

****AGENDA****

AMADOR LOCAL AGENCY FORMATION COMMISSION

**5:30 P.M. – THURSDAY DECEMBER 16, 2021
810 COURT STREET, JACKSON
BOARD OF SUPERVISORS CHAMBERS**

Please Note: All LAFCO meetings are recorded.

The Amador Local Agency Formation Commission will hold this meeting both by teleconference and in person at the address above.

The public may participate via the following link on any computer, tablet, or phone:
<https://us02web.zoom.us/j/5375128983>

You may also call in by telephone using the following number: 1-669-900-6833. The meeting ID # is 537 512 8983.

The Chairman will, at certain times, invite the public to comment. Public comment will also be accepted by email at nmees.lafco@gmail.com. All emails must be received by 5:00 P.M. on December 14th, and will be read aloud into the record, and shall be subject to the same rules as would otherwise govern speaker comments at the Commission meeting.

Meeting Materials will be available prior to the meeting for Public Review on the Amador LAFCO website at <https://www.amadorgov.org/government/lafco/lafco-meetings-minutes-agendas>.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA FOR DECEMBER 16, 2021**
- 4. APPROVAL OF THE MINUTES OF NOVEMBER 18, 2021**
- 5. APPROVAL OF CLAIMS TO DECEMBER 16, 2021**
- 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. DISSOLUTION OF THE WILLOW SPRINGS WATER DISTRICT, AN INACTIVE DISTRICT; LAFCO PROJECT #334; RESOLUTION #2021-11

Dissolution initiated by the Commission, required by State Controller listing pursuant to Government Code §56879 and consistent with prior MSR Determinations. Exempt, CEQA Section 15061(b)(3) no possibility that the action taken by the Commission may have a significant effect on the environment.

8. REPORT AND DISCUSSION: FINAL DRAFT FINANCIAL ANALYSIS OF FIRE PROTECTION SERVICES (LAFCO PROJECT #339)

The commission will receive and review the fiscal report and analysis of funding of fire protection services from the consultant, Beverly Burr. Direction may be given to staff.

9. INITIATION OF RECRUITMENT FOR LEGAL COUNSEL & REQUEST FOR PROPOSALS

Direction to staff to initiate recruitment of legal counsel; Review of draft RFP

10. OTHER BUSINESS, REPORTS

- a. Commissioner Announcements
- b. Correspondence
- c. Executive Officer's Report

11. CLOSED SESSION: PERSONNEL MATTERS (SECTION 54957(b) (1) CONTRACT NEGOTIATION AND POSSIBLE APPROVAL FOR EXECUTIVE OFFICER SERVICES

ADJOURNMENT

Note: The next regular LAFCO meeting is scheduled for January 20, 2021. This meeting may be cancelled.



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.

AMADOR LAFCO



LOCAL AGENCY FORMATION COMMISSION

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

MINUTES

November 18, 2021

This meeting was available electronically via Zoom, by live streaming and was digitally recorded.

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

The November 18, 2021, meeting of the Amador Local Agency Formation Commission (LAFCO), held in person and via video conference, was called to order by Chairman Crew at 5:43 p.m. There were some technical problems with Zoom as the meeting began.

2. **Roll Call**

Members Present:

Pat Crew, Chairman
Jim Vinciguerra, Vice Chairman
Brian Oneto, County Member, participating via Zoom
Dominic Atlan, City Member
Bob Stimpson, City Member
Russell Robinson, City Member Alternate, participating via Zoom
Byron Damiani, Public Member Alternate, participating via Zoom

Staff Present:

Roseanne Chamberlain, Executive Officer
Nancy Mees, Clerk to the Commission
Mary Ann Manges, Serving as Clerk in the Board Chambers

3. **Approval of Agenda for November 18, 2021**

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

4. **Approval of the Minutes of October 28, 2021**

Motion: It was moved by Commissioner Vinciguerra, seconded by Commissioner Atlan, and carried unanimously to approve the Minutes of October 28, 2021, as submitted.

5. **Approval of Claims to November 18, 2021**

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

6. **Public Forum – Public Comment**

Chief Ken Mackey, Ione, pointed out that agenda item 7 and 8 directly affected each other. There

was no other public comment.

7. **Adoption of a Sphere of Influence for Amador Fire Protection District, LAFCO Project #338 (LAFCO Resolution #2021-10); Public Hearing Continued from September 16, 2021, and October 28, 2021.**

The staff-recommended sphere of influence includes most of the unincorporated area of Amador County, excluding the boundaries of the Sutter Creek FPD, the Jackson Valley FPD, Kirkwood Meadows PUD, and the Lockwood FOD sphere of influence area. The spheres of influence of the unincorporated cities of Ione, Plymouth and Jackson are excluded. CEQA exempt pursuant to CEQA Guidelines Section 15061(b)(3); no possibility that the action taken by the Commission may have a significant effect on the environment; no change in services planned or provided.

Chairman Crew re-opened the Public Hearing.

Executive Officer Chamberlain explained that, as a result of comments received and discussion at the October LAFCO meeting, Resolution #2021-10 and Exhibit A had been revised. Additional descriptive detail maps were also provided showing city boundaries and spheres. The spheres for the cities as shown are current, but sphere updates may occur in the near future. At that time, it will be up to the cities and/or interested parties to decide whether they want to amend a sphere, and annex any areas. In response to a question from Commissioner Atlan, Ms. Chamberlain responded that language could be added to the resolution stating that, should a city amend its sphere, the AFPD's sphere would be also amended concurrently. The chairman invited public comment.

Chief Debbie Mackey, Chief, City of Jackson indicated that fire providers will be re-doing automatic aid agreements and noted CalFire changes. Valerie Kleinfelter, Plymouth City Council, indicated she was satisfied with the removal of city spheres from the AFPD sphere and with the added resolution wording proposed by Commissioner Atlan. Chief Ken Mackey addressed the commission, opposing adoption of a sphere for AFPD. Connie Gonslaves, Jackson City Council and AFPA representative highlighted the letter from the City of Jackson, noting foggy explanations for the AFPD sphere.

There was discussion among the Commissioners, staff and attendees regarding how dispatch areas work, what is the basis of the population calculation and the fact that spheres and boundaries do not affect dispatch areas or Measure M allocation.

Several speakers spoke again, affirming their opposition to adoption of a sphere for AFPD. Chief Debbie Mackey noted that there should be a separate sphere for city fire services. She noted that the city had received an opinion from the city attorney that the sphere may affect Measure M distribution. Commissioner Stimpson, mayor of Jackson, noted that this was the first he had heard of the legal opinion.

Commissioner Oneto noted that he was taking under consideration the fire departments' concern and angst on the matter. Jack Mitchell, Ledger-Dispatch publisher and Ione volunteer fire fighter opposed the action on the AFPD sphere. Valerie Kleinfelter spoke again expressing concern that the fiscal report was not in the packet. Chief Ken Mackey requested the commission postpone approval of AFPD's sphere until all the city MSR updates have been completed. There was additional commissioner discussion.

In response to issues raised by speakers, staff explained that the MSR- sphere hearings and

adoption process had occurred over many months and does allow for numerous opportunities for input prior to a final MSR or SOI update being approved. Staff noted that rationale for determining the first response areas is not known and may have negotiated informally years ago by the fire chiefs at some point. Staff confirmed that the sphere of influence is not related to the dispatch zones and does not directly affect the allocation of funds, noting also that there a serious mismatch between fire provider boundaries and service areas. The resolution of these problems is outside the scope of LAFCO jurisdiction will need to be addressed and accomplished by other agencies, such as the Amador Fire Protection Authority.

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

Motion: It was moved by Commissioner Stimpson, seconded by Commissioner Atlan, to approve Resolution #2021-10 with additional language stating, "Any future amendments to city spheres of influence will include concurrent amendment of the Amador Fire Protection District sphere." Commissioners Crew, Atlan, Stimpson voting "Yes"; Commissioners Vinciguerra and Oneto voting "No". The motion carried.

8. **Report and Discussion: Financial Analysis of Fire Protection Services (LAFO Project #339).**

As there was no presentation or report on this item ready for the meeting, this item was continued to the December 16, 2021, LAFCO Commission meeting. Executive Officer Chamberlain stated that she hoped to have the report in time to circulate it prior to the meeting.

9. **Other Business, Reports**

- a. Commissioner Announcements – None.
- b. Correspondence – Executive Officer Chamberlain reported that she had provided the Commissioners with a copy of a newspaper clipping regarding the Isleton Fire District. In addition, LAFCO has received the annual letter from the State Controller's office listing inactive districts to be dissolved including Willow Springs Water District.
- c. Executive Officers Report – No additional report.
- d. Legislation Report – None.

10. **Closed Session: Personnel Matters (Section 54957(b)(1)) Review and Possible Selection of Contractor for Executive Officer Services**

The chairman announced that there was no report from closed session and direction was given to staff.

Adjournment

The next regular LAFCO meeting is scheduled for December 16, 2021. Chairman Crew adjourned the meeting at approximately 7:30.

Pat Crew, Presiding Officer
LOCAL AGENCY FORMATION COMMISSION

ATTEST: _____
Nancy Mees, Clerk to the Commission

DRAFT

APPROVAL OF CLAIMS - PACKET DRAFT

DRAFT

AGENDA OF December 16, 2021

APPROVAL OF CLAIMS TC December 16, 2021

Agenda Item 5

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INV.DATE</u>	<u>AMOUNT</u>
R Chamberlain 11/16/2021-12/14/2021	Consulting Services Labor	12/16/2021 Estimated	\$ 3,500.00
	Expense Total, (mileage, PO Box, phone)	12/16/2021 Estimated	\$ 190.00
N Mees 11/16/2021-12/14/2021	Clerical & Admin Labor	12/16/2021 Estimated	\$ 360.00
	Expense Total	12/16/2021 Estimated	\$ -
William Chamberlain 11/16/2021-12/14/2021	Consulting Services Legal	12/16/2021 Estimated	\$ 180.00
	Expense Total, (mileage, PO Box, phone)	12/16/2021 Estimated	\$ -
Beverly Burr	Contracted financial consulting services	12/16/2021	\$ 1,500.00
Ledger Dispatch	Publication of Notice 12/16/21	12/16/2021	\$ 91.08
LAFCO Board	Meeting Stipends (Maximum of 5 @ \$50.00)		\$ 250.00
	TOTAL		\$ 6,071.08

** 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: DISSOLUTION OF THE WILLOW SPRINGS WATER DISTRICT (LAFCO PROJECT #334): RESOLUTION #2021-11
DATE: MEETING OF DECEMBER 16, 2021

BACKGROUND & DISCUSSION:

LAFCO is initiating the dissolution of the Willow Springs Water District, an inactive district listed by the State Controllers Office on November 1, 2021. Amador LAFCO was notified November 4, 2021, and the notification is attached. The dissolution is pursuant to Government Code §56879 which specifies “the commission shall dissolve inactive districts”. LAFCO Resolution 2020-09, adopted in November 2020, initiated the dissolution under either §56375 (not listed by State Controller) or Government Code §56879 (as listed by the State Controller). The proposed dissolution is pursuant to the recent listing by the State Controller.

The listing by the State Controller simplifies the requirements for dissolution. Legislation in 2020 exempts the dissolution from the requirements for property tax redistribution as described in Revenue and Taxation Code 99, et. seq. The dissolution is also exempt from the requirements for protest proceedings and can be completed with one hearing by LAFCO. All affected agencies were notified, and the notice was published as required by statute. 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.

The district formerly held \$2,279 in cash assets in the form of a check from the state. This check proved non-negotiable because of the inactive status of the district and the county Treasurer’s requirements. Sadly, those funds will remain in the state treasury. John Applegate, the last known representative of WSWD previously contacted former board members of the district. There is no known objection to the dissolution.

Government Code §56042 specifies that an "inactive district" means a special district that meets all of the following:

- (a) The special district is as defined in Section 56036 (note that certain types of districts are excluded at this section, but WSWD is included).
- (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.

Willow Springs Water District meets all these requirements. The municipal services review for WSWD determined that dissolution was the preferred government reorganization option. The commission adopted a zero sphere of influence for the district, affirming that dissolution is an appropriate change of organization. No substantive comments were received prior to the packet deadline. The County Auditor formally requested that LAFCO initiate and complete the dissolution of the district in 2020.

STAFF RECOMMENDATIONS:

1. Find the dissolution of the Willow Springs Water District is exempt under CEQA Section 15061(b)(3), in that there is no possibility that the action taken by the Commission could have a significant effect on the environment.
2. Adopt Resolution #2021-11, dissolving the Willow Springs Water district as required by Government Code §56879.

Attachments:

Draft Resolution #2021-11

LAFCO Resolution 2020-09 Initiating Dissolution of the Willow Springs Water District

Notice of Exemption

AMADOR LAFCO

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION ORDERING THE DISSOLUTION OF WILLOW SPINGS WATER DISTRICT LAFCO Project #334

LAFCO RESOLUTION NUMBER 2021-11

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, Willow Springs Water District is an inactive district and was identified by the State Controller as inactive on November 1, 2021; and

WHEREAS, the proposed dissolution is consistent with recommendations and conclusions of the Municipal Services Review pursuant to Section 56470, prepared by Amador LAFCO in 2008, updated in 2014 and 2020, which identified 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) adopting a "zero" sphere of influence for Willow Springs Water District to include no territory;

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

1. Willow Springs Water District is dissolved and extinguished, and no map of the district is attached.
2. The distinctive short-term designation assigned to the affected territory is:

Dissolution of Willow Springs Water District

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 15720 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.

AMADOR LAFCO

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 December 2021 by the following vote:

AYES:

NOES:

ABSENT:

Patrick Crew, Chairman

ATTEST:

Roseanne Chamberlain
Executive Officer
Amador Local Agency Formation Commission
Amador County, California

AMADOR LAFCO
LOCAL AGENCY FORMATION COMMISSION

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

Contact: 209-418-9377
amador.lafco@gmail.com

Project Title: Dissolution of Willow Springs Water District

Applicant: Amador LAFCO

Project Location - Specific: North western Amador County, west of the city of Plymouth

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

Description of Project: Dissolution of an obsolete government agency. The dissolution is required under Government Code §56879, State Controller's Listing and the district is inactive. 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: 15061(b)(3)

Reasons why project is exempt: No change to services or geographical area where services are provided; no possibility that the action taken by the Commission may have a significant effect on the environment.

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: 12/16/21 Title: Executive Officer

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

POSTED ON:

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION INITIATING THE DISSOLUTION OF WILLOW SPRINGS WATER DISTRICT

LAFCO RESOLUTION NUMBER 2020-09

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 §56375; and

WHEREAS, Willow Springs Water District was formed to provide irrigation water services to certain parcels in the area west of the City of Plymouth, and no services or water has been served for at least 25 years; and

WHEREAS, the dissolution of Willow Springs Water District will not lead to any changes in services otherwise provided; and

WHEREAS, pursuant to GC §56871, the board of directors of Willow Springs Water District has not furnished or provided services or facilities of substantial benefit to residents, landowners, or property within the district; has not levied taxes or other charges or made expenditures for at least 25 years; and there has not been a duly selected and acting quorum of board of directors of the district for many years; and

WHEREAS, the commission may initiate proposals for the dissolution of a district under §56375(a)(2)(B) of the Government Code; there is no alternative district proposal pursuant to §56862; and there are no conflicting proposals pursuant to § 56657; and

WHEREAS, the proposed dissolution is consistent with a recommendations and conclusions of the Municipal Services Review prepared by Amador LAFCO in 2008 and updated in 2020, 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 #2020-08, November 19, 2020, affirming a "zero" sphere of influence for Willow Springs Water District;

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

1. The dissolution of Willow Springs Water District is hereby initiated by the commission and staff is directed to commence dissolution proceedings pursuant to §56375 or under §56879.
2. The dissolution is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) in that there is no possibility that the action taken by the Commission may have a significant effect on the environment.
3. Public service costs of the dissolution are likely to be less than or substantially similar to the costs of alternative means of providing the service by eliminating an inactive district.

AMADOR LAFCO

APPROVED

LOCAL AGENCY FORMATION COMMISSION

4. The proposed Dissolution promotes public access and accountability for community service needs and financial resources by eliminating an inactive district.
5. The distinctive short-form designation assigned to the dissolution is:

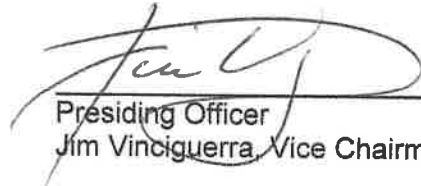
Dissolution of Willow Springs Water District (LAFCO Project #334).

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 19th day of November, 2020, by the following vote:

AYES: VINCIGUERRA, ATLAN, GROTH, ONETO

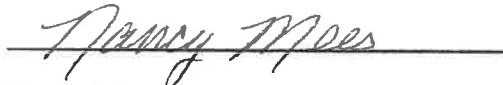
NOES: NONE

ABSENT: CREW



Presiding Officer
Jim Vinciguerra, Vice Chairman

ATTEST:



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

Agenda Item #8

REPORT AND DISCUSSION: FINAL DRAFAT - FINANCIAL ANALYSIS OF FIRE PROTECTION SERVICES (LAFCO PROJET #339)

The Commission will receive and review the fiscal report and analysis of funding of fire protection services from the consultant, Beverly Burr. Direction may be given to staff. The report is available at <https://www.burrconsulting.org/amador-lafco>, and will also be posted at the Amador LAFCO website as soon as it is available

**Request for Qualifications for Legal Counsel Services
Amador Local Agency Formation Commission**

INTRODUCTION

The Amador Local Agency Formation Commission (LAFCO or the Commission) is requesting proposals from qualified law firms and/or attorneys to provide legal services to LAFCO. The incumbent contractor does not intend to submit a proposal. The Commission is interested in measures to maintain adequate legal support while minimizing cost.

The closing date for receiving proposals is _____. LAFCO reserves the right to extend the period for receiving proposals.

QUALIFICATIONS

Amador LAFCO is seeking a firm or individual committed to providing the highest quality legal representation to the Commission. The successful firm/individual should have experience in providing legal services to public agencies and/or LAFCOs. Ideally, the successful firm/individual should have experience in advising public officials, administrators, and employees on the complex and frequently changing laws pertaining to government administration, organization, and regulation.

Familiarity or expertise with the function and purpose of Local Agency Formation Commissions and knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 is desirable.

The successful firm/individual should have expertise in public agency law, contracts and agreements, environmental issues (CEQA and NEPA), land use planning and zoning law, litigation and legal issues routinely faced by public agencies. Experience and expertise in open meeting requirements (the Brown Act), records requests (the Public Records Act), ethics and conflicts of interest is essential. LAFCO legal counsel works closely with the LAFCO Executive Officer and serves under the general direction of the Commission.

Position responsibilities and scope of work include, but are not limited, to the following:

- Serve as LAFCO Legal Counsel and representative in Commission matters, including litigation and administrative proceedings as necessary
- Provide reports and give legal advice to the Commission; prepare confidential legal opinions as necessary
- Upon request, promptly advise the Executive Officer in all Commission matters in person, by telephone and email, as appropriate.
- Upon request, review and comment in a timely manner on documents prepared by LAFCO staff including meeting materials, agendas, staff reports, resolutions, correspondence, administrative policies and other related documents.

- Maintain availability to attend public hearings and Commission meetings electronically or in person and attend when requested by the Chairman or Executive Officer.
- Prepare and/or review contracts, indemnification agreements, CEQA documentation, and other materials as requested by the Commission or Executive Officer

Typically, legal counsel advises on complex resolutions, staff reports that may have specific legal issues, etc. Routine matters or straightforward reports may not require review by legal counsel.

The Commission meetings are scheduled monthly, on the third Thursday of each month. However, some meetings are typically cancelled each year, depending on the workload. Meetings last an average of 1 hours.

REQUIRED INFORMATION AND DOCUMENTATION

If you are interested in being considered as Amador LAFCO Counsel, please submit the following information:

- Description of the firm and statement of qualifications and experience
- Identification of the individual who would directly provide service as LAFCO Counsel (including qualifications and resume of this individual)
- Statement of fees and hourly charges, applicable rates for litigation and other legal services, for work by non-attorney staff , and for travel
- If separate charges will apply for incidentals (e.g., photocopies, faxes, etc.), indicate whether they will be billed at cost or would include a markup.
- Summary of proposed services and responsibilities
- Additional information, in the form of a brief summary, about your firm or staff that you feel would assist LAFCO in evaluating your experience, resources, and competence
- Statement and listing of all conflicts of interest and potential conflicts of interest

Proposals should be addressed to Roseanne Chamberlain, Executive Officer and may be submitted electronically to amador.lafco@gmail.com or by mail to P.O. Box 22-1292, Sacramento, CA 95822. Depending on the number of proposals received, the Commission may designate a committee to review the proposals and make recommendations.

All proposals must be received no later than 5:00 PM, _____ (date)_____.

Questions may be directed to: Roseanne Chamberlain, Executive Officer

Email: amador.lafco@gmail.com Telephone: (209) 418-9377