

# Mono County Local Agency Formation Commission

---

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 AGENDA**

October 10, 2024 – 3:00 p.m.

Mono County Civic Center – Dana Room (2<sup>nd</sup> Floor)  
1290 Tavern Road, Mammoth Lakes, CA

824 Burcham Flat Rd.  
Coleville, CA 96107

This meeting may be joined by video at <https://monocounty.zoom.us/j/87376124749?pwd=ANLtbzFwiPYbdvnaFDvgob3h14hRXb.1> where members of the public shall have the right to observe and offer public comment. An alternate method to access the video meeting is <http://zoom.us/join> and enter Meeting ID: 873 7612 4749, password 5678.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENT**

**3. CONSENT ITEMS**

A. Review and approve regular meeting minutes from June 13, 2024. (pg. 1)

**4. 3:05 PM PUBLIC HEARING:**

Consider adoption of updates to five Phase 2 Priority 1 Municipal Service Review and Sphere of Influence Reports. (pg. 3)

- A. Bridgeport Public Utility District
- B. Lee Vining Public Utility District
- C. June Lake Public Utility District
- D. Hilton Creek Community Services District
- E. Wheeler Crest Community Services District

**5. ADMINISTRATION**

A. Budget Adjustment (pg. 8)

**6. LAFCO BUSINESS**

- A. Pending or New Applications
- B. Municipal Service Reviews Update (pg. 9)

**7. EXECUTIVE OFFICER'S REPORT**

**8. COMMISSIONER'S REPORTS**

**9. UPCOMING AGENDA ITEMS**

A. Phase 2 Priority 2 MSR Updates (Spring 2025)

**10. ADJOURN** to Spring 2025 Special Meeting

## **LAFCO COMMISSIONERS**

Paul McFarland, Tom Cage, Sarah Rea, Amanda Rice, Jennifer Kreitz, Bob Gardner, Bruce Woodward

# Mono County

## Local Agency Formation Commission

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  
<https://monocounty.ca.gov/lafco>

### Draft Minutes

June 13, 2024 – 3:00 pm

**Mono County Civic Center – Dana Room  
1290 Tavern Rd. (Dana Room on 2<sup>nd</sup> Floor) Mammoth Lakes, CA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE at 3:00pm**
- 2. PUBLIC COMMENT** - No public comment.
- 3. CONSENT ITEMS:**
  - A. Review and approve regular meeting minutes of April 30, 2024.  
Motion: Approve consent items as presented.  
Commissioner Rice motioned, Commissioner Rea seconded.  
Ayes: McFarland, Rea, Rice, Kreitz, Gardner, Woodworth. Passes unanimously.
- 4. ADMINISTRATION**
  - A. Calloway reviewed upcoming conclusion of Paul McFarland's term, Public Member Alternate vacancy, confirmed renomination of Bruce Woodworth as Public Member at October 12, 2023 meeting, and automatic installation of two nominees, Gary Thompson as Special District Alternate, and Jeffrey Sutch as Special District Commissioner, upon the conclusion of Paul McFarland's term.
- 5. 3:07 pm PUBLIC HEARING: FISCAL YEAR 2024-25 FINAL BUDGET**
  - Presentation of staff report.
  - Calloway discusses funding sources, proposed increase, reviewed decisions made at previous meeting, and opened to questions.
  - Commission discussion. McFarland wonders whether the budget will be sufficient to cover the cost of writing MSRs. Calloway answers.
  - Request for public comment. No public comment.
  - Woodworth closes public hearing at 3:17
  - Motion to approve the final budget with the required finding that reducing staffing or program costs in the FY 24-25 budget will still allow the LAFCO to fulfill the purposes and requirements of the Act.  
Amanda Rice motioned.  
Paul McFarland seconded.  
Ayes: McFarland, Rea, Rice, Kreitz, Gardner, Woodworth. Passes unanimously.
- 6. LAFCO BUSINESS**
  - A. Municipal Service Reviews (MSR) update. Calloway discussed status of MSR drafts approaching adoption. Drafts will be released to special districts for a 2 week administrative review. Currently no plans to advertise or promote these releases. Will edit MSRs based on comments, where appropriate. No definitive schedule for adoption but intend to call a special meeting in the fall to adopt at least these 5 high priority MSRs and any additional MSRs that are ready.
  - B. Discussion from Commission. Gardner notes that special districts can contribute to quality of life in their districts and feels that the county ought to devote resources to fixing capacity issues, infrastructure, grant proposals. Rice wonders if this sort of involvement is outside LAFCO's sphere of influence. McFarland concurs that the LAFCO board ought to take a more active role. Suggests making a better connection between production of MSR reports and district leadership, involving district boards in conversations both during and after MSR is drafted. Points out that many leaders in rural districts joined out of volunteerism, from concern for local water or fire situation, and find themselves thrown into a modern regulatory environment. Calloway points out that one advantage of adopting MSRs is that they provide a jumping off point for LAFCO actions within the district. Kreitz proposes setting a manageable schedule for future MSR updates, so that the quantity isn't so overwhelming. Woodworth wonders, from the five MSRs currently under

consideration, which stand out as an opportunity for improvement, a matter of interest where the district could step in. Calloway says none are in dire straits but there may be opportunity for LAFCO actions, suggests reviewing the recommendations section in each document. Woodworth also suggests bringing RPACs into the review process. Kreitz suggests facilitating grants, wonders if some districts might be a good fit for USDA grants. Calloway notes that he hears consensus about reaching out to districts, and Kreitz asks that commissioners be notified in advance of any in-person visits.

7. **EXECUTIVE OFFICER'S REPORT** – Introduced **Erin Bauer. Discussion of attending the LAFCO Commissioner's Conference in the Fall, held from October 16-18.**
8. **COMMISSIONER'S REPORTS**
9. **UPCOMING AGENDA ITEMS**
  - A. Adopt Priority One MSR/SOI Reports
10. **ADJOURN** to Fall 2024 Special Meeting on October 10 at 3pm.

#### **LAFCO COMMISSIONERS**

Paul McFarland, Tom Cage, Sarah Rea, Amanda Rice, Jennifer Kreitz, Bob Gardner, Bruce Woodworth

# Mono County Local Agency Formation Commission

PO Box 347  
Mammoth Lakes, CA 93546  
760.924.1800, fax 924.1801  
[commdev@mono.ca.gov](mailto:commdev@mono.ca.gov)

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
<https://monocounty.ca.gov/lafco>

**October 10, 2024**

**To:** Mono LAFCO

**From:** Brent Calloway, Executive Officer  
Kelly Karl, Planning Analyst  
Erin Bauer, Planning Analyst

**RE:** Adoption of Phase 2 Priority 1 Municipal Service Review Report Updates

**Recommendation:** Adopt Resolution 24-01 Adopting Updates to the Municipal Service Review and Sphere of Influence Reports for the Bridgeport Public Utility District, Hilton Creek Community Service District, June Lake Public Utility District, Lee Vining Public Utility District & Wheeler Crest Community Service District.

**Discussion:**

Mono County Local Agency Formation Commission's (LAFCO) last comprehensive update of the Municipal Service Reviews & Sphere of Influence Reports (Reports) for Special Districts in Mono County occurred in 2009/2010. Five draft reports (see list below) for Public Utility Districts and Community Services Districts in unincorporated Mono County were released for a two-week administrative review by Special Districts (May 10 - May 24) prior to being posted on the LAFCO website for public review.

During its June 13 meeting, LAFCO requested that staff conduct additional outreach for these reports and directed staff to visit each of the five district's board meetings prior to bringing the reports back for potential approval. The LAFCO executive officer attended board meetings for the districts in August/September to allow for additional feedback. Some verbal comments received at the meetings were incorporated into the reports. No additional written comments were received.

Final Draft reports for the following Special Districts are attached as separate PDFs in the agenda packet and available at this link: <https://monocounty.ca.gov/lafco/page/lafco-documents>

1. Bridgeport Public Utility District
2. Hilton Creek Community Services District
3. June Lake Public Utility District
4. Lee Vining Public Utility District
5. Wheeler Crest Community Services District

**Public Notice**

Per Government Code Section 56427 a public hearing is required to adopt an update to a Municipal Service Review and Sphere of Influence Report and shall be noticed at least 21 days in advance of the hearing. Notice for the report updates was published in the September 14 edition of The Sheet.

**Environmental Review**

The update to the MSR/SOI reports qualifies for a categorical exemption under CEQA Guideline 15306, Information Collection. Class 6 consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The MSR process does require LAFCOs to make determinations during this process but does not require LAFCO to initiate changes of organization based on MSR findings.

**Attachments:**

1. Resolution 24-01
2. Notice of Public Hearing

**RESOLUTION R24-01**

**A RESOLUTION OF THE MONO LOCAL AGENCY FORMATION COMMISSION  
ADOPTING THE 2024 MUNICIPAL SERVICE REVIEW & SPHERE OF INFLUENCE  
REPORTS FOR:**

**(1) BRIDGEPORT PUBLIC UTILITY DISTRICT; (2) HILTON CREEK COMMUNITY SERVICES DISTRICT; (3) JUNE LAKE PUBLIC UTILITY DISTRICT; (4) LEE VINING PUBLIC UTILITY DISTRICT; (5) WHEELER CREST COMMUNITY SERVICES DISTRICT.**

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county (LAFCO), as defined and specified in Government Code Sections 56000 et seq. (unless otherwise indicated all statutory references are to the Government Code); and

**WHEREAS**, the CKH requires LAFCOs to conduct comprehensive reviews of all municipal services in each county in California and to periodically update that information. The purpose of the Municipal Service Reviews (MSR) is to gather detailed information on public service capacities and issues; and

**WHEREAS**, the CKH requires LAFCOs to develop and determine the Sphere of Influence (SOI) for each applicable local governmental agency that provides services or facilities related to development. Government Code Section 56076 defines an SOI as “a plan for the probable physical boundaries and service area of a local agency;” and

**WHEREAS**, MSRs must be completed prior to the establishment or update of an SOI (§56430[a]). SOIs must be reviewed and updated as necessary, but not less than once every five years (§56425); and

**WHEREAS**, a comprehensive update to the MSR and SOI reports (Reports) for these five special districts have not been completed since 2009/2010; and

**WHEREAS**, Mono County LAFCO (Commission) with the assistance of contract staff conducted a comprehensive update process for these five Reports; and

**WHEREAS**, staff has reviewed the updated Reports and determined that they do not have the potential to cause a significant effect on the environment, and is therefore not subject to the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines §15306 (Class 6 Exemption for Information Collection) and, based thereon, the Executive Officer will file a Notice of Exemption; and

**WHEREAS**, the Executive Officer set a public hearing for October 10, 2024, for consideration of the draft Reports and caused notice thereof to be posted, published, and e-mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and

**WHEREAS**, in accordance with Government Code §56425, the Commission did hold a public hearing on October 10, 2024, to consider adopting the proposed MSR and SOI reports for: (1) Bridgeport Public Utility District; (2) Hilton Creek Community Services District; (3) June Lake Public Utility District; (4) Lee Vining Public Utility District; (5) Wheeler Crest Community Services District at 3:00 p.m. in the Mono County Civic Center, Dana Room (2nd Floor), 1290 Tavern Road in Mammoth Lakes; and

**WHEREAS**, at that time, an opportunity was given to all interested persons, organizations, and agencies to present oral or written testimony and other information concerning the proposal and all related matters; and

**WHEREAS**, the Commission received, heard, discussed, and considered all oral and written testimony related to the five 2024 Reports, including but not limited to protests and objections, the Executive Officer's report and recommendations, and the environmental determinations.

**NOW, THEREFORE, BE IT RESOLVED** that, following the close of the public hearing based upon the findings contained in the staff report, the Commission adopts and approves the 2024 Reports for: (1) Bridgeport Public Utility District; (2) Hilton Creek Community Services District; (3) June Lake Public Utility District; (4) Lee Vining Public Utility District; and (5) Wheeler Crest Community Services District (Exhibit A).

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Commission directs that a categorical exemption be filed and approves the updated MSR and SOI reports for the above referenced five special districts.

**APPROVED** and **ADOPTED** this 10th day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tom Cage, Chair  
Mono County LAFCO

---

Heidi Willson  
Secretary to LAFCO

APPROVED AS TO FORM

---

Chris Beck, LAFCO Counsel

# Mono County Local Agency Formation Commission

---

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)

September 10, 2024

To: The Sheet

From: Heidi Willson

Re: Legal Notice for **September 14** edition

Invoice: Heidi Willson, PO Box 347, Mammoth Lakes, CA 93546

---

## NOTICE OF PUBLIC HEARING

The Mono County Local Agency Formation Commission (LAFCO) will conduct a public hearing on **October 10, 2024, at 3:05 p.m.** in the Mono County Civic Center, Dana Room (2nd Floor), 1290 Tavern Road in Mammoth Lakes to consider an update to Municipal Service Reviews and Sphere of Influence Reports for The Bridgeport Public Utility District, Lee Vining Public Utility District, June Lake Public Utility District, Hilton Creek Community Services District and Wheeler Crest Community Services District. Municipal Service Reviews present and analyze information on public service capacities and a Sphere of Influence “establishes a plan for the probable physical boundaries and service area of a local agency.” Municipal service reviews must be completed prior to the establishment or update of Spheres of Influence (§56430[a]). A notice of exemption has been prepared in accordance with the California Environmental Quality Act. For more information, contact Heidi Willson at 760-924-1804 or [hwillson@mono.ca.gov](mailto:hwillson@mono.ca.gov) or the LAFCO website: <https://monocounty.ca.gov/lafco>

###



# Mono County

## Local Agency Formation Commission

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)

**October 10, 2024**

**To:** Mono County LAFCO

**From:** Brent Calloway, Executive Officer

**RE:** FY 24-25 Budget Adjustment

### Recommendation

Approve FY 24-25 budget adjustment as requested by the Mono County Finance Department.

### Background

In August, the Mono County Finance Department advised Mono LAFCO that the long-standing accounting practice of including a salary and benefit line item in the LAFCO budget was no longer in alignment with standard accounting practices. As Mono LAFCO technically has no employees and the County provides employee services to the independent Commission, the cost for employee services should be recorded in the County accounting system as a contract service rather than a salary and benefit cost. The budget below reflects the budget approved at the June 13, 2024 meeting with the Salary and Benefits line removed and all costs moved into the Contract Services line item.

#### Mono LAFCO FY 24-25 Budget Adjustment

Revenue	FY 24-24 Approved
TOML contribution	\$5,451
Mono Co contribution	\$5,451
Health Dist. contribution	\$2,725
MCWD contribution	\$2,725
Application Fees	\$0
Withdrawal from Reserve	\$0
<b>Total</b>	<b>\$16,352</b>

Expenditures	FY 24-25 Approved
Contract Services	\$6,600
Membership Fees	\$1,400
Publications & Legal	\$150
Travel and Training	\$3,000
Contribution to Reserve	\$5,202
<b>Total</b>	<b>\$16,352</b>

# Mono County Local Agency Formation Commission

PO Box 347  
Mammoth Lakes, CA 93546  
760.924.1800, fax 924.1801  
[commdev@mono.ca.gov](mailto:commdev@mono.ca.gov)

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
<https://monocounty.ca.gov/lafco>

**October 10, 2024**

**To:** Mono LAFCO

**From:** Brent Calloway, Executive Officer  
Kelly Karl, Planning Analyst  
Erin Bauer, Planning Analyst

**RE:** Status Update – Municipal Service Reviews & Sphere of Influence Report Updates

**Recommendation:** Receive staff report

**Discussion:**

Mono LAFCO staff plans to continue updating MSR and SOI reports for all special districts. Initial drafts have now been completed for 16 of the 26 total districts within the County. As the drafts are refined into public review drafts, staff will continue to attend special district board meetings and directly solicit input and comments on the report updates.

The following Priority 2 MSRs are expected to be brought to the Commission for consideration at the Spring 2025 regular meeting.

1. Bridgeport Fire Protection District
2. Chalfant Community Services District / Fire Protection District
3. Paradise Fire Protection District
4. Mammoth Lakes Fire Protection District
5. Mammoth Lakes Mosquito Abatement District

In addition to finishing the MSR report update process that began in 2023, LAFCO staff is also working with Mono County GIS staff to update the Mono County LAFCO online map. Updates are still being implemented; however, the new map will have the same widgets and functionality as the online Mono County General Plan Map. Staff will quality control the data, fix known boundary errors and compare the online map with the PDF maps in the most recently updated report for each district.

Once all MSR updates are complete, staff intends to develop a new strategy to keep the MSRs updated and reduce or eliminate the need for expensive comprehensive update cycles in the future. Options we are considering include developing an annual update checklist and district survey that functions as an MSR report update, incorporating the MSRs into an online format that would include largely self updating data sets, and the development of regional MSRs that combine all MSRs within a geographical region into one document and allow for region based SOI analysis and recommendations and reduce duplication of effort.