

**Lake Local Agency Formation Commission**

**Regular Meeting Agenda**

**November 20, 2013 -- 9:30 am**

**City of LAKEPORT** – City Council Chambers

225 Park Street Lakeport, California

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

Commissioners

Ed. Robey, Chair (Public Member)  
Frank Gillespie (Special District Member) Jeri  
Spittler, (City Member)  
Stacy Mattina, Vice Chair (City Member)  
Gerry Mills, (Special Dist. Member)

Alternates

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

Denise Rushing (County Member)  
Jim Comstock (County Member)

Staff

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

**1. Call to Order – Roll Call**

**2. Approval of Minutes – September 25, 2013 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 September and October 2013*

**5. Discussion and Direction regarding a proposed Policy, Standard and Procedures amendment to address Disadvantaged Unincorporated Communities**

*a. Review and discuss proposed language thereby amending LAFCo’s Policies, Standards and Procedures*

**6. Bylaw Amendment to include detailed Records Retention Policy**

- a. *Consider adoption of a Lake LAFCo Records Retention Policy discussed and amended at the September 25<sup>th</sup> 2013 meeting and approve Resolution 2013-0010 amending Section 5.10 ( c ) of LAFCo's Bylaws*

**7. Discussion of Rosenbergs Rules of Order consider adoption of new rules of procedure for LAFCo.**

- a. *Discuss and consider an amendment to LAFCo Bylaws Section 5.7(g) LAFCo's Rules of Procedures by adopting Resolution 2013-0011 adopting Rosenberg's Rules of Order*

**8. Watershed Protection District MSR Committee progress report - Betsy Cawn**

**9. Review and amend as determined by the Commission, LAFCo's adopted Local Procedural Guidelines for Municipal Service Reviews (adopted on August 20, 2003); and LAFCo's action on April 15, 2009 regarding establishment of Municipal Service Review Advisory Committees (Adopted on April 15, 2009); LAFCo's adopted Policies and Procedures for Municipal Service Reviews (Adopted on May 20, 2009)**

- a) *Review the adopted Guidelines, Minutes, and Policies*
- b) *Provide direction to staff for inclusion, deletion or amendment to of any of the above and (or) take action with regarding any of the above.*

**10. Executive Officer' s report**

- a. *Callayomi Co. WD annexation*
- b. *City of Clearlake and Fire Service Review*

**11. 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.

**12. Correspondence**

**13. Adjourn to LAFCO's next regular meeting: Wednesday January 14, 2014 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 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](mailto:johnbenoit@surewest.net) or by fax at (916) 797-7631. Agenda items are located on the Lake County Webpage at <http://www.lakelafco.org>