

AMADOR LAFCO



LOCAL AGENCY FORMATION COMMISSION

810 COURT STREET ♦ JACKSON, CA 95642 ♦ (209) 223-6380

MINUTES

September 21, 2017

This meeting was available via live audio streaming and was digitally recorded.

1. **Call to Order, Pledge of Allegiance & Roll Call**

The September 21, 2017, meeting of the Amador Local Agency Formation Commission (LAFCO), held at the County Administration Center, 810 Court Street, Jackson, California, was called to order by Chairman Crew at 6:02 p.m.

2. **Roll Call**

Members Present:

Pat Crew, Chairman
Dominic Atlan, City Member
Tim Murphy, City Member
Jim Vinciguerra, Public Member
Brian Oneto, County Member (arrived 6:16 p.m.)

Staff Present:

Roseanne Chamberlain, Executive Officer
Nancy Mees, Clerk to the Commission

3. **Approval of Agenda for September 21, 2017**

Motion: It was moved by Commissioner Murphy, seconded by Commissioner Vinciguerra, and carried unanimously to approve the agenda as submitted.

4. **Approval of the Minutes of June 15, 2017**

Motion: It was moved by Commissioner Atlan, seconded by Commissioner Murphy, and carried unanimously to approve the Minutes for June 15, 2017, as submitted.

5. **Approval of Claims to September 21, 2017**

Motion: It was moved by Commissioner Murphy, seconded by Commissioner Vinciguerra, and carried unanimously to approve the Approval of Claims – Meeting Final, as submitted.

6. **Public Forum – Public Comment**

Yvonne Kimball introduced herself as the new Jackson City Manager, and the board welcomed her.

7. **Study Session and Discussion: Amador County Recreation Agency (ACRA)**

Executive Officer Chamberlain reported that, although LAFCO has no control over ACRA as it is a Joint Powers Authority (JPA), that agency does work with the cities and county. As currently structured, ACRA has an unreliable revenue stream and is therefore looking at alternatives to being a JPA, one of which is the possibility of becoming an independent special district. Ms. Chamberlain has met with Carolyn Fregulia, the Executive Director of ACRA, and the ACRA Board to explain the LAFCO process of district formation to them.

Carolyn Fregulia then spoke, explaining that the State has already declared that JPAs must follow the rules for special districts. She distributed the list of ACRA Governing Board members. Ms. Fregulia stated that a large part of ACRA funding comes from membership fees, although not all members pay. Moreover, the fee was set in 2005 at five dollars per person in each city and in the unincorporated portion of the county. However, while expenses have increased over the years, fees have remained the same. ACRA tries to make up the difference through contracts with city pools, parks, Little League, etc. In addition, they receive some funding through participation fees, donations, and sponsorships, although sponsors are not included in the budget.

Ms. Fregulia distributed some financial documents for the last two years. She pointed out that expenses decreased from last year, but this was primarily due to staff cuts. Expenses are going up, however, she reported, and ACRA is limited as to what it can do. The City of Jackson has been funding the Hub program, and there have been donations from the Rancheria and others. They have also been trying to rent out their facilities to help defray costs. In conclusion, Ms. Fregulia stated that ACRA would like to change to a funding mechanism that all parties can agree on that did not rely on fees.

In answer to a question from Commissioner Crew, Executive Officer Chamberlain explained that, although JPAs can have bonds for capital improvements, they cannot levy assessments. But independent special district could do so. The current TAC committee for ACRA, made up of all the city managers, would like ACRA to become a regional parks and recreation district. In response to a question from Commissioner Vinciguerra, Ms. Chamberlain stated that, as far as she knew, no other county has a JPA form of parks and recreation management, nor do they have a regional parks and recreation district. Instead most have districts based in urban or other suitable areas. However, because Amador County is small and less populated, she believes a regional district could work here. The need for parks and recreation services has increased in Amador County, and that need will only increase in the future. But as people demand more parks and recreations services, those services should also be funded by the people.

Commissioner Crew asked why ACRA had originally been set up as a JPA. Ms. Fregulia replied that the County had received some grant money and needed someone to administer the funds. Currently ACRA mostly provides recreation services and manages the parks, but does not do capital improvement projects as they do not have the funding for that. They also have a hard time finding and keeping good employees due to the low salaries they are forced to pay.

Commissioner Atlan agreed that the JPA form does not make sense, and that a special district would work better. He believes, however, that any assessments should be on property, not persons. He also feels that no new taxes should be imposed, but that current tax income should be allotted differently.

8. **Report of the Little Hoover Commission: “Special Districts, Improving Oversight and Transparency”**

Executive Officer Chamberlain started by explaining that some of the problems addressed in this report are not problems in Amador County, although some of the recommendations will be helpful. She then briefly reviewed some of the recommendations. The second recommendation suggested that the Legislature provide one-time grant funding to pay for specified LAFCO activities. Ms. Chamberlain said there would be lots of competition for the funding, but it would be nice to receive some money from the state to pay for implementing their rules.

Recommendation 3 advised the Legislature to enact SB 448, which would simplify the process of dissolving inactive districts. There are a couple inactive districts in Amador County, so this will make dissolving them more simple and less expensive.

Recommendation 5 requests legislation to give LAFCO members fixed terms. This recommendation came about because there is politicization of LAFCO positions in some counties. However, in Amador County, Ms. Chamberlain said, the Commission has been stable, and the quality of the work done by this LAFCO Board reflects that.

Recommendation 9 says the Legislature should require every special district to have a website. This recommendation came about because a lot of districts operate under the radar, and the people within the district don't know what is happening. In Amador, LAFCO is working on validating the boundaries of the special districts. These will then be posted on our website.

The Report also had a group of recommendations suggesting that special districts consider elements of climate change and disaster preparedness when making their master plans and other documents.

9. **Appointment of Voting Delegate to CALAFCO Annual Meeting & Nominations, if any, to the CALAFCO Board of Directors**

Motion: It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to appoint Roseanne Chamberlain as the voting delegate for Amador LAFCO at the State CALAFCO Conference in October.

10. **Other Business, Reports**

- a. Correspondence –Executive Officer Chamberlain pointed out the letter in the packet from the California Special Districts Association regarding LAFCO's role with respect to special districts.
- b. Commissioner Announcements – none.
- c. Executive Officers Report – Ms. Chamberlain reported that she did not switch liability insurance carriers as she learned that the Executive Officer is covered under the current carrier's policy, but that the new carrier would not cover her for errors and omissions. In addition, there was little difference in cost between the two policies.

- d. Budget Report – in the review binder at the dais.
- e. Legislation Report – Executive Officer Chamberlain reviewed the legislation summarized in Agenda Item #10 in the packet. SB 448, giving LAFCOs the power to dissolve inactive districts without conducting a protest hearing is currently on the governor’s desk. AB 464 involving out-of-area service extensions was chaptered. AB 979 will streamline the process of seating special district members on LAFCO boards. AB 1479 deals with obtaining public records from any public agency. Although record requests are handled fairly well in Amador County, there are some districts in other areas from which it is hard to get information.
- f. Project Status Report – Executive Officer Chamberlain reported that things are not too busy at the moment, but LAFCO is working on boundary verifications.

11. **Adjournment**

The next regular LAFCO meeting is scheduled for October 19, 2017.

Chairman Crew adjourned the meeting at 6:56 p.m.

Pat Crew, Presiding Officer
LOCAL AGENCY FORMATION COMMISSION

ATTEST: _____
Nancy Mees, Clerk to the Commission

APPROVAL OF CLAIMS - PACKET DRAFT

AGENDA OF January 18, 2018

APPROVAL OF CLAIMS TO

January 18, 2018

Agenda Item 5

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
R Chamberlain 9/20/2017-11/1/2017	Consulting Services Labor** Expense Total, includes mileage	11/1/2017	\$ 2,808.00 \$ 1,313.10
R Chamberlain 11/2/2017-1/17/2018	Consulting Services Labor Expense Total, includes mileage	1/18/2018 estimate 1/18/2018 estimate	\$ 4,000.00 \$ 450.00
N Mees 9/19/2017-11/1/2017	Clerical & Admin Labor** Expenses	11/1/2017	\$ 262.80 \$ -
N Mees 11/1/2017-1/17/2018	Clerical & Admin Labor Expenses	1/18/2018 estimate	\$ 327.60 \$ -
LAFCO Board	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	TOTAL		\$ 9,411.50

** Note: Denotes any invoices paid prior to Commission Approval, per Policy 2.3.7

CHAIR:

Presiding Officer

ATTEST:

Nancy Mees
CLERK TO THE COMMISSION

AGENDA ITEM # 7

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: SCHEDULE OF MEETINGS FOR 2018
DATE: MEETING OF JANUARY 18, 2018

BACKGROUND:

Policy 1.8.1 provides for a meeting schedule to be adopted annually. The regular meeting date has been the third Thursday of each month for many years. The 6:00 PM starting time has been in effect since 2016.

As in past years, it is very likely some meetings will be cancelled based on workload and projects. The entire CALAFCO calendar is attached.

RECOMMENDATIONS:

1. Continue the current meeting schedule on the third Thursday
2. Cancel meetings as needed during the year, based on workload.

Meeting Dates for Amador LAFCO 2018

February 15	May be cancelled
March 15	
April 19	Proposed Budget
May 17	CSAC Leg Days; Budget Hearing
June 21	Final Budget Hearing
July 19	
August 16	
September 20	RCRC in Napa
October 18	CALAFCO annual meeting 10/3-5
November 15	Planned executive officer vacation
December 20	

Attachment: CALAFCO 2018 Events Calendar

2018 Events Calendar

JANUARY

- 17-19 League New Mayor & Council Academy (Sacramento)
- 19 CALAFCO Legislative Committee (San Diego)
- 22 CALAFCO U (Sacramento) Legislation Implementation & Transparency
- 24-26 CA Assn. of Sanitation Agencies Conference (Palm Springs)

FEBRUARY

- 16 CALAFCO Legislative Committee (Sacramento)
- 23 CALAFCO Board of Directors Meeting (San Diego)

MARCH

- 14 Assn. of CA Water Agencies Legislative Symposium (Sacramento)
- 15-18 Local Government Commission Ahwahnee Conference (Yosemite)
- 16 CALAFCO Legislative Committee (Irvine)

APRIL

- 11-13 CALAFCO Staff Workshop (San Rafael)
- 11-13 Fire District Assn. Annual Meeting (Monterey)
- 18 League of Cities Legislative Day (Sacramento)

MAY

- 4 CALAFCO Board of Directors Meeting (Sacramento)
- 11 CALAFCO Legislative Committee (Sacramento)
- 8-11 Assn. of CA Water Agencies Conference (Sacramento)
- 16-17 CA State Assn. of Counties Legislative Days (Sacramento)
- 22-23 CA Special Districts Assn. Legislative Days (Sacramento)

JUNE

- 8 CALAFCO Legislative Committee (Conference call)
- 27-28 League Mayor & Council Executive Forum (Monterey)

JULY

- 20 CALAFCO Board of Directors Meeting (Ontario)
- 27 CALAFCO Legislative Committee (Conference call)

AUGUST

- 8-10 CA Assn. of Sanitation Agencies Annual Conference (Monterey)
- 17 CALAFCO Legislative Committee (Conference call)

SEPTEMBER

- 12-14 League Annual Conference (Long Beach)
- 19-21 Regional Council of Rural Counties Annual Conference (Napa)
- 24-27 CA Special Districts Assn. Annual Conference (Indian Wells)

OCTOBER

- 3-5 CALAFCO Annual Conference (Yosemite)
- 4 CALAFCO Annual Business Meeting (Yosemite)
- 5 CALAFCO Board of Directors Meeting (Yosemite)
- 26 CALAFCO Legislative Committee (2019) (Conference call)

NOVEMBER

- 9 CALAFCO Legislative Committee (2019) (Sacramento)
- 27-30 CA State Assn. of Counties Annual Conference (San Diego)
- 27-30 Assn. of CA Water Agencies Conference (San Diego)

DECEMBER

- 7 CALAFCO Board of Directors Meeting (Sacramento)

Sharing Information and Resources

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS

1215 K Street, Suite 1650
Sacramento, CA 95814
916-442-6536



AGENDA ITEM # 9

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: DESIGNATION OF SIGNATURE AUTHORITY
DATE: MEETING OF JANUARY 18, 2018

BACKGROUND:

LAFCO POLICY 2.3.5 states that disbursements from the LAFCO budget require two signatures; the Executive Officer and the Commission Chair are designated to sign. (adopted July 20, 2006).

Currently, the Chairman, and two additional members designated by the commission are authorized to sign. These are the Vice-Chairman, Jim Vinciguerra, and Brian Oneto.

DISCUSSION:

Designating these additional signers allows for convenience and timely payment of bills, in the absence of the Chairman. Having two other possible signers is a convenience to staff and ensures timely payment processing.

Any newly authorized commissioners will need to sign the Auditor's forms immediately following the meeting.

RECOMMENDATION:

1. Retain the current commissioners designated to sign for disbursements.

AGENDA ITEM # 10

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: BUDGET UPDATE AND RECOMMENDED REVISED WORK PLAN
DATE: MEETING OF JANUARY 18, 2018

BACKGROUND & SUMMARY:

The first half of the 2017-18 Fiscal Year has been very slow at Amador LAFCO. No projects have been submitted. Progress is being made very efficiently on the work plan objectives as adopted (see below). Commission meetings have not been needed. Significantly less has been spent for professional services.

An update of the Municipal Services Review (MSR) will be required by state law in 2019. Funding for this would be included in next year's budget proposal for fiscal year 2018-19. Within the current budget, staff could jump start the work on the MSR, initiating the review now.

If staff is successful in this preliminary effort, we may be able to continue the work in-house into the 2018-19 fiscal year without the need to hire outside consultants. This augmentation of the work plan will require an ambitious effort by both staff and we are willing to give it our best effort.

A summary of the current budget status is attached. The estimate for available funding for professional services through the end of the year is \$55,138, which should generously allow for staff to begin working with agencies on the MSR update.

WORK PLAN

The 17-18 Budget includes the following work plan:

- Continue to process applications expediently and accurately
- Continue to adopt, update and/or affirm the spheres of influence for all agencies
- Complete boundary research and verification for districts (cities complete)
- Create and post to the website reliable GIS maps for all LAFCO agencies
- Continue to update the LAFCO website to enhance public access and reduce staff time for public inquiries (MSR, meeting materials are available)

- Continue to shift administration work to trained support staff to decrease cost of the Executive Officer
- Write clear procedures for LAFCO processes, including changes of organization (most admin procedures are complete)
- Purge and organize and create digital back up of hard copy records (resolutions and some project documents are complete)
- Continue to assist special districts and others with operational and organizational assistance
- Continue to assist County and City staff with research and support

EXECUTIVE OFFICER'S RECOMMENDATIONS:

1. Receive and review the mid-year budget report for Fiscal Year 2017-18
2. Affirm the existing work plan and direct staff to also initiate work on the 2019 update of the Municipal Services Review and provide progress reports to the commission as appropriate.

Attachments: Mid-Year Budget Summary

**Amador LAFCO - Mid-Year Summary
FY 2017-18
Agenda of January 18, 2018**

Budget Code	Expense Category	Actual Rev & Expenditures	Approved 17-18	Difference
Revenues				
44100	Interest	667.22	\$1,200	\$533
46930	Project Fees	0	\$25,000	-\$25,000
	From General Fund Balance	56,000	\$56,000	\$0
Subtotal Non-Agency Revenues			\$82,200	
45640	Agency Cost Share	57,126	\$57,126	
				\$0
Revenue Subtotal		\$113,793.22	\$139,326	
Operating Expense				
50310	FICA (stipends)	7.58	\$50	\$42
50400	Emp Insurance	26.50	\$135	\$109
51200	Communications	248.20	\$600	\$352
51504	Liability Insurance	2,878.22	\$3,000	\$122
52000	Membership		\$925	\$925
52200	Office Expense (total)	85.51	\$950	\$864
52300	Prof & Spec Serv Total	9,362.10	\$101,500	\$92,138
	<i>Project Support</i>		25,000*	\$67,138
	<i>GIS, mapping, IT</i>	127.00	10,000*	\$57,138
	<i>Other County Services (Inc. Rent)</i>		2,000*	\$55,138
52300(10173)	Legal Defense Reserve	10,000.00	\$10,000	\$0
52400	Public Notice	0.00	\$1,000	\$1,000
52900	Mileage/travel	406.07	\$3,000	\$2,594
52910	Conf/Mtgs (includes travel)	2,176.88	\$5,500	\$3,323
Operating Expense Sub-total-To Date		25,318.06	\$126,660	\$101,342
59500	Operating Contingency	0	\$12,666	\$12,666
				\$0
Total Budget Appropriation			\$139,326	

*included in professional services total

AGENDA ITEM # 11(C)

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: EXECUTIVE OFFICER REPORT
DATE: MEETING OF JANUARY 18, 2018

Periodically, I prepare a report with highlights of LAFCO staff activities to inform the commission of various work efforts and the status of ongoing projects. As noted elsewhere in this packet, the first half of this fiscal year has been slower than expected.

- The CALAFCO conference last October offered useful information and ideas for both legal counsel and the executive officer. There was no wine competition. Several participants asked after the Amador commissioners who did not attend.
- I continue working with the GIS staff of ACTC, Cindy Engle. Her time has been limited for LAFCO due to other pressing projects such as the county's new general plan. The revised and verified city boundaries have been cleared by the county to be added to their system.
- Inquiries to verify boundaries continue to come in, but the process is much less time consuming than before. Once the internet shows the final product of our work, county and city staff will enjoy the convenience and the public will have access to correct information. The next stage includes submitting correction requests to Board of Equalization.
- I am looking forward to providing on-going support to the new county planning director, Chuck Beatty and the new clerk to the planning commission.
- SB239 requires special review of certain kinds of contracts relating to fire services. I have begun attending the bi-monthly meetings of the fire chiefs and will present a discussion of these changes at their March meeting. Jackson Valley Fire is interested in assisting with the review of their boundary and getting an original sphere adopted soon.
- New legislation to encourage and simplify dissolution by LAFCO of inactive districts has led to discussions with the county Auditor and others. Potential districts to be dissolved include CSA 3, CSA 8 and Willow Springs Water District.

- I have been gently lobbying Jennifer Burns to convene the Mayor's Selection committee for appointments. The mayors were unable to meet in 2017, thus Dominic Atlan, city alternate, continues to sit and vote on the commission in the city seat vacancies. A council member from the city of Plymouth is expected to be appointed as alternate, and a council member from Ione will be appointed to the city seat once the mayors convene their meeting.
- Plans for River Pines PUD are pending. New board members were elected last November and I await an update from their General Manager.
- Amador County Recreation Authority is still considering options for reorganization.

**LEGISLATIVE UPDATE FROM SACRAMENTO
CALAFCO ANNUAL CONFERENCE
October 27, 2017**

LAFCO-Related Bills

- AB 464 (Gallagher) – Makes changes to LAFCO statutes which govern changes of organization and reorganization, including annexation proceedings. **SIGNED – Chapter 43, Statutes of 2017.**
- AB 979 (Lackey) – Makes changes to the statutes which govern the independent special district selection committee and representation of special districts on LAFCOs. **SIGNED – Chapter 203, Statutes of 2017.**
- AB 1361 (E. Garcia) – Authorizes a municipal water district, until January 1, 2023, to apply to a LAFCO to extend water service to Indian lands and prohibits the LAFCO from denying the application. **SIGNED – Chapter 449, Statutes of 2017.**
- AB 1725 (Assembly Local Government Committee) – Annual Assembly Local Government Committee Omnibus bill that makes several minor noncontroversial changes to the Cortese-Knox-Hertzberg Act. **SIGNED – Chapter 353, Statutes of 2017.**
- SB 130 (Senate Budget and Fiscal Review Committee) – Provides a city that incorporated between January 1, 2004 and January 1, 2012 with property tax in lieu of vehicle license fees (VLF adjustment amount). **SIGNED – Chapter 9, Statutes of 2017.**
- SB 448 (Wieckowski) – Requires the State Controller to publish a list of inactive special districts and establishes a process for LAFCOs to dissolve inactive special districts. **SIGNED – Chapter 334, Statutes of 2017.**

Issues on Deck for Next Session

- Healthcare Districts
- Water

Contact Information

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