

Lake Local Agency Formation Commission

Regular Meeting Agenda

March 18, 2015 -- 9:30 AM

City of Lakeport – City Council Chambers

225 Park Street, Lakeport , California

Website: www.lakelafco.org

“Lake LAFCo oversees orderly development and protects natural resources and agricultural lands”

Commissioners

Ed. Robey, (Public Member)
Frank Gillespie (Special District Member)
Joyce Overton (City Member)
Stacey Mattina, Chair (City Member)
Gerry Mills, (Special Dist. Member)

Alternates

Jeff Smith (County Alternate)
Martin Scheel (City Alternate)
Jim Abell, (Spec. District Alternate)
Suzanne Lyons (Public Alternate)

Anthony Farrington (County Member)
Jim Comstock , Vice Chair (County Member)

Staff

John Benoit, Executive Officer
P. Scott Browne, Legal Counsel
Vacant, Clerk to the Commission

1. **Call to Order – Roll Call**
2. **Approval of Minutes** – January 21, 2015 minutes.
3. **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.

4. **Consent Agenda**

Action: Review and authorize payment of expenses for January and February 2015

5. Forni-Gemperline Annexation to the Callayomi County Water District for Water Service.

a. Review Executive Officer's Report and Consider Resolution 2015-0001 thereby annexing 24.1 acres more or less to the Callayomi County Water District (CCWD) to serve two lots currently receiving CCWD water.

6. Public Hearing regarding the 2015-2016 Proposed LAFCo Budget.

a. Review Executive Officer's Report, conduct public hearing, review proposed budget figures, discuss and consider Resolution 2015-0002

7. Preliminary Draft of the Lake County Fire Service Review and Sphere of Influence for The Kelseyville FPD, Lake County FPD, Lakeport FPD, Northshore FPD, South Lake County FPD, and the Lake Pillsbury FPD.

a. An overview of the Process leading to adoption of the MSR and SOI for local Fire and EMS service providers in Lake County. Copies of the preliminary draft fire Service Review and Spheres of Influence will be distributed at the March 18th, 2015 meeting.

8. Executive Officer's report

- a. Public Member Recruitment*
- b. 700 forms due April 1st, 2015*

9. 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.

10. Correspondence

- a. Letter to Chair of the Board of Supervisors regarding the Watershed Protection District MSR.**

11. Closed Session

<i>Subject: Performance Evaluation May 2014 – March 2015</i> <i>Title: LAFCO Executive Officer</i>

12. Adjourn to LAFCO's next regular meeting: Wednesday May 20th 2015 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:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- 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 area 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 johnbenoit@surewest.net or by fax at (916) 797-7631. Agenda items are located on the Lake LAFCO Webpage at www.lakelafco.org

LAKE LOCAL AGENCY FORMATION COMMISSION
MINUTES OF REGULAR MEETING
January 21, 2015

PRESENT:

ALSO PRESENT:

Ed Robey, Public Member
Frank Gillespie, Special Districts
Martin Scheel, City Member Alternate
Stacey Mattina, Chair, City
Joyce Overton, City
Jim Comstock, Vice-Chair County Member
Gerry Mills, Special Districts Member

Suzanne Lyons, Public Alternate
Jim Abell, Special Districts
John Benoit, Executive Officer
Scott Browne, Legal Counsel
Alternate

ABSENT:

Anthony Farrington, County Member
Jeff Smith, County Member

1. Call to Order/Roll Call

The meeting was called to order at 9:35 am. There was a quorum present. Commissioner Scheel will be voting as the City Member since the Mayor's Select Committee has not yet approved Commissioner Overton.

2. Approval of Minutes – December 18, 2014

Commissioner J. Comstock made the motion to approve the December, 2014 special meeting minutes, second by Commissioner E. Robey; motion carried unanimously.

3. Public Comment – No public comment received.

4. Consent Agenda

Commissioner Ed Robey moved to authorize payment of the December 2014 expenses in the amount of \$10,499.88, second by Commissioner Jim Comstock; motion carried unanimously.

5. Preliminary Draft of the City of Clearlake Service Review and Sphere of Influence

Chair Mattina *began* by giving a summary of the agenda item, which is an overview of the Process leading to adoption of the MSR and SOI for the City of Clearlake. *Copies of the preliminary draft City of Clearlake Service Review and Sphere of Influence are in front of the Commission.*

Executive Officer Benoit stated he handed out copies of the draft service review and sphere of

influence and will give copies to Anthony Farrington and Jeff Smith and stated the reason for the preliminary draft is because there are items that need to be completed such as the General Plan and the need for an environmental document for which to rely upon when approving the Sphere of Influence. The tentative recommendation is the SOI be the same as the city's boundary. Service reviews become outdated in short order and stated he would be meeting with Joan Phillipe, the Clearlake City Manager to go over some items namely financing and stated we would be discussing the Clearlake MSR at the May 2015 LAFCo meeting in Clearlake and the Fire MSR at the next meeting in Lakeport. Benoit asked the Commission and others to provide comments on this MSR within a month (by the end of February) on the 124-page document.

Regarding the General Plan, Benoit is waiting for a final draft copy before an expanded section on planning is completed. Benoit asked City Manager, Joan Phillipe the status of the City's General Plan. The Draft is completed and the EIR is completed. But stated there are some consistency issues that need to be addressed and it is anticipated the General Plan will go before the City Planning Commission in March and the Council in April or maybe May so the City is very close to completion. Benoit explained the next LAFCo meeting will be on May 20th and would like to see the responses to comments on the DEIR.

Benoit stated this is not a public hearing but a discussion of the draft and there may be members of the public who may wish to make comments at this time. And stated he tried to look at Water (4 water entities), Sewer (Lacosan) and Fire (Lake County Fire) since these agencies although not provided by the city will impact the city. The rate comparison tables for water and wastewater need to be made comparable with other similar agencies such as the City of Lakeport albeit there are many variables.

Ed Robey stated the 3 water companies (setting aside Lower Lake) one being a mutual, the other a utility and the other a public water agency and asked if they were subject to LAFCo's jurisdiction. Benoit responded they are not within LAFCo's jurisdiction and LAFCo has asked for information and these entities are supposed to respond with the information. The agencies all receive water from Clear Lake.

Commissioner Mattina asked for other Commissioner Comments and there were no commissioner comments and asked the public for comments. Mike Dunlap asked re: page 64 of the draft MSR-SOI regarding enforceable obligations (Series A Revenue Bonds) and on the top of page 65 is the future debt service and referred to the table. The Debt service went from \$852,000 per year \$4,258,000 per year. How is that going to be paid? Martin Scheel stated the \$4,258,000 per year is over a 4-year period (2019-2023). Benoit intends to ask Joan Phillipe about this.

Betsy Cawn asked if John was going to go over the Chapters of the MSR. Benoit explained there is an introduction, service review sections including the setting and various issues including flood control and storm maintenance and the need to look at the General Plan policies. He stated the budget needs to be the final budget, which would be an easy edit. Benoit discussed the findings (determinations) regarding the Disadvantaged Unincorporated Communities (DUCS), and that Clearlake is an incorporated disadvantaged area. And discussed the appendices including the Grand Jury reports and Measure P for police protection that was approved and the discrepancy in financing between various departments. Discussed Roads and the PEG channel and recent changes and Stormwater management and TMDL's and the City is a Co-permittee in the NPDES permit and discussed the maps and the City's proposed coterminous sphere and requested the Commission review the document by the end of February.

Betsy Cawn page 70 discussed determinations under Section 4.5.2 and item 5-3 The city of Clearlake belongs to two JPA's.... would like to add a third regarding Stormwater Management

and the NPDES permit and how the city participates. On 71, Item 6.1 the City of Clearlake DPW director had previously indicated he would make available the City's stormwater program information and this has not yet been done being a lower priority item. Just to say this should happen to comply with the NPDES permit.

Scott Nuttall wished to piggyback on Mike Dunlap's question regarding how the city was going to weather such debt service. Is it something the City can actually do or is that too much?

Stacy Mattina asked Benoit if that is something we could get into today. Benoit responded we need to meet with Joan about this and had no answer about this at this point.

Betsy wished to add a comment regarding a comment from Will Evans from the LCDPW Resources Dept. Program Coordinator. He is the person in charge of coordination of the Lake County Clean water Program that includes the 3 co-permittees. There is a lot of dialogue going on between the CVRWQCB will be bringing the workgroups together shortly to address the new permit requirements. So the stormwater section of the MSR is the thing that we are concerned about. The original Stormwater plan was written in 1982 and updated in 1994. Stormwater philosophy has changed since that time from getting the stormwater out as fast as possible to slowing storm water down and recharging aquifers and keeping water in habitats and fire resistant landscaping and this is something the City needs to address.

Jim Comstock stated that LAFCo couldn't solve the problem. Mike Dunlap's point is can the city solve this problem and if not the Commission will need to make some sort of recommendation should the city not be able to pay but the problem will not go away in any event and explained a situation that has occurred in Yuba County. Mike explained bankruptcy is different than disincorporation.

6. Draft outline for the Watershed Protection District Sphere of Influence (SOI).

Benoit handed out the outline for the WPD SOI update and the items are the generic contents for a SOI update and explained the options for the WPD SOI are too numerous to state at this point. i.e. leave it alone, should the SOI go by watersheds, does the new legislation forming the WPD affect the updated SOI? What area is affected by the NPDES permit? Are the parts of the County in light of the new legislation that the WPD is not active in, which should be looked at? The City (Clearlake) is doing a new General Plan and we will have that completed by the time the WPD SOI is done next year. Benoit would like to have the SOI done as early as possible since the facts within the Service Review change very quickly. And does not desire to re-do the Service Review and referenced the issue brought up by Jim Steele at the December LAFCo meeting. We will look at the Public Facilities and future capacity. The SOI requirements need to be morphed to fit the WPD unlike the Upper Lake County Water District where you have a specific community of interest whereas this SOI is a whole portion of the county having several communities. A question is the focus of the SOI should it be for the Clear Lake watershed only? The Commission will be asked to determine the SOI and stated that some countywide districts have SOIs less than the County boundaries such as LACOSAN.

Suzanne Lyons asked a question if the SOI were to be pulled in, who would have the responsibility for the area left out? Benoit is not sure at this time.

Betsy Cawn discussed the service area being coincident with county general plan planning areas regarding stormwater services. Taking the SOI beyond the planning area bounds and the Cities you reach a limit where there is federal land and stated we don't have jurisdiction over the federal

lands even if they lie within the watershed for permitting. That would give you for areas the lake, the MS4, community development area boundary definitions and the SOI' for 5, 10, and 20 year growth out to a maximum where the actual county services will be delivered. Regarding public lands you would need cost sharing and agreements. Betsy explained that is what we are thinking about as a rational way to define the lines for specific services and then you will be able to define the costs for those boundaries and look at for example the property taxes generated for the WPD within the cities and you may identify where you may find the City should have been getting flood control and storm water services delivery to help prevent the flooding you should have had and restated the district is funded by a shared cost (the Cities and unincorporated area).

Ed Robey stated he would love to debate this issue with Betsy, for example, the watershed does not conform to arbitrary lines i.e. districts and communities boundaries and discussed the stormwater does not come from within the City but from outside the city limits and watershed protection involves going on beyond the city boundaries and would like to discuss this further. Robey discussed there are 3 watersheds within the County. Stacy Mattina asked what is the timeline for this and how are we going to go about completing it. Benoit responded we would prepare the SOI next fiscal year using a process not unlike the WPD MSR with a public hearing. Jim Comstock asked Suzanne Lyons that Ed Robey pretty much answered her previous concern and stated the Watershed is not a political boundary or an arbitrary line completed over period of millions of years of hydrology and geology. Suzanne commented that what she was looking at no matter what happens who would take care of that part which is upstream of an area within the SOI. Jim Comstock stated that it might be a collaborative effort. Being territorial is not going to solve it.

Betsy Cawn added one more comment about while the USGS boundary for the Watershed is not a political unit the taxpayers pay for services in defined political boundaries and that is why LAFCo exists and suggested we identify degrees or levels of service to focus on the immediate and we have to know what your tasks are and how to pair them down. We know we do not have the money to take care of the entire 825,000-acre county. We know we have to take care of the drainage area to the lake and where we have a slightly large area where we can determine agreements between the county and federal agencies. Betsy discussed a case whereby the City of Los Angeles US Supreme Ct. to challenge a decision by the State Water Board you are responsible for everything that comes into your drainage system regardless if you own the property or not or have the money to fix the problems or not and that has caused such an enormous disruption in the State's storm water program. We do have the responsibility to make sure of what is coming in from the federal lands does not pollute the lake yet we do not have the money to fix every single watershed and we have to conserve their service deliveries to political boundaries, that tax payers pay for.

Scott Nuttall believed Mr. Robey was right and you do have to start at the top and unless we take care of what we can do we are really in trouble. And thinks we need to work with the feds and also we need to maintain our area of influence. And does not believe we or the federal government are able to take care of all they need to do either. And agreed with Betsy Cawn regarding lets try to do what we can do.

Suzanne Lyons attended a meeting years ago regarding the Army Corps of Engineers (COE) asking what can we do for you and the County representatives did not know. She further stated we need to know what we need couldn't do it at that time. The representative from the COE explained what they could do and made suggestions such as the COE could work with the NFS and the BLM. We need to define what we need.

Ed Robey agreed with the last two speakers that we need to identify the problems and discussed

attending a conference and having lunch with attendees from Los Angeles and was glad we did not have to deal with their problems. The folks from Los Angeles covered up their creeks and rivers with the idea we need shoot the stormwater out to the ocean as quickly as possible rather than letting it soak into the aquifers. Today they now have Sea Water Intrusion because the salt water is coming in from the ocean and polluting their aquifers.

7. Executive Officer's report

- a. *Fire Service Review would like to bring up at the March 18, 2015 meeting. Jim Comstock asked if it would be all the district's collectively. The Fire Chiefs will need to look at this again and look at prop 172 and how to have development pay for itself.*
- b. *Policy Update talked about updating the policies in light of changes to the CKH*
- c. *Public Member Recruitment – We will need to prepare a Public Member recruitment and will have to advertise for the public member*
- d. *City Selection Committee is about the meet. The City of Lakeport will have the City Member alternate and the Committee will need to officially appoint Joyce Overton as a city member.*
- e. *700 forms due April 1st, 2015. Benoit stated the Commissioners need to file the 700 forms with the County Clerk's office.*
- f. *Meeting Schedule for calendar year 2015. Benoit stated the meeting schedule is posted on line as well as the Clearlake MSR*

Benoit discussed small annexation to the CCWD and a possible reorganization regarding the CLOCWD and CSA #16 via an annexation process and amendment to the Spheres of Influence and discussed the CLOWD MSR being updated due to a Grand Jury Report identifying problems with the district.

Benoit discussed updating the Application forms along with the policy update.

Gerry Mills brought up Ambulance Operations and the funding. Benoit explained there were international large ambulance companies that underbid local ambulances and later provide one ambulance as opposed to the 23 ambulances currently in Lake County. This is a problem for some of the districts. The ambulance operations are helping fund the fire functions of the fire districts. Ed stated that medical calls are about 80% of the emergency calls; Gerry Mills went on to say that amount is higher. Ed Robey stated it is important the districts collect the bills for ambulance services. Gerry Mills stated the fire departments have Advanced Life Support and Paramedics on staff and ready to respond and if you go back to ambulance companies, the departments will have to cut back on personnel drastically. Jim Comstock mentioned that we remember when the ambulance provider left with an hour's notice and that is when the fire departments geared up to provide the services. Jim Comstock also mentioned the ambulance ordinance does not preclude an outside company from coming in to provide services. Jim Comstock agreed this is a big issue and needs to be addressed in the MSR.

Mike Dunlap understands that the local EMTS are the only ones that can call one of the air

ambulances and that should be in the report if that is true and is a significant issue.

8. Commissioner Reports

Jim Comstock discussed the drought and the rain event and there are clogged creeks due to lack of maintenance and that inmate labor is available again through the Sheriff's Department and the Conservation Camps will have inmates available and discussed trash in the culverts. A discussion regarding the use of this type of labor on private property took place.

9. Correspondence

There was no correspondence to report.

10. The meeting was adjourned at 10:40 a.m. to the March 18, 2015 to take place in Lakeport

Lake Local Agency Formation Commission

CLAIMS

January 2015 and February 2015

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Feb 1, 2015	Staff Services Jan 2015	\$ 4,799.00
Feb 1, 2015	Special Projects – Jan 2015	
	WPD/CLK MSR/SOI	\$ 2,459.20
12.16-14 to 1.15.2015	Browne- Legal	\$ 1,750.00
Mar 1, 2015	Staff Svcs Feb 2015	\$ 4,590.67
Mar 1, 2015	Special Projects CLK and FIRE	
	SOI/MSR	\$ 3,592.24
Jan 21, 2015	Commission Mtg. Stipend	\$ 480.00
1.16-15 to 2.15-15	Browne Legal	\$ 1,750.00
TOTAL:		\$ 19,428.11

DATED: March 18, 2015

APPROVED: March 18, 2015

Stacey Mattina, Chair or Jim Comstock Vice-Chair
Lake Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Lake LAFco

2013-2014 Expenditures

Account Budgeted	2014-2015	Actual	2014-2015	Actual	2014-2015	Actual	2014-2015	Actual	2014-2015	Actual	2014-2015	Actual
2014-2015 Adopted Budget	\$ 3,280.00	\$ 250.00	\$ 789.00	\$ 200.00	\$ 16,000.00	\$ 2,000.00	\$ 7,000.00	\$ 48,488.00	\$ 1,000.00	\$ 2,400.00	\$ 1,500.00	\$ 10,000.00
Insurance 7.28.12 JE	\$ (540.00)											
Record Bee 6.30.14 Budget												
7.1.2014 MSR and SOI June 14												
7.6.14 Staff Svcs June 14												
Browne End 6.15.14												
Calafco Dues 14-15												
Browne End 7.15.14												
Staff Svcs July 2014												
Browne End 8.15.14												
Staff Svcs Aug 2014												
Record Bee CLO Minnie Canon school												
Comm Stipend 7.18.14												
Calafco Conf Regis Robey												
Staff Svcs September 2014												
Browne End 9.15.2014												
Comm Stipend 9.17.14												
Browne Ending 10.15.14												
Staff Svcs October 2014												
Revenue Dep. 2014-02 Form to CCWD												
Comm Payroll 11.19.14												
staff services November 2014												
Browne Ending 11.15.14												
Comm Payroll 12.18.14												
Browne Ending 12.15.14												
Staff Svcs Dec 2014												
Browne Ending 1.15.2015												
Comm Payroll 1.21.15												
Staff Svcs - Feb 2015												
Browne ending 2.15.15												

2014-2015 Adopted Budget	\$ 3,280.00	\$ 250.00	\$ 789.00	\$ 200.00	\$ 16,000.00	\$ 2,000.00	\$ 7,000.00	\$ 48,488.00	\$ 1,000.00	\$ 2,400.00	\$ 1,500.00	\$ 10,000.00	\$ 1,400.00
Insurance 7.28.12 JE	\$ (540.00)												\$ -1,286.00
Record Bee 6.30.14 Budget													
7.1.2014 MSR and SOI June 14													
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Browne Ending 1.15.2015													
Comm Payroll 1.21.15													
Staff Svcs - Feb 2015													
Browne ending 2.15.15													

Remaining in Account Expended

LAKE LOCAL AGENCY FORMATION COMMISSION

MEMORANDUM
March 18, 2015

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Budget for FY 2015-2016

Work Program for 2015-2016

Direct Projects – Projected

1. Small and medium reorganizations - For the 2015-2016 fiscal year staff anticipates two or three small and medium reorganizations (i.e., annexations and detachments involving districts). For example, a proposal to dissolve a Reclamation District, Annexations are either contemplated or are in the LAFCO process such as annexations to the CCWD, for example as well as reorganization between CSA #16 and the Clearlake Oaks County Water District. Costs include working with agencies and (or) individuals prior to application submittal, legal counsel, staff time, public inquiries, public hearing requirements including noticing (300 ft from site –voters and landowners), preparation of notices, staff reports and resolutions, LAFCO protest requirements (public noticing), incidental travel, office supplies (copying), webpage posting, seeking comment from county departments (assessor, clerk and auditor), and general accounting.

Significant Municipal Annexations - Activity is anticipated for a significant city proposals in 2015-2016. The City of Lakeport is completing an Environmental Document and will likely file an application to LAFCO for a Sphere amendment (update) during the upcoming year. Additionally, LAFCO may be participating in the environmental review for various proposals with both Cities and County as a responsible agency.

Costs include working with agencies prior to application submittal, legal counsel, staff time, public inquiries, public hearing requirements including noticing (300 ft from site –voters and landowners), preparation of notices, staff reports and resolutions, LAFCO protest requirements (public noticing), incidental travel, office supplies (copying), webpage posting, seeking comment from county departments (assessor, clerk and auditor), and general accounting).

- 2. District Consolidations – Staff has heard of no district consolidations at this time.
- 3. Dissolution of Districts –LAFCO anticipates the dissolution of Reclamation District 2070 and CSA #16 in the upcoming fiscal year.

Administrative Projects and Operational Provisions

Ongoing administrative activities include:

Budget Development and Control

Budget development and control is currently handled by the Executive Officer. During the year, day-to-day administrative tasks (e.g., invoicing, and bill paying) are provided by the Executive Officer. Work with City and County offices on these issues.

Preparation of the budget and budget justification documents and resolutions are included in these activities. Legal advice when needed is required regarding expenditure requests. The preparation of claim forms for both the Commission and the County Auditor's office is included to ensure proper control. Public inquires regarding expenditures and expenditure priorities are handled by the Executive Officer. Incidental office supplies and communication resources are needed to perform this function.

Special administrative projects such as coordinating agreements i.e. agreements for the provision of insurance or responding to a Commission directive or minute order and Proposal Requests. Insurance is estimated to be about the same next year since LAFCO has had no claims.

Communication

This budget includes conducting annual organizational LAFCO workshops. This should occur at a separate meeting with the Commission and staff and should be part of the Commissions annual work program.

LAFCO needs to continue communication efforts with the County, Cities and Districts. The budget includes a session with these entities as well as an appearance various meetings. One of the legislative intents of LAFCO is to serve as neutral party or "legislature's watchdog" with regards to organizational issues. The budget for these activities includes preparation and meeting with staff and boards and incidental office supplies, legal advice, travel and communication.

Conduct project-oriented workshops, as appropriate. This activity may occur this year for the Community of Lakeport where a major project may be occurring. Other workshops regarding the role of LAFCO may be required.

Work with potential applicants seeking reorganization. This activity requires research and meeting with project proponents to determine approaches to solving service issues. This activity is time consuming. Costs include legal, staff time, incidental travel, office supplies and communication resources. An example is to discuss LAFCO with the grand jury to assist them in their role and taking correct action.

Responding to public inquires. Public inquires regarding service issues are common involving a member of the public who is in need of a service or has a question about a service. This activity includes legal, staff time and communication resources. The LAFCO webpage provides an outlet for LAFCO information. Responding to the public is necessary for informing individuals of LAFCO requirements to facilitate the process. There is no one else who will provide the public with correct and unbiased information about LAFCO. This may cause substantial cost savings for the public by having correct information to make business decisions.

Brown Act, Public Records Act and Political Reform Act compliance. Staff and legal time is required to comply with these laws. Including noticing, Form 700's, public records disclosure,

citizen's inquires, general compliance and written responses to records request. These are state laws and must be followed. If not substantial costs could occur.

Grand Jury. LAFCo staff has met with the Grand Jury three years ago, which involved several information requests, numerous conversations with members and responses to reports This activity is anticipated to continuously occur.

Calafco Dues. The Calafco Executive Board voted for a 2% rate increase this year for members. Calafco dues will be increased this year from \$769.00 to \$785.00.

Environmental Reviews: CEQA is required for all LAFCO discretionary projects. Applicants pay direct project costs; Spheres of Influence are LAFCO's responsibility. LAFCO will be a lead agency in this respect. LAFCO is also required and should want to comment on Environmental Reviews from various agencies. These costs include legal, communication, advertising, staff time. It is estimated the cost of this activity will be significant including required fees to pay Fish and Game. This item is necessary to promote better customer service and comply with the CEQA law and CKH act with regard to the role of a responsible agency. Development requiring reorganization will take much longer if LAFCO is not involved in this process as well as cost project applicants significantly more amounts of money. LAFCo Staff has commented on several CEQA reviews this year.

Public Education

Utilize media and speaking opportunities and submit articles about LAFCO to journals and newspapers. This activity is fairly minimal. However, there is a cost of staff time and office supplies to perform this function.

Submit press releases on substantive actions; encourage agencies to request regular LAFCO meeting agendas and update agencies on LAFCO Commission membership.

These activities are important to inform the public and agencies about LAFCO. Numerous inquiries come from citizens needing one service or another. These activities promote better customer service for all agencies by informing the public about what is going on with regards to LAFCO.

Resource Development

Monitor new and proposed relevant legislation. Although LAFCO relies on CALAFCO for this activity, it is important that new legislation reflects our needs. This activity involves communication, staff time, and legal time. Legislation of importance to Lake LAFCO impacts budget process and permit processes.

Special Reports and Projects for the Commission

The CKH act and the Commission's bylaws allow the Commission to undertake special projects. Special projects may include being involved in a General Plan update, assisting in the development agriculture conservation policies, being involved in water planning throughout the County, serving as a neutral party with regards to service issues, assisting the public and

agencies with LAFCO applications and processes, developing annexation strategies for cities or districts and (or) any other proactive activity of benefit to the citizens and agencies as deemed necessary by the Commission.

Commissioner Development – CALAFCO Conference

The Commission's budget in 2014-2015 budget included funding two (possibly three) attendees at the Annual CALAFCO Conference in Ontario, staff was the only representative from Lake LAFCo at the Conference . This year the conference is in Sacramento, California. Costs for Commissioners to attend will be about \$900 each. Since the passage of AB 2838, the Commission and our bylaws have held that the education afforded by the Conferences is necessary to assure Commissioners have the tools needed to carry out their responsibilities. Funds in the amount of \$3,000 have been set aside for staff and commissioner training. If the Commission does not understand the CKH act or does not have experiences related by other LAFCO's, decisions made will be merely staff recommendations without an understanding of why these decisions are being made in a particular manner. The public is better served by informed decision makers. Should the Commission desire to send more than three of its members to the annual conference additional funds will need to be budgeted, as they were this fiscal year.

Municipal Service Reviews and Sphere of Influence Updates

Cortese-Knox-Hertzberg (§ 56430)

LAFCO must update all spheres of influence every 5 years, as necessary and must prepare a review of each municipal service before or in conjunction with a sphere of influence update.

The purpose of a MSR is to support preparation and update of Spheres of Influence, in accordance with the provisions of the Cortese-Knox-Hertzberg Act. The objective of a Municipal Service Review (MSR) is to develop recommendations that will promote more efficient and higher quality service patterns; identify areas for service improvement; and assess the adequacy of service provision as it relates to determination of appropriate sphere boundaries based on a specific growth period and a realistic growth rate adopted for that period.

For a MSR to be of value, the Commission needs to review services comprehensively, on a service-by-service basis within logical sub-regions, given consistent and specific target growth periods and a realistic estimate of growth adopted for that period.

Reviews are largely based on information provided to LAFCO by the districts and (or) city or county. A new procedure to be used is for staff to meet twice with district Board of Directors during the data discovery phase and to review a draft prior to the MSR going to the LAFCO Commission. A public review process is necessary as with the Watershed Protection District MSR, which is a good example of a MSR where the Community became involved.

A service review is required prior to preparing a Sphere of Influence Update. The Sphere of Influence is LAFCO's planning document for the ultimate service boundary for a service provider. Prior to adopting a Sphere of Influence Map and Sphere Policies, the Commission must make determinations based on supporting evidence with regard to the following:

- a. "The present and planned land uses in the area.

- b. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence (for fire, domestic water and wastewater districts).
- c. The present and probable need for public facilities and services in the area.
- d. The present capacity of public facilities and adequacy of public services, which the agency provides or is, authorized to provide.
- e. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.”

In the past the cost figures assumed performing these studies were prepared by the Executive Officer. The Executive Officer oversees the process. This component costs include legal costs, copying, mileage, postage, meetings and incidental administrative costs related to a project.

For the 2015-2016 budget year, I suggest the following work schedule to either complete or initiate the following:

1. **Complete the Service Review for the City of Clearlake, the Fire Districts and Sphere Updates for the City of Clearlake and Lakeport (Depending upon the completion of the Clearlake General Plan).**
2. **Initiate the Service Review and Spheres of Influence for the Hidden Valley Lake CSD**
3. **Complete the SOI for the Watershed Protection District**
4. **Initiate the Service Review and SOI for the Kelseyville Co. Water District**
5. **As time and budget afford, initiate the Service Review for the Hidden Valley Lake CSD, the Adams Springs Water District and Villa Blue Estates Water District.**

The total cost of many of the above projects and activities may exceed the actual budget amount to be requested especially in light of increasing expectations regarding MSR Content. It is unlikely the above activities will be funded by private parties. The Commission may wish to circulate Requests for Proposals for various service reviews and Sphere of Influence updates, for example, the Kelseyville Co. Water District and the Sphere of Influence update for the Watershed Protection District. Most likely, the cost would increase. The costs of a MSR are directly related to the content expectations of the commission.

Budget Justification Report

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Operational costs of LAFCO were entirely paid by the County including staff time, legal services, miscellaneous office expenses, and insurance. The Legislature took the recommendation of the Commission on Local Governance for the 21st century and concluded that LAFCO costs were to be paid by both the City and County and LAFCO's were to become independent. Many costs are more apparent since LAFCO's costs are separated from a larger agency.

The budget reflects the presence of Special District Representatives. The total number of total commissioners is eleven. Special Districts contribute 33% of LAFCO's operational costs in this budget as do the Cities, and the County. Prior to the recession and before Special Districts were

seated on LAFCo, the overall contribution was between \$119,000 and \$125,000, which was divided between the County and the Cities. During the recession, the contribution was reduced. Last year, the contribution was \$98,537. This year's budget is proposed to be higher (\$131,553.00) due to increased expectations in content of Service Reviews, and Minutes and the need to maintain a minimal reserve fund.

The overall goal of this budget is to conduct LAFCO business publicly in a proactive independent manner involving the Community to meet the overall requirements of the Cortese-Knox-Hertzberg Act given the financial resources LAFCo has.

The Commission should strongly consider the use of consultants to prepare Municipal Service Reviews. This budget will provide for the use of consultants in the preparation of a 3 MSR's and 1 Sphere of Influence Update and allow staff to complete the Clearlake and Fire Service Reviews and Spheres of Influence.

The 2006 Grand Jury report 2006 recognizes LAFCO as an independent mandated agency with distinct functions from other agencies within Lake County and both LAFCO and The County should work for a better Lake County. The 2013 Grand Jury Report asked LAFCo to review the consolidation of numerous agencies. The cost estimate to perform that task would have been several hundred thousand dollars. This is not proposed in the budget due to cost. Should the Commission wish to pursue a consolidation of several water districts I would suggest an independent consultant be retained and a scoping process be initiated.

SUMMARY OF PROPOSED EXPENSES:

Commissioner Stipends A Commissioner Stipend includes time for the meeting and mileage and related expenses. The monthly stipend is \$60.00 per Commissioner and Alternate in attendance. Staff estimates there will be 8 meetings in 2015-2016 and a budget is needed for 11 commissioners at \$60.00 each per meeting. Assuming the Commission will have 8 meetings this upcoming year, this budget is recommended to be \$5,280.00. In the event project activity requires additional meetings, any additional cost can be attributed directly to a specific project.

Office Supplies This category includes supplies needed by commissioners and the LAFCO Clerk for meetings. Most of these supplies are included in the Office Stipend for staff. This budget remains the same as last year at \$250.00.

Memberships It is important LAFCO remain in its statewide professional organization as does the County and the Cities and participate in LAFCO issues of common concern for the benefit of Lake LAFCO and its agencies. Dues for CALAFCO for rural LAFCO's this year (2015-2016) will be \$785, a 2% increase.

Books and Periodicals I am recommending \$200 for this budget.

Legal Services I am recommending this budget the same as last year at \$16,000 for this item, which assumes LAFCO will meet 8 times during the next fiscal year. Since LAFCO has become independent, separate LAFCO Counsel is necessary to represent LAFCO's interest as a neutral party. This cost is fixed rate for normal legal services. This cost is based on an average rate of \$1,750.00 per month for the months LAFCO meet and \$500 for the months LAFCO does not. LAFCO Counsel is needed to provide legal direction at meetings of the Commission and to protect LAFCO's interests where required. Project related legal costs would be billed to the project proponent through LAFCO's fee structure. Other LAFCO's have Counsel in attendance at their meetings. Based on my experience with the exception of

workshops, it is important to have Counsel attend LAFCO meetings. I recommend this continue to be the practice in Lake LAFCO. In the event of Litigation, additional appropriations will become necessary.

Clerk Services I am recommending \$3,000 for clerk services, an increase of \$1,000 (due to increased expectations in the preparation of minutes) assuming up to 8 meetings will occur in the next fiscal year. A LAFCO Clerk is necessary to record meetings to produce an accurate record and provide other miscellaneous duties. In the event project activity requires additional meetings, additional cost would be attributed directly to a specific project.

Office Expenses: This category includes ongoing communication, Internet, copies and reproductions, computers, software, toner, and maintenance of equipment, mileage for LAFCO related business, phone and fax, postage, paper and misc. office supplies and insurance costs. The amount is proposed to remain the same at \$7,000. Copy and postage costs continue to rise.

Executive Officer - Staff Services

This item funds ongoing LAFCO general administrative, pre-project planning with districts/cities/county, Brown and Public Record's Act compliance, CKH Act compliance and updates, public outreach, responding to Grand Jury complaints and inquiries, letters from the public, and inquires from the county/cities/special districts/state, working on the MSR's and SOI's and financial and accounting duties, as required, commenting on land use plans and specific projects and processing LAFCO applications and inquiries and representing Lake LAFCO at CALAFCO events. This would provide a continuing maintenance of effort and presence for an independent LAFCO in Lake County. It is anticipated that if additional appropriation were required in this category, it would be funded through an application or funded through a special project if revenue estimates are exceeded.

A job description was requested in previous years. The following represents the tasks performed by the Executive Officer:

- Administrative duties; including development, oversight, and review of an annual work plan; assignment of work activities, projects and programs; monitoring work flow and the day to day business of the Commission; personnel management, including oversight of consultants; preparation and management of contracts, subject to the review of the Commission.
- Scheduling and preparing for regular and special meetings of the Commission, including preparation and timely transmittal of the meeting agenda and related reports and recommendations, and presentation of the reports at the meetings.
- Update Policies and Procedures, Spheres of Influence, MSR's, office files, etc.
- Processes applications for city and district formation, annexation, reorganization, consolidation, detachments, and extension of services by contract.
- Prepares notices, filings, agreements, and reports consistent with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

- Preparing special reports and studies to the Commission as mandated by statute, such as municipal services reviews and spheres of influence.
- Preparation of the LAFCO budget, including preparation and implementation of the budget, forecasting revenue and expenses, and identifying and recommending alternatives for implementation of the budget subject to the review of the Commission, as well as scheduling and noticing all budget hearings and communication. Administration of the adopted LAFCO budget by maintaining budget controls, records, files, and making timely payments of claims and deposits of revenues.
- Planning, assigning, and coordinating the work of support staff.
- Outreach and Liaison Duties: includes representing the Commission before public and private policy making agencies and community groups, coordinating the LAFCO processes with discretionary actions of other agencies. Facilitates workshops and attends meetings as directed by the Commission to understand community concerns so LAFCO policies, municipal service reviews, and spheres of influence reflect the needs and desires of the community.
- Prepare necessary California Environmental Quality Act (CEQA) documents (Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans) for those actions in which Lake LAFCO is the lead agency. Reviews and prepares comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission.
- Monitoring new and proposed State and local legislation that pertains to LAFCO, and preparing reports to the Commission that includes a recommendation of support or opposition to proposed legislation. Actively participates in related organizations, such as the California Association of LAFCO's and professional associations.
- Coordinating with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.
- At the direction of the Commission, representing LAFCO before other local governmental agencies, at community meetings, at Calafco, and at other public forums.

Legal Notices/Publications I am recommending \$1,000.00 for this item. Notices are required by state law for most projects and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the Commission and protest hearings. Public hearing notices are required for most all LAFCO actions including MSR's and SOI's. Cost overruns in this category will be fee supported through a budget augmentation.

Transportation/Travel & Training I am recommending \$3,000 combined for these two items, a substantial reduction from years past. This represents funding for up to 3 commissioners to attend the annual conference. Estimated costs for each Commissioner to attend the Calafco Annual Conference on September 2nd, 3rd and 4th in Sacramento is approximately \$900.00 each including a transportation, lodging, and conference registration. The justification for this expense is that LAFCO Commissioners need to be informed decision makers. Commissioners need the tools to carry out their statutory responsibilities in a responsible manner. Training and interaction with Commissioners from other LAFCO's will assist those Commissioners in attendance to bring back ideas to be shared with the remainder of the Commission. Training is

necessary to remain informed of changes in LAFCO law and procedures. This item also includes funds for a portion of Staff's expense to represent Lake LAFCO at CALAFCO Activities.

Note: A decision as to the actual number of Commissioners anticipating attendance at the conference is needed before the final budget is approved. This budget includes enough funds for up to three Commissioners and a portion of Staff costs to attend the Annual Conference. This budget includes a portion of staff costs for attendance at the annual staff workshop and provide monies for incidental mileage expenses related to LAFCO operations.

Municipal Service Reviews I am recommending \$25,000 for the costs to prepare Municipal Service Reviews for the upcoming fiscal year. Increasing expectations in the content of MSR's in recent years and the expectations to complete more MSR's necessitates this increase in this budget category.

Sphere of Influence Updates: Sphere of Influence Updates include completing the Spheres of Influence for the City of Lakeport and the City of Clearlake, the Fire Districts, which I am hoping will be during this fiscal year. The recommended budget for next fiscal year to complete the SOI for the Watershed Protection District is \$10,000.

Contingency If LAFCO has a cost overrun or unanticipated expense during the fiscal year. I am recommending a contingency fund of \$10,000 this year, the same as last year.

Insurance: LAFCO is required to have insurance as an independent agency. The CSAC EIA has indicated the Board of Supervisors must approve LAFCO being covered under CSAC's program. The Lake Board of Supervisors has an agreement that LAFCO could be covered under the County's insurance program. \$1,400.00 is in the budget for this purpose.

Mapping: I am recommending \$7,500 for this activity, for both mapping of district boundaries and for MSR's and sphere of influence updates, with particular attention to the Watershed Protection District SOI. Several scenarios may be required for Sphere of Influence updates. All maps will be in GIS format compatible with the Cities and the County.

Webpage Maintenance: AB 2838 requires LAFCOs to have a webpage. We no longer have a webpage maintained by County staff. LAFCO staff has taken a more pro-active role in the website and the amount budget should be reduced to \$150.00

Auditor: The Auditor's office charges LAFCO \$2,500 for this service.

Carryover: It is unknown exactly how much carryover will occur in this year's budget at this time. Staff estimates a carryover of approximately \$20,000, which includes dollars for items initiated but not yet completed.

Anticipated Revenue I am recommending anticipated revenue of \$10,000. LAFCO may increase its appropriations in various budgets if unanticipated revenue is realized. This year so far \$3,500 in revenue was realized and some of that may need to be refunded. Should there be less than \$10,000 in revenue, other categories will need to be reduced to make up for the shortfall.

Amount to be apportioned per government Code Section 56381:

The amount to be apportioned between the Cities, the Districts and the County is proposed to be \$131,553.00, which is higher than this year due to increased expectations and quantity for Service Reviews, Calafco Dues, Minutes and Spheres of Influence reports as well as a reduced carryover fund. In addition, last year, the Commission expressed a desire to increase the reserve amount by \$5,000.00, which would be \$20,000 this year.

RECOMMENDATION

1. Conduct Public Hearing.
2. Consider the above budget justification report, discuss and amend report and (or) the proposed budget as necessary.
3. Adopt LAFCO Resolution 2015-0002 approving a proposed budget for fiscal year 2015-2016.

Resolution 2015-0002

of the

Lake Local Agency Formation Commission

Resolution of Lake Local Agency Formation Commission Adopting

a Proposed Budget for 2015-2016

WHEREAS, Lake LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; and,

WHEREAS, the Commission has prepared a proposed budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed 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, the approved budget priorities for Fiscal Year 2015-2016 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Lake Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Lake LAFCO hereby adopts the attached proposed 2015-2016 proposed budget (Exhibit A).
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by the Lake Local Agency Formation Commission at a regular meeting of said Commission held on March 18, 2015 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 18th day of March, 2015.

Stacey Mattina, Chair or Jim Comstock, Vice-Chair
Lake LAFCO

Attest:

John Benoit, Executive Officer
Lake LAFCO

Exhibit A
F.Y. 2015-2016
Proposed Budget
Lake Local Agency Formation Commission

419-8803

B nditure Classification	C 2011-2012 Final Budget		D 2012-2013 Final Budget		E 2013-2014 Final Budget		F 2014-2015 Final Budget		G Expenses as of 2.28.15		H 2015-2016 Proposed Budget	
8803-880.01-12 COMMISSIONERS STIPEND	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00	\$ 3,180.00	\$ 5,280.00	\$ 5,280.00	\$ 5,280.00
8803-840.22-70 SUPPLIES	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 769.00	\$ 250.00	\$ 250.00	\$ 250.00
8803-840.20-00 MEMBERSHIPS	\$ 725.00	\$ 741.00	\$ 741.00	\$ 741.00	\$ 758.00	\$ 758.00	\$ 769.00	\$ 769.00	\$ 769.00	\$ 785.00	\$ 785.00	\$ 785.00
8803-840.22-72 BOOKS AND PERIODICALS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
8803-840.23-98 ATTORNEY CONTRACTS	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 12,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
8803-840.23-78 Laico Clerk Svcs.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,041.65	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
8803-840.23-79 Office Expenses	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 4,950.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
8803-840.23-79 Staff Off. Svcs	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00	\$ 36,380.03	\$ 48,488.00	\$ 48,488.00	\$ 48,488.00
8803-880.24-00 LEGAL NOTICES/PUBLICATIONS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 180.15	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
8803-840.29-50 TRANS AND TRAVEL (CALAFCO)	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
8803-880.29-50 CONF REGISTRATION	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 559.38	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8803-840.23-79MSR and SOI	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -
8803-880.23-78 - INSURANCE	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,658.00	\$ 1,286.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
8803-840.23-80 Geographic Info. Data Mapping.	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -
8803-880.23-18 Web Page	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -
8803-880.23-80 AUDITOR-Agreement	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
8803-880.23-80 Finance Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8803-840.23-78 City SOI	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -
8803-840.23-79 Spheres of Influence	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,852.37	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
8803-840.23-79 Municipal Service Reviews	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 9,458.29	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
General Services and Supplies	\$ 149,761.00	\$ 135,767.00	\$ 135,767.00	\$ 135,767.00	\$ 133,784.00	\$ 133,784.00	\$ 108,537.00	\$ 108,537.00	\$ 75,656.87	\$ 131,553.00	\$ 131,553.00	\$ 131,553.00
8803-880.90-91 Contingency	\$ 12,400.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
0000 General Reserve	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
L. Expenditure Budget	\$ 182,151.00	\$ 155,767.00	\$ 155,767.00	\$ 155,767.00	\$ 153,784.00	\$ 153,784.00	\$ 133,537.00	\$ 133,537.00	\$ -	\$ 161,553.00	\$ 161,553.00	\$ 161,553.00
Est Carryover Balance July 1, 2014	\$ (84,000.00)	\$ (58,000.00)	\$ (58,000.00)	\$ (58,000.00)	\$ (50,000.00)	\$ (50,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ 31,106.94	\$ (20,000.00)	\$ (20,000.00)	\$ (20,000.00)
8803-461.66-10 Est. OTHER REVENUE	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ 3,700.00	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
Expenditures less anticipated carryover and revenues	\$ 88,151.00	\$ 87,767.00	\$ 87,767.00	\$ 87,767.00	\$ 93,784.00	\$ 93,784.00	\$ 98,537.00	\$ 98,537.00	\$ -	\$ 131,553.00	\$ 131,553.00	\$ 131,553.00
456.56-30 City/County and Ind. Special District Contrib	\$ 88,151.00	\$ 87,767.00	\$ 87,767.00	\$ 87,767.00	\$ 93,784.00	\$ 93,784.00	\$ 98,537.00	\$ 98,537.00	\$ -	\$ 131,553.00	\$ 131,553.00	\$ 131,553.00

.18.15
2015-0002

**OPENING FOR A CITIZEN TO SERVE AS THE
PUBLIC MEMBER ON
THE LAFCO COMMISSION**

The Lake Local Agency Formation Commission (LAFCO) has an opening on the Commission and is providing notice for Lake County citizens to serve as the Public Member. LAFCO is a distinct agency created by state legislation to ensure that changes in governmental organization occur in a manner, which provides efficient, quality services and preserves open space and agricultural land resources. LAFCO is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in its decisions regarding annexations, incorporations, reorganizations, and other changes of local government. LAFCO's webpage is www.lakelafco.org

LAFCO meets on the third Wednesday of every other month at City Hall in Lakeport or at the City Hall in Clearlake. LAFCO members receive a \$60.00 monthly meeting stipend.

The appointment is for a public member who resides anywhere within Lake County including the territory in the city limits of Lakeport and Clearlake to sit as a public member or alternate on the Commission to complete a four-year term ending in May 2019. A public member must be able and available to regularly attend Commission meetings and (or) hearings or otherwise will be removed after absence of three consecutive meetings. No officer or employee of the county or any city or special district within Lake County is allowed to sit as a public member on the Commission. A Public Commission member, as are all other Commissioners, is required to file an annual Statement of Economic Interest. In the event the current public member alternate is selected to become the LAFCo Public Member, this notice will also apply to the selection of a Public Member Alternate, if applicable

If you are interested, we invite you to send a letter describing your background and reasons for wanting to become the selected Public Member to serve on the Lake Local Agency Formation Commission no later than **Friday May 1st, 2015**. If you have any questions, please do not hesitate to call John Benoit, Executive Officer at (707) 592-7528 or email johnbenoit@surewest.net Please send your letter of interest describing your background to Lake LAFCO, P.O. Box 2694 Granite Bay, CA 95746 or email a letter of interest to johnbenoit@surewest.net All applicants will be invited to the **Wednesday, May 20th, 2015** LAFCO meeting for an interview with the Commission.

Dated: March 25, 2015

Lake LAFCO
John Benoit
EXECUTIVE OFFICER

Lake Local Agency Formation Commission

February 17, 2015

Lake County Watershed Protection District Board of Directors
c/o Lake County Board of Supervisors
225 N. Forbes St.
Lakeport, CA. 95453

Attn: Attn: Anthony Farrington, LCWPD Chair

RE: Transmittal of the Lake County Watershed Protection District Service Review and
LAFCo Resolution 2014-0002

Dear Mr. Farrington,

As directed by the Lake Local Agency Formation Commission and Government Code, I am transmitting a copy of the Watershed Protection District Service Review (MSR) and a copy of Resolution 2014-0002, both adopted on December 18, 2014. Please note the Commission has directed me to forward a copy of the MSR to the Watershed District and County Administration for a response to the items included in the MSR Determinations (see page 2, Item #4 of the resolution). The resolution calls for a progress report to be provided to the LAFCo Commission within six months of adoption of the resolution (July 18, 2015).

During the next fiscal year (2015-2016) LAFCo will be preparing a Sphere of Influence Update for the Lake County Watershed Protection District. The requested "progress report" will be invaluable for the Commission in making its Sphere of Influence determinations.

Very Truly Yours



John Benoit
LAFCo Executive Officer
Executive Officer

cc: Matt Perry
Scott DeLeon
Members of the LCWPD Board of Directors

Resolution 2014-0002 of the

Lake Local Agency Formation Commission

Approving a Service Review of Services Provided by the Lake County Watershed Protection and Adopting Written Determinations Thereon

WHEREAS, California Government Code Section 56425 requires that a Local Agency Formation Commission ("LAFCO") adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, if circumstances or conditions change with respect to the Sphere of Influence for the Watershed Protection District, an updated Service Review will need to be prepared within five years of adoption of this resolution.

WHEREAS, the Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and,

WHEREAS, on April 17, 2002, the Commission adopted its Work Plan and included a schedule for initiation of Service Reviews (MSRs) and Spheres of Influence and has implemented that schedule as able given budget constraints; and

WHEREAS, the Commission adopted guidelines for conducting MSRs, which applies to this MSR for services provided by the Lake County Watershed Protection District; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for services provided by the Lake County Watershed Protection District, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the hearing draft of the Service Review for services provided by the Lake County Watershed Protection District and written determinations contained therein will provide information for updating the Sphere of Influence for the Lake County Watershed Protection District, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has considered oral and written testimony at public hearings on May 21, 2014, September 17, 2014, November 19, 2014 and December 18, 2014; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing; and

NOW, THEREFORE, the Lake Local Agency Formation Commission hereby resolves, orders and determines the following:

- 1) The Service Review for Services provided by the Lake County Watershed Protection District, attached hereto as Exhibit A, is approved and the written determinations presented in the Service Review report are hereby adopted.
- 2) Staff is directed to prepare a Sphere of Influence "Work Plan" engaging all NPDES permittees and shall be included as part of the FY 2015-2016 overall work program. This "Work Plan" component will suggest Sphere of Influence content to be funded as part of the fiscal year 2015-2016 LAFCo budget.
- 3) Direct staff to prepare a final Watershed Protection District MSR per the direction of the Commission after the conclusion of the public hearing.
- 4) Direct staff to write a letter to the Watershed Protection District regarding the Service Review and requesting a written progress report with respect to items included in the Service Review Determinations. The progress report is to be provided to the LAFCo Commission within six-months of adoption of this resolution.
- 5) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Service Review to the Lake County Watershed Protection District and Lake County Administration.

The foregoing resolution was duly passed by the Lake Local Agency Formation Commission at a regular meeting held on December 18, 2014 by the following roll call vote:

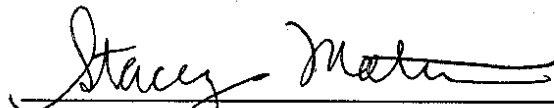
Ayes: Robey, Mills, Gillespie, Comstock, Loustalot, Rushing and Mattina

Noes:

Absentions:

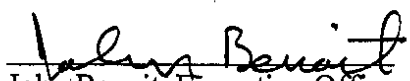
Absent:

Signed and approved by me after its passage this 18th day of December 2014.


Stacey Mattina, Chair or Jim Comstock, Vice-Chair

Lake LAFCO

Attest:


John Benoit, Executive Officer

LAKE LOCAL AGENCY FORMATION COMMISSION

**LAKE LAFCO
REPORT OF PERFORMANCE EVALUATION**

Date: March 20, 2015

Position: LAFCO Executive Officer

Name : John Benoit

Rating Period: May 2014 through March 2015

A= Superior B = Very Good C = Satisfactory D = Needs Improvement F = Unacceptable

Item	Rating	Comments
Accuracy of Work	_____	_____
Knowledge of LAFCO	_____	_____
Adaptability	_____	_____
Resourcefulness	_____	_____
Organization of Work	_____	_____
Leadership	_____	_____
Professional Interest	_____	_____
Knowledge of County	_____	_____
Other	_____	_____

In light of fiscal constraints, what would the Commission desire staff to do during the upcoming year?

1. _____
2. _____
3. _____

Signature (Chairperson) _____

Signature of person being evaluated _____