

Calaveras LAFCo

Protecting Natural Resources and
Agricultural Lands

Calaveras Local Agency Formation Commission

AGENDA

Regular Meeting

May 18, 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 Vacant

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=Hs4ITLjYlBjQjb8CFRYV7c2XeGUvSY.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=Hs4ITLjYlBjQjb8CFRYV7c2XeGUvSY.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@pccteam.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 March 16, 2026 LAFCo Meeting
- B. Authorize Payment of Claims for March and April 2026

4. Appointment of Public Member and Public Member Alternate

Discussion Possible Action  [Comment](#) [View Item](#)

The term for the Public Member and Public Member Alternate expired on May 1, 2026. In anticipation of the term expiration, the Commission directed staff to notice the vacancies as required. Letter of interest for the positions have been submitted by the existing Public Member Anita Paque and Andrew Keirns. Their letters are attached. Additionally, the Bylaws for appointment of the Public Members are attached for reference as to how the Commission may process the appointments. It is recommended that the Commission determine the desired process, interview or take statements from the candidates, and then consider appointments for each of the two positions starting with the Regular Public Member and then the Alternate Public Member.

- A. Review letters of interest from candidates.
- B. Appoint public members to fill the positions of Public Member and Public Member Alternate for a term ending in May 2030.

5. Final Budget for FY 26-27

Discussion Possible Action  [Comment](#) [View Item](#)

Consider the Final Budget for FY 26-27 with any necessary edits.

- A. Receive staff report and Final Budget for FY 26-27
- B. Conduct Public Hearing
- C. Consider Resolution 2026-0003: Approving the Final Budget for FY 26-27

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

Discussion Possible Action  [Comment](#) [View Item](#)

With the resignation of the LAFCO Clerk, LAFCO is in need of consistent clerking services. Because County Staff is able to seamlessly operate the necessary media in the meeting room, it is recommended that LAFCO consider an agreement with the County for reimbursement for clerking services provided. This item is to review the draft MOU, provide feedback, and potentially delegate signing authority to the Chair and EO once the agreement is finalized by all parties.

- A. Review the draft MOU and provide any edits or comments.
- B. Consider authorizing the Chair and Executive Officer to sign the MOU upon agreement with the County.

7. 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, adding ethics/training/ex parte language, adding public records provisions, expanding Executive Officer and LAFCO Counsel provisions, adding financial administration and fee-waiver language, and updating teleconferencing and conflict-of-interest language. Additionally, proposed edits include an update to the Levine Act/section 84308 language from the old \$250 framework to the current more-than-\$500 threshold

and current contribution-restriction framework, an update to Brown Act teleconferencing references to account for SB 707's reorganization of remote meeting provisions, an update to Public Records Act references to Government Code section 7920.000 et seq., and addition of updated ethics-training language reflecting the 2026 SB 827 changes. The edits for the first half of the Bylaws are for review and feedback only with possible adoption at a future meeting.

A. Review proposed edits and provide feedback.

8. Executive Officer's Report

Discussion  [Comment](#)

9. Commissioner Reports

Discussion  [Comment](#)

10. Adjournment

Next Regular Meeting will be July 20, 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 LAFCo

Protecting Natural Resources and
Agricultural Lands

Calaveras Local Agency Formation Commission **MINUTES**

Regular Meeting

March 16, 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 6:01 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, City Member Scott Behiel, Special District Member Kirk Smith, Special District Member Tony Tyrrell

Staff Present: Jennifer Stephenson, Executive Director Diane Severud, Clerk Holly Philpott, Interpreter Jennifer Larsen, Interpreter Yenni Herschelman, DocAccess

2. Pledge of Allegiance

Led by County Member, Chair Gary Tofanelli

2. **Public Comments**

There were no public comments given.

3. **Consent Agenda**

1. Approval of Minutes for January 26, 2026 LAFCo Meeting

2. Authorize Payment of Claims for January and February 2026

The Consent Agenda was unanimously approved.

Public Member, Vice Chair Anita Paque 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 0 Absent 0 Recused

4. **Consideration of DocAccess Subscription through Streamline**

1. Presentation by Streamline on DocAccess Accessibility Tool

Ms. Stephenson introduced Yenni Herschelman from DocAccess to introduce the program and

explain the fee schedule. Ms. Herschelman explained the laws regarding the requirement to have ADA accessible pdf documents. Below 50,000 population deadline to comply is April 26, 2027. Our current state is 51%, non compliance will trigger a DOJ investigation. Calaveras currently has 4,013 documents that are not accessible. Only documents on the website are required to be ADA compliant. Types of alternative text options were discussed and what is the cause for remediating documents. Translation of documents is part of the accessibility and is currently being reviewed as a revision to the Brown Act. Should there be an issue with pdf documents, DocAccess takes on the responsibility for noncompliance. There was discussion regarding documents that may not be scanned. It is the understanding of staff that all documents have been scanned and once uploaded, the software will do the remediation. This is a service contract and if the contract is not renewed, the accessible transcripts can be downloaded and used. If the translation does not reflect the nuance of the actual discussion, DocAccess takes all responsibility for errors. DocAccess has been in business for over a decade and currently has approximately 3,000 customers. First year is \$3,000 and a one time implementation fee. This year would be \$2,400, cost saving of \$1,000 implementation fee effective in April. The 3% annual increase instead of the standard 5% can be considered. A 25% discount to be lower than the original quote and result in \$2,250 for the first year. The following year would be \$3,000 annually plus 3% (\$90). She will relay our concerns regarding the costs to her team to see if something can be done. Why start now? The California UNRA??? requires accessibility now. There were concerns with committing now, when the City and County have not implemented this yet. If implemented now, the contract can be canceled at any time and there will be a proration returned to the Commission. Ms. Stephenson stated that she is unaware of any other companies that do this that meets both the State and Federal requirements. San Benito LAFCo is currently using this program and Plumas is considering implementation at their next meeting.

There was no public comment.

City Member Scott Behiel motioned to approve. Special District Member Kirk Smith seconded the motion.

The roll call vote:

Aye County Member, Chair Gary Tofanelli Aye Public Member, Vice Chair Anita Paque Aye County Member Amanda Folendorf Aye City Member Kara Scott Aye City Member Scott Behiel Aye Special District Member Kirk Smith Aye Special District Member Tony Tyrrell

2. Consider approval of Streamline agreement for DocAccess subscription.

The contract with DocAccess was approved.

City Member Scott Behiel motioned to approve. Special District Member Kirk Smith seconded the motion.

The motion passed with the following vote:

7 In Favor 0 Opposed
0 Abstained 0 Absent 0 Recused

5. General Liability Insurance for FY 26-27

1. Receive Staff Report on General Liability Insurance Options

No Action

2. Choose Preferred General Liability Insurer for FY 26-27

Ms. Stephenson reviewed the available options for general liability insurance which were SDRMA for \$5,500 annually and Golden State RMA for \$2,582 annually.

No public comment.

Motion not renew CSDA and initiate a contract with Golden State Risk Management Authority.

Special District Member Kirk Smith motioned to approve. City Member Scott Behiel seconded the motion.

The motion passed with the following vote:

7 **In Favor** 0 **Opposed**
0 **Abstained** 0 **Absent** 0 **Recused**

6. **Work Program for MSRs and SOIs for FY 26-27**

1. Review Status of Existing MSRs and SOIs

Ms. Stephenson asked the Commission if there were any SOIs they would like to have reviewed. Commissioner Behiel would like to have Altaville Melones Fire. Ms. Stephenson recommended all the fire districts be reviewed at the same time; however, there are 10 agencies and none have been reviewed since 2014. There has not been much growth in those districts, so there might not be much to do. There was interest in doing them all at once.

2. Provide Feed Back to Staff Regarding Priorities for FY 26-27

Motion to review all fire districts at the same time was approved.

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** 0 **Absent** 0 **Recused**

7. **Proposed Budget for FY 26-27**

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

Ms. Stephenson reported there are very few changes from last year. Insurance was anticipated to go up, but now will go down. CALAFCo membership increase will be offset by the elimination of CSDA membership. She recommends a decrease in the staff services line item of \$3,000 and these changes will be amended based upon approval today. DocAccess will be added to the Staff Service line item. There is a sizable contingency for items that may arise.

2. Conduct Public Hearing

Chair Tofanelli opened the public hearing.

There was no public comment and the public hearing was closed.

3. Consider Resolution 2026-0001: Approving the Proposed Budget for FY 26-27

The Proposed Budget for FY 26/27 was approved with the discussed modifications.

Special District Member Tony Tyrrell motioned to approve. Special District Member Kirk Smith

seconded the motion.

The motion passed with the following vote:

7 **In Favor** 0 **Opposed**
0 **Abstained** 0 **Absent** 0 **Recused**

8. Selection of Updated Calaveras LAFCo Logo/Seal

1. Receive Staff Report.

Ms. Stephenson reviewed the logo options that would give a more cohesive look to all documents and web access.

Commissioner Scott liked #5 or #6, Commissioner Paque liked #1 or #2, Commissioner Smith liked #2, Commissioner Folendorf was in favor of #5 but not #4.

2. Select preferred logo option.

The Commission approved Logo #6. City Member Kara Scott motioned to approve. County Member Amanda Folendorf seconded the motion.

The motion passed with the following vote:

6 **In Favor** 1 **Opposed**
0 **Abstained** 0 **Absent** 0 **Recused**

9. Extension of Finalization of File 2024-0001 UPUD Glanville Annexation

1. Consider Resolution 2026-0002 Extending the Date for Finalization of File 2024-0001: UPUD Glanville Annexation.

An extension until March 2027 of the finalization of File 2024-0001 UPUD Glanville Annexation was approved.

County Member Amanda Folendorf motioned to approve. City Member Scott Behiel seconded the motion.

The motion passed with the following vote:

7 **In Favor** 0 **Opposed**
0 **Abstained** 0 **Absent** 0 **Recused**

10. Outcome of CALAFCO Business Meeting

1. Receive update from staff.

February 23, 2026 the CALAFCO Board held their annual meeting. Currently, each region has four members by type for a total of 16. It was proposed to eliminate the type of seat and therefore allow Executive Officers to sit as voting members totaling 20 members. The Executive Officers could be one of the four for the region. It was approved by a 40-2 vote to make these changes and quarterly updates will be provided.

11. Executive Officer's Report

1. CALAFCO Staff Workshop May 6-8, 2026

Ms. Stephenson reported the 2026 Staff workshop will be held in Pismo Beach where she will be leading a discussion regarding AI and the 2026 Annual Conference will be held in Sacramento, October 21 - 23. She reminded everyone that the Form 700s are due by April 1st.

12. **Commissioner Reports**

Commissioner Smith reported that CSDA has formed a chapter in the county and he has been asked to provide a presentation regarding LAFCo. Commissioner Behiel welcomed Ms. Stephenson to her first solo meeting and stated that he likes the agenda format; however, he'd prefer that the comments he adds on items not be available to the public, as they are there to remind him of questions and comments for the meeting. Chair Tofanelli stated that he does not like the new agenda format and it was noted that he uses an iPad and that might make viewing cumbersome.

13. **Adjournment**

Chair Tofanelli adjourned the meeting at 7:46 PM.

Calaveras LAFCo
LAFCo Claim Authorization Form

For
March and April 2026

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

Mar. 18, 2026	Legal Services	\$ 1,332.50
Apr. 5, 2026	PCA Professional Services (Mar. 26)	\$ 5,676.44
Apr. 17, 2026	CivAssist	\$ 799.00
	Total	\$ 7,807.94

Dated: May 18, 2026
Approved: May 18, 2026

Chair or Vice Chair
Calaveras Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

Colantuono, Highsmith & Whatley, PC
 420 Sierra College Drive, Suite 140
 Grass Valley, CA 95945-5091
 (530) 432-7357

Invoice submitted to:

Jennifer Stephenson, Executive Officer
 Calaveras County LAFCO
 % Policy Consulting Associates
 5050 Laguna blvd., #112-711
 Elk Grove, CA 95758

Invoice Number: 68306
 Invoice Date: December 7, 2025
 Federal EIN: 75-3031545

In reference to: GENERAL COUNSEL SERVICES

File # 33017.0001

Professional Services:

			Hours	Amount
11/14/2025	MGC	REVIEW AGENDA FOR 11/20 AND DRAFT MEMORANDUM TO J. BENOIT REGARDING ATTENDANCE AT SAME	0.10	32.50
11/20/2025	ASU	ATTEND SPECIAL MEETING	1.50	487.50
11/20/2025	MGC	EXCHANGE MEMORANDA WITH A. UHRHAMMER REGARDING CONTRACT FOR EXECUTIVE OFFICER	0.10	32.50
11/21/2025	ASU	EDIT EXEC. OFFICER CONTRACT	1.80	585.00
11/21/2025	MGC	EXCHANGE MEMORANDA WITH A. UHRHAMMER REGARDING CONTRACT FOR NEW EXECUTIVE OFFICER	0.10	32.50
11/24/2025	ASU	EDIT EXEC. OFFICER CONTRACT	0.50	162.50
TOTAL PROFESSIONAL SERVICES			4.10	\$1,332.50

TOTAL CHARGES THIS BILL **\$1,332.50**

Timekeeper Summary

Attorney			Hours	Rate	Amount
MGC	Michael G Colantuono	Shareholder	0.30	\$325	\$97.50
ASU	Amanda S. Uhrhammer	Senior Counsel	3.80	\$325	\$1,235.00

Privileged and Confidential - Do not store with publicly accessible documents

Kennedy Solutions, Inc (CivAssist)

PO Box 163
Redwood Valley, CA 95470 US
jon@civassist.com

INVOICE

BILL TO
Calaveras LAFCo
Calaveras LAFCo
5050 Laguna Blvd Ste 112-711
Elk Grove, CA 95758

INVOICE 1060
DATE 04/07/2026
TERMS Net 30
DUE DATE 05/07/2026

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Agenda & Minute Annual Software Subscription	26/27 FY Annual Subscription	1	799.00	799.00
Account Set-up fee	Waived	1	0.00	0.00

BALANCE DUE

\$799.00

Ways to pay



View and pay

Invoice #CAL-2026-3
Policy Consulting Associates, LLC
 39774 Via Careza
 Murrieta, CA 92563
 (310) 936-2639
 EIN #: 27-2523069

Date: April 5, 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)	2.50	\$65	\$162.50
Diane Severud, Clerk	1.00	\$65	\$65.00
Subtotal			\$5,227.50

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	0.00	\$ 55.00	\$0.00
Melat Assefa, Policy Analyst	0.00	\$ 80.00	\$0.00
Sean Nunes, Research Assistant	0.00	\$ 45.00	\$0.00
Dennis Miller, GIS	0.00	\$ 70.00	\$0.00
Subtotal			\$0.00

Reimbursements

Publishing Costs			\$303.26
Workshop/Registration			\$114.00
Phone and Communications			\$0.00
Office Supplies (folders and labels)			\$0.00
Mileage			\$31.68
Transportation and Travel			\$0.00
Subtotal			\$448.94

Amount Due	\$5,676.44
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

4/5/26

Date

Item Account Number Total Budgeted	Comm Stipends 62001 \$ 6,600.00	Insurance 62050 \$ 2,919.00	Communication 62051 \$ 1,200.00	Memberships 62052 \$ 2,441.00	GenOfficeExp 62053 \$ 1,850.00	Postage 62054 \$ 500.00	copies 62055 \$ 1,500.00	MSR 62057 \$ 25,000.00	SOI 62058 \$ 20,000.00	Ex. OFF. Svcs 62059 \$ 72,000.00	City Fin Charge 62060 \$ 3,600.00
Calafco dues 2025-2026				\$ (1,941.00)							
SDRMA Insurance 2025-2026		\$ (3,278.32)									
Payroll July 21, 2025	\$ (500.00)										
Staff Svcs July 2025			\$ (122.00)		\$ (172.89)		\$ (15.00)		\$ (3,756.40)	\$ (3,000.00)	
Streamline 25-26					\$ (950.00)						
Legal CHW 8#66271											
Conf. Regist Calafco 6 total											
Payroll Aug 18, 2025	\$ (600.00)										
CCCLerk to the BOS Intrepting											
Staff SVCS August 2025			\$ (122.00)				\$ (55.00)		\$ (3,533.96)	\$ (3,118.00)	
Valley Springs News Angels Vets											
Legal CHW #66751											
Payroll Sept 28, 2025	\$ (700.00)										
Gary T Conf lodging reimb											
Staff Svcs Sept 2025			\$ (122.00)		\$ (99.99)		\$ (30.00)		\$ (2,532.80)	\$ (3,000.00)	
Vallley Springs News CCWD & Adams											
Oct 22, 2025 Payroll	\$ (600.00)										
Staff Svcs Oct 2025			\$ (125.00)				\$ (20.00)		\$ (1,969.20)	\$ (5,361.60)	
Legal CHW67650											
Nov 20, 2025 Comm payroll	\$ (800.00)										
Conf Reimb 25 Scott											
Cof Reimb 25 Smith											
Staff Svcs Nov 2025			\$ (125.00)				\$ (25.00)		\$ (2,236.60)	\$ (3,107.20)	
Staff Svcs Dec 2025			\$ (125.00)		\$ (45.00)	\$ (2.44)	\$ (4.00)			\$ (5,320.00)	
CSDA Dues 2026				\$ (750.00)							
Staff Svcs Jan 2026					\$ (35.54)					\$ (5,000.00)	
Staff Svcs JB Jan 2026										\$ (1,137.67)	
Staff Svcs Feb 2026					\$ (1.55)					\$ (5,000.00)	
Staff Svcs Mar 2026										\$ (5,227.50)	
CivAssist											
Legal Services											

Item Account Number Total Budgeted	Lgl Notices 62061 \$ 500.00	Training 62062 \$ 8,000.00	MileReimb 62063 \$ 2,000.00	File Scanning 62058 \$ 6,000.00	Travel 62064 \$ 2,000.00	Legal 62065 \$2,500.00	ipcc.Dist Trai 62067 \$ -	Contingency 62066 \$ 15,861.00	TOTAL BUDGET 174,471.00
Calafco dues 2025-2026									\$ (1,941.00)
SDRMA Insurance 2025-2026									\$ (3,278.32)
Payroll July 21, 2025									\$ (500.00)
Staff Svcs July 2025			\$ (201.60)						\$ (7,267.89)
Streamline 25-26									\$ (959.00)
Legal CHW 8#66271						-877.5			\$ (877.50)
Conf. Regist Calafco 6 total		\$ (4,200.00)							\$ (4,200.00)
Payroll Aug 18, 2025									\$ (600.00)
CCCLerk to the BOS Intrepting								\$ (1,460.49)	\$ (1,460.49)
Staff SVCS August 2025			\$ (100.80)						\$ (6,929.76)
Valley Springs News Angels Vets \$ (24.00)									\$ (24.00)
Legal CHW #66751						-585			\$ (585.00)
Payroll Sept 28, 2025									\$ (700.00)
Gary T Conf lodging reimb									\$ -
Staff Svcs Sept 2025			\$ (100.80)						\$ (5,885.59)
Vallley Springs News CCWD & Ac \$ (24.00)									\$ (24.00)
Oct 22, 2025 Payroll									\$ (600.00)
Staff Svcs Oct 2025		\$ (1,806.10)	\$ (100.80)						\$ (9,382.70)
Legal CHW67650						-292.5			\$ (292.50)
Nov 20, 2025 Comm payroll									\$ (800.00)
Conf Reimb 25 Scott		\$ (1,345.12)							\$ (1,345.12)
Cof Reimb 25 Smith		\$ (1,512.41)							\$ (1,512.41)
Staff Svcs Nov 2025		\$ (257.84)	\$ (100.80)						\$ (5,852.44)
Staff Svcs Dec 2025			\$ (129.50)		\$ (79.28)				\$ (5,705.22)
CSDA Dues 2026									\$ (750.00)
Staff Svcs Jan 2026									\$ (5,035.54)
Staff Svcs JB Jan 2026			\$ (126.87)						\$ (1,264.54)
Staff Svcs Feb 2026			\$ (31.68)						\$ (5,033.23)
Staff Svcs Mar 2026	\$ (303.26)	\$ (114.00)	\$ (31.68)						\$ (5,676.44)
CivAssist				\$ (799.00)					\$ (799.00)
Legal Services					\$ (1,332.50)				\$ (1,332.50)
									\$ -

From: Anita Paque apaque@yahoo.com
Subject: Letter of Interest for Public Member
Date: May 11, 2026 at 4:03 AM
To: Jennifer Stephenson jennifer@pcateam.com



Jennifer Stephenson
Executive Director
Calaveras County LAFCO

Dear Jennifer,

I am interested in being reappointed as the Public Member of Calaveras LAFCO.

As the current public member, and previously the alternate public member, I have performed the duties of the position. I believe it is important to ensure that goals of LAFCO are upheld to protect the residents of Calaveras County.

If reappointed I will continue to fulfill the obligations of a commissioner on LAFCO.

Regards,
Anita Paque

From: Andrew Keirns andrew.keirns@gmail.com 
Subject: Re: LAFCO Public Member Alternate
Date: March 13, 2026 at 2:48 PM
To: jennifer@pcateam.com



Thank you, Jennifer -

+++

Letter of Interest: Calaveras LAFCO Commissioner, Public Member Alternate

Dear Jennifer,

I am writing to express my interest in serving as a commissioner for Calaveras LAFCo, Public Member Alternate. In my time with the U.S. Chamber of Commerce (10 years), I analyzed federal legislation, led stakeholder engagement, and successfully built consensus on complex policy matters. LAFCO's role "to encourage communication and collaborative planning and studies between public agencies" is particularly appealing.

For the past 20+ years, I have been the Director of Business Development at different organizations, developing skills in cross-functional collaboration which led to expanding the organization's footprint with both public and private sector clients. I know how to synthesize multiple stakeholder viewpoints and provide actionable insights. I am also fluent in Spanish and I have an MBA from Santa Clara University (2005).

I am eager to serve as a Public Member because I believe in LAFCO's mission to ensure that changes in local government support quality public services and preserve open space and agricultural land and I would welcome the opportunity to contribute to Calaveras County's future and respectfully request your consideration for this four-year term.

Sincerely,
Andrew Keirns

On Fri, Mar 13, 2026 at 11:47 AM <jennifer@pcateam.com> wrote:

Hi Andrew,

Thank you for your interest in being on LAFCO. Yes, you are eligible as long as you are not an employee or officer of the county, city or a special district.

If you would like to apply for the position, please send me a letter stating why you are interested in the position and a short summary of your experience. The commission will consider it at their May meeting. So please plan to be present at that meeting.

Let me know if you have any questions.

-Jennifer

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.

CALAVERAS LAFCO

EXECUTIVE OFFICER'S REPORT

May 18, 2026

TO: Local Agency Formation Commission
FROM: Jennifer Stephenson, Executive Officer
RE: Final Budget for FY 2026-2027

A “proposed” budget was presented at the March 16, 2026 meeting along with a justification report, which was adopted. Please refer to the Budget Justification Report from the March 16th LAFCo meeting and the proposed budget report for the March 16, 2026 meeting for detail on each of the items below.

SUMMARY OF EXPENSES:

Commission Stipend The Commission recommended a stipend of \$6,600.00. This is adequate to cover Commissioner Stipends for the year, assuming full attendance at six meetings.

Insurance The Commission recommended a change in liability insurance carriers which will result in a reduction of costs from the originally proposed budget of \$3,728 to \$2,600, which is reflected in the Final Budget.

Communications Communications is budgeted at \$1,200.00 this year.

Memberships The Commission recommended in its proposed budget \$2,999.00 for CALAFCO dues and an anticipated increase in CSDA membership costs from \$500.00 to \$1,000; however, the Commission has decided to cancel its CSDA membership with the anticipation of further increases in subsequent years. This reduction is reflected in the Final Budget.

Office Supplies This is a combined budget (copies (\$1,500.00), general (\$3,900.00), postage (\$500.00)). The increase in general expenditures is to accommodate Streamline’s hosting of the website and the new subscription to DocAccess.

Service Reviews and Sphere of Influence updates This item is budgeted at \$25,000 to continue Service Reviews and \$20,000 is to be budgeted to initiate and continue work on Spheres of Influence. This amount has been unchanged for over five years. This is a statutory mandatory activity in this case and LAFCO must update and maintain its Service Reviews.

File Scanning and Retention Because files have been substantially scanned, a reduced budget of \$4,000 is proposed for file scanning and retention of files for FY 2026-2027.

Professional Services Commission Clerk and Executive Officer: Professional Services include two categories: Executive Officer and Clerk at \$69,000.00. Notwithstanding a very complex reorganization or incorporation project for Calaveras LAFCO, this amount should cover LAFCO administration and non-complex project processing.

City of Angels Finance Charges \$3,600 is to be budgeted for this activity in accordance with LAFCO's agreement with the City of Angels Camp.

Legal Notices/Publications The Commission recommended in its proposed budget \$500.00 for legal notices.

Training and Travel Expense: The Commission recommended in its proposed budget a combined budget of \$10,000 for these items. This includes miscellaneous mileage, the CALAFCO Annual Conference, Staff training and the annual staff workshop. The CALAFCO conference this year is in Sacramento, from October 21 through October 23. It is anticipated to cost approximately \$2,000 per person including transportation, lodging, and conference registration. This budget is adequate to send 5 persons to the Conference as well as a portion of the Executive Officer's attendance.

Personal Mileage Reimbursement This category is for reimbursement for mileage incurred in the course of business (\$2,000.00).

Legal Counsel LAFCO has been relatively successful in not requiring extensive legal advice in the past several years. LAFCO had a lawsuit in the late 1990's, which has resulted in a substantial costs for LAFCO for legal services. LAFCO has a proposed budget of \$2,500 for this item. It is anticipated additional legal costs will be paid by project proponents, as necessary. If it is a LAFCo initiated action, the districts, the City and the County will ultimately be required to pay the costs.

Special District (Agency) Training No funds are allocated to this item for FY 26-27.

Contingency/Reserve The contingency/reserve funds are proposed to total \$115,489.00 this year per Commission Policy. Any carryover funds exceeding \$140,000 will be placed back into the Reserve Fund.

The amount to be apportioned between the City, Districts and the County is proposed to be \$101,988.90 next year or \$33,996.30 each for the City, County and Special Districts.

Recommendation:

- a. Review, discuss, amend, and consider the Final Budget. A budget justification report for FY 26-27 was prepared by staff for the adopted proposed budget on March 16, 2026.
- b. Adopt LAFCO Resolution 2026-0003 approving the final LAFCo budget.

Resolution 2026-0003

of the

Calaveras Local Agency Formation Commission

Resolution of the Calaveras Local Agency Formation Commission Adopting a Final Budget for 2026-2027

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

WHEREAS, the Commission has prepared a proposed budget for public review which was adopted on March 16, 2026; and,

WHEREAS, the Executive Officer has prepared a final budget including estimated budgeted carryovers; and

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2026-2027 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;

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

1. Notwithstanding item 3 below, that Calaveras LAFCO hereby adopts the attached final 2026-2027 budget service and supplies appropriation of \$154,899.00 as shown in Exhibit "A"
2. That Calaveras LAFCO hereby establishes a contingency fund of \$15,489.90 for FY 2026-2027.
3. LAFCO hereby allocates \$115,489.90 for its general reserve fund plus any unrestricted carryover funds from the previous fiscal year.
4. Directs the Executive Officer to transmit the final budget to the County Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
5. The Commission desires to retain any and all carryover funds to fund future Municipal Service Reviews, special projects, legal expenses, its reserve fund and Spheres of Influence projects as provided for in G.C. Code Section 56381.

6. Request the Auditor collect the funds as required in Section 56381 of the government code and apportion \$101,988.90 between the City, the Special Districts and the County for the operational costs of LAFCO. In the event of non-payment of LAFCO funds by any entity subject to the LAFCO's apportionment, the Commission hereby requests and authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.

PASSED AND ADOPTED by the Calaveras Local Agency Formation Commission at a regular meeting of said Commission held on May 18th, 2026 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 18th day of May 2026.

Gary Tofanelli, Chair, Calaveras LAFCO

Attest:

Jennifer Stephenson, Executive Officer
Calaveras LAFCO

Calaveras LAFCo
Final 26-27 LAFCo BUDGET
Exhibit A

	2023-2024 Final Budget	2024-2025 Final budget	2025-2026 Final budget	2026-2027 Proposed budget	2026-2027 Final budget
EXPENDITURES					
SERVICES AND SUPPLIES					
62001 Extra Hire - Commissioners Stipend	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00
62050 Insurance	\$2,919.00	\$2,919.00	\$2,919.00	\$3,728.00	\$2,600.00
62051 Communications	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$1,200.00
62052 Memberships - Calafco CSDA	\$2,336.60	\$2,386.40	\$2,441.00	\$2,999.00	\$1,999.00
62053 Office Expense - General	\$350.00	\$350.00	\$1,850.00	\$3,900.00	\$3,900.00
62054 Office Expense - Postage	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
62055 Office Expense - Copies	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
62056 Service Reviews	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
62057 Spheres of Influence	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
62058 File Scanning and Retention and Mapping	\$6,000.00	\$6,000.00	\$6,000.00	\$4,000.00	\$4,000.00
62059 Professional Services-Exec. Officer/Clerk	\$47,000.00	\$72,000.00	\$72,000.00	\$69,000.00	\$69,000.00
62060 City Finance Charges (formerly A-87)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
62061 Legal Notices	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
62062 Training	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
489.6 Personal Mileage Reimb	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
62064 Travel Expense	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
62065 Legal Counsel Services and misc Legal Expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
62067 Special Dist. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SERVICES AND SUPPLIES	\$131,605.60	\$156,655.40	\$158,610.00	\$157,027.00	\$154,899.00
62066 Contingency Fund	\$13,160.56	\$15,665.54	\$15,861.00	\$15,702.70	\$15,489.90
General Reserve Fund	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Services, Contingency and Reserve Total	\$244,766.16	\$272,320.94	\$274,471.00	\$272,729.70	\$270,388.90
REVENUE AND CARRYOVERS					
Est. Carryover from prior year	\$142,000.00	\$169,500.00	\$172,000.00	\$166,000.00	\$166,000.00
Anticipated Project Revenue	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Anticipated Interest	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
TOTAL Revenue and Carryover	\$144,400.00	\$171,900.00	\$174,400.00	\$168,400.00	\$168,400.00
Difference between Total Rev and carryover and budget	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70	\$101,988.90
Contributions from Governments	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70	\$101,988.90
AMOUNT TO BE APPORTIONED	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70	\$101,988.90
City of Angels Camp	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57	\$33,996.30
County of Calaveras	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57	\$33,996.30
Independent Spec. Districts	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57	\$33,996.30

ADOPTED:
LAFCo Resolution 2026-0003

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALAVERAS COUNTY
AND
LOCAL AGENCY FORMATION COMMISSION OF CALAVERAS COUNTY**

This Memorandum of Understanding ("MOU") is made and entered into as of the ____ day of _____, 20__ (the "Effective Date"), by and between the Local Agency Formation Commission of Calaveras County ("LAFCO") and the County of Calaveras, a political subdivision of the State of California (the "County"). LAFCO and the County are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, LAFCO is a public agency established pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Government Code Section 56000 et seq.; and

WHEREAS, LAFCO requires clerk services to support the LAFCO Commission in conducting its business and maintaining its records; and

WHEREAS, the County employs staff who possess the necessary skills, experience, and capacity to provide such clerk services to LAFCO; and

WHEREAS, LAFCO desires to engage the County's Clerk of the Board Office to provide clerk services to LAFCO; and

WHEREAS, the County is willing to provide such services on the terms and conditions set forth in this MOU; and

WHEREAS, the Parties recognize the benefits of interagency cooperation and the efficient use of public resources.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

PURPOSE AND SCOPE

1. The purpose of this MOU is to establish the terms and conditions under which the County will provide clerk services to LAFCO.
2. This MOU sets forth the Parties' respective roles, responsibilities, and obligations with respect to the provision of clerk services.

TERM

3. This MOU will become effective on the Effective Date and will continue in effect for a period of one (1) year, unless earlier terminated in accordance with this MOU.
4. This MOU may be renewed for additional one-year terms upon the written agreement of both Parties.

SERVICES TO BE PROVIDED

5. The County will provide the services of its Clerk of the Board Office to function as the clerk for LAFCO (the "Clerk Services").
6. Clerk Services include, without limitation:
 - a. Attending all regular and special meetings of LAFCO.
 - b. Preparing and posting meeting agendas in compliance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.).
 - c. Preparing and making available agenda packets and other meeting materials reasonably necessary for LAFCO meetings.
 - d. Recording the proceedings of LAFCO meetings.
 - e. Preparing and posting minutes of LAFCO meetings.
 - f. Maintaining the official records of LAFCO actions to the extent such records are within the custody of the Clerk of the Board Office.
 - g. Providing administrative support during LAFCO meetings.
 - h. Performing other duties as may be required by law or as directed by the LAFCO Commission or the LAFCO Executive Officer, within the scope of Clerk Services.
 - i. Any services requested by LAFCO that are beyond the Clerk Services described above ("Additional Services") are subject to availability as determined by the Clerk of the Board Office and will be compensated in accordance with the Compensation section and Exhibit A.

COMPENSATION

7. LAFCO will pay the County for Clerk Services at the applicable hourly overtime rate for the County staff member(s) providing the Clerk Services, as set forth in Exhibit A.
8. If the County provides Additional Services, LAFCO will compensate the County at the applicable hourly rate set forth in Exhibit A, unless the Parties agree in writing to a different rate for such Additional Services.
9. LAFCO will reimburse the County, at actual cost, for related out-of-pocket expenses reasonably incurred in providing services under this MOU, including copying and postage, provided such expenses are supported by reasonable documentation.
10. The County will invoice LAFCO quarterly for services provided. Each invoice will include: (a) the dates of LAFCO meetings attended; (b) the applicable hourly rate(s) and hours worked, with a brief description of any Additional Services; (c) documentation supporting any reimbursable expenses; and (d) the total amount due.
11. LAFCO will pay each undisputed invoice within thirty (30) days after receipt.
12. If LAFCO disputes any portion of an invoice, LAFCO will notify the County in writing within fifteen (15) days after receipt of the invoice, describing the basis for the dispute in

reasonable detail. The Parties will work in good faith to resolve the dispute promptly. LAFCO will timely pay any undisputed portion of the invoice in accordance with this section.

RELATIONSHIP OF PARTIES

13. All County staff providing services under this MOU (“County Staff”) will remain employees of the County at all times. The County is solely responsible for payment of County Staff salaries, benefits, workers’ compensation insurance, and all other employment-related costs.
14. Nothing in this MOU will be construed to create an employer-employee relationship between LAFCO and any County Staff.
15. The County will retain administrative and supervisory control over County Staff. However, when providing Clerk Services to LAFCO, County Staff will coordinate with and take functional direction from LAFCO and the LAFCO Executive Officer regarding LAFCO business.

COORDINATION AND COMMUNICATION

16. The LAFCO Executive Officer and the County Administrative Officer, or their designees, will serve as the primary points of contact for matters related to this MOU.
17. The LAFCO Executive Officer will provide the Clerk of the Board Office with reasonable advance notice of all LAFCO meetings and any changes to the meeting schedule.
18. The Parties will communicate as reasonably necessary to support the effective provision of Clerk Services and to address issues that may arise.

INDEMNIFICATION

19. To the extent permitted by law, LAFCO will defend, indemnify, and hold harmless the County and its officers, agents, and employees from and against claims, demands, damages, liabilities, costs, and expenses (including reasonable attorneys’ fees) arising out of or resulting from the negligent acts or omissions or willful misconduct of LAFCO in connection with this MOU, except to the extent caused by the negligence or willful misconduct of the County.
20. To the extent permitted by law, the County will defend, indemnify, and hold harmless LAFCO and its officers, agents, and employees from and against claims, demands, damages, liabilities, costs, and expenses (including reasonable attorneys’ fees) arising out of or resulting from the negligent acts or omissions or willful misconduct of the County in connection with this MOU, except to the extent caused by the negligence or willful misconduct of LAFCO.
21. The indemnification obligations in this section will survive termination or expiration of this MOU.

CONFIDENTIALITY

22. To the extent permitted by law, County Staff will maintain the confidentiality of non-public information and records to which County Staff may have access as a result of providing services to LAFCO.
23. Nothing in this MOU is intended to, nor will it, limit either Party's obligations under the California Public Records Act or any other applicable law regarding disclosure of public records.

TERMINATION

24. Either Party may terminate this MOU for convenience upon thirty (30) days' written notice to the other Party.
25. Either Party may terminate this MOU for cause by written notice if the other Party materially breaches this MOU and fails to cure the breach within fifteen (15) days after receipt of written notice describing the breach in reasonable detail.
26. Upon termination, the Clerk of the Board Office will promptly return to LAFCO all LAFCO records, documents, and materials in its possession, custody, or control, except to the extent retention is required by law.
27. Upon termination, LAFCO will pay the County for services performed and authorized reimbursable expenses incurred through the effective date of termination.

MODIFICATION

28. This MOU may be amended only by a written instrument executed by both Parties.
29. Any amendment will be attached to this MOU and incorporated by reference.

DISPUTE RESOLUTION

30. The Parties will attempt in good faith to resolve any dispute arising under this MOU through informal discussions between their designated points of contact.
31. If the dispute is not resolved within a reasonable time, either Party may request non-binding mediation by a mutually acceptable mediator, with mediation costs shared equally unless otherwise agreed in writing.
32. If mediation is unsuccessful, either Party may pursue any remedies available at law or in equity.

NOTICES

33. All notices required or permitted under this MOU will be in writing and will be deemed given (a) upon personal delivery; (b) upon receipt if sent by email with confirmation of receipt; or (c) three (3) business days after deposit in the United States mail, postage prepaid, certified mail (return receipt requested), addressed as set forth below (or to such other address as a Party may designate by notice).

To LAFCO:

To LAFCO:

Executive Officer
Calaveras Local Agency Formation Commission
5050 Laguna Blvd 112-711
Elk Grove, CA 95758
jennifer@pcateam.com

To County:

County Administrative Officer
County of Calaveras
[Address]
[City, State, ZIP]
[Email]

Either party may change its address for notices by providing written notice to the other party.

GENERAL PROVISIONS

34. **Entire Agreement.** This MOU constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written.
35. **Severability.** If any provision of this MOU is held to be invalid, illegal, or unenforceable, the remaining provisions will remain in full force and effect.
36. **Waiver.** No waiver by either Party of any breach will be deemed a waiver of any subsequent breach. A waiver will be effective only if in writing and signed by the waiving Party.
37. **Governing Law.** This MOU will be governed by and construed in accordance with the laws of the State of California.
38. **Venue.** Any action arising out of this MOU will be brought in a court of competent jurisdiction in Calaveras County, California.
39. **Counterparts; Electronic Signatures.** This MOU may be executed in counterparts, each of which will be deemed an original, and all of which together will constitute one and the same instrument. Signatures transmitted electronically (including by PDF) will be deemed original signatures for all purposes.
40. **Authority to Execute.** Each person executing this MOU represents and warrants that they have full authority to execute this MOU on behalf of the Party for whom they sign.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the Effective Date.

LOCAL AGENCY FORMATION COMMISSION OF CALAVERAS COUNTY

By: _____
Chair, LAFCO

Date: _____

ATTEST:

LAFCO Executive Officer

COUNTY OF CALAVERAS

By: _____
Chair, Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

LAFCO Counsel

County Counsel

Exhibit A
County Staff Hourly Overtime Wages
May 11, 2026

[To be added]

**Calaveras Local Agency Formation Commission
LAFCO Bylaws updated September 16, 2024**

**CALAVERAS
LOCAL AGENCY
FORMATION COMMISSION
(LAFCO)**

BYLAWS UPDATE
Proposed Edits May 18, 2026

Adopted September 16, 2024

Resolution 2024-0007

Calaveras Local Agency Formation Commission
LAFCO Bylaws updated September 16, 2024

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**Calaveras Local Agency Formation Commission
LAFCO Bylaws updated September 16, 2024**

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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 policies and procedures established by the State Legislature in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 and 57000 et seq. of the California Government Code, the primary function of California LAFCOs is to encourage the orderly growth, discouraging urban sprawl, preserving open space and prime agricultural lands and efficiently extending governmental services. LAFCO's responsibilities include review of and action on proposals for 1) formation of new local public agencies, 2) change in boundaries of existing local agencies, and 3) other changes in organization of local agencies, such as consolidations. In making such determinations, LAFCO's efforts are directed to encouraging the efficient and economic delivery of public services, while protecting other important state interests such as the preservation of agricultural and open-space lands.~~

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, Sections 56000 and 57000 et seq. of the California Government Code, as amended (hereinafter referred to as "The LAFCO Act"). In any conflict between provisions of the LAFCO Act and these Bylaws, the former shall prevail.~~

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 the Calaveras LAFCO shall be provided through a combination of application fees and charges and appropriations from general tax revenue of Calaveras County and its special districts and cities as requested by the Commission in accordance with the LAFCO Act.~~

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 Camp, 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 Camp 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 to initiate, review and approve or disapprove with or without amendment, wholly, partially, or conditionally, proposals for changes of organization or reorganization are as stated in the LAFCO Act, Sections 56000 and 57000 et seq. of the California Government Code and the making of studies to further the mission of LAFCO~~

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

~~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 to the Commission a proposed budget for review at the Commission's March meeting, but not later than May 1st. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget before May 1st and adopt a proposed budget at that meeting. The Commission shall adopt its final budget after noticed public hearing before June~~

- ~~15th. When the Commission has finalized the budget, the Executive Officer shall promptly send it to the County Auditor and City and County Administration.~~
- 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 Camp, each independent special district subject to LAFCO apportionment, and the County Auditor-Controller.

~~The Commission may at any time and at its own discretion modify its approved budget.~~

- 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.
- ~~e) The LAFCO Executive Officer shall be responsible for managing the day-to-day business of the Commission and for directing expenditures for that purpose within the guidelines established by the adopted budget. This responsibility shall include the power to enter into contracts on behalf of the Commission, provided that the Executive Officer shall obtain the concurrence of the Chair and consult with Staff Counsel prior to entering into any contract outside the scope of day-to-day business, including contracts for attorney, consultant, or other professional services. Staff shall promptly notify the members of the Commission regarding establishment of contracts entered into on the Commission's behalf.~~
- ~~d)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.~~

3.2 Budgeting Policies

3.2.1 Work Program

1. 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) ~~a.~~ Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere of Influence Plans.
- b) ~~b.~~ Anticipated Projects.
- c) ~~c.~~ Efficient delivery of LAFCO services to the Community.

3.2.2 Budget Consistency

~~2. LAFCO's budget for the next fiscal year shall normally be set a level that allows the agency to complete the essential tasks of the approved work program. If the Commission determines that it cannot fund the work program, the commission shall eliminate or modify items in the work program to reflect the reductions in funding prior to approval of the reduced budget. The proposed and final budget shall be equal to or greater than 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 its purposes and programs as required by the LAFCO Law. (56381).~~

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

~~3. When feasible, LAFCO shall re-budget carryover from the prior fiscal year to reduce costs to the funding agencies. Alternatively, LAFCO may wish to use carryover monies to fund a General Reserve Fund. Appropriations and Expenditures from the General Reserve Fund shall require Commission approval.~~

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.

Commented [JS1]: Formalization of current practice.

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 agenda meeting unless a more specific fee policy applies.

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 approved travel, training, conferences, mileage, lodging, meals, and incidental expenses, consistent with Government Code Sections 53232.2 and 53232.3 and any Commission-adopted reimbursement policy. Alcoholic beverages are not reimbursable. 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 [J52]: Commission may wish to consider more detailed policy.

4. Commission Organization

4.1 Composition

~~Calaveras LAFCO shall consist of seven regular voting commissioners and four alternate members, as explained in detail below. All commissioners must be residents of the County.~~

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 Camp

~~Two Commissioners shall be appointed by the City of Angels from among its City Council members. The City shall also appoint an alternate City member in the same manner as it appoints a regular city member.~~

Two Commissioners shall be appointed from among the members of the City Council of the City of Angels Camp 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 shall be appointed from the general public by vote of the other six regular (voting) members of the Commission. (See Appendix 2 for the Public Commissioner Selection Process.) The Commission shall also appoint an alternate public member who shall be selected in the same manner as the regular public member. Neither the regular nor the alternate public member may be an officer or employee of a city, the County, or a district having territory within the County, as provided by Section 56331 of the LAFCO Act.~~

One Commissioner representing the general public shall be appointed by the other regular voting members of the Commission. The Commission shall 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 Camp, 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**

~~Independent Special Districts shall elect two regular Commission members from among their governing board members. Independent Special Districts shall also appoint an alternate member in the same manner as its regular members. Regular Independent Special District members shall be appointed for four-year staggered terms.~~

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 or disqualifies himself or herself from voting on a matter before the Commission.~~

b)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.

~~e)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 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.~~

4.4 Terms of Office

~~a) Unless other arrangements are made by the appointing authority, each member shall serve single or multiple term(s) of office for four years each, terms shall expire on the first Monday in May in the year in which the term of the member expires. A member may continue in office after expiration of his or her term until the appointment and seating of a successor.~~

b)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.

~~Any member may be removed at any time and without cause by the body appointing that member. If a member who is a city, special district or county~~

~~ceases to hold that position during his or her term, that member's seat on the Commission shall thereafter be considered vacant for any reason, or if the member was a public member who becomes an officer or employee of a city, the County, or a district having territory within the County.~~

e)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.

e)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) ~~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 and alternate members will be reimbursed, for reasonable meal expenses as determined by the Commission, on occasions when a Commission meeting must be recessed for a meal break.

Commented [JS3]: Is this still relevant?

4.8 Financial Disclosure

- a) ~~LAFCO members and alternate members are subject to the requirements of the California Fair Political Practices Commission, including annual filing with the Calaveras County Elections Office of the Statement of Economic Interests (Form #700) before April of each year. The Calaveras Local Agency Formation Commission Conflict of Interest Code is attached to these Bylaws and incorporated herein as Appendix 3.~~
- b) 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.
- c) 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 or other training required by law or Commission policy.

- a)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.

4.9 — The Executive Officer

4.10 Executive Officer and Legal Counsel

~~a) — The Executive Officer of the Commission shall attend all meetings of the Commission, conduct and perform the day-to-day business of the Commission, and maintain a record of all of its proceedings as required by law.~~

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 shall prepare an agenda for each meeting. The agenda shall include those matters addressed to the Commission requiring its action and all matters that have previously been set for hearing at such meeting provided that the filing deadlines of Section 5.3(c) of these rules shall apply.~~

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 of the time set for any special meeting.~~

~~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 Executive Officer shall be responsible for conducting all protest hearings on behalf of the Commission pursuant to Part 4 of Division 3 of Title 5 (commencing with section 57000) of the Government Code.~~

~~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 and other documents required to be filed with the Commission on any proposal under Division 3, Title 5 (commencing with section 56000) of the Government Code shall be filed with the Executive Officer of the Commission.~~

~~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.~~

~~a)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.~~

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