

Calaveras Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – November 18, 2013 – 6:00 p.m.
at the

Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas

6:00 PM Regular LAFCo Meeting Items:

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

Commissioners

Bert Sobon, City Member

Jack Lynch, Chair City Member

Merita Callaway, Vice-Chair County Member

Darren Spellman, County Member

Tony Tyrrell, Special District Member

John Lavaroni, Special District Member

Anita Paque, Public Member

Paul Stein, Public Member Alt.

Debbie Ponte, County Member Alt.

Stuart Raggio, City Member Alt.

Don Young, Special Dist. Member Alt.

Staff:

John Benoit, Executive Officer

Lucy Thein, LAFCO Clerk

Michael Colantuono, LAFCO Counsel

2. Approval of Agenda (Deletions/Additions)

3. Approval of Minutes for the September 16, 2013 meeting

4. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony.

The Chairman 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.

5. Consent Agenda:

- a. Review and Authorize Claims for September and October 2013

Workshop - Sphere of Influence for the Calaveras Public Utility District

6. Review Executive Officer's report, discuss Sphere of Influence Alternatives and provide direction to staff.

- a. *Receive Executive Officer's report and conduct Workshop*
- b. *Provide direction to staff and set public hearing at next available LAFCo meeting.*

7. Conduct Workshop on Rosenberg's Rules of Order and consider adoption of Rosenberg's rules of order as part of LAFCo's rules of procedure.

- a. *Conduct Workshop*
- b. *Consider Resolution 2013-0008 amending Section 5.7 of LAFCo's Bylaws to use Rosenberg's Rules of Order rather than Robert's Rules of Order*

8. Conduct Workshop regarding Records Retention and consider adopting a Record's Retention Policy.

- a. *Review Proposed Records Retention Policy*
- b. *Consider Resolution 2013-0009 adopting a new records retention policy for Calaveras LAFCo.*

9. Review Proposed Policy Language regarding Disadvantaged Unincorporated Communities (DUCS)

- a. *Review Proposed Language regarding DUCS and provide direction to staff.*

10. Review LAFCo's Procedural Guidelines and Policy for Municipal Service Reviews and Spheres of Influence and provide direction to staff regarding additions or deletions.

- a. *Hold Discussion with staff and provide direction, as necessary.*

11. Executive Officer's report

- a) *Sphere of Influence for Calaveras County fire agencies*

12. Commissioners Reports

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

13. Adjourn to regular meeting of December 23rd, 2013 or adjourn to January 20, 2014

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

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

Public Comment

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

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

Public Hearings

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

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection in the Calaveras Co. Administrative office located at the County Administrative Center, 891 Mountain Ranch Road, San Andreas CA. [such documents are also available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

Accessibility

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.

Disclosure & Disqualification Requirements

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

Contact LAFCO Staff at (209) 754-6511

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