

AGENDA

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

**NORTON REGIONAL EVENT CENTER
1601 EAST THIRD STREET #1000, SAN BERNARDINO**

REGULAR MEETING OF JULY 19, 2017

9:00 A.M. – CALL TO ORDER – FLAG SALUTE

- A. Public Comments on Closed Session
- B. **CONVENE CLOSED SESSION –**
 - a. Conference with Legal Counsel - Existing Litigation (Government Code section 54956.9(d)(1)) -- San Antonio Heights Association v. County of San Bernardino et al, San Bernardino County Superior Court Case No CIVDS1712771
 - b. Conference with Legal Counsel - Anticipated Litigation - Significant Exposure to Litigation (Government Code section 54956.9(d)(2)) -- One case Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

ANNOUNCEMENT: Anyone present at the hearing who is involved with any of the changes of organization to be considered and who has made a contribution of more than \$250 in the past twelve (12) months to any member of the Commission will be asked to state for the record the Commission member to whom the contribution has been made and the matter of consideration with which they are involved.

CONSENT ITEMS:

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time without discussion, unless a request has been received prior to the hearing to discuss the matter

1. Approval of Minutes for Regular Meeting of May 17, 2017
2. Approval of Executive Officer's Expense Report
3. Ratify Payments as Reconciled for Months of May and June 2017 and Note Cash Receipts
4. Unaudited Year-End Financial Report for Fiscal Year 2016-17
5. Approval of Fiscal Year 2008-09 Financial Records Destruction Pursuant to Commission Policy

PUBLIC HEARING ITEMS:

6. Consent Items Deferred for Discussion
7. Consideration of: (1) CEQA Statutory Exemption for LAFCO 3187 – Countywide Water Service Review (Retail, Wholesale, Recycled); and (2) LAFCO 3187 -- Countywide

Service Review for Water Services (Retail, Wholesale, Recycled) (Valley, Mountain, North Desert, South Desert Regions)

DISCUSSION ITEMS:

8. Candidate Election for Board of Directors of the Special District Risk Management Authority

INFORMATION ITEMS:

9. Legislative Oral Report
10. Executive Officer's Oral Report
 - a. Update on Relocation/Renovation Progress at Santa Fe Depot
 - b. New Proposals Received
11. Commissioner Comments
(This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.)
12. Comments from the Public
(By Commission policy, the public comment period is limited to five minutes per person for comments related to other items under the jurisdiction of LAFCO not on the agenda.)

The Commission may adjourn for lunch from 12:00 to 1:30 p.m. The Commission may take action on any item listed in this Agenda whether or not it is listed For Action. In its deliberations, the Commission may make appropriate changes incidental to the above-listed proposals.

Materials related to an item on this Agenda submitted to the Commission or prepared after distribution of the agenda packet will be available for public inspection in the LAFCO office at 215 N. D St., Suite 204, San Bernardino, during normal business hours, on the LAFCO website at www.sbclafco.org, and at the hearing.

Current law and Commission policy require the publishing of staff reports prior to the public hearing. These reports contain technical findings, comments, and recommendations of staff. The staff recommendation may be accepted or rejected by the Commission after its own analysis and consideration of public testimony.

IF YOU CHALLENGE ANY DECISION REGARDING ANY OF THE ABOVE PROPOSALS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED DURING THE PUBLIC TESTIMONY PERIOD REGARDING THAT PROPOSAL OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE LOCAL AGENCY FORMATION COMMISSION AT, OR PRIOR TO, THE PUBLIC HEARING.

The Political Reform Act requires the disclosure of expenditures for political purposes related to a change of organization or reorganization proposal which has been submitted to the Commission, and contributions in support of or in opposition to such measures, shall be disclosed and reported to the same extent and subject to the same requirements as provided for local initiative measures presented to the electorate (Government Code Section 56700.1). Questions regarding this should be directed to the Fair Political Practices Commission at www.fppc.ca.gov or at 1-866-ASK-FPPC (1-866-275-3772).

A person with a disability may contact the LAFCO office at (909) 388-0480 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

**DRAFT ACTION MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION
HEARING OF MAY 17, 2017**

REGULAR MEETING

9:00 A.M.

May 17, 2017

PRESENT:

COMMISSIONERS: Jim Bagley Ryan S. McEachron, Alternate
Kimberly Cox, Chair Diane Williams
Jim Curatalo
Steve Farrell, Alternate
Acquanetta Warren

STAFF: Kathleen Rollings-McDonald, Executive Officer
Clark Alsop, LAFCO Legal Counsel
Samuel Martinez, Assistant Executive Officer
Michael Tuerpe, Project Manager
Jeffrey Lum, LAFCO Analyst
La Trici Jones, Clerk to the Commission
Bob Aldrich, LAFCO Consultant

ABSENT: Robert Lovingood James Ramos, Vice Chair
Larry McCallon Janice Rutherford, Alternate

**CONVENE REGULAR SESSION OF THE LOCAL AGENCY FORMATION
COMMISSION – CALL TO ORDER – 9:04 A.M. – SAN BERNARDINO SANTA FE
DEPOT**

Chair Cox calls the regular session of the Local Agency Formation Commission to order and leads the flag salute.

A. PUBLIC COMMENT

Chair Cox asks for comments from the public regarding closed session.

Jim Nunn with the Highland Homeowners Association provides five copies of a Public Records Act Request for the Commission and makes comments on the budget approval.

**B. CONVENE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION – SUPER CHIEF ROOM**

10:05 A.M. – CALL TO ORDER REGULAR SESSION

ITEM 1. ANNOUNCEMENT OF ACTIONS FROM CLOSED SESSION

Chair Cox states that the Commission met in closed session and asks for Counsel to report. Clark Alsop, Legal Counsel to the Commission, states that the Commission met in closed session to discuss anticipated litigation, but no reportable action was taken.

ANNOUNCEMENT OF CONTRIBUTIONS

Chair Cox requests that those present who are involved with any of the changes of organization to be considered today by the Commission and have made a contribution of more than \$250 within the past 12 months to any member of the Commission to come forward.

There are none.

ITEM 2. Swear in Regular (James Ramos) and Alternate (Janice Rutherford) Supervisorial Commissioners (Item Deferred)

Executive Officer Kathleen Rollings-McDonald states that Supervisorial Commissioners Ramos and Rutherford were unable to be present at the hearing; item deferred.

ITEM 3. Selection of Chair and Vice Chair – Chair Cox and Vice Chair Ramos Elected

Chair Cox turns the conduct of the hearing over to Executive Officer Kathleen Rollings-McDonald to conduct selection of Chair and Vice Chair for the upcoming year.

Commissioner Curatalo nominates current Chair Cox for a second term, seconded by Commissioner Warren. No other nominations were provided.

Executive Officer Rollings-McDonald calls for a motion to close nominations.

Commissioner Williams moves to close nominations for Chair, seconded by Commissioner Curatalo.

There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, Williams and Warren. Noes: None. Abstain: None. Absent: Ramos, McCallon (Warren voting in his stead), and Lovingood.

Executive Officer Rollings-McDonald opens the nominations for Vice Chair. She states that a letter has been provided on the behalf of Commissioner Ramos in respect to his absence and his continuing interest in serving as the Vice Chair.

Commissioner Curatalo nominates current Vice-Chair Ramos for a second term, seconded by Commissioner Warren. No other nominations were provided.

Executive Officer Rollings-McDonald calls for a motion to close nominations.

Commissioner Curatalo motions to close the nominations for Vice Chair, seconded by Commissioner Warren.

There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, Williams and Warren. Noes: None. Abstain: None. Absent: Ramos, McCallon (Warren voting in his stead), and Lovingood.

CONSENT ITEMS:

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time without discussion, unless a request has been received prior to the hearing to discuss the matter.

ITEM 4. Approval of Minutes for Regular Meeting of April 17, 2017

ITEM 5. Approval of Executive Officer's Expense Report

ITEM 6. Ratify Payments as Reconciled for Month of April 2017 and Note Cash Receipts

Commissioner Warren moves approval of the Consent Items, second by Commissioner Williams. There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, Williams and Warren. Noes: None. Abstain: None. Absent: Ramos, McCallon (Warren voting in his stead), and Lovingood.

PUBLIC HEARING ITEMS

ITEM 7. CONSENT ITEMS DEFERRED FOR DISCUSSION:

There are none.

ITEM 8. Consideration of: (1) Review of Mitigated Negative Declaration Prepared by the City of Redlands for Annexation No. 92, General Plan Amendment No. 134, Zone Change No. 450, and Tentative Tract Map No. 19956 for a total of approximately 20.04 Acres as CEQA Responsible Agency for LAFCO 3195; and (2) LAFCO 3195 Reorganization to include City of Redlands Annexation No. 92 and Detachments from San Bernardino County Fire Protection District, its Valley Service Zone, County Service Area 70 and its Zone P-7 (Jacinto Tract) – Staff recommendation approved in its entirety

LAFCO conducts a public hearing to consider the proposed reorganization. Notice of the hearing was advertised as required by law through publication in *The Sun*, a

newspaper of general circulation. Individual notice of this hearing was provided to affected and interested agencies, County departments, and those agencies and individuals requesting mailed notice.

Assistant Executive Officer Samuel Martinez states that in July 2015 the property owners submitted an application for reorganization to annex two parcels totaling 20.04 acres of land to the City of Redlands. Mr. Martinez states that this proposal includes the detachment from the San Bernardino County Fire Protection District and its Valley Service Zone as well as the detachment from County Service Area 70 and its Zone P-7. Mr. Martinez states that the primary reason for this annexation request is to receive municipal services; primarily water and sewer service from the City of Redlands for a proposed residential development. Mr. Martinez states that per the City's Measure U, the delivery of water and sewer service to the project is contingent upon annexation.

Mr. Martinez states that it is LAFCO staff's position that the reorganization proposal provides for a logical boundary since it includes the entire block along Wabash Avenue between Citrus Avenue and the existing boundaries of the City along Highland Avenue, which is an easily identifiable boundary for service delivery. He summarizes the County's and City's existing land use designation and the City's pre-zoning designation for the reorganization area and discusses the conversion of prime farmland to non-agricultural use. He also summarizes the existing and proposed service providers in the area and notes that the City would like to include LAFCO 3195 in the Automatic Aid Agreement between the City and County Fire where County Fire provides "first response" in emergency and non-emergency calls.

Mr. Martinez states that the City of Redlands prepared an environmental assessment and Mitigated Negative Declaration for the proposed annexation and pre-zoning of the project (Tentative Tract Map No. 19956) which has been reviewed by the Commission's environmental consultant, Tom Dodson of Dodson and Associates. Mr. Martinez notes that Mr. Dodson has determined that the City's environmental documents are adequate for Commission's use as a responsible agency under CEQA.

Mr. Martinez states that this reorganization is legally uninhabited and has 100% landowner consent to the annexation. He states that if none of the affected agencies have submitted written opposition to a waiver of protest proceedings; then staff recommends that the proposal be approved, that protest proceedings be waived, and the Commission direct the Executive Officer to complete the reorganization following a completion of the 30-day mandatory reconsideration period.

Mr. Martinez recommends the Commission approve LAFCO 3195 with the condition that completion shall be held in abeyance for a period not to exceed six months, to allow the City of Redlands and the San Bernardino County Fire Protection District take the actions necessary to amend the Automatic Aid Agreement to include LAFCO 3195. Failure to submit the signed amended agreement within six months will terminate LAFCO 3195.

Commissioner Warren leaves the hearing at 11:00 a.m.

Chair Cox opens the public hearing and asks for comments.

Pat Meyer; representative of the property owners, states that they are 100% in support of this LAFCO annexation and staff's recommendation.

Angie De La Rosa states that she has been a resident of Mentone since 2008. She is in opposition of the annexation.

John Bonson states that he lives in Mentone and is against the annexation to the City of Redlands.

Leonette DeMuro states that she has lived in the Mentone area for 70 years. She opposes the annexation because she believes Measure U is illegal.

Carol Ann Allred states that she lives west of the proposed annexation, and she is the PTA president for Crafton Elementary school. She is in opposition of the annexation.

Joyce Rapp states that she is a retired attorney and believes that Measure U is unconstitutional. She is in opposition of LAFCO 3195.

Stephen Rogers states that he is speaking on behalf of the Mentone Area Community Association. He is in opposition of the annexation.

Chair Cox closes the public hearing and requests comments from the Commission.

Commissioner Farrell requests clarification on the agricultural mitigation requirement. He asks if the Commission has its own agriculture mitigation requirement or does LAFCO accept Redlands mitigation formula; to which Executive Officer Rollings-McDonald responds that the Commission does not have a specific mitigation policy related to conversion where mitigation lands are purchased. She states that Mr. Dodson can respond to questions regarding the City of Redlands environmental assessment in that regard.

Tom Dodson, LAFCO's environmental consultant, states that the mitigation is a result of changes to CEQA ten years ago. He states that this document was submitted to the Department of Conservation at the state level and is a fair balance in essence to loss.

Commissioner Curatalo asks LAFCO Legal Counsel Clark Alsop if there are any legal issues the Commission should be concerned with; to which Mr. Alsop responds that he does not see any. He states that as far as he is concerned, the Commission has been presented with a legal application and the Commission can make a decision for it, against it or to modify it.

Commissioner Bagley states that he is sympathetic to the concerns of the people of Mentone. He states that what the Commission has before them is an annexation for services. He also states that Mentone is getting to the population threshold where the best choice would be to incorporate as its own community.

Commission Curatalo makes a motion to approve LAFCO 3195 as recommended by staff.

Second by Commissioner Williams.

There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, and Williams. Noes: None. Abstain: None. Absent: Ramos, McCallon, and Lovingood.

ITEM 9. Review and Approval of Final Budget for FY 2017-18 and Apportionment for Independent Special Districts, Cities and the County – Approved as Presented

LAFCO conducts a public hearing to consider the adoption of its Final Budget for Fiscal Year 2017-18. Notice of the hearing was advertised as required by law through publication in *The Sun*, a newspaper of general circulation. Individual notice of this hearing was provided to affected and interested agencies, County departments, and those agencies and individuals requesting mailed notice.

Executive Officer McDonald presents the Staff Report and states that the Final Budget and Apportionment was circulated for review and comment to the County, each of the 24 cities and the 52 independent special districts on April 20, 2017. As of the date of the staff report, no comments had been received. Ms. Rollings-McDonald states that following publication the Commission did receive comments on the adoption which were provided to Commission members and posted on the website.

Ms. Rollings-McDonald states that as part of the preliminary budget, staff identified through the mid-year and the third-quarter report that there may be the need at this hearing to make accommodations for costs associated with the renovation and move to the Santa Fe Depot Harvey House location. However, based on construction schedule, the bulk of the costs will occur next year. The funds allocated for the renovation and move costs within the Fiscal Year 2016-17 budget unexpended will be carried over to Fiscal Year 2017-18. Ms. Rollings-McDonald states that these are being allocated in the FY 2017/18 budget.

Ms. Rollings-McDonald states that the Staff's recommendation is that the Commission adopt the final budget as presented with the apportionment of LAFCO's net costs based upon the Auditor's current information, and that the Commission direct the Executive Officer to submit to the County Auditor the adopted final budget and request the apportionment take place as required by Government Section Code 53681.

Chair Cox states that she is concerned about the escalating costs for retirement benefits. She states that as staff prepares future budgets, the Commission be kept apprised of any further changes. Ms. Rollings-McDonald states that as of May 10, 2017 a new letter from SBCERA was received which changed the projections. This letter states that for the 2022-23 fiscal year, the employer cost is projected to be 40.86%.

Chair Cox opens the public hearing to receive comments.

There are none.

Chair Cox closes the public hearing and asks the Commission for further discussion.

Commissioner Curatalo states that the entire Commission has been provided this information while official business has kept some Commissioners from attending the hearing today. Commissioner Curatalo asks Ms. Rollings-McDonald if she has received any concerns from any of the absent Commissioners on the budget; to which Ms. Rollings-McDonalds states that she has not.

Commissioner Williams moves approval of the Staff's recommendation, seconded by Commissioner Curatalo. There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, Williams. Noes: None. Abstain: None. Absent: Ramos, McCallon and Lovingood

DISCUSSION ITEMS:

10. Status Report Update on the City of Rialto's Initiation of its Five Northern Islands as required by Action Taken by the Commission on May 18, 2016

Assistant Executive Officer Martinez makes the presentation and states that this is the second update of the City of Rialto's commitment to initiate its five north Rialto islands.

Mr. Martinez reiterates staff's concerns on the City's timeline from the previous update regarding staff's expectation that the City would provide LAFCO staff the opportunity to review the "Annexation Myths" fact sheet before it was provided to the public and that the City would invite LAFCO staff to participate in its community outreach program.

Mr. Martinez states that since the last update presented at the November 2016 hearing, LAFCO staff has not heard back from the City of Rialto regarding their plan or progress related to initiating the islands. Mr. Martinez states that on March 15, 2017, LAFCO staff requested that City staff provide information related to the progress on what has been accomplished regarding the City's commitment to initiate the five North Rialto Islands as an update needed to be provided to the Commission at the May hearing. Mr. Martinez states that LAFCO staff did not receive a response from the City.

Mr. Martinez states thereafter staff received notification that the City already conducted a community meeting without LAFCO staff present, and that a Planning Commission meeting was scheduled for April 26. He identifies that LAFCO staff attended the Planning Commission meeting and provided comments outlining concerns regarding the process to date. The Planning Commission approve the recommendations outlined in its staff report, which were to: receive public comment, direct staff to prepare a written response to all the comments, schedule another community meeting together with LAFCO and the County's Fifth Supervisorial District, and continue the item to its July 12, 2017 Planning Commission meeting.

Mr. Martinez also indicates that a number of the City's "Frequently Asked Questions" brochure were circulated—one that was earlier posted on the City's website, another that was supposedly provided during the community meeting, and one that was handed out during the Planning Commission meeting—but none of which were provided to LAFCO staff for review.

Mr. Martinez states that LAFCO staff will provide its comments on the City's environmental assessment presented to the Planning Commission, and that LAFCO staff will participate in the new community meeting process.

In conclusion, Mr. Martinez states that on June 14, 2016 the City of Rialto adopted a resolution affirming its commitment to annex its five North Rialto islands within one year of approval of LAFCO 3201. Mr. Martinez states that staff continues to question whether the City will be able to fulfill their commitment. Mr. Martinez states that the staff recommends that the Commission receive and file the update.

Chair Cox asks the Commission if there are any questions of staff.

Commissioner Farrell states that he is concerned with Mr. Martinez's statement that the City may not be able to fulfill their commitment and have to repeat task #6 and so forth. Mr. Martinez responds that there remain questions on the timing and completion of the process, but City staff has indicated that the City will likely submit their annexation although the timing is unclear at this point.

Mr. Martinez states that there are representatives from the City in attendance.

Ms. Gina Gibson, City Planner for the City of Rialto, states that the City has been focused with meeting the recommendations of the Commission and answering questions from the community. She states that there has been an overwhelming response from the community, and they are planning another community meeting.

Chair Cox asks if there are any questions for the City representative. There are none.

Chair Cox calls for a motion to accept the staff recommendation.

A motion is made by Commissioner Curatalo, and seconded by Commissioner Williams to approve staff's recommendation. There being no opposition, the motion passes with the following roll call vote: Ayes: Bagley, Cox, Curatalo, Williams. Noes: None. Abstain: None. Absent: Ramos, McCallon, and Lovingood.

Commissioner McEachron leaves the hearing at 11:32 a.m.

ITEM 11. LEGISLATIVE UPDATE REPORT

Executive Officer Rollings-McDonald states that there was a Legislative Committee meeting in Sacramento on May 12, 2017. She states that the Committee had the opportunity to review the status on numerous Bills:

AB 464- Gallagher; CALAFCO sponsored bill: relates to Plans for Service and is moving forward.

AB 979 – Lackey; jointly sponsored legislation with CSDA and CALAFCO to streamline the seating of Special Districts representatives; the bill is moving forward.

Ms. McDonald states that other CALAFCO bills of interest include:

SB 365 - Senator Dodd; this bill proposes the creation of Recreation and Parks Districts through the legislative process and not the LAFCO process. She states that CALAFCO has taken the position of oppose unless amended.

SB 448 – Wieckowski; addresses inactive districts and its outgrowth from the Little Hoover Commission. She states that last month CALAFCO took the position of oppose unless amended. CALAFCO and other stakeholders continue to work with the author.

SB 634 – Wilk; discusses the creation of a new Water District; CALAFCO has taken a position of oppose unless amended.

Executive Officer Rollings-McDonald states that there is a conference call in June with CALAFCO regarding a Little Hoover Commission update and that she will keep the Commission apprised.

Chair Cox asks the Commission for comments. There are none.

12. EXECUTIVE OFFICER'S ORAL REPORT

a. Update on Relocation/Renovation Progress at Santa Fe Depot

Executive Officer Rollings-McDonald states that great progress is being made as we move forward with the move. She states that we do not believe that we will be moving on July 1; but our current landlord is willing to work with us.

b. New Proposals Received

Executive Officer Rollings-McDonald states that we have received a proposal from the Cucamonga Valley Water District for detachments to address issues that were identified during the last service review.

Ms. Rollings McDonald states that we are still waiting for the materials to circulate for the Hesperia Fire reorganization.

Chair Cox asks if there are any questions for staff. There are none.

13. COMMISSIONER COMMENTS

Chair Cox states that she would like to thank the Commission for another year to serve as the Chair, and she will do her best to do a good job.

14. COMMENTS FROM THE PUBLIC

Chair Cox asks if there is anyone wishing to address the Commission. There are none.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE HEARING IS ADJOURNED AT 11:03 A.M.

ATTEST:

LA TRICI JONES
Clerk to the Commission

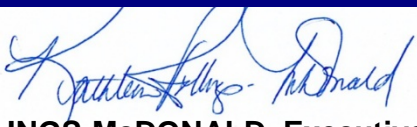
LOCAL AGENCY FORMATION COMMISSION

KIMBERLY COX, Chair

DRAFT

**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

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DATE : JULY 10, 2017 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER’S
EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officer’s Expense Report for Procurement Card Purchases and Expense Claim from May 22, 2017 through June 22, 2017 as presented.

BACKGROUND INFORMATION:

The Commission participates in the County of San Bernardino’s Procurement Card Program to supply the Executive Officer a credit card to provide for payment of routine official costs of Commission activities as authorized by LAFCO Policy and Procedure Manual Section II – Accounting and Financial Policy #3(H). Staff has prepared an itemized report of purchases that covers the billing period of May 22, 2017 through June 22, 2017.

Staff recommends that the Commission approve the Executive Officer’s expense report as shown on the attachment.

KRM/LJ

Attachment



**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder Kathleen Rollings-McDonald	Billing Period 4/25/2017 to 5/22/2017
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
04-24	Southwest	1	Payment	Kathleen Rollings-McDonald CALAFCO Leg Meeting, Sacramento, May 1, 2017	83.00	R	N
04-25	Southwest	2	Payment	James Curatalo – CALAFCO Leg Meeting, Sacramento, May 1, 2017	473.96	R	N
04-25	Southwest	3	Payment	James Curatalo _CSDA Leg Days, Sacramento, May 15-17	473.97	R	N
04-27	Proforma	4	Payment	County Receipt Books	12.64	R	Y
04-28	Storetrieve	5	Payment	Records storage – February 2017 Billing	57.89	R	N
05-01	SQ Bimlesh Singh	6	Payment	Taxi Cab – May 1, 2017 CALAFCO Leg Meeting, Kathleen Rollings-McDonald	50.60	R	N
05-01	Sheraton Grand Hotel	7	Payment	Dinner – Kathleen Rollings-McDonald, CSDA Leg Days	23.57	R	Y
05-02	Sheraton Grand Hotel	8	Payment	Kathleen Rollings-McDonald, CSDA Leg Days	269.09	R	N
05-04	SQ Language Network	9	Payment	Notice of Hearing Translation	581.75	R	N
05-04	Daisy IT	10	Payment	Office Supplies	261.31	R	Y
05-04	Storetrieve	11	Payment	Records Storage - April 2017 Billing	141.72	R	N
05-05	Stroretrieve	12	Payment	Records Storage - March 2017 Billing	87.46	R	N
05-09	Thomson West	13	Payment	Law Library update	190.47	R	N
05-11	SITOA Sacramento	14	Payment	Taxi Cab – Kathleen Rollings-McDonald	39.60	R	N
05-13	Embassy Suites	15	Payment	Kathleen Rollings Mc-Donald, CALAFCO Leg Meeting, May 12, 2017	270.37	R	N
05-17	Advanced Copy	16	Payment	Copier	485.68	R	Y

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign) Kathleen Rollings-McDonald	Date 06/07/2017
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Approving Official (Print & Sign) Kimberly Cox, Chair	Date 07/19/2017
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**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder Kathleen Rollings-McDonald	Billing Period 4/26/2017 to 6/22/2017
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
5-25	Thomson west	1	Payment	Law library Update	190.47	R	N
5-25	Frontier	2	Payment	Internet line	117.62	R	N
5-25	Westin San Diego	3	Payment	James Curatalo _CALAFCO Board Meeting in August	167.92	R	N
5-31	EB When LAFCO OPINION	4	Payment	CALAFCO University, K. Rollings-McDonald, M. Tuerpe, S. Martinez	192.87	R	N
5-31	Daisy IT	5	Payment	Office Supplies	190.46	R	N
6-01	Expedia	6	Payment	Hotel Reservation Error (Employee Refunded)	229.64	R	N
6-01	Southwest	7	Payment	Airfare – Kathleen Rollings-McDonald CALAFCO University	283.96	R	Y
6-05	Southwest	8	Payment	Airfare – Sam Martinez, CALAFCO University	247.96	R	N
6-07	Language Network	9	Payment	Notice of Hearing Translation	125.00	R	N
6-07	Jackie's Custom Draperies	10	Payment	Deposit for Blinds at Harvey House	2500.00	R	Y
6-14	Advanced Copy Systems	11	Payment	Copier	475.18	R	N
6-19	Frontier	12	Payment	Phone Line	59.88	R	N
6-20	Storetrieve LLC	13	Payment	Records Storage	101.25	R	N
6-21	Thompson West	14	Payment	Law Library Update	203.81	R	Y

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign) Kathleen Rollings-McDonald 	Date 07/10/2017
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Approving Official (Print & Sign) Kimberly Cox, Chair	Date 07/19/2017
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DETAIL SUPPORT FOR EMPLOYEE REIMBURSEMENT

TO BE COMPLETED BY EMPLOYEE

Employee No. R1179 Phone No. 909-388-0480 For the Month of June
 Occup. Unit Assigned EXEMPT
 Hdqtrs. SAN BERNARDINO Principal place of residence REDLANDS
(City) (City)

WHEN			PRIVATE MILEAGE	WHERE	WHY	B L D	MEALS, LODGING AND OTHER EXPENSES	
Date	Time From	Time To		City of Destination	Governmental Purpose		Amount	Expense Item
06/19/17	5PM	9PM		HESPERIA	SPECIAL DISTRICTS MEETING	D	22.00	MEAL

TOTAL MILES THIS CLAIM: 0 0 ¢ = \$ 0

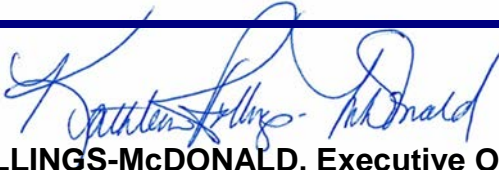
	MILEAGE AMOUNT	EXPENSES	
SUB TOTAL	\$	\$ 22.00	
LESS ADVANCE			TOTAL CLAIM
TOTAL	\$	\$ 22.00	\$ 22.00

The undersigned declares under penalty of perjury that the expenses hereon claimed were necessary in attending to County Business in conformity with the policies established by the Board of Supervisors, and that no part thereof has been previously paid. In claiming reimbursement for private auto mileage, I hereby certify that I have a valid California Driver's License and that I carry vehicle liability insurance as required by the County.

Signed *[Signature]* 0490 7.10.17 Approved _____
Claimant Mail Code Date Authorized Signer (Print and Sign)

**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

215 North "D" Street, Suite 204, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 885-8170
E-mail: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE : JULY 10, 2017 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
LA TRICI JONES, Clerk to the Commission
TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #3 - RATIFY PAYMENTS AS RECONCILED FOR
MONTHS OF MAY AND JUNE 2017 AND NOTE REVENUE
RECEIPTS**

RECOMMENDATION:

Ratify payments as reconciled for the months of May and June 2017 and note revenue receipts for the same period.

BACKGROUND INFORMATION:

Staff has prepared a reconciliation of warrants issued for payments to various vendors, internal transfers for payments to County Departments, cash receipts and internal transfers for payments of deposits or other charges that cover the period of May 1, 2017 through June 30, 2017.

Staff is recommending that the Commission ratify the payments for May and June as outlined on the attached listings and note the revenues received.

KRM/lj

Attachments

MONTHLY RECONCILIATION OF PAYMENTS

MONTH OF MAY 2017 PAYMENTS PROCESSED					
VOUCHER ID	ACCOUNT	NAME	WARRANT NO.	WARRANT DATE	AMOUNT
PV8908747	2445	ROBERT J ALDRICH	3307491	05/02/2017	\$ 3,600.00
PV8908748	2085	DAILY JOURNAL	8032899	05/01/2017	\$ 1,073.80
PV8908949	2335	KELLY SERVICES INC	3307462	05/02/2017	\$ 1,082.25
PV8908750	2445	BEST BEST & KRIEGER	3308063	05/08/2017	\$ 5,956.33
PV8908751	Processed in April				
PV8908752	2445	JIM BAGLEY	8036818	05/10/2017	\$ 296.19
PV8908753	2445	STEVEN FARRELL	8036900	05/10/2017	\$ 218.41
PV8908754	2445	LARRY MCCALLON	8036833	05/10/2017	\$ 200.00
PV8908755	2445	DIANE WILLIAMS	8036766	05/10/2017	\$ 225.26
PV8908756	2445	RYAN S MCEACHRON	8036865	05/10/2017	\$ 243.13
PV8908757	2445	JAMES C RAMOS	8036817	05/10/2017	\$ 200.00
PV8908758	2445	JAMES V CURATALO	8036816	05/10/2017	\$ 226.75
PV8908759	2445	ACQUANETTA WARREN	8036997	05/10/2017	\$ 217.12
PV8908760	2445	KIMBERLY COX	8036823	05/10/2017	\$ 257.78
PV8908761	2445	ROBERT A LOVINGOOD	8036863	05/10/2017	\$ 200.00
PV8908762	2424	TOM DODSON & ASSOCIATES	3308804	05/12/2017	\$ 1,445.00
PV8908763	2445	ROBERT J ALDRICH	3308792	05/12/2017	\$ 3,600.00
PV8908764	2445	INSTITUTE FOR LOCAL GOVERNMENT	8041481	05/16/2017	\$ 2,500.00
PV8908765	2905	215 NORTH D STREET BLDG LLC	3309039	05/16/2017	\$ 4,484.01
PV8908766	2445	ROBERT J ALDRICH	3309479	05/18/2017	\$ 3,600.00
PV8908767	2085	DAILY JOURNAL	8043079	05/18/2017	\$ 1,170.40
PV8908768	2445	CITY OF SAN BERNARDINO	8043048	05/18/2017	\$ 705.00
PV8908769	2444	MJS ALARM CORP	3309448	05/18/2017	\$ 102.00
PV8908770-8773	NOT YET PROCESSED				
PV8908774	2445	JIM BAGLEY	8051730	05/31/2017	\$ 296.19
PV8908775	2445	KIMBERLY COX	8051732	05/31/2017	\$ 517.70
PV8908776	2445	JAMES V CURATALO	8051727	05/31/2017	\$ 448.15
PV8908777	2445	STEVEN FARRELL	8051791	05/31/2017	\$ 218.41
PV8908778	2445	RYAN S MCEACHRON	8051772	05/31/2017	\$ 243.13
PV8908779	2445	ACQUANETTA WARREN	8057662	05/31/2017	\$ 217.12
PV8908780	2445	DIANE WILLIAMS	8051703	05/31/2017	\$ 225.26
PV8908781	NOT YET PROCESSED				
PV8908782	2445	JAMES RAMOS	8051728	05/31/2017	\$ 200.00
JVPRS10XFNR016		TUITION REIMBURSEMENT - MICHAEL TUERPE		05/10/2017	\$ 1,000.00
TOTAL					\$ 34,969.39

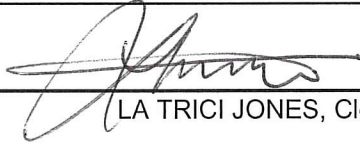
MONTHLY RECONCILIATION OF PAYMENTS

MONTH OF MAY 2017 INTERNAL TRANSFERS PROCESSED					
JVIB 10082037D	2037	APRIL 2017 COUNTY PHONE SYSTEM		5/9/2017	\$ 227.52
JV890RT15631	2041	PHONE LINE FOR ALARM		5/3/2017	\$ 121.71
JV890RT15631	2041	CONFERENCE CALLS		5/3/2017	\$ 17.26
JV890RT15631	2305	OFFICE SUPPLIES		5/3/2017	\$ 45.39
JV890RT15631	2305	OFFICE SUPPLIES		5/3/2017	\$ 256.40
JV890RT15631	2308	FUND DISTRIBUTION		5/3/2017	\$ 4,584.04
JVATXRT15613	2308	CALCARD 4/24/17		5/10/2017	\$ 3,493.10
JVATXRT17575	2308	CALCARD 5/22/17		5/25/2017	\$ 3,503.08
JVPURRT15978	2310	COUNTY MAIL - PACKAGING		5/4/2017	\$ 110.40
LVPURRT15985	2310	COUNTY MAIL - INTEROFFICE		5/4/2017	\$ 188.00
JVPURRT15980	2310	COUNTY MAIL - PRESORT FLATS		5/4/2017	\$ 296.70
JVPURRT15977	2310	COUNTY MAIL - 1ST PRESORT		5/5/2017	\$ 1,177.54
JVIB10082410AB	2410	APRIL 2017 DATA PROCESSING		5/8/2017	\$ 652.25
JVIB10082420J	2420	APRIL 2017 ISD OTHER		5/8/2017	\$ 34.94
JVIB10082421B	2421	APRIL 2017 ISD DIRECT		5/8/2017	\$ 743.94
JV890RT17189	2424	NOE FOR LAFCO SC 416		5/24/2017	\$ 50.00
JV890RT15842	2445	ROV		5/3/2017	\$ 100.60
JVATXRT16570	2445	2017 1ST QUARTER PAYROLL FEE		5/11/2017	\$ 984.90
TOTAL					\$ 16,587.77

MONTH OF MAY 2017 CASH RECEIPTS					
DEPOSIT DOCUMENT ID	ACCOUNT	DESCRIPTION		DEPOSIT DATE	AMOUNT
CR890A14198	9545	INDIVIDUAL NOTICE		5/8/17	\$ 700.00
	9555	LEGAL		5/8/17	\$ 1,200.00
	9660	ENVIRONMENTAL		5/8/17	\$ 750.00
	9800	LAFCO FEE		5/8/17	\$ 22,030.81
CR890A14048	9655	GIMS FEES		5/4/17	\$ 1,275.00
	9595	PROTEST		5/4/17	\$ 1,500.00
TOTAL					\$ 27,455.81

MONTH OF MAY 2017 INTERNAL TRANSFERS RECEIVED					
TRANSFER DOCUMENT ID	ACCOUNT	NAME		TRANSFER DATE	AMOUNT
		NONE			
TOTAL					\$ -

MONTHLY RECONCILIATION OF PAYMENTS

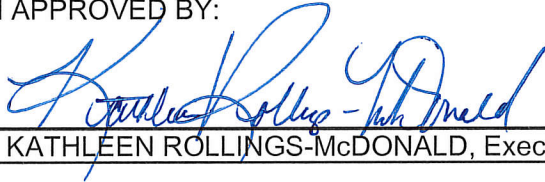


LA TRICI JONES, Clerk to the Commission

7/10/2017

DATE

RECONCILIATION APPROVED BY:



KATHLEEN ROLLINGS-McDONALD, Executive Officer

7/10/2017

DATE

MONTHLY RECONCILIATION OF PAYMENTS

MONTH OF JUNE 2017 PAYMENTS PROCESSED					
VOUCHER ID	ACCOUNT	NAME	WARRANT NO.	WARRANT DATE	AMOUNT
PV890Z071425		LA TRICI JONES PETTY CASH	8067336	06/29/2017	\$ 109.35
PV8908770		CROWN PRINTERS	8052903	06/02/2017	\$ 96.12
PV8908771		BEST BEST & KRIEGER	3310804	06/02/2017	\$ 6,107.13
PV8908772		TOM DODSON & ASSOCIATES	3311972	06/14/2017	\$ 340.00
PV8908773		ROBERT ALDRICH	3311947	06/14/2017	\$ 3,600.00
PV8908774-8780	PROCESSED IN MAY				
PV8908781		STATE BOARD OF EQUALIZATION	8052845	06/01/2017	\$ 35.00
PV8908782	PROCESSED IN MAY				
PV8908783		215 NORTH D STREET BLDG LLC	3312190	06/15/2017	\$ 4,484.01
PV8908784		DAILY JOURNAL	8056459	06/09/2017	\$ 1,302.72
PV8908785		SOUTHEASTERN CA CONF (REFUND)	8060933	06/16/2017	\$ 589.12
PV8908786		PALMKEN JJJ LLC (REFUND)	8060932	06/16/2017	\$ 672.97
PV8908787		CHINO PIPELINE AVE. 36 (REFUND)	8060930	06/16/2017	\$ 764.19
PV8908788		STRATUS DEVELOPMENT (REFUND)	8060934	06/16/2017	\$ 828.96
PV8908789		WEST VALLEY MOSQUITO (REFUND)	8064376	06/22/2017	\$ 5,027.71
TOTAL					\$ 23,957.28

MONTH OF JUNE 2017 INTERNAL TRANSFERS PROCESSED					
JVIB 11062037D	2037	MAY 2017 COUNTY PHONE SYSTEM		6/6/2017	\$ 227.52
JVIB 11223037D	2037	JUNE 2017 COUNTY PHONE SYSTEM		6/23/2017	\$ 227.52
JVIB 11062080B	2080	MAY 2017 PUBLICATION		6/7/2017	\$ 25.00
JVATXRT18975	2308	USE TAX 4911 11/22		6/13/2017	\$ 1.36
JV890RT17914	2308	FUND DISTRIBUTION		6/13/2017	\$ 3,493.10
JV890RT20187	2308	FUND DISTRIBUTION		6/27/2017	\$ 3,503.08
JVPURRT18050	2310	COUNTY MAIL - BULK		6/5/2017	\$ 10,692.55
JVPURRT18064	2310	COUNTY MAIL - PACKAGING		6/5/2017	\$ 678.04
JVPURRT18070	2310	COUNTY MAIL - INTEROFFICE		6/5/2017	\$ 206.80
JVPURRT18066	2310	COUNTY MAIL - PRESORT FLATS		6/5/2017	\$ 79.42
JVPURRT18075	2310	COUNTY MAIL - PACKAGING		6/6/2017	\$ 12.13
JVPURRT18061	2310	COUNTY MAIL - 1ST PRESORT		6/7/2017	\$ 156.65
JVPURRT20350	2310	COUNTY MAIL - BULK		6/20/2017	\$ 17,096.11
JVPURRT20356	2310	COUNTY MAIL - PACKAGING		6/27/2017	\$ 127.40
JVPURRT20354	2310	COUNTY MAIL - 1ST PRESORT		6/28/2017	\$ 51.73
JVPURRT20361	2310	COUNTY MAIL - INTEROFFICE		6/29/2017	\$ 206.80
JVPURRT20357	2310	COUNTY MAIL - PRESORT FLATS		6/30/2017	\$ 64.09
JVPURRT19235	2323	PRINTING SERVICES		6/23/2017	\$ 2,537.87
JVPURRT20154	2323	PRINTING SERVICES		6/30/2017	\$ 4,486.46

MONTHLY RECONCILIATION OF PAYMENTS

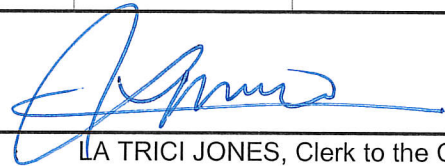
JVIB11062410AB	2410	MAY 2017 DATA PROCESSING		6/6/2017	\$ 2,048.44
JVIB12232421B	2421	JUNE 2017 ISD DIRECT		6/23/2017	\$ 520.74
JV890RT18325	2424	NOD FOR LAFCO 3195		6/15/2017	\$ 50.00
JV890RT18189	2445	REVIEW OF LAFCO PROPOSALS		6/14/2017	\$ 2,700.00
JV890RT20187	2445	PROFESSIONAL SERVICE		6/27/2017	\$ 581.27
JVPRS12XFRN0170	2940, 2943	STAFF REIMBURSEMENT FOR TRAVEL (MARTINEZ, JONES, LUM, SCHELL)		6/7/2017	\$ 245.29
JVPRS12XFRN01070	2944	CAR RENTAL REIMBURSEMENT (SAM MARTINEZ)		6/7/2017	\$ 155.25
TOTAL					\$ 50,174.62

MONTH OF JUNE 2017 CASH RECEIPTS

DEPOSIT DOCUMENT ID	ACCOUNT	DESCRIPTION		DEPOSIT DATE	AMOUNT
CR890A15872	9545	INDIVIDUAL NOTICE		6/8/17	\$ 1,400.00
	9555	LEGAL		6/8/17	\$ 2,400.00
	9660	ENVIRONMENTAL		6/8/17	\$ 1,500.00
	9800	LAFCO FEE		6/8/17	\$ 8,500.00
CR890A16754	9655	GIMS FEES		6/22/17	\$ 570.00
CR890A15500	9930	MISCELLANEOUS		6/1/17	\$ 15.00
		MISCELLANEOUS		6/1/17	\$ 300.00
TOTAL					\$ 14,685.00

MONTH OF JUNE 2017 INTERNAL TRANSFERS RECEIVED

TRANSFER DOCUMENT ID	ACCOUNT	NAME		TRANSFER DATE	AMOUNT
JVFADRT20509	9545	LAFCO 3202 (REIMBURSEMENT)		6/30/2017	\$ 8,824.08
TOTAL					\$ 8,824.08



LA TRICI JONES, Clerk to the Commission

7/10/2017
DATE

RECONCILIATION APPROVED BY:




KATHLEEN ROLLINGS-McDONALD, Executive Officer

7/10/2017
DATE

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 885-8170
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JULY 12, 2017 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
MICHAEL TUERPE, Project Manager
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #4: Unaudited Year-end Financial Report for FY 2016-17

RECOMMENDATION:

Staff recommends that the Commission note the receipt of and file the Unaudited Year-End Financial Report for Fiscal Year 2016-17.

BACKGROUND:

Staff is presenting the Commission with its FY 2016-17 year-end review of finances which includes unaudited expenditures, reserves, revenues; an update on activities during the year; and a breakdown of the fund balance. The financial position based on the unaudited data shows that the Commission continues to operate in a fiscally prudent manner, retaining its reserves for transfer into the new Fiscal Year. Attachment #1 to this report is a spreadsheet summarizing the unaudited financial activity for the period July 1, 2016 through June 30, 2017. The spreadsheet identifies that total expenditures were within appropriation authority for all fund categories and total revenues were slightly below projections. Additional information, in narrative form regarding the year-end review, is below.

Expenditures and Reserves

Expenditures comprise two categories of accounts: 1) Salaries and Benefits and 2) Services and Supplies. The unaudited Total Expenditures at June 30 was \$1,309,258 (90% of Final Budget); the difference of \$151,871 between the final budget and Unaudited Year-End is explained below. No transfers from contingencies were approved during the year; the entirety of Contingencies and Reserves carry forward into FY 2017-18.

1. Salaries and Benefits (1000 series)

The Salaries and Benefits series of accounts (1000 series) had expenditures of \$729,589 for the year, representing 91% of budget authority.

The variance of nine percent from 100% is primarily explained by the medical leave and separation of the Clerk to the Commission. In August the Clerk was placed on medical leave under the Commission's short-term disability program which paid 45% of her base salary during that period. The Clerk position was filled in February, resulting in savings of salary and benefits expenses for roughly four months. Termination payments for the previous Clerk were nominal due to the leave balances being utilized for compensation during her medical leave.

2. Services and Supplies (2000 and 5000 series)

Expenditures for Services and Supplies (2000 and 5000 series of accounts) are at \$579,668 for the year, or 88% of Budget authority. However, based on the construction schedule for the office renovation, the bulk of the costs will occur in FY 2017-18. The funds allocated for the renovation and move costs within the Fiscal Year 2016-17 budget unexpended will be carried over to Fiscal Year 2017-18. Staff will provide to the Commission an accounting of the costs as a part of the First Quarter Review in October.

This year continues a normal activity level, but also one with complex proposals which could directly impact the quality of life of hundreds of thousands of residents of our County. Unique events during the year that are either Commission-approved or budgeted are as follows:

- Payment of \$100,000 deposit for tenant improvements for the renovation of the Santa Fe Train Depot for use as the new LAFCO Office was made in August 2016.
- Legal counsel charges related to East Valley Water District (questions related to authorized services and powers, public records act request, declaration) total roughly \$9,000. Additional charges of roughly \$8,000 will process in July 2017. These charges are not recoverable.
- Legal counsel charges related to questions on the budget and contracting for the position of Executive Officer of \$306 were incurred. However, the bulk of the legal charges, roughly \$9,000, will process in July 2017. These charges are not recoverable.
- Costs related to the City of Upland annexation into County Fire for the hearing (printing and mailing) totaling roughly \$26,000 to date. The applicant provided deposits for these activities. An additional \$3,500 has been billed to

the applicant for cost recovery. Additional legal costs associated with the processing, totaling \$3,800 for the year have been included.

- The consulting contract with Robert Aldrich – the Commission approved the contract extension for Fiscal Year 2016-17. Total costs for the year were \$84,000.

3. Contingency and Reserves (6000 series)

No activity has been requested by staff or authorized by the Commission to take place in the Contingency or Reserve accounts during the year.

Per Commission policy, the newly hired Clerk was eligible for LAFCO to recognize her previous vacation time from the County. To do so, a transfer payment from the County to LAFCO for the in-kind amount was received in March (\$1,216). These funds are accounted for in the FY 2017-18 budget.

The remainder of Contingencies (\$155,501) and the entirety of Reserves (\$490,452) are carrying forward into FY 2017-18.

Revenue and Proposal Activity

1. Revenues at Year-end

The unaudited Total Revenues at year's end of \$2,060,787 is below amended budget projections by roughly 2%. The items below outline the revenue activity for the year:

- Interest (Account 8500) – Interest earnings projected for the year received by the County Treasury are 177% of budget. For FY 2016-17 there were a number of significant proposals requiring additional processing deposits from the applicants. As a result, even with meager interest rates additional interest was earned during the period.
- Apportionment (Account 8842) – 100% of the mandatory apportionment payments from the County, cities, and independent special districts billed by the County Auditor have been received.
- Fees and Deposits (Accounts 9545-9800) – The Fees and Deposits series of accounts has received 97% of its budgeted revenue (\$201,509). Of this recovery amount, 92% is related to proposals and 8% to service contracts. Refunds of deposits over costs was provided in the amount of \$8,800.

2. Proposal Activity

The figure below identifies the number of proposals, service contracts, and service review deposits received during the year. The figure identifies that proposals received were 9, one shy of the budget projection of 10. This does not count the withdrawn proposal for the Consolidation of the Inland Empire Utilities Agency and Chino Basin Water Conservation District (refund of \$6,756). Service contracts received (11) exceeded budget projections (8).

Attachment #2 to this report is a chart showing the yearly comparison of proposal, service review, and completed service review activity.

Activity	Budget	Through June	
		No.	% of Budget
Proposals	10	9	90%
Service Contracts - Commission approval	4	3	75%
Service Contracts - Commission approval for exemption	0	1	--
Service Contracts - Admin (E.O.) approval	4	7	175%
Protest Hearing Deposits	5	3	60%

What this does not show is the complexity of proposals received and processed by the Commission during the year. The following provides a highlight of the activities during the year:

- LAFCO 3202 – Formation of the Wrightwood CSD. Completed May 25, 2017, effective July 1, 2017.
- LAFCO 3208 (sphere)/3209 (reorganization) – Annexations to the West Valley Mosquito and Vector Control District. Completed and effective November 21, 2017.
- LAFCO 3215 (sphere)/3216 (reorganization) – City of Upland inclusion within the San Bernardino County Fire Protection District – Protest hearing scheduled for July 11, 2017.
- Four out-of-agency service contracts were presented for Commission consideration – three were contract reviews based upon being development related and one was an exemption for contracts between public agencies.
- Staff continued with its on-going programs for maintenance of the Fiscal Indicators program (update available on the Commission website January 2017) and the continuing governance education programs. As reported in prior mid-year and third quarter report, the three education programs were well attended and received.

Processing for one fire proposal (Hesperia FPD—LAFCO 3217 (sphere)/

3218 (reorganization) continues into FY 2017-18. This proposal has required significant pre-review discussions with County Fire, the Hesperia Fire Protection District, County Administration and City of Hesperia administration. It is anticipated that this proposal will be presented to the Commission during the third quarter of FY 2017-18.

The current year (FY 2017-18) continues processing of the second cycle service reviews for:

- Water (wholesale, retail, and recycled) – Report scheduled for presentation to the Commission at its July hearing.
- Sewer (collection, treatment, and reclamation) – staff work resumed in June 2017 with report presentation estimated for the winter of 2018.

Cash in Treasury

As of June 30, 2017, the Commission’s cash in the County Treasury was \$752,744. A breakdown of this amount is shown below.

June 30, 2017 Balance		\$752,744
Balance is composed of the following:		
Liabilities		
	Deposits Payable (Receivable) from open applications, est year end	5,108
Committed (constrained to specific purposes)		
	Net Pension Liability Reserve (Account 6010)	117,097
	Compensated Absences Reserve (Account 6030)	88,438
	Encumbered for purchase of office furniture	73,082
Assigned (intended for specific purposes)		
	Contingency (Account 6000)	155,501
	General Reserve (Account 6025)	284,917
	Carryover into FY 2017-18, additional funds allocated for office move	28,601

After accounting for liabilities, committed (to include encumbered contract for office furniture), and assigned funds, the estimated carryover into FY 2017-18 is \$28,601. These funds are allocated for costs related to the office relocation (moving company, telecommunications work).

CONCLUSION:

In sum, the financial position based on the unaudited data shows that the Commission continues to manage its operations in a fiscally prudent manner, securing its reserves for the future. The Commission-approved office relocation has incurred \$100,000 (upfront construction payment) to date and encumbered \$73,082 for office furniture. Staff will provide to the Commission an accounting of the costs as a part of the First Quarter Review in October.

Total expenditures were within appropriation authority for all fund categories, and total revenues were slightly below projections. Contingencies and Reserves carry forward into FY 2017-18.

No action is required of the Commission other than to note receipt of the report as outlined on page 1 of this report and to provide any comments on areas of concern and direction to staff for follow-up. Staff will be happy to answer any questions from the Commission prior to or at the hearing.

KRM/MT

Attachments:

1. Spreadsheet of Year-end Expenditures, Reserves, and Revenues
2. Chart Illustrating Yearly Proposal, Service Contract, and Service Review Activity

**Spreadsheet of Year-end
Expenditures, Reserves, and
Revenues**

Attachment 1

FISCAL YEAR 2016-17

ACCT. #	ACCOUNT NAME	ACTUAL YEAR-END FY 14-15	ACTUAL YEAR-END FY 15-16	AMENDED BUDGET OCT 2016	THRU 1st Quarter	THRU MIDYEAR	THRU 3rd Quarter	UNAUDITED YEAR-END FY 16-17	PERCENT OF AMENDED BUDGET
	SALARIES AND BENEFITS								
1010	Regular Salary and Bilingual	\$ 434,318	\$ 432,740	\$ 473,877	\$ 139,549	\$ 239,629	\$ 355,993	\$ 466,526	98%
1030	Auto and Cell Phone Allowances	17,000	17,000	17,327	4,577	8,500	13,077	17,000	98%
1035	Overtime	201	395			-	-	38	
1045	Termination Payment		2,506			632	632	632	
1110	General Member Retirement	104,122	109,012	119,726	31,357	56,326	84,454	112,783	94%
1130	Survivors Benefits	238	210	228	60	105	158	210	92%
1135	Indemnification - General	20,634	16,739	16,130	4,261	8,571	13,366	18,264	113%
1200	Employee Group Insurance (Health Subsidy)	45,620	41,121	46,498	11,646	21,372	33,635	45,801	99%
1205	Long-Term Disability	1,079	882	962	248	439	668	883	92%
1207	Vision Care Insurance	822	771	837	221	386	581	771	92%
1215	Dental Insurance & Health Subsidy	1,530	1,363	1,253	380	642	952	1,251	100%
1222	Short-Term Disability	3,590	3,404	3,784	976	1,730	2,630	3,477	92%
1225	Social Security Medicare	5,646	5,492	6,072	1,943	3,228	4,744	6,143	101%
1235	Workers' Compensation	1,983	2,305	5,113	1,966	2,097	2,097	2,097	41%
1240	Life Insurance & Medical Trust Fund	4,614	5,522	6,429	1,453	2,633	4,020	5,316	83%
1305	Medical Reimbursement Plan	2,140	2,770	6,920	890	1,690	2,600	3,380	49%
1310	ID Allowance Café				8,491	11,321	14,623	17,453	
1314	457/401a Defined (LAFCO Contribution)	1,622	1,571	1,781	459	815	1,207	1,544	87%
1315	401k Contribution	25,951	25,136	28,500	7,341	13,035	19,643	26,020	91%
1000	Salary Reserve			64,587	-	-	-	-	0%
	TOTAL SALARIES & BENEFITS	\$ 679,860	\$ 668,940	\$ 800,024	\$ 215,818	\$ 373,150	\$ 555,083	\$ 729,589	91%
	Staffing (Full time equivalent units)	5.5	5.5	5.5					
	SERVICES AND SUPPLIES								
	Services:								
2035	Communications		\$ -		\$ 660	\$ 660	\$ 766	\$ 1,053	
2037	COMNET Charge (ISF)	\$ 2,432	\$ 3,003	\$ 2,556	\$ 512	\$ 1,280	\$ 1,962	2,872	112%
2038	Long Distance Charges	81	15	-	-	-	-	-	
2040	Relocation Charges - Phone Service	-	12,944	-	5,046	5,853	9,852	10,647	
2041	Phone Service/Outside Company	422	670	12,543	304	468	808	947	8%
2043	Electronic Equipment Maintenance	498	926	-	-	-	-	-	
2075	Membership Dues	8,509	8,733	9,264	8,107	8,107	9,338	9,338	101%
2076	Tuition Reimbursement	100	100	2,000	-	-	1,000	2,000	100%
2080	Publications	2,690	2,383	3,125	1,042	1,471	2,425	3,021	97%
2085	Legal Notices	12,936	18,860	19,500	5,379	7,441	12,500	18,129	93%
2090	Miscellaneous Expense (Costs related to move)			179,260	100,000	100,000	100,000	100,000	56%
2110	Fleet Management Requisition Charges				-	-	-	-	
2115	Computer Software	4,234	5,777	6,652	1,313	2,552	2,552	2,552	38%
2125	Inventoriable Equipment	4,660	-	15,000	-	2,685	2,685	2,685	18%
2195	Reimbursement Services and Supplies	-	-		-	-	-	-	
2245	Other Insurance	7,128	7,085	7,085	9,050	9,050	9,100	9,100	128%
	Supplies:								
2305	General Office Expense	12,844	6,364	7,183	2,022	3,753	6,810	8,105	113%
2308	Credit Card Clearing Account	(1,628)	467	-	(467)	8,407	(467)	(465)	
2309	Visa Temp Card		267		-	-	-	-	

FISCAL YEAR 2016-17

ACCT #	ACCOUNT NAME	ACTUAL YEAR-END FY 14-15	ACTUAL YEAR-END FY 15-16	AMENDED BUDGET OCT 2016	THRU 1st Quarter	THRU MID-YEAR	THRU 3rd Quarter	UNAUDITED YEAR-END FY 16-17	PERCENT OF AMENDED BUDGET
	CONTRIBUTION REVENUES								
	Use of Money:								
8500	Interest	\$ 4,287	\$ 5,917.01	\$ 5,250	\$ 2,116.30	\$ 4,128	\$ 6,762	\$ 9,318	177%
	Mandatory Contribution from Governments:								
8842	Local Government -- For FY 2016-17 apportionment to County, Cities, and Independent Special Districts of approximately \$308,741 each	864,822	882,117	926,223	926,223.00	926,223	926,223	926,223	100%
	Fees and Deposits (Current Services):								
9545	Individual Notice	5,912	56,670	37,366	3,100.00	17,800	18,100	27,507	74%
9555	Legal Services	9,195	26,361	15,150	4,250.00	6,100	6,624	10,311	68%
9595	Protest Hearing		33,297	34,166		31,000	32,500	34,000	100%
9655	GIMS Fees	7,580	12,505	7,995	-	2,200	3,170	5,015	63%
9660	Environmental	12,005	12,940	9,600	2,700.00	3,950	4,470	7,145	74%
9800	LAFCO Fees	95,619	260,206	103,800	29,000.00	52,700	84,550	117,531	113%
	Total Fees and Deposits	130,311	401,978	208,077	39,050.00	113,750	149,414	201,509	97%
	TOTAL CONTRIBUTION REVENUES	999,420	1,290,012	1,139,550	967,389.30	1,044,101	1,082,399	1,137,049	100%
	OTHER REVENUES								
9910	Refunds from Prior Year Revenue	\$ (2,472)	\$ (30.00)	\$ (1,250)	\$ (15,736.00)	\$ (15,728.80)	\$ (15,729)	\$ (20,757)	1661%
9930	Miscellaneous Revenues	2,211	12,040	2,000	20.00	20	30	345	17%
9970	Carryover of Open Proposals/Projects	16,510	55,114	64,806	41,818.74	41,819	41,819	42,219	65%
9970	Carryover from Prior Year, Unassigned	250,087	186,960	294,895	294,895.00	294,895	296,065	296,065	100%
	TOTAL OTHER REVENUES	266,335	254,084	360,451	320,997.74	321,005	322,185	317,873	88%
	TOTAL REVENUES	\$ 1,265,755	\$ 1,544,096	\$ 1,500,001	\$ 1,288,387.04	\$ 1,365,106	\$ 1,404,584	\$ 1,454,922	97%
	RESERVES FROM PRIOR YEAR, as of July 1								
9970	Contingency	\$ 99,872	\$ 87,356	\$ 155,501	\$ 155,501.00	\$ 155,501	\$ 155,501	\$ 155,501	100%
9970	Net Pension Liability Reserve	46,780	56,432	82,750	82,750.00	82,750	82,750	82,750	100%
9970	General Reserve - Litigation	250,000	300,000	291,007	291,007.00	291,007	291,007	291,007	100%
9970	Compensated Absences Reserve	66,620	72,897	76,607	76,607.00	76,607	76,607	76,607	100%
	TOTAL RESERVES FROM PRIOR YEAR	\$ 463,272	\$ 516,685	\$ 605,865	\$ 605,865.00	\$ 605,865	\$ 605,865	\$ 605,865	100%
	TOTAL REVENUE AND RESERVES	\$ 1,729,027	\$ 2,060,781	\$ 2,105,866	\$ 1,894,252.04	\$ 1,970,971	\$ 2,010,449	\$ 2,060,787	98%
	Note: Spreadsheet utilizes the cash basis of accounting and does not include accrual/reversal data which do not affect fund balance.								

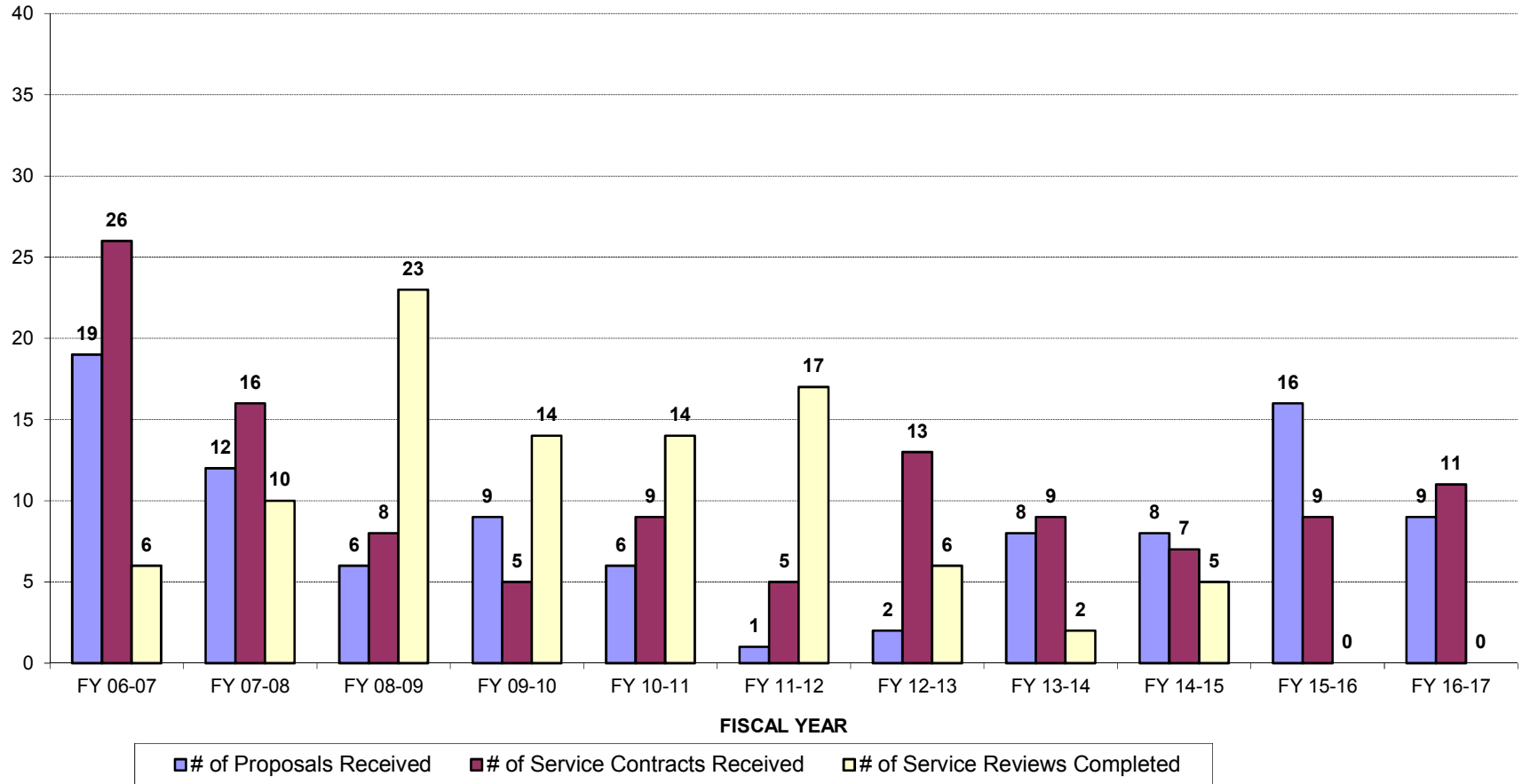
FISCAL YEAR 2016-17

ACCT. #	ACCOUNT NAME	ACTUAL YEAR-END FY 14-15	ACTUAL YEAR-END FY 15-16	AMENDED BUDGET OCT 2016	THRU 1st Quarter	THRU MIDYEAR	THRU 3rd Quarter	UNAUDITED YEAR-END FY 16-17	PERCENT OF AMENDED BUDGET
2310	Postage - Direct Charge	19,869	56,031	48,388	14,722	30,669	44,073	75,917	157%
2315	Records Storage	620	596	588	196	294	749	749	127%
2323	Reproduction Services	2,601	13,046	16,000	2,263	5,428	8,060	15,084	94%
2335	Temporary Services	-	-	-	-	1,119	1,951	3,033	
	Consultant & Special Services:								
2400	Prof & Special Service (Legal Counsel)	28,042	40,346	34,300	13,149	21,825	25,486	37,867	110%
2405	Auditing	8,000	14,258	15,090	3,892	3,892	11,492	11,492	76%
2410	Data Processing	6,848	8,244	8,215	1,305	3,261	5,218	7,827	95%
2415	COWCAP	6,308	-	13,236	3,309	6,618	9,927	13,236	100%
2420	ISD Other IT Services	753	4,614	175	35	87	140	245	140%
2421	ISD Direct	10,157	10,073	9,816	1,706	3,965	6,196	8,949	91%
2424	Mgmt & Tech (Environmental Consultant)	11,288	11,329	10,250	2,523	3,852	6,617	9,077	89%
2444	Security Services	408	444	408	84	186	288	390	96%
2445	Other Prof (Commission, Surveyor, ROV)	42,133	123,413	135,761	25,338	54,383	90,178	124,571	92%
2449	Outside Legal (Litigation & Special Counsel)	3,956	4,319	-	-	-	-	-	
2450	Application Development Support	216	345	600	-	-	-	-	0%
2460	GIMS Charges	10,608	13,656	17,370	-	-	13,500	13,500	78%
	Lease/Purchases:								
2895	Rent/Lease Equipment (copier)	4,912	4,743	5,904	1,556	3,033	3,958	7,226	122%
2905	Office/Hearing Chamber Rental	51,219	57,125	54,308	9,518	18,486	36,422	49,874	92%
	Travel Related Expenses:								
2940	Private Mileage	2,410	3,868	5,403	1,029	2,473	4,027	4,963	92%
2941	Conference/Training	6,817	3,974	3,500	4,490	4,490	6,140	6,465	185%
2942	Hotel	6,838	5,053	8,800	1,978	2,190	9,640	12,417	141%
2943	Meals	1,150	1,098	2,575	706	814	1,199	1,502	58%
2944	Car Rental	227	107	150	73	73	73	228	152%
2945	Air Travel	3,705	2,629	2,000	-	459	2,223	4,188	209%
2946	Other Travel	1,676	887	500	256	256	626	871	174%
	Other Charges:								
5012	Services Out (Staples)	4,742	1,449	3,600	14	14	14	14	0%
	TOTAL SERVICES & SUPPLIES	\$ 290,409	\$ 449,237	\$ 661,105	\$ 221,109	\$ 319,594	\$ 447,530	\$ 579,668	88%
	TOTAL EXPENDITURES	\$ 970,269	\$ 1,118,178	\$ 1,461,129	\$ 436,926	\$ 692,744	\$ 1,002,613	\$ 1,309,258	90%
	RESERVES								
6000	Contingency			\$ 155,501			\$ -	-	0%
6010	Net Pension Liability Reserve			117,097			-	-	0%
6025	General Reserve - Litigation			284,917			-	-	0%
6030	Compensated Absences Reserve			87,222			(1,216)	(1,216)	-1%
	TOTAL CONTINGENCIES & RESERVES	\$ -	\$ -	\$ 644,737	\$ -	\$ -	\$ (1,216)	\$ (1,216)	0%
	TOTAL APPROPRIATION	\$ 970,269	\$ 1,118,178	\$ 2,105,866	\$ 436,926	\$ 692,744	\$ 1,001,396	\$ 1,308,042	62%

**Chart Illustrating Yearly
Proposal, Service Contract,
and Service Review Activity**

Attachment 2

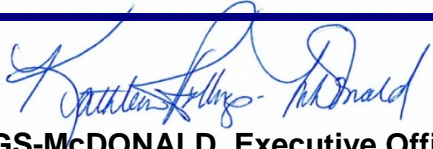
Number of Proposals & Service Contracts Received, and Service Reviews Completed by Fiscal Year



Through June 2017

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 885-8170
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: JULY 10, 2017 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
LA TRICI JONES, Clerk to the Commission
TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #5: APPROVAL OF FISCAL YEAR 2008-09 FINANCIAL
RECORDS DESTRUCTION PURSUANT TO COMMISSION POLICY**

RECOMMENDATION:

Staff recommends the Commission direct the Executive Officer, as Records Management Coordinator, to:

1. Destroy the Commission's financial records for Fiscal Year 2008-09 pursuant to the Commission's Records Retention Policy, and
2. Record the items to be destroyed in the Destruction Log along with a copy of the Commission's minute action authorizing destruction.

BACKGROUND:

The Commission's Records Retention Policy states that the Executive Officer, as the Records Management Coordinator, shall present a Commission agenda item once a year related to records to be destroyed.

As a part of the Records Retention Policy, the adopted Records Retention Schedule provides for a seven year retention period for all financial records, regardless if the statutes permit a lesser retention period. The records for destruction include expense reports, budgets, billings, accounting reports, budget change proposals, budget change concepts, audits, invoices, fees, receipts, checks, ledgers, and registers. In addition, the Fair Political Practices Commission (FPPC) also provides for a seven year retention period for Statements of Economic Interest (Form 700). The records for destruction will also include the Form 700s for the 2009 and 2010 calendar year.

Staff recommends the Commission direct the Executive Officer to take the actions listed in the Recommendation above.

Should the Commission have any questions, staff will be happy to answer them before or at the hearing.

KRM/llj

**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

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DATE: JULY 12, 2017



FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
MICHAEL TUERPE, Project Manager
SAMUEL MARTINEZ, Assistant Executive Officer
ROBERT ALDRICH, Consultant
JEFFREY LUM, LAFCO GIS/DATABASE ANALYST

TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #7: LAFCO 3187 - Countywide Water Service Review
(Retail, Wholesale, Recycled)

RECOMMENDATIONS:

Staff recommends that the Commission take the following actions related to LAFCO 3187:

1. For environmental review, certify that the service review is statutorily exempt from environmental review and direct the Executive Officer to file the Notice of Exemption within five (5) days.
2. Accept and file the Countywide Water Service Review (Retail, Wholesale, Recycled) which sets forth the written statements for the six determinations outlined in Government Code Section 56430 made by the Commission.
3. As outlined in the service review presented to the Commission take the following actions for specific agencies/entities:
 - a) Initiate the establishment of a sphere of influence for Metropolitan Water District of Southern California within San Bernardino County to be coterminous with the sphere of influence of its member agency, Inland Empire Utilities Agency.
 - b) Direct LAFCO staff to continue to monitor County Service Area 70 Zone CG (Cedar Glen) and provide an update to the Commission by February 2018.
 - c) Indicate the Commission's intent to reduce the City of Adelanto's sphere of influence following the completion of the wastewater and fire service reviews.

- d) Indicate the Commission's preference that the Hesperia Water District and County Service Area Zone J implement a mechanism (e.g., joint powers agreement or memorandum of understanding) to provide stability to the water source and boundary challenges in the overall southwestern Hesperia and Oak Hills communities.
 - e) Direct LAFCO staff to continue to monitor County Service Area 70 Zone CG (Cedar Glen) and provide an update to the Commission by February 2018.
 - f) Reaffirm the Commission's position that the Apple Valley Foothill, Apple Valley Heights, and Mariana Ranchos County Water Districts have a combined sphere of influence signaling the Commission's position that a future consolidation of the agencies is appropriate.
 - g) Reaffirm the Commission's position that Daggett CSD and Yermo CSD have a combined sphere of influence signaling the Commission's position that a future consolidation of the agencies is appropriate.
4. Adopt LAFCO Resolution No. 3245 reflecting the Commission's determinations and directions as required by Government Code Section 56430 and Commission policy.

BACKGROUND:

San Bernardino LAFCO conducted its initial round of service reviews on a community-by-community basis, consistent with its sphere of influence policies, addressing the full range of public services within those defined communities. In April 2016, in an effort to more efficiently conduct the mandatory service reviews as well as addressing changes to the statutes affecting them, the Commission modified the scope of the second round service reviews to address individual services on a countywide basis. The Countywide Service Review for Water is organized by San Bernardino County's four regions (Mountain, Valley, North Desert and South Desert). Each region and its respective retail agencies are reviewed and considered in the service review as a distinct geographic area.

LAFCO staff convened a stakeholder group within each region to provide peer review of the service review's purposes, objectives, and methodology. The stakeholder groups were composed of a variety of public agencies and at least one private system. Following the peer review, each water system identified in the service review was provided a draft of the report for review and comment. Comments received from the water purveyors are included in Appendix A of the service review.

The Executive Summary identifies: (1) the approach, (2) what was learned from this process, (3) staff recommendations for Commission action, and (4) systems identified as hot spots that do not carry a staff recommendation. The Introduction (Section I) provides the purpose of the report, report objective, methodology, and report organization.

Each of the four regions is presented separately and includes an overview of the region, a listing of water agencies within the region under review, and an identification of agency/area hot spots. A detailed analysis of each hot spot follows, along with staff recommendations for future agency sphere of influence updates to address the identified service concerns.

Appendices B through E contain service review updates of cities and districts, by region, including an update of staff's recommendations and identified challenges from the prior service review (with additional review where warranted). A detailed listing of community water systems, wholesale entities, and joint powers authorities is included as Appendix F.

ENVIRONMENTAL CONSIDERATION:

The Commission's Environmental Consultant, Tom Dodson of Tom Dodson and Associates, has indicated his recommendation that LAFCO 3187 is statutorily exempt from California Environmental Quality Act (CEQA). This recommendation is based on the finding that the service review is not judged to pose any adverse changes to the physical environment; therefore, the service review is exempt from the requirements of CEQA, as outlined in the State CEQA Guidelines, Section 15061 (b)(3). A copy of Mr. Dodson's analysis is included as Attachment #1 to this report.

ADDITIONAL DETERMINATIONS:

1. A stakeholder group was convened within each region (Valley on May 8, 2017; Mountain on June 15, 2017; North Desert on January 31, 2017; and South Desert on May 15, 2017) to provide a peer review of the service review's purpose, objective, and methodology.
2. As required by State Law, notice of the hearing was provided through publication in newspapers of general circulation within the area, the *Big Bear Grizzly*, *Daily Press*, *Desert Dispatch*, *Hi-Desert Star*, *Inland Valley Daily Bulletin*, *Mountain News*, and *San Bernardino Sun*. Individual notice was not provided as allowed under Government Code Section 56157 as such mailing would include more than 1,000 individual notices. As outlined in Commission Policy, in-lieu of individual notice the notice of hearing publication was provided through an eighth page legal ad.
3. As required by State law, individual notification of the hearing was provided to affected and interested agencies, County departments, and those agencies and individuals requesting mailed notice.
4. Due to the size and scope of the service review, the service review document was provided in advance of the staff report to allow for additional time for review. The service review document was published July 5, 2017 and a copy was provided to affected and interested agencies and County departments, as well as those agencies and individuals requesting mailed notice. The service review was also made accessible on the LAFCO website and at the LAFCO office.
5. The staff report was published July 12, 2017 and a copy was provided to affected and interested agencies and County departments, as well as those agencies and individuals requesting mailed notice. The staff report was also made accessible on the LAFCO website.
6. Comments from landowners/registered voters and any affected agency will be reviewed and considered by the Commission in making its determinations.

CONCLUSION:

Staff recommends that the Commission take the actions outlined on pages 1 and 2 to provide for the completion of the Countywide Service Review for Water and initiate the sphere of influence establishment for the Metropolitan Water District of Southern California within San Bernardino County and other actions for continued monitoring.

KRM/MT

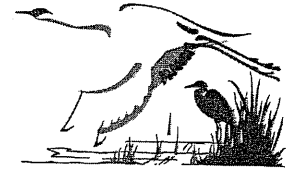
Attachments:

1. Environmental Recommendation from Tom Dodson
2. Countywide Service Review for Water
3. Draft Resolution No. 3245

**Environmental
Recommendation from Tom
Dodson**

Attachment 1

TOM DODSON & ASSOCIATES
2150 N. ARROWHEAD AVENUE
SAN BERNARDINO, CA 92405
TEL (909) 882-3612 • FAX (909) 882-7015
E-MAIL tda@tdaenv.com



June 21, 2017

Ms. Kathleen Rollings-McDonald
Local Agency Formation Commission
215 North "D" Street, Suite 204
San Bernardino, CA 92415-0490

RECEIVED
JUN 23 2017

LAFCO
San Bernardino County

Dear Kathy:

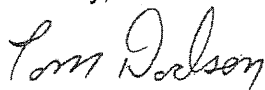
The Local Agency Formation Commission for San Bernardino County (LAFCO) is embarking on the second round of service reviews of municipal service providers as required by law. During the original iteration of service reviews, the focus was on the communities in which a range of municipal services were provided by individual agencies under the Commission's community-by-community approach to spheres of influence. For this round of service reviews the Commission modified its service review approach to address individual services (i.e., water, wastewater, fire protection, etc.) on a countywide basis, with the major subregions (Valley, Mountain, North Desert and South Desert) recognized in the report. The first service review being considered under the new program is a Countywide Service Review for Water (wholesale, retail, and recycled). Thus, this service review environmental evaluation addresses the findings in the Staff review document that has been submitted to the Commission as a "receive and file" report. It is not essential that an environmental determination be rendered for a "receive and file" action that will not modify the physical environment, but in an abundance of caution we are providing this environmental review to verify to the Commission and the interested public that the Commission's action on this Countywide Review is not subject to review under the California Environmental Quality Act (CEQA). Also, as noted in the Countywide review, this environmental finding may be used later in support of future Sphere of Influence updates and this environmental review can serve as a bridge to these later actions.

As we have learned from the first round of service reviews, the retention of existing services, which focuses on a existing services provided by an individual agency, does not by itself cause any modifications to the physical environment. Only when the subsequent step is taken to physically revise the jurisdictional boundary or the range of services of a service provider does a potential for physical change in the environment occur. Based on the preceding assumption and the fact that the receipt and filing of the Countywide Service Review for Water by LAFCO does not authorize any activities that could cause physical changes in the environment (even when it is Countywide), I recommend that the Commission find that a Statutory Exemption (as defined in the California Environmental Quality Act, CEQA) applies to this action under the CEQA General Rule (Section 15061 (b) (3) of the State CEQA Guidelines), which states: "A project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." It is my opinion, and recommendation to the Commission, that this circumstance applies to the Commission's action for the Countywide Service Review for Water (retail, wholesale, recycled).

In this case, receipt and filing of the service scope for the water serving agencies of the County does not alter the existing operations or obligations of any agency and does not adversely affect any existing physical facilities. Based on this review of the Countywide Service Review for Water and the pertinent sections of CEQA and the State CEQA Guidelines, I conclude that the receipt and filing of this service review for County water agencies does not constitute a project under CEQA and adoption of the Statutory Exemption and filing of a Notice of Exemption is the most appropriate environmental determination to comply with CEQA for this action. The Commission can approve the review and findings for this action and I recommend that you notice this action as statutorily exempt from CEQA for the reasons outlined in the State CEQA Guideline section cited above. The Commission needs to file a Notice of Exemption (NOE) with the County Clerk to the Board for this action once the action is completed.

A copy of this memorandum and the NOE should be retained in LAFCO's project file to serve as verification of this evaluation and as the CEQA environmental determination record. It can also be used in conjunction with future actions by LAFCO to consider Sphere modifications for water agencies in the County. If you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Tom Dodson".

Tom Dodson

Countywide Service Review for Water

Attachment 2

LAFCO 3187

ATTACHMENT 2 – Countywide Service Review for Water

Due to the size (582 pages) and scope of the service review, the document was provided in advance of the staff report to allow additional time for review. The service review was published July 5, 2017 with a copy provided to affected and interested agencies and County departments, as well as those agencies and individuals requesting mailed notice. A copy of the report was also available at the LAFCO office. The service review was made accessible on the LAFCO website on July 6, 2017, via the link below:

http://www.sbclafco.org/Downloads_WSR.aspx

Draft Resolution No. 3245

Attachment 3

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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(909) 388-0480 • Fax (909) 885-8170
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

PROPOSAL NO.: LAFCO 3187

HEARING DATE: JULY 19, 2017

RESOLUTION NO. 3245

A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY MAKING DETERMINATIONS ON LAFCO 3187 – COUNTYWIDE SERVICE REVIEW FOR WATER (RETAIL, WHOLESALE, RECYCLED).

On motion of Commissioner _____, duly seconded by Commissioner _____, and carried, the Local Agency Formation Commission adopts the following resolution:

WHEREAS, a service review mandated by Government Code 56430 has been conducted by the Local Agency Formation Commission for San Bernardino County (hereinafter referred to as “the Commission”) in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 *et seq.*); and,

WHEREAS, at the times and in the form and manner provided by law, the Executive Officer has given notice of the public hearing by the Commission on this matter; and,

WHEREAS, the Executive Officer has reviewed available information and prepared a report including her recommendations thereon, the filings and report and related information having been presented to and considered by this Commission; and,

WHEREAS, a public hearing by this Commission was called for July 19, 2017 at the time and place specified in the notice of public hearing and in any order or orders continuing the hearing; and,

WHEREAS, at the hearing, this Commission heard and received all oral and written support and opposition; the Commission considered all objections and evidence which were made, presented, or filed; and all persons present were given an opportunity to hear and be heard in respect to any matter relating to the service review, in evidence presented at the hearing; and,

WHEREAS, at this hearing, this Commission certified that the service review is statutorily exempt from environmental review pursuant to the provisions of the California Environmental Quality Act (CEQA) and such exemption was adopted by this Commission on July 19, 2017. The Commission directed its Executive Officer to file a Notice of Exemption within five working days of its adoption; and,

WHEREAS, the determinations required by Government Code Section 56430 and local Commission policy are included in the report prepared and submitted to the Commission dated July

RESOLUTION NO. 3245

5, 2017 and is recommended for acceptance and filing by the Commission on July 19, 2017, a complete copy the service review is on file in the LAFCO office.

WHEREAS, the following additional determinations are made in conformance with the Government Code and local Commission policy:

- A stakeholder group was convened within each region (Valley on May 8, 2017; Mountain on June 15, 2017; North Desert on January 31, 2017; and South Desert on May 15, 2017) to provide a peer review of the service review's purpose, objective, and methodology. The stakeholder groups were composed of a variety of public agencies and at least one private system.
- Following the peer review, each water system identified in this review was provided a draft of the report for review and comment. Comments from the water purveyors are included in Appendix A of the service review.
- As required by State Law, notice of the hearing was provided through publication in newspapers of general circulation within the area, the *Big Bear Grizzly*, *Daily Press*, *Desert Dispatch*, *Hi-Desert Star*, *Inland Valley Daily Bulletin*, *Mountain News*, and *San Bernardino Sun*. Individual notice was not provided as allowed under Government Code Section 56157 as such mailing would include more than 1,000 individual notices. As outlined in Commission Policy, in-lieu of individual notice the notice of hearing publication was provided through an eighth page legal ad.
- As required by State law, individual notification of the hearing was provided to affected and interested agencies, County departments, and those agencies and individuals requesting mailed notice.
- Due to the size and scope of the report, the service review document was provided in advance of the staff report to allow for additional time for review. The service review document was published July 5, 2017 and a copy was provided to affected and interested agencies and County departments, as well as those agencies and individuals requesting mailed notice. The service review document was also made accessible on the LAFCO website.

NOW, THEREFORE, BE IT RESOLVED by the Local Agency Formation Commission for San Bernardino County, State of California, that this Commission shall:

1. Initiate the establishment of a sphere of influence for Metropolitan Water District of Southern California within San Bernardino County to be coterminous with the sphere of influence of its member agency, Inland Empire Utilities Agency.
2. Direct LAFCO staff to continue to monitor County Service Area 70 Zone CG (Cedar Glen) and provide an update to the Commission by February 2018.
3. Indicate the Commission's intent to reduce the City of Adelanto's sphere of influence following the completion of the wastewater and fire service reviews.
4. Indicate the Commission's preference that the Hesperia Water District and County Service Area Zone J implement a mechanism (e.g., joint powers agreement or memorandum of

RESOLUTION NO. 3245

understanding) to provide stability to the water source and boundary challenges within the territory of southwestern Hesperia and Oak Hills communities.

5. Direct LAFCO staff to continue to monitor County Service Area 70 Zone CG (Cedar Glen) and provide an update to the Commission by February 2018.
6. Reaffirm the Commission’s position that the Apple Valley Foothill, Apple Valley Heights, and Mariana Ranchos County Water Districts have a combined sphere of influence signaling the Commission’s position that a future consolidation of the agencies is appropriate.
7. Reaffirm the Commission’s position that Daggett CSD and Yermo CSD have a combined sphere of influence signaling the Commission’s position that a future consolidation of the agencies is appropriate.

THIS ACTION APPROVED AND ADOPTED by the Local Agency Formation Commission for San Bernardino County by the following vote:

AYES:	COMMISSIONERS:
NOES:	COMMISSIONERS:
ABSENT:	COMMISSIONERS:

STATE OF CALIFORNIA)
) ss.
 COUNTY OF SAN BERNARDINO)


I, KATHLEEN ROLLINGS-McDONALD, Executive Officer of the Local Agency Formation Commission of the County of San Bernardino, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission, by vote of the members present, as the same appears in the Official Minutes of said Commission at its meeting of July 19, 2017.

DATED:

KATHLEEN ROLLINGS-McDONALD
 Executive Officer

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North "D" Street, Suite 204, San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 885-8170
E-mail: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE : JULY 10, 2017
FROM:  KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #8: Consideration of Candidate Election for Board of Directors to the Special District Risk Management Authority

RECOMMENDATION:

Staff recommends that the Commission:

1. Select incumbents Jean Bracy (Mojave Desert Air Quality Management District) and Mike Scheafer (Costa Mesa Sanitary District) to serve as Directors on the Special District Risk Management Authority Board of Directors;
2. Adopt LAFCO Resolution No. 3246 reflecting that decision.

BACKGROUND:

As a member of the Special District Risk Management Authority (SDRMA), the Commission participates in the elections for Board members. Included as attachments to this report are the Official Ballot, the SDRMA Board of Directors Candidate's Statements of Qualifications, and a draft resolution prepared by SDRMA to be adopted by the Commission.

The SDRMA Board of Directors is composed of seven directors. Currently, one director represents the Northern California region, two represent the Central California region, one represents the Bay Area region, and three represent the Southern California region (two from San Bernardino County – Jean Bracy from Mojave Desert Air Quality Management District, and Ed Gray from Chino Valley Independent Fire Protection District, and one from Orange County -- Mike Scheafer from Costa Mesa Sanitary District).

For this election, the Commission may select up to four candidates for the position of Director from a field of seven candidates. To maintain a balance of geographical representation by region, similar to the CALAFCO representation philosophy supported by this Commission, staff recommends that the Commission select incumbents Jean Bracy from Mojave Desert Air Quality Management District (San Bernardino County) and Mike Scheafer from the Costa Mesa Sanitary District (Orange County). If successful, this would

maintain three of seven seats from Southern California and provide for balanced representation.

As for the two remaining votes, the Commission may cast them from amongst the remaining five candidates if it so chooses. However, because successful election is from total votes cast, staff recommends that the Commission forgo its two remaining votes in order to maintain balanced representation.

Below is a listing of the remaining five candidates with their respective district, county and region.

Tim Unruh, Kern County Cemetery District No. 1, Kern County (Central)

James (Jim) Hamlin, Board Member, Burney Water District, Shasta County (North)

David Aranda (Incumbent), North of the River Municipal Water District, Kern County (Central)

Michael J. Karen, Board Member, Apple Valley Fire Protection District, San Bernardino County (South)

Cindi Beaudet, General Manager, Temecula Public Cemetery District, Riverside County (South)

Staff will be happy to answer any questions prior to or at the hearing.

KRM

Attachments:

1. Special District Risk Management Authority Board of Directors Candidates Statements of Qualifications
2. Ballot Instructions and Draft Resolution No. 3246 which includes Ballot

**Special District Risk
Management Authority
Board of Directors
Candidates Statements of
Qualifications**

Attachment 1

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	James M. Hamlin (Jim)
District/Agency	Burney Water & Sewer District
Work Address	20541 Burney Court, Burney, Ca. 96013
Work Phone	(530) 335-2040
Home Phone	(530) 335-2040

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actual evidence. Being able to set adequate rates for both insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board for 8 years, Burney water Sewer board for three years. I had my own insurance brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. #

What is your overall vision for SDRMA? (Response Required)

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Michael J. Karen
District/Agency Apple Valley Fire Board
Work Address N/A
Work Phone N/A Home Phone 760-713-3273

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

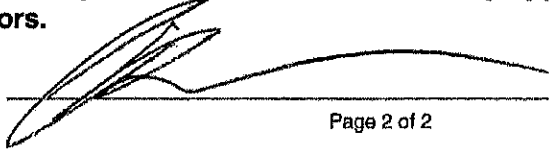
I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

What is your overall vision for SDRMA? (Response Required)

As a Director, I would work to promote education in the districts. I would also build coalitions to keep the rates competitive. I hope to work with the board on any and all issues facing all of our districts. I would love to be elected to such a distinguished team!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17780 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff, as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my want to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA
Service on SDWCA - I was part of the group that consolidate two entities into one entity which was very cost effective
Service on SDLF
Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

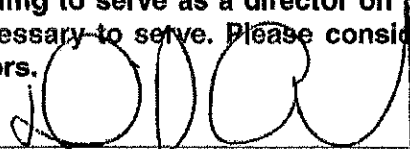
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates -- no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

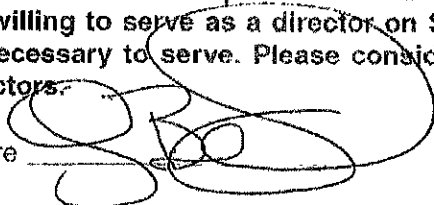
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature John Bailey Date 2-27-17

**Ballot Instructions and Draft
Resolution No. 3246 which
includes Ballot**

Attachment 2



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2017 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION AND BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to four (4) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Resolution and Ballot (Action Required)
- Candidate's Statements of Qualifications (7)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot

August 30, 2017 - Ballots are opened and counted

August 31, 2017 - Election results are announced and candidates notified

September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

November 1-2, 2017 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. 3246

**A RESOLUTION OF THE GOVERNING BODY OF THE
Local Agency Formation Commission for San Bernardino County
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Local Agency Formation Commission for San Bernardino County selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
- JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
- MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
- MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
- DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
- CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
- JEAN BRACY, SDA (INCUMBENT)**
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Local Agency Formation Commission for San Bernardino County by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:
