

****AGENDA****

AMADOR LOCAL AGENCY FORMATION COMMISSION

**6:00 P.M. – THURSDAY MAY 16, 2019
810 COURT STREET, JACKSON
BOARD OF SUPERVISORS CHAMBERS**

Please Note: All LAFCO meetings are recorded. Anyone who wishes to address the Commission must speak from the podium and should print their name on the Meeting Speaker list, which is located on the podium.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the LAFCO staff, at (209) 418-9377, by e-mail to amador.lafco@gmail.com. Requests must be made as early as possible, and at least two business days before the start of the meeting.

Meeting Materials are available for Public Review at the LAFCO desk, located at the County Planning Department, 810 Court Street, Jackson, and posted on the Amador LAFCO website.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA FOR MAY 16, 2019**
- 4. APPROVAL OF THE MINUTES OF MARCH 21, 2019**
- 5. APPROVAL OF CLAIMS TO MAY 16, 2019**
- 6. PUBLIC FORUM – PUBLIC COMMENT**

Any person may address the Commission on any subject within the jurisdiction of LAFCO which is not on the agenda. No action may be taken at this meeting. There is a five (5) minute limit.

- 7. ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2019-20, RESOLUTION #2019-09 (public hearing)**

Commission will approve the final budget for fiscal year 2019-20.

- 8. DISSOLUTION OF COUNTY SERVICE AREA #3; RESOLUTION #2019-08, LAFCO PROJECT #303**

The commission will dissolve County Service Area #3 pursuant to Government Code §56879 for inactive districts listed by the State Controller's office. CEQA Exempt, Class 20, Categorical Exemption and Section 15061(b)(3) of the Public Resources Code, no change anticipated in services or service demand and no possibility that the project could have a negative effect on the environment

**9. INITIATION OF DISSOLUTION OF COUNTY SERVICE AREA #7;
RESOLUTION #2019-10; LAFCO PROJECT #312**

The commission will initiate the dissolution of County Service Area #7 pursuant to Government Code §56879 for inactive districts listed by the State Controller's office. CEQA exempt 15061(b)(3) of the Public Resources Code, no change anticipated in services or service demand and no possibility that the project could have a negative effect on the environment.

**10. PUBLIC REVIEW DRAFT MUNICIPAL SERVICE REVIEW (MSR) 2019
UPDATE, LOCKWOOD FIRE PROTECTION DISTRICT; LAFCO
PROJECT #311 (public hearing)**

Staff will present the Lockwood FPD draft MSR and it will be circulated for comment. Final action is planned for the next LAFCO meeting. CEQA: Public Resources Code Section 21102 and 21150, descriptive and planning study for possible future action for which funding has not been committed.

**11. PUBLIC REVIEW DRAFT MUNICIPAL SERVICE REVIEW (MSR) 2019
UPDATE, SUNSET HEIGHTS COMMUNITY SERVICE DISTRICT;
LAFCO PROJECT #313 (public hearing)**

Staff will present the Sunset Heights CSD draft MSR and it will be circulated for comment. Final action is planned for the next LAFCO meeting. CEQA: Public Resources Code Section 21102 and 21150, descriptive and planning study for possible future action for which funding has not been committed.

**12. PUBLIC REVIEW DRAFT MUNICIPAL SERVICE REVIEW (MSR) 2019
UPDATE, PINE ACRES COMMUNITY SERVICE DISTRICT; LAFCO
PROJECT #314 (public hearing)**

(Note: this hearing will be continued and held at the June LAFCO meeting.)

13. OTHER BUSINESS, REPORTS

- a. Correspondence
- b. Commissioner Announcements
- c. Executive Officer's Report: MSR Priorities
- d. Legislation Update- the commission may take positions on bills pending before the state legislature – CALAFCO leg report

ADJOURNMENT

Note: The next regular LAFCO meeting is scheduled for June 20, 2019.



Roseanne Chamberlain
Executive Officer

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCO action in court you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff 48 hours before the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 10 copies.

NOTE: State law requires that a participant in LAFCO proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify commission staff before the hearing.

**PLEASE DO NOT REMOVE POSTING BEFORE:
May 17, 2019**

AMADOR LAFCO



LOCAL AGENCY FORMATION COMMISSION

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

MINUTES

DRAFT

March 21, 2019

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

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

The March 21, 2019, 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 6:01 p.m.

2. **Roll Call**

Members Present:

Pat Crew, Chairman
Dominic Atlan, City Member
Jim Vinciguerra, Public Member
Brian Oneto, County Member
Jon Colburn, City Alternate
(Byron Damiani, Public Member Alt., arrived at 6:04 p.m.)

Staff Present:

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

3. **Approval of Agenda for March 21, 2019**

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

4. **Approval of the Minutes of February 21, 2019**

Motion: It was moved by Commissioner Oneto, seconded by Commissioner Atlan, and carried unanimously to approve the Minutes for February 21, 2019, as submitted.

5. **Approval of Claims to March 21, 2019**

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

6. **Public Forum – Public Comment**

There was no public comment.

7. **Adopt/Affirm the Sphere of Influence for Pine Grove Community Services District, LAFCO Project #309; Resolution #2019-07 (public hearing)**

Executive Officer Chamberlain reviewed the items in the staff memo in the packet, and recommended that the sphere of influence for Pine Grove Community Services District be affirmed as it currently stands.

Chairman Crew opened the Public Hearing. There was no public comment.

Motion: It was moved by Commissioner Oneto, seconded by Commissioner Atlan, and carried unanimously to close the Public Hearing.

Motion: It was moved by Commissioner Atlan, seconded by Commissioner Oneto, and carried unanimously to approve Resolution #2019-07 as presented, with directions to staff.

8. **Report and Update – Jackson Valley Fire Protection District**

Executive Officer Chamberlain stated that a letter received from the District and addressing some of the concerns of the Commission had been distributed to the them as a handout.

Hugh Herfel, Chair of the JVFPD Board, addressed the Commission, stating that their board is trying to work with LAFCO. They have attempted some of the required trainings online, and will be hosting a sexual harassment/ethics training that will be open to the public. He added that their secretary is working on responding to the other questions the Commission has presented to them.

Patrick Thompson, a JVFPD board member, added that the training will be presented by legal counsel and will include Brown Act training. Executive Officer Chamberlain informed the Commission that the training had been set for May 15 in the County Supervisors' Board Chambers, and will be advertised to all the Special Districts in Amador County and all the agencies in Calaveras County as they have invited Amador to their trainings in the past. The total session will be three hours long for both parts. She stated that she would be attending, and reminded the Commission that this training is also required for them every two years, so they might want to attend.

Chairman Crew asked if this is the same training as what is put online by the FPPC. Mr. Thompson replied that it is, but that one cannot earn Brown Act certification online.

Commissioner Oneto requested that details be emailed to the Commission, and Ms. Chamberlain responded that a flyer is going to be produced that will be sent to everyone.

Chairman Crew commented that, although it had not appeared that much was happening in JVFPD with respect to following up on the MSR's determinations, this countywide training session is one good result that has come from it. Commissioner Oneto commented that the Commission was not trying to make things hard for JVFPD, but just wanted to help the District do what it is required to do. Mr. Herfel replied that there were some items pointed out in the MSR that the District really did need to do. There was some further discussion between the Commission and Mr. Herfel and Mr. Thompson regarding various other issues happening in the District.

9. Adoption of Proposed Budget for Fiscal Year 2019-20 (public hearing)

Executive Officer Chamberlain briefly reviewed the budget process and the staff memo in the packet. She reported that the budget for the coming year had been drafted with as little change from last year's as possible. Although both revenues and expenses have been conservatively estimated, there will be enough funding to accomplish the included work plan, which also has not changed from last year's.

Ms. Chamberlain stated that the Agency Cost Share had been increased by \$7,000 over last year, but after dividing that amount between the county and the five cities, none of them would individually receive much of an increase. In response to a question from Chairman Crew, she explained that the total is divided one-half to the county and one-half to the cities, with the cities' half being divided according to their revenues for the previous year, and that the County Auditor does that calculation based on the cities filings with the State Controller.

Commissioner Oneto asked whether the amount for Professional Services could be decreased as LAFCO did not spend nearly that amount last fiscal year. Ms. Chamberlain responded that part of the reason the amount spent was so much less was due to the fact that LAFCO received a lot of free GIS work from ACTC due to their using grant funding they had received to pay for the work. This help had been invaluable in determining correct boundaries. In addition, although some in-house work was done last year on MSRs, the larger MSRs will be done in-house this coming year. In response to a question, she estimated that the MSR work might amount to about \$15,000. She added that the amount estimated for GIS work will roll forward as it was not used last year. The largest amount in this line item is project support, but that amount is offset by an equal amount in estimated revenue from projects. Ms. Chamberlain added that both amounts will likely not be that high, but she always estimates them at \$25,000 each so that if something unexpected occurs, the Commission will not be required to make a budget amendment for the appropriation. In addition, although legal costs are estimated at \$9,000, that amount will probably not be needed. An amount of \$4,000 was also included for a financial audit this next year as one has not been done in several years.

Commissioner Coburn commented that he felt any Commission member who attended a Commission meeting should be paid even if that Commissioner couldn't vote due to a full Board already being seated. Ms. Chamberlain responded that that was a question for the Board to address, and that the bylaws currently state only five members can be paid per meeting, so the bylaws would have to be amended. Chairman Crew directed that that item could be placed on a future agenda.

Commissioner Oneto suggested that the amount in Professional Services and/or the Legal Fund be decreased so that the Agency Cost Share can remain the same as last year.

There was no public comment.

Motion: It was moved by Commissioner Atlan, seconded by Commissioner Vinciguerra, and carried unanimously to close the Public Hearing.

Motion: It was moved by Commissioner Oneto, seconded by Commissioner Atlan, and carried unanimously to approve the proposed budget with the change recommended by Commissioner Oneto, and with directions to staff.

10. Other Business, Reports

- a. Correspondence – CALAFCO dues increase memo: Executive Officer Chamberlain commented that there will probably be more dues increases in the next few years as CALAFCO is trying to rely less on its reserves and to keep conference costs down. She added, however, that being a member of CALAFCO is important because of the resources they provide.

Ms. Chamberlain also commented on the letters to and from the City of Sutter Creek regarding Township 4 Memorial District and who owns the property on which City Hall sits. A successor agency should have been designated when the District was dissolved, but that was not done. Since it happened so long ago, it is hard to discover what occurred, so LAFCO recommended they talk to city and county counsels to try to resolve their problem.

- b. Commissioner Announcements – Commissioner Oneto asked about CALAFCO state conference costs. Ms. Chamberlain responded that registration costs usually ran between \$650-\$700 per Commissioner, and that travel expenses are also budgeted. Even though the conference is in Sacramento this year, which will decrease travel and hotel costs, the budgeted amount was left the same as last year in the hope that more Commissioners would attend. In response to a further question, she replied that the conference is not always in Yosemite. She added that registration is a lot more if the local LAFCO is not a member of CALAFCO.
- c. Executive Officer’s Report – Ms. Chamberlain reported CALAFCO is requesting support letters for two bills, AB 213 and AB 1253, that are almost identical to two that Amador supported in past years. By consensus, the Commission directed staff to send the letters.
- d. Project Status Update – Ms. Chamberlain reported that the River Pines annexation is complete and she will be filing it with the BoE as soon as she receives the check from River Pines PUD. Pine Grove CSD will be initiating a similar annexation in the next few months, annexing in some parcels that are currently receiving service outside the District’s boundaries. Staff is continuing to work on MSRs, and Ms. Chamberlain is starting to meet with Amador Water Agency and Lockwood FPD.

13. Adjournment

The next regular LAFCO meeting is scheduled for May 16, 2019, as the April meeting is cancelled. Chairman Crew adjourned the meeting at 6:48 p.m.

Pat Crew, Presiding Officer
LOCAL AGENCY FORMATION COMMISSION

ATTEST: _____
Nancy Mees, Clerk to the Commission

APPROVAL OF CLAIMS - PACKET DRAFT

AGENDA OF May 16, 2019

APPROVAL OF CLAIMS May 16, 2019

Agenda Item 5

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
R Chamberlain 3/20/2019-5/13/2019	Consulting Services Labor	5/16/2019 estimate	\$ 8,000.00
	Expense Total, (mileage, PO Box, Conf)	5/16/2019 estimate	\$ 900.00
N Mees 4/21/2019-5/15/2019	Clerical & Admin Labor Expenses	5/16/2019 estimate	\$ 696.00
N Mees 3/20/2019-4/19/2019	Clerical & Admin Labor	4/19/2019**	\$ 1,508.40
	Expenses (Conf hotel, meals, mileage)	4/19/2019**	\$ 551.80
W Chamberlain	Legal Consulting Services	5/16/2019 estimate	\$ 350.00
Amador Ledger	Public notice for May 16, 2019		\$ 180.00
County Auditor	Rent and facilities costs	4/1/2019	\$ 1,820.50
LAFCO Board	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	TOTAL		\$ 14,256.70

** 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: APPROVAL OF FINAL BUDGET, FISCAL YEAR 2019-2020
DATE: MEETING OF MAY 16, 2019

BACKGROUND & SUMMARY:

The Commission adopted the proposed budget on March 21, 2019. Staff transmitted the proposed budget to the county, cities, districts and others. This budget for 2019-20 is more than the previous year's budget appropriation by approximately \$2,000, relying on fund balance and reserves to fund the approved work plan. Over the last 8 years, LAFCO has successfully kept the agency payments relatively low and level, avoiding increases in the recession years by cost containment and prudently using reserves. The cost to agencies is negligibly higher (\$64) than last year.

The 19-20 Budget includes a work plan that was approved with the proposed budget. The budget provides funding for 10 LAFCO meetings as in prior years. Three commissioners and staff are budgeted to attend to attend the CALAFCO annual conference in Sacramento (October 30-31). The legal defense reserve is fully funded with \$10,000 added this year to our current balance of \$62,140 in the legal defense fund.

A long-range planning session is not included in this budget. If the commission is willing, long range planning could improve the financial effectiveness of LAFCO. No funding is specifically committed to staff attending the CALAFCO staff workshop in the spring of 2020, but if the cost of attendance at the fall annual meeting is lower than expected, staff may be able to attend within this budget.

Additional details were included in the packet for the adoption of the proposed budget and are made a part of this action by reference.

No agency comments were received regarding the proposed budget.

EXECUTIVE OFFICER'S RECOMMENDATIONS:

1. Review, make any desired changes, and approve Resolution 2019-09, Final Budget for Fiscal Year 2019-20.
2. Direct staff to transmit the budget materials to cities, districts and others as specified in Government Code Section 56381.

Attachments: Resolution 2019-09 with Exhibit A spreadsheet

AMADOR LAFCO

DRAFT

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2019-20 LAFCO RESOLUTION NUMBER 2019-09

WHEREAS, Government Code §56381 specifies the Commission shall adopt, following a noticed public hearing, a proposed budget by May 1, and a final budget by June 15; and

WHEREAS, the proposed budget was adopted on March 21, 2019, and transmitted to all parties specified in Government Code §56381(a), and a hearing for agencies and the public on the budget was held on May 16, 2019, and

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, work plans and priorities for 2019-20 and the Executive Officer's report and recommendation; and

WHEREAS, the final budget is not less than the budget adopted in the previous fiscal year, and the Commission does hereby find and determine that the budget as proposed will allow the commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Act.

NOW THEREFORE, BE IT RESOLVED AND ORDERED, that the Local Agency Formation Commission of the County of Amador does approve and adopt the final budget for Fiscal Year 2019-20 as shown in Exhibit A, attached, and by this reference incorporated herein and does further order and direct the following:

Section 1: The Executive Officer shall transmit the final budget to the Auditor and all parties specified in Government Code §56381(a) as promptly as possible.

Section 2: The Executive Officer is directed to prepare a Journal Entry for the transfer of the first two months of operating expense (\$24,817) should such funds be necessary to continue the usual operation of LAFCO. The Board of Supervisors of Amador County shall transfer funds in that amount to the Commission on July 1, 2019, as specified in §56381(c).

Section 3: The Auditor shall apportion the budget as specified in Government Code §56381(b) and request payment from the County and each city no later than July 1, 2019, as specified in §56381(c).

Section 4: If the County or a City does not remit its required payment within 60 days, the Auditor is requested to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the city or county as described in §56381(c).

DRAFT

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Amador, State of California, at a regular meeting hereof held on May 16, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Patrick Crew, Chairman
Local Agency Formation Commission
County of Amador, State of California

ATTEST:

Nancy Mees, Commission Clerk
Local Agency Formation Commission

Attachment: Exhibit A, Final Budget

**Amador LAFCO - Final Budget
 FY 2019-20 Approved May 16, 2019
 Exhibit A - LAFCO Resolution 2019-09**

DRAFT

<i>Budget Code</i>	<i>Expense Category</i>	<i>Approved 18-19</i>	<i>Proposed 19-20</i>	<i>Difference</i>
Revenues				from Prior Year
44100	Interest	\$1,700	\$2,200	\$500
46930	Project Fees	\$25,000	\$25,000	\$0
	From General Fund Balance	\$78,000	\$79,400	\$1,400
Subtotal Non-Agency Revenues		\$104,700	\$106,600	\$1,900
45640	Agency Cost Share	\$57,126	\$57,190	\$64
Revenue Subtotal		\$161,826	\$163,790	\$1,964.00
Operating Expense				
50310	FICA (stipends)	\$50	\$50	\$0
50400	Emp Insurance	\$150	\$150	\$0
51200	Communications	\$600	\$600	\$0
51504	Liability Insurance	\$3,000	\$3,010	\$10
52000	Membership	\$925	\$1,075	\$150
52200	Office Expense (total)	\$1,015	\$1,015	\$0
	<i>Postage</i>	160	160	0
	<i>Supplies</i>	325	325	0
	<i>Printing/copies 52205</i>	480	480	0
	<i>Publications, Ref Maps</i>	50	50	0
52300	Prof & Spec Serv Total	\$122,112	\$123,500	\$1,388
	<i>Legal Services</i>	11,612	9,000	-2,612
	<i>Executive Officer</i>	38,000	38,000	0
	<i>Project Support</i>	25,000	25,000	0
	<i>Clerical/Support</i>	15,000	15,000	0
	<i>Meeting Exp/Stipend</i>	2,500	2,500	0
	<i>Audit</i>	0	4,000	4,000
	<i>GIS, mapping</i>	10,000	10,000	0
	<i>Other County Services (Inc. Rent)</i>	2,000	2,000	0
	<i>MSR</i>	18,000	18,000	0
52300(1017)	Legal Defense Reserve	\$10,000	\$10,000	\$0
52400	Public Notice	\$1,000	\$1,000	\$0
52900	Mileage/travel	\$3,000	\$3,000	\$0
52910	Conf/Mtgs (includes travel)	\$5,500	\$5,500	\$0
Operating Expense Sub-total		\$147,352	\$148,900	\$1,548
59500	Operating Contingency	\$14,474	\$14,890	\$416
Total Budget Appropriation		\$161,826	\$163,790	\$1,964

AGENDA ITEM # 8

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: EXECUTIVE OFFICER'S REPORT AND RECOMMENDATION
DISSOLUTION OF COUNTY SERVICE AREA #3; LAFCO RESOLUTION 2019-08
DATE: MEETING OF MAY 16, 2019

This brief staff report and recommendations are provided to comply with the requirements of the Cortese-Knox-Hertzberg Act, and to inform the Commission's decision.

DESCRIPTION OF PROJECT & BACKGROUND:

The action proposed will dissolve CSA #3, an inactive district. The State Controller now lists County Service Area #3 as an inactive district per email communication received March 6, 2019. The commission is required to dissolve the district and proceedings are simplified as described below.

Government Code Section 56042 defines "Inactive district" as a special district that meets all of the following:

- (a) The special district is as defined in Section 56036.
- (b) The special district has had no financial transactions in the previous fiscal year.
- (c) The special district has no assets and liabilities.
- (d) The special district has no outstanding debts, judgments, litigation, contracts, liens, or claims.

Government Code Section 56879 provides that the Controller shall create a list of special districts that are inactive, based upon the financial reports received, and shall notify the commission in which the district is located. The commission shall initiate dissolution of inactive districts by resolution within 90 days of receiving notification from the Controller.

The commission shall dissolve inactive districts. The commission shall hold one public hearing on the dissolution of an inactive district pursuant to this section no more than 90 days following the adoption of the resolution initiating dissolution. The dissolution of an inactive district shall not be subject to protest proceedings, determinations pursuant to Section 56881, or other requirements for commission-initiated changes of organization.

Dissolution was initiated by commission action on February 21, 2019, as recommended in the Municipal Service Reviews of 2008 and 2014. Adoption of a zero sphere of influence was completed February 21, 2019. The CSA is in the Camanche area and a map of CSA #3 is attached. The record of those proceedings are made a part of this action.

NOTICE AND COSTS

All affected agencies have received notice and comments were requested from those agencies. None were received by the packet deadline.

Notice was given per Government Code Section 56157(h), with publication in lieu of individual mailed notice to landowners and registered voters (more than 1,000 individuals). Copies and postage for distribution is estimated at under \$20. That notice was published April 26, 2019.

There is no filing fee to submit the dissolution to the State Board of Equalization. No fees are charged for filing the Notice of Exemption. Staff work/cost has been minimized. Publication and notice charges are \$180. Notice was given per Government Code Section 56157(h), with publication in lieu of individual mailed notice to landowners and registered voters (more than 1,000 individuals). Copies and postage for distribution is estimated at under \$20. That notice was published April 26, 2019.

CEQA

LAFCO is the lead agency for the project. The Executive Officer has reviewed the proposal and determined that it is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) because the project is a change of organization, which will result in no changes in the areas where previous powers were exercised. There is no possibility that the action taken by the Commission may have a significant effect on the environment. (Class 20, Categorical Exemption). The Notice of Exemption was prepared and filed on February 28, 2019, following the commission's initiation of the dissolution with Resolution 2019-05.

RECOMMENDATIONS

Staff recommends that the Commission take the following actions:

1. Adopt Resolution #2019-08, approving the dissolution of CSA#3
2. Direct staff to complete the necessary filings and transmittals for the dissolution

Attachments: Resolution #2019-08
Map of CSA #3

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION ORDERING THE DISSOLUTION OF COUNTY SERVICE AREA #3

LAFCO RESOLUTION NUMBER 2019-08

WHEREAS, pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act, commencing with §56000, et seq. of the Government Code, and specifically in accordance with Government Code § 56879; and

WHEREAS, CSA #3 is an inactive district and was identified by the State Controller as inactive on March 6, 2019; and

WHEREAS, the proposed dissolution is consistent with recommendations and conclusions of the Municipal Services Review pursuant to Section 56430, prepared by Amador LAFCO in 2008 and updated in 2014, which identifies dissolution as the logical government structure option; and

WHEREAS, the dissolution is consistent with the findings and determinations of the commission, made under Section 56425 and Section 56881(b) and contained in LAFCO Resolution #2019-04, adopting a "zero" sphere of influence for County Service Area #3 to include no territory as well as Section 56881(b);

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED AND ORDERED as follows:

1. County Service Area #3 is dissolved and extinguished and no map is attached.
2. The distinctive short-term designation assigned to the affected territory is:

Dissolution of County Service Area #3

3. The dissolution is exempt from the requirements for Conducting Authority proceedings and protest.
4. Amador County is designated as the successor agency for the dissolution for winding up the affairs of the district.
5. The dissolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15320 in that the project is a change of organization which will result in no changes in the areas where previous powers were exercised and there is no possibility that the action taken by the Commission may have a significant effect on the environment. The Notice of Exemption was filed for the project on February 28, 2019, following initiation of the dissolution.

AMADOR LAFCO

DRAFT

LOCAL AGENCY FORMATION COMMISSION

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Amador at a regular meeting thereof, held on the 16th day of May, 2019, by the following vote:

AYES:

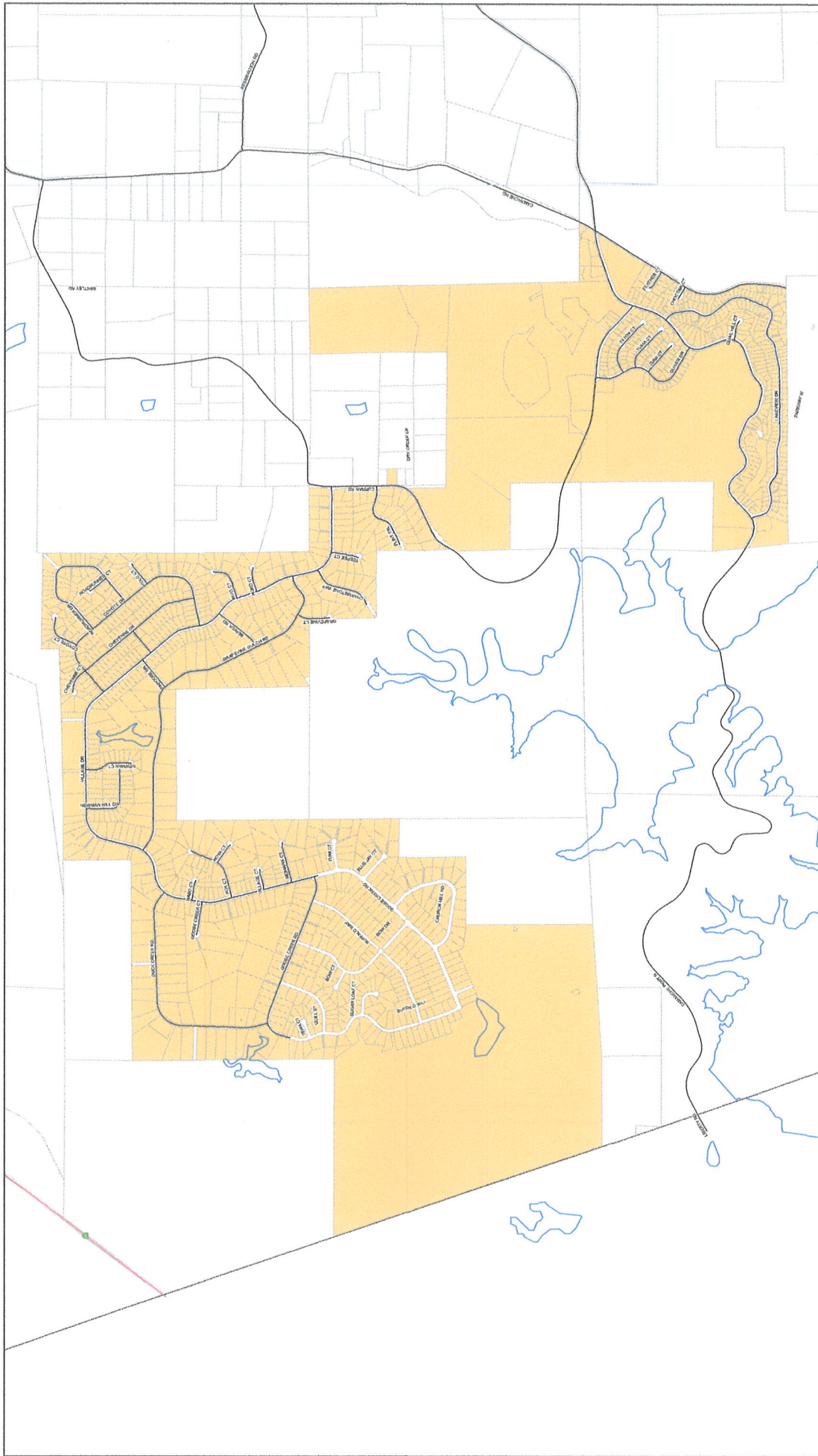
NOES:

ABSENT:

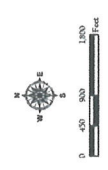
Presiding Officer
Patrick Crew, Chairman

ATTEST:

Nancy Mees
Clerk to the Commission
Amador Local Agency Formation Commission
Amador County, California



Prepared by: Santa Cruz GIS, Inc.
 Santa Cruz County Department of Information Technology, GIS Division
 285 East Street, Suite 100, Santa Cruz, CA 95061 (530) 218-1000
 November 20, 2009
 The County of Santa Cruz makes no responsibility for any errors on the
 information presented on this map. The County of Santa Cruz is not liable for
 any damages, including consequential damages, arising from the use of this
 information. The County of Santa Cruz is not responsible for any errors or
 omissions in this information. The County of Santa Cruz is not responsible
 for any damages, including consequential damages, arising from the use of this
 information.



Sphere of Influence of the Area No. 3 County Service District

- Parcel Boundary
- Tax Rate Area
- Water Bodies
- County Road
- State Highway

AGENDA ITEM # 9

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: EXECUTIVE OFFICER'S REPORT AND RECOMMENDATION
INITIATION OF DISSOLUTION OF COUNTY SERVICE AREA #7; LAFCO RESOLUTION 2019-10
DATE: MEETING OF MAY 16, 2019

This brief staff report and recommendations are provided to comply with the requirements of the Cortese-Knox-Hertzberg Act, and to inform the Commission's decision to initiate the dissolution of CSA #7.

DESCRIPTION OF PROJECT & BACKGROUND:

The action proposed initiates the dissolution of CSA #7, an inactive district that includes the entire county and all incorporated cities. Dissolution was recommended in the Municipal Service Reviews of 2008 and 2014. A zero sphere of influence was adopted for CSA #7 (LAFCO Resolution #2014-26, December 18, 2014). The dissolution will extinguish the powers of CSA# 7 and will eliminate an unnecessary government agency.

CSA 7 was formed on October 9, 1991, as a dependent special district of the County. It was formed "for the purpose of collecting annual parcel fees to fund solid waste disposal facilities in Amador County." After the parcel fees had been assessed and collected, the Board of Supervisors rescinded the fee and returned the funds to taxpayers. The CSA has been inactive since formation.

The commission's action to initiate the dissolution will lead to notification and request for comments from affected agencies and others. In addition, certain steps are required of the county Assessor and Auditor. The action to dissolve the district will be taken at a future meeting. Under Government Code §56157(h), notice is required to be mailed to every landowner and registered voter, unless more than 1,000 individual notices would be mailed. In lieu of individual mailed notice, published notice is permitted with a 1/8 page advertisement published in a newspaper of general circulation.

County Service Area #7 is listed by the State Controller as an inactive district. LAFCO is required to hold a hearing within 90 days of the State Controller's listing. The conducting authority proceedings are waived and the Commission is not required to make determinations.

CEQA

LAFCO is the lead agency for the project. The Executive Officer has reviewed the proposal and determined that it is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to 15061(b)(3) of the Public Resources Code because the project will result in no changes in the areas where previous powers were exercised. There is no possibility that the action taken by the Commission may have a significant effect on the environment.

The Notice of Exemption is attached.

RECOMMENDATIONS

Staff recommends that the Commission take the following actions:

1. Adopt Resolution #2019-10, making determinations and initiating the dissolution of CSA#7.
2. Direct staff to prepare and file a Notice of Exemption pursuant to Title 14, Article 19, Class 20, of the California Code of Regulations for the dissolution.

Attachments: Resolution #2019-10
Map of CSA #7
Notice of Exemption (CEQA)

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION INITIATING THE DISSOLUTION OF COUNTY SERVICE AREA #7

LAFCO RESOLUTION NUMBER 2019-10

WHEREAS, pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act, commencing with §56000, et seq. of the Government Code, and specifically in accordance with Government Code Section §56375(2)G and 56879; and

WHEREAS, CSA #7 was formed as a dependent district to facilitate a funding mechanism for assessments for solid waste collection, the parcel fee associated with the CSA was subsequently rescinded by the Board of Supervisors, and the CSA has been inactive since formation; and

WHEREAS, CSA #7 is an inactive district and was identified by the State Controller as inactive on April 8, 2019; and

WHEREAS, the functions and services of CSA #7 were never activated following formation; and

WHEREAS, the dissolution of CSA #7 will not lead to any changes in service or in the areas where previously authorized powers were exercised; and

WHEREAS, the board of directors of CSA #7 has not furnished or provided services or facilities of substantial benefit to residents, landowners, or property within the district and has not levied taxes, assessments, service charges rentals, rates or other charges or made expenditures of those levies or collections for district purposes since formation, pursuant to Section 56871; and

WHEREAS, the commission is required to initiate the dissolution of a district listed by the State Controller's office under Government Code §56879; there is no alternative district proposal pursuant to Section 56862; and there are no conflicting proposals pursuant to Section 56657; and

WHEREAS, the proposed dissolution is consistent with recommendations and conclusions of the Municipal Services Review prepared by Amador LAFCO in 2008 and updated in 2014, pursuant to Section 56430, which identifies dissolution as the logical government structure option; and

WHEREAS, the dissolution is consistent with the findings and determinations of the commission, made under Section 56425 and contained in LAFCO Resolution #2014-26, adopting a "zero" sphere of influence for County Service Area #7.

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED AND ORDERED as follows:

1. The dissolution of County Service Area #7 is hereby initiated by the commission and staff is directed to commence dissolution proceedings.

AMADOR LAFCO

LOCAL AGENCY FORMATION COMMISSION

2. The distinctive short-term designation assigned to the affected territory is:
Dissolution of County Service Area #7
3. The dissolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to 15061(b)(3) of the Public Resources Code, in that the project is a change of organization which will result in no changes in the areas where previous powers were exercised and there is no possibility that the action taken by the Commission may have any significant effect on the environment.
4. The Executive Officer is hereby directed to prepare a Notice of Exemption for the Dissolution in compliance with the California Environmental Quality Act and local implementing ordinances.

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of the County of Amador at a regular meeting thereof, held on the 16th day of May, 2019, by the following vote:

AYES:

NOES:

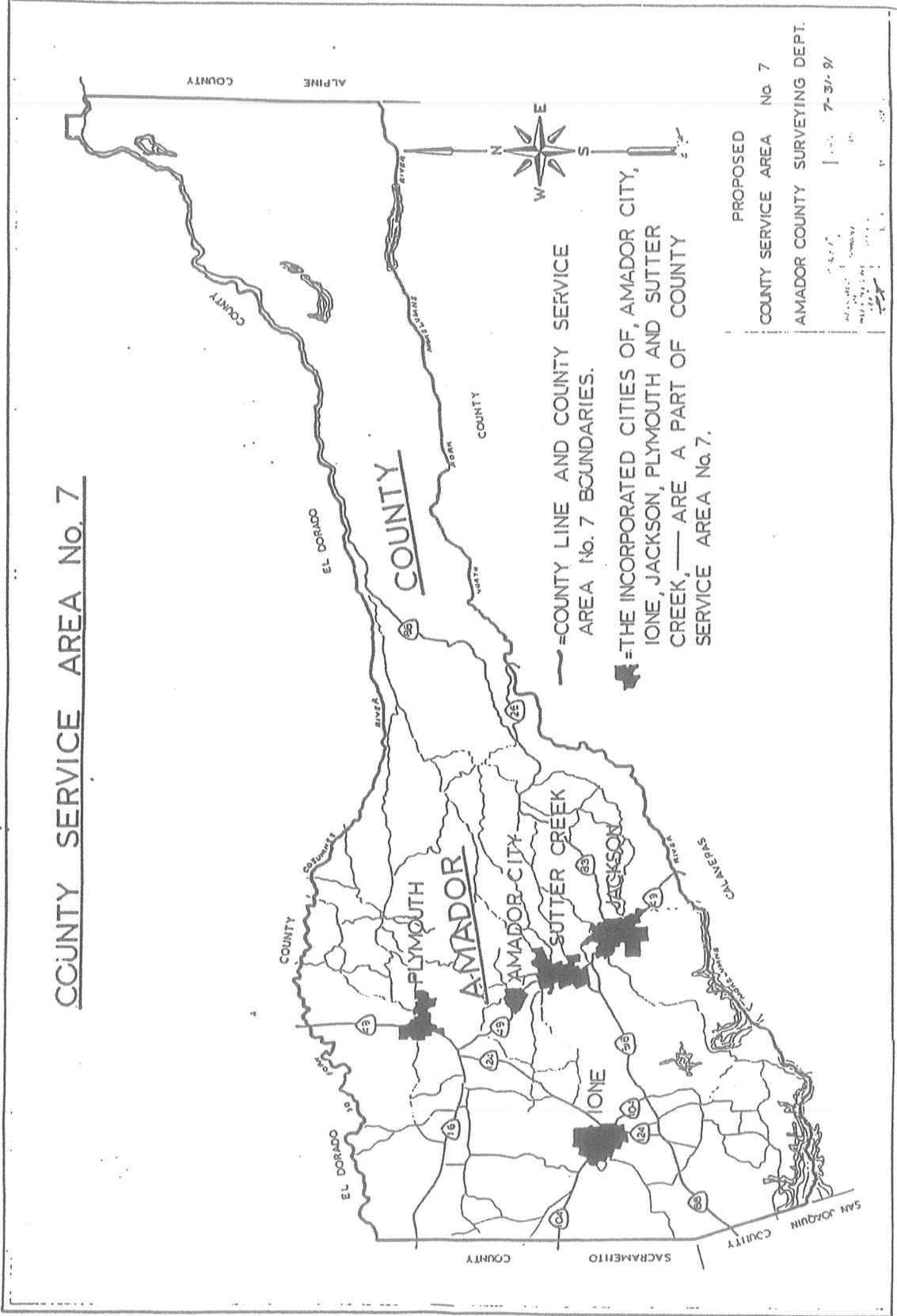
ABSENT:

Presiding Officer
Patrick Crew, Chairman

ATTEST:

Nancy Mees
Clerk to the Commission
Amador Local Agency Formation Commission
Amador County, California

COUNTY SERVICE AREA No. 7



AMADOR LAFCO

LOCAL AGENCY FORMATION COMMISSION

DRAFT

Notice of Exemption

TO: _____ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814
 County Clerk
County of Amador

FROM: Public Agency:
Amador LAFCO
810 Court Street, Jackson, 95642

Project Title: Dissolution of County Service Area #7, LAFCO Project #312

Applicant: Amador LAFCO

Project Location - Specific: Entire Amador County

Project Location - City: NA **Project Location - County:** Amador

Description of Project: Initiation and Dissolution of an obsolete government agency. Function and services of CSA #7 were never activated. The dissolution will result in no change in services or to the geographical area where services are provided.

Name of Public Agency Approving Project: Amador LAFCO

Name of Person or Agency Carrying out Project: Amador LAFCO

Exempt Status: (check one)

Categorical Exemption. State type and selection number: 15320

Statutory Exemptions. State code number:

Reasons why project is exempt: No change to services or geographical area where services are provided.

Lead Agency Contact Person: Roseanne Chamberlain , Executive Officer (209) 418-9377

If filed by applicant: NA

1. Attach certified document of exemption finding.

2. Has a notice of exemption been filed by the public agency approving the project? ___ Yes ___ No

Signature: _____ Date: 5/16/19 Title: Executive Officer

Signed by Lead Agency Date received for filing at OPR: _____
 Signed by Applicant

POSTED ON:

Agenda Item #10

DRAFT MUNICIPAL SERVICE REVIEW (MSR) 2019 UPDATE, LOCKWOOD FIRE PROTECTION DISTRICT; LAFCO PROJECT #311 (public hearing)

Commission will review the Draft Lockwood Fire Protection District Municipal Service Review and direct staff to circulate the Draft for comment.

LOCKWOOD FIRE PROTECTION DISTRICT

Lockwood Fire Protection District (LFPD) provides fire protection and emergency medical services.

AGENCY OVERVIEW

Background

LFPD was formed on August 12, 1986, as an independent special district.¹ LFPD was formed to provide fire protection, fire suppression and basic life support services.

The principal act that governs the District is the Fire Protection District Law of 1987.² The principal act empowers fire districts to provide fire protection, rescue, emergency medical, hazardous material response, ambulance, and any other services relating to the protection of lives and property.³ Districts must apply and obtain LAFCO approval to exercise services authorized by the principal act but not already provided (i.e., latent powers) by the district at the end of 2000.⁴

Boundary

LFPD bounds cover unincorporated territory in north-central Amador County. The bounds encompass approximately 22 square miles along the central Amador-El Dorado County line. LFPD is located east of the unincorporated Fiddletown community and north of Volcano. The district does not include those communities. The District's bounds generally follow Shake Ridge Road, extending from Quartz Mountain Road to the CAL FIRE Fire Station at Dew Drop.

LAFCO has no records of annexations or changes to the District's bounds since its formation. There is paperwork for one annexation, but not a project file. This included Amador Pines Units 2 and 5; however there is no evidence of completion of this annexation.

Sphere of Influence

There are no records in LAFCO's archives describing the history of the District's SOI. The District's SOI is not described in its formation resolution and there are no subsequent LAFCO records pertaining to LFPD's sphere. In 2010, LAFCO updated LFPD's SOI to be coterminous with its first response area and the boundaries and SOI have been mapped.⁵

¹ Formation date is from LAFCO records.

² Health and Safety Code §§13800-13970.

³ Health and Safety Code §13862.

⁴ Government Code §56824.10.

⁵ LAFCO Resolution 2010-07.

Local Accountability and Governance

The principal act stipulates that a fire protection district’s board of directors must have an odd number of members, with a minimum of three and a maximum of 11.⁶ Directors may be appointed or elected to staggered four-year terms. Boards are to internally elect directors to the positions of president and vice-president. Accordingly, a five-member Board of Directors with elected leadership governs LFPD. LFPD directors are to be elected at-large, but in practice are appointed due to lack of contested seats. Current board members are listed with positions and term expirations in Figure 1.

Figure 1: Lockwood FPD Governing Body

Lockwood Fire Protection District			
Governing Body			
	Name	Position	Term Ends
<i>Members</i>	Jan Hewitt	President	Dec 2021
	JoAnne McLachlan	Vice-President	Dec 2019
	Cathy Koos Breazeal	Director	Dec 2021
	Kelley McGee	Director	Dec 2019
	Lois Stevens	Director	Dec 2019
<i>Manner of Selection</i>	Appointments by Board; elections at large		
<i>Length of Term</i>	Four years		
<i>Meetings</i>	Date: Fourth Monday, Location: Station 151		
<i>Agenda Distribution</i>	Online, posted		
<i>Minutes Distribution</i>	Online		
Contact			
<i>Contact</i>	President - LFPD		
<i>Mailing Address</i>	P.O. Box 221, Volcano, CA 95689		
<i>Phone</i>	(209) 296-5122		
<i>Email/Website</i>	www.lockwoodfire.org		

The Board has designated a public information coordinator and contact information is clearly accessible on the website. Board meetings are held the 4th Monday of each month at 6:00 PM at Fire Station #151 located at 23141 Shake Ridge Rd. Meeting materials are easily accessed on the website and the website encourages the public to attend. Notice of the terms of office of Board Members and vacancies are circulated by word of mouth and posting notice. Future openings for the board will also likely be posted on the web site.

The District performs constituent outreach through periodic newsletters titled “Puff”, and “Smoke Signals”, and an informative new district website, community postings, and word-of-mouth.

⁶ Health and Safety Code §13842.

There is recruitment information on the web for committees in which the public can participate. Outreach and fundraising activities have included “Soup Super”, “Taco De Marzo”, “Pancake Breakfast”, “Fall Concert”, and a “Christmas Tank You Dinner”.

The District reported that it has had no known Brown Act violations in recent history. Lockwood FPD was not the subject of a Grand Jury report in the past 10 years, based on a review of posted documents on the Amador County Grand Jury website.

With regard to customer service, the District reported that in general complaints are limited and that communication by constituents within the District is most often inquiries or compliments as opposed to complaints. Complaints may be submitted to the President of the Board. The District reported that it received one complaint in 2017 classified as an internal personnel matter and was resolved.

Lockwood FPD’s Operations Policy Manual includes comprehensive bylaws and policies, adopted August 2016 and amended June 2018. Among other elements, this manual provides for complaints, specifies the role of the officers, and the powers and authorities of the board, chief, and staff.

The District has entered into a contract with Lexipol for an initial manual and future updates if warranted. Lockwood FPD is a member of CSDA, which provides pertinent district law changes and legislation information.

The website states that “the district is dedicated to operating in a transparent manner, and posts relevant financial and operational documents to our site as they become available.” The mission statement, services and functions, the district map, compensation and the district financials are posted clearly on the website and are easily accessible. The District demonstrated accountability in its disclosure of information and cooperation with LAFCO. The agency responded promptly to LAFCO’s requests and participated actively in the preparation of the MSR.

Management

In 2018 the District entered into the “Amador Plan”, a contract with Cal Fire for fire protection, emergency response, volunteer training, personnel evaluation, and administrative assistance. The Cal Fire Chief is now assuming the District Chief’s responsibilities. District performance overall is monitored with the use of the National Fire Incident Reporting System (NFIRS), which logs the type of service calls received. Response times are not a focus of performance evaluation for the District because of hazardous weather and windy roads, which limit speeds. The Board, due to these limitations, sets no specific response time targets or guidelines.

The Board receives monthly reports from the Chief and interim communication as needed. Performance evaluations are not done under the Amador Plan contract. Support Staff were hired prior to the current board members’ terms. No performance evaluations have been conducted for these personnel; however, there is review of their work by the board presented as reports during board meetings.

District financial planning efforts include annual budgets, annual financial audits, and capital improvement plans. The most recent audit was completed in 2018. The District prepares a capital improvement plan with a 10-year planning horizon (although the District

reported the 2018 revision may only span five years) with emphasis on equipment replacement. Lockwood FPD's Operations Policy Manual includes comprehensive bylaws and policies, including the role of the officers, committees, the chief and staff as well as functional job descriptions and responsibilities.

Because of limited funds for operation, Lockwood did not put forth a formal CIP. That being said, should a significant grant become available, the emphasis will be: (1) an emergency generator, (2) additional water sources, and (3) replacement of an aging fire truck and water tender.

On May 15, 2019, Lockwood FPD board members will be participating for the first time in ethics training (AB1234) and training for the prevention of harassment and abusive conduct. This training is required for public officials and some staff. As each new Board member has been appointed/elected, there is an informal emphasis that the individual become acquainted with the Brown Act.

Service Demand and Growth

Present land uses in district bounds are agricultural, vacant and suburban-residential (i.e., five-acre lots on average), and include some timber preserve zones. The timber preserve zone is located in the northernmost part of the District.⁷ The only small business in the District is Big Trees Market. The Amador County General Plan designates Agriculture General and Agriculture Transition for the entire area. The District does not include any General Plan-designated Town Center, Special Planning Area, or Regional Service Center.

The District serves approximately 1,243 parcels and a total of 870 housing units, of which approximately 770 are occupied. Unoccupied homes are primarily vacation homes that are occupied sporadically.⁸ According to the District, there are approximately 1,100 residents within district bounds.⁹ The District's population density is 50 per square mile, compared to the countywide density of 64.

Service demand has not increased due to development or population growth in recent years; there are no large communities within bounds. No known developments are planned or proposed in the area. The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies.

Disadvantaged Unincorporated Communities

LAFCO is required to evaluate disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community is defined as any area with 12 or more registered voters, or as determined by commission policy, where the median household income is less than 80 percent of the statewide annual median.¹⁰ Any MSR conducted by LAFCO for a city or special district that provides public facilities or services related to sewers, municipal and

⁷ Amador County, *General Plan Existing (2007) Land Use Classifications Map*, 2007.

⁸ Parcel and housing based on 2018 District Audit. Occupancy and Residents estimated by District from voter registration

⁹ LFPD Website, updated January 2019.

¹⁰ Government Code §56033.5.