



VENTURA LOCAL AGENCY FORMATION COMMISSION
AGENDA

Wednesday July 15, 2015

9:00 A.M.

Hall of Administration, Board of Supervisors Hearing Room
800 S. Victoria Avenue, Ventura CA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review
Consider and approve, by majority vote, minor revisions to Commission items and/or attachments and any item added to, or removed/continued from, the LAFCo agenda and changes to the order of business to accommodate a special circumstance.
5. Commission Presentations and Announcements

PUBLIC COMMENTS

6. This is an opportunity for members of the public to speak on items not on the agenda.

The Ventura Local Agency Formation Commission encourages all interested parties to speak on any issue on this agenda in which they have an interest; or on any matter subject to LAFCo jurisdiction. It is the desire of LAFCo that its business be conducted in an orderly and efficient manner. All speakers are requested to fill out a Speaker Card and submit it to the Clerk before the item is taken up for consideration. All speakers are requested to present their information to LAFCo as succinctly as possible. Members of the public making presentations, including oral and visual presentations, may not exceed five minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission, based on the complexity of the item and/or the number of persons wishing to speak. Speakers are encouraged to refrain from restating previous testimony.

COMMISSIONERS AND STAFF

| COUNTY: | CITY: | DISTRICT: | PUBLIC: |
|---------------------------------------------|-------------------------------|-------------------------------------------------|----------------------------------------|
| Linda Parks | Carl Morehouse, Vice Chair | Bruce Dandy | Lou Cunningham, Chair |
| John Zaragoza | Janice Parvin | Elaine Freeman | |
| Alternate: Steve Bennett | Alternate: Carmen Ramirez | Alternate: Mary Anne Rooney | Alternate: Vacant |
| Executive Officer Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

CONSENT ITEMS

7. Minutes of the Ventura LAFCo May 20, 2015 Meeting
8. Budget to Actual Report: May 2015

RECOMMENDED ACTION: Approval of Item 7 and Receive and File Item 8

PUBLIC HEARING ITEMS

9. Gold Coast Transit District Municipal Service Review Report and LAFCo 15-09S Sphere of Influence Determination

A. Regarding the Municipal Service Review for the Gold Coast Transit District (GCTD), it is recommended that the Commission take the following recommended actions:

1. Accept the Municipal Service Review report prepared for the GCTD (with any modifications made by the Commission at the public hearing); authorize the Executive Officer to make any necessary non-substantive changes to the report; and direct staff to prepare and distribute a final GCTD Municipal Service Review report to all affected local agencies; and
2. Adopt a Resolution making findings that acceptance of the GCTD Municipal Service Review report is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines, and approving statements of determinations as required under Government Code § 56430.

B. Regarding the determination of the sphere of influence for the GCTD, it is recommended that the Commission take one of the following recommended actions:

1. Adopt a Resolution making findings that the determination of the GCTD sphere of influence is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, determining the sphere of influence (to encompass all of Ventura County, Option 1) subject to Government Code § 56426.5(b), and making written statements of its determinations pursuant to Government Code § 56425(e); or
2. Adopt a Resolution making findings that the determination of the GCTD sphere of influence is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, determining the sphere of influence (to encompass the GCTD's current service area only, Option 2) subject to Government Code § 56426.5(b), and making written statements of its determinations pursuant to Government Code § 56425(e).

RECOMMENDED ACTION: Approval of 9(A); and Approval of 9(B)(1) or 9(B)(2)

PUBLIC HEARING ITEMS, CONTINUED

10. LAFCo 15-12S Hidden Valley Municipal Water District Sphere of Influence Review/Update
- A. Determine that the sphere of influence update for the Hidden Valley Municipal Water District (HVMWD) is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines;
 - B. Review and update the sphere of influence for the HVMWD pursuant to Government Code § 56425(g);
 - C. Determine that no municipal service review is necessary for the HVMWD pursuant to Government Code § 56430(a); and
 - D. Adoption of a Resolution making determinations and updating the sphere of influence for the HVMWD.
- RECOMMENDED ACTION: Approval

ACTION ITEMS

11. Appointment of the Alternate Public Member
Approval of the Ad Hoc Alternate Public Member Selection Committee's recommendation to appoint David Ross to fill the LAFCo alternate public member vacancy for the unexpired term ending January 1, 2017.
RECOMMENDED ACTION: Approval
12. Commissioner's Handbook Section 1.1.3.3 – Public Member and Alternate
Adoption of a Resolution amending Section 1.1.3.3 – Public Member and Alternate of the Commissioner's Handbook.
CONTINUED FROM MAY 20, 2015
REQUIRES SIX AFFIRMATIVE VOTES (4/5THS VOTE)
RECOMMENDED ACTION: Approval
13. 2015 – 2016 CALAFCO Board of Directors Nominations
Authorization for the Chair to submit nominations for the 2015 – 2016 CALAFCO Board of Directors for the city member and public member seats as approved by the Commission.
RECOMMENDED ACTION: Approval
14. 2015 – 2016 CALAFCO Board of Directors Election – Voting Delegates
Approval of the Commission's designation of a voting delegate and an alternate for the 2015 – 2016 CALAFCO Board of Directors election.
RECOMMENDED ACTION: Approval

ACTION ITEMS, CONTINUED

15. 2015 CALAFCO Achievement Award Nominations
Determine whether the Commission wishes to submit nominations for the 2015 CALAFCO Achievement Awards.
RECOMMENDED ACTION: Receive and File

16. 2015 – 2016 CALAFCO Strategic Plan
Receive and file the 2015 – 2016 CALAFCO Strategic Plan adopted by the CALAFCO Board of Directors on May 8, 2015.
RECOMMENDED ACTION: Receive and File

EXECUTIVE OFFICER'S REPORT

The next LAFCo meeting will be held on September 16, 2015.

INFORMATIONAL ITEMS

Applications Received:

LAFCo 15-10S Waterworks District No. 38 – Sphere of Influence Determination.

LAFCo 15-11 and 15-11S Olivas Park Drive Extension – Reorganization and Sphere of Influence Amendments.

COMMISSIONERS' COMMENTS

ADJOURNMENT

WEB ACCESS:

**LAFCo Agendas, Staff Reports
and Adopted Minutes can be found at:**
www.ventura.lafco.ca.gov

Written Materials - Written materials relating to items on this Agenda that are distributed to the Ventura Local Agency Formation Commission within 72 hours before they are scheduled to be considered will be made available for public inspection at the LAFCo office, 800 S. Victoria Avenue, Administration Building, 4th Floor, Ventura, CA 93009-1850, during normal business hours. Such written materials will also be made available on the Ventura LAFCo website at www.ventura.lafco.ca.gov, subject to staff's ability to post the documents before the meeting.

Public Presentations - Except for applicants, public presentations may not exceed five (5) minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission. Any comments in excess of this limit should be submitted in writing at least ten days in advance of the meeting date to allow for distribution to, and full consideration by, the Commission. Members of the public who wish to make audio-visual presentations must provide and set up their own hardware and software. Set up of equipment must be complete before the meeting is called to order. All audio-visual presentations must comply with the applicable time limit for oral presentations and thus should be planned with flexibility to adjust to any changes to the time limit established by the Chair. For more information about these policies, please contact the LAFCo office.

Quorum and Voting – The bylaws for the Ventura LAFCo Commissioner's Handbook provide as follows:
1.1.6.1 Quorum: Four (4) members shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.
1.1.6.2 Voting: Unless otherwise provided by law or these By-Laws, four affirmative votes are required to approve any proposal or other action. A tie vote, or any failure to act by at least four affirmative votes, shall constitute a denial.

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the LAFCo office (805) 654-2576. Notification 48 hours prior to the meeting will enable LAFCo to make reasonable arrangements to ensure accessibility to this meeting.

Disclosure of Campaign Contributions - LAFCo Commissioners are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCo decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant, or any financially interested person who actively supports or opposes the LAFCo decision on the matter. Applicants or agents of applicants who have made campaign contributions totaling more than \$250 to any LAFCo Commissioner in the past 12 months are required to disclose that fact for the official record of the proceeding.

Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Clerk of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

The foregoing requirements are set forth in the Political Reform Act of 1974, specifically Government Code section 84308.



VENTURA LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

Wednesday May 20, 2015

Agenda Item 7

Hall of Administration, Board of Supervisors Hearing Room
800 S. Victoria Avenue, Ventura CA

OPENING

1. **Call to Order**

Chair Cunningham called the meeting to order at 9:02 A.M.

2. **Pledge of Allegiance**

Commissioner Cunningham led the Pledge of Allegiance.

3. **Roll Call**

The following Commissioners were present:

- Commissioner Dandy
- Commissioner Parks
- Commissioner Parvin
- Commissioner Zaragoza
- Chair Cunningham
- Alt. Commissioner Ramirez

Alternate Commissioner Ramirez sat as a city voting member due to the absence of city member Morehouse.

4. **Agenda Review**

A. Consider the City of Santa Paula’s request to continue 15-08S City of Santa Paula Sphere of Influence Review/Update (Item No. 10) to a future date.

The following person was heard: John Procter, Mayor of Santa Paula.

Motion: Continue Item No. 10 to September 16, 2015

Moved by Bruce Dandy; seconded by Janice Parvin

Vote: Motion carried 6-0

Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

OPENING, CONTINUED

5. **Commission Presentations and Announcements**

There were no presentations or announcements.

6. **Public Comments**

John Wisda commented on developments in the Santa Paula area being approved and the lack of available water.

Robert Babbitt commented on his qualifications to serve as the Alternate Public Member on the Commission, a seat for which he has applied.

Arthur Valenzuela commented on his qualifications to serve as the Alternate Public Member on the Commission, a seat for which he has applied.

CONSENT ITEMS

7. **Minutes of the Ventura LAFCo April 15, 2015 Meeting**

8. **Budget to Actual Reports: March and April 2015**

RECOMMENDED ACTION: Approval of Item No. 7 and Receive and File Item No. 8

Motion: Approve Item No. 7 and Receive and File Item No. 8

Moved by Janice Parvin; seconded by Carmen Ramirez

Vote: Motion carried 6-0

Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

PUBLIC HEARING ITEMS

9. **LAFCo 15-05 Hidden Valley Municipal Water District (HVMWD) – Latent Power Activation**

A request by the HVMWD to exercise the latent power to provide non-potable water service within its jurisdictional boundaries.

RECOMMENDED ACTION: Approval

Chair Cunningham opened the public hearing. Andrea Ozdy presented the staff report; with no public speakers, Chair Cunningham closed the public hearing.

Motion: Approve

Moved by Bruce Dandy; seconded by Linda Parks

Vote: Motion carried 6-0

Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

PUBLIC HEARING ITEMS, CONTINUED

10. Sphere of Influence Review/Update

LAFCo 15-08S City of Santa Paula Sphere of Influence Review/ Update

Review the sphere of influence for the City of Santa Paula and determine that no update is necessary (Option 1); adopt a Resolution making determinations and updating the sphere of influence for the City of Santa Paula to remove most of the Adams Canyon Expansion Area from the sphere of influence for the City of Santa Paula (Option 2); or adopt a Resolution making determinations and updating the sphere of influence for the City of Santa Paula to remove most of the Adams Canyon and all of the Fagan Canyon Expansion Areas from the sphere of influence for the City of Santa Paula (Option 3).

RECOMMENDED ACTION: Approval of Option 1, Option 2, or Option 3

Motion: Continue to September 16, 2015

Moved by Bruce Dandy; seconded by Janice Parvin

Vote: Motion carried 6-0

Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

11. LAFCo Recommended Final Budget and Work Plan for Fiscal Year (FY) 2015-16

Adoption of a resolution:

A. Approving the Recommended Final Budget as the Final Budget for FY 2015-16 and directing staff to transmit the Final Budget to the County, each city, and each independent special district; and

B. Adopting the work plan for FY 2015-16 set forth in the Final Budget.

RECOMMENDED ACTION: Approval

Chair Cunningham opened the public hearing. Kai Luoma presented the staff report; with no public speakers, Chair Cunningham closed the public hearing.

Motion: Approve

Moved by Carmen Ramirez; seconded by John Zaragoza

Vote: Motion carried 6-0

Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

ACTION ITEMS

12. Commissioner's Handbook Section 1.1.3.3 – Public Member and Alternate
Adoption of a Resolution amending Section 1.1.3.3 – Public Member and Alternate of the Commissioner's Handbook.
RECOMMENDATION REQUIRES SIX AFFIRMATIVE VOTES (4/5THS VOTE)
RECOMMENDED ACTION: Approval
Kai Luoma presented the staff report.

Motion: Continue to July 15, 2015 with direction for staff to add policy language defining that an individual shall not serve more than a total of one alternate member term and one regular member term consecutively. For the purposes of this policy, two or more years served shall constitute a term, and an individual who has served two consecutive terms would be eligible to serve again following a four-year lapse in service.
Moved by Linda Parks; seconded by John Zaragoza

Vote: Motion carried 6-0
Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

13. Cancelation of the June 10, 2015 Regular LAFCo Meeting
RECOMMENDED ACTION: Approval

Motion: Approve
Moved by John Zaragoza seconded by Linda Parks

Vote: Motion carried 6-0
Yes: Bruce Dandy, Linda Parks, Janice Parvin, Carmen Ramirez, John Zaragoza, and Lou Cunningham

EXECUTIVE OFFICER'S REPORT

Update on the Agricultural Mitigation Workshop.

A. Letter received from Lynn Gray Jensen, CoLAB.

2015 CALAFCO Annual Conference to be held in Sacramento September 2 – 4, 2015.

The next LAFCo meeting will be July 15, 2015.

COMMISSIONERS' COMMENTS

Commissioner Ramirez requests that Mr. Arthur Valenzuela be permitted to give public comment regarding his application for the LAFCo Alternate Public Member seat.

ADJOURNMENT

Chair Cunningham adjourned the meeting at 10:01 A.M.

These Minutes were approved on May 20, 2015.

Motion: _____

Second: _____

Yes: _____

No: _____

Abstain: _____

Date Lou Cunningham, Chair, Ventura Local Agency Formation Commission

DRAFT



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: July 15, 2015
(Consent)

Agenda Item 8

TO: LAFCo Commissioners
FROM: Kai Luoma, Executive Officer
SUBJECT: Budget to Actual Report – May 2015

RECOMMENDATION:

Receive and file the Budget to Actual Report for May of the 2014-2015 Fiscal Year.

DISCUSSION:

Pursuant to the Commissioner’s Handbook policies, the Executive Officer is to provide monthly budget reports to the Commission as soon as they are available. The attached reports have been prepared with the assistance of the County Auditor-Controller staff. No adjustments to the budget are being recommended at this time.

Attachment: Budget to Actual Report – May 2015

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer: Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |



BUDGET TO ACTUAL FY 2014-15
YEAR TO DATE ENDING MAY 31, 2015 (91.66% of year)
Fund 7920, Organization 8950

| Summary | Budget | Adj. Budget | To Date |
|-------------------|---------|-------------|---------|
| Estimated Source: | 641,949 | 641,949 | 652,271 |
| Appropriations | 641,949 | 641,949 | 511,565 |

| Account Number | Title | BUDGET | | | ACTUAL YTD | | | Variance Favorable (Unfavorable) | |
|---------------------|----------------------------------|----------------|----------------------|-----------------|-------------------|---------------|--------------------------|----------------------------------|-------------|
| | | Budget | Proposed Adjustments | Adjusted Budget | Actual | Encumbered | Total Revenue/Obligation | | |
| FUND BALANCE | | | | | | | | | |
| | Beginning Balance | 446,877 | | 446,877 | 446,876.69 | | 446,876.69 | 0.00 | |
| 5331 | Committed | 100,000 | | 100,000 | 100,000.00 | | 100,000.00 | 0.00 | |
| 5395 | Unassigned | 256,877 | | 256,877 | 256,876.69 | | 256,876.69 | 0.00 | |
| 5395 | Unassigned - Appropriated | 90,000 | | 90,000 | 90,000.00 | | 90,000.00 | 0.00 | |
| REVENUE | | | | | | | | | |
| 8911 | Interest Earnings | 2,700 | | 2,700 | 1,392.77 | | 1,392.77 | (1,307.23) | 52% |
| 9372 | Other Governmental Agencies | 519,249 | | 519,249 | 519,249.00 | | 519,249.00 | 0.00 | 100% |
| 9772 | Other Revenue - Miscellaneous | 30,000 | | 30,000 | 41,628.88 | | 41,628.88 | 11,628.88 | 139% |
| | Total Revenue | 551,949 | 0 | 551,949 | 562,270.65 | | 562,270.65 | 10,321.65 | 102% |
| | TOTAL SOURCES | 641,949 | 0 | 641,949 | 652,270.65 | | 652,270.65 | 10,321.65 | 102% |
| EXPENDITURES | | | | | | | | | |
| 1101 | Regular Salaries | 310,000 | | 310,000 | 280,238.20 | | 280,238.20 | 29,761.80 | 90% |
| 1105 | Overtime | 0 | | 0 | 0.00 | | 0.00 | 0.00 | 0% |
| 1106 | Supplemental Payments | 11,500 | | 11,500 | 10,598.92 | | 10,598.92 | 901.08 | 92% |
| 1107 | Term/Buydown | 24,500 | | 24,500 | 6,640.76 | | 6,640.76 | 17,859.24 | 27% |
| 1121 | Retirement Contribution | 63,000 | | 63,000 | 56,656.90 | | 56,656.90 | 6,343.10 | 90% |
| 1122 | OASDI Contribution | 18,500 | | 18,500 | 17,017.86 | | 17,017.86 | 1,482.14 | 92% |
| 1123 | FICA - Medicare | 4,700 | | 4,700 | 4,254.36 | | 4,254.36 | 445.64 | 91% |
| 1124 | Safe Harbor | 0 | | 0 | 0.00 | | 0.00 | 0.00 | 0% |
| 1126 | POB Debt Service | 0 | | 0 | 0.00 | | 0.00 | 0.00 | 0% |
| 1128 | Retirement Health Contribution | 5,300 | | 5,300 | 3,618.00 | | 3,618.00 | 1,682.00 | 68% |
| 1141 | Group Insurance | 23,000 | | 23,000 | 20,701.80 | | 20,701.80 | 2,298.20 | 90% |
| 1142 | Life Ins/Dept. Heads & Mgmt. | 150 | | 150 | 122.96 | | 122.96 | 27.04 | 82% |
| 1143 | State Unempl | 400 | | 400 | 339.16 | | 339.16 | 60.84 | 85% |
| 1144 | Management Disability Ins. | 750 | | 750 | 1,576.51 | | 1,576.51 | (826.51) | 210% |
| 1165 | Worker Compensation Ins | 2,900 | | 2,900 | 2,265.64 | | 2,265.64 | 634.36 | 78% |
| 1171 | 401K Plan | 11,500 | | 11,500 | 5,322.37 | | 5,322.37 | 6,177.63 | 46% |
| | Salaries and Benefits | 476,200 | 0 | 476,200 | 409,353.44 | 0.00 | 409,353.44 | 66,846.56 | 86% |
| 2033 | Voice/Data ISF | 2,500 | | 2,500 | 1,959.74 | | 1,959.74 | 540.26 | 78% |
| 2071 | General Insurance Alloca - ISF | 2,000 | | 2,000 | 958.00 | | 958.00 | 1,042.00 | 48% |
| 2125 | Facil/Matls Sq. Ft. Alloc. - ISF | 15,000 | | 15,000 | 13,321.00 | | 13,321.00 | 1,679.00 | 89% |
| 2128 | Other Maint | 500 | | 500 | 0.00 | | 0.00 | 500.00 | 0% |
| 2141 | Memberships & Dues | 7,100 | | 7,100 | 6,709.00 | | 6,709.00 | 391.00 | 94% |
| 2154 | Education Allowance | 1,000 | | 1,000 | 0.00 | | 0.00 | 1,000.00 | 0% |
| 2158 | Indirect Cost Recovery | 12,200 | | 12,200 | 12,134.00 | | 12,134.00 | 66.00 | 99% |
| 2172 | Books & Publications | 300 | | 300 | 331.26 | | 331.26 | (31.26) | 110% |
| 2174 | Mail Center - ISF | 2,500 | | 2,500 | 1,762.59 | | 1,762.59 | 737.41 | 71% |
| 2176 | Purchasing Charges - ISF | 100 | | 100 | 75.99 | | 75.99 | 24.01 | 76% |
| 2177 | Graphics Charges - ISF | 500 | | 500 | 417.97 | | 417.97 | 82.03 | 84% |
| 2178 | Copy Machine Charges - ISF | 750 | | 750 | 19.71 | | 19.71 | 730.29 | 3% |
| 2179 | Miscellaneous Office Expense | 4,000 | | 4,000 | 3,648.06 | | 3,648.06 | 351.94 | 91% |
| 2181 | Stores ISF | 50 | | 50 | 55.52 | | 55.52 | (5.52) | 111% |
| 2191 | Board Members Fees | 4,500 | | 4,500 | 2,005.53 | | 2,005.53 | 2,494.47 | 45% |
| 2192 | Information Technology - ISF | 2,500 | | 2,500 | 2,241.45 | | 2,241.45 | 258.55 | 90% |
| 2195 | Specialized Services/Software | 1,500 | | 1,500 | 0.00 | | 0.00 | 1,500.00 | 0% |
| 2197 | Public Works - Charges | 3,000 | | 3,000 | 1,393.51 | | 1,393.51 | 1,606.49 | 46% |
| 2199 | Other Prof & Spec Service | 10,000 | | 10,000 | 7,360.00 | 880.00 | 8,240.00 | 1,760.00 | 82% |
| 2203 | Accounting and Auditing Services | 4,500 | | 4,500 | 0.00 | | 0.00 | 4,500.00 | 0% |
| 2205 | GSA Special Services ISF | 100 | | 100 | 39.95 | | 39.95 | 60.05 | 40% |
| 2214 | County GIS Expenses | 21,500 | (1,000) | 20,500 | 12,332.96 | | 12,332.96 | 8,167.04 | 60% |
| 2261 | Public & Legal Notices | 5,000 | 1,000 | 6,000 | 5,065.42 | | 5,065.42 | 934.58 | 84% |
| 2283 | Records Storage Charges | 350 | | 350 | 337.97 | | 337.97 | 12.03 | 97% |
| 2293 | Computer Equipment <5000 | 3,100 | | 3,100 | 3,079.88 | | 3,079.88 | 20.12 | 99% |
| 2304 | County Legal Counsel | 22,500 | | 22,500 | 11,125.75 | | 11,125.75 | 11,374.25 | 49% |
| 2521 | Transportation Charges ISF | 0 | | 0 | 0.00 | | 0.00 | 0.00 | 0% |
| 2522 | Private Vehicle Mileage | 7,000 | | 7,000 | 4,979.70 | | 4,979.70 | 2,020.30 | 71% |
| 2523 | Conf. & Seminars Expense | 12,000 | | 12,000 | 9,440.61 | | 9,440.61 | 2,559.39 | 79% |
| 2526 | Conf. & Seminars Expense ISF | 500 | | 500 | 40.00 | | 40.00 | 460.00 | 8% |
| 2528 | County Motor Pool | 500 | | 500 | 496.34 | | 496.34 | 3.66 | 99% |
| | Services and Supplies | 147,050 | 0 | 147,050 | 101,331.91 | 880.00 | 102,211.91 | 44,838.09 | 70% |
| 6101 | Contingency | 18,699 | | 18,699 | 0.00 | | 0.00 | 18,699.00 | 0% |
| | TOTAL EXPENDITURES | 641,949 | 0 | 641,949 | 510,685.35 | 880.00 | 511,565.35 | 130,383.65 | 80% |

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY14 accruals in excess of actual expenditures to date



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 9

TO: LAFCo Commissioners
FROM: Andrea Ozdy, Analyst *Andrea Ozdy*
SUBJECT: Gold Coast Transit District
• Municipal Service Review Report
• Determination of Sphere of Influence (LAFCo 15-09S)

Recommendations:

- A. Regarding the Municipal Service Review for the Gold Coast Transit District, it is recommended that the Commission take the following recommended actions:
1. Accept the Municipal Service Review report prepared for the Gold Coast Transit District (with any modifications made by the Commission at the public hearing), authorize the Executive Officer to make any necessary non-substantive changes to the report, and direct staff to prepare and distribute a final Gold Coast Transit District Municipal Service Review report to all affected local agencies.
 2. Adopt a Resolution (Attachment 2) making findings that acceptance of the Gold Coast Transit District Municipal Service Review report is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines, and approving statements of determinations as required under Government Code § 56430.
- B. Regarding the determination of the sphere of influence for the Gold Coast Transit District, it is recommended that the Commission take one of the following recommended actions:
1. Adopt Resolution LAFCo 15-09S (Attachment 3) making findings that the determination of the Gold Coast Transit District sphere of influence is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, determining the sphere of influence (to encompass all of Ventura County, "Option 1") subject to Government Code § 56426.5(b), and making written statements of its determinations pursuant to Government Code § 56425(e).
 2. Adopt Resolution LAFCo 15-09S (Attachment 4) making findings that the determination of the Gold Coast Transit District sphere of influence is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, determining the sphere of influence (to encompass the Gold Coast Transit District's current service area only, "Option 2") subject to Government Code § 56426.5(b), and making written statements of its determinations pursuant to Government Code § 56425(e).

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

Background:

The Gold Coast Transit District (GCTD) is a dependent special district that was formed on October 13, 2013, when Governor Jerry Brown signed Assembly Bill 664 into law to “develop, provide, operate, and administer public transportation and to protect the public interest, health, and welfare” (Public Utilities Code § 107000 et seq.). The effective date of the formation was July 1, 2014. The District’s mission is “to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community”. Its service area includes all unincorporated areas of Ventura County, as well as the cities of Ojai, San Buenaventura, Oxnard, and Port Hueneme. Prior to the formation of the District, the District operated as Gold Coast Transit under a Joint Powers Agreement with the County of Ventura and the four cities listed above.

Discussion:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 et seq., known as LAFCo law) mandates that LAFCo determine the sphere of influence for any newly formed district within one year of the effective date of the formation [Government Code § 56426.5(b)]. LAFCo law defines a sphere of influence as the probable physical boundary and service area of a local agency (Government Code § 56076). A sphere of influence was not determined for the GCTD when it was formed by legislation.

In order for LAFCo to determine an agency’s sphere of influence, it must conduct a municipal service review (MSR) [Government Code § 56430(e)]. Every five years thereafter, the Commission must, as necessary, review and update the sphere of influence [Government Code § 56425(g)].

MSR Report

In February 2015, LAFCo staff consulted with the GCTD staff to discuss the District’s services, plans for future changes in service, and LAFCo’s authority over the boundaries of the district’s service area and sphere of influence. The draft MSR for the GCTD was prepared with the assistance and collaboration of GCTD staff. The final draft of the MSR has been reviewed by GCTD staff. Pursuant to LAFCo law, the MSR process requires that the Commission prepare written determinations with respect to the factors identified in Government Code § 56430(a).

The draft MSR includes analysis to support the recommended written determinations, as well as draft language for the written determinations. A summary of the recommended written determinations included in the MSR is provided below; however the full discussion is contained in the MSR (Attachment 1). If the Commission makes any changes to the draft MSR or written determinations, it is recommended that the Commission incorporate those changes into its action as well as the resolution accepting the MSR.

Written Determinations:

1. *Growth and population projections for the affected area.*

According to the State Department of Finance, as of January 1, 2014, the GCTD's service area was estimated to have a population of 439,912. By 2020, the area currently served by the GCTD is expected to grow by approximately 25,000 people, or about 5.6%. This growth rate over five years equates to an estimated average annual growth rate of about 1%.

2. *The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.*

According to Ventura LAFCo Commissioner's Handbook Section 3.2.5, Ventura LAFCo has identified the communities of Nyeland Acres (located north of the City of Oxnard) and Saticoy (located east of the City of San Buenaventura) as the two unincorporated communities in Ventura County that qualify to be disadvantaged unincorporated communities. As the GCTD's service area includes all unincorporated areas of Ventura County, and it provides fixed-route service to both the communities of Nyeland Acres and Saticoy, the GCTD's sphere of influence would logically include both of these communities.

3. *Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies.*

The GCTD operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The GCTD's new *Administration and Operations Facility* will be sized to accommodate increased frequency of existing service routes and possibly the addition of new routes, as well as an increase in the number of employees. The GCTD principal act provides a mechanism for non-member cities (i.e., Fillmore, Santa Paula, Simi Valley, Moorpark, Thousand Oaks, and Camarillo) to join the District in the future. District staff does not anticipate expansion of the service area to include any of the non-member cities.

4. *Financial ability of agencies to provide services.*

The adopted GCTD Operating Budget for FY2015-16 is \$22,096,000. Revenue sources include Local Transportation Fund revenues, federal funding, and passenger fares. Most of the GCTD's operating expenses are for operation of fixed-route service. The GCTD provides transit services directly, and paratransit services indirectly by contract with MV Transportation. Based on a review of the adopted FY2015-16 budget, it appears that

the GCTD has the financial ability to provide a full range of transit and paratransit services.

5. *Status of, and opportunities for, shared facilities.*

The Ojai Trolley and Ventura County Transportation Commission Transit have historically provided public transit service within both unincorporated and incorporated Ventura County. These services include areas of overlap with the GCTD's current service area. In 2013, the cities of Simi Valley, Moorpark, Thousand Oaks, and Camarillo, and the County of Ventura formed the East County Transit Alliance (ECTA) in order to enhance transit service and improve coordination amongst systems. In 2014, LAFCo authorized CSA 4 to provide transportation services (e.g., the Kanan Shuttle) within the unincorporated area of Oak Park. In 2015, VCTC began operation of the Valley Express, which provides public transit service in and between the Santa Paula, Fillmore, and Piru areas of Ventura County. All of the transit services listed above provide public transit services within either the GCTD's service area or other areas of Ventura County. The GCTD may wish to consider exploring opportunities, where available and if necessary, to combine and/or coordinate service efforts with other agencies for the transit services described above.

6. *Accountability for community service needs, including governmental structure and operational efficiencies.*

The GCTD is accountable through an appointed legislative body, adherence to applicable government code sections, open and accessible Board of Directors meetings, public dissemination of information, encouragement of public participation, and maintenance of a website. The GCTD achieves operational efficiencies by way of contract for paratransit services. Additionally, the planned relocation of the District headquarters to the new *Administration and Operations Facility* will provide opportunities for additional employees and vehicles, resulting in an improved level of service to the District's customers.

7. *Any other matter related to effective and efficient service delivery, as required by commission policy.*

No other matters were identified.

Sphere of Influence Boundary

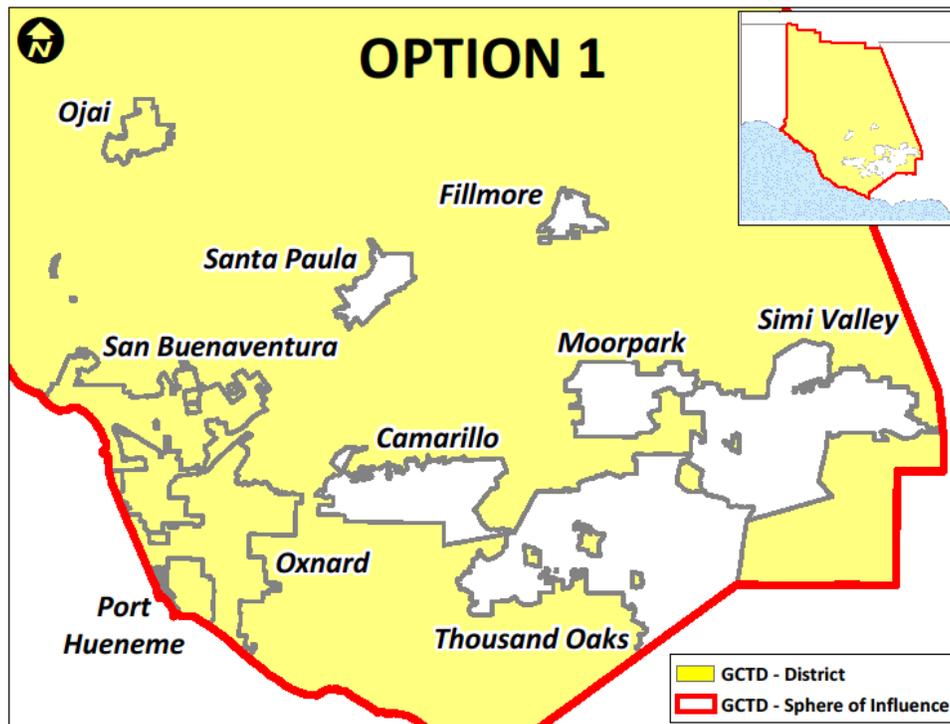
Pursuant to LAFCo law, in determining a sphere of influence of an agency, the Commission shall prepare written determinations with respect to the factors identified in Government Code § 56425(e).

As described above, the GCTD’s boundary includes all unincorporated areas of Ventura County, and the cities of Ojai, San Buenaventura, Oxnard, and Port Hueneme. The GCTD was formed through legislation, with provisions in place to accommodate potential expansion of the District into the jurisdictions of any of the currently non-member cities within the County (i.e., Santa Paula, Fillmore, Camarillo, Thousand Oaks, Moorpark, and Simi Valley), upon approval by (1) the City Council of the non-member city that is requesting to become a member of the District, (2) the GCTD Board of Directors, and (3) LAFCo.

Staff has identified two sphere of influence options for the GCTD for the Commission’s consideration:

Option 1:

The sphere of influence provided in Option 1 would include all of Ventura County:

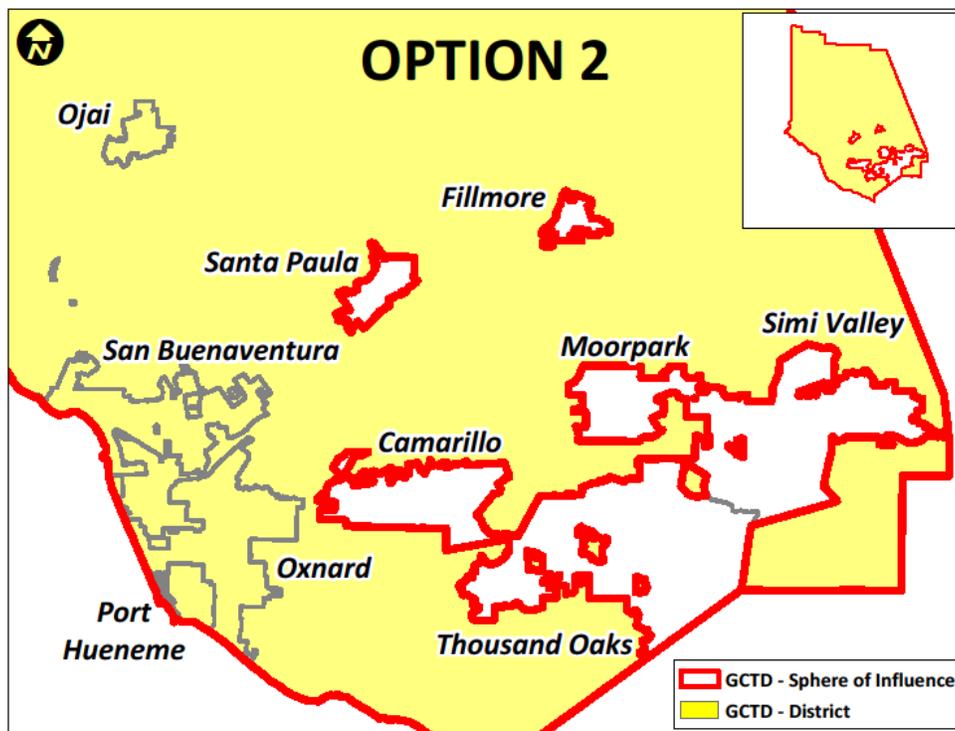


Option 1 is conceptually similar to the LAFCo-established spheres of influence of several other special districts, which encompass all areas of the County despite providing service to only portions of the County. These districts include the Ventura County Fire Protection District (which provides fire protection and paramedic services for unincorporated Ventura County, and all cities except for Fillmore, Santa Paula, San Buenaventura, and Oxnard), the Ventura County Resource Conservation District (which provides soil and water conservation services in

unincorporated County areas only), Ventura County Service Area No. 14 (which provides street lighting and street sweeping services to developed unincorporated areas), and Ventura County Service Area No. 32 (which monitors and regulates individual sewage disposal systems in all areas outside cities and sanitation districts). Establishment of a countywide sphere of influence for the GCTD would enable annexations to cities (and related detachments from the District) to occur without the need to simultaneously amend the District's sphere of influence.

Option 2:

The sphere of influence provided in Option 2 would be coterminous with the District's current service area (i.e., unincorporated Ventura County, and the cities of Ojai, San Buenaventura, Oxnard, and Port Hueneme):



The GCTD does not have plans to expand service into the six cities that are not served by it. Like Option 1, Option 2 would allow the opportunity for additional member cities to be included within the District, upon approval by: (1) the City Council of the city that is requesting to become a member of the District, (2) the GCTD Board of Directors, and (3) LAFCo. Unlike Option 1, Option 2 would also require an amendment to the GCTD's sphere of influence to include the city requesting annexation to the District.

In addition, under Option 2, every proposal to annex territory to the cities of Fillmore, Santa Paula, Simi Valley, Moorpark, Thousand Oaks, or Camarillo would be required to be accompanied by a concurrent request to amend the GCTD sphere to exclude the area to be annexed to the city. This would likely add time and expense to the processing of future annexation proposals (including a LAFCo application deposit of \$2,750), and would necessitate more frequent maintenance of the official LAFCo map for the GCTD.

Written Determinations:

It is recommended that the Commission consider the following draft written statements of its determinations with respect to each of the required factors identified in Government Code § 56425(e), and determine a sphere of influence boundary that encompasses either the entire County area (Option 1) (Exhibit A of Attachment 3), or the District's service area only (Option 2) (Exhibit A of Attachment 4). If the Commission makes changes to the recommended sphere of influence options, or written determinations regarding the sphere of influence, that are not addressed through approval of either Option 1 or Option 2, it is recommended that the Commission incorporate those changes into its action as well as the resolution determining the sphere of influence. The following recommended determinations would apply to either Option 1 or Option 2.

1. *The present and planned land uses in the area, including agricultural and open-space lands.*

Within its incorporated and unincorporated areas, Ventura County contains residential, commercial, industrial, institutional, parks, open space, and agricultural uses and development. The District's provision of public transit services will not result in any impacts on the present and planned land uses within its service area, new development, changes in land use, or impacts to agricultural and open space lands.

2. *The present and probable need for public facilities and services in the area.*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. Its existing ridership consists of approximately 3.96 million passenger boardings annually, which is anticipated to increase by approximately 3% on average over the next several years. The GCTD's relocation to a new facility in Oxnard will allow for additional vehicles and employees, thereby allowing the District to provide expanded service in the form of increased frequency on existing routes and possibly additional routes within the current service area.

3. *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The GCTD currently provides the maximum amount of transit and paratransit service given the constraints of its current facility. Relocation to its new facility in 2017 will enable the District to provide improved and expanded service within its current and anticipated service area.

4. *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.*

The District's service area includes the communities of Nyeland Acres and Saticoy, both of which have been identified by the Commission as being disadvantaged unincorporated communities. A sphere of influence that includes the District's current service area would include these communities and would not affect the level of service that is currently provided to them. Staff did not identify any other communities of interest.

5. *For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. . . the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.*

The GCTD provides transit and paratransit services only. It does not provide public facilities or services related to sewers, water, or fire protection. Therefore, Government Code § 56425(e)(5) does not apply to the proposed sphere update.

The recommended written determinations are included in Attachment 3 (if the Commission approves Option 1) and in Attachment 4 (if the Commission approves Option 2).

CEQA:

The acceptance of a MSR and the determination of a sphere of influence for the GCTD must comply with CEQA. The Ventura LAFCo is the lead agency under CEQA for the acceptance of the MSR and the determination of the sphere of influence.

A project is defined in Public Resources Code § 21065, in part, as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment". Although the Commission's actions are subject to CEQA, it is recommended that the Commission find that the actions (as recommended) are exempt from

CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, because “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 Commission’s acceptance of the MSR and determination of the sphere of influence would not alter the District’s current operations or service area specified in its principal act. It would not have the possibility to affect future growth patterns, land use, or regulations in a way that would impact the environment. Therefore, staff recommends that the Commission determine that the acceptance of the MSR and the determination of the sphere of influence are exempt from CEQA. The recommended resolutions relating to the MSR (Attachment 2) and the determination of the sphere of influence for Option 1 (Attachment 3) and Option 2 (Attachment 4) each contain a finding that the action is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines.

Notice of Public Hearing:

This matter has been noticed as a public hearing pursuant to Government Code § 56427. Additionally, all affected local agencies have been notified of the public hearing.

Public Comments:

The Ventura County Transportation Department provided suggested edits to the draft MSR in order to: (1) clarify the service area of the ECTA, and (2) update the population projections for the City of Thousand Oaks to reflect proposed figures to be included in the pending *2018-2040 RTP/SCS*. Staff modified the draft MSR to include ECTA service clarifications, and incorporated population projections from the adopted *2012-2035 RTP/SCS*.

In addition, LAFCo staff has been in communication with the cities that are not members of the GCTD, through inquiries from several cities and contact by LAFCo staff. Inquiries included requests for additional information regarding the process for determining a sphere of influence. City of Thousand Oaks staff expressed concern that a GCTD sphere of influence that includes the City would not be in the City’s interest. Public Works Department staff from the City of Thousand Oaks provided information regarding the ECTA Memorandum of Understanding, which established “cooperative and coordinated transit services in eastern Ventura County” within the cities of Simi Valley, Moorpark, Thousand Oaks, and Camarillo. The members of the ECTA are not member cities of the GCTD.

Staff provided copies of the draft MSR to the County and all Ventura County cities, and anticipates that the Commission will receive comments from the City Councils of one or more of the cities that are not members of the District.

Preparation of a Final MSR Report:

If the Commission accepts the MSR, LAFCo staff will prepare a final MSR report that reflects any modifications made by the Commission, as well as any non-substantive changes made by the Executive Officer (e.g., correction of typographical errors).

Attachments:

1. Municipal Service Review Report for the GCTD
2. Resolution for Acceptance of Municipal Service Review Report for the GCTD
3. Resolution LAFCo 15-09S for Determination of GCTD Sphere of Influence (Option 1)
4. Resolution LAFCo 15-09S for Determination of GCTD Sphere of Influence (Option 2)

LAFCo makes every effort to offer legible map files with the online and printed versions of our reports; however, occasionally the need to reduce oversize original maps and/or other technological/software factors can compromise readability. Original maps are available for viewing at the LAFCo office by request.

Ventura Local Agency Formation Commission

Gold Coast Transit District

Municipal Service Review

DRAFT

Prepared By:
Ventura Local Agency Formation Commission
800 S. Victoria Avenue
Ventura, CA 93009-1850

DRAFT



TABLE OF CONTENTS

| | |
|-------------------------------------------|----|
| Introduction..... | 1 |
| Gold Coast Transit District Profile | 3 |
| Growth and Population Projections..... | 10 |
| Review of Municipal Services | 11 |
| Written Determinations..... | 13 |
| Appendix A..... | 17 |

TABLE OF FIGURES

| | |
|-------------------------------------------------------------|----|
| Figure 1: Population and Service Area Table | 5 |
| Figure 2: Operating Revenues Table..... | 8 |
| Figure 3: Operating Expenses Table | 9 |
| Figure 4: Population Projections Table..... | 10 |
| Figure 5: Gold Coast Transit District Service Area Map..... | 10 |
| Figure 6: Gold Coast Transit District System Map | 11 |
| Figure 7: Population Projections Table..... | 13 |

INTRODUCTION

Local Agency Formation Commissions (LAFCo) exist in each county in California and were formed for the purpose of administering state law and local policies relating to the establishment and revision of local government boundaries. As provided by what is now known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq.), known as CKH, LAFCo's purposes are to:

- discourage urban sprawl;
- preserve open space and prime agricultural land;
- ensure efficient provision of government services; and
- encourage the orderly formation and development of local agencies.

To achieve its purposes, LAFCos are responsible for coordinating logical and timely changes in local government boundaries, conducting special studies that identify ways to reorganize and streamline governmental structure, and determining a sphere of influence for each city and special district over which they have authority.

A [sphere of influence](#) is a plan for the probable physical boundaries and service area of a local agency, as determined by LAFCo (Government Code § 56076). Pursuant to Government Code § 56426.5(b), LAFCo shall determine the sphere of influence for any newly formed district within one year of the effective date of formation. Every five years, the Commission shall, as necessary, review and update the sphere of influence, pursuant to Government Code § 56425(g). Government Code § 56430(a) provides that in order to determine or update a sphere of influence, LAFCo shall prepare a [Municipal Service Review \(MSR\)](#) and make written determinations relating to the following seven factors:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by Commission policy.

MSRs may include studies of private providers of public services, such as private water companies or public utilities regulated by the state Public Utilities Commission. MSRs, however, are not

applicable to counties (except for special districts governed by a county Board of Supervisors). Additionally, while LAFCos are authorized to prepare studies relating to their role as boundary agencies, LAFCos have no investigative authority.

This MSR examines the Gold Coast Transit District (GCTD), which was formed on October 13, 2013 (effective as of July 1, 2014), in order to evaluate the District's services and to provide the Commission with information to establish a sphere of influence for the District. This is the GCTD's first MSR.

The information used to prepare this service review report was obtained from several sources, including:

- **District Budget:** Information regarding services and funding levels was obtained from the 2015-2016 budget of the GCTD, adopted on June 3, 2015.
- **Other District Documents:** Various GCTD documents were used to obtain supplementary information relating to service provision.
- **District Staff:** District staff provided information that was not available in the above documents.
- **District Website**
- **Ventura County Public Works Agency Staff**

This report is divided into four subsections, which include:

- **Gold Coast Transit District Profile:** This subsection contains a summary profile of information about the District, including contact information, the governing body, financial information, and staffing levels;
- **Growth and Population Projections:** This subsection provides past, current, and projected population for each area served by the District. As necessary, a discussion of future anticipated development is provided;
- **Review of Municipal Services:** This subsection contains a discussion of the transit services provided by the District; and
- **Written Determinations:** This subsection contains the recommended determinations for each of the seven mandatory factors for each city.

The Commission's acceptance of this MSR and adoption of written determinations will be memorialized through the adoption of a resolution that addresses each of the seven mandatory factors based on the Written Determinations subsection of the MSR. All other material contained in this report should be considered background information.

GOLD COAST TRANSIT DISTRICT PROFILE

GCTD's mission is to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community.

Governance Information

| | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Formed | October 13, 2013 |
| Date Effective | July 1, 2014 |
| Form of Government | Board of Directors and General Manager |
| Board of Directors | Board of Directors consists of one representative from each of the District's members (currently five), not to exceed 11 Directors. |
| Board Meetings | Regular meetings are held on the first Wednesday of each month at 10:00 AM, at the GCTD Administrative Facility located at 301 East Third Street, Oxnard, CA 93030 |

| | |
|-------------------------|--------------------------------------------------|
| <i>Types of Service</i> | Fixed-route bus services Paratransit services |
|-------------------------|--------------------------------------------------|

| | |
|--------------|---------------|
| <i>Staff</i> | 193 employees |
|--------------|---------------|

Primary Funding Sources

Local Transportation Fund
Passenger Fares (Fixed-route)
Federal Preventive Maintenance
Federal Operating Assistance
Federal Paratransit Assistance

Operating Expenses

Fixed Route Operation
Maintenance
Paratransit Operation
Administration
Planning and Marketing

Contact Information

| | |
|-----------------|----------------------------------------------------------------------------------|
| District Office | 301 East Third Street, Oxnard, CA 93030 |
| Mailing Address | 301 East Third Street, Oxnard, CA 93030 |
| Phone Number | (805) 483-3959 |
| Fax Number | (805) 487-0925 |
| Website | www.goldcoasttransit.org |
| E-mail | comments@goldcoasttransit.org |

District Formation and Powers

The GCTD was formed on October 13, 2013, when Governor Jerry Brown signed Assembly Bill 664 into law to “develop, provide, operate, and administer public transportation and to protect the public interest, health, and welfare” (Public Utilities Code § 107000 et seq.). Previously known as *South Coast Area Transit*, and later *Gold Coast Transit*, the agency provided transit and paratransit services under a Joint Powers Agreement with its member jurisdictions. As a district, GCTD now has direct access to Local Transportation Fund (LTF) revenues (discussed in more detail later in this MSR) that are assigned to its member jurisdictions. The GCTD became effective on July 1, 2014.

The GCTD is a dependent special district that is subject to LAFCo authority, pursuant to Government Code § 56036, and is authorized to provide services described in the District’s principal act (Public Utilities Code § 107000 et seq.) within its District boundaries. Any change in the District’s boundaries or sphere of influence is subject to LAFCo approval. Additionally, any change in the authorized services provided by the District is subject to LAFCo approval as well as a change in the District’s principal act.

History

The following history of the District is provided on the GCTD’s website and by GCTD staff:

South Coast Area Transit (SCAT) was established in July 1973, when the Cities of Ojai, Oxnard, Port Hueneme and San Buenaventura executed a Joint Powers Agreement that created SCAT to develop and operate local and intercity public transportation in western Ventura County. The County of Ventura became a SCAT member agency in October of 1977.

Prior to SCAT's creation, two municipal bus lines operated the region's public transit service. Ventura Transit City Lines operated local service in Ventura and intercity service to Ojai. Oxnard Municipal Bus Lines served Oxnard and Port Hueneme. Following a national trend, the bus systems flourished through the mid-1940s but both ridership and service levels declined in the years following. By the late 1960s it became increasingly difficult for cities to maintain municipal bus lines with local general funds. The outlook for public transit systems in California brightened in 1971 when the State Legislature created a source of dedicated transportation funding through passage of the Transportation Development Act (TDA). The availability of TDA funds to local governments provided an impetus for forming a single regional transit entity to operate coordinated transit services across municipal boundaries and in some unincorporated areas of western Ventura County.

After SCAT's creation in 1973, the operating systems of Ventura Transit City Lines and Oxnard Municipal Bus Lines were merged to create the SCAT regional transit system. Bus service was implemented on November 4, 1973. SCAT originally operated from two facilities located in Ventura and Oxnard. In February of 1980 all SCAT functions were consolidated in a single administrative, operating and maintenance facility on a three-acre site at 301 E. Third Street in Oxnard. In June 2007, SCAT's Joint Powers Agreement was amended to, among other changes, rename the agency from South Coast Area Transit to Gold Coast Transit; this change became effective July 1, 2007.

On October 3, 2013, Governor Brown signed into law Assembly Bill AB 664, which formed the Gold Coast Transit District. The District legislation was initiated in response to Senate Bill SB 716, which required that all TDA funds in Ventura County be used solely for public transit purposes as of July 2014. Also in 2013, a Memorandum of Understanding (MOU) was established in eastern Ventura County for the operation and coordination of transportation services, fares and hours of service. As of July 1, 2014, the Gold Coast Transit District became a direct recipient of TDA funds to operate public transportation in western Ventura County.

Population and Service Area Information

The GCTD’s service area includes the Cities of Ojai, San Buenaventura, Oxnard, and Port Hueneme, as well as the unincorporated County area. The current population and size of the District are estimated as shown in Figure 1 below:

Figure 1

| Area | Population ¹ | Area (Sq.Mi.) ² |
|-------------------------------|-------------------------|----------------------------|
| City of Ojai | 7,594 | 4.37 |
| City of San Buenaventura | 108,961 | 21.99 |
| City of Oxnard | 203,645 | 27.08 |
| City of Port Hueneme | 22,399 | 4.50 |
| Unincorporated Ventura County | 97,313 | 1,636.18 |
| Total | 439,912 | 1,694.12 |

Administration and Operations Facility

The GCTD administrative district office and facilities are currently located at 301 East Third Street, Oxnard, CA 93030. After 40 years at this address, the GCTD has outgrown its current location, and is in the process of developing a new *Administration and Operations Facility*, which will include administrative offices, bus parking, a fueling station, and a maintenance facility. The FY2015-16 Budget message states:

The existing facility is operating well above its designed capacity; it is far smaller than the industry standard for our current fleet and service level. Staffing and service expansion are not feasible on the existing site.

The new facility is planned to be located on an approximately 15-acre property owned by the District, which is located at the northwest corner of Auto Center Drive and Paseo Mercado in Oxnard. Construction is scheduled to begin in October/November 2015 and planned to conclude as of April 2017, at an estimated cost of \$52.1 million. Federal and state grants have been identified as sources to fund \$26.3 million of the construction cost for the project.

¹ Population information is based on January 1, 2014, population projections, collected from the California Department of Finance website.

² Jurisdictional area information is based on Geographic Information System (GIS) data collected from the Ventura County Information Services GIS data (accessed on June 24, 2015).

Public Agencies with Overlapping Jurisdiction

The following public agencies have overlapping jurisdiction with the GCTD:

| | |
|---------------------------------------------------|-----------------------------------------------|
| Area Housing Authority of County of Ventura | Oxnard Elementary School District |
| Bardsdale Cemetery District | Oxnard Harbor District |
| Bell Canyon Community Services District | Oxnard Union High School District |
| Briggs Elementary School District | Piru Public Cemetery District |
| Calleguas Municipal Water District | Pleasant Valley Elementary School District |
| Camarillo Health Care District | Pleasant Valley Recreation and Park District |
| Camarillo Sanitary District | Rancho Simi Recreation and Park District |
| Camrosa Water District | Rio Elementary School District |
| Casitas Municipal Water District | Santa Clara Elementary School District |
| Channel Islands Beach Community Services District | Santa Paula Unified School District |
| City of Ojai | Saticoy Sanitary District |
| City of Oxnard | Simi Valley Unified School District |
| City of Ventura | Somis Union Elementary School District |
| City of Port Hueneme | Triunfo Sanitation District |
| Conejo Recreation and Park District | United Water Conservation District |
| Conejo Valley Unified School District | Ventura County Community College District |
| County of Ventura | Ventura County Fire Protection District |
| El Rancho Simi Cemetery District | Ventura County Resource Conservation District |
| Fillmore-Piru Memorial District | Ventura County Service Area No. 3 |
| Fillmore Unified School District | Ventura County Service Area No. 4 |
| Fox Canyon Groundwater Management Agency | Ventura County Service Area No. 14 |
| Hidden Valley Municipal Water District | Ventura County Service Area No. 29 |
| Hueneme Elementary School District | Ventura County Service Area No. 30 |
| Lake Sherwood Community Services District | Ventura County Service Area No. 32 |
| Las Virgenes Unified School District | Ventura County Service Area No. 33 |
| Meiners Oaks Water District | Ventura County Service Area No. 34 |
| Mesa Union Elementary School District | Ventura County Transportation Commission |
| Montalvo Community Services District | Ventura County Watershed Protection District |
| Moorpark Unified School District | Ventura County Waterworks District No. 1 |
| Mupu Elementary School District | Ventura County Waterworks District No. 8 |
| Oak Park Unified School District | Ventura County Waterworks District No. 16 |
| Ocean View School District | Ventura County Waterworks District No. 17 |
| Ojai Basin Groundwater Management Agency | Ventura County Waterworks District No. 38 |
| Ojai Unified School District | Ventura Port District |
| Ojai Valley Sanitary District | Ventura Regional Sanitation District |
| Ojai Water Conservation District | Ventura River Water District |
| Oxnard Drainage District No. 1 | Ventura Unified School District |
| Oxnard Drainage District No. 2 | |

Of the agencies listed above, several provide public transit services within the jurisdictional boundaries of the GCTD³. While there is some overlap of existing GCTD service routes with the Ojai Trolley and Ventura County Transportation Commission (VCTC) Transit, bus stops for these systems generally do not overlap significantly and the customer base tends to be unique to each provider (Ojai Trolley riders generally remain only within the Ojai Valley, and VCTC Transit riders travel regionally beyond the existing service routes offered by the GCTD). Free transfers between these systems and GCTD do occur at several locations, improving accessibility for the passengers of each system. The following is a summary of public transit services that overlap the service area of the GCTD. The GCTD does not anticipate sharing facilities or resources to provide any of these public transit services:

- **Ojai Trolley:** The City of Ojai, with financial support from the County of Ventura, operates the Ojai Trolley, which provides transit service on a continuous loop through the City of Ojai and the adjacent unincorporated areas of Meiners Oaks and Mira Monte. The County of Ventura contributes toward operation of the service within the unincorporated portions of the service route.
- **Ventura County Transportation Commission (VCTC) Transit:** The Ventura County Transportation Commission (VCTC) operates commuter transit service, which provides regional connections between Ventura County cities, as well as to neighboring Los Angeles and Santa Barbara counties.
- **Kanan Shuttle:** Ventura County Service Area No. 4 (CSA 4) serves the Oak Park community in eastern Ventura County and, along with the Transportation Department of the Ventura County Public Works Agency, provides funding for the operation of the Kanan Shuttle between the City of Thousand Oaks (Ventura County) and the City of Agoura Hills (Los Angeles County).
- **Valley Express:** Under a Cooperative Agreement between the County of Ventura and the cities of Santa Paula and Fillmore, VCTC administers (by contract with MV Transportation) public transit service in and between the Santa Paula, Fillmore, and Piru areas of Ventura County. The Valley Express became operational in March 2015.
- **East County Transit Alliance (ECTA):** The cities of Simi Valley, Moorpark, Thousand Oaks, and Camarillo each provide public transit services, either directly or by contract. These four cities and the County of Ventura formed the ECTA through a Memorandum of Understanding in 2013 in order to enhance transit service and improve coordination amongst systems.

The GCTD does not anticipate that the cities of Fillmore, Santa Paula, Simi Valley, Moorpark, Thousand Oaks, or Camarillo will seek to become members of the GCTD within the foreseeable future.

³ The GCTD's authorized service area covers a larger territory than is actually provided service at this time (e.g., the entire unincorporated area of Ventura County is within the GCTD's service area, even though the GCTD provides service to the unincorporated County only in the areas surrounding its member cities).

Summary Financial Information⁴

As shown in Figure 2 below, the majority of the GCTD's budget and revenue consists of LTF revenues (about 57%), which are allocated to and in turn passed along by GCTD member agencies to the GCTD. LTF revenues consist of a ¼ % state sales tax generated by the 1971 Transportation Development Act (TDA). As a result of the GCTD's ability to claim LTF revenues directly, available LTF revenues have increased. Other revenue sources include state and federal funding, as well as revenues from federal grants and exterior bus advertising. FY2014-15 is expected to close with an approximately \$2 million operating surplus; however the FY2015-16 operating surplus will be reduced from FY2014-15. The budget premise forecasts a 0.06% increase in boardings compared with FY2014-15 and increases in labor expenses, and a decrease in fuel due to the historic low price of natural gas.

Figure 2

| Operating Revenues | 2013-2014 Budget | 2013-2014 Actuals | 2014-2015 Budget | 2015-2016 Budget |
|-------------------------------------------------|---------------------|----------------------|---------------------|---------------------|
| Passenger Fares-Fixed Route | \$2,870,000 | \$2,996,373 | \$2,993,700 | \$3,285,400 |
| Passenger Fares-Paratransit | \$166,600 | \$202,324 | \$224,100 | \$213,500 |
| Special Transit Fares (FR) - Member Governments | \$565,000 | \$390,000 | \$350,000 | \$165,000 |
| Special Transit Fares (PT) - Member Governments | \$80,000 | \$30,000 | \$0 | \$0 |
| Interest | \$18,000 | \$13,885 | \$15,000 | \$12,000 |
| Advertising Income | \$200,000 | \$231,998 | \$225,000 | \$245,000 |
| Energy Credit Revenue | \$0 | \$0 | \$0 | \$121,200 |
| Other | \$1,000 | \$13,603 | \$1,000 | \$1,000 |
| Operating Assistance-State | \$192,000 | \$192,000 | \$250,000 | \$210,000 |
| Operating Assistance-Local (LTF) | 11,636,300 | \$9,631,812 | \$12,385,200 | \$12,682,800 |
| Demo Project – Vineyard Corridor Route | \$574,800 | \$502,825 | \$297,200 | \$0 |
| Demo Project – Victoria Route | \$683,000 | \$595,042 | \$701,500 | \$500,000 |
| Demo Project – Wells Center/Nyeland Acres | \$0 | \$0 | \$0 | \$684,000 |
| JARC Funding for Route 20 | \$110,000 | \$110,000 | \$129,500 | \$133,400 |
| Operating Assistance – Federal | \$1,000,000 | \$1,000,000 | \$1,100,000 | \$1,050,000 |
| Preventive Maintenance – Federal | \$1,500,000 | \$1,500,000 | \$1,750,000 | \$1,632,700 |
| Paratransit Assistance – Federal | \$940,000 | \$940,000 | \$990,000 | \$840,000 |
| Planning Assistance – Federal | \$80,000 | \$80,000 | \$346,200 | \$200,000 |
| Medi-Cal Reimbursement/Paratransit | \$0 | \$96,217 | \$100,000 | \$120,000 |
| Other Fed Grants and Reimbursements | \$0 | \$0 | \$0 | \$0 |
| Total | \$20,616,700 | \$18,526,078 | \$21,858,400 | \$22,096,000 |

As demonstrated below in Figure 3, most of the GCTD's operating expenses are for operation of the fixed-route service (about \$11.9 million, or about 54%).

⁴ Financial information was collected from GCTD FY2015-16 Budget. See Appendix A for a more detailed explanation of funding sources.

Figure 3

| Operating Expenses | 2013-2014 Budget | 2013-2014 Actuals | 2014-2015 Budget | 2015-2016 Budget |
|--------------------------|---------------------|----------------------|---------------------|---------------------|
| Fixed Route | \$11,460,200 | \$10,431,838 | \$11,915,500 | \$11,895,000 |
| Paratransit | \$2,434,800 | \$2,512,184 | \$2,974,200 | \$2,924,600 |
| Maintenance | \$3,462,800 | \$2,926,278 | \$3,582,600 | \$3,479,600 |
| Administration | \$2,331,400 | \$1,938,629 | \$2,414,400 | \$2,713,400 |
| Planning and Marketing | \$927,500 | \$722,554 | \$971,700 | \$1,083,400 |
| Total | \$20,616,700 | \$18,531,482 | \$21,858,400 | \$22,096,000 |
| <i>Total Fixed Route</i> | <i>\$18,181,900</i> | <i>\$16,019,298</i> | <i>\$18,884,200</i> | <i>\$19,171,400</i> |
| <i>Total Paratransit</i> | <i>\$2,434,800</i> | <i>\$2,512,184</i> | <i>\$2,974,200</i> | <i>\$2,924,600</i> |

Capital projects for the GCTD are funded through Federal, State, and local matching funds. The largest item in the District's 10-year capital project plan is the new *Administration and Operations Facility*. Total cost to construct the facility is estimated at \$52.1 million, of which \$26.3 million has been identified through federal and state grants, including a \$15 million grant from the U.S. Department of Transportation Federal Transit Administration. The District is applying for additional grants, and the Board of Directors has approved bond financing for the unfunded portion of the facility. Additional items on the 10-year capital project plan include new buses for anticipated service growth, periodic replacement of existing vehicles, and upgrades to existing vehicles in the fleet. Total projected cost for the 10-year capital project plan is \$111.8 million. FY2014-15 is expected to close with approximately \$6.5 million in capital reserves.

GROWTH AND POPULATION PROJECTIONS

LAFCo is required to project the growth and population for the affected area [Government Code § 56430(a)(1)].

The growth and population projections include estimates for each of the 10 Ventura County cities, as well as the unincorporated area.

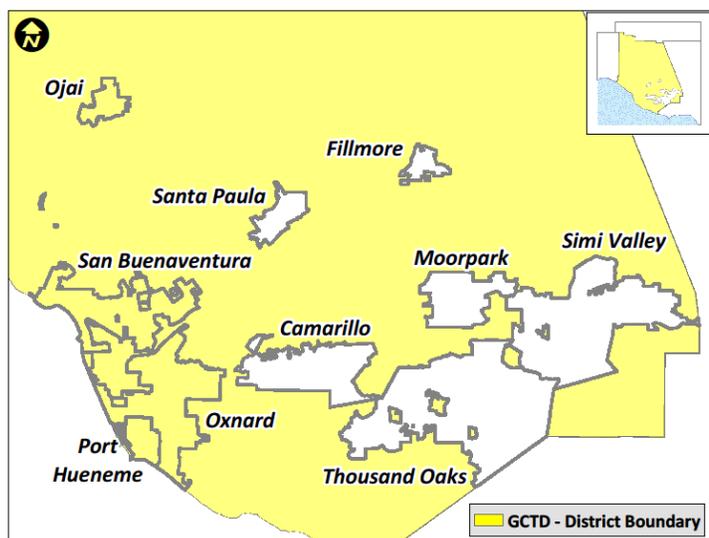
The *Growth Forecast* appendix of the *2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)* (adopted in 2012), was used to report population projections for the Ventura County cities and the unincorporated area. A summary of the information is provided below in Figure 4:

Figure 4

| Jurisdictional Areas Within Ventura County | Population Projection for 2020 | Population Projection for 2035 |
|--------------------------------------------|--------------------------------|--------------------------------|
| Camarillo | 72,200 | 76,700 |
| Fillmore | 18,000 | 20,800 |
| Moorpark | 39,300 | 41,500 |
| Ojai | 8,400 | 9,400 |
| Oxnard | 216,700 | 244,500 |
| Port Hueneme | 22,100 | 22,500 |
| San Buenaventura | 116,900 | 128,800 |
| Santa Paula | 35,400 | 38,800 |
| Simi Valley | 129,700 | 133,200 |
| Thousand Oaks | 129,700 | 130,900 |
| Unincorporated | 100,500 | 107,200 |
| <i>Total</i> | <i>889,000</i> | <i>954,000</i> |

The jurisdictional areas and populations projections in bold font (above) are currently within the GCTD’s service boundary. The GCTD service area is shown in yellow on the map to the right (Figure 5). Pursuant to Public Utilities Code § 107000 et seq., each remaining city that is not currently a member of the GCTD is eligible to become a member upon approval of the City Council and the GCTD Board of Directors. Additionally, LAFCo approval is required for any annexation of new territory to the District.

Figure 5



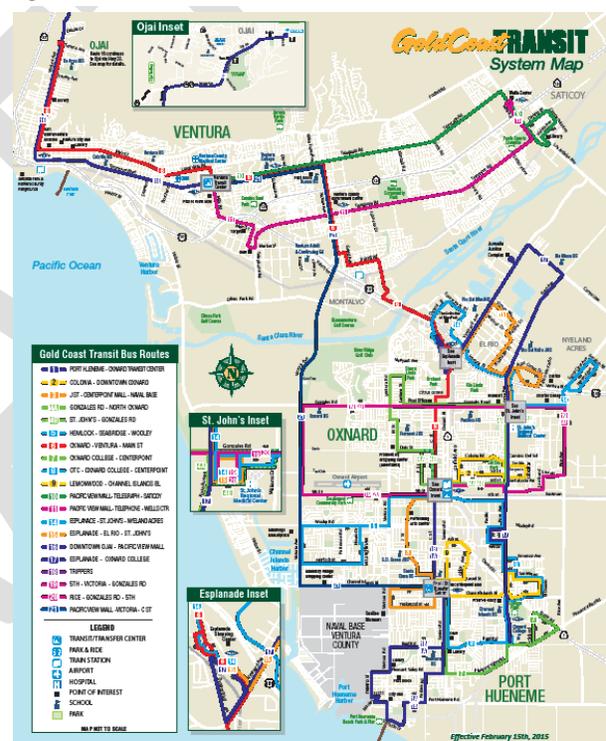
REVIEW OF MUNICIPAL SERVICES

The review of District services is based on provisions of state law which require LAFCo to make determinations regarding the present and planned capacity of public facilities, the adequacy of public services, infrastructure needs and deficiencies, and the District’s financial ability to provide these services [Government Code § 56430(a)(3)].

While transit and paratransit service is currently provided within an approximately 91-square-mile area, the GCTD service area is larger as it includes all of the unincorporated area as well as the Cities of Ojai, San Buenaventura, Oxnard, and Port Hueneme. Currently, the District offers the following fixed-route service:

- 1 Port Hueneme - Oxnard Trans Ctr
- 2 Colonia - Downtown Oxnard
- 3 J St - Centerpoint Mall - Naval Base
- 4 North Oxnard
- 5 Hemlock - Seabridge - Wooley
- 6 Oxnard - Ventura – Main St
- 7 Oxnard College - Centerpoint Mall
- 8 Oxnard Trans Ctr - Ox College - Ctrpt Mall
- 9 Lemonwood - Channel Islands Blvd
- 10 Pacific View Mall - Telegraph - Saticoyo
- 11 Pacific View Mall - Telephone - Wells Ctr
- 14 Esplanade - St. John's - Nyeland Acres
- 15 Esplanade - El Rio - St. John's
- 16 Downtown Ojai - Pacific View Mall
- 17 Esplanade - Oxnard College
- 18 A, C, D, F - Oxnard School Boosters
- 19 Oxnard Trans Ctr - 5th St - Gonzales
- 20 Rice - Gonzales - 5th St
- 21 Pacific View Mall - Victoria Ave – C St

Figure 6



Passenger Boardings

During FY2014-15, the budget premise for passenger boardings was 3.96 million for fixed-route service and 90,733 for paratransit service. Both figures are estimated to be within 2% of actual passenger boarding figures.

District Fleet

The District owns a fleet of 54 fixed-route transit buses and 24 paratransit buses and vans that use compressed natural gas (CNG) and are fueled at the GCTD’s CNG fueling station. The District operates the fixed-route transit buses, but contracts with MV Transportation for the management and operation of GCT ACCESS, a regional paratransit service providing curb-to-curb transportation for people with disabilities and senior citizens.

Present Staffing Levels

The GCTD has 193 employees, the majority of whom operate buses or supervise bus service. The District is divided into the following departments: Finance and Administration, Human Resources, Planning and Marketing, Transit Operations, and Fleet and Facilities. Service Employees International Union Local 721 represents all bus operators, most maintenance employees, and five administrative staff members.

Future Staffing Levels

As a result of the District's move to the new *Administration and Operations Facility*, the GCTD will have the ability to expand its staffing and service levels. The new facility will be sized to accommodate a total of approximately 400 employees and 125 buses. The increase in the number of employees and vehicles would be used to support expanded service in the form of increased frequency on existing routes and possibly additional routes within the current service area.

DRAFT

WRITTEN DETERMINATIONS

The Commission is required to prepare a written statement of its determinations with respect to each of the subject areas provided below [Government Code § 56430(a)].

1. Growth and population projections for the affected area.

According to the State Department of Finance, as of January 1, 2014, the GCTD’s service area was estimated to have a population of 439,912. By 2020 (based on the 2012-2035 RTP/SCS), the area currently served by the GCTD is expected to grow by approximately 25,000 people, or about 5.6%. This growth rate over five years equates to an estimated average annual growth rate of about 1%, resulting in a population projection for 2020 for the GCTD’s service area as shown below in Figure 7 in bold font. Additional population projections for 2035 are also provided in Figure 7. According to GCTD staff, population growth is a consideration, albeit not a major one, in planning for future services offered by the District.

Figure 7

| Jurisdictional Areas Within Ventura County | Population Projection for 2020 | Population Projection for 2035 |
|--------------------------------------------|--------------------------------|--------------------------------|
| Camarillo | 72,200 | 76,700 |
| Fillmore | 18,000 | 20,800 |
| Moorpark | 39,300 | 41,500 |
| Ojai | 8,400 | 9,400 |
| Oxnard | 216,700 | 244,500 |
| Port Hueneme | 22,100 | 22,500 |
| San Buenaventura | 116,900 | 128,800 |
| Santa Paula | 35,400 | 38,800 |
| Simi Valley | 129,700 | 133,200 |
| Thousand Oaks | 129,700 | 130,900 |
| Unincorporated | 100,500 | 107,200 |
| <i>Total</i> | <i>889,000</i> | <i>954,000</i> |

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

A *Disadvantaged Unincorporated Community* (DUC) is defined as a community with an annual median household income that is less than 80% of the statewide annual median household income (Government Code § 56033.5). According to Ventura LAFCo Commissioner’s Handbook Section 3.2.5, Ventura LAFCo has identified two unincorporated communities that qualify to be DUCs:

- **Nyeland Acres:** the developed territory located north of the City of Oxnard and generally bounded by Santa Clara Avenue, Friedrich Road, Almond Drive and State Route 101; and

- **Saticoy:** the area east of the City of San Buenaventura generally described as being within the boundaries of the Ventura County Saticoy Area Plan.

The GCTD's sphere of influence has not yet been determined by the Commission. The Saticoy community receives GCTD fixed-route bus service to and from the City of Ventura (Route 10) and the City of Oxnard effective July 26, 2015 (Route 22), and the Nyeland Acres community receives fixed-route bus service to and from the City of Oxnard (Route 14, to be changed to Route 22 effective July 26, 2015). As the GCTD's service area includes all unincorporated areas of Ventura County, and it provides fixed-route service to Saticoy and Nyeland Acres, the GCTD's sphere of influence would logically include both of these communities.

3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.

The GCTD, currently based at 301 East Third Street in Oxnard, operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The District has outgrown its current facility, and is in the process of developing a replacement *Administration and Operations Facility* at a new 15-acre location at the northwest corner of Auto Center Drive and Paseo Mercado in Oxnard. The replacement facility will be sized to accommodate a total of approximately 400 employees and 125 buses. The increase in the number of employees and vehicles would support expanded service in the form of increased frequency on existing routes and possibly additional routes within the current service area.

The GCTD principal act provides a mechanism for non-member cities (i.e., Camarillo, Santa Paula, Fillmore, Moorpark, Simi Valley, and Thousand Oaks) to join the District in the future. District staff does not anticipate expansion of the service area to include any of the non-member cities at this time.

4. Financial ability of agencies to provide services.

The adopted GCTD Operating Budget for FY2015-16 is \$22,096,000. Revenue sources include LTF revenues of \$12,682,800 (approximately 57% of revenue sources), federal revenue sources of \$3.7 million (approximately 17%), and passenger fares of \$3.5 million (approximately 16%). Of note, since becoming a District, the GCTD is entitled to collect all of the LTF funds allocated to its member agencies (approximately \$15 million), of which approximately \$2.5 million is redistributed to member agencies to cover local transit costs. Most of the GCTD's operating expenses are for operation of fixed-route service (about \$11.9 million, or approximately 54%).

The GCTD provides transit services directly, and paratransit services indirectly by contract with MV Transportation. Based on a review of the adopted FY2015-16 budget, it appears

that the GCTD has the financial ability to provide a full range of transit and paratransit services.

In order to realize the new *Administration and Operations Facility*, the GCTD has identified \$26.3 million (through federal and state grants) of the \$52.1 million necessary to fund the construction project. Additionally, using revenue from grants, the District plans to replace buses and add several buses to its fleet.

5. Status of, and opportunities for, shared facilities.

The Ojai Trolley and VCTC Transit have historically provided public transit service within both unincorporated and incorporated Ventura County. These services include areas of overlap with the GCTD's current service area. In 2013, the cities of Simi Valley, Moorpark, Thousand Oaks, and Camarillo, and the County of Ventura formed the ECTA in order to enhance transit service and improve coordination amongst systems. In 2014, LAFCo authorized CSA 4 to provide transportation services (i.e., the Kanan Shuttle) within the unincorporated area of Oak Park. In 2015, VCTC began operation of the Valley Express, which provides public transit service in and between the Santa Paula, Fillmore, and Piru areas of Ventura County.

All of the transit services listed above provide public transit services within either the GCTD's service area or other areas of Ventura County. The GCTD may wish to consider exploring opportunities, where available and if necessary, to combine and/or coordinate service efforts with other agencies for the transit services described above.

6. Accountability for community service needs, including governmental structure and operational efficiencies.

The GCTD is accountable through an appointed legislative body, adherence to applicable government code sections, open and accessible Board of Directors meetings, public dissemination of information, and encouragement of public participation. The GCTD maintains a website that includes basic information about the District, a basic directory of District services, current and recent Board of Directors agendas and meeting minutes, and current and past budgets. The GCTD could improve its website for the purpose of transparency by posting its current adopted final budget in a prominent place on the website. Additionally, the District may wish to consider adding Spanish language features to its website in order to reach a wider customer base. The GCTD is currently in the process of updating its logo, bus paint scheme, and website, and plans to implement these features in a new website design.

The GCTD achieves operational efficiencies by way of contract for paratransit services. Additionally, the planned relocation of the District headquarters to the new *Administration and Operations Facility* will provide opportunities for additional employees and vehicles, resulting in an improved level of service to the District's customers.

7. Any other matter related to effective or efficient service delivery, as required by Commission policy.

No other matters were identified.

DRAFT

APPENDIX A

Transportation Development Act (TDA) Funds

The largest share of local funding to the GCTD is provided through the use of TDA funds, consisting of a combination of [Local Transportation Funds](#) and [State Transit Assistance Funds](#). As a district, GCTD is entitled to claim all LTF funds allocated by VCTC to its member agencies based on population. As part of GCTD's budget process, District members may, in turn, claim from GCTD a portion of the funds for recurring expenses associated with transit services for the operation and maintenance of locally supported transit facilities. LTF funds in the claim are typically used by GCTD to support operations and capital projects.

Local Transportation Funds (LTF)

LTF is the single largest source of GCTD funding for operating costs. The funds are generated through a state ¼-cent sales tax authorized by the TDA. LTF funds are allocated by VCTC to each local jurisdiction through a population-based formula. On July 1, 2014 GCTD changed from a JPA to a transit district. Under GCTD's district legislation, it is entitled to claim all of the LTF allocated to its members; however GCTD members may claim from GCTD a portion of those funds for transit services or the operation and maintenance of locally supported transit facilities. The district's by-laws provide for this process, by which each member may submit to GCTD its LTF funding requests.

State Transit Assistance (STA) Funds

STA Funds are allocated directly to GCTD from the State Controller's Office through VCTC. STA is funded by a state sales tax on diesel fuel. GCTD budgets for STA revenue using very preliminary estimates and normally claims only the budgeted amount, so GCTD will often carry a balance over from year to year when receipts exceed estimates.

Federal Grant Funds

GCTD receives FTA Section 5307 formula funds for operating assistance, service administration and support, capital assistance for paratransit and preventive maintenance activities, and capital programming. The matching ratio for Section 5307 formula funds is 80% federal and 20% local for capital and planning assistance, and 50% federal and 50% local for operating assistance. The allocation amount of Section 5307 formula funds is determined by the population of the area and the level of service provided.

RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION DETERMINING THAT THE MUNICIPAL SERVICE REVIEW FOR THE GOLD COAST TRANSIT DISTRICT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE MUNICIPAL SERVICE REVIEW, INCLUDING STATEMENTS OF DETERMINATION, FOR THE GOLD COAST TRANSIT DISTRICT

WHEREAS, Government Code § 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, Government Code § 56430(e) requires each LAFCo to conduct a municipal service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence; and

WHEREAS, LAFCo has prepared a report titled “Gold Coast Transit District – Municipal Service Review” that reviews the services provided by the Gold Coast Transit District (GCTD or District); and

WHEREAS, the “Gold Coast Transit District – Municipal Service Review” report contains recommended statements of determinations as required by Government Code § 56430 for the GCTD; and

WHEREAS, the municipal service review for the GCTD and the related recommended statements of determination were duly considered at a public hearing on July 15, 2015; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the recommended exemption from California Environmental Quality Act (CEQA), the “Gold Coast Transit District – Municipal Service Review” report and the written determinations for the GCTD, including, but not limited to, the LAFCo staff report dated July 15, 2015 and recommendations.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Ventura Local Agency Formation Commission as follows:

- (1) The municipal service review report titled “Gold Coast Transit District – Municipal Service Review”, including the related statements of determination, are determined to be exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, and LAFCo staff is directed to file a Notice of Exemption as the lead agency pursuant to § 15062 of the CEQA Guidelines; and
- (2) The Commission accepts the “Gold Coast Transit District – Municipal Service Review” report as presented to the Commission on July 15, 2015, including any modifications approved by a majority of the Commission as a part of this action. The Executive Officer is authorized to make minor edits to this report for accuracy and completeness; and
- (3) The LAFCo staff report dated July 15, 2015 and recommendation for approval of the “Gold Coast Transit District – Municipal Service Review” report are hereby adopted; and
- (4) Pursuant to Government Code § 56430(a) the following statements of determination are hereby adopted for the GCTD:

a. *Growth and population projections for the affected area. [§ 56430(a)(1)]*

According to the State Department of Finance, as of January 1, 2014, the GCTD’s service area was estimated to have a population of 439,912. By 2020, the area currently served by the GCTD is expected to grow by approximately 25,000 people, or about 5.6%. This growth rate over five years equates to an estimated average annual growth rate of about 1%.

b. *The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence. [§ 56430(a)(2)]*

According to Ventura LAFCo Commissioner’s Handbook Section 3.2.5, Ventura LAFCo has identified the communities of Nyeland Acres (located north of the City of Oxnard) and Saticoy (located east of the City of San Buenaventura) as the two unincorporated communities in Ventura County that qualify to be disadvantaged unincorporated communities. As the GCTD’s service area includes all unincorporated areas of Ventura County, and it provides fixed-route service to both

the communities of Nyeland Acres and Saticoy, the GCTD's sphere of influence would logically include both of these communities.

c. *Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies.* [§ 56430(a)(3)]

The GCTD operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The GCTD's new *Administration and Operations Facility* will be sized to accommodate increased frequency of existing service routes and possibly the addition of new routes, as well as an increase in the number of employees. The GCTD principal act provides a mechanism for non-member cities (i.e., Fillmore, Santa Paula, Simi Valley, Moorpark, Thousand Oaks, and Camarillo) to join the District in the future. District staff does not anticipate expansion of the service area to include any of the non-member cities at this time.

d. *Financial ability of agencies to provide services.* [§ 56430(a)(4)]

The adopted GCTD Operating Budget for FY2015-16 is \$22,096,000. Revenue sources include Local Transportation Fund revenues, federal funding, and passenger fares. Most of the GCTD's operating expenses are for operation of fixed-route service. The GCTD provides transit services directly, and paratransit services indirectly by contract with MV Transportation. Based on a review of the adopted FY2015-16 budget, it appears that the GCTD has the financial ability to provide a full range of transit and paratransit services.

e. *Status of, and opportunities for, shared facilities.* [§ 56430(a)(5)]

The Ojai Trolley and Ventura County Transportation Commission Transit have historically provided public transit service within both unincorporated and incorporated Ventura County. These services include areas of overlap with the GCTD's current service area. In 2013, the cities of Simi Valley, Moorpark, Thousand Oaks, and Camarillo, and the County of Ventura formed the East County Transit Alliance in order to enhance transit service and improve coordination amongst

systems. In 2014, LAFCo authorized CSA 4 to provide transportation services (e.g., the Kanan Shuttle) within the unincorporated area of Oak Park. In 2015, VCTC began operation of the Valley Express, which provides public transit service in and between the Santa Paula, Fillmore, and Piru areas of Ventura County. All of the transit services listed above provide public transit services within either the GCTD's service area or other areas of Ventura County. The GCTD may wish to consider exploring opportunities, where available and if necessary, to combine and/or coordinate service efforts with other agencies for the transit services described above.

f. *Accountability for community service needs, including governmental structure and operational efficiencies. [§ 56430(a)(6)]*

The GCTD is accountable through an appointed legislative body, adherence to applicable government code sections, open and accessible Board of Directors meetings, public dissemination of information, encouragement of public participation, and maintenance of a website. The GCTD achieves operational efficiencies by way of contract for paratransit services. Additionally, the planned relocation of the District headquarters to the new *Administration and Operations Facility* will provide opportunities for additional employees and vehicles, resulting in an improved level of service to the District's customers.

g. *Any other matter related to effective and efficient service delivery, as required by commission policy. [§ 56430(a)(7)]*

No other matters were identified.

This resolution was adopted on July 15, 2015.

| | AYE | NO | ABSTAIN | ABSENT |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioner Cunningham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Dandy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Freeman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Morehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parvin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Zaragoza | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Bennett | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Ramirez | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Rooney | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date **Lou Cunningham, Chair, Ventura Local Agency Formation Commission**

- c: Gold Coast Transit District
- City of Camarillo
- City of Fillmore
- City of Moorpark
- City of Ojai
- City of Oxnard
- City of Port Hueneme
- City of San Buenaventura
- City of Santa Paula
- City of Simi Valley
- City of Thousand Oaks
- All other affected agencies

LAFCO 15-09S

**RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION
COMMISSION MAKING DETERMINATIONS AND DETERMINING
THE SPHERE OF INFLUENCE FOR THE GOLD COAST TRANSIT
DISTRICT**

WHEREAS, Government Code § 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, the Gold Coast Transit District (GCTD or District) was formed subject to Public Utilities Code § 107000 et seq., and was effective as of July 1, 2014; and

WHEREAS, Government Code § 56426.5(b) requires that LAFCo determine the sphere of influence for any newly formed district within one year of the effective date of formation; and

WHEREAS, no change in regulation, land use, or development will occur as a result of determining the sphere of influence for the GCTD; and

WHEREAS, at the times and in the manner required by law, the LAFCo Executive Officer gave notice of the consideration of this action by the Commission; and

WHEREAS, the sphere of influence determination action was duly considered at a public hearing on July 15, 2015, as specified in the notice of hearing; and

WHEREAS, the Commission heard, discussed, and considered all oral and written testimony for and against determination of the sphere of influence including, but not limited to, the LAFCo Staff Report dated July 15, 2015 and recommendations; and

WHEREAS, the Commission accepted the Municipal Service Review report for the GCTD, dated July 15, 2015.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

- (1) The LAFCo Staff Report dated July 15, 2015, and recommended determination of the sphere of influence for the GCTD are adopted; and

- (2) The subject proposal is assigned the following distinctive short form designation: **LAFCo 15-09S – DETERMINATION OF A SPHERE OF INFLUENCE FOR THE GOLD COAST TRANSIT DISTRICT**; and
- (3) The sphere of influence determination for the GCTD is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines, and LAFCo staff is directed to file a Notice of Exemption as the lead agency pursuant to § 15062 of the CEQA Guidelines; and
- (4) The Commission has considered the criteria set forth in Government Code §56425(e) and determines as follows:

a. *The present and planned land uses in the area, including agricultural and open-space lands. [§ 56425(e)(1)]*

Within its incorporated and unincorporated areas, Ventura County contains residential, commercial, industrial, institutional, parks, open space, and agricultural uses and development. The District's provision of public transit services will not result in any impacts on the present and planned land uses within its service area, new development, changes in land use, or impacts to agricultural and open space lands.

b. *The present and probable need for public facilities and services in the area. [§ 56425(e)(2)]*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. Its existing ridership consists of approximately 3.96 million passenger boardings annually, which is expected to remain relatively constant into the foreseeable future. The GCTD's relocation to a new facility in Oxnard will allow for additional vehicles and employees, thereby allowing the District to provide expanded service in the form of increased frequency on existing routes and possibly additional routes within the current service area.

c. *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide. [§ 56425(e)(3)]*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The GCTD currently provides the maximum amount of transit and paratransit service given the constraints of its current facility. Relocation to its new facility in 2017 will enable the District to provide improved and expanded service within its current and anticipated service area.

d. *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency. [§ 56425(e)(4)]*

The District's service area includes the communities of Nyeland Acres and Saticoy, both of which have been identified by the Commission as being disadvantaged unincorporated communities. A sphere of influence that includes the District's current service area would include these communities and would not affect the level of service that is currently provided to them. Staff did not identify any other communities of interest.

e. *For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. . . the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence. [§ 56425(e)(5)]*

The GCTD provides transit and paratransit services only. It does not provide public facilities or services related to sewers, water, or fire protection. Therefore, Government Code § 56425(e)(5) does not apply to the proposed sphere update.

- (5) The sphere of influence for the GCTD is hereby determined to be the area as generally depicted in Exhibit A, “Gold Coast Transit District – Proposed Sphere of Influence, July 15, 2015”, attached hereto; and
- (6) LAFCo staff is directed to have the official Geographic Information System (GIS) sphere of influence data maintained for the Ventura LAFCo by the Ventura County Information Technology Services Department as the official sphere of influence record for the District updated consistent with this action.

This resolution was adopted on July 15, 2015.

| | AYE | NO | ABSTAIN | ABSENT |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioner Cunningham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Dandy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Freeman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Morehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parvin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Zaragoza | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Bennett | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Ramirez | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Rooney | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date **Lou Cunningham, Chair, Ventura Local Agency Formation Commission**

Attachment: Exhibit A

- c: Gold Coast Transit District
- City of Camarillo
- City of Fillmore
- City of Moorpark
- City of Ojai
- City of Oxnard
- City of Port Hueneme
- City of San Buenaventura
- City of Santa Paula
- City of Simi Valley
- City of Thousand Oaks
- All other affected agencies



Legend
 Proposed Sphere of Influence Boundary
 District Boundary
 City Boundaries



0 3.5 7
 Miles

1 inch = 7 miles

Gold Coast Transit District

Proposed Sphere of Influence, July 15, 2015

Prepared by County of Ventura - IT Services Department - GIS Services

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations



Exhibit A

Copyright 2014 County of Ventura. Design, maps, index and text of this map are copyrighted. It is unlawful to copy or reproduce, either in digital or paper form, any part thereof for personal use or resale.

WARNING: The information contained hereon was created by the Ventura County Geographic Information System (GIS), which is designed and operated solely for the convenience of the County and related contract entities. The County does not warrant the accuracy of this information, and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.

LAFCO 15-09S

**RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION
COMMISSION MAKING DETERMINATIONS AND DETERMINING
THE SPHERE OF INFLUENCE FOR THE GOLD COAST TRANSIT
DISTRICT**

WHEREAS, Government Code § 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, the Gold Coast Transit District (GCTD or District) was formed subject to Public Utilities Code § 107000 et seq., and was effective as of July 1, 2014; and

WHEREAS, Government Code § 56426.5(b) requires that LAFCo determine the sphere of influence for any newly formed district within one year of the effective date of formation; and

WHEREAS, no change in regulation, land use, or development will occur as a result of determining the sphere of influence for the GCTD; and

WHEREAS, at the times and in the manner required by law, the LAFCo Executive Officer gave notice of the consideration of this action by the Commission; and

WHEREAS, the sphere of influence determination action was duly considered at a public hearing on July 15, 2015, as specified in the notice of hearing; and

WHEREAS, the Commission heard, discussed, and considered all oral and written testimony for and against determination of the sphere of influence including, but not limited to, the LAFCo Staff Report dated July 15, 2015 and recommendations; and

WHEREAS, the Commission accepted the Municipal Service Review report for the GCTD, dated July 15, 2015.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

- (1) The LAFCo Staff Report dated July 15, 2015, and recommended determination of the sphere of influence for the GCTD are adopted; and

- (2) The subject proposal is assigned the following distinctive short form designation: **LAFCo 15-09S – DETERMINATION OF A SPHERE OF INFLUENCE FOR THE GOLD COAST TRANSIT DISTRICT**; and
- (3) The sphere of influence determination for the GCTD is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines, and LAFCo staff is directed to file a Notice of Exemption as the lead agency pursuant to § 15062 of the CEQA Guidelines; and
- (4) The Commission has considered the criteria set forth in Government Code §56425(e) and determines as follows:

a. *The present and planned land uses in the area, including agricultural and open-space lands. [§ 56425(e)(1)]*

Within its incorporated and unincorporated areas, Ventura County contains residential, commercial, industrial, institutional, parks, open space, and agricultural uses and development. The District's provision of public transit services will not result in any impacts on the present and planned land uses within its service area, new development, changes in land use, or impacts to agricultural and open space lands.

b. *The present and probable need for public facilities and services in the area. [§ 56425(e)(2)]*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. Its existing ridership consists of approximately 3.96 million passenger boardings annually, which is expected to remain relatively constant into the foreseeable future. The GCTD's relocation to a new facility in Oxnard will allow for additional vehicles and employees, thereby allowing the District to provide expanded service in the form of increased frequency on existing routes and possibly additional routes within the current service area.

c. *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide. [§ 56425(e)(3)]*

The GCTD currently operates a fleet of 54 fixed-route buses (running 21 service routes) and 24 paratransit buses and vans, and employs 193 staff. The GCTD currently provides the maximum amount of transit and paratransit service given the constraints of its current facility. Relocation to its new facility in 2017 will enable the District to provide improved and expanded service within its current and anticipated service area.

d. *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency. [§ 56425(e)(4)]*

The District's service area includes the communities of Nyeland Acres and Saticoy, both of which have been identified by the Commission as being disadvantaged unincorporated communities. A sphere of influence that includes the District's current service area would include these communities and would not affect the level of service that is currently provided to them. Staff did not identify any other communities of interest.

e. *For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. . . the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence. [§ 56425(e)(5)]*

The GCTD provides transit and paratransit services only. It does not provide public facilities or services related to sewers, water, or fire protection. Therefore, Government Code § 56425(e)(5) does not apply to the proposed sphere update.

- (5) The sphere of influence for the GCTD is hereby determined to be the area as generally depicted in Exhibit A, “Gold Coast Transit District – Proposed Sphere of Influence, July 15, 2015”, attached hereto; and
- (6) LAFCo staff is directed to have the official Geographic Information System (GIS) sphere of influence data maintained for the Ventura LAFCo by the Ventura County Information Technology Services Department as the official sphere of influence record for the District updated consistent with this action.

This resolution was adopted on July 15, 2015.

| | AYE | NO | ABSTAIN | ABSENT |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioner Cunningham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Dandy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Freeman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Morehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parvin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Zaragoza | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Bennett | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Ramirez | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Rooney | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date **Lou Cunningham, Chair, Ventura Local Agency Formation Commission**

Attachment: Exhibit A

- c: Gold Coast Transit District
- City of Camarillo
- City of Fillmore
- City of Moorpark
- City of Ojai
- City of Oxnard
- City of Port Hueneme
- City of San Buenaventura
- City of Santa Paula
- City of Simi Valley
- City of Thousand Oaks
- All other affected agencies



Legend

- Proposed Sphere of Influence Boundary
- District Boundary
- City Boundaries



0 3.5 7
Miles

1 inch = 7 miles

Gold Coast Transit District Proposed Sphere of Influence, July 15, 2015

Prepared by County of Ventura - IT Services Department - GIS Services

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations



Exhibit A

Copyright 2014 County of Ventura. Design, maps, index and text of this map are copyrighted. It is unlawful to copy or reproduce, either in digital or paper form, any part thereof for personal use or resale.

WARNING: The information contained hereon was created by the Ventura County Geographic Information System (GIS), which is designed and operated solely for the convenience of the County and related contract entities. The County does not warrant the accuracy of this information, and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 10

TO: LAFCo Commissioners

FROM: Andrea Ozdy, Analyst *Andrea Ozdy*

SUBJECT: Sphere of Influence Review and Update:
LAFCo 15-12S Hidden Valley Municipal Water District (HVMWD)

Recommendations:

- A. Determine that the sphere of influence update for the Hidden Valley Municipal Water District (HVMWD) is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines.
- B. Review and update the sphere of influence for the HVMWD pursuant to Government Code § 56425(g).
- C. Determine that no municipal service review is necessary for the HVMWD pursuant to Government Code § 56430(a).
- D. Adopt Resolution LAFCo 15-12S (Attachment 3) making determinations and updating the sphere of influence for the HVMWD.

Background:

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 et seq.), the Commission was required to determine and adopt a sphere of influence for each city and special district on or before January 1, 2008. Every five years thereafter, the Commission must, as necessary, review and update each sphere of influence [Government Code § 56425(g)].

In 2003, the Commission accepted the municipal service review (MSR) report that provided analysis regarding several special districts (including the HVMWD), resulting in no changes to the HVMWD’s sphere of influence. In 2009, the Commission again reviewed the sphere of influence for the HVMWD, and determined that no update to the boundary was necessary.

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

Discussion:

LAFCo law requires that a MSR be conducted prior to, or in conjunction with, any sphere of influence update [Government Code § 56430(a)]. Ventura LAFCo Commissioner's Handbook (Handbook) Section 4.1.2(b) defines a sphere of influence update as a "comprehensive review and modification of a sphere of influence that is not associated with a concurrent proposal..." Although staff recommends that the Commission update the subject sphere of influence, the recommended update includes only the removal of territory from the sphere. Handbook Section 4.1.4(c) provides that the preparation of a MSR is not required for updates that only remove territory from a sphere.

CEQA

A project is defined in CEQA Guidelines § 21065, in part, as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The subject sphere of influence update is considered to be a project subject to CEQA because it involves a net reduction to the existing sphere boundary, which will reduce the area available to the expansion of municipal services. However, it is recommended that the Commission find that the reduction in the HVMWD's sphere of influence is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines, because "it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment." No change in regulation, land use, or development will occur as a result of the recommended sphere of influence update.

Notice of Public Hearing

This matter has been noticed as a public hearing pursuant to Government Code § 56427. Additionally, all affected agencies have been notified of the public hearing.

District Information

The District was formed in 1960 as an independent special district to provide retail potable water. It is governed by an elected five-member Board of Directors. On September 17, 2003, the Commission accepted the *Water and Wastewater Municipal Service Review Report* for the Calleguas Creek Watershed, which recognized the HVMWD's services as the following: "The Hidden Valley MWD monitors growth and development, water demand and water supplies for 37 ranches served potable water by more than 100 private wells. The agency does not provide direct water service." However, according to Exhibit III.1 of the MSR, the HVMWD is authorized to provide retail domestic potable water. Despite this authority, the HVMWD does not have a history of providing domestic water service. As of July 2015, the HVMWD is also authorized to

provide retail non-potable water service using recycled water that it purchases wholesale from the Calleguas Municipal Water District.

The HVMWD service area encompasses the unincorporated community of Hidden Valley, immediately south of the City of Thousand Oaks and west of the Lake Sherwood community. The District's service area covers about 4,298 acres. Its sphere is generally coterminous with its service area but includes an additional 69 acres, totaling approximately 4,367 acres (about 7 square miles) (Attachment 1). The difference in area consists of four Assessor's parcels and a portion of Potrero Road that are within the HVMWD's sphere but lie outside the HVMWD's service area boundary. Until July 2015, these four properties were being served water by the Lake Sherwood Community Services District, but are now being provided water service by the recently-formed Ventura County Waterworks District No. 38 (VCWD 38).

Sphere of Influence Analysis and Recommended Update

In September 2014, LAFCo staff met with HVMWD Director Eddy Hartenstein and HVMWD staff to discuss whether the HVMWD has experienced any changes to its service needs since LAFCo's 2009 sphere review, and to determine if the District anticipates any changes in service that would warrant modification of its sphere boundary. Based on information provided by Director Hartenstein, and LAFCo staff's comprehensive review of the existing boundary and sphere, one change to the sphere boundary is recommended. The proposed update would reduce the sphere boundary by approximately 69 acres and would align it with the existing service boundary of the District. The 4,298-acre recommended sphere of influence represents the HVMWD's current and probable service area and would not alter the District's current service area (Attachment 2).

LAFCo staff deliberately delayed the sphere review for the HVMWD (scheduled for 2014 pursuant to LAFCo's 2013-2017 Sphere of Influence Review/Update Work Plan) until this time, so that the Commission could review the sphere in light of its determination regarding the HVMWD's request to provide non-potable water service, and act based on an accurate representation of services provided by the District. The Commission approved the HVMWD's request on May 20, 2015, and as the HVMWD is now authorized to provide this service, your Commission is able to consider the District's sphere given an accurate description of existing and anticipated District services.

Written Determinations

Government Code § 56425(e) requires that, in determining the sphere of influence of an agency, the Commission consider and prepare a written statement of its determinations with respect to each of the following:

Staff Report – Sphere of Influence Review and Update
LAFCo 15-12S – Hidden Valley Municipal Water District
July 15, 2015
Page 3 of 5

- (1) *The present and planned land uses in the area, including agricultural and open-space lands.* [§ 56425(e)(1)]

The territory to be removed from the HVMWD sphere has County General Plan designations of Rural and Open Space. Three of the four properties are developed with residences, and the remaining property contains Ventura County Fire Protection District Fire Station No. 33. Based on the County General Plan designations, the existing uses of these properties are to remain unchanged.

- (2) *The present and probable need for public facilities and services in the area.* [§ 56425(e)(2)]

All four properties proposed for removal from the sphere as part of the recommended sphere update are currently receiving domestic water service from VCWD 38 and sewer service from the Triunfo Sanitation District. Because these properties are already being served water from VCWD 38, there is no present need for these areas to remain within the HVMWD sphere of influence. The area is anticipated to remain in its current land uses for the foreseeable future, based on the existing County General Plan designations. Therefore, there appears to be no need for public water service from the HVMWD within the area in the foreseeable future, as that need is being met by VCWD 38.

- (3) *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.* [§ 56425(e)(3)]

The sphere of influence update will reduce the size of the HVMWD sphere of influence. Therefore, it will not result in new demands on the HVMWD that would adversely impact the present capacity of public facilities and adequacy of public services that the HVMWD is authorized to provide.

- (4) *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.* [§ 56425(e)(4)]

The recommended update to the District's sphere does not involve territory that is known to be a community of interest. Therefore, the sphere of influence update would not result in a detrimental impact to any social or economic communities of interest.

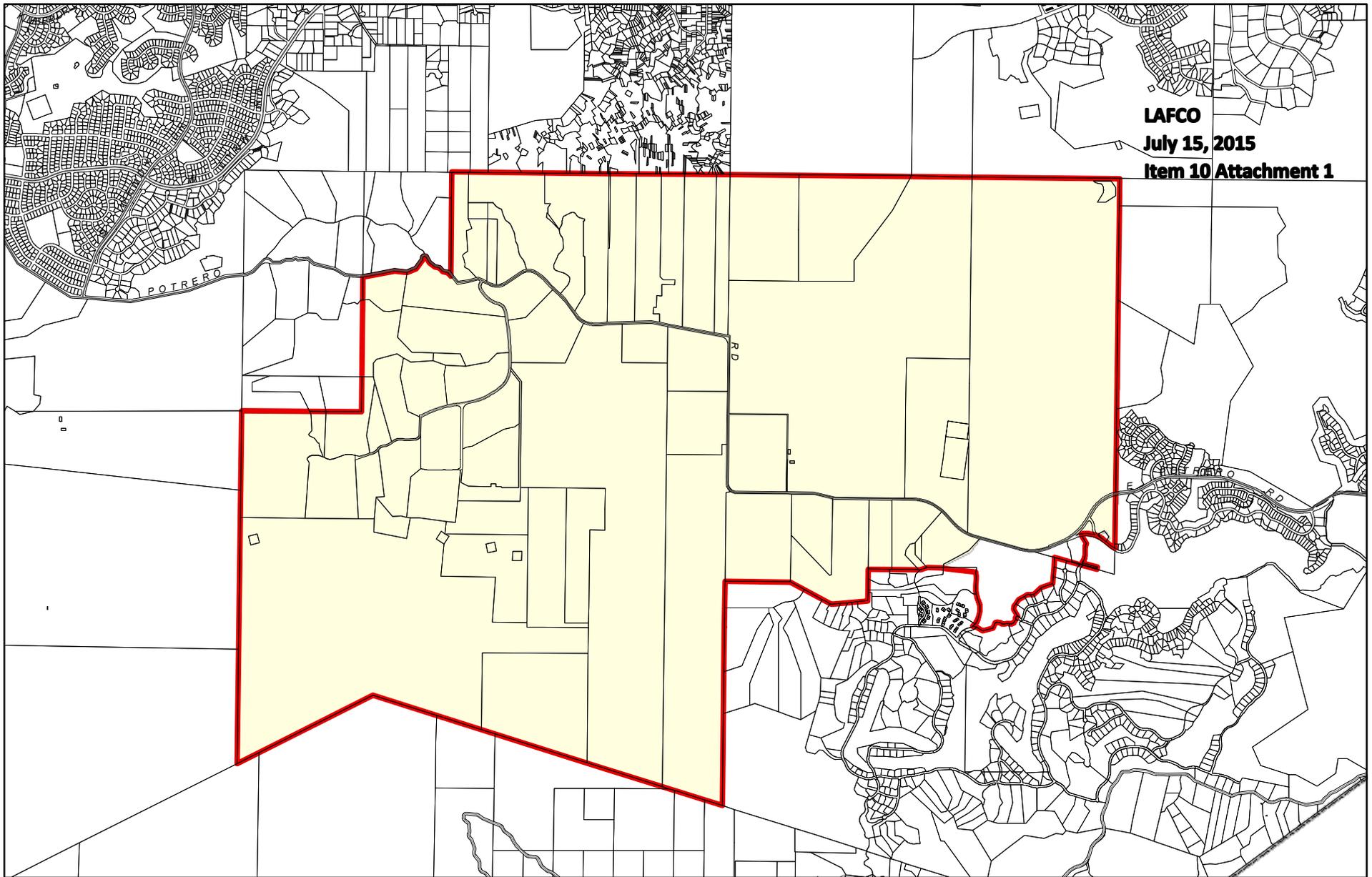
- (5) *For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. . . the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.* [§ 56425(e)(5)]

The HVMWD's current sphere of influence does not include either of the two communities that the Commission determined met the definition of a disadvantaged unincorporated community (Commissioner's Handbook Section 3.2.5). Therefore, the recommended sphere update will not result in changes to available service within any disadvantaged unincorporated communities.

Attachments:

1. Existing Sphere of Influence Map for the HVMWD
2. Proposed Sphere of Influence Update Map for the HVMWD
3. LAFCo 15-12S Resolution

LAFCo makes every effort to offer legible map files with the online and printed versions of our reports; however, occasionally the need to reduce oversize original maps and/or other technological/software factors can compromise readability. Original maps are available for viewing at the LAFCo office by request.



Legend

-  Hidden Valley Municipal Water District
4298.17 acres
-  Hidden Valley Municipal Water
Sphere of Influence
4367.2 acres

Hidden Valley Municipal Water District

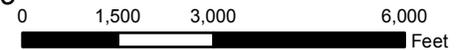
Sphere of Influence

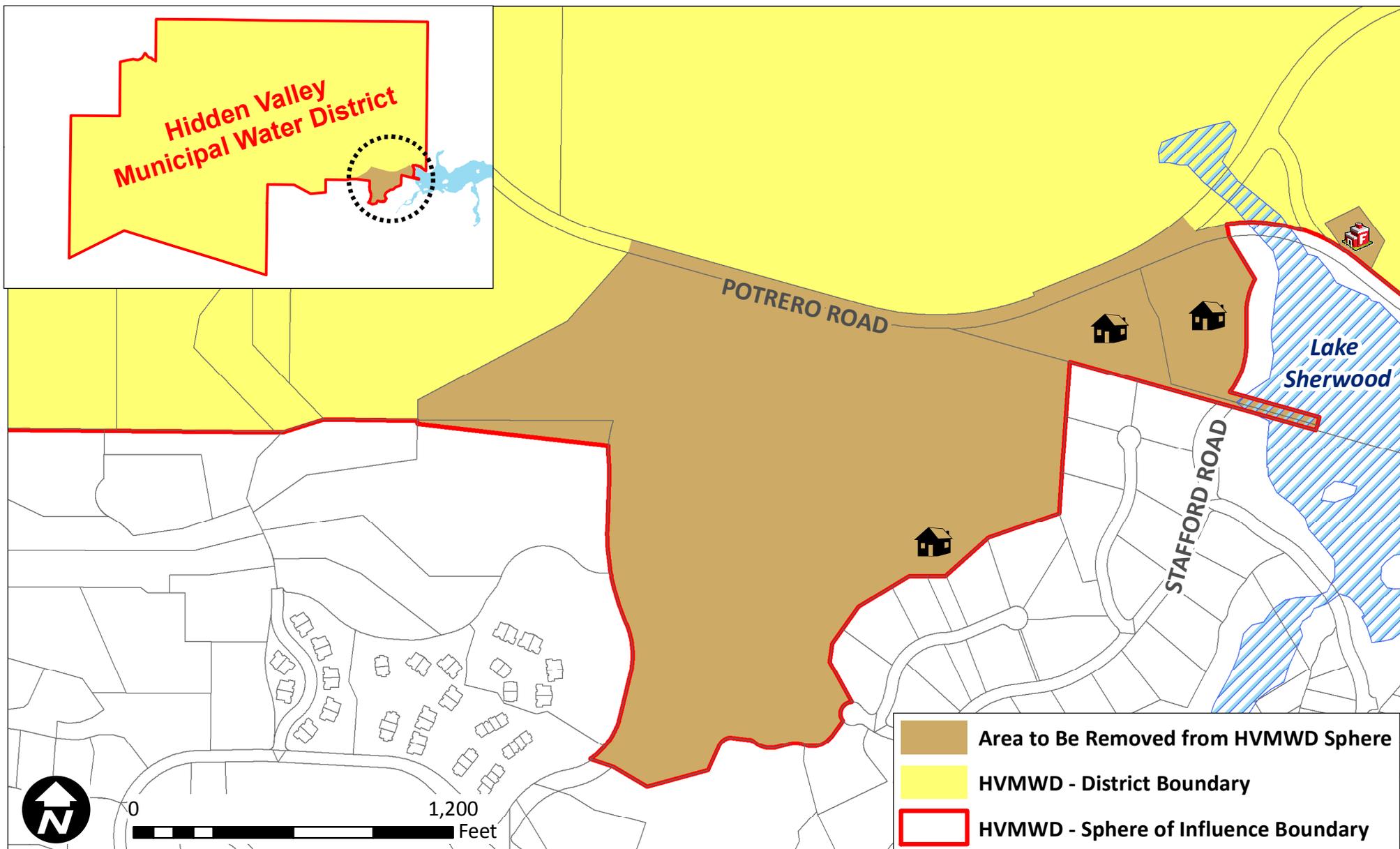
As Reviewed by Ventura LAFCO - January 21, 2009
January, 2009

Prepared by County of Ventura - Information Systems Department - GIS Division

State Plane Coordinate System, California Zone V - NAD 27
This map was compiled from records and computations

Published: January, 2009





Hidden Valley Municipal Water District (HVMWD)
LAFCo 15-12S
Proposed HVMWD Sphere of Influence Update
July 15, 2015
Attachment 2



LAFCO 15-12S

**RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION
COMMISSION MAKING DETERMINATIONS AND UPDATING THE
SPHERE OF INFLUENCE FOR THE HIDDEN VALLEY MUNICIPAL
WATER DISTRICT**

WHEREAS, Government Code § 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, Government Code § 56425(g) requires that LAFCo, as necessary, review and update the adopted sphere of influence boundaries on or before January 1, 2008, and every five years thereafter; and

WHEREAS, the Commission reviewed the Hidden Valley Municipal Water District (HVMWD) sphere of influence in 2004 and 2009; and

WHEREAS, the Commission desires to update the sphere of influence for the HVMWD; and

WHEREAS, no change in regulation, land use, or development will occur as a result of updating the HVMWD's sphere of influence; and

WHEREAS, at the times and in the manner required by law, the LAFCo Executive Officer gave notice of the consideration of this item by the Commission; and

WHEREAS, the sphere of influence update item was duly considered at a public hearing on July 15, 2015, as specified in the notice of hearing; and

WHEREAS, the Commission heard, discussed, and considered all oral and written testimony for and against the sphere of influence update including, but not limited to, the LAFCo Staff Report dated July 15, 2015 and recommendations.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Commission as follows:

- (1) The LAFCo Staff Report dated July 15, 2015 and recommended update of the sphere of influence are adopted; and

- (2) The subject update is assigned the following distinctive short form designation: **LAFCO 15-12S HIDDEN VALLEY MUNICIPAL WATER DISTRICT SPHERE OF INFLUENCE UPDATE**; and
- (3) The sphere of influence update for the HVMWD is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines, and LAFCo staff is directed to file a Notice of Exemption as the lead agency pursuant to § 15062 of the CEQA Guidelines; and
- (4) The Commission has considered the criteria set forth in Government Code § 56425(e) and determines as follows:

a. *The present and planned land uses in the area, including agricultural and open-space lands. [§ 56425(e)(1)]*

The territory to be removed from the HVMWD sphere has County General Plan designations of Rural and Open Space. Three of the four properties are developed with residences, and the remaining property contains Ventura County Fire Protection District Fire Station No. 33. Based on the County General Plan designations, the existing uses of these properties are to remain unchanged.

b. *The present and probable need for public facilities and services in the area. [§ 56425(e)(2)]*

All four properties proposed for removal from the sphere as part of the recommended sphere update are currently receiving domestic water service from Ventura County Waterworks District No. 38 (VCWD 38) and sewer service from the Triunfo Sanitation District. Because these properties are already being served water from VCWD 38, there is no present need for these areas to remain within the HVMWD sphere of influence. The area is anticipated to remain in its current land uses for the foreseeable future, based on the existing County General Plan designations. Therefore, there appears to be no need for public water service from the HVMWD within the area in the foreseeable future, as that need is being met by VCWD 38.

c. *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide. [§ 56425(e)(3)]*

The sphere of influence update will reduce the size of the HVMWD sphere of influence. Therefore, it will not result in new demands on the HVMWD that would adversely impact the present capacity of public facilities and adequacy of public services that the HVMWD is authorized to provide.

d. *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency. [§ 56425(e)(4)]*

The recommended update to the District's sphere does not involve territory that is known to be a community of interest. Therefore, the sphere of influence update would not result in a detrimental impact to any social or economic communities of interest.

e. *For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. . . the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence. [§ 56425(e)(5)]*

The HVMWD's current sphere of influence does not include either of the two communities that the Commission determined met the definition of a disadvantaged unincorporated community (Commissioner's Handbook Section 3.2.5). Therefore, the recommended sphere update will not result in changes to available service within any disadvantaged unincorporated communities.

- (5) The sphere of influence for the HVMWD is hereby updated as generally depicted in Exhibit A, "Proposed HVMWD Sphere of Influence Update, July 15, 2015," attached hereto; and
- (6) No municipal service review is necessary, pursuant to Government Code § 56430(a); and
- (7) LAFCo staff is directed to have the official Geographic Information System (GIS) sphere of influence data maintained for the Ventura LAFCo by the Ventura County Information

Technology Services Department as the official sphere of influence record for the HVMWD updated consistent with this action.

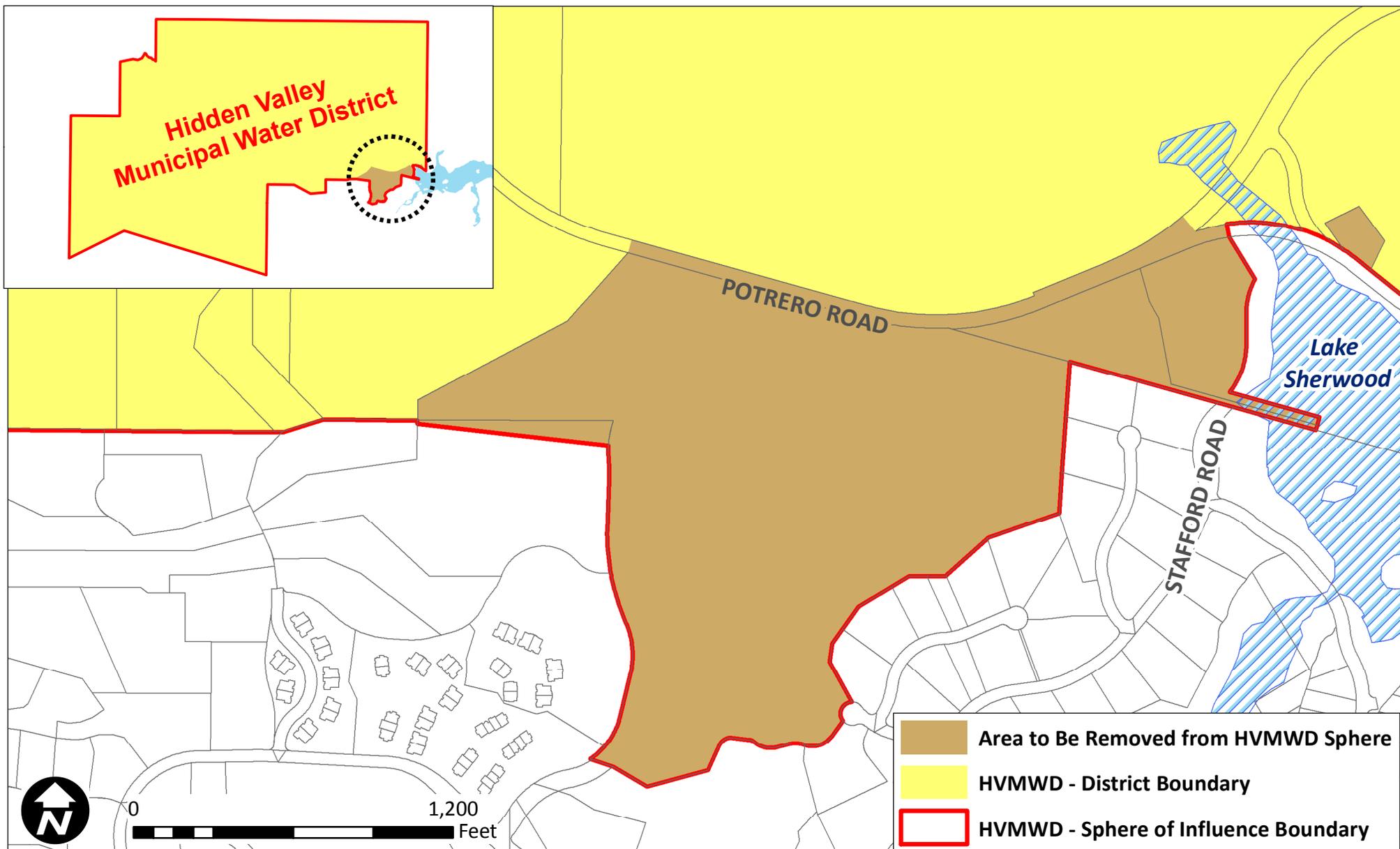
This resolution was adopted on July 15, 2015.

| | AYE | NO | ABSTAIN | ABSENT |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioner Cunningham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Dandy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Freeman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Morehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parvin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Zaragoza | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Bennett | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Ramirez | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Rooney | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date **Lou Cunningham, Chair, Ventura Local Agency Formation Commission**

Attachment: Exhibit A

- c: Hidden Valley Municipal Water District
Ventura County Water and Sanitation Department
Calleguas Municipal Water District
City of Thousand Oaks
Ventura County GIS Officer
Ventura County Planning Division



Hidden Valley Municipal Water District (HVMWD)
LAFCo 15-12S
Proposed HVMWD Sphere of Influence Update
July 15, 2015
Exhibit A





VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 11

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer 

SUBJECT: Appointment of Alternate Public Member

RECOMMENDATION:

Appoint David Ross as the alternate public member of the Commission to an unexpired term ending on January 1, 2017.

BACKGROUND:

In March 2015, the Commission appointed alternate public member Lou Cunningham to fill an unexpired term as the public member. The Commission directed staff to initiate a public notification process to recruit interested candidates to fill the unexpired term of the vacated alternate public member seat. The Commission also appointed a three-member Ad Hoc Alternate Public Member Selection Committee consisting of Commissioners Dandy, Parks, and Parvin. The Committee was charged with reviewing the letters of interest received, interviewing the top candidates and making a recommendation to the full Commission.

In late March, a public announcement of the vacancy was published in the Ventura County Star and each of the Acorn newspapers. In addition, the announcement was mailed to the clerks of the legislative body of each local agency within Ventura County and posted at the County Government Center and on the LAFCo website. Interested individuals were asked to submit a letter of interest and a brief resumé. A total of 10 qualified resumes were received by the deadline. After reviewing the resumé, the Ad Hoc Selection Committee selected five finalists and conducted interviews on June 10, 2015 (the letters/resumes of these five candidates are attached).

After the interviews were completed, the Committee unanimously recommended that David Ross be appointed as the alternate public member.

COMMISSIONERS AND STAFF

| COUNTY: | CITY: | DISTRICT: | PUBLIC: |
|---------------------------|----------------------------|-----------------------------|-----------------------|
| Linda Parks | Carl Morehouse, Vice Chair | Bruce Dandy | Lou Cunningham, Chair |
| John Zaragoza | Janice Parvin | Elaine Freeman | |
| <i>Alternate:</i> | <i>Alternate:</i> | <i>Alternate:</i> | <i>Alternate:</i> |
| Steve Bennett | Carmen Ramirez | Mary Anne Rooney | Vacant |
| Executive Officer: | Analyst | Office Manager/Clerk | Legal Counsel |
| Kai Luoma, AICP | Andrea Ozdy | Richelle Beltran | Michael Walker |

DISCUSSION:

The public member and the alternate public member are the only LAFCo Commissioners who are appointed by LAFCo. The appointments are governed both by state law and by the Commission's By-laws. State law provides that terms of office are for four years and that selection of the public member and alternate public member "... shall be subject to the affirmative vote of at least one of the members selected by each of the other appointing authorities" (i.e. the County Board of Supervisors, the City Selection Committee and the Independent Special Districts Selection Committee) (Gov. Code §56325(d)). The law also provides that the alternate public member "...may serve and vote in place of a regular public member who is absent or who disqualifies himself or herself from participating in a meeting of the commission" (Gov. Code §56331). Also, no person appointed as a public member or alternate public member shall be an officer or employee of the County or any city or special district in the County (Gov. Code §56331).

The Commission's by-laws currently provide that the public member and alternate public member shall not hold two consecutive terms as the public member or the alternate public member. The by-laws, however, contain no prohibition against an alternate public member being appointed as the regular member or the regular member being subsequently appointed as the alternate member. (NOTE: Item 12 on the agenda for the July meeting pertains to revisions to these by-laws). The by-laws also provide that alternate members may participate fully in all meetings, but are not eligible to make motions, vote, or attend closed session meetings except in the absence of the regular member for which they are an alternate (Commissioner's Handbook, Sections 1.1.3.3 and 1.1.3.4).

Attachments: Letters/resumés of interviewed candidates



LAFCo
July 15, 2015
Item 11 Attachment 1

Statement of Interest

Mark P. Kent

I was raised in Orange county in the 50's and 60's. Beans, strawberry fields and row crops were on both sides of the road while driving to the beach. You could see the cars on Brookhurst from Beach Boulevard, much like the Oxnard coastal plain is now. Most of what is Cerritos today were dairy farms.

I lived in San Diego in the 70's when towns were distinct and separated by open space. Today the entire San Diego County has evolved into one massive suburb.

Moved to Huntington Beach during the 80's, when the density of Orange county became palatable. Agriculture was long gone but massive multi family developments were blended with single family housing. The additional population overwhelmed resources.

Arrived in Camarillo with a young family in 1991 and relished the open spaces, beaches and distinctive small cities. Ventura County has so far done a good job dealing with growth pressure. I think the concept of SOAR is a reasonable protection for agricultural open spaces and is an intelligent plan for residential development.

As a successful business owner I have the time, energy and commitment to protect the special character of Ventura County.

Resume



Ventura LAFCo

Mark P. Kent

████████████████████
Camarillo CA 93012

Personal:

In Camarillo since 1992.
Married 35 years with two adult children.
BA degree, San Diego State University 1975

Professional:

MK Marketing
President
Independent Manufacturers Representative Agency.

Founded in 1994 in Camarillo, successful since 1996.

Representing Manufacturers of Commercial Architectural
Finishes, emphasis on Acoustics.

Significant Projects:

John Spoor Broome Library-CSU Channel Islands
Griffith Observatory
Thousand Oaks Library

Community Activity:

Committee Chairman, BSA Pack 3800---inception to 1995
Camarillo Little League----Assistant Coach

RECEIVED
APR 30 2015

April 27, 2015

Kai Luoma
Executive Officer
Ventura LAFCo.
800 S. Victoria Avenue
Ventura, CA 93009-1850

✓ LAFCo
July 15, 2015
Item 11 Attachment 2

Dear Mr. Luoma

I read with interest the public announcement seeking an individual to serve as the Alternative Public Member of the Ventura Local Agency Formation Commission for the unexpired term ending January 1, 2017. I have attached a one page resume as requested in the announcement.

I am familiar with the Los Angeles County Local Agency Formation Commission and the responsibility they have to the citizens living in Los Angeles County. I have been retired from the City of Los Angeles for fifteen years but have not stopped serving the community I now live within, Simi Valley and Ventura County. All my involvement has been on a volunteer basis over this period of time.

I had a forty year career in the Los Angeles Planning Department and was able to also work in the Mayor's Office, Department of Airports and with the Department of Transportation during that time. Often I coordinated with LACTC and SCAG on regional transportation matters.

I believe that I am qualified to be considered and would like the opportunity to further discuss any questions you may have.

Thank you



Deuk Perrin
[Redacted]
Simi Valley, CA 93065
[Redacted]

Volunteer Activities:**Member of the Citizen's Transportation Advisory Committee (CTAC) of Ventura County**

Simi Valley's representative for evaluation and recommendation to the Ventura County Transportation Commission regarding the Transportation Development Act, Article 3 Bicycle/Pedestrian Fund applications

Board member for the Tarzana Improvement Association-Business Improvement District

Helped create Tarzana Safari Walk in order to improve business opportunities along Ventura Bl. in Tarzana.

President of the Campo de Cahuenga Historical Memorial Association

Wrote the 2013 Friends of the Campo de Cahuenga Agreement between the Association and the City of Los Angeles. Assisted the City in preparing and managing the Proposition K Grant to improve the adobe located at the Campo. Improved the annual Re-enactment of the signing of the Treaty that ended hostilities between Mexico and California and resulted in the annexation of California by the United States.

Member of the Communities United for Smart Growth

Reviewed and commented on the NBC- Universal Evolution Plan. Worked on Land Use and local and regional transportation issues.

Past Chair of the Simi Valley Neighborhood Council #3**Member of the General Plan Advisory Committee (GPAC) for City of Simi Valley****Treasurer for the Users' Group Network** – PC Computer user's group**American Youth Soccer Association**

Began Region 33 of the American Youth Soccer Organization and was National Vice President for 6 years. Inducted into the AYSO Hall of Fame in May 2014.

United States Soccer Referee

Refereed adult soccer games for 30 years. And took youth teams to Germany.

Employment History:

10/01/00-07/01/01 **Planning Deputy for Councilmember Laura Chick, CD #3**

01/16/00: **Retired from City service**

1984 to 1999: CITY PLANNER - Los Angeles City Planning Department

Supervising Planner for the Specific Plans Unit of the Community Planning Bureau. Responsible for the Ventura/Cahuenga Boulevard Corridor Specific Plan, the Mulholland Scenic Corridor SP, the Warner Center SP, Valley Village SP, and the Girard Tract SP.

Involved in the implementation of programs and policies in the communities of North Hollywood, Studio City-Sherman Oaks-Toluca Lake, Encino-Tarzana, Reseda-West Van Nuys, and Canoga Park-Winnetka-Woodland Hills-North Hills.

Represented the Planning Department on regional transportation planning matters with such agencies as SCAG and LACTC.

1983 to 1984: PROGRAM ADMINISTRATOR - L.A. Olympic Organizing Committee

Developed and managed a program that took 100,000 junior high school students to 1984 Olympic events in Los Angeles. We provided free bus transportation and event tickets to the Olympic's venues.

1973 to 1983: PLANNING ASSOCIATE/ZONING ANALYST - L.A. City Planning Department, Mayor's Office

Assigned to the Mayor's Office Energy/L.A. Project to help develop a comprehensive community energy management plan for the City of Los Angeles funded from a grant by the U. S. Department of Energy.

Department of Airports

Planned for the necessary environmental requirements at the four airports under the City's jurisdiction. Wrote the noise regulations for Van Nuys and LAX airports and wrote numerous initial studies for projects located at Palmdale Airport.

LAFCo
July 15, 2015
Item 11 Attachment 3

David J. Ross

[REDACTED]
Moorpark, CA 93021
[REDACTED]

April 22, 2015

Kai Luoma
Executive Officer
Ventura LAFCo
800 S. Victoria Avenue
Ventura, CA 93009 - 1850

Dear Kai Luoma,

I am writing to express my interest in the vacancy on your commission for an Alternate Public Member seat. I believe that my qualifications are complimentary to the commission and see myself adding value to this body.

Formally educated, I am a Master in Public Policy and Administration, a degree I attained at California Lutheran University last year. I completed this degree because I have always had a desire to involve myself within the local affairs of the community, affecting change ethically, with wisdom and good stewardship. My education is based on a Bachelor of Arts in Business Administration which has been utilized thoroughly in my post college careers.

Having served for two terms (four years) as the Thousand Oaks Representative to the Santa Monica Mountains Conservancy Advisory Committee, I understand open space issues, and the interface between growing cities and our at-risk natural assets. Further more, my careers as a farmer and realtor enhance my comprehension of the balancing act we face as county. I actively farm and manage 100 acres of avocado and lemon orchards in Moorpark, while representing buyers and sellers of single family homes within the county. Our cities must grow, and our people must prosper, but this must be done in a strategic and deliberately cautious way as we plan for decades smart growth and change. I am sensitive to the needs of many of our stakeholders.

My life has been a collection of experiences that have shaped me into a passionate and driven individual. I emphatically urge you to consider my candidacy for this position. I will make myself available for any interview or questions you may have as you determine the best choice for the Alternate Public Member.

Truly,
David J Ross

DAVID JOSEPH ROSS

Moorpark, California 93021

WORK EXPERIENCE :

BUSINESS MANAGER, SUGAMON, LLC,
MOORPARK, CA – JUNE 2011 - PRESENT

- Responsible for managing multi million dollar assets in agriculture, real estate and other investments.
- Develop strategies and implementation for agricultural and multi - family real estate ventures.
- Oversight of all cultural practices for farming Avocado and Lemon orchards.
- Perform administrative duties including developing, certifying, and enforcing stringent agriculture operations under "Good Ag Practices" regulations, recommended by USDA.

REALTOR, OAKS REALTY,
THOUSAND OAKS, CA – AUGUST 2012 - PRESENT

- Listing, Renting, Leasing, Buying and Selling prime agriculture land, apartment buildings, and single family property.

PRESIDENT, VENTURA COUNTY FARM BUREAU'S YOUNG FARMER AND RANCHER COMMITTEE,
VENTURA COUNTY, CA – JANUARY 2015 - PRESENT

- Appointed as chair and president to serve for a one year term
- Leading an effort to connect up and coming generations of farmers in the county
- Developing relationships and facilitating education and advocacy for the issues of our time.

CITY REPRESENTATIVE, THE SANTA MONICA MOUNTAINS CONSERVATION ADVISORY COMMITTEE,
THOUSAND OAKS, CA – OCTOBER 2010 - SEPTEMBER 2014

- Elected twice for a two year term (expired September 2014) by the Thousand Oaks City Council.
- Advocate Conejo Valley community's vision for the local Santa Monica Mountains National Park.
- Harnessed and fostered collaborative relationships with city and agency representatives to increase accessibility, stewardship, and safety of the parks for public use.
- Regular visits with represented stakeholders of the SMM

MANAGEMENT INTERN, THOUSAND OAKS POLICE DEPARTMENT,
THOUSAND OAKS, CA – JUNE 2010 - JUNE 2012

- Assist Director of Programs and Management with fundraising plans for the 2010 Thousand Oaks Police Charitable Foundation Golf Tournament.
- Created promotional pieces and marketing strategies for the outreach campaign.
- Logistical liaison between TOPD and various local vendors.
- Devised a spending plan that emphasizes a support for the local Thousand Oaks economy.

EDUCATION :

- California Lutheran University, Thousand Oaks, California : 2011 to 2013 GPA: 3.5
Master in Public Policy and Administration | Graduate Programs
- Azusa Pacific University, Azusa, California - 2007 to May 2011 GPA: 3.6
Bachelors of Arts in Business Administration | Wilden School of Business and Management:
Dean's List recipient Fall 2010 by Dr. Ilene Smith-Bezjian - Dean of the School of Business and Management
- University of Westminster, London, England – Fall 2009
- Oaks Christian, Westlake Village California – Class of 2007
- Biola University Torrey Honors Institute, Thousand Oaks, California – 2004

VOLUNTEERING :

- | | |
|---------------------------------------------------------------------------------|----------------------------|
| • Winchester Agricultural Water Well Chair | September 2012 - Present |
| • Save Open-Space and Agricultural Resources (SOAR) Foundation Circle Member | September 2011 - Present |
| • Conejo Open Space Adopt - A - Trail Trail Maintenance Volunteer | July 2012 - Present |
| • The Pumpkin Project Manager | August 2011 - October 2013 |
| • Conejo Open Space Trails Advisory Committee Alternate Committee Member | July 2012 - June 2013 |

RECEIVED
APR 29 2015

Ventura LAFCo

LAFCo
July 15, 2015
Item 11 Attachment 4

[REDACTED]
Oxnard, CA 93030
April 29, 2015

Mr. Kai Luoma
Executive Officer
Ventura Local Agency Formation Commission
800 South Victoria Avenue
Ventura, CA 93009-1850

Dear Mr. Luoma,

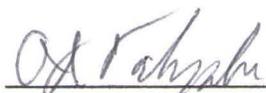
It has come to my attention that there is a vacancy for the Alternate Public Member position for the Ventura Local Agency Formation Commission, advertised through the Ventura County Star on Sunday, March 29, 2015, and it is with a strong interest I send this letter.

As a lifelong resident of Ventura County, I have not been employed by the County of Ventura, of any city, or special district within the County that falls under Ventura County LAFCO's jurisdiction. I am a 4th year student at the University of California, Santa Barbara, who commutes from Oxnard and has a passion for policy that has an effect on our local community.

My participation in assisting the formation of a self-governing body for Isla Vista in Santa Barbara County has given me an understanding of Community Service Districts, Municipal Advisory Commissions, County Service Areas, and cities and their relation to LAFCO. What makes our County's LAFCO unique is our purpose to protect SOAR's boundaries to prohibit unrestrained growth into our Open Space. We must also reinforce CURB by assuring our local agencies are being fiscally responsible in an effective manner to deliver services.

Despite not having direct experience with LAFCO, I have demonstrated proficient skills with policy as a Student Trustee for the Ventura County Community College District, where I was able to speak with Assemblymember Das Williams to introduce legislation for Student Trustees across California. Also, as a board member for the CAUSE Action Fund, we have reviewed the proposal of a Business Improvement District formation in Santa Barbara. As an Alternate Public Member, I will emphasize on community input for major decisions taken by our commission.

Sincerely,



Arthur 'A.J.' Valenzuela Jr.

Arthur "AJ" Valenzuela Jr.
[REDACTED]
Oxnard, CA 93030
[REDACTED]
[REDACTED]

Goal: I am seeking a position which allows me to continue my commitment to Central Coast through my experience in organizing, policy, and community engagement.

CAUSE Action Fund – Board Member – November 2013 to Present

Serve as a Board Member for a Social Justice non-profit c(4) that reaches from Ventura to Santa Barbara County. While serving on the board, I have participated in the creation of the strategic plan for the next 5 years. Reviewed the political spectrum and issues that are expected to take place for the next 4 years in the Central Coast. Participated in community outreach for the community in Santa Barbara and Ventura Counties.

California Democratic Party – Field Organizer – July 2014 to November 2014

Served as a Field Organizer in the 26th Congressional District of California. My responsibilities included organizing volunteers to assist with our voter registration drive in which we registered, updated the information, or converted to absentee ballots of more than 8,000 voters in the district. Also, I coordinated volunteers in Voter Contact through phone banking and canvassing.

Student Trustee – Ventura County Community College District June 2012 to May 2013:

Served as the Student Trustee for the Ventura County Community College District. Responsibilities included an understanding of higher education policies at the local and state level, attending monthly board meetings, and communicating with constituency groups through participatory governance. Also, as President of the California Community College Association of Student Trustees, our organization sponsored legislation proposed by Assemblymember Das Williams to give Student Trustees rights.

EDUCATION:

UNIVERSITY OF CALIFORNIA, SANTA BARBARA, Global Studies and Feminist Studies, 2015

VENTURA COLLEGE, AA in Political Science and Social and Behavioral Science, 2013

APPOINTMENTS and HONORS:

President of the California Community College Association of Student Trustees: 2012-2013

PERSONAL REFERENCES:

Marcos Vargas

Executive Director for the CAUSE Action Fund

(805) 216-3041

marcos@causeactionfund.org

Darcél Elliott

Interim District Director of Assemblymember Das Williams

(805) 252-4249

darcelelliott@gmail.com

Bernardo Perez

Trustee for the Ventura County Community College District

(805) 208-3570

bernardo.m.perez@gmail.com



[REDACTED]
Ventura, CA 93001-4248
March 24, 2015

Ventura LAFCo

Mr. Kai Luoma
Executive Officer
Ventura LAFCo
800 South Victoria Avenue
Ventura, CA 93009-1850

Dear Mr. Luoma:

The purpose of my letter is to let you know of my strong interest in the Alternate Public Member position listed in the Notice of Vacancy, dated March 23, 2015, that was advertised on the Local Agency Formation Commission (LAFCo) web site.

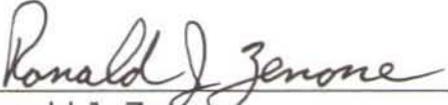
Since 1998 I have been a resident of Ventura County. I am not employed by the County of Ventura, of any city, or special district within the County. Attending monthly meetings conducted on weekday mornings is not a problem for me.

Although I have never been a member of any LAFCo, I do have some basic understanding of LAFCo derived from my involvement in the Ventura Civil Grand Jury; both as a member and chairperson. I understand that LAFCo is responsible for reviewing and approving proposed jurisdictional boundary changes for the purpose of minimizing the effects of unrestrained urban growth upon agriculture and open spaces of land. As an integral part of performing this responsibility, LAFCo considers and evaluates sphere of influence aspects regarding proposed county, city, and special districts boundary changes. It is further understood that the existence and charter of LAFCo responsibilities are authorized and governed by California State law Code 56000.

In lieu of not having LAFCo experience, success demonstrated in my past professional experience as a project manager for a large aerospace company (JPL), coupled with self-motivation will enable me to quickly learn what is needed to constructively participate as a member of LAFCo.

Attached is my resume.

Sincerely,


Ronald J. Zenone

Ronald J. Zenone

Ventura, CA 93001-4248

EXPERIENCE

- 2010 to Present Ventura County Probation Agency
- Currently volunteer as an instructor in the Work Furlough Job Training Program that provides inmates with skills which help them obtain jobs and lead a better life.
- 2009 to 2010 Ventura County Juvenile Detention Complex
- As a volunteer, tutored juvenile inmates in math, science, compositional writing and money matters to help 27 inmates obtain their G.E.D.
- 2008 to 2009 Ventura County Civil Grand Jury
- Foreman of the 2008/2009 Ventura County Civil Grand Jury that conducted numerous investigations and published 11 reports. Being invited to the Grand Jury, LAFCo made a presentation describing the purpose and functions of the organization.
- 2007 to 2008 Ventura County Civil Grand Jury
- Helped conduct investigations and publish 13 reports as a member of the 2007/2008 Ventura County Civil Grand Jury.
- 1989 to 2002 Jet Propulsion Laboratory, Pasadena, CA
- Retired in January 2002 as Project Manager for ACRIMSAT with responsibilities for developing a new instrument, procuring a small spacecraft and launch vehicle ride, and for mission operations. Previously Manager of Earth Science Flight Experiment Tasks with similar responsibilities for division managed tasks such as MSU, ACR, ACRIM II, ACRIM III, GPS Receiver, Magnetometer, ASTI, AMR, and TRMM Molecular Adsorber. Responsible for technical, schedule and cost performance for all of these efforts. Interfacing closely with PI's, NASA HQ, GSFC, and private industry in managing present work commitments and in acquiring new business.
- 1982 to 1989 Aerojet Electro Systems Company, Azusa, CA
- Program Manager on passive microwave systems for remote radiometric sensing of atmospheric temperatures and water vapor profiling from military and civilian spacecraft. Was responsible for interfacing with the customers (e.g., GSFC, NOAA, and UK MET Office) and team members (e.g., BOE, Marconi, and Alcatel), and for all technical, cost and schedule aspects of each contract. Other responsibilities included developing new business, strategic planning, managing proposal efforts, chairing Make/Buy Committees and Program Change Control Boards. Successfully performed C/SCSC validation reviews with GSFC and the Air Force. Was directly involved in winning over 100 million dollars of new business and in successfully completing associated negotiations. Two contracts for instruments were successfully completed for the Air Force prior to my leaving Aerojet and are currently operating successfully in DMSP spacecraft.
- 1967 to 1982 Jet Propulsion Laboratory, Pasadena, CA
- Technical Manager and Technical Group Supervisor in the Spacecraft Data Systems Section of the Information Systems Division. Was responsible for fiscal/technical performance and for providing make/buy decisions regarding spaceborne Data Storage Subsystems. Group activities included formulating new advanced system concepts, developing breadboards, generating design requirements, generating RTOP's, preparing RFP packages and the monitoring of subcontractors.

1966 to 1967

The Ralph M. Parsons Co., Pasadena, CA

Project Engineer responsible for standardization of in-house tape recorder servo mechanism drive designs and the Principal Engineer for final development and testing of a ten-channel multiplexer system for the Agena target vehicle.

1962 to 1966

Electronic Specialty Co., Los Angeles, CA

Design Engineer and Project Engineer responsible for detailed designs of various airborne photographic camera control computers used in the RF-101, RF-4A, RF-4B and RF-4C aircraft. Developed a state-of-the-art digital phase-lock servo capstan motor control for precise tape movement in a military tape recorder.

EDUCATION

S.F.V. College of Law, 20 units 1971

West Coast University, MSSE 1967

Northrop Institute of Technology, BSEE 1962

ACHIEVEMENT

Recipient of the NASA Exceptional Achievement Medal, May 2001.

Authored and presented a paper entitled "Advanced Microwave Sounding Unit" at the NOAA Conference on Passive Microwave Observing from Environmental Satellites, June 1987.



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 12

TO: LAFCo Commissioners
FROM: Kai Luoma, Executive Officer 
SUBJECT: Commissioner’s Handbook Section 1.1.3.3 – Public Member and Alternate

RECOMMENDATION:

Adopt the attached resolution making amendments to Section 1.1.3.3 of the Commissioner’s Handbook.

BACKGROUND:

The Commissioner’s Handbook is a compilation of the Commission’s by-laws (Chapter 1 of Division 1) and operational policies. The Handbook is designed to be reviewed and updated periodically as the Commission may wish to add or alter policies to address new or changed circumstances.

At the March 18, 2015 LAFCo meeting, the Commission directed staff to provide revised policies pertaining to the selection of the public member and alternate public member. Additional direction was provided by the Commission at the May 20 LAFCo meeting. Specifically, the Commission directed staff to revise its policies to achieve the following goals:

1. Limit the number of consecutive terms that an individual may serve to one as the public member and one as the alternate public member;
2. Allow for an individual to be reappointed to serve as either the public member and/or alternate public member after a term has passed in which the individual has not served on the Commission;
3. Define a term to be a period of two or more years for this policy; and
4. Encourage diversity in the selection of the public member or alternate public member in terms of geography, gender, and culture.

COMMISSIONERS AND STAFF

| COUNTY: | CITY: | DISTRICT: | PUBLIC: |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------|
| Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer: Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

DISCUSSION

Handbook Section 1.1.3.3 pertains to the selection of the public and alternate public members, and currently provides:

1.1.3.3 Public Member and Alternate: The public member and alternate public member shall not hold two consecutive terms as the public member or the alternate public member. The intent is to rotate the public membership of the Ventura LAFCo on a reasonable basis to broadly allow qualified members of the community to serve.

The current policy precludes an individual from serving more than one consecutive term as either the public member or alternate public member. However, it does not limit the overall number of non-consecutive terms an individual may serve in either seat. Consistent with the Commission's direction, staff recommends that the Commission adopt the following policy revisions:

1.1.3.3 Public Member and Alternate: It is the intent of the Ventura LAFCo to rotate the public membership on the Commission on a reasonable basis to broadly allow qualified members of the community to serve. To accomplish this intent, (a) an individual may serve no more than two consecutive terms on the Commission, limited to one term as the public member and one term as the alternate public member, and (b) after serving two such consecutive terms, an individual will not be eligible to serve again as the public member and/or alternate public member until four years have elapsed since the end of the individual's service on the Commission. For purposes of this section, a "term" is defined as two or more years. In selecting the public member and alternate public member, the Commission shall encourage diversity in the makeup of the Commission in terms of geography, gender, and culture.

Pursuant to Handbook Section 1.1.8.2, amendments to the bylaws require the affirmative vote of six members of the Commission.

Attachments: Resolution Making Amendments to Division 1, Chapter 1 – By-Laws of the Commissioner's Handbook

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING AMENDMENTS TO
DIVISION 1, CHAPTER 1 – BY-LAWS OF THE
COMMISSIONER’S HANDBOOK**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) requires each Local Agency Formation Commission to adopt written policies and procedures; and

WHEREAS, the Ventura Local Agency Formation Commission (LAFCo or Commission) first adopted bylaws in 1963 to assist its operation; and

WHEREAS, the Commission periodically adopts revisions to the Commissioner’s Handbook containing its written policies, procedures, and bylaws as necessary; and

WHEREAS, the Commission desires to make various amendments to its bylaws relating to the selection of the public member and alternate public member as set forth in the Staff Report; and

WHEREAS, on July 15, 2015, the Commission heard and considered the Staff Report and the public had an opportunity to comment on the recommended amendments to the Commission’s bylaws;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Ventura Local Agency Formation Commission hereby:

- (1) Amends Division 1 – Operational Rules and Regulations, Chapter 1 – By-laws by amending Section 1.1.3.3 of the Commissioner’s Handbook regarding selection of the public member and alternate public member as shown on Exhibit A.
- (2) Directs the Executive Officer to compile the amendments to the Commissioner’s Handbook in the form of replacement pages and distribute them to interested parties.
- (3) Establishes the effective date of this resolution as July 15, 2015.

This resolution was adopted on July 15, 2015.

| | AYE | NO | ABSTAIN | ABSENT |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Commissioner Cunningham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Dandy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Freeman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Morehouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Parvin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Zaragoza | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Bennett | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Ramirez | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alt. Commissioner Rooney | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date **Lou Cunningham, Chair, Ventura Local Agency Formation Commission**

Attachment: Exhibit A

c: Ventura County Cities
 Ventura County Special Districts

EXHIBIT A

1.1.3.3 Public Member and Alternate: It is the intent of the Ventura LAFCo to rotate the public membership on the Commission on a reasonable basis to broadly allow qualified members of the community to serve. To accomplish this intent, (a) an individual may serve no more than two consecutive terms on the Commission, limited to one term as the public member and one term as the alternate public member, and (b) after serving two such consecutive terms, an individual will not be eligible to serve again as the public member and/or alternate public member until four years have elapsed since the end of the individual's service on the Commission. For purposes of this section, a "term" is defined as two or more years. In selecting the public member and alternate public member, the Commission shall encourage diversity in the makeup of the Commission in terms of geography, gender, and culture.



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 13

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: 2015 – 2016 Nominations for CALAFCO Board of Directors

RECOMMENDATION:

Authorize the Chair to submit nominations for the CALAFCO Board of Directors, as approved by the Commission.

DISCUSSION:

Each year at the annual CALAFCO conference, elections are held for the CALAFCO Board of Directors based on nominations received from individual LAFCos. The deadline to submit nominations to CALAFCO is August 3, 2015. The July meeting is the only scheduled LAFCo meeting before the deadline.

The CALAFCO Executive Board consists of 16 voting members (4 from each of the 4 regions and each region is composed of one city member, one county member, one public member and one special district member). This year there are eight seats up for election (two from each region), including one city member and one public member in the Coastal Region. Which includes Ventura County. The terms are for two years and members of the Board must be members of a local LAFCo at all times. Please note that alternate commissioners are also eligible for election to the CALAFCO Board.

The Commission must approve each of its nominations to the Board of Directors. The Chair of the Commission must sign a "Recommendation Form" for each nominee and each nominee must complete a "Candidate Resume" form. The Board meets four to five times each year at alternate sites around the state, the first of which will be at the annual CALAFCO conference in September.

Information and forms related to the nomination process are attached for reference.

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer: Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

**2014-2015
Board of Directors**

Chair

JOHN LEOPOLD
Santa Cruz LAFCo

Secretary

GAY JONES
Sacramento LAFCo

Treasurer

JOSH SUSMAN
Nevada LAFCo

JULIE ALLEN
Tulare LAFCo

CHERYL BROTHERS
Orange LAFCo

JAMES CURATALO
San Bernardino LAFCo

LARRY R. DUNCAN
Butte LAFCo

MARY JANE GRIEGO
Yuba LAFCo

JULIANA INMAN
Napa LAFCo

MICHAEL KELLEY
Imperial LAFCo

DR. WILLIAM KIRBY
Placer LAFCo

MICHAEL R. MCGILL
Contra Costa LAFCo

RICKY SAMAYOA
Yuba LAFCo

ROGER WELT, PHD
Santa Barbara LAFCo

Staff

PAMELA MILLER
Executive Director

MARJORIE BLOM
Executive Officer

CLARK ALSOP
Legal Counsel

STEPHEN LUCAS
Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

PAUL NOVAK
Deputy Executive Officer

JENI TICKLER
Executive Assistant

5 May 2015

To: Local Agency Formation Commission
Members and Alternate Members

From: Elliot Mulberg, Committee Chair
Board Recruitment Committee
CALAFCO Board of Directors

RE: Nominations for 2015/2016 CALAFCO Board of Directors



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

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

| <u>Northern Region</u> | <u>Central Region</u> | <u>Coastal Region</u> | <u>Southern Region</u> |
|------------------------|-----------------------|-----------------------|------------------------|
| District Member | City Member | City Member | District Member |
| County Member | Public Member | Public Member | County Member |

The election will be conducted during regional caucuses at the CALAFCO annual conference prior to the Annual Membership Meeting on Thursday, September 3, 2015 at the Hyatt Regency in Sacramento, CA.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until *Monday, August 3, 2015.*

Incumbents are eligible to run for another term. Nominations received by August 3 will be included in the Recruitment Committee's Report and on the ballot, copies of which will be distributed to LAFCo members August 19 and made available at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, August 3, 2015. Completed absentee ballots must be returned by August 28, 2015.

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

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, August 3, 2015.

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

- **May 5** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **August 3** – Completed Nomination packet due
- **August 3** – Request for an absentee/electronic ballot
- **August 3** – Voting delegate name due to CALAFCO
- **August 19** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **August 19** – Distribution of requested absentee/electronic ballots.
- **August 28** – Absentee ballots due to CALAFCO
- **September 3** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Please forward nominations to:

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

Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the above address.

Former CALAFCO Board Member and Associate Member Elliot Mulberg has agreed to once again assist CALAFCO with the election process. We appreciate and value his expertise. Questions about the election process can be directed to him at elliott@emulberg.com or 916-217-8393.

Members of the 2015/2016 CALAFCO Recruitment Committee are:

| | |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Chair – Elliot Mulberg elliott@emulberg.com | Associate Member and former CALAFCO Board member 916-217-8393 |
| Josh Susman jsusman@calafco.org | Nevada LAFCo (Northern Region) 530-559-1725 |
| Gay Jones gjones@calafco.org | Sacramento LAFCo (Central Region) 916-208-0736 |
| Michael McGill mmcgill@calafco.org | Contra Costa LAFCo (Coastal Region) 925-383-9750 |
| Cheryl Brothers cbrothers@calafco.org | Orange LAFCo (Southern Region) 714-315-1403 |

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

Please consider joining us!
Enclosures

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF A RECRUITMENT COMMITTEE

- a. Following the Annual Membership Meeting the Board shall appoint a Committee of four members of the Board. The Recruitment Committee shall consist of one member from each region whose term is not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.
- c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The dates by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
 - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Recruitment Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

| Key Timeframes for Nominations Process | |
|---------------------------------------------------------|---------------------------|
| <u>Days*</u> | |
| 90 | Nomination announcement |
| 30 | Nomination deadline |
| 14 | Committee report released |
| <small>*Days prior to annual membership meeting</small> | |

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE RECRUITMENT COMMITTEE

- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Recruitment Committee.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present the Recruitment Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.

- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCoS in good standing by written ballot.
 - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 - 3. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 - 1. The nominee receiving the majority of votes cast is elected.
 - 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election.
 - 3. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 - 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

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

8. FILLING BOARD VACANCIES

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

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

CALAFCO Regions



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

Northern Region

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

CONTACT: Steve Lucas, Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Paul Novak,
Los Angeles LAFCo
pnovak@lalafco.org

Coastal Region

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

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

Central Region

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

CONTACT: Marjorie Blom, Stanislaus LAFCo
blomm@stancounty.com



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 14

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer *Kai Luoma*

SUBJECT: CALAFCO Board of Directors Election – Voting Delegates

RECOMMENDATION:

Designate a voting delegate and an alternate voting delegate for the 2015 – 2016 CALAFCO Board of Directors election.

DISCUSSION:

Each year at the annual CALAFCO Conference, a business meeting is held that includes elections for the CALAFCO Board of Directors. Each member LAFCo is eligible to vote through a pre-designated voting delegate. In addition, an alternate voting delegate is selected in the event that the voting delegate becomes unavailable. Typically the Commission Chair serves as the voting delegate and the Vice Chair as the alternate voting delegate.

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer: Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 15

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer 

SUBJECT: 2015 CALAFCO Achievement Award Nominations

RECOMMENDATION:

Determine whether the Commission wishes to submit any nominations for the 2015 CALAFCO Achievement Awards.

DISCUSSION:

Each year CALAFCO calls for nominations for achievement awards, which consist of ten specific categories. A copy of the nomination information materials, including a list of award categories and past winners, is attached for additional information (Attachment 1). As indicated in the information materials, nominations may be submitted by individuals, LAFCos, or by any other organization.

Nominations must be submitted by July 20. Once received by CALAFCO, the nominations will be evaluated by an awards committee who will select the winners in each award category. Announcement of the award winners will be made at the CALAFCO Conference in Sacramento.

Attachment: CALAFCO memo regarding Achievement Award Nomination

COMMISSIONERS AND STAFF

| COUNTY: | CITY: | DISTRICT: | PUBLIC: |
|---------------------------|----------------------------|-----------------------------|-----------------------|
| Linda Parks | Carl Morehouse, Vice Chair | Bruce Dandy | Lou Cunningham, Chair |
| John Zaragoza | Janice Parvin | Elaine Freeman | |
| <i>Alternate:</i> | <i>Alternate:</i> | <i>Alternate:</i> | <i>Alternate:</i> |
| Steve Bennett | Carmen Ramirez | Mary Anne Rooney | Vacant |
| Executive Officer: | Analyst | Office Manager/Clerk | Legal Counsel |
| Kai Luoma, AICP | Andrea Ozdy | Richelle Beltran | Michael Walker |

Date: 14 May 2015

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: CALAFCO Achievement Awards Committee



Subject: 2015 CALAFCO Achievement Award Nominations

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

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition.

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to summarize the most important points of your nomination.
3. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Endorsement letters from third parties are optional. Please limit supporting documentation to a file no larger than 5 mg. If necessary, a CD or thumb drive will be accepted for supporting documentation exceeding 5 mg. Should you submit a CD or thumb drive for consideration, you will need to provide 10 copies.
5. **Nominations and supporting materials must be received no later than 5:00 p.m., Monday, July 20, 2015.** Send nominations via e-mail, or U.S. mail to:

Marjorie Blom
Stanislaus LAFCo
1010 Tenth Street, 3rd Floor, Suite 3600
Modesto, CA 95354
E-mail: blomm@stancounty.com

Please contact Marjorie with any questions at (209) 525-7660. A list of the previous Achievement Award recipients is attached to this announcement.

Nomination Form

NOMINEE

Person or Agency Being Nominated:

Name:

Organization:

Address:

Phone/E-mail:

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

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

NOMINATION SUBMITTED BY:

Name:

Address:

Phone:

E-mail:

ACHIEVEMENTS

Please indicate the reasons why this person or agency deserves to be recognized (Use additional sheets as needed):

CALAFCO ACHIEVEMENT AWARD CATEGORIES

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

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

CALAFCO ACHIEVEMENT AWARD RECIPIENTS

2014

| | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Mike Gotch Courage & Innovation in Local Government Leadership Award | David Church , San Luis Obispo LAFCo |
| Distinguished Service Award | Kate McKenna , Monterey LAFCo |
| Most Effective Commission | Santa Clara LAFCo |
| Outstanding CALAFCO Member | Stephen Lucas , Butte LAFCo |
| Outstanding Commissioner | Paul Norsell , Nevada LAFCo |
| Outstanding LAFCo Professional | Kate McKenna , Monterey LAFCo |
| Outstanding LAFCo Clerk | Paige Hensley , Yuba LAFCo |
| Project of the Year | LAFCo Procedures Guide: 50th Year Special Edition , San Diego LAFCo |
| Government Leadership Award | Orange County Water District, City of Anaheim, Irvine Ranch Water District, and Yorba Linda Water District |
| Legislators of the Year Award | Assembly member Katcho Achadjian |
| Lifetime Achievement Award | Susan Wilson , Orange LAFCo |

2013

| | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mike Gotch Courage & Innovation in Local Government Leadership Award | Simón Salinas , Commissioner, Monterey LAFCo |
| Distinguished Service Award | Roseanne Chamberlain , Amador LAFCo |
| Most Effective Commission | Stanislaus LAFCo |
| Outstanding CALAFCO Member | Harry Ehrlich , San Diego LAFCo |
| Outstanding Commissioner | Jerry Gladbach , Los Angeles LAFCo |
| Outstanding LAFCo Professional | Lou Ann Texeira , Contra Costa |
| LAFCo Outstanding LAFCo Clerk | Kate Sibley , Contra Costa LAFCo |
| Project of the Year | Plan for Agricultural Preservation , Stanislaus LAFCo |
| Government Leadership Award | Orange County LAFCo Community Islands Taskforce , Orange LAFCo |
| Legislators of the Year Award | Senators Bill Emmerson and Richard Roth |
| Lifetime Achievement Award | H. Peter Faye , Yolo LAFCo; Henry Pellissier , Los Angeles LAFCo; Carl Leverenz , Butte LAFCo; Susan Vicklund-Wilson , Santa Clara LAFCo. |

2012

| | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Mike Gotch Courage & Innovation in Local Government Leadership Award | Bill Chiat , CALAFCO Executive Director |
| Distinguished Service Award | Marty McClelland , Commissioner, Humboldt LAFCo |
| Most Effective Commission | Sonoma LAFCo |
| Outstanding CALAFCO Member | Stephen A. Souza , Commissioner, Yolo LAFCo and CALAFCO Board of Directors |
| Outstanding Commissioner | Sherwood Darington , Monterey |
| LAFCo Outstanding LAFCo Professional | Carole Cooper , Sonoma LAFCo |
| Outstanding LAFCo Clerk | Gwenna MacDonald , Lassen LAFCo |
| Project of the Year | Countywide Service Review & SOI Update , Santa Clara LAFCo |



2015 Achievement Award Nominations

Government Leadership Award
Lifetime Achievement Award

North Orange County Coalition of Cities, Orange LAFCo
P. Scott Browne, Legal Counsel LAFCos

2011

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
LAFCo Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Martin Tuttle, Deputy Director for Planning, Caltrans
Mike McKeever, Executive Director, SACOG
Carl Leverenz, Commissioner and Chair, Butte
San Bernardino LAFCo
Keene Simonds, Executive Officer, Napa LAFCo
Louis R. Calcagno, Monterey LAFCo
June Savala, Deputy Executive Officer, Los Angeles LAFCo
Debbie Shubert, Ventura LAFCo
Cortese-Knox-Hertzberg Definitions Revision
Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper,
and George Spiliotis

Government Leadership Award

Contra Costa Sanitary District
**Elsinore Water District and Elsinore Valley Municipal Water
District**

2010

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award

Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Helen Thompson, Commissioner, Yolo LAFCo

Kathleen Rollings-McDonald, Executive Officer, San
Bernardino LAFCo
Bob Braitman, Executive Officer, Santa Barbara LAFCo
Tulare LAFCo
Roger Anderson, Ph.D., CALAFCO Chair, Santa Cruz LAFCo
George Lange, Ventura LAFCo
Harry Ehrlich, Government Consultant, San Diego LAFCo
Candie Fleming, Fresno LAFCo

Government Leadership Award

Butte LAFCo
Sewer Commission - Oroville Region Municipal Service
Review
**Nipomo Community Services District and the County of San
Luis Obispo**

Special Achievement

Chris Tooker, Sacramento LAFCo and CALAFCO Board of
Directors

2009

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member

Outstanding Commissioner
Outstanding LAFCo Professional

Paul Hood, Executive Officer, San Luis Obispo LAFCo

William Zumwalt, Executive Officer, Kings LAFCo
Napa LAFCo
Susan Vicklund Wilson, CALAFCO Vice Chair
Jerry Gladbach, CALAFCO Treasurer
Larry M. Fortune, Fresno LAFCo
Pat McCormick, Santa Cruz LAFCo Executive Officer



2015 Achievement Award Nominations

Outstanding LAFCo Clerk
 Project of the Year
 Government Leadership Award

 Legislator of the Year Award

Emmanuel Abello, Santa Clara LAFCo
Orange LAFCo Boundary Report
Cities of Amador City, Jackson, Ione, Plymouth & Sutter Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project
Assembly Member Jim Silva

2008

Distinguished Service Award

 Most Effective Commission
 Outstanding Commissioner
 Outstanding LAFCo Professional

 Outstanding LAFCo Clerk
 Project of the Year

 Government Leadership Award
 Legislator of the Year Award

Peter M. Detwiler, Senate Local Government Committee Chief Consultant
Yuba LAFCo
Dennis Hansberger, San Bernardino LAFCo
Michael Ott, San Diego LAFCo Executive Officer
Martha Poyatos, San Mateo Executive Officer
Wilda Turner, Los Angeles LAFCo
Kings LAFCo
 City and Community District MSR and SOI Update
San Bernardino Board of Supervisors
Assembly Member Anna M. Caballero

2007

Outstanding CALAFCO Member
 Distinguished Service Award
 Counsel Most Effective Commission
 Outstanding Commissioner
 Outstanding LAFCo Professional
 Outstanding LAFCo Clerk
 Project of the Year

 Government Leadership Award
 Lifetime Achievement

Kathy Long, Board Chair, Ventura LAFCo
William D. Smith, San Diego Legal
Santa Clara LAFCo
Gayle Uilkema, Contra Costa LAFCo
Joyce Crosthwaite, Orange LAFCo Executive Officer
Debby Chamberlin, San Bernardino LAFCo
San Bernardino LAFCo and City of Fontana Islands Annexation Program
City of Fontana - Islands Annexation Program
John T. “Jack” Knox

2006

Outstanding CALAFCO Member

 Distinguished Service Award
 Most Effective Commission Award
 Outstanding Commissioner Award

 Outstanding LAFCo Professional Award
 Outstanding LAFCo Clerk Award

 Project of the Year Award

 Outstanding Government Leadership Award

Everett Millais, CALAFCO Executive Officer and Executive Officer of Ventura LAFCo
Clark Alsop, CALAFCO Legal Counsel
Alameda LAFCo
Ted Grandsen, Ventura LAFCo
Chris Tooker, Sacramento LAFCo
Larry Calemine, Los Angeles LAFCo Executive Officer
Janice Bryson, San Diego LAFCo
Marilyn Flemmer, Sacramento LAFCo
Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; **Sacramento LAFCo**
Cities of Porterville, Tulare, and Visalia and Tulare LAFCo Island Annexation Program



2015 Achievement Award Nominations

Legislator of the Year Award

Senator Christine Kehoe

2005

Outstanding CALAFCO Member

Peter Herzog, CALAFCO Board, Orange LAFCo

Distinguished Service Award

Elizabeth Castro Kemper, Yolo LAFCo

Most Effective Commission Award

Ventura LAFCo

Outstanding Commissioner Award

Art Aseltine, Yuba LAFCo

Outstanding LAFCo Professional Award

Henri Pellissier, Los Angeles LAFCo

Outstanding LAFCo Clerk Award

Bruce Baracco, San Joaquin LAFCo

Project of the Year Award

Danielle Ball, Orange LAFCo

Outstanding Government Leadership Award

San Diego LAFCo

MSR of Fire Protection and Emergency Medical Services

Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCO Member

Scott Harvey, CALAFCO Executive Director

Distinguished Service Award

Julie Howard, Shasta LAFCo

Most Effective Commission Award

San Diego LAFCo

Outstanding Commissioner Award

Edith Johnsen, Monterey LAFCo

Outstanding LAFCo Professional Award

David Kindig, Santa Cruz LAFCo

Project of the Year Award

San Luis Obispo LAFCo

Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCO Member

Michael P. Ryan, CALAFCO Board Member

Distinguished Service Award

Henri F. Pellissier, Los Angeles LAFCo

Most Effective Commission Award

San Luis Obispo LAFCo

Outstanding Commissioner Award

Bob Salazar, El Dorado LAFCo

Outstanding LAFCo Professional Award

Shirley Anderson, San Diego LAFCo

Outstanding LAFCo Clerk Award

Lori Fleck, Siskiyou LAFCo

Project of the Year Award

Napa LAFCo

Comprehensive Water Service Study

Special Achievement Award

James M. Roddy

2002

Outstanding CALAFCO Member

Ken Lee, CALAFCo Legislative Committee Chair

Most Effective Commission Award

San Diego LAFCo Outstanding

Commissioner Award

Ed Snively, Imperial LAFCo

Outstanding LAFCo Professional Award

Paul Hood, San Luis Obispo LAFCo

Outstanding LAFCo Clerk Award

Danielle Ball, Orange LAFCo

Project of the Year Award

San Luis Obispo LAFCo

Outstanding Government Leadership Award

Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins

2001

| | |
|-----------------------------------------|---------------------------------------------------------------------------------------------|
| Outstanding CALAFCO Member | SR Jones , CALAFCO Executive Officer |
| Distinguished Service Award | David Martin , Tax Area Services Section, State Board of Equalization |
| Outstanding Commissioner Award | H. Peter Faye , Yolo LAFCo |
| Outstanding LAFCo Professional Award | Ingrid Hansen , San Diego LAFCo |
| Project of the Year Award | Santa Barbara LAFCo |
| Outstanding Government Leadership Award | Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council |
| Legislator of the Year Award | Senator Jack O'Connell |

2000

| | |
|--------------------------------------|---------------------------------------------------------------------------|
| Outstanding CALAFCO Member | Ron Wootton , CALAFCO Board Chair |
| Distinguished Service Award | Ben Williams , Commission on Local Governance for the 21st Century |
| Most Effective Commission Award | Yolo LAFCo |
| Outstanding Commissioner | Rich Gordon , San Mateo LAFCo |
| Outstanding LAFCo Professional Award | Annamaria Perrella , Contra Costa LAFCo |
| Outstanding LAFCo Clerk Award | Susan Stahmann , El Dorado LAFCo |
| Project of the Year Award | San Diego LAFCo |
| Legislator of the Year Award | Robert Hertzberg , Assembly Member |

1999

| | |
|----------------------------------------------------------|-------------------------------------------------------|
| Distinguished Service Award | Marilyn Ann Flemmer-Rodgers , Sacramento LAFCo |
| Most Effective Commission Award | Orange LAFCo |
| Outstanding Executive Officer Award | Don Graff , Alameda LAFCo |
| Outstanding LAFCo Clerk Award | Dory Adams , Marin LAFCo |
| Most Creative Solution to a Multi-Jurisdictional Problem | San Diego LAFCo |
| Outstanding Government Leadership Award | Assembly Member John Longville |
| Legislator of the Year Award | Assembly Member Robert Hertzberg |

1998

| | |
|-----------------------------------------|---------------------------------------------------------------------------------|
| Outstanding CALAFCO Member | Dana Smith , Orange LAFCo |
| Distinguished Service Award | Marvin Panter , Fresno LAFCo |
| Most Effective Commission Award | San Diego LAFCo |
| Outstanding Executive Officer Award | George Spiliotis , Riverside LAFCo |
| Outstanding Staff Analysis | Joe Convery , San Diego LAFCo Joyce Crosthwaite , Orange LAFCo |
| Outstanding Government Leadership Award | Santa Clara County Planning Department |

1997

| | |
|----------------------------------------------------------|----------------------------------------|
| Most Effective Commission Award | Orange LAFCo |
| Outstanding Executive Officer Award | George Finney, Tulare LAFCo |
| Outstanding Staff Analysis | Annamaria Perrella, Contra Costa LAFCo |
| Outstanding Government Leadership Award | South County Issues Discussion Group |
| Most Creative Solution to a Multi-Jurisdictional Problem | Alameda LAFCo and Contra Costa LAFCo |
| Legislator of the Year Award | Assembly Member Tom Torlakson |

Please join us for the CALAFCO Annual Conference
September 2 – 4, 2015
Sacramento, California





VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: July 15, 2015

Agenda Item 16

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: CALAFCO Strategic Plan

RECOMMENDATION:

Receive and file.

DISCUSSION:

The CALAFCO 2015 – 2016 Strategic Plan was adopted by the CALAFCO Board of Directors at its May 8, 2015 meeting. The Strategic Plan (attached) is a product of the day-long planning retreat the Board and staff conducted on January 29. The Strategic Plan focuses on six specific strategic areas, each having a set of objectives. In addition, the Board reaffirmed CALAFCO’s mission, the Policy and Legislative Priorities, and the Issues of Interest, all of which are contained within the updated Strategic Plan.

The objectives of the Strategic Plan are membership-focused and geared towards the advancement of the Association. At its January 2016 meeting, the Board and staff will review the Association’s 2015 activities against the strategic plan and will report to the membership of CALAFCO on the performance in meeting the stated objectives.

Attachment: 2015-2016 Association Strategic Plan

COMMISSIONERS AND STAFF

| | | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett | CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez | DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney | PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Vacant |
| Executive Officer: Kai Luoma, AICP | Analyst Andrea Ozdy | Office Manager/Clerk Richelle Beltran | Legal Counsel Michael Walker |

CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS

2015 - 2016 Association Strategic Plan

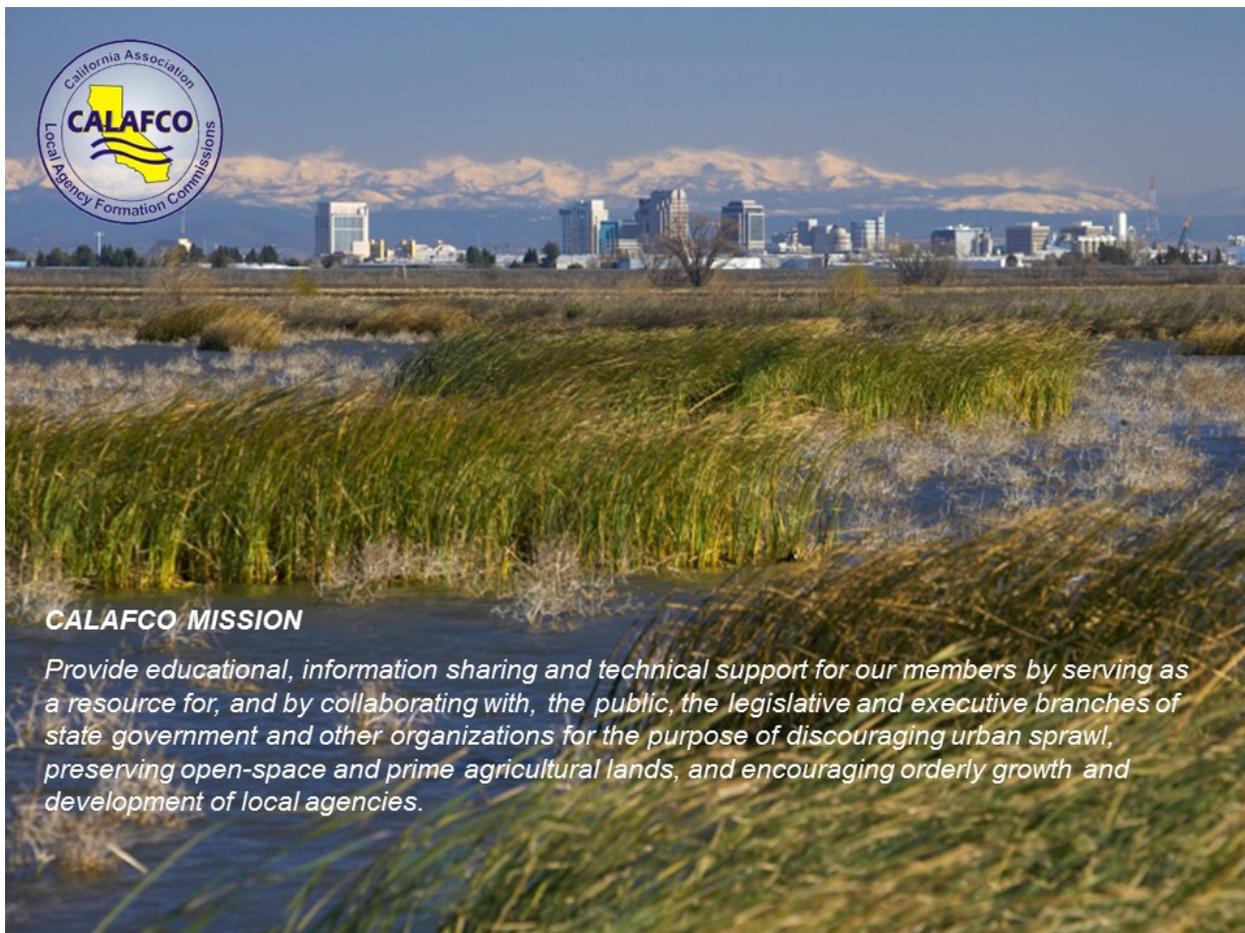
Adopted by the Board of Directors on 8 May 2015



CALAFCO MISSION

CALAFCO provides educational, information sharing and technical support for its members by serving as a resource for, and by collaborating with, the public, the legislative and executive branches of state government, and other organizations for the purpose of discouraging urban sprawl, preserving open-space and prime agricultural lands, and encouraging orderly growth and development of local agencies.

Reaffirmed by the Board of Directors on 29 January 2015.





2015-2016 Policy and Legislative Priorities

As they relate to and impact discouraging urban sprawl, preserving open-space and prime agricultural lands, and encouraging orderly growth and development of local agencies.

PRIMARY ISSUES

AUTHORITY OF LAFCO

Support legislation that maintains or enhances LAFCo's authority to condition proposals to address any or all financial, growth, service delivery, and agricultural and open space preservation issues. Support legislation that maintains or enhances LAFCo's ability to make decisions regarding boundaries and formations, as well as to enact recommendations related to the delivery of services and the agencies providing them, including consolidations, reorganizations or dissolutions.

AGRICULTURE AND OPEN SPACE PROTECTION

Preserve prime agriculture and open space lands. Support policies that recognize LAFCo's mission to protect and mitigate the loss of prime agricultural and open space lands and that encourage other agencies to coordinate with local LAFCos on land preservation and orderly growth. Support efforts that encourage the creation of habitat conservation plans.

WATER AVAILABILITY

Promote adequate water supplies and infrastructure planning for current and planned growth as well as to support the sustainability of agriculture. Support policies that assist LAFCo in obtaining accurate and reliable water supply information to evaluate current and cumulative water demands for service expansions and boundary changes including impacts of expanding water company service areas on orderly growth, and the impacts of consolidation or dissolution of water companies providing services. Support policies that promote an integrated approach to water availability and management.

VIABILITY OF LOCAL SERVICES

Support legislation that maintains or enhances LAFCo's ability to review and act to determine the efficient and sustainable delivery of local services and the financial viability of agencies providing those services to meet current and future needs including those identified in regional planning efforts such as sustainable communities strategies. Support legislation which provides LAFCo and local communities with options for local governance and service delivery, including incorporation as a city, formation as a special district, or reorganizations or dissolutions to ensure efficient, effective, and quality service delivery. Support efforts which provide tools to local agencies to address aging infrastructure, fiscal challenges and the maintenance of services.



2015 – 2016 Issues of Interest

As these issues relate to and impact orderly growth, sprawl, and local services.

HOUSING

Provision of territory and services to support housing plans consistent with regional land use plans and local LAFCo policies.

TRANSPORTATION

Effects of Regional Transportation Plans and expansion of transportation systems on future urban growth and service delivery needs, and the ability of local agencies to provide those services.

FLOOD CONTROL

The ability and effectiveness of local agencies to maintain and improve levees and protect current infrastructure. Carefully consider and value of uninhabited territory, and the impact to public safety of proposed annexation to urban areas of uninhabited territory which is at risk for flooding. Support legislation that includes assessment of agency viability in decisions involving new funds for levee repair and maintenance. Support efforts that encourage the creation of habitat conservation plans.

ADEQUATE MUNICIPAL SERVICES IN INHABITED TERRITORY

Expedited processes for inhabited annexations should be consistent with LAFCo law and be fiscally viable. To promote environmental justice for underserved inhabited communities, funding sources should be identified for extension of municipal services to these communities, including options for annexation of contiguous disadvantaged unincorporated communities. Promote the delivery of adequate, sustainable, efficient, and effective levels of service through periodic updates of Municipal Service reviews, Spheres of Influence, and other studies.



2015 - 2016 Association Strategies and Objectives

STRATEGIC AREA ONE

Provide educational forums, professional development and networking opportunities for Commissioners, LAFCo staff, Associate Members, and stakeholders.

OBJECTIVES

Annual Conference

1. Provide an annual conference which includes superior professional development sessions and networking opportunities for all attendees.
2. Manage conference finances to organizational policy of a minimum net profit of 15%.
3. Determine desired level of sponsorships for annual conference, and if necessary put additional resources in place to support desired change in time for the 2016 annual conference.

Staff Workshop

1. Provide an annual staff workshop which includes superior professional development sessions and networking opportunities for all LAFCo staff and Associate Members.

CALAFCO University

1. Hold two University courses per year for staff, commissioners and stakeholders, which are focused on skill development of LAFCo process and technical issues.
2. Hold one session in the northern part of the state and one session in the southern part of the state each year to encourage maximum statewide participation.

Organizational Participation

1. CALAFCO Board ad hoc subcommittee and staff to review current conference "Host" model and make recommendations to the full Board for change/improvement.
2. CALAFCO Board make recommendations for change, if any, to the membership at the 2015 annual membership meeting on September 3, 2015.



STRATEGIC AREA TWO

Build strong member LAFcos and a strong Association through communicating regularly, fostering an environment of support and appreciation by acknowledging volunteer contributions, supporting regional communication and collaboration, strengthening member relationships and increasing membership involvement in the Association.

OBJECTIVES

Association Communications

1. Provide a quarterly update to the members after each Board meeting.
2. Provide written annual report to the membership inside the annual edition of The Sphere to be distributed at the annual conference.
3. Maintain Association's list-serves.
4. Executive Director to visit at least six (6) LAFcos per year.

Promotion and Recognition of Volunteer Contributions

1. Executive Director to send written thank you acknowledgement to all LAFcos participating in annual conference and staff workshop within one month of the conclusion of the event.
2. Executive Director to acknowledge host and program committee volunteers with written thank you within one month of the conclusion of each event.
3. CALAFCO to provide each event speaker volunteer with written thank you acknowledgement during the event.
4. All volunteers acknowledged appropriately at each event (either verbally, in writing, or both).
5. Hold annual Achievement Awards to acknowledge contributions and publish award recipients in quarterly reports.

Facilitation of Regional Meetings and Communications

1. CALAFCO to maintain regional list-serves for use by each region's Executive Officer and Board members.
2. CALAFCO regional representatives (Board members, Executive Officer and Deputy Executive Officers) to communicate with their regional LAFcos at least two (2) times annually, informing them of CALAFCO activities regional level perspectives.
3. CALAFCO Executive Director and Board members to support, as appropriate, regional meetings of LAFco commissioners and staff, and attend whenever possible.
4. CALAFCO Executive Director to hold at least two (2) staff meetings annually to set and implement annual staff goals and objectives that are aligned with Association's Strategic Plan.

Association Strategic Plan

Adopted by the Board of Directors, 8 May 2015



Increase Membership Activity and Involvement

1. Executive Director, Executive Officer and Deputy Executive Officers to directly encourage LAFCo staff that do not regularly participate in event planning and execution to do so, with the goal of having at least two (2) new members on each planning committee for the annual conference and staff workshop.
2. Achievement Awards Committee members to directly encourage LAFCOs in their region to participate in the annual Achievement Awards.
3. Nominations and Recruitment Committee members to directly encourage LAFCOs in their region to participate in the Board elections and to attend the annual conference.

STRATEGIC AREA THREE

Provide value-added and timely resources for members through the organization's website, newsletters, and by keeping the Association's policies and procedures up to date.

OBJECTIVES

CALAFCO Website

1. Conduct an RFP for new web hosting and site services and determine cost and new provider by July 31, 2015.
2. Upgrade the CALAFCO website and host services by December 2015. This includes a more stable host, greater site security, and full migration of existing site content.
3. Enhance site security by approving an individual user name and password for each member user with implementation of new site.
4. Add features and functionalities that create value for the membership during 2016.

Newsletters

1. In addition to producing and distributing Quarterly Newsletters, produce and distribute one (1) annual edition of The Sphere, to include articles of interest and a full annual report to the membership, to be distributed at the annual conference.

Association Policies

1. Conduct an annual review of current Association policies and procedures and modify as necessary.

Association Strategic Plan

Adopted by the Board of Directors, 8 May 2015



STRATEGIC AREA FOUR

Support and sponsor research which shares the work and data from member LAFCoS and serves as a resource to all Association members.

OBJECTIVES

Biennial Member Survey

1. Survey Executive Officers on what data serves the greatest value by March 31, 2015.
2. Streamline the survey process to encourage greater participation and focus on the more important data by the end June 2015.
3. Conduct survey and have results published by September 30, 2015.

White Papers

1. Prepare two (2) white papers per year on key legal and/or technical issues of importance to member LAFCoS. Poll members to determine the most relevant and value-added topics.

STRATEGIC AREA FIVE

Serve as a legislative and policy advocate for LAFCo issues and as an information resource to the Legislature and other stakeholders.

OBJECTIVES

Advocate legislative needs and positions

1. Sponsor the annual Assembly Local Government Committee Omnibus bill, which makes technical, non-substantive changes to the Cortese-Knox-Hertzberg Reorganization Act of 2000.
2. Take positions and advocate those positions on legislation pursuant to the Association's adopted Legislative Priorities and Policies. Encourage member LAFCoS to do the same.

Enhance relationships between LAFCo Commissioners and Legislators for legislative advocacy.

1. At least one (1) time per year, CALAFCO Executive Director, Board Chair, and other Board members to visit with key legislators and staff, including but not limited to members and staff of the Assembly Local Government and Senate Governance and Finance Committees.

Association Strategic Plan

Adopted by the Board of Directors, 8 May 2015



Serve as an objective resource to the Legislature, organizations seeking to reform local government and state agencies on local government services and organization as requested and appropriate.

1. Participate in statewide, regional and local meetings, symposiums and other events as appropriate.

Maintain strong relationship with peer Associations

1. Work with peer Associations as appropriate on legislative matters, communicating early on potential CALAFCO legislation that will impact their membership.
2. Inform and educate peer Association members by attending and presenting on the role of LAFCo at least two (2) times per year.

STRATEGIC AREA SIX

Expand Associate membership in the Association and create strong membership value for all Associate members.

OBJECTIVES

Expand Associate member involvement in conferences and workshops

1. Have at least one (1) Associate member on the planning committee of each annual conference and workshop.
2. Distribute Call for Presentations to all Associate members, encouraging them to submit sessions for each event.
3. Use Associate members as session speakers whenever possible and appropriate.

Enhance Associate Membership value

1. Executive Director to examine existing Associate member cost-benefit structure, seeking feedback from Associate members by the end of 2015.
2. Executive Director to make recommendations for changes, if appropriate to the Board by March 31, 2016.
3. Implement any changes to the Associate membership structure at the start of the 2016-2017 fiscal year (July 1, 2016).
4. Transition all Associate members onto the same annual billing cycle of July 1 by July 1, 2016.
5. Implement a new Achievement Award for Associate members, the Associate Member of the Year Award, at the 2015 annual Achievement Awards.

Increase Associate Memberships

1. Increase Gold Associate members in 2015 and 2016 by one (1) member per year.
2. Increase Silver Associate members in 2015 and 2016 by two (2) members per year.