

Calaveras LAFCo

Protecting Natural Resources and
Agricultural Lands

Calaveras Local Agency Formation Commission

AGENDA

Regular Meeting

March 16, 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

Time: Jan 26, 2026 06:00 PM Pacific Time (US and Canada)

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 January 26, 2026 LAFCo Meeting
- B. Authorize Payment of Claims for January and February 2026

4. Consideration of DocAccess Subscription through Streamline

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

Receive presentation from Streamline and consider adding accessibility tool to Streamline subscription for \$200 per month.

- A. Presentation by Streamline on DocAccess Accessibility Tool
- B. Consider approval of Streamline agreement for DocAccess subscription.

5. General Liability Insurance for FY 26-27

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

Discuss options for insurance in future years given planned increases to CSDA membership fees over the next few years.

- A. Receive Staff Report on General Liability Insurance Options
- B. Choose Preferred General Liability Insurer for FY 26-27

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

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

Developing a work program for FY 26–27 is recommended to help inform the Proposed Budget for FY 26–27.

- A. Review Status of Existing MSRs and SOIs
- B. Provide Feed Back to Staff Regarding Priorities for FY 26-27

7. Proposed Budget for FY 26-27

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

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

- A. Receive staff report and Proposed Budget for FY 26-27
- B. Conduct Public Hearing
- C. Consider Resolution 2026-0001: Approving the Proposed Budget for FY 26-27

8. Selection of Updated Calaveras LAFCo Logo/Seal

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

Select an updated logo to be used for letterhead, signatures, website, social media, applications and forms, etc.

- A. Receive Staff Report.
- B. Select preferred logo option.

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

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

UPUD has until March 2026 to complete the annexation process. At present this deadline will not be met and the applicant needs an extension to March 2027 to complete the conditions to finalize the annexation.

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

10. Outcome of CALAFCO Business Meeting

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

On February 23, 2026, CALAFCO held a mid-year Business Meeting to consider changes to the Association's Bylaws regarding 1) eliminating board member seat types and 2) allowing EOs to sit on the Board as voting members. Both items, in addition to several minor changes, were approved by a vote of 40-2 and will be effective beginning with the October 2026 election when all 16 positions will be up for vote. The agenda for the meeting is attached.

A. Receive update from staff.

11. Executive Officer's Report

Discussion  [Comment](#)

A. CALAFCO Staff Workshop May 6-8, 2026

12. Commissioner Reports

Discussion  [Comment](#)

13. Adjournment

Next Regular Meeting will be May 18, 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 COUNTY
LOCAL AGENCY FORMATION COMMISSION
REGULAR MEETING MINUTES
JANUARY 26, 2026

Commissioners Present:

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

Commissioners Absent:

Autumn Andahl, County Member Alternate
Michael Chimente, City Member Alternate
Tony Tyrrell, Special District Member
Jon Dashner, Special District Member Alternate

Staff Present:

Jennifer Stephenson, Executive Officer
Diane Severud, LAFCo Clerk

Others Present:

Holly Philpott via Zoom
Jennifer Larsen via Zoom
John Benoit
Greg Sessions, County Auditor-Controller
Steve Williams, City of Angels via Zoom

Chair Tofanelli opened the meeting at 6:00 PM

1. **Roll Call and Pledge of Allegiance.**
2. **Public Comment.** There was no public comment given.
3. **Consider approval of Minutes for the November 20, 2025 LAFCo meeting**

Motion: Paque
Second: Biehiel
Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque
Nays: None
Abstain: None

THE MINUTES OF NOVEMBER 20, 2025 WERE APPROVED AS PRESENTED.

4. **Authorize Payment of Claims for November and December 2025**

Motion: Biehiel
Second: Scott
Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque
Nays: None
Abstain: None

THE PAYMENT OF CLAIMS WAS APPROVED, AS PRESENTED, WITH THE EXCEPTION OF THE CSDA DUES WHICH WAS APPROVED AT \$500.00 AS OPPOSED TO THE \$750.00 PRESENTED.

5. Appoint the Chair and Vice Chair for 2026

- a. **Nominate and appoint Chair for 2026.** Commissioner Folendorf nominated Commissioner Tofanelli to serve as Chair for 2026.

Motion: Paque

Second: Scott

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

COMMISSIONER TOFANELLI WAS APPOINTED CHAIR FOR 2026.

- b. **Nominate and appoint Vice Chair for 2026.** Commissioner Behiel nominated Commissioner Paque to serve as Vice Chair for 2026.

Motion: Paque

Second: Scott

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

COMMISSIONER PAQUE WAS APPOINTED VICE CHAIR FOR 2026.

6. **Discussion of Transition Items.** Ms. Stephenson informed the Commission that the following items will be discussed at a future meeting with additional information provided at that time.

- a. *Update of Fee Schedule.*
- b. *Public Member Alternate Recruitment*
- c. *Bylaws and Policies Review*
- d. *Conference Travel Policies Review*
- e. *Work Program for FY 2026-2027 at March Meeting*

7. CSDA Annual Membership/SDRMA Insurance

- a. **Approve budget adjustment for increased CSDA membership fees.** Mr. Benoit and Ms. Stephenson reported that CSDA has increased its membership dues and has proposed an incremental increase over the next five years in order to allow the Commission to budget for the increase to \$1,350.00. This budget adjustment would allow for the first increase for the current year's dues.

Motion: Scott

Second: Smith

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

A BUDGET ADJUSTMENT OF \$250.00 WAS APPROVED FOR THE CSDA DUES.

b. Discuss options for insurance in future years given planned increases to CSDA membership fees over the next few years. Commissioner Folendorf informed the Commission she had spoken with the County CEO and Counsel regarding the possible inclusion of LAFCo as part of the County's liability insurance policy and was told that LAFCo would need to contact the carrier directly for information. Ms. Stephenson stated that she will contact the insurance carrier.

8. Consider CivAssist for Agenda Compilation and Distribution. Ms. Stephenson explained that the software program would allow for easier agenda compilation and dissemination and is specifically designed for smaller districts and agencies. It will also allow for tracking and responding to Public Records Requests and features a component for writing minutes.

a. Approve use of CivAssist for agenda compilation and budget adjustment for \$800 annual fee.

Motion: Smith

Second: Biehiel

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

PURCHASE AND IMPLEMENTATION OF CIVASSIST FOR AGENDA COMPILATION AND MINUTES WITH A BUDGET ADJUSTMENT FOR \$800 ANNUAL FEE WAS APPROVED.

9. Streamline Document Accessibility Tool. Ms. Stephenson provided an overview of a document accessibility tool offered by the webhost currently contracted by the Commission. This tool would make documents accessible with one click and existing documents would need to be upgraded from their current format. The discussion included potential cost increases in subsequent years, what would happen if the contract for this service was not renewed and what are the state requirements for this. Ms. Stephenson agreed to contact the vendor to schedule a presentation for the Commission at the next meeting.

a. Consider adding accessibility tool to Streamline subscription for \$200 per month. No action was taken.

10. CALAFCO Working Group Proposal for Board Reorganization.

a. *Summary of Working Group proposal, response, and current status.*

b. *Discussion and direction regarding proposed Bylaw changes at CALAFCO Business Meeting.*

c. *Appointment of Voting Delegate and Alternate for CALAFCO Business Meeting.*

Ms. Stephenson informed the Commission that CALAFCO has proposed a restructuring of the regional boundaries. The proposal includes moving from four regions to nine; each with two member representatives, except for the proposed Cascade/Sierra region, which would only have one member representative. She expressed concern over the proposal and has written a

letter to suggest an alternative solution which would be to split the proposed Cascade/Sierra region between Placer and El Dorado counties, creating 10 regions with one representative each. Additionally, the current four positions filled by Executive Officers could be “At Large” positions or eliminated completely. Commissioner Paque added that the proposed regions were developed with commonality in mind, not just population.

Ms. Stephenson continued that another matter being considered in February is the elimination of specific member roles (e.g. County, City, Special District and Public) and the implementation of generic representation for the regions. She encouraged the Commission to appoint a voting delegate and an alternate for the scheduled vote, via Zoom, in February.

Motion: Folendorf

Second: Scott

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

COMMISSIONER PAQUE WAS APPROVED AS THE VOTING DELEGATE FOR THE CALAFCO BUSINESS MEETING.

Motion: Folendorf

Second: Smith

Ayes: Tofanelli, Folendorf, Behiel, Scott, Smith and Paque

Nays: None

Abstain: None

COMMISSIONER TOFANELLI WAS APPROVED AS THE ALTERNATE VOTING DELEGATE FOR THE CALAFCO BUSINESS MEETING.

11. Executive Officer’s Report

- a. **Calaveras LAFCo Logo.** Ms. Stephenson provided sample logos for use on the website, letterhead, etc. and asked the Commission to select their top two choices and return to her. This item is only for discussion and would be scheduled for a vote at the March meeting.
- b. **Digitization of documents and online storage.** Ms. Stephenson reported that she will have her staff begin digitizing the historical documents and make them accessible to City and County staff in a predetermined electronic location.

Chair Tofanelli adjourned the meeting at 7:35 pm.

NEXT REGULAR LAFCO MEETING will be: March 16, 2026 6:00 pm in San Andreas

DATE APPROVED: _____

Gary Tofanelli, Chair

Calaveras LAFCo
LAFCo Claim Authorization Form

For
January and February 2026

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

Feb. 6, 2026	Staff Services JB Jan. 2026	\$ 1,264.54
Feb. 20, 2026	Staff Services Jan. 2026	\$ 5,035.54
	Total	\$ 6,300.08

Dated: March 16, 2026

Approved: March 16, 2026

Chair or Vice Chair
Calaveras Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

**TIMESHEET
for John Benoit**

Calaveras LAFCO

January 2026

CHECK REQUEST

(City of Angels-Finance Dept)

Due Date

Local Agency
Formation Commission

2.30.26

Date Submitted

2.6.2026

Fiscal Year

2025-2026

John Benoit
8228 Tower Court
Granite Bay, CA 95746

Finance Use Only:

PO #

--

Invoice #

--

Description/Justification:

Staff Services for Jan 2026(INV 2026-0003)

Special Instructions:

John Benoit
8228 Tower Court
Granite Bay, CA 96746

Budget Responsible Signature:

John Benoit

ACCOUNT CODING

AMOUNT

Fund	Acct #	Dept	2600	Column2
405	62053	9001		Office Gen
405	62054	9001		Postage
405	62051	9001		Comm
405	62063	9001	126.87	mileage
405	62055	9001		Copies
405	62059	9001	1137.67	Prof Svcs
405	62062	9001		conf. travel
405		9001		soi
405	62058	9001		Travel
405	62064	9001		

405	62057	9001		msr
405	62058	9001		SOI

TOTAL

\$ 1,264.54

INVOICE JANUARY 2026

John Benoit

Invoice number: **2026-0003**

Invoice date: 2.6.2026

P.O. Box 2694
 Granite Bay, CA 95746
 Tel: (530) 458-0593
 Fax (530) 797-7631

Vendor _____

Client name: Calaveras LAFCO c/o City of Angels Camp
 Address: P.O. Box 667
 City, state, postal code: Angels Camp, CA 95222

Telephone: 707 592-7528
 Fax:
 PO number:

Lafco Staff	Hours	Purpose	Start / End Date	Amount
John Benoit	11.00	LAFCO Staff SVCS	Jan 1-31, 2026	\$1,137.67
Diane Severud	125.00			
Jennifer Stephenson				\$0.00
Christy Leighton				\$0.00
Dennis Miller				

Total activity cost: \$1,137.67

Materials / Other Expenses	Reason / Vendor	Amount
Postage	Adams annex SBOE postage	
Phone	Phone, Internet and Fax Gen Communications	
Mileage	Record Adams Annex and Diane S. 175 miles	\$126.87
Copying	Copy Cof C Adams Annex	
Office Exp.	misc office supplies	
Travel		
Website		
Clerk		

Total materials cost: \$126.87

Total billing: \$1,264.54

TIMESHEET
for John Benoit

Calaveras LAFCO

January 2026

DATE	ACTIVITY	DIRECT EXPENSES	COST	AMOUNT	TOTAL
1-Jan-26					-
2-Jan-26					-
3-Jan-26					-
4-Jan-26	Admin and financials	1.5			159.60
5-Jan-26					-
6-Jan-26					-
7-Jan-26					-
8-Jan-26					-
9-Jan-26		1.5			159.60
10-Jan-26	Response to Email from Kevin at CCWD re: Jenny Lind Soi amendment				-
11-Jan-26					-
12-Jan-26					-
13-Jan-26					-
14-Jan-26					-
15-Jan-26					-
16-Jan-26					-
17-Jan-26					-
18-Jan-26					\$126.87
19-Jan-26					-
20-Jan-26					-
21-Jan-26					-
22-Jan-26					-
23-Jan-26					-
24-Jan-26					-
25-Jan-26					-
26-Jan-26	LAFCo meeting and misc Angels Camp and county offices	8	mileage 175	\$126.87	851.20
27-Jan-26					-
28-Jan-26					-
29-Jan-26					-
30-Jan-26					-
31-Jan-26					-
1-Feb-26					-
SUBTOTAL					126.87
TOTAL					2164.51

CHECK REQUEST

(City of Angels Camp-Finance Dept)

*Local Agency
Formation Commission*

Due Date

3.15.26

Date Submitted

2.20.26

Fiscal Year

2025-2026

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Staff Services for January 2026 (INV CAL2026-0001)

Special Instructions:

Mail to:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Acct #	Dept	2600
405	62053	9001	35.54
405	62054	9001	
405	62051	9001	
405	62063	9001	
405	62055	9001	
405	62059	9001	5000.00
405	62062	9001	
405		9001	
405	62058	9001	
405	62064	9001	

405	62057	9001	
405	62058	9001	

TOTAL

\$ 5,035.54

Invoice #CAL-2026-1
Policy Consulting Associates, LLC
 39774 Via Careza
 Murrieta, CA 92563
 (310) 936-2639
 EIN #: 27-2523069

Date: February 20, 2026

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

Staff Services

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

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects	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

Reproduction Costs	\$0.00
Postage	\$0.00
Phone and Communications	\$0.00
Office Supplies (folders and labels)	\$35.54
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$35.54

Amount Due	\$5,035.54
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

2/20/26

Date

2025-2026

Calaveras LAFCO

City Fund 405 Dept 9001

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
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)
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)
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)
Vallley Springs News CCWD & Adams									
Oct 22, 2025 Payroll	\$ (600.00)								
Staff Svcs Oct 2025			\$ (125.00)				\$ (20.00)		\$ (1,969.20)
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)
Staff Svcs Dec 2025			\$ (125.00)		\$ (45.00)	\$ (2.44)	\$ (4.00)		
CSDA Dues 2026				\$ (750.00)					
Staff Svcs Jan 2026					\$ (35.54)				

2025-2026

Calaveras LAFCO

City Fund 405 Dept 9001

Ex. OFF. Svcs 62059	City Fin Charge 62060	Lgl Notices 62061	Training 62062	MileReimb 62063	File Scanning 62058	Travel 62064	Legal 62065	Spec. Dist Trai 62067	Contingency 62066	TOTAL BUDGET
\$ 72,000.00	\$ 3,600.00	\$ 500.00	\$ 8,000.00	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	\$2,500.00	\$ -	\$ 15,861.00	\$ 174,471.00
										\$ (1,941.00)
										\$ (3,278.32)
										\$ (500.00)
\$ (3,000.00)										\$ (7,267.89)
										\$ (959.00)
							-877.5			\$ (877.50)
			\$ (4,200.00)							\$ (4,200.00)
										\$ (600.00)
									\$ (1,460.49)	\$ (1,460.49)
\$ (3,118.00)										\$ (6,929.76)
		\$ (24.00)								\$ (24.00)
										\$ (585.00)
							-585			\$ (700.00)
										\$ -
\$ (3,000.00)										\$ (5,885.59)
		\$ (24.00)								\$ (24.00)
										\$ (600.00)
\$ (5,361.60)			\$ (1,806.10)	\$ (100.80)						\$ (9,382.70)
										\$ (292.50)
							-292.5			\$ (800.00)
			\$ (1,345.12)							\$ (1,345.12)
			\$ (1,512.41)							\$ (1,512.41)
\$ (3,107.20)			\$ (257.84)	\$ (100.80)						\$ (5,852.44)
\$ (5,320.00)				\$ (129.50)		\$ (79.28)				\$ (5,705.22)
\$ (5,000.00)										\$ (750.00)



Accessible Document Service Proposal

Transform Your PDFs into Fully Accessible, Searchable, and Translatable Documents

PREPARED FOR

Calaveras LAFCo

Administrator

Calaveras LAFCo

your-email@example.com

PREPARED BY

Yennifer Herschelman

Account Manager

DocAccess by Streamline Software

yenni@getstreamline.com

(916) 900-6619

Executive Summary

Calaveras LAFCo faces a critical deadline for PDF accessibility compliance. After analyzing **179** links across its web properties, the DocAccess tool discovered **169** documents containing approximately **4,000** pages. With this agreement, DocAccess will ensure **all current and future documents on cl.specialdistrict.org** are served in an accessible format. Traditional remediation of all these documents would cost approximately **\$28,000** or could take **17 weeks** of dedicated staff time.

DocAccess offers an immediate, cost-effective solution at just **\$200 per month** – that's **91%** less than traditional remediation in the first year alone, with instant deployment and ongoing compliance.

The Accessibility Challenge

Under the Americans with Disabilities Act (ADA) and recent Department of Justice guidelines, all public-facing digital content must be accessible to people with disabilities. This includes:

- ✓ Meeting WCAG 2.1 AA standards for all PDF documents

- ✓ Providing equal access to information for all users

- ✓ Avoiding costly lawsuits and compliance penalties

- ✓ Serving your community's **15-20%** of residents with disabilities

- ✓ **Supporting your non-English-speaking residents by making key LAFCo documents more accessible to community members who speak Spanish and other languages at home, as indicated by recent Census and American Community Survey data for Calaveras County (Census.gov, data.census.gov).**

The DocAccess Solution

DocAccess transforms your existing PDFs into fully accessible documents without changing your files or website structure. Our cloud-based solution provides:



Instant Accessibility

Automatic conversion to screen-reader compatible HTML with proper semantic structure and WCAG 2.1 AA compliance.



150+ Language Translation

Real-time translation powered by Google Translate, prioritizing languages spoken in your service area.



AI-Powered Search & Q&A

Users can search within documents and ask questions in plain language, getting instant answers in their preferred language.



Live Visual Interpretation

24/7 access to professional interpreters via Aira for users who need additional assistance - included at no extra cost.



Mobile Optimization

Responsive design ensures perfect viewing on all devices, from smartphones to desktop computers.



Smart Image Description

AI-generated comprehensive alt-text for all images, charts, maps, and diagrams following WCAG best practices.

Technical Excellence & Compliance



DocAccess is built on industry-leading standards and partnerships:

- ✓ Full WCAG 2.1 AA compliance verified by VeraPDF validation
- ✓ Section 508 and ADA Title II & III compliance
- ✓ ISO 14289 (PDF/UA) standard adherence
- ✓ Tested with all major screen readers (JAWS, NVDA, VoiceOver)
- ✓ Regular audits by accessibility experts
- ✓ Continuous improvement through user feedback

Simple Implementation Process

Quick Installation (15 minutes)

1

Add one line of code to your website - similar to Google Analytics. Works with any CMS or platform.

Automatic Processing (24 hours)

2

DocAccess scans and processes all your PDFs, creating accessible versions without touching your original files.

Go Live & Stay Compliant

3

Your PDFs are now fully accessible. New documents are processed automatically. Full dashboard for monitoring.

Investment & Value

Recommended Plan: Essentials

\$200/month

For all current and future documents on cl.specialdistrict.org

What's Included:

- ✓ Unlimited document views and downloads
- ✓ Automatic processing of new documents
- ✓ All accessibility features (translation, Q&A, live assistance)
- ✓ Compliance monitoring dashboard
- ✓ Regular accuracy reviews by experts
- ✓ No setup fees or hidden costs
- ✓ Flexibility to change plans anytime

Cost Comparison:

Traditional PDF remediation: **\$28,000** (one-time)

DocAccess solution: \$200 per month

You save \$25,600 in the first year alone!

Frequently Asked Questions

Do I need to remediate my existing PDFs?

No. DocAccess creates fully compliant WCAG 2.1 AA compliant HTML formats that are the gold standard for ADA requirements. Your original PDFs remain unchanged as an alternative format for printing.

How quickly can we be compliant?

Most organizations are fully operational within 24-48 hours of installing the DocAccess code. Complex documents may take slightly longer for our quality review process.

What about documents on external sites we link to?

DocAccess uniquely handles external PDFs you link to, ensuring your users have an accessible experience even with third-party documents.

Is this solution legally compliant?

Yes. DocAccess meets all federal ADA requirements and state-specific regulations. We offer up to \$250,000 in indemnification coverage for added protection.

Service Agreement

This Software as a Service Agreement ("Agreement") is entered into on **February 11, 2026**, between Streamline Software Incorporated ("Provider") and **Calaveras LAFCo** ("Customer").

Services Provided

DocAccess is a subscription-based accessibility solution that includes:

- Automated document accessibility compliance
- Real-time translation to 150+ languages
- AI-powered search and Q&A functionality
- 24/7 live visual interpretation services
- Compliance monitoring and reporting

Terms

- **Subscription: Essentials Plan - all current and future documents on cl.specialdistrict.org pages**
- **Fee: \$2,400 per year (\$200 per month)**
- **Billing Cycle: Every year, beginning February 2026**
- **Payment Terms: Net 45**
- **Contract Term: 1-year commitment** - enjoy our price lock guarantee for the duration of the contract term.
- **Price Protection:** Your price stays fixed during your subscription term, even if you increase usage up to 200% of your original page count. This flexibility supports public organizations' ability to communicate freely and maintain transparency.

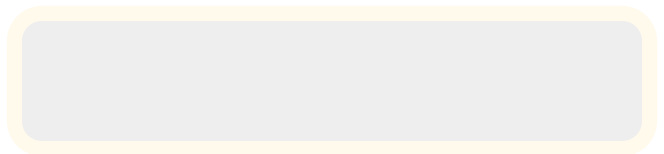
This Agreement incorporates the DocAccess Terms of Service available at docaccess.com/terms-of-service

Streamline Software, Inc.



Name: Mac Clemmens
Title: CEO
Date: February 11, 2026

Calaveras LAFCo



Name: Calaveras LAFCo
Title: Administrator
Date: February 11, 2026

W-9 available at getstreamline.com/w9 | Fed Tax ID: 26-3341975

CALAVERAS LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

TO: Calaveras LAFCo
FROM: Jennifer Stephenson, Executive Officer
DATE: March 16, 2026
SUBJECT: Selection of General Liability Insurance Provider

RECOMMENDATION

Receive a report regarding general liability insurance options for Calaveras LAFCo and provide direction to staff regarding continuation or selection of an insurance provider for FY 2026–27.

BACKGROUND

Calaveras LAFCo maintains general liability insurance coverage as part of its standard risk management practices. The Commission’s current insurance provider is the **Special District Risk Management Authority (SDRMA)**, a joint powers authority that provides insurance and risk management services to California special districts. Participation in SDRMA requires membership in the **California Special Districts Association (CSDA)**.

The Commission must evaluate whether to continue coverage through SDRMA or select an alternative provider for the upcoming fiscal year. If the Commission elects to discontinue SDRMA coverage, **notification must be provided by April 1, 2026**.

CURRENT COVERAGE – SDRMA

Calaveras LAFCo currently maintains general liability coverage through SDRMA.

- **FY 2025–26 SDRMA Premium:** \$3,278.32
- **Estimated FY 2026–27 Premium:** Approximately \$3,728

Participation in SDRMA also requires membership in CSDA. CSDA recently notified Calaveras LAFCO that **membership dues will be gradually increased** in order to align with fees paid by agencies of similar size. These increases would occur incrementally until the agency reaches the equivalent membership level for comparable agencies. Current and projected CSDA dues are as follows:

- **Historical CSDA Membership:** \$500 annually
- **Planned annual increase:** \$250 per year
- **FY 26-27 Planned Fee:** \$1,000
- **Target membership level:** \$1,398 annually

ALTERNATIVE INSURANCE OPTIONS

Staff has begun evaluating other insurance options that may be available to Calaveras LAFCO.

1. Golden State Risk Management Authority (GSRMA)

The **GSRMA** is a public agency risk pool similar to SDRMA that provides liability coverage and risk management services to public agencies. Staff requested and received an **indication for coverage for FY 2026–27**. The estimate includes the following:

- **General Liability Coverage:** \$50,000,000 per occurrence
- **Crime Bond Coverage:** Included

The estimate consists of:

- General Liability Contribution: \$2,582
- Crime Bond Contribution: \$18
- **Total Estimated Contribution:** \$2,600

The proposal is an **indication only and does not bind coverage**. A final quote will require additional documentation and approval by GSRMA’s excess carrier, PRISM.

2. Coverage Under Calaveras County

The **California State Association of Counties (CSAC)** recently indicated that counties may have the ability to provide insurance coverage for Local Agency Formation Commissions under their existing risk management programs. Staff has reached out to **Calaveras County administrative staff** to discuss the feasibility of including Calaveras LAFCO under the County’s insurance program.

Additional information regarding coverage scope, liability limits, and administrative requirements will be provided once discussions with the County are complete.

DISCUSSION

Each option presents different considerations related to cost, administrative simplicity, and risk management services.

- **SDRMA** provides specialized services tailored to special districts and LAFCOs but requires ongoing CSDA membership with increasing dues.
- **GSRMA** operates similarly as a public agency risk pool and may offer competitive pricing depending on the quote received.

- **County coverage** could potentially streamline insurance administration if LAFCO is able to participate under the County’s program.

Given the **April 1, 2026 notification deadline** for discontinuing SDRMA coverage, direction from the Commission will be needed in advance of that date.

FISCAL IMPACT

Estimated annual costs are summarized below:

Provider	Estimated Annual Cost
SDRMA (FY 26–27 estimate)	~\$3,728
CSDA Membership	Increasing annually to \$1,398
GSRMA (FY 26-27)	\$2,600
Calaveras County Coverage	To be determined

Service Review and Sphere of Influence Status Report

Name of Agency	Date Service Review Adopted	Date Sphere of Influence Adopted	
CEMETERY DISTRICTS:			
<i>Altaville Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>Copperopolis Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>Mokelumne Hill Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>Murphys Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>Rail Road Flat Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>San Andreas Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>Vallecito Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
<i>West Point Cemetery District</i>	Reso 2025-0004 5/19/2025	Resolution 2025-0005 5/19/2025	Updated 2025
COMMUNITY SERVICES DISTRICTS:			
<i>Circle XX Community Services District</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Copper Valley CSD (Saddle Creek)</i>	Reso 2018-0001 Jan 10, 2018	Resolution 2018-0002 1/10/2018	Updated 2018
<i>Copper Cove Rocky Road CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Appaloosa Road CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Mountain Ranch CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Three Cent Flat CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Lynn Park Acres CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
<i>Middle River CSD</i>	Reso 2022-0007 Sept 19, 2022	Resolution 2023-02 3/20/23	Updated 2023
COUNTY SERVICE AREAS:			
<i>Rancho Calaveras CSA #1</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Bar XX CSA #2</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Diamond XX CSA #4</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Springs Hills CSA #8</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Golden Hills CSA #12</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Campo Seco Estates CSA #5</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>Forest Meadows CSA #7</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
<i>El Rancho Loma Sera CSA #10</i>	Resolution 2016-02 1/25/2016	Resolution 2016-03 1/25/2016	Updated 2016
HEALTH CARE DISTRICT:			
<i>Mark Twain Health Care District</i>	Resolution 2017-01 3/20/17	Resolution 2017-01 3/20/17	Updated 2017
VETERANS MEMORIAL DISTRICTS:			
<i>Angels Camp Veterans Memorial District</i>	Resolution 2025-0009 9/22/2025	Resolution 2025-0010 9/22/2025	Updated 2025
<i>Ebbetts Pass Veterans Memorial District</i>	Resolution 2025-0009 9/22/2025	Resolution 2025-0010 9/22/2025	Updated 2025
<i>Jenny Lind Veterans Memorial District</i>	Resolution 2025-0009 9/22/2025	Resolution 2025-0010 9/22/2025	Updated 2025
<i>Mokelumne Hill Veterans Memorial District</i>	Resolution 2025-0009 9/22/2025	Resolution 2025-0010 9/22/2025	Updated 2025
<i>San Andreas Veterans Memorial District</i>	Resolution 2025-0009 9/22/2025	Resolution 2025-0010 9/22/2025	Updated 2025

West Point Veterans Memorial District Resolution 2025-0009 9/22/2025 Resolution 2025-0010 9/22/2025 Updated 2025

PARK DISTRICTS:

San Andreas Recreation and Park District Resolution 2005-15 11/21/2005 Resolution 2005-16 11/21/2005 Updated 2005

WATER and SEWER DISTRICTS:

Union Public Utility District Resolution 2023-0004 Sept.18.23 2023-0005 Sept 18, 2023 Updated 2023
Calaveras County Water District Reso 2013-0006 7.17.2013 Reso 2017-0005 7.17.2017 Updated 2017
Calaveras Public Utility District Reso 2019-0007 Nov 18, 2019 Reso 2019-0008 Nov 18, 2019 Updated 2019
Valley Springs PUD Resolution 2020-0006 Nov 16, 2020 Resolution 2020-0007 Nov 16, 2020 Updated 2020
Wallace CSD Resolution 2012-0002 5.21.2012 Resolution 2012-05 July 16, 2012 Updated 2012
San Andreas Sanitary District Reso 2021-0006 Sept 20, 2021 Resolution 2021-0007 Sept 20, 2021 Updated 2021
Murphys Sanitary District Reso 2019-0001 3.18.2021 Reso 2019-0002 3.18. 2022 Updated 2021-2022
Mokelumne Hill Sanitary District Resolution 2012-0002 5.21.2012 1/25/2005 WW Reso 2005-01 and Resolution 2014-0005 (Dec 15, 2014)

FIRE PROTECTION DISTRICTS:

Altaville Melones FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Central Calaveras FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Copperopolis FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Ebbets Pass FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Foothill Fire FPD Resolution 2013-005 June 17, 2013 Calav Consolid 1.27.14 Res 14-01 Updated 2014
Jenny Lind FPD Resolution 2013-005 June 17, 2013 Calav Consolid 1.27.14 Res 14-01 Updated 2014
Murphys FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
San Andreas FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Westpoint FPD Resolution 2013-005 June 17, 2013 Resolution 2014-01 April 21, 2014 Updated 2014
Mokelumne Hill FPD Resolution 2014-002 Jan 27, 2014 Resolution 2014-01 April 21, 2014 Updated 2014

STREET LIGHTING DISTRICTS:

Arnold Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Murphys Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
San Andreas Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Mokelumne Hill Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Valley Springs Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
West Point Lighting District Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Sunrise Point Lighting CSA Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Wallace CSD (Lighting) Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025
Saddle Creek CSD (Lighting) Resolution 2005-04 June 20, 2005 Resolution 2005-05 June 20, 2005 Updated 2025

CITY OF ANGELS CAMP

Reso 2025-0007 Sept 22, 2025 Resolution 2025-0008 Sept 22, 2025 Updted 2025

RESOURCE CONSERV DISTRICT

Resolution 2024-0001 Resolution 2024-0002 Updated 2024

Policy and Standards Review and Update July 20, 2020 Res 2020-0005

Bylaws Review and Update Updated 2023 & 2024

**CALAVERAS
Local Agency Formation Commission**

DATE: March 16, 2026
TO: Local Agency Formation Commission
FROM: Jennifer Stephenson, Executive Officer
RE: Proposed Budget for FY 2026-2027

Activities

While LAFCO is mindful of the budget constraints of the City and County the following proposed activity report reflects significant limitations in LAFCO funding for the upcoming fiscal year. The proposed budget carries over an estimated \$166,000.00 of which \$100,000.00 is designated for the LAFCO General Reserve fund and \$15,902.72 to the LAFCo Contingency Fund.

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

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

Work Program

1. Process Applications in a timely manner
2. Perform the day to day business of LAFCo
3. Be proactive in Legislative Matters and CALAFCo
4. Continue Work on Service Reviews and Spheres of Influence.
5. Work with local agencies in matters of concern.
6. As determined by the Commission for MSRs and SOI Updates.

Budget Justification

Since the passage of AB-2838 in 2000, All LAFCOs have become independent from Counties. Prior to 2000, all costs for the operation of LAFCO were entirely paid by the County including costs for staff time, legal services, miscellaneous office expenses, and insurance. Now the City, Special Districts and County pay LAFCO costs, each paying one-third. These costs have become apparent since LAFCO is independent and not part of a larger county, district or city department. LAFCO is required to pay for various costs as an independent agency. The fixed costs are insurance, financial functions, clerk costs, legal notices, compliance with the Government Code, public records act, political reform act and Brown Act Compliance.

The line items CALAFCO Dues and Liability Insurance are proposed to be increased in the upcoming budget due to inflation which will have a substantial impact on future

years' budgets. Inflation for last calendar year was 2.9% and current Year over Year is now 2.4%. Of note, the Employment Cost Index for Government Workers was 3.4% for the period between January 2025 to January 2026. Over the past 20 years the LAFCo Budget has been relatively flat. However, going into the future unless inflation is addressed at a national level substantial, increases in the LAFCo budget will occur in future years.

The Proposed Budget for FY 26-27 attempts to minimize the increase in contributions from the contributing members. Increases are attributable to increases in general liability insurance and potential additional subscription costs for Streamline.

Summary of the Proposed Budget:

Commissioner Stipend For the past several years LAFCo has budgeted \$6,600 for stipends for Commissioners. Since LAFCo has reduced the number of meetings from 12 to 6. Last year the Commission stipend was raised to \$100 per meeting from \$50 per meeting which was the case for over the past 20 years.

Insurance The estimated cost for LAFCO insurance through the Special Districts Risk Management Authority (SDRMA) is estimated to be \$3,728.00. Final contribution amounts will not be confirmed until SDRMA issues the 2026/27 renewal invoices in June. The entire insurance pool is being impacted by the reinsurer rate increases.

Communications LAFCO incurs communications costs (costs for phone and internet). In the past, these costs have been tracked and about \$100.00 per month appeared appropriate.

Memberships The CALAFCO Dues structure has changed as voted and approved by a vast majority of CALAFCO membership at the 2019 annual conference. The CALAFCO Board of Directors approved revised dues rates for FY 2025-2026. For Calaveras LAFCo the CALAFCO dues for FY 2026-2027 will increase from \$1,941 to \$1,999. CALAFCO has moderated dues increases to ensure they do not exceed 3% in any year.

It is important LAFCO remain in its statewide professional organization and participate in LAFCO issues of common concern and legislation for the benefit of Calaveras LAFCO and agencies subject to its jurisdiction. Being a member of CALAFCo has become more important than ever to have a voice in proposed legislation of concern to Angels Camp, Independent Districts and Calaveras County.

In addition, the CSDA membership, as required for SDRMA insurance, is set to increase to \$1,000 for FY 26-27. The total for memberships budget therefore is \$2,999.00

Office Expense This covers copy costs, postage, and publications, which have been reduced in previous years. These expenses are split into 3 budget categories as follows: General Office Expenses at \$3,900.00 including an increase in the costs of website maintenance due to new recent legislation and potential addition to the Streamline agreement for accessibility software, Copies at \$1,500.00, and Postage at \$500.00.

Professional Services (Executive Officer/Clerk) I am recommending \$69,000 This budget will continue to pay the Clerk and Executive Officer from one budget category. An appropriation from the unappropriated reserve will cover this cost without having an effect of raising costs to the City, County and Districts. Notwithstanding a very complex reorganization (application), controversial service review or sphere of influence or CEQA review for Calaveras LAFCo, this amount should also cover LAFCo administration and clerking costs. Note, this is another category vulnerable to the effects of inflation.

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

File Scanning and Retention and Mapping Calaveras LAFCo has generated several files over the years. Calaveras LAFCo adopted a File Retention Policy on November 18, 2013. To implement the policy, the files need to be scanned and placed into electronic format, as are files in most county and city departments. This expense is estimated to be \$4,000 for the remaining portion of the LAFCo files. In addition, the files will be able to be accessed to the public. The immediate tasks are to review and dispose of files consistent with LAFCo's adopted Records Retention Policy and to scan and index these files for accessibility to agencies, the public and LAFCo staff. Once the files are scanned, these files will then be made more accessible. This item is carried over from the current fiscal year. This item also includes mapping required by project activity.

Legal Notices/Publications I am recommending \$500.00 for this item since legal costs have been reduced significantly since LAFCo has been advertising in the Valley Springs news. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the commission and protest hearings, and notices of commissioner openings. Public hearing notices are required for many LAFCO actions.

Transportation/Training The Budget is recommended to remain at \$8,000.00 for training and \$2,000.00 for travel expense. This amount will provide for five commissioners to attend the CALAFCO Annual Conference in Sacramento. The Cost is estimated to be \$2,000.00 per Commissioner to attend the CALAFCO conference on October 22nd to the 24th, 2025. If the Commission wishes to send more than 5 Commissioners to the CALAFCO conference, this amount would need to be increased. Estimated costs for Lodging for 3 nights will be \$1,000 (lodging, resort fees and tax) and Registration \$700 to \$800, and \$200.00 for mileage and Mobile Workshop costs.

Service Reviews and Sphere of Influence Updates: I am recommending \$25,000 to prepare Service Reviews and \$20,000 for Spheres of Influence updates. The Commission might wish to consider initiating a Fire and EMS Service Review and Sphere Update time permitting since it has been 10 years since this review has been completed.

LAFCO Counsel The Commission has appointed a LAFCo Counsel. LAFCo has had no threats of litigation at this time. However, with controversial projects, legal advice will become necessary and the \$2,500 budgeted will be the minimal amount LAFCo should budget. The use of reserve and (or) contingency funds could be necessary.

A-87 / City Finance Costs LAFCo currently contracts with the City of Angels Camp for \$3,600 per year for financial services.

Special District Training This item is not funded for this year. Special District training was last provided in 2016.

Contingency LAFCo has established a contingency fund equaling approximately 10% more or less of its general operational budget, which is proposed to be \$15,902,70 for this year.

General Reserve The General Reserve will remain at \$100,000.00. The Commission's goal has been to have a \$100,000.00 general reserve. The purpose of the reserve is to use the funds to comply with state law i.e. preparing LAFCo required MSR's and SOI updates and to provide for a reserve if unanticipated costs arise such as litigation without requiring additional funds from the City, Districts and the County.

Anticipated re-budgeting of funds - Notwithstanding unexpected expenses for the remainder of this fiscal year; at current expenditure rates the Commission will be able to re-budget approximately \$166,000.00 from the 2024-2025 fiscal year and general reserve into the 2026-2027 fiscal year budget. Funding for a portion of LAFCo operations including Service Reviews and Spheres of Influence is included.

Costs to City, the Independent Special Districts and County - Last year, the amount was \$100,071 and next fiscal year the amount will be \$104,329.70 or \$34,776.57 an increase of 4% from this year.

Recommendation:

Adopt Resolution 2026-0001 approving a proposed budget for FY 2026-2027.

Calaveras LAFCo
 Proposed 26-27 LAFCo BUDGET
 Exhibit A

	2023-2024 Final Budget	2024-2025 Final budget	2025-2026 Final budget	2026-2027 Proposed budget
EXPENDITURES				
SERVICES AND SUPPLIES				
62001 Extra Hire - Commissioners Stipend	\$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
62051 Communications	\$800.00	\$800.00	\$1,200.00	\$1,200.00
62052 Memberships - Calafco CSDA	\$2,336.60	\$2,386.40	\$2,441.00	\$2,999.00
62053 Office Expense - General	\$350.00	\$350.00	\$1,850.00	\$3,900.00
62054 Office Expense - Postage	\$500.00	\$500.00	\$500.00	\$500.00
62055 Office Expense - Copies	\$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
62057 Spheres of Influence	\$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
62059 Professional Services-Exec. Officer/Clerk	\$47,000.00	\$72,000.00	\$72,000.00	\$69,000.00
62060 City Finance Charges (formerly A-87)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
62061 Legal Notices	\$500.00	\$500.00	\$500.00	\$500.00
62062 Training	\$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
62064 Travel Expense	\$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
62067 Special Dist. Training	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SERVICES AND SUPPLIES	\$131,605.60	\$156,655.40	\$158,610.00	\$157,027.00
62066 Contingency Fund	\$13,160.56	\$15,665.54	\$15,861.00	\$15,702.70
General Reserve Fund	\$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
REVENUE AND CARRYOVERS				
Est. Carryover from prior year	\$142,000.00	\$169,500.00	\$172,000.00	\$166,000.00
Anticipated Project Revenue	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Anticipated Interest	\$400.00	\$400.00	\$400.00	\$400.00
TOTAL Revenue and Carryover	\$144,400.00	\$171,900.00	\$174,400.00	\$168,400.00
Difference between Total Rev and carryover and budget	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70
Contributions from Governments	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70
AMOUNT TO BE APPORTIONED	\$100,366.16	\$100,420.94	\$100,071.00	\$104,329.70
City of Angels Camp	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57
County of Calaveras	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57
Independent Spec. Districts	\$33,455.39	\$33,473.65	\$33,357.00	\$34,776.57

ADOPTED:
 LAFCo Resolution 2026-0001

Resolution 2026-0001

Calaveras Local Agency Formation Commission

Resolution of the Calaveras Local Agency Formation Commission

Adopting a Proposed 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; and,

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

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

1. That Calaveras LAFCO hereby adopts the attached proposed 2026-2027 budget attached as Exhibit "A".
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by the Calaveras Local Agency Formation Commission at a regular meeting of said Commission held on March 16, 2026 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 16th day of March 2026.

Gary Tofanelli, Chair
Calaveras LAFCo

Attest:

Jennifer Stephenson, Calaveras LAFCO Executive Officer

CALAVERAS LOCAL AGENCY FORMATION COMMISSION STAFF REPORT

To: Calaveras LAFCO
From: Jennifer Stephenson, Executive Officer
Date: March 16, 2026
Subject: Consideration of Establishing an Official Calaveras LAFCO Logo or Seal

Recommendation

Receive this report and select an official Calaveras LAFCO logo or seal for use on official materials and communications.

Background

Calaveras LAFCO currently conducts its business using text-only identification on agendas, reports, correspondence, and digital materials. While this approach communicates the agency name, it does not provide a consistent visual identity across documents and platforms.

Many public agencies—including cities, counties, and other LAFCOs—use a logo or official seal to establish a clear and recognizable visual identity. These visual identifiers serve as a standard element that can be incorporated across all agency communications and documents.

As Calaveras LAFCO continues to modernize administrative processes, including the use of digital documents and online applications, the absence of a consistent visual identifier can lead to inconsistencies in formatting and presentation.

Discussion

Cohesive Agency Image

An official logo or seal provides a cohesive visual identity for the agency. By incorporating a consistent graphic element into documents and communications, Calaveras LAFCO can present a unified appearance across agendas, staff reports, correspondence, website materials, and other official documents. This cohesion reinforces the agency's presence as a distinct public entity.

Professionalism

A logo or seal conveys professionalism in official communications. Documents that include a consistent visual identifier appear more formal, organized, and polished. For a public agency responsible for jurisdictional boundary matters, maintaining a professional presentation helps reinforce the credibility and authority of the Commission.

Consistency Across Materials

Currently, when the agency name is used in text-only form, formatting can vary depending on the document template, software, or individual preparing the document. Variations in fonts, spacing, formatting, or placement can unintentionally create inconsistencies.

A standardized logo or seal eliminates much of this variability. By incorporating a single approved graphic element into templates for agendas, staff reports, letters, and other materials, the agency can ensure consistent presentation regardless of who prepares the document.

Recognition and Quick Visual Identification

A visual identifier allows the public and partner agencies to quickly recognize official Calaveras LAFCO materials. This recognition is not primarily about marketing; rather, it supports quick visual identification. When individuals see the logo or seal, they can immediately associate the document or communication with Calaveras LAFCO. This can be particularly useful when documents are shared electronically, included in meeting packets, posted online, or distributed among other agencies and stakeholders.

Practical Administrative Benefits

Beyond visual identity, a logo or seal can also provide practical benefits for document formatting and standardization. Once adopted, the logo or seal can be incorporated into templates used for:

- Commission meeting agendas
- Staff reports
- Official correspondence and letterhead
- Public notices
- Forms and applications
- Online documents and digital materials

Incorporating the logo into standardized templates can reduce formatting issues and help ensure that all materials maintain a consistent look and structure.

Conclusion

Adopting an official Calaveras LAFCO logo or seal would provide the agency with a consistent visual identity that supports professionalism, cohesion, and recognition across official materials. The use of a standardized visual identifier can also improve document consistency and reduce formatting variability across agency communications.

Staff seeks Commission direction on which of the developed logos is favored as the official Calaveras LAFCO logo or seal or if additional edits or option development is preferred.

CALAVERAS
LAFCo

1



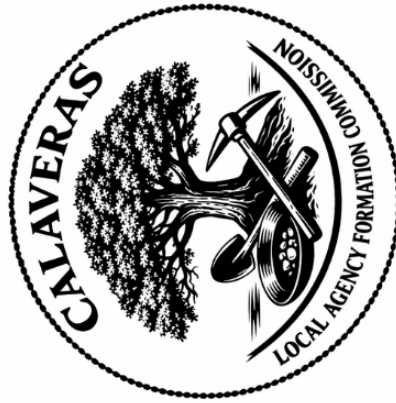
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LAFCO 2026-0002

**RESOLUTION OF THE CALAVERAS LOCAL AGENCY FORMATION
COMMISSION APPROVING A ONE-YEAR EXTENSION OF TIME FOR
FILE 2024-01 UPUD GLANVILLE ANNEX**

WHEREAS, the Calaveras Local Agency Formation Commission (LAFCo or Commission) approved the Glanville Annex on March 20, 2024, pursuant to the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (§ 56000 et seq. of the California Government Code); and

WHEREAS, Government Code Section 57001 requires that a certificate of completion be recorded within one year after LAFCo's approval, unless that time is extended by LAFCo; and

WHEREAS, this Commission approved a one-year extension to March 20, 2026; and

WHEREAS, the Proponents have submitted a request to LAFCo to extend the time for the recordation of a certificate of completion for another one-year period so that all terms and conditions of the LAFCo approval may be satisfied; and

WHEREAS, the time extension request was submitted prior to the expiration of the one-year time limit set forth in Section 57001, and all LAFCo fees have been paid; and

WHEREAS, circumstances surrounding the proposal have not changed and no new issues or impacts have been raised since LAFCo's approval of the annexation proposal which were not known and considered at the time of approval; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the requested extension of time, including, but not limited to, the Executive Officer's report and recommendation; and

WHEREAS, LAFCo finds the requested extension of time to be in the best interest of the affected area and the organization of local governmental agencies within Calaveras County.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Calaveras Local Agency Formation Commission as follows:

- (1) The time frame for recording a certificate to complete proceedings for LAFCo 2024-0001 is hereby extended to March 20, 2027.
- (2) All provisions, terms and conditions of the resolutions approving LAFCo 2024-0001, dated March 20, 2024, shall remain in effect.

The foregoing resolution was duly passed by the Calaveras Local Agency Formation Commission at a regular meeting held on March 16, 2026 by the following roll call vote:

Ayes:

Noes:

Abstains:

Absent:

Signed and approved by me after its passage this 16th day of March, 2026.

Gary Tofanelli, Chair Calaveras LAFCo

Attest:

Jennifer Stephenson, Executive Officer



2026 Special Corporate Business Meeting

Monday, February 23, 2026

10:00 a.m. to 11:30 a.m.

Meeting Access

<https://us02web.zoom.us/j/87609758294?pwd=NNdzOU0B9qrp2nVx6KiOqVxZh2iWyl.1>

Meeting ID: 876 0975 8294

Passcode: 639868

Phone: 669-444-9171

SPECIAL MEETING AGENDA

1. **Call to Order/Roll Call of Member LAFCOs**
Wendy Root Askew, Chair
José Henríquez, CALAFCO Executive Officer

2. **New Business**
2.1. Consider and Approve recommended changes to the Association Bylaws
Wendy Root Askew, Chair
Michelle McIntyre, Interim Executive Director
Pamela Miller, Transition Team Consultant

3. **Report on the Association's work ahead**
Wendy Root Askew, Chair
Michelle McIntyre, Interim Executive Director
Pamela Miller, Transition Team Consultant

4. **Announcements/Comments**

Adjourn to the 2026 Annual Business Meeting, to be held on Thursday, October 22, 2026, at 9:00 a.m. at the Sheraton Grand Sacramento Hotel, located at 1230 J Street, Sacramento, CA, 95814.

Four months into this role, I want to share where we are and what you should expect next. Since November, the focus has been steady progress – getting our footing, tightening communication, and moving forward without disruption.

HERE'S WHERE THAT STANDS.

Board Structure Changes: At the February Special Business Meeting, members overwhelmingly approved two governance changes: allowing Executive Officers to serve as voting Board members and eliminating Board “seat type” categories. Those changes take effect with the 2026 election cycle. These proposals didn't come out of nowhere. They came from real conversations across the state. When the feedback was consistent, we moved forward.

Due Structure Review: Another theme I heard repeatedly is that the current dues model – partially based on county population – may no longer reflect today's realities. There are no changes underway, but we should approach the discussion thoughtfully, starting at the May Board Meeting.

Legislative Involvement Back in the Forefront: On the legislative side, engagement is growing. The January Legislative Committee meeting had 38 attendees. That level of participation tells me members want to stay informed and involved. The Legislative Committee has standing meetings scheduled, and member LAFCOs (staff and commissioners) are welcome to attend. I will begin providing more consistent updates on legislation affecting LAFCOs statewide. The goal is to have CALAFCO sponsor legislation that matters starting next year. We're building that foundation now.

More Fiscal Transparency: Financial reporting is another area we're tightening up. I recently retained a CPA to help reorganize and simplify our budget structure. Beginning in May, the Board will start receiving clearer budget-to-actual reports. The goal is simple: clean data and a realistic FY 2026-27 budget.

Educational Events are a Pillar for CALAFCO:

Education and engagement remain strong. CALAFCO-U continues to draw solid participation, and the next session is scheduled for April. The 2026 Staff Workshop will take place May 6-8 in Pismo Beach. We've built time into the program for substantive governance conversations and practical operational discussions – the kind most useful once everyone is back home.

LAFCO Outreach: I've also continued meeting with LAFCOs, both members and nonmembers, to listen and share updates. Those conversations matter. They help ensure that CALAFCO's direction reflects what's happening on the ground. If your Commission would like a visit or an update, I'm always happy to connect

SO, WHAT'S NEXT: Between now and May, our focus is straightforward:

- 1) Implement clearer financial reporting.
- 2) Deliver a strong Staff Workshop.
- 3) Explore *practical* website improvements that improve usability and organization.

CALAFCO is in a good place. Now it's about doing the work well and doing it consistently. As always, I welcome your thoughts.

Michelle McIntyre