

Lake Local Agency Formation Commission

Special Meeting Agenda

Wednesday July 15, 2020 -- 9:30 am

Welcome to the LAKE LAFCo special meeting. This meeting will be via Zoom (conference call) only due to the COVID-19 virus. A roll call vote is required for all items on the agenda.

You may use your phone for this meeting and no computer is required. There will be video if you choose to use it.

The complete agenda, including backup materials and materials related to items on this Agenda submitted to the Commission after distribution of the Agenda Packet, is available for public inspection on the Lake LAFCo website. Agenda materials are also available on the Sutter LAFCO website at www.lakelafco.org

Instructions for joining meeting via Zoom are as follows:

Time: Jul 15, 2020 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81097175964?pwd=b1IMMFRSNjdDVWYvczVBT2R3TW4zQT09>

Meeting ID: 810 9717 5964

Password: 678352

Dial by your location

+1 669 900 6833 US (Toll Free)

Meeting ID: 810 9717 5964

Password: 678352

If you have any problems dialing in call LAFCo at (707) 592-7528

Items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown Act. Members of the public are encouraged to participate in this teleconference meeting either by email prior to the meeting at j.benoit4@icloud.com or by phone by dialing the number above. You may listen to the meeting by dialing the teleconference number.

This meeting is being agendized to allow staff and the public to participate via teleconference, pursuant to the Governor's Executive Orders N-25-20 & N-29-20 and dated March 12, 2020 & March 17, 2020. These Executive Orders authorizes local legislative bodies to hold a public meeting via teleconference or other electronic means and to make public meetings accessible to telephonically to all members of the public and staff in effort to observe Social Distancing Recommendations in effect for the entire country.

(All meeting materials are available on LAFCo's Website:

www.lakelafco.org

"Lake LAFCo oversees orderly development and protects natural resources and agricultural lands"

Commissioners

Commission Alternate Members

Dirk Slooten, (City)

Victoria Brandon (Spec. District Alternate)

Stan Archacki, (Special Dist.)

Suzanne Lyons (Public Alternate)

Jim Scholz (Special District)

Tina Scott (County Alternate)

Ed Robey, (Public Member)

Joyce Overton (City Alternate)

Moke Simon, Vice Chair (County)

Bruno Sabatier Chair (County)

Stacey Mattina (City)

Staff

John Benoit, Executive Officer

P. Scott Browne, Legal Counsel

Kathleen Moran, Clerk-Analyst

1. **Call to Order – Roll Call**
2. **Election of Chair and Vice Chair for FY 2020-2021**
 - a. *Election of Chair*
 - b. *Election of Vice-Chair*

3. **Approval of Minutes – May 20, 2020**
Action: Approve May 20, 2020 minutes

4. **Public Comment.**

This is the time for the public to address the Commission on any matter not on the agenda. Testimony related to an item on the agenda should be presented at the time that item is considered.

5. **Consent Agenda**

- a. *Review and authorize payment of expenses for May and June 2020.*

WORKSHOPS

6. **KONOCI CO. WATER DISTRICT SERVICE REVIEW AND SPHERE UPDATE**

- a. *Receive Report, conduct public hearing, and consider approval of LAFCo Resolution 2020-0003 adopting a final budget for 2020-2021.*

- 7. Policy, Standards and Procedures update (workshop #2)**
 - a. *Continued workshop regarding revised Policies, Standards and Procedures.*

(Please have your copy of the draft Policies, Standards and Procedures ready)

- 8. Status report on South Lakeport Annexation fiscal study**
 - a) *Receive Status Report regarding the South Lakeport Annexation fiscal study.*

- 9. Discussion regarding the impacts of Covid-19 upon fire districts in Lake County.**

- 10. LAFCo Conflict of Interest and 2020 Local Agency Biennial Notice**
 - a) *Review LAFCo's Conflict of Interest Code and authorize the Executive Officer to sign and transmit the Biennial Notice to the Clerk to the Board of Supervisors*

- 11. Nominations for 2020/2021 Calafco Board of Directors**
 - a) *The Calafco Election Committee is accepting nominations for a City Member and a Public Member to serve on the Calafco Board of Directors representing the Northern Region.*

 - b) *Nominate a City or Public Member if so desired*

- 12. Executive Officer' s report.**
 - a. *Upper Lake County Water District MSR and SOI*
 - b. *Cemetery District MSR and SOI*
 - c. *Carlisle Annex to Clearlake Oaks Co. Water District*
 - d. *Callayomi Co. WD annexations*
 - e. *Cobb Area Annexation*

- 13. LAFCo Counsel's report**

14. Commissioner Reports

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

15. Correspondence:

16. Adjourn to LAFCO's next regular meeting: Wednesday September 16, 2020 9:30 AM in Clearlake

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



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

Public Comment

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

matter jurisdiction.

- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to 5 minutes. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda are available for review for public inspection at the City of Lakeport and City of Clearlake Community Development Departments office located at City Hall in Lakeport and Clearlake [such documents are also available on the Lake LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Lake LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff LAFCO staff may be contacted at (707) 592-7528 or by mail at Lake LAFCO c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746 or by email at j.benoit4@icloud.com. Agenda packets are located on the Lake LAFCO Webpage at www.lakelafco.org

LAKE LOCAL FORMATION COMMISSION
MINUTES
May 20, 2020 Special Meeting

Members Participating

Bruno Sabatier, Chair, County Member
Stacy Mattina, City Member
Dirk Slooten, City Member
Stan Archacki, Special Districts
Jim Scholz, Special Districts
Ed Robey, Public Member
Victoria Brandon, Special District Alternate
Moke Simon, Vice-Chair/County Member
Suzanne Lyons, Public Member Alternate.

Staff Participating

John Benoit, Executive Officer
P. Scott Browne, Legal Counsel
Kathleen Moran, Clerk

Absent: Tina Scott, County Alternate, Joyce Overton, City Alternate.

Also Participating on call: Ken Porter, Valley Oaks.
Kevin Ingram, City of Lakeport.

1. Call to Order

Chairman Sabatier called meeting to order at 9:30 a.m. via teleconference.

2. Approval of Minutes - Motion by Commissioner Slooten, second by Commissioner Simon to approve the Minutes of the April 15, 2020 Special Meeting. Motion carried by the following vote:

AYES: Commissioners Mattina, Slooten, Archacki, Scholz, Robey, Simon.
NOES: None.
ABSTAIN: Commissioner Robey.

3. Public Comment – None.

4. Consent Agenda

Re: Claims for April 2020, EO stated that the MRG Invoice in the amount of \$7,425.00 should not have been included as that item is being paid for by the City of Lakeport.

Motion by Commissioner Slooten, second by Commissioner Robey to review and authorize payment of expenses for April 2020 in the total amount of \$10,128.67. Motion carried.

5. Public Hearing re: 2020-2021 Final LAFCo Budget

EO made brief statement and recommended approval. Chairman Sabatier stated that there were no dramatic increases and the reserves continue to be maintained. No other questions or comments were heard from Commissioners or public and the hearing was closed.

Motion by Commissioner Mattina, second by Commissioner Slooten to adopt Resolution No. 2020-0003 a Resolution of the Lake Local Agency Formation Commission Adopting a Final Budget for FY 2020-21 and authorize the Chairman to sign. Resolution passed and adopted by the following vote:

AYES: Commissioners Slooten, Archacki, Scholz, Robey, Simon, Sabatier and Mattina.
NOES: None.
ABSTAIN: None.

6. Policy, Standards and Procedures update (workshop #2) - Continued to July 15, 2020.

7. Consider one-year extension for LAFCo file 2019-0002 Valley Oaks Annexation consisting of 147.14 acres to the Hidden Valley Lake CSD expiring on 17th July 2020.

Mr. Porter has requested consideration of a one-year extension for the Valley Oaks Annexation to complete the permits. Chair confirms this request has nothing to do with the application of the county, and it is solely to complete the application for the water. EO confirmed.

Motion by Commissioner Simon, seconded by Commissioner Scholz to grant request for a one-year extension to July 21, 2021 for LAFCo File 2019-0002 Valley Oaks Annexation. Motion carried.

8. Discussion of options to reduce domestic water costs in communities where water is costly.

EO stated this item was directed to be placed on the July Agenda under the Konocti County Water District MSR, but there are some items to update in the interim. He stated that he did some research on the Clearlake water agencies that have water rights agreements with the Yolo County Flood Control District and he requested copies of all the contracts, as well as maps. Many of the maps he received were not accurate. He requested maps/agreements from Highlands and Golden State as well. EO produced one document with all the water districts on it. The map also shows district overlap areas, spots where there is potentially no service and spots where it is unclear as to which agency provides the service.

Chair noted the item is informational and for discussion only and will be further addressed at the July meeting under the Konocti County Water District MSR Agenda item.

9. Executive Officer's report

- a. 700 forms due June 1st
- b. Upper Lake County Water District MSR/SOI - EO to contact them again for info as they have not responded to requests.
- c. Konocti County Water District MSR and SOI – EO suggested inviting other two water providers to attend as well.
- d. Cemetery District MSR and SOI, still in process but not a priority now.
- e. Carlisle Annex to Clearlake Oaks Co. Water District – have been in contact with EO and information has been provided to them.
- f. Alternate Special District recruitment for a 4-year term – as county opens up EO to proceed.

Mr. Benoit announced that Santa Barbara LAFCo Executive Officer, Paul Hood, has passed away.

EO updated Commissioners on tasks relative to the South Lakeport Reorganization Application noting that the consultants met with the County and the City and are in the process of preparing the independent fiscal study along with recommendations on items that could be included in a tax sharing agreement. Mr. Ingram spoke briefly on the work. EO will place update on the July Agenda.

Chairman Sabatier spoke to the role of LAFCo in helping to ensure that services are provided efficiently and in a cost effective manner and expressed concern in light of COVID-19 on those services and the districts, and recommends a discussion on this for the next meeting.

10. LAFCo Counsel's Report – no new information.

11. Commissioner Reports – None.

12. Correspondence. None.

10:07 a.m. Meeting adjourned.

Next regular meeting: Scheduled for Wednesday July 15, 2020 9:30 a.m. in Lakeport. * Note: Meeting to be conducted via teleconference.

By: _____ Kathleen Moran, Clerk

Lake Local Agency Formation Commission # 5

CLAIMS May and June 2020

Expenses for FY 2019-2020:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
4.16.20-5.15.20	Browne Legal	\$ 598.30
May 20, 2020	Meeting Stipend	\$ 540.00
June 1, 2020	Staff Svcs May 2020	\$ 5,547.67
5.16. 2020- 6.15.20	Browne Legal	\$ 1,837.00
July 1, 2020	Staff Svcs & MSR June 2020	\$ 4,797.67
July 1, 2020	MSR and SOI June 2020	\$ 3,000.00
July 1, 2020	Complex Projects June 2020	\$ 1,150.00
TOTAL:		\$ 17,470.64

Expenses for FY 2020-2021:

July 1, 2020	Calafco Dues for FY 20-21	\$ 1,901.00
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DATED: July 15, 2020

APPROVED: July 15, 2020

Bruno Sabatier, Chair or Moke Simon, Vice Chair
Lake Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Amount Budgeted	Comm Stipend Supplies	Membership Books & Periodic	Attorney Service	LAFCO Clerk	Office Support	Staff Svcs	Legal Notices	Trans Travel	Conf Regis	Gen Reserve Contingency	Insurance	CIB Mapping	Webpage	Auditor	SOI	MSR
	880.22-70	880.22-70	880.22-70	880.22-79	880.22-79	880.22-79	880.24-00	880.29-50	880.29-50	880.00	880.90-91	880.23-78	880.23-18	880.23-30	880.23-79	880.23-79
Calico Due 2019 2020	\$ (420.00)	\$ (1,075.00)														
Comm Stipend 2019																
Staff Svcs 2019																
Browne Ending 7 15 19																
Calico Registrations 2019																
Staff Svcs Aug 2019																
Browne Ending 8 15 19																
Record Bcr CLO Inactive Data																
payroll Sept 18 19 Payroll																
Staff Svcs September 2019																
Browne Ending 9 15 19																
Browne Ending 10 15 19																
TRAPS 7,500 Item Unrestricted Reserve and unbudgeted funds																
Staff Svcs October 2019																
Staff Svcs Nov 2019																
RB-CLO Mgmtg Costs MSR & SOI																
Loan Origination 2009-0006																
Sticker Conf Remb Calico 2019																
Payroll Nov 20 2019																
V Brandon Conf Remb 2019																
J Scholz Conf Remb 2019																
Browne Ending 11-15-19																
Staff Svcs November 2019																
Browne Ending 12 15 19																
Staff Svcs Dec 2019																
Browne Ending 12 15 19																
Staff Svcs January 2020																
Midfieldown Rancheria OCMG Atriz 2009-0005																
Browne ending 1 15 2020																
Staff Svcs February 2020																
Reim Stipend January 15 2020																
RB-CLO Mgmtg Costs MSR & SOI																
Loan Origination 2009-0006																
Staff Svcs March 2020																
Browne Ending 3 15 20																
Staff Svcs April 2020																
Browne ending 4 15 19																
RB-CLO Final Budget																
Comm Stipend April 15 2020																
Comm Stipend May 20 2020																
Browne Ending 5 15 2020																
Staff Svcs May 2020																
Browne Ending 6 15 2020																
Staff Svcs June 2020																
Browne Ending 6 15 2020																
Remaining in Account	\$ 2,340.00	\$ 250.00	\$ 2.00	\$ 200.00	\$ 910.30	\$ 400.00	\$ (84.04)	\$ 460.74	\$ 3,744.88	\$ 420.00	\$ 1,400.00	\$ 3,850.00	\$ 86.10	\$ 2,500.00	\$ 3,940.85	\$ 4,293.00
Expended	\$ (2,940.00)	\$	\$	\$ 30.00	\$ (16,798.00)	\$ (6,600.00)	\$ (48,572.04)	\$ (539.26)	\$ (1,755.12)	\$ (2,080.00)	\$ 50.00	\$ (2,150.00)	\$ (53.80)	\$ 50.00	\$ (56,059.35)	\$ (18,717.00)

unaudited

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July 6, 2020

Mr. John Benoit
Lake County LAFCo Executive Officer
P.O. Box 2694
Granite Bay, CA 95746

Subject: South Lakeport Annexation Review

Dear John:

We would like to provide you and your Commissioners with a project status report.

As you are aware, Lake County LAFCo asked MRG to review the City of Lakeport's proposed South Lakeport annexation application and offer an independent perspective on the issues raised by both the City and County, with emphasis on the potential fiscal impacts. MRG has completed the following tasks as part of this project:

- Reviewed numerous documents provided by LAFCo, including the annexation application, fiscal analysis, 1997 Agreement, and a variety of other documents and correspondence;
- Prepared a summary of the issues and reviewed this with you, the City Manager and County Administrative Officer;
- Met with City and County management and fiscal staff as well as the City's and County's fiscal consultants, Applied Development Economics and Bay Area Economics, to discuss the fiscal analysis and findings; and
- Researched various issues related to LAFCo policy and other matters, including conversations with experts and other MRG consultants.

We have distributed our draft report to both the City Manager and County Administrative Officer and plan to meet with each of them in the coming week. After we receive their feedback, we will modify the report as needed and provide you a final report by Friday, July 24.

We are happy to meet with you and your LAFCo Commissioners to review the final report at any time.

Sincerely,

Mike Oliver
President

Dana Shigley
Consultant

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2020 Local Agency Biennial Notice

Name_of_Agency: Lake LAFCo

Mailing_Address: P.O. Box 2694 Granite Bay, CA 96746

Contact Person: John Benoit Phone No. 707.592.7528

Email: j.benoit4@icloud.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2020, or by the date specified by your agency, if earlier, to:

Carol Huchingson, Clerk of the Board of Supervisors
255 N. Forbes Street
Lakeport, CA 95453

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Lake Local Agency Formation Commission

Memorandum

July 15, 2020

TO: LAFCo Commissioners

FROM: John Benoit, Executive Officer

SUBJECT: Conflict of Interest Code Review.

Attachments: Lake LAFCO's Conflict of Interest Code
2020 Local Agency Biennial Notice

Government code section 87300 et. seq. (the Political Reform Act) requires each local government agency to maintain a conflict of interest code and update it to reflect changes that occur in the organization of an entity. The Local Agency Formation Commission (as well as other local agencies) is required to review and possibly amend its Conflict of Interest code on even-numbered years. A biennial notice is normally sent out by the County Clerk or other official designated by the Board of Supervisors during the summer of even numbered years to each agency required to review its Conflict of Interest Code. After review or approval of the Conflict of Interest Code, LAFCO is required to submit any proposed changes to the Board of Supervisors acting as the code reviewing body.

Government code section 87311 requires review of a conflict of interest code to be carried out under procedures which guarantee to officers, employees, members and consultants of the agency and to residents of the County adequate notice and a fair opportunity to present their views. A conflict of interest code was adopted on March 20, 2002. To engage the public, a notice of Public Hearing was published prior to LAFCO adopting amending its conflict of interest code (which was included in LAFCo's Bylaws). Since that time LAFCO has found no amendments to that code necessary.

Recommendation:

Direct the Executive Officer to sign and transmit the 2020 Local Agency Biennial Notice to the Clerk to the Board of Supervisors declaring LAFCO has reviewed its Conflict of Interest code and no amendment is required at this time.

John Benoit, Executive Officer j.benoit4@icloud.com
P.O. Box 2694 Granite Bay, CA 95746
(707) 592-7528 ph.

Lake County
Local Agency Formation Commission
Conflict of Interest Code

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted Title 2, California Code of Regulations, Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission. Therefore, the terms of Title 2 California Administrative Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the following list of designated and disclosure requirements constitute the Conflict of Interest Code of the Local Agency Formation Commission of Lake County.

Designated officers and employees shall file Statements of Economic Interest (Form 730) with LAFCO, who will retain copies, and forward the original Statements for all Commissioners and the Executive Officer to the Lake County Clerk. The original statements for all other designated employees will be retained by LAFCO.

Designated Employees and Disclosure Requirements

Designated officers and employees include the following:

- A) All members and alternate members of this Commission
- B) The Executive Officer
- C) Legal Counsel to the Commission
- D) Consultants employed by the Commission. The Chair of the Commission may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this Code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Designated employees and officers shall disclose the following: All investments, sources of income or interests in real property within the Lake Local Agency Formation Commission jurisdiction and business positions in which the designated employee or officer is a director, officer, partner, trustee, employee or holds any position of management, and which business does any contracting with the Local Agency Formation Commission, or which is located within the Local Agency Formation Commission jurisdiction.

July 7, 2020

To: Local Agency Formation Commission
Members and Alternate Members

From: Shiva Frentzen, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: IMPORTANT UPDATE - Elections for 2020/2021 CALAFCO Board of Directors

As you know, nominations are now open for the fall elections of the CALAFCO Board of Directors. Please refer to the announcement and nomination packet sent out to you on June 19, 2020 for details on which seats are open and other important information.

In that announcement we advised you that if we are unable to have an in-person annual conference due to the COVID-19 pandemic, the elections will be conducted by all mail ballot. As the in-person annual conference has been cancelled, the 2020 Board of Directors elections will be an electronic ballot procedure.

- ✓ We will use the timelines outlined in CALAFCO policies as detailed in the June 19 announcement with some slight modifications as provided below.
- ✓ CALAFCO still needs the name of your voting delegate. Please also provide their title and email address as the ballot will be emailed directly to your voting delegate. The voting delegate will also cast votes on behalf of your LAFCo at whatever virtual annual business meeting we may have.

Since there will be no caucus, there is no ability to nominate a candidate from the floor. All nominations must come from the nomination packets submitted and acknowledged as received by the deadline of September 22, 2020 at 5:00 p.m.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations until **Tuesday, September 22, 2020 at 5:00 p.m. and that this is the only way to get your name on the ballot and be considered for election.**

The election committee and CALAFCO staff will meet virtually the morning of October 22 for purposes of tabulating the results and certifying the election. All election documents will be available for member LAFCo inspection upon request.

- **June 19** - Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 22** - Completed Nomination packet due
- **September 22** - Voting delegate name and email address due to CALAFCO
- **October 7** - Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 7** - Distribution of ballots by email to voting delegate
- **October 21** - Ballots due to CALAFCO by 4:00 p.m. - NO LATE BALLOTS WILL BE ACCEPTED
- **October 22** - Elections tabulated by the Elections Committee and an announcement made to the membership

Please direct any questions you have about the election process to Executive Director Pamela Miller at pmiller@calafco.org or by calling her at 916-442-6536; or to the Election Committee Chair Shiva Frentzen at sfrentzen@calafco.org or by calling her at 530-621-5390.

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June 2, 2020

TO: CALAFCO Member LAFcos - Commissioners and Staff
FROM: Pamela Miller, Executive Director

Dear Member LAFcos:

We find ourselves in extraordinary and uncertain times. As we enter the fourth month of the COVID-19 pandemic, we remain in a high-level learning and adaptive mode. Each week presents new challenges to overcome. As we move into budget season, difficult decisions must be considered in response to the deep fiscal impacts of the pandemic. And most recently, many of us find ourselves grappling with civil unrest, curfews, and communities on edge for so many reasons. On behalf of the CALAFCO Board of Directors, I want to thank all of you for your courageous leadership in these challenging times. I've heard so many inspiring stories from your LAFcos and local agency partners about the great work you are doing to serve your communities while keeping yourselves and others safe. This is the kind of leadership that is needed today - more than ever, and we thank you.

There is so much rebuilding to be done and so many opportunities to do that in creative and innovative ways. CALAFCO is proud to serve as a resource and support for you. Like you, we've been learning how to adapt with flexibility to meet your changing needs.

As you know, we had to cancel our annual Staff Workshop due to the pandemic. Since that week in March we've been hosting and facilitating weekly meetings for Executive Officers and another for Clerks. These are opportunities for them to gather and discuss how each LAFco is responding to the pandemic; to share information and concerns; and to stay connected.

To serve each commission, CALAFCO offered our toll-free conference calling system to any LAFco that needs it for staff, committee, and commission meetings. Most recently CALAFCO purchased two Zoom licenses and we offered all of you, our member LAFcos, the use of one of those in the name of Member LAFcos at no cost for your committee and commission meetings. Additionally, we are using this time to update and enhance the CALAFCO website so it can be a more valuable resource for you.

We are revising our CALAFCO University model to make our sessions more accessible and cost-effective by creating a series of webinars for the second half of 2020 which will be announced soon. And we continue to share with you valuable educational opportunities provided by our partner associations.

During the CALAFCO Board meeting in late February, the Board unanimously approved the formation of an ad hoc committee to take another look at the dues structure that was approved by the membership at the October 31, 2019 business meeting. This ad hoc committee will be formed sometime this summer and you will receive information about the committee and its scope of work as soon as it becomes available.

CALAFCO continues to find ways to support each of you today, tomorrow and into the future. We look forward to hearing from you how we can be an even more effective and valuable partner and provide support for you, our Member LAFcos.

We value your membership and thank you for your support and partnership.

Warm regards,

Pamela Miller
Executive Director

July 7, 2020

Dear CALAFCO Membership:

We continue to live in unprecedented times, dealing with the myriad of disruptive changes thrust upon us and our agencies. All of us continue to learn how to best navigate the path forward, both individually and collectively, with resilience and courage.

With the ongoing pandemic and the dialing back by many counties on re-opening, and the significant budget cuts looming for all local government agencies, careful consideration is being given to every decision organizations are making today. The same is true for CALAFCO and our Annual Conference.

Taking all of that into consideration with respect to the October Annual Conference, the CALAFCO Board of Directors and Executive Director believe CALAFCO has an ethical and corporate responsibility to our members, speakers, guests, their families and our collective communities. This responsibility includes mitigating as much as possible the spread of the virus and being responsible in our decisions to aid in the containment and protect the health and safety of our members. Given the fluidity of the situation, there are still no state guidelines as to larger gathering events and it is not likely they can be done safely anytime soon.

After careful thought and consideration, CALAFCO has decided to cancel this year's in person Annual Conference which was scheduled for October 21-23 in Monterey.

So, what's next?

- Staff is researching options for a virtual event of some kind and will report to the Board of Directors during the July 24 meeting what options are reasonable and available. At this time, we do not know what that may look like, but we are hopeful by the end of the month we will know whether there will be a virtual event. As soon as there is information, you will be advised.
- CALAFCO staff may reach out to your LAFCo staff and commissioners and request feedback via a Survey Monkey survey. Your feedback will be critical so please respond if asked.
- CALAFCO is working with the Monterey Hyatt to re-book the Conference in 2023.
- The Board of Directors 2020 elections will be held by email ballot. Please watch for an update from the Elections Committee coming this week.
- We are researching options for holding the Annual Business Meeting and will advise you when that decision has been made.

If you have suggestions or questions, please let Executive Director Pamela Miller know. You can reach her at pamela@calafco.org.

On behalf of the Board, we thank you for the leadership and the integrity you demonstrate as local government leaders every day, and especially in difficult times such as these.

Yours sincerely,



Mike McGill
Chair of the Board



Pamela Miller
Executive Director

CC: CALAFCO Board of Directors