

Lake Local Agency Formation Commission

Regular Meeting Agenda

July 20, 2016 -- 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)
Allen Gott (Special District Member)
Joyce Overton (City Member)
Stacey Mattina, Chair (City Member)
Gerry Mills, (Special Dist. Member)
Anthony Farrington (County Member)
Jim Comstock , Vice Chair (County Member)

Commission Alternate Members

Jeff Smith (County Alternate)
Bruno Sabatier (City Alternate)
Victoria Brandon (Spec. District Alternate)
Suzanne Lyons (Public Alternate)

Staff

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

- 1. Call to Order – Roll Call**
- 2. Election of Chair and Vice-Chair for FY 2016-2017**
 - a. Election of the LAFCo Chair for FY 2016-2017*
 - b. Election of the LAFCo Vice-Chair for FY 2016-2017*
- 3. Approval of Minutes – May 18, 2016 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

Action: Review and authorize payment of expenses for May and June 2016

WORKSHOP

6. Workshop regarding a Service Review and Sphere of Influence update for the Lake County Vector Control District.

- a. *Receive Executive Officer's report, conduct workshop regarding a Service Review and Sphere of Influence update for the Lake County Vector Control District.*

OTHER BUSINESS

7. Authorize Commissioners and Staff to attend the Calafco Annual Conference in Santa Barbara October 26-28, 2016.

- a. *Authorize Staff and Commissioners to attend the Calafco Annual Conference in October.*

8. Calafco Achievement Award Nominations

- a. *Review Calafco memorandum regarding nominations for a Calafco Achievement Award and propose a nomination if desired.*

9. Calafco 2016-2017 Nominations for the Calafco Board of Directors

- a. *Review Calafco memorandum and nominate a City member or a Public member to the Calafco Board of Directors, if desired.*

10. LAFCo Bylaw amendment thereby adding Section 5.11- Legislative Process Participation to the Lake LAFCo Bylaws.

- a) *Consider adoption of Resolution 2016-0009 amending LAFCo's Bylaws to include a Legislative Process Participation policy.*

11. Executive Officer's report

12. 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.

13. Correspondence

14. Adjourn to LAFCO's next regular meeting: Wednesday September 21st, 2016 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 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 FORMATION COMMISSION

MINUTES

May 18, 2016
Regular Meeting

Present:

Stacey Mattina, Chair
Jim Comstock, Vice-Chair
Ed Robey, Public Member
Frank Gillespie, Special District Member
Gerry Mills, Special District Member
Anthony Farrington, County Member
* Jim Comstock, County Member
Jeff Smith, County Alternate
Suzanne Lyons, Public Alternate
Joyce Overton, City Member

Staff Present:

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

Absent: Bruno Sabatier, City Alternate

1. Call to Order – Roll Call

Chair Mattina called the meeting to order at 9:30 a.m. in the City of Clearlake Council Chambers.

2. Approval of Minutes

Motion by Commissioner Robey, seconded by Commissioner Overton to approve the Minutes of the March 16, 2016 Regular Meeting. Motion carried.

3. Public Comment. None given.

*9:38 a.m. Commissioner Comstock is present.

4. Consent Agenda

Motion by Commissioner Robey, seconded by Commissioner Overton to authorize payment of expenses for March and April 2016. Motion carried.

5. Public Hearing regarding Sphere of Influence update for the Lake County Watershed Protection District.

EO reviewed staff report and recommendation to retain the existing sphere that is coterminous with county lines. EO explained that any changes to increase or decrease current boundaries would conflict with adjacent counties Flood Control Districts SOIs and force a review of their watershed SOI's as well. EO also recommended LCWPD continue to be managed by the Department of Public Works under the supervision of the Board of Supervisors acting as the Board of Directors of the District.

Chair opened Public Hearing.

Ms. Cawn stated that the discussion regarding the SOI boundary requirements fails to identify the service needs within the area. With regard to communications and arrangements with other counties re: special districts, she pointed out that there are numerous current multi-county jurisdictional relationships. Ms. Cawn spoke to the EO Report and referred to page 4, under Sphere Boundaries, i.e. "With respect to Factor [c] above, LAFCO will not include areas in an agency's sphere of influence, which cannot feasibly be served by the agency within a time frame consistent with the sphere plan."

Ms. Cawn questioned where or what the plan was, and stated that she compared the two options that were offered and found them to be fairly identical. She stated that services such as watershed resource

management, vegetation management, fire prevention, etc. are needed within the cities and the shoreline areas, and said services are being provided by the county and various agencies, not the District.

Ms. Cawn stated she was generally in agreement with report findings and recommendations, but maintained her view regarding the deficiency in the stated purpose in that the district does not have their own budget or work plan and actual administration and operations are absorbed into other department budgets. She acknowledged the make-do circumstances of the initial district set up, i.e. to quickly meet mandated requirements, but stressed that since that time little has been done to create an infrastructure for the district in order that services can be provided. She expressed concern with the lack of public outreach and education related to the LCWPD role in the communities and that there are related environmental programs available to the county that are not being pursued.

Commissioner Robey responded that the comments given were appropriate for a Service Review, but today's matter is a Sphere Review determine if the LCWPD boundaries need to be changed, expanded or contracted. He stated that the current boundaries are coterminous with Lake's county boundary lines. He added that for the record, he strongly feels that rather aligning the Watershed Boundaries with the Lake County lines, the County boundaries should align with the Watershed Boundaries, and he acknowledged that unfortunately, this is not the reality. Commissioner Comstock made statement in agreement.

Commissioner Lyons stressed the service area issue, noting that the Commission spent two years on a Municipal Service Review. She agreed the area should not be expanded, but asked why reduction was not an option in order to better match services to service area. She questioned why the Eel River area was included in the sphere and pointed to LAFCO regulations that state if you aren't servicing an area it shouldn't be included in the SOI.

EO reviewed services required on a countywide basis, and referred to related recommendations for the LCWPD Board of Directors in the SOI report. He stated that the Sphere can be reduced should the Commission determine that appropriate, but strongly recommended keeping the county lines as the sphere boundary.

Commissioner Farrington reported that he serves on the county's Medical Marijuana Ad Hoc Committee. He stated that committee is meeting today to discuss registration fees and taxation plan for cultivation operations. He explained that if there is support for the Committee's revisions and recommendations there is an opportunity to allocate monies to the Watershed Protection District for clean-up and abatement efforts, water quality and improvements and restoration efforts in the upper watersheds. He stated that keeping the Sphere as expansive as possible would bring the greatest benefit to the District, and spoke strongly against any reduction in the SOI.

Ms. Cawn reiterated that there is no plan for the District Services, no identified District Priorities, no budget, etc.

EO referred back to the report recommendations which speak to these matters, and made further statement in support of keeping the current SOI boundaries and not reducing the sphere area.

No other public comments were offered. Chair closed Public Hearing.

Commissioner Lyons left her seat and exited the meeting.

Motion by Commissioner Robey, seconded by Commissioner Comstock to adopt Resolution 2016-0007 a Resolution Making Determinations and Approving a Sphere of Influence Update for the Lake County Watershed Protection District. Resolution passed and adopted by the following vote:

AYES: Commissioners Mills, Farrington, Gillespie, Comstock, Mattina, Robey, and Overton.

NOES: None.

ABSENT: None.

6. Public Hearing regarding the 2016-2017 LAFCo Final Budget

Chair Mattina opened Public Hearing. EO reported no changes in the proposed budget since the last meeting. Chair closed Public Hearing.

Motion by Commissioner Comstock, seconded by Commissioner Robey to adopt LAFCo Resolution 2016-0008 a Resolution of the Lake Local Agency Formation Commission Adopting a Final Budget for 2016-2017. Resolution passed and adopted by the following vote:

AYES: Commissioners Mills, Farrington, Gillespie, Comstock, Mattina, Robey, and Overton.

NOES: None.

ABSENT: None.

7. Review of Lake LAFCo's Records Retention Policy adopted on November 20, 2013

EO stated this item was placed on the Agenda to allow a final review prior to beginning the scanning project. He explained current practices and discussed the benefits of the scanning project, including improved public access to records.

Commissioner Robey asked if the documents would be indexed, with EO responding that they would and staff is looking at cost effective ways to accomplish this.

8. Report regarding the Calafco Annual Staff Workshop from March 30 to April 1st, 2015 in Los Angeles

EO reviewed information from the Calafco Staff Workshop in Los Angeles which was held March 30 to April 1. Sessions attended included one on the Legislative Process and a session on Conducting Protest Hearings.

The Clerk reported on a session she attended re: SB 272 which requires local agencies to create a catalog of enterprise systems (software programs) utilized by the agency which would be posted on the agency website, and to disclose specific information re: same, pursuant to 6270.5 of the Government Code. Further information will be presented at the July meeting.

Scott Brown updated the Commission on the City of Patterson v. Turlock Irrigation District which the Commission had discussed at the March 16 meeting and directed Counsel send letter to Calafco recommending the Legislative Committee pursue an amendment to CA Govt. Code §56653. Mr. Browne stated that the Calafco Legislative Committee is now working with Senator Wolk's Office and he and committee members are optimistic that an amendment to fix the issue brought to light by the Patterson case will be included in SB 1318 (Wolk).

10. Executive Officer's Report

EO reported he spoke with Jim Abell who sent best wishes to the Commission.

EO updated the Commission on the Special Districts member recruitment which will run for another week. Some nominating letters have been received from the districts.

9. Introduction of LAFCo Bylaw amendment adding Section 5.11- Legislative Process Participation to the Lake LAFCo Bylaws (Item inadvertently taken out of order)

EO introduced Resolution for Bylaws Amendment to enable timely action for legislative participation as follows:

"Section 5.11 Legislative Process Participation

- a. In situations when a legislative bill affective LAFCO cannot be considered by the full Commission due to timing, the Executive Officer, in consultation with the Chair and Legal Counsel, is authorized to provide written or email comments communicating the Commission's position.
- b. The Chair and Legal Counsel would review the letter or email prior to it being submitted for consideration.
- c. The Executive Officer will forward the email or letter to the Commissioners as soon as possible.
- d. The item will be discussed at the Commission's next regular meeting."

EO stated the proposed Resolution would be agendized for further discussion and adoption at the July meeting.

11. Commissioner Reports: None.

12. Correspondence: None.

13. Meeting adjourned at 10:25 a.m.

Next regular meeting: Wednesday July 20, 2016 in Lakeport.

By: _____
Kathleen Moran, Clerk

Lake Local Agency Formation Commission

5

CLAIMS

May 2016 and June 2016

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
June 1, 2016	Staff Services May 2016	\$ 4,965.67
June 1, 2016	Special Projects -May 2016	
	Misc /Vec Contro SOI	\$ 4,039.76
May 18, 2016	Commission Mtg. Stipend	\$ 540.00
4.16-15 to 5.15.2016	Browne- Legal	\$ 525.00
July 1, 2016	Staff Svcs April 2016	\$ 4,590.67
May 1, 2016	Special Projects	
	Vector SOI	\$ 1,031.25
5.16-16 to 6.15-16	Browne Legal	\$ 1,837.00
TOTAL:		\$ 17,529.35

DATED: July 20, 2016

APPROVED: July 20, 2016

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

Attest:

John Benoit
Executive Officer

c/o John Benoit, Executive Officer P.O. Box 2694, Granite Bay, CA 95746
(707) 592-7528 ph. (916) 797-7631 fax.



Announcing The 2016 CALAFCO Annual Conference

Hosted by Santa Barbara LAFCo

October 26-28, 2016

Fess Parker DoubleTree by Hilton
Santa Barbara, CA



Value-Added and Relevant General & Breakout Session Topics

- The Big Picture: A Water Report From a State, Regional and Local Level*
- Back to Our Roots: Ag Preservation - Where Are We and Where Are We Going?*
- Cutting Edge Trends & LAFCo: GIS, Public Policy Future Challenges
- AB 8 - Property Tax Exchanges and LAFCo
- Water Alternatives: Desal, Recycled Water and Interagency Coordination
- Growth & Development by the Numbers: A Look at Key Demographics & Governance Changes post CKH
- CEQA and LAFCo as a Responsible Agency
- DUCs: How Is It Going?
- LAFCo and State Legislative Overrides - What's That All About Anyway?*
- Annual CALAFCO Legislative Update*

Plus more!

Note: The Program is subject to change.
*Indicates General Session

**Mark your calendar and
plan to attend!**
Registration is now open!
Visit www.calafco.org

Special Highlights

Mobile Workshop

We will start with a tour of a greenhouse filled with flowers grown with cutting edge technology, including robotics, in Carpinteria. The tour then winds up into the Los Padres National Forest offering breathtaking views of the Santa Barbara coastline before arriving at Lake Cachuma, a primary County water source now at 14% capacity, to learn how local water agencies are coping with extended drought. The workshop concludes with lunch at Lake Cachuma County Park before returning to the hotel.

**Wednesday from
7:30 a.m. to 12:30 p.m.**
(times approx.)

LAFCo 101

An introduction to LAFCo and LAFCo law for commissioners, staff, and anyone interested in learning more about LAFCo.

**Wednesday from
10:00 a.m. to Noon**

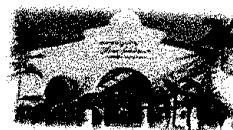
**Thursday Luncheon
- Keynote**

To Be Announced

Invaluable Networking Opportunities

- Regional Roundtable discussions on current regional LAFCo issues
- Roundtable discussions for LAFCo counsel and CALAFCO Associate members
- 10th CALAFCO Beer & Wine Competition and Reception
- Networking breakfasts
- Receptions
- Awards Banquet

Fess Parker DoubleTree by Hilton



Make your reservations now at the Fess Parker DoubleTree by Hilton at the special CALAFCO special rate of \$165. Special rates available two days pre-conference. Reservation cutoff date is 9/25/16. Find the link at www.calafco.org.

Visit www.calafco.org for Conference details or call us at 916-442-6536.

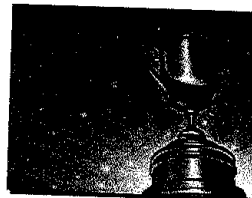


Date: 20 June 2016

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: CALAFCO Achievement Awards Committee

Subject: **2016 CALAFCO Achievement Award Nominations**



Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition. ***The nomination procedures have changed this year, so please review the instructions below carefully.***

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations you can submit.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to highlight the most important points of your nomination.
3. Nominations must be limited to no more than 1500 words or 3 pages in length maximum. You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Please limit supporting documentation to no more than 5 pages. If the Awards Committee members require additional information, you will be contacted with that request.
5. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
6. **Nominations and supporting materials must be received no later than 5:00 p.m., Wednesday, August 31, 2016.** Send nominations via e-mail, or U.S. mail to:

Pamela Miller, Executive Director
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814
pmiller@calafco.org

Members of the 2016 CALAFCO Board of Directors Awards Committee are:
Larry Duncan, Committee Chair (Butte LAFCo, Northern Region)
John Leopold, CALAFCO Board Chair (Santa Cruz LAFCo, Coastal Region)
Cheryl Brothers (Orange LAFCo, Southern Region)
Michael Kelley (Imperial LAFCo, Southern Region)
William Kirby (Placer LAFCo, Central Region)

lduncan@calafco.org
jleopold@calafco.org
cbrothers@calafco.org
mkelley@calafco.org
wkirby@calafco.org

Please contact Pamela Miller, CALAFCO Executive Director, at pmiller@calafco.org or (916) 442-6536 with any questions. A list of the previous Achievement Award recipients is attached to this announcement.



2016 Achievement Award Nominations

Nomination Form

NOMINEE - Person or Agency Being Nominated:

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION CATEGORY (check one – see category criteria on attached sheet)

- ☐ Outstanding CALAFCO Member
- ☐ Most Effective Commission
- ☐ Outstanding Commissioner
- ☐ Outstanding LAFCo Professional
- ☐ Outstanding LAFCo Clerk
- ☐ Outstanding CALAFCO Associate Member
- ☐ Project of the Year
- ☐ Distinguished Service Award
- ☐ Government Leadership Award
- ☐ Legislator of the Year (must be approved by the full CALAFCO Board)
- ☐ Mike Gotch Courage and Innovation in Local Government Award
- ☐ Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Organization:

Address:

Phone:

E-mail:



2016 Achievement Award Nominations

ACHIEVEMENTS

Please indicate the reasons why this person or agency deserves to be recognized (Remember to keep this portion to 1500 words or 3 pages maximum and use additional sheets as needed):



2016 Achievement Award Nominations

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until **Monday, July 20, 2015**, in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Recognizes a LAFCo Clerk for exemplary service during the past year.
Outstanding CALAFCO Associate Member	Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos, and has helped elevate the roles and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
Mike Gotch Courage and Innovation in Local Government Award	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.
Lifetime Achievement Award	Recognizes any individual who has made extraordinary contributions to the LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and/or demonstrated support in innovative and creative ways of the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least ten years.

June 27, 2016

To: Local Agency Formation Commission
Members and Alternate Members

From: Jim Curatalo, Committee Chair
Board Recruitment Committee
CALAFCO Board of Directors

**CALAFCO
ELECTION
2016**

RE: Nominations for 2016/2017 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

City Member
Public Member

Central Region

County Member
District Member

Coastal Region

County Member
District Member

Southern Region

City Member
Public Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 27, 2016 at the Fess Parker DoubleTree in Santa Barbara, CA.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until *Monday, September 26, 2016*.

Incumbents are eligible to run for another term. Nominations received by September 26 will be included in the Recruitment Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 12 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, September 26, 2016. Completed absentee ballots must be returned by October 21, 2016.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, September 26, 2016

Here is a summary of the deadlines for this year's nomination process:

- **June 27** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 26** – Completed Nomination packet due
- **September 26** – Request for an absentee/electronic ballot due
- **September 26** – Voting delegate name due to CALAFCO
- **October 12** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **October 12** – Distribution of requested absentee/electronic ballots.
- **October 21** – Absentee ballots due to CALAFCO
- **October 27** – Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Recruitment Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Jim Curatalo, at jcuratalo@calafco.org or by calling him at 909-261-7005. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2016/2017 CALAFCO Recruitment Committee are:

James Curatalo, Chair jcuratalo@calafco.org	San Bernardino LAFCo (Southern Region) 909-261-7005
Bill Connelly bconnelly@calafco.org	Butte LAFCo (Northern Region) 530-538-2134
John Marchand jmarchand@calafco.org	Alameda LAFCo (Coastal Region) 925-960-4020
Anita Paque apaque@calafco.org	Calaveras LAFCo (Central Region) 408-893-4353

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures.

Please consider joining us!

Enclosures

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, and 29 April 2011. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Paul Novak
Los Angeles LAFCo
pnovak@lalafo.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: David Church
San Luis Obispo LAFCo
dchurch@slolafo.com

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: Kris Berry, Placer LAFCo
kberry@placer.ca.gov

**Board of Directors
2016/2017 Nominations Form**

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) ☐ City ☐ County ☐ Special District ☐ Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual
Membership Meeting of the Association.

LAFCo Chair

Date

NOTICE OF DEADLINE

Nominations must be received by **September 26, 2016**
to be considered by the Recruitment Committee. Send
completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Item # 10

RESOLUTION AMENDING BYLAWS)
TO ADOPT A POLICY FOR)
LEGISLATIVE PROCESS)
PARTICIPATION)

WHEREAS, the Lake Local Agency Formation Commission has determined that it is in the best interest of the public for the Commission to operate in accordance with approved Bylaws and therefore has adopted Bylaws on March 20, 2002 by adopting Resolution 2002-0002 and has subsequently amended its Bylaws on July 16, 2003 by Resolution #2003-04; on March 17, 2004 by Resolution #2004-0001; on July 20, 2005 by Resolution #2005-06 on July 21, 2010 by Resolution 2010-0009 and on November 20, 2013 by Resolutions 2013-0010 and 2013-0011.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Lake Local Agency Formation Commission as follows:

- Section 5.11 Legislative Process Participation

- 1**

Bylaw amendment to adopt a legislative process participation policy

protection of the environment since these bylaws are for internal management purposes only so LAFCo may carry out its functions.

4. Any previously adopted conflicting Bylaws are hereby repealed in favor of this amendment.
5. This bylaw amendment is hereby adopted.

PASSED AND ADOPTED at a regular meeting of the Lake Local Agency Formation Commission in the County of Lake, State of California, on July 20, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Stacey Mattina, CHAIR
LAKE LOCAL AGENCY FORMATION
COMMISSION

ATTEST:

John Benoit
LAFCO Executive Officer

June 16, 2016

TO: LAKE COUNTY LAFCO COMMISSION

FR: KATHLEEN MORAN, CLERK

RE: SB 272 COMPLIANCE

The information required by SB 272 is now posted on the Lake County LAFCo website.

The following is a summary of the requirement for your information, and a facsimile of the posting.

SB 272 Disclosure of Enterprise Systems

Effective July 1, 2016, all local agencies (excluding local educational agencies) must create catalogs of their enterprise systems that store information and post the information in a prominent location on their website.

Governor Brown approved SB 272 in October of 2015, adding section 6270.5 to the California Public Records Act (Government Code Sections 6250-6276.48). Section 6270.5 defines an enterprise system as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is (1) a multi-departmental system or system that contains information collected about the public and (2) is a system of record. A system of record means a system that serves as an original source of data within an agency.

Bottom line: SB 272 requires local agencies to create a catalog of multi-departmental systems containing information about the public and post the catalog on their agency website.

LAKE COUNTY LAFCO Enterprise System Catalog June 1, 2016

Vendor and product:	Microsoft Office Suite
System purpose:	For creating administrative documents and records
Categories of data:	Meeting agendas, minutes, correspondence, reports and memos
Department/primary Custodian:	Multi-departmental
Frequency of Collection:	As needed
Frequency of Update:	As needed