/Spouse:

	Early Bird Fee Received by July 31	Standard Fee Received Aug. 1-31	Late Fee Received Sept. 1-15
Member – Full Conference	\$700	\$800	\$830
Non-member – Full Conference	\$975	\$1075	\$1105
Guest/Spouse^ – All Meals	\$550	\$600	\$630
Guest/Spouse^ – Wed Reception/Thur Banquet Only	\$325	\$350	\$380
Member – One Day – Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>	\$455	\$555	\$585
Non-member – One Day – Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>	\$750	\$850	\$880
Mobile Workshop - Wednesday	\$ 95	\$105	\$115
LAFCo 101 (No charge for those with full conference registration. \$75 for all others.)	\$ 75	\$ 75	\$ 75
*OPTIONAL Wednesday Night Dinner	\$ 97	\$ 97	\$ 97
TOTAL REGISTRATION RATE DUE			\$

Payment must accompany registration and must be RECEIVED by the applicable deadlines to qualify for discounts. NO EXCEPTIONS.

Mail completed forms and check made payable to "CALAFCO" to:

CALAFCO
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Hotel rooms start at \$205 per night if booked before September 16, 2024.

To reserve a room at the Tenaya Lodge visit:
<https://bit.ly/2024CALAFCOConference>
or call directly at 866-771-9629 and reference CALAFCO.

^Guests at meals must purchase their meal. Conference registration meals are not transferrable to guests.

- CANCELLATION AND REFUND POLICY**
1. Registrations are considered complete upon receipt of fees.
 2. Cancellation requests made in writing and received by October 1, 2024, are fully refunded, less transaction and handling fees.*
 3. Credits are not issued for any cancellations.
 4. Registration fees are transferable to another person not already registered provided the request is received in writing.* Deadline to transfer registrations is October 11, 2024.
 5. Registration fees for guests and special events are not transferable but are fully refundable, less transaction and handling fees*, if written requests are received by October 1, 2024.
 6. Cancellation requests must be submitted by email to info@calafco.org.
 7. Cancellation requests made after October 1, 2024 are not eligible for a refund.

*\$30 handling fee applies.

Date: May 21, 2024

To: Local Agency Formation Commission Members and
Alternate Members

From: Kenneth Leary, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

RE: Nomination Period Now Open for 2024/2025 CALAFCO Board of Directors

**CALAFCO
2024
ELECTIONS**

The Nomination Period is now open for the fall elections of the CALAFCO Board of Directors for the following seats:

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

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

MONDAY, SEPTEMBER 16, 2024

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, generally virtually. However, strategic plan retreats and other meetings may be scheduled in-person and will alternate around the state. A job description is attached that more fully discusses director responsibilities and time commitment.

Board terms span a two-year period, with no term limits, and any LAFCO commissioner or alternate commissioner is eligible to run for a Board seat.

Elections will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 17, 2024 at the Tenaya Lodge in Fish Camp, California.

Should your Commission nominate a candidate, please return the completed Nomination Form and Candidate's Résumé Form by the deadline. Completed nomination forms and all materials must be RECEIVED by CALAFCO by the deadline.

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

Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Complete nominations received by the September 16th deadline will be included in the Election Committee's Report that will be distributed to LAFCO members. Candidate names will be listed in the report, and on the ballot, in the order nominations are received. The Election Committee Report will be distributed no later than October 3, 2024, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. Ballot requests must also be received no later than Monday, September 16, 2024, with completed absentee ballots due by no later than *Thursday, October 10, 2024*.

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **May 21** – Nomination Announcement and packet sent to LAFCO membership and posted on the CALAFCO website.
- **September 16** – Completed Nomination packet due
- **September 16** – Request for an absentee/electronic ballot due
- **September 16** – Voting delegate name due to CALAFCO
- **October 3** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 3** – Distribution of requested absentee/electronic ballots.
- **October 10** – Absentee ballots due to CALAFCO
- **October 17** - Elections

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

Members of the 2024/2025 CALAFCO Election Committee are:

Kenneth Leary, Committee Chair	Napa LAFCO (Coastal Region)
Bill Connelly	Butte LAFCO (Northern Region)
Kimberly Cox	San Bernardino LAFCO (Southern Region)
Anita Paque	Calaveras LAFCO (Central Region)

To assist you in this consideration, you will find attached for your reference a copy of the CALAFCO Board Member Job Description, the CALAFCO Board of Directors Nomination and Election Procedures and Forms, and the current listing of Board Members and corresponding terms of office.

I sincerely hope that you will consider joining us!

Attachments.



Board Member Job Description

California Association of Local Agency Formation Commissions (CALAFCO)

Member of the Board of Directors

Mission

As a 501(c)(3) nonprofit organization, CALAFCO supports LAFCOs by *promoting efficient and sustainable government services based on local community values through legislative advocacy and education.*

For more information, please see CALAFCO's website at www.calafco.org.

Values

The underlying values that define our organization are: *dependability, efficiency, honesty, and transparency.*

Duties

Board members have the following legal duties:

1. **Duty of Care:** *Ensuring prudent use of all assets including financial, facility, people, and good will.*
2. **Duty of Loyalty:** *Ensuring that the association's activities and transactions are, first and foremost, advancing its mission; Recognizing and disclosing conflicts of interest; Making decisions that are in the best interest of the association and not in the best interest of an individual board member, or any other individual or entity.*
3. **Duty of Obedience:** *Ensuring that the association obeys applicable laws and regulations; follows its own bylaws and policies; and that it adheres to its stated corporate purposes/mission.*

Position

The Board is a governing body and is expected to support the work of CALAFCO by providing mission-based leadership and strategic governance. While day-to-day operations are led by CALAFCO's Executive Director (ED), the Board-ED relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Board Members are tasked with the Leadership, Governance, and Oversight of the association. Responsibilities include, but are not limited to:

- Representing CALAFCO to stakeholders; acting as an ambassador for the organization to regional members and California legislators.

- Approving policies that provide the appropriate authority and guidance for/to the ED in the administration of the organization.
- Serving as a trusted advisor to the ED.
- Participating in strategic planning retreats.
- Reviewing agenda and supporting materials, and communicating question to the Executive Director, prior to board and committee meetings.
- Weighing the organization's outcomes against strategic plan initiatives.
- Approving CALAFCO's annual budget, financial reports, and business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assisting the ED and board chair in identifying and recruiting other Board Members to ensure CALAFCO's commitment to a diverse board and staff that recognizes the differing perspectives among LAFCOs.
- Partnering with the ED and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments, as needed.

Board Terms/Expected Participation

CALAFCO's Board Members are elected during regional caucuses held at the association's annual meeting, and serve two-year terms.

Regular board meetings are held quarterly, special meetings are called as needed, strategic planning retreats are held every two years, committee meetings are called at different times during the year, and legislative canvassing in Sacramento may be needed. Two absences, within a calendar year, from any regularly scheduled board meetings constitutes a resignation of the Board member.

Qualifications

Board Members must be seated LAFCO Commissioners at their local level.

This is an extraordinary opportunity for an individual who is passionate about the importance of the role that LAFCOs play in the sustainable growth of a region, and who has a track record of leadership. His/her accomplishments will allow him/her to interface effectively with the state legislature, as well as attract other well-qualified, high-performing Board Members.

Remuneration

Service on CALAFCO's Board of Directors is without remuneration. Administrative support, travel, and accommodation costs are typically provided by a director's home LAFCO.



Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a CALAFCO regional officer to serve as staff in cooperation with the Executive Director.
- c. Each regional officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCOs across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCO for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCOs listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCO marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFCO, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.
 - v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will

Key Timeframes for Nominations Process

Days*	
120	Nomination announcement
30	Nomination deadline
14	Committee report released

*Days prior to annual membership meeting

distribute the absentee ballots, and the date by which they must be received by the Executive Director.

- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned regional officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the regional officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a regional officer from a region other than their own, as assigned by the Executive Director
- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCO in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCOs requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, 29 April 2011, 11 July 2014, 27 October 2017, 11 May 2018, 24 July 2020, 30 April 2021, 30 July, 2021, and 21 January, 2022. They supersede all previous versions of the policies.

annual meeting.

- d. LAFCO must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCOs voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCOs voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCO, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCOs in good standing by written ballot.
 - 2. Each LAFCO in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.

3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the regional officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. A majority of the total number of LAFCOs in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCO may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO's Four Regions



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCO
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Gary Thompson
Riverside LAFCO
gthompson@LAFCO.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Dawn Longoria
Napa LAFCO
dawn.longoria@napa.lafco.ca.gov

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: José Henriquez
Sacramento LAFCO
henriquezj@sacounty.net

CURRENT BOARD MEMBERS AND TERMS

NAME	REGION	TYPE & TERM
Bill Connelly	Butte <i>Northern</i>	County (2025)
Kimberly Cox	San Bernardino Southern	District (2025)
Rodrigo Espinosa	Merced <i>Central</i>	County (2024)
Yxstian Gutierrez	Riverside Southern	County (2025)
Blake Inscore, Secretary	Del Norte <i>North</i>	City (2024)
Gay Jones, Treasurer	Sacramento <i>Central</i>	District (2024)
Kenneth Leary	Napa Coastal	Public (2025)
Gordon Mangel	Nevada <i>Northern</i>	District (2025)
Michael McGill	Contra Costa <i>Coastal</i>	District (2024)
Derek McGregor	Orange <i>Southern</i>	Public (2024)
Margie Mohler, Chair	Napa <i>Coastal</i>	City (2025)
Anita Paque	Calaveras <i>Central</i>	Public (2025)
Wendy Root Askew	Monterey <i>Coastal</i>	County (2024)
Josh Susman	Nevada <i>Northern</i>	Public (2024)
Tamara Wallace	El Dorado Central	City (2025)
Acquanetta Warren, Vice-Chair	San Bernardino <i>Southern</i>	City (2024)

Date Received



Board of Directors

2024/2025 Nomination Form

(Must accompany the Candidate Résumé Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCO of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

LAFCO Chair

Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 16, 2024** to be considered by the Election Committee.

Send completed nominations to
info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815

Date Received



Board of Directors
2024/2025 Candidate Résumé Form
(Complete both pages)

Nominated By: _____ LAFCO Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCO Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Complete Nomination Packets must be received by **September 16, 2024** to be considered by the Election Committee.

**Send completed nominations to
info@calafco.org**

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



1451 River Park Drive, Ste 185
Sacramento, CA 95815
(916) 442-6536

7-3

NOMINATION OF 2024 CALAFCO VOTING DELEGATE

The Local Agency Formation Commission of the below named county, hereby nominates and names the following Commissioners as its duly authorized voting delegate and alternate for purposes of the 2024 CALAFCO Board of Directors election to be held on Thursday, October 17, 2024, during the CALAFCO Regional Caucus and Annual Meeting in Fish Camp, California.

County Name:

Delegate:

Alternate:

Appointment Authorized by:

Name of individual completing form on behalf of the LAFCo:

Will your delegate or alternate be attending the CALAFCO Annual Conference?

Yes: No:

PLEASE RETURN COMPLETED FORM BY SEPTEMBER 16, 2024 TO:

René LaRoche via email to: rlaroche@calafco.org

Late submissions will NOT be accepted.

Date: May 13, 2024

To: CALAFCO Members
LAFCO Commissioners and Staff
Other Interested Organizations

From: Blake Inscore, Committee Chair
CALAFCO Achievement Awards Committee
CALAFCO Board of Directors

Subject: 2024 CALAFCO Achievement Award Nominations
Period Open



Deadline: Saturday, August 31, 2024

On behalf of the Association, I am pleased to announce that the nomination period for the 2024 CALAFCO Achievement Awards is now open!

Each year, CALAFCO is honored to recognize outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at its Annual Conference Achievement Awards Ceremony. This year's ceremony will be held at the gorgeous Tenaya Lodge just outside Yosemite National Park on October 17th, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who have gone *above and beyond* over the last year to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition based on the criteria outlined.

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

ACHIEVEMENT AWARDS NOMINATION PROCEDURE:

1. 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 between August 18, 2023, and August 15, 2024.
4. Nominations *must be submitted with a completed nomination form*. Please use a separate form for each

nomination. The form is your opportunity to highlight the most important points of your nomination.

5. Nomination *Executive Summaries* must be *limited to no more than 250 words in length*. Nomination *Summaries* must be *limited to no more than 1,000 words or 2 pages in length maximum*. You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee*.
6. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. *Limit supporting documentation to no more than 3 pages*. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee*.
7. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
8. Nominations and all supporting materials must be received no later than Saturday, August 31, 2024. Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer
slucas@buttecounty.net

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

Members of the 2024 CALAFCO Board of Directors Awards Committee

Board Members:

Blake Inscore, Committee Chair (Del Norte LAFCO, Northern Region)
Rodrigo Espinosa (Merced LAFCO, Central Region)
Kenneth Leary (Napa LAFCO, Coastal Region)
Anita Paque (Calaveras LAFCO, Central Region)

Regional Officer Members:

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

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

Attachments:

- Achievement Award categories, nomination and selection criteria
 - Listing of prior Achievement Award recipients
 - 2024 Achievement Award nomination form (separate file)
-



CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA

Every year, CALAFCO recognizes excellence within the LAFCO community, and among the full membership, by presenting *Achievement Awards* at the CALAFCO Annual Conference. Nominations are now open and being accepted until *Saturday, August 31, 2024* in the following categories:

OUTSTANDING CALAFCO VOLUNTEER

Award Summary:

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

Nomination criteria:

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

Selection criteria:

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

OUTSTANDING CALAFCO ASSOCIATE MEMBER

Award Summary:

Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCOs by consistently producing distinguished work that upholds the mission and goals of LAFCOs and has helped elevate the role and mission of LAFCOs through its work. Recipient consistently demonstrates a collaborative approach to LAFCO stakeholder engagement.