

# Mono County Local Agency Formation Commission

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PO Box 347  
Mammoth Lakes, CA 93546  
760.924.1800, fax 924.1801  
commdev@mono.ca.gov

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## **SPECIAL MEETING DRAFT MINUTES** May 28, 2020

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**COMMISSIONERS PRESENT:** John Peters & Fred Stump, Mono County; Lynda Salcido, Town of Mammoth Lakes; Hank Brown & Tom Cage, special districts; Bruce Woodworth, public member, Stephen Kalish, alternate public member

**STAFF PRESENT:** Gerry Le Francois, Executive Director; Kelly Karl, Assistant Planner; Melissa Bell, Secretary

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1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Chair Hank Brown called the meeting to order at 4:03pm, and attendees recited the pledge of allegiance.
2. **PUBLIC COMMENT:** No items
3. **ELECTION OF CHAIR & VICE-CHAIR:** Commissioner Hank Brown nominated for Chair by Commissioner Case, 2<sup>nd</sup> by Commissioner Salcido. Vote- (6) Ayes (0) Noes. Commissioner Tom Cage nominated for Vice-Chair by Commissioner Peters, 2<sup>nd</sup> by Commissioner Salcido. Vote- (6) Ayes (0) Noes.
4. **MINUTES: Review and approve minutes of June 26, 2019**
  - Changes under #7, bylaws from 2019 meeting.
  - A. County Counsel determination on LAFCO questions at May 15 meeting: Statement on quorum. Tie is denial. Ask County Counsel best way to eliminate confusion. No conflict with Tri-Valley Groundwater Management District's evening meeting.
  - Clarify budget: Sometimes % of fee to run LAFCO. Town 1/3, Mono 1/3, two largest districts 1/3.
  - Brown: Few years ago, properties in Bridgeport annexed into Bridgeport PUD MCWD. This was a correction to PUD boundaries as the District was providing services for many years to various parcels Short-sighted on development, LAFCO, Mono, Town?
  - Le Francois: The MCWD annexation missed negotiation on property taxes. Allows master agreement. Better to negotiate before annexation. Not within district boundaries should have been caught by Mono in earlier stages. Bridgeport PUD: Tax collector noted discrepancy, a cleanup item.
  - Stump: Its own facility was outside boundary.
  - Cage: Clean up tax issue on annexed parcels? Le Francois: Ask County Counsel, auditor.
  - Cage: Consistency good. Mosquito Abatement sharing facility with SAR (Search & Rescue).
  - Request from Commission Cage and Woodworth when we have a large gap in scheduled meetings, staff should send the minutes out for Commissioner review, so changes can be made while still relevant.
5. **REVIEW and consider Preliminary Budget 2020-21 and provide any desired direction to staff.**
  - MOTION:** Amend minutes from June 26, 2019. Vote- (6) Ayes (0) Noes.

*Cage: Requesting actuals from last year budget as part of budget adoption process and prior years if available.*

*LeFrancois: Under Budget, discussed staffing changes and expenses related to the Wheeler Crest CSD Annexation. At the time, Haber properties did appear outside of district boundaries, staff processed, Commission approved the annexation last year. Board of Equalization would not accept tract map descriptions as written in order to file this boundary change with BOE. This was processed at no charge to the Wheeler Crest CSD as a cleanup item.*

*Brown: Can applicant be billed?*

*LeFrancois: Nothing would compel the developer to pay after the fact.*

*Stump: Requesting staff to inform the CSD Board about this issue and provide updates, as necessary.*

*LeFrancois: Commission staff found the 1994 Annexation into the Wheeler Crest CSD as part of the Rim Rock Ranch Specific Plan and various tract maps. Staff is working with Public Works to see if legal descriptions do indeed include the Haber parcels.*

*Kalish (Alternate Public Member): Attendance should not be an issue going forward. Gave the example of the Public Utilities Commission allowing for remote meeting locations and participation since most of the meetings are in San Francisco.*

*LeFrancois: Current Executive Orders for Governor Newsom allow for a bit more flexibility under the Brown Act for remote meeting due to Covid-19.*

**6. APPOINTMENT OF PUBLIC MEMBER: Consider appointment of Bruce Woodworth as a public member**

***MOTION:*** Appoint Bruce Woodworth as public member. Motion by Commissioner Peters, 2<sup>nd</sup> by Commissioner Cage. Vote- (6) Ayes (0) Noes.

**7. MEMBERSHIP**

**A) CURRENT MEMBERSHIP**

**B) ALTERNATE PUBLIC MEMBER AND ALTERNATE SPECIAL DISTRICT MEMBER RECRUITMENT**

Staff discussed with the Commission about nominations for the Alternate Public Member and the Alternate Special District Member. It was stated that the Alternate Special District Member would be distributed first, followed by the Alternate Public Member notice of vacancy second. Staff will update the Commission at our next meeting.

**8. ADJOURN** at 5 p.m. to next meeting: June 26, 2019. Primary agenda item is to adopt the 2020-21 budget.

*Prepared by Melissa Bell, LAFCO secretary*

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**LAFCO COMMISSIONERS**

Hank Brown, Tom Cage, Cleland Hoff, Lynda Salcido, John Peters, Fred Stump, Bruce Woodworth

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### Staff Report

June 25, 2020

To: Mono County LAFCO

From: Gerry Le Francois, Executive Director  
Kelly Karl, Associate Planner

### RECOMMENDATION

After the close of the Public Hearing, consider, and adopt the 2020-21 LAFCO Budget.

### BACKGROUND

The Budget for fiscal year 2020-21 must be at least equal to the budget adopted for the previous fiscal year unless the Commission finds that reducing staffing or program costs will still allow the LAFCO to fulfill the purposes and requirements of the Act. The preliminary budget of \$11,019 was considered by your Commission on May 28<sup>th</sup>.

The current fiscal year 2019-20 budget is \$11,114. As of June 16, expenses / revenues are approximately \$9,395. Once all current fiscal year expenses are accounted for, any remaining funds will be rolled over to the 2020-21 budget.

Attached is the proposed 2020-21 budget of \$11,019, a summary of the actual budget for the current fiscal year 2019-20, and the general ledger from the current fiscal year.

### ALTERNATIVE APPORTIONMENT

The CKH Act establishes methods for apportioning LAFCO staffing and program costs among the County, Town and special districts. The law allows alternative apportionment methods, which Mono LAFCO has used in the past to avoid impacting financially constrained special districts. Prior to using an alternative apportionment method, LAFCO costs were fully borne by the Town of Mammoth Lakes and Mono County. In recent years, the Commission applied an alternative apportionment method consisting of a third from Mono County; a third from the Town of Mammoth Lakes; and a third from special districts, with the special district share provided exclusively from the Southern Mono Healthcare District and the Mammoth Community Water District, rather than from all independent special districts.

The proposed preliminary budget reflects this same alternative budget apportionment method, which consists of a third (\$3,673) from Mono County; a third (\$3,673) from the Town of Mammoth Lakes; and a third (\$3,673) from the special districts. Instead of all independent special districts in Mono County contributing, this alternative apportionment consists of \$1,836.50 from Southern Mono Hospital District and \$1,836.50 from the Mammoth Community Water District.

### **FY 2020-21 BUDGET**

The attached Preliminary Budget for fiscal year 2020-21 maintains a status-quo funding level. This level of funding has been sufficient for LAFCO activity this past year. The main staff activity included:

- Review of the Cortese-Knox-Hertzberg Act;
- Reviewing current Sphere of Influence and Municipal Service Review of all special districts.
- Provided comments to CD4 project revised mitigation measures on LAFCO procedures.

Anticipated work tasks for 2020-21 include:

- Consider LAFCO policies in updating housing policies and mitigation requirements;
- Attend staff training;
- Review LAFCO agriculture preservation policies as a part of a Sustainable Agriculture grant;
- Assess water service providers, including irrigation services, as a part of the Walker River Water Transfer Study and EIR;
- Respond to future application activity, and special district inquiries;
- Update municipal service reviews of fire districts (Planning Division has applied for a grant to fund this) and
- Review plans, projects, and environmental documents for LAFCO concerns.

This expected level of activity, which is similar to last year, is reflected in the attached recommended FY 2020-21 Budget.

### **ATTACHMENTS**

- Proposed 2020-21 budget
- Summary of FY 2019-20 budget to actuals
- General ledger from FY 2019-20

2020/21 LAFCO Budget

8,069.00	SALARY AND WAGES
0	EMPLOYEE BENEFITS
950	MEMBERSHIP FEES*
200	OFFICE EXPENSE
300	PUBLICATIONS & LEGAL NOTICES
<u>1,500.00</u>	TRAVEL & TRAINING EXPENSE
<u>11,019.00</u>	Total Expenditures
\$ 3,673.00	TOML
\$ 1,836.50	Health district
\$ 1,836.50	Water district
\$ 3,673.00	Mono
<u>\$ 11,019.00</u>	LAFCO

<b><i>Budget 2019-2020</i></b>	<b><i>Actuals 2019-2020</i></b>	
\$ 8,069	\$ 8,069	SALARY AND WAGES
\$ -		EMPLOYEE BENEFITS
\$ 1,075	\$ 1,075	MEMBERSHIP FEES*
\$ 200		OFFICE EXPENSE
\$ 300	\$ 45	PUBLICATIONS & LEGAL NOTICES
\$ 1,500	\$ 206	TRAVEL & TRAINING EXPENSE
<b><u>\$ 11,144</u></b>	<b><u>\$ 9,395</u></b>	Total Expenditures



260-27-254-22100	Employee Benefits								Balance Forward		0.00		
	<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
260-27-254-22110	Employee Benefits - Health (Medical-Dental-Visior)								Balance Forward		0.00		
	<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
260-27-254-22120	Employee Benefits - PERS (ER Portion)								Balance Forward		0.00		
	<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
260-27-254-30280	Telephone/Communications								Balance Forward		0.00		
	<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
260-27-254-31700	Membership Fees								Balance Forward		0.00		
	<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
260-27-254-32800	Publications & Legal Notices								Balance Forward		0.00		
07/10/2019	Cust #03100858, Ad #00SYS	AP	374744	169303					HORIZON CALIFORNIA 00041131	County Invoice	18.50	18.50	
07/10/2019	Cust #03100858 - NPH L SYS	AP	374750	169303					HORIZON CALIFORNIA 00041130	County Invoice	16.00	34.50	
07/10/2019	Cust #03100858 ad #00SYS	AP	374759	169303					HORIZON CALIFORNIA 00040997	County Invoice	10.00	44.50	
	<b>TOTAL</b>										<b>44.50</b>	<b>0.00</b>	<b>44.50</b>
260-27-254-33120	Special Department Expense								Balance Forward		0.00		
05/21/2020	Salary reimbursement fo AJ	GL	424609								6,000.00	6,000.00	
05/21/2020	Benefit reimbursement fo AJ	GL	424609								534.50	6,534.50	
05/21/2020	Benefit reimbursement fo AJ	GL	424609								534.50	7,069.00	
05/21/2020	Benefit reimbursement fo AJ	GL	424609								1,000.00	8,069.00	
	<b>TOTAL</b>										<b>8,069.00</b>	<b>0.00</b>	<b>8,069.00</b>
260-27-254-33350	Travel & Training Expense								Balance Forward		0.00		
08/06/2019	06/26/19 LAFCO meetingSYS	AP	382005	5168					BRUCE WOODWORTH 062619-LAFCO	County Invoice	100.92	100.92	
08/06/2019	06/26/19 LAFCO meetingSYS	AP	382005	5168					BRUCE WOODWORTH 062619-LAFCO	County Invoice	25.00	125.92	
08/06/2019	06/26/19 LAFCO meetingSYS	AP	382010	5169					HANK BROWN 062619-LAFCO	County Invoice	25.00	150.92	
08/06/2019	06/26/19 LAFCO meetingSYS	AP	382011	169949					Stephen Kalish 062619-LAFCO	County Invoice	30.16	181.08	
08/06/2019	06/26/19 LAFCO meetingSYS	AP	382011	169949					Stephen Kalish 062619-LAFCO	County Invoice	25.00	206.08	
	<b>TOTAL</b>										<b>206.08</b>	<b>0.00</b>	<b>206.08</b>
	<b>GRAND TOTAL</b>										<b>24,382.99</b>	<b>24,382.99</b>	<b>2,075.13</b>



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June 25, 2020

**VIA ELECTRONIC MAIL ONLY**

Mono County Office of the Auditor-Controller  
Attn: Janet Dutcher, Finance Director  
P.O. Box 556  
Bridgeport, CA 93517  
[jdutcher@mono.ca.gov](mailto:jdutcher@mono.ca.gov)

Re: Request to Meet and Discuss Annexation of Properties to the Mammoth Community  
Water District and Related Property Tax Exchange

Dear Ms. Dutcher,

On behalf of the Mono County Local Agency Formation Commission (LAFCO), I am writing to formally request the initiation of a discussion between the LAFCO staff, and the Mono County Office of the Auditor-Controller regarding the annexation of certain properties/parcels to the Mammoth Community Water District and the exchange of property taxes related to that annexation. At your earliest convenience, please contact me at (760) 924-1810 or [glefrancois@mono.ca.gov](mailto:glefrancois@mono.ca.gov) to set up a date and time to discuss.

Sincerely,

Gerry LeFrancois  
Executive Director  
Mono County Local Agency Formation Commission

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### STAFF REPORT

June 25, 2020

To: Mono County LAFCO  
From: Kelly Karl, Associate Planner

### RECOMMENDATION

Receive verbal update on Special District Alternate Member nominations and Public Member Alternate process

### BACKGROUND

#### Special District Alternate Member

The nominations and election process for the Alternate Special District Member will be conducted by electronic mail per Govt. Code Section 56332 (f) (3) (4). Each Special District may submit nominations in writing (see attached nomination form). Candidates for this position must be elected or appointed by their own Special District officers residing within the county. Notices were sent via electronic mail on June 8 and nominations must be received at the LAFCO offices by **July 17, 2020**. Nominations received after that date will not be considered. If only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed and the meeting may be cancelled as permitted by Govt. Code Section 56332 (c) (1) (2).

If more than one Alternate Special District Member has been nominated, the Executive Officer will prepare a ballot and send one copy to each Special District via electronic mail (per Govt. Code Section 56332 (f) (3) (4)), along with voting instructions. The candidate receiving the highest number of votes will be appointed as the Alternate Special District member.

#### Public Member Alternate

Notice of a Public Member Alternate will be published next week. Govt Code Section 56325 (d) allows for one member representing the general public appointed by the other members of the commission. The other members of the commission may also appoint one alternate member who shall serve pursuant to Govt Code Section 56331. Appointment of the public member and alternate public member shall be subject to the affirmative vote of at least one of the members appointed by each of the other appointing authorities. Whenever a vacancy occurs in the public member or alternate public member position, the commission shall cause a notice of vacancy to be posted as provided in Section 56158. A copy of this notice shall be sent to the clerk or secretary of the legislative body of each local agency within the county. Final appointment to fill the vacancy may not be made for at least 21 days after the posting of the notice.

### ATTACHMENT

- Special District Alternate Member nomination packet

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June 8, 2020

To: All Independent Special Districts in Mono County

Re: **Nominations for an Alternate Special District Member to serve on LAFCO**

The Mono County Local Agency Formation Commission (LAFCO) invites nominations from your district to fill an Alternate Special District position on LAFCO. The term would last for four years and expires May 6, 2024.

LAFCO is a seven-member commission and meets as needed on the first Wednesday of the month. LAFCO's purpose includes discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances.

In accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, nominations should be submitted in writing **via electronic mail** to the Executive Officer at [glefrancois@mono.ca.gov](mailto:glefrancois@mono.ca.gov) (per Govt. Code Section 56332 (f) (3) (4)).

The nominations and election process for the Alternate Special District Member will be conducted by mail. Each Special District may submit nominations in writing (see attached nomination form). Candidates for this position must be elected or appointed by their own Special District officers residing within the county. Nominations must be received at the LAFCO offices by **July 17, 2020**. Nominations received after that date will not be considered. If only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed and the meeting may be cancelled as permitted by Govt. Code Section 56332 (c) (1) (2).

If more than one Alternate Special District Member has been nominated, the Executive Officer will prepare a ballot and mail one copy to each Special District, along with voting instructions. The candidate receiving the highest number of votes will be appointed as the Alternate Special District member.

Your consideration of potential candidates is appreciated. If you have any questions, please call: Melissa Bell, LAFCO secretary at [mbell@mono.ca.gov](mailto:mbell@mono.ca.gov) or 760-924-1804.

Sincerely,

Gerry LeFrancois  
Executive Officer

**MONO COUNTY**  
**LOCAL AGENCY FORMATION COMMISSION**

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**Nomination for Special District Alternate Member**

*(Alternate Special District Commissioner term expires May 6, 2024)*

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**Name of Nominee:** \_\_\_\_\_

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**Nominating Special District:** \_\_\_\_\_

**Certified by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# MONO COUNTY

## LOCAL AGENCY FORMATION COMMISSION

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### **MONO COUNTY**

**John Peters** (*Vice-Chair*) (member till 12.31.20)

PO Box 128  
Bridgeport, CA 93517  
775-671-7126 [jpeters@mono.ca.gov](mailto:jpeters@mono.ca.gov)

**Fred Stump** (member till 12.31.20)

PO Box 715  
Bridgeport, CA 93517  
760-914-1294 [fstump@mono.ca.gov](mailto:fstump@mono.ca.gov)

**Bob Gardner** (alternate till 12.31.20)

PO Box 564  
June Lake, CA 93529  
760-648-8003 [bgardner@mono.ca.gov](mailto:bgardner@mono.ca.gov)

### **MAMMOTH LAKES, TOWN OF**

**Cleland Hoff** (member till 05.03.21)

PO Box 8110  
Mammoth Lakes, CA 93546  
760-914-2000 [choff@townofmammothlakes.ca.gov](mailto:choff@townofmammothlakes.ca.gov)

**Lynda Salcido** (member till 05.03.21)

PO Box 8105  
Mammoth Lakes, CA 93546  
760-965-3733 [lsalcido@townofmammothlakes.ca.gov](mailto:lsalcido@townofmammothlakes.ca.gov)

**Kirk Stapp** (alternate till 05.03.21)

PO Box 7254  
Mammoth Lakes, CA 93546  
760-965-3731 [kstapp@townofmammothlakes.ca.gov](mailto:kstapp@townofmammothlakes.ca.gov)

### **SPECIAL DISTRICTS**

**Hank Brown** (*Chair*) (member till 05.02.22)

136 Sierra Springs Dr.  
Crowley Lake, CA 93546  
760-935-4445 [hanklvf@gmail.com](mailto:hanklvf@gmail.com)

**Tom Cage** (*Vice Chair*) (member till 05.02.22)

PO Box 7847  
Mammoth Lakes, CA 93546  
760-920-4688 [tcage@mcwd.dst.ca.us](mailto:tcage@mcwd.dst.ca.us)

**VACANT** (alternate till filled)

### **PUBLIC MEMBER**

**Stephen Kalish** (alternate till 05.04.20)

892 Rimrock Dr.  
Swall Meadows, CA 93514  
760-387-2782 [skalish@mail.com](mailto:skalish@mail.com)

**Bruce Woodworth** (member till 05.01.2023)

824 Burcham Flat Rd.  
Coleville, CA 96107  
650-387-4996 [monocountyrtd@gmail.com](mailto:monocountyrtd@gmail.com)