



**SAN BENITO COUNTY  
SAN BENITO LOCAL AGENCY FORMATION  
COMMISSION**

<b>Angela Curro</b> Board of Supervisors	<b>Bea Gonzales</b> Board of Supervisors	<b>Mia Casey</b> Hollister City Council	<b>Leslie Jordan</b> San Juan Bautista City Council	<b>Richard Bettencourt</b> Public Member
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*Board of Supervisors Chambers 481 Fourth Street, Hollister, CA 95023*

**LAFCO - REGULAR SESSION-  
OCTOBER 12, 2023  
4:00 PM**

**The meeting will be available through Zoom and Peak Agenda for those who wish to join or require accommodations**

**Members of the public may participate remotely via zoom at the following link  
<https://zoom.us/join> with the following Webinar ID and Password:**

**Webinar ID: 867 6484 3508  
Webinar Password: 112302**

*Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “\*9”. In order to receive the full zoom experience, please make sure your application is up to date.*

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**Remote Viewing:**

*Members of the public who wish to watch the meeting can view a livestream of the meeting online through:*

**Peak Agenda Page: [https://cosb.granicus.com/ViewPublisher.php?view\\_id=1](https://cosb.granicus.com/ViewPublisher.php?view_id=1)**

**Written Comments & Email Public Comment**

*Members of the public may submit comments via email by 5:00 PM on the Wednesday prior to the meeting to the LAFCO Clerk at [Vdelgado@cosb.us](mailto:Vdelgado@cosb.us).*

*Public Comment Guidelines*

- a. The Commission welcomes your comments.*
- b. If participating on Zoom, once you are selected you will hear that you have been unmuted: At this time, please state your first name, last name, and county you reside in for the record.*
- c. Each individual speaker will be limited to a presentation total of three (3) minutes, or such other time as may be designed by the Chair.*
- e. Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.*

*If you have any questions, please contact the LAFCO Clerk at (831) 636-4000, Ext. 13 or email [Vdelgado@cosb.us](mailto:Vdelgado@cosb.us).*

**1 Call to Order and Roll Call**

**2 Recitation of the Pledge of Allegiance**

- 2.1. [Recitation of Pledge of Allegiance by Commissioner Leslie Jordan.](#)

**3 Approve Affidavit of Posting Agenda**

- 3.1. [Approve Affidavit of Posting Agenda](#)  
LAFCO Certificate of Posting 10.14.23

**4 PUBLIC COMMENT PERIOD - This is an opportunity for members of the public to speak on items that are not on the agenda**

**5 BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS**

- 5.1. [Approval of Minutes: September 29, 2023 Special Meeting.](#)  
9-29-2023 LAFCO Minutes - Special Meeting

- 5.2. [Wastewater MSR Update](#)  
LAFCO WW MSR Flyer  
LAFCO WW MSR Letter  
San Benito LAFCO WW RFI

- 5.3. [LAFCO Financial Report for FY23-24 Quarter 1](#)  
LAFCO FY23-24 Q1 Report  
LAFCO Q1 FY23-24 Ledger

- 5.4. [Municipal Service Review Work Plan](#)  
MSR Workplan

**6 INFORMATIONAL**

- 6.1. [Executive Officer Communications: The executive officer may make brief announcements about LAFCO activities, for information only.](#)  
Application Tracker FY 23-24

- 6.2. [Commissioner Announcements and Requests for Future Agenda Items](#)

## 7 ADJOURNMENT

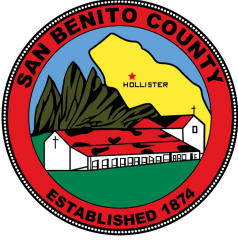
### 7.1. Adjourn to next regular meeting unless meeting is cancelled by the Chair.

**Disclosure of Campaign Contributions** – LAFCO Commissioners are disqualified and are not able to participate in proceedings 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 a financially interested person who actively supports or opposes the LAFCO decision on this matter.

Those who have made such contributions are required to disclose that fact for the official record of the proceedings. Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Executive Officer 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 in Government Code section 84308.

**Disability Accommodations** - Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the LAFCO Clerk’s Office at least three (3) days prior to the meeting by telephone at 831-636-4000, Ext. 13 or by email at [Vdelgado@cosb.us](mailto:Vdelgado@cosb.us).



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Angela Curro  
Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

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**Item Number: 2.1**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**RECITATION OF PLEDGE OF ALLEGIANCE BY COMMISSIONER LESLIE JORDAN.**

**AGENDA SECTION:**

Recitation of the Pledge of Allegiance

**BACKGROUND/SUMMARY:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**



**SAN BENITO COUNTY  
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Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

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**Item Number: 3.1**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**APPROVE AFFIDAVIT OF POSTING AGENDA**

**AGENDA SECTION:**

Approve Affidavit of Posting Agenda

**BACKGROUND/SUMMARY:**

N/A

**RECOMMENDATION:**

Approve Affidavit of Posting Agenda

**ATTACHMENTS:**

[LAFCO Certificate of Posting 10.14.23](#)

*LOCAL AGENCY FORMATION COMMISSION  
2301 Technology Parkway  
Hollister, CA 95023*



**CERTIFICATE OF POSTING**

Pursuant to Government Code § 59454.2(a) I, Aurelia Rodriguez, Assistant Board Clerk, certify that the REGULAR MEETING AGENDA for the

**SAN BENITO COUNTY LOCAL AGENCY FORMATION COMMISSION**

Scheduled for October 12, 2023 was posted at the San Benito County Planning Department, 2301 Technology Parkway, Hollister, CA and at the San Benito County Administration Office, 481 Fourth Street, Hollister, CA on this 6th Day of October, 2023.

All locations freely accessible to the general public.

*Vanessa Delgado*  
Vanessa Delgado  
Clerk of the Board



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

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Bettencourt  
Public Member

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**Item Number: 5.1**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**APPROVAL OF MINUTES: SEPTEMBER 29, 2023 SPECIAL MEETING.**

**AGENDA SECTION:**

BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

**BACKGROUND/SUMMARY:**

See attached minutes.

**RECOMMENDATION:**

Approval of Minutes: September 29, 2023 Special Meeting

**ATTACHMENTS:**

[9-29-2023 LAFCO Minutes - Special Meeting](#)



**SAN BENITO COUNTY SAN BENITO LOCAL AGENCY  
FORMATION COMMISSION**

**Angela  
Curro**  
Board of  
Supervisors

**Bea  
Gonzales**  
Board of  
Supervisors

**Mia Casey**  
Hollister City  
Council

**Leslie  
Jordan**  
San Juan  
Bautista City  
Council

**Richard  
Bettencourt**  
Public  
Member

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*Board of Supervisors Chambers 481 Fourth Street, Hollister, CA 95023*

**LAFCO - SPECIAL SESSION  
September 29, 2023 – 9:00 AM**

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### 1. Call to Order and Roll Call

The meeting was called to order at 9:03 am by Chair Curro. Those present were Commissioners Casey, Bettencourt and Gonzales as well as Interim Executive Officer Darren McBain, Counsel Mala Subramanian and Assistant Board Clerk Aurelia Rodriguez.

Commissioner Leslie Jordan was absent.

### 2. Recitation of the Pledge of Allegiance

2.a Recitation of Pledge of Allegiance by Commissioner Richard Bettencourt.

The Pledge of Allegiance was led by Commissioner Richard Bettencourt.

### 3. Approve Affidavit of Posting Agenda

3.a Approve Affidavit of Posting Agenda

**Moved by** Bea Gonzales; seconded by Mia Casey to Approve Affidavit of Posting Agenda.

**Motion** : 4- 0

**Voting For:** Angela Curro, Bea Gonzales, Mia Casey, Richard Bettencourt

**Voting Against:** None

**Absent:** Leslie Jordan

### 4. BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

4.a Approval of Minutes: September 14, 2023 Regular Meeting.

**Moved by** Bea Gonzales; seconded by Mia Casey to Approve minutes per staff recommendation.

**Motion** : 4- 0

**Voting For:** Angela Curro, Bea Gonzales, Mia Casey, Richard Bettencourt

**Voting Against:** None

**Absent:** Leslie Jordan

- 4.b Consider and Approve a Contract Amendment with Policy Consulting Associates LLC for Executive Officer Services.

Interim Darren McBain explained the amendments to the contract with Policy Consulting Associates, LLC.

There were no public comments.

There was discussion among the commission regarding the amendments.

**Moved by** Bea Gonzales; seconded by Mia Casey to Approve the amended contract with Policy Consulting Associates, LLC for the Executive Officer Services.

**Motion** : 4- 0

**Voting For:** Angela Curro, Bea Gonzales, Mia Casey, Richard Bettencourt

**Voting Against:** None

**Absent:** Leslie Jordan

**PUBLIC COMMENT:**

There was one public comment made by Anne Hall regarding the status of her client's annexation. Commissioner Gonzales moved to have this request placed on the next regular agenda. Commissioner Curro seconded the motion.

**5. ADJOURNMENT**

- 5.a Adjourn to next regular meeting unless meeting is cancelled by the Chair.

**Moved by** Mia Casey; seconded by Bea Gonzales to Adjourn to the next regular meeting.

**Motion** : 4- 0

**Voting For:** Angela Curro, Bea Gonzales, Mia Casey, Richard Bettencourt

**Voting Against:** None

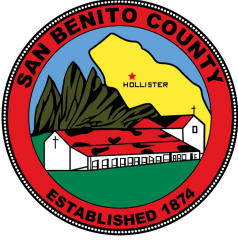
**Absent:** Leslie Jordan

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TRANSMITTAL FORM**

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Mia Casey  
Hollister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

**Item Number: 5.2**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** LAFCO

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**WASTEWATER MSR UPDATE**

**AGENDA SECTION:**

BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

**BACKGROUND/SUMMARY:**

Staff will provide an update on progress made on the Wastewater Municipal Service Review and the outcome of the Stakeholder Kickoff Meeting held on September 25, 2023. Attached are the informational flyer, letter of introduction, and first Request for Information that were distributed to the stakeholder agencies. A project specific website has been developed with access to all informational documents and presentations completed to date. The website also has a tool for the public to submit input and feedback throughout the process of the MSR. The website can be viewed at <https://www.pcateam.com/sbwastewatermsr> . Staff is working to provide Spanish translation on the webpage.

**RECOMMENDATION:**

Receive an MSR update and provide any general direction to staff

**ATTACHMENTS:**

[LAFCO WW MSR Flyer](#)

[LAFCO WW MSR Letter](#)

[San Benito LAFCO WW RFI](#)

# San Benito County

## Local Agency Formation Commission

2301 Technology Parkway, Hollister, CA 95023 | 831-636-4000 ext.13

*Dedicated to the organization and delivery of effective government services to the residents of San Benito County.*

### WASTEWATER MSR KICKOFF MEETING

September 25, 2023 at 3pm

Community Foundation for San Benito County

Epicenter – San Andreas Conference Room

440 San Benito Street, Hollister, CA 95023

*RSVP to [jill@pcateam.com](mailto:jill@pcateam.com)*

#### Topics to be covered:

Stakeholders ● Process ● Timeline ● Focus Issues ● Desired Outcomes ● Agency Feedback

#### WHAT IS LAFCO?

- LAFCO is an acronym for Local Agency Formation Commission. It is a regulatory agency with countywide jurisdiction, established by state law for the purpose of encouraging the orderly and efficient provision of municipal services.
- LAFCO is responsible for reviewing and approving proposed jurisdictional boundary changes, incorporations of new cities, formations of new special districts, and consolidations, mergers, and dissolutions of existing districts and determining spheres of influence for each city and district.
- LAFCO's mission is to encourage orderly growth and development.
- LAFCO does not have direct land use authority and may not manage or operate local agencies.

#### WHO ARE LAFCO MEMBERS?

LAFCO is comprised of two members of the County Board of Supervisors, two members representing the cities in the County, one member representing the public, and one alternate in each category.

- Bea Gonzales, County
- Angela Curro, County
- Mindy Sotelo, County Alternate
- Richard Bettencourt, Public Vice-Chair
- Elia Salinas, Public Alternate
- Leslie Jordan, City
- Mia Casey, City
- EJ Sabathia, City Alternate
- Darren McBain, County, Interim Executive Officer

## **WHAT IS A MUNICIPAL SERVICE REVIEW (MSR)?**

- An MSR is a review of municipal services, such as water, fire protection, reclamation, and cemetery services.
- An MSR provides comprehensive knowledge of available services, future needs for each service, and the efficiency and expansion capacity of services.
- MSRs examine possible reorganization of governance structures of service providers.
- MSRs must be completed prior to (or concurrent with) SOI reviews and updates.

## **WHAT IS A SPHERE OF INFLUENCE (SOI)?**

- An SOI is the probable future boundary and service area of a city or a district, as established by LAFCO. It is a planning boundary, and sometimes extends beyond an agency's legal boundary.
- State law requires that SOIs be updated to reflect growth, service capacities, public preferences, and development strategies for the future.

## **WHAT IS AN MSR REQUIRED TO INCLUDE?**

- Growth and population projections for the affected area;
- Location and characteristics of disadvantaged unincorporated communities within or contiguous to the agency's SOI;
- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies;
- Financial ability of agencies to provides services;
- Status of, and opportunities for, shared facilities; and
- Accountability for community service needs, including governmental structure and operational efficiencies.

## **IS LAFCO REQUIRED TO ACT ON MSR DETERMINATIONS?**

- LAFCO is not compelled by the State to act on MSR determinations.
- LAFCO is not required to initiate government structure options identified in the MSR.
- LAFCO is required by the State to update local agencies' SOIs.

## **THE MSR AND SOI UPDATE PROCESS**

- The preparation of an MSR is a cooperative effort among local agencies, LAFCO, the public, other stakeholders, and consultants.
- LAFCO serves as a fair and impartial review, following specific guidelines for the assessment of municipal services.
- Local agencies, the public, and other stakeholders will have several opportunities to review MSR findings before they are adopted by LAFCO.
- After the MSR is completed, city and district SOIs are reviewed and updated as deemed appropriate by LAFCO. An SOI update may be affirmation of the existing SOI, or it may involve SOI changes to address growth or service issues.

## **AGENCIES TO BE REVIEWED IN THIS MSR**

- City of Hollister
- City of San Juan Bautista
- San Benito County Water District
- Sunnyslope County Water District
- Tres Pinos Water District
- San Benito County Service Area 22 (Cielo Vista Estates)
- San Benito County Service Area 45 (Rancho Larios)

## INTENT OF THIS MSR

While this report will address all legally required determinations, LAFCO would like to see particular emphasis placed on the following topics:

- Defining the Hollister Urban Area (HUA) and San Benito County Water District's HUA for wastewater services.
- Defining LAFCO requirements for approving expansion of urban services within and outside city and special district boundaries.
- Identifying and recommending alternatives to efficiently and adequately provide wastewater services to the area, particularly for out-of-area services.
- Reconcile Hollister's SOI, General Plan, HUA, and out of area wastewater service connections.
- Ensure adequate financing, capacity, and level of services by all wastewater providers in the region.

## WHAT ROLE DOES THE PUBLIC PLAY IN THE MSR PROCESS?

- Provide input on the major issues of concern and desired direction of operations. Comments may be submitted on LAFCO's website, via email, or by phone as desired.
- Review the public draft MSR report and provide comments regarding content and findings.
- Attend LAFCO meetings when the MSR is considered for adoption, to voice opinions to the Commission.

## CONTACT INFORMATION

LAFCO MSR Consultants:  
Policy Consulting Associates  
Jennifer Stephenson, Principal  
5050 Laguna Blvd. Suite 112-711  
Elk Grove, CA 95758  
310-936-2639  
[jennifer@pcateam.com](mailto:jennifer@pcateam.com)

San Benito LAFCO  
Executive Officer  
2301 Technology Parkway  
Hollister, CA 95023  
831-636-4000 ext.13  
[lafco@cosb.us](mailto:lafco@cosb.us)

# San Benito County

## Local Agency Formation Commission

*Dedicated to the organization and delivery of effective government services to the residents of San Benito County.*

2301 Technology Parkway, Hollister, CA 95023 | 831-636-4000 ext.13

September 8, 2023

RE: Municipal Service Review

Dear Stakeholder:

The San Benito Local Agency Formation Commission (LAFCO) is conducting a municipal service review (MSR) for regional wastewater services provided by local agencies under its jurisdiction, as required by Government Code §56430 and §56425. **An initial meeting will be held September 25, 2023 at 3pm at the Community Foundation for San Benito County Epicenter.** Please see the attached flyer for more details on the kickoff meeting.

An MSR is a means for identifying and addressing the relationship between regional issues, goals and objectives, and various service options. **Please see the attached flyer** for more detailed information regarding MSRs. In accordance with the law, the review must address each of the following topics:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI;
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies;
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; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

We consider the preparation of service reviews to be a cooperative effort involving the staff of local agencies, LAFCO and the professional consultants. In addition to responding to LAFCO requests for information as required under Government Code §56386, your agency may be contacted for an interview and asked to review a draft profile of your agency. LAFCO has



directed us, Policy Consulting Associates, as their consultants to contact your agency to collect information and occasionally ask clarifying questions throughout the service review process.

We will be following up after the kick off meeting with an initial request for information for your agency. Timely responses to this and other requests will greatly determine the timeline of this project. We appreciate your cooperation and efforts to make this a fast and efficient process.

If you have any questions regarding the service review process, we encourage you to attend the kickoff meeting. If at any time throughout this review process you have questions, please feel free to contact Jennifer Stephenson at (310) 936-2639 or [jennifer@pccat.com](mailto:jennifer@pccat.com) or the LAFCO Executive Officer at (831) 636-4000 ext. 13 or [lafco@cosb.us](mailto:lafco@cosb.us).

We sincerely look forward to collaborating with and learning more about your agency's needs through this process. We are open to any suggestions or comments you might have on the service review process, forms or procedures.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Stephenson". The signature is written in a cursive, flowing style.

Jennifer Stephenson  
Principal  
Policy Consulting Associates, LLC



## Request for Information

2301 Technology Parkway, Hollister, CA 95023 | 831-636-4000 ext.13

The San Benito Local Agency Formation Commission (LAFCO) has initiated a Municipal Service Review (MSR) for all special districts and cities that provide wastewater and/or recycled water in the County, which includes your agency. Thank you to those that were able to attend our stakeholder kickoff meeting on September 25th. If you were not able to attend, the presentation and more information about the project is available at: [pcateam.com/SBWastewaterMSR](https://pcateam.com/SBWastewaterMSR) If you have any questions on the project or process, feel free to contact Jennifer Stephenson at (310) 936-2639 or [jennifer@pcateam.com](mailto:jennifer@pcateam.com).

The project is now undergoing the data collection phase. We anticipate that the data collection phase will be broken down into a few requests for information – first, a request for available documents; second, a follow up questionnaire with technical questions; and third, an interview to discuss significant policy issues/concerns and review the compiled information to ensure accuracy. We have reviewed and downloaded information that is available online regarding your agency and would like to request additional documents that were not readily available. It would be greatly appreciated if you could complete and return the attached questionnaire by October 16, 2023 and upload requested documents to your agency's issued Sharepoint file, a link to which will be sent via email.

Thank you for all your efforts to meet this deadline as it will enable us to keep to the expedited timeline.

Please submit your response to Policy Consulting Associates no later than:  
Monday October 16, 2023

- 1) **Official name of city or special district:**
  
- 2) **Person(s) Responding:** The name of the person(s) who completed the agency’s response to this Request for Information. \_\_\_\_\_
  
- 3) **Liaison Contact Information** Please, provide the individual who will coordinate your response to the questionnaire and will serve as your liaison with LAFCO for this project. Please also provide the individual to contact when the primary contact is unavailable.

	Primary Liaison	Alternate Contact
<b>Name</b>		
<b>Title</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Fax</b>		
<b>Email</b>		

- 4) **Agency Plans:** Indicate which of the following documents has been compiled and is relevant to your agency, and upload to Sharepoint a copy of the most current of each or indicate if it can be found on the agency’s website:

- Adopted Budget for FYs 22-23 and 23-24
- Financial Statements FYs 20-21, 21-22, 22-23 (audited or unaudited)
- Most Recent Audited Financial Statement
- Annual Report
- Rate Study
- Capital Improvement Plan
- Agency Organizational Chart
- Policies and Procedures
- Personnel Policies
- Bylaws
- Mission Statement
- Rates or fee schedule
- Development Impact Fee Nexus Study
- General Plan
- Master Plan
- Sewer System Management Plan
- NPDES Permit/Waste Discharge Requirements
- Strategic Plan/Planning Documents
- Annual Report to Regional Water Quality Control Board

- Most Recent Inspection Report by Regional Water Quality Control Board
- Bond Statements after 2018
- Grant Applications after 2018
- Each city council/board member name, start date, and term expiration date
- Form 700 Statements for Governing Body Members
- Certification of Ethics Training for Governing Body Members
- Service Contracts/Agreements
- Contracts and out-of-area service agreements, including a service area map if available
- Grand Jury report after 2015 requiring agency response
- Any other related available studies, engineering reports, or environmental assessments
- Other: \_\_\_\_\_

5) **Services Provided:** What wastewater-related services does your agency provide. Check all that apply. If provided by contract with another agency/entity, indicate next to service.

- Wastewater Collection
- Collection System Maintenance
- Wastewater Treatment (Primary, Secondary, Tertiary)
- Wastewater Treatment Operations and Maintenance
- Recycled Water Production
- Recycled Water Distribution/Delivery
- Recycled Water Stations
- Groundwater Testing

6) **Contract Service to Other Agencies:** Does your agency provide services to other agencies by contract?

- Yes. Indicate client agency(ies), type of service and areas served in this manner. Periods of service?
- No

7) **Contracts for Services:** Does your agency receive services from other agencies by contract?

- Yes. Indicate agency(ies), type of service, areas served in this manner. Periods of service?
- No

8) **Joint Powers Authorities:**

- a) Please list all joint powers authorities (JPAs) or joint decision-making efforts in which the agency participates.

- b) What is the purpose and primary funding source for each JPA?
- 9) **Agency Participation in Regional Plans:** Is or has your agency participated in the development of regional plans? If so, please describe your participation in regional plans.
- 10) **Memberships:** Are there organizations (other than those already mentioned above) that your agency is a member of? If so, please list.
- 11) **Governing body:** How does your agency encourage voter participation? Describe any additional outreach efforts to keep constituents/customers apprised of local agency activities related to wastewater services.
- 12) **Customer Service:** If a customer is dissatisfied with city services, how would that customer submit a complaint? Describe the process for handling and processing a complaint to resolution.

Describe number and type of complaints filed in 2022 related to wastewater services.

- 13) **Employee Evaluations:**
- a) Does the Agency perform regular employee evaluations?
  - b) If so, how often are evaluations completed?
  - c) Who performs the evaluations?
- 14) **Agency-wide Performance**
- a) Are the operations and productivity of wastewater services offered by the Agency routinely evaluated? (i.e., annual report)?
  - b) If so, provide examples of how the Agency evaluates its own performance.
  - c) What performance measures are used by the Agency to determine service adequacy? Describe qualitative as well as quantitative measures for wastewater services provided.
  - d) Does the Agency track the workload handled by agency and its staff? If so, how (i.e., time sheets, logs of maintenance and inspection activities)?
  - e) How are long-term objectives and goals established?
  - f) How does the Agency forecast service needs?

**15) Goals and Reorganizations:**

- a) Are there any areas that the agency desires or plans to serve that are not now within its boundaries or sphere of influence? If so, please identify.
- b) Government Organizations/Reorganizations: Has the agency considered annexations, detachments, consolidations, or reorganizations of itself or other agencies in the past 5 years? If yes, please explain.
- c) If so, does your agency anticipate submitting to LAFCO within the next five years any reorganization proposal? If so, please explain briefly.

**16) Growth Areas:** Where is growth concentrated within the agency’s boundaries and sphere of influence?

**17) Anticipated Development:** Describe any significant planned or proposed developments that are occurring within the agency’s bounds, outside of the agency’s bounds but inside its SOI, just outside of its SOI (name, location, approximate number of housing units).

Name of Development or Owner	Number of dwelling units or commercial square footage	Location	Does the agency plan to serve the development and has a will serve letter has been issued?	Status

**18) Capacity:**

- a) Does the Agency currently have sufficient capacity to provide services to the current boundaries? Describe any capacity constraints for wastewater services offered.
- b) Describe any locations within the Agency’s current boundaries where the Agency has difficulty providing adequate levels of service. Identify specific challenges for each service offered.
- c) Does the Agency currently have the capacity to provide services to planned development in its future growth area/SOI? Describe any capacity constraints.
- d) Describe areas within the Agency’s future growth area where it would have difficulty providing adequate levels of service or that would be particularly expensive to serve.

- e) Do existing or planned facilities duplicate existing or planned facilities of another provider? Is excess capacity available to serve other service providers' customers and eliminate the need for duplicate infrastructure by other agencies?

**19) Service and Capital Improvement Funding:**

- a) Is the current funding level adequate to deliver services? If not, describe the financial challenges that the Agency faces in providing services.
- b) Describe any efforts by the Agency to cut costs and/or improve efficiency over the last five years (2015 – 2020).
- c) Is the Agency pursuing or considering any new revenue streams? If so, please describe.
- d) Is the Agency's current level of reserves and capital funding adequate to maintain and/or improve infrastructure and public facilities? If not, please describe and indicate any planned measures to address capital improvements.

**20) Bond Ratings:** What are the Agency's most recent bond ratings (if applicable)?

**21) Financial Diagnostics:** Has the Agency evaluated its financial condition, for example using the League of Cities Financial Health Diagnostic (or other indicators)? If so, please describe.

**22) Opportunities for Improvement:** Are there currently untapped opportunities for the Agency to provide services more efficiently or effectively, or to collaborate with other agencies?

- Yes. Describe current deficiencies or inefficiencies. Explain how collaboration or other improvements might be warranted. Include projects and/or programs that could also improve efficiency or service delivery.
- No.

**23) Service Financing:**

- a) Is the current financing level adequate to deliver services? If not, describe the financial challenges that the agency faces in providing services.
- b) Describe any efforts by the agency to cut costs and/or improve efficiency.

**24) Recommendations:** Describe any issues that your agency would like to see included in this service review.



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Angela Curro  
Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

**Item Number: 5.3**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** LAFCO

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**LAFCO FINANCIAL REPORT FOR FY23-24 QUARTER 1**

**AGENDA SECTION:**

BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

**BACKGROUND/SUMMARY:**

At LAFCO's August 10, 2023 meeting, the Commission requested quarterly reporting on the status of LAFCO financials to keep the Commission informed about LAFCO's finances. Periodic financial reports serve the interests of openness and transparency and will keep the Commission apprised of any budget items that may warrant review and adjustment during the course of the fiscal year. Staff worked with the County Auditors Office to compile the attached Budget Performance Report, which provides a summary of year-to-date revenues and expenses, and the Detailed General Ledger, which provides details regarding each LAFCO expense since the start of the fiscal year.

Of note is that payments from the member agencies have not yet been invoiced and deposited into the LAFCO account to wait until the start of the County budget year. Invoices are anticipated to go out this week.

On the Budget Performance Report "YTD Transactions" refers to deposits and expenses made to date from the start of the fiscal year. "Budget - YTD Transactions" refers to the remaining allocated budget for that line item. To date there have been expenditures of \$19,503 with no exceptional or unexpected expenses. All budget line items continue to have sufficient funds, and there are no necessary line item amendments at this time.

**RECOMMENDATION:**

Receive report and provide any general direction to staff regarding current or future financial reporting



**ATTACHMENTS:**

LAFCO FY23-24 Q1 Report

LAFCO Q1 FY23-24 Ledger

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 626 - LAFCo										
REVENUE										
Department 95 - Trust and Agency										
Division 7280 - LAFCO										
Program/Section/Activity 1000 - Administration										
<b>523</b>	<b>Licenses, Permits and Franchises</b>									
523.001	Licenses, Permits and Franchises Other	.00	.00	.00	.00	.00	.00	.00	+++	3,160.00
	<b>523 - Licenses, Permits and Franchises Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$3,160.00</b>
<b>541</b>	<b>Use of Money and Property</b>									
541.001	Use of Money and Property Interest	.00	.00	.00	.00	.00	.00	.00	+++	1,886.38
541.003	Use of Money and Property FMV adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(895.80)
	<b>541 - Use of Money and Property Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$990.58</b>
<b>560</b>	<b>Charges for Services</b>									
560.201	Charges for Services Contribution SBC	.00	122,972.00	122,972.00	.00	.00	.00	122,972.00	0	48,579.00
560.203	Charges for Services City of Hollister	.00	115,635.00	115,635.00	.00	.00	.00	115,635.00	0	45,592.36
560.204	Charges for Services Contribution City of SJB	.00	7,338.00	7,338.00	.00	.00	.00	7,338.00	0	2,986.65
	<b>560 - Charges for Services Totals</b>	<b>\$0.00</b>	<b>\$245,945.00</b>	<b>\$245,945.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$245,945.00</b>	<b>0%</b>	<b>\$97,158.01</b>
	Program/Section/Activity 1000 - Administration Totals	\$0.00	\$245,945.00	\$245,945.00	\$0.00	\$0.00	\$0.00	\$245,945.00	0%	\$101,308.59
	Division 7280 - LAFCO Totals	\$0.00	\$245,945.00	\$245,945.00	\$0.00	\$0.00	\$0.00	\$245,945.00	0%	\$101,308.59
	Department 95 - Trust and Agency Totals	\$0.00	\$245,945.00	\$245,945.00	\$0.00	\$0.00	\$0.00	\$245,945.00	0%	\$101,308.59
	<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$245,945.00</b>	<b>\$245,945.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$245,945.00</b>	<b>0%</b>	<b>\$101,308.59</b>
EXPENSE										
Department 95 - Trust and Agency										
Division 7280 - LAFCO										
Program/Section/Activity 1000 - Administration										
<b>619</b>	<b>Services and Supplies</b>									
619.134	Services and Supplies Software License	.00	.00	.00	.00	.00	.00	.00	+++	2,416.00
619.166	Services and Supplies Membership Dues	.00	2,167.00	2,167.00	.00	.00	2,130.00	37.00	98	1,967.00
619.172	Services and Supplies Postage and Delivery	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	37.62
619.174	Services and Supplies Office Supplies	.00	2,000.00	2,000.00	.00	.00	.00	2,000.00	0	.00
619.180	Services and Supplies Public and Legal Notices	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	1,055.30
619.194	Services and Supplies Training	.00	5,000.00	5,000.00	.00	.00	3,625.00	1,375.00	72	1,308.14
619.196	Services and Supplies Lodging	.00	1,520.00	1,520.00	.00	.00	.00	1,520.00	0	1,023.05
619.198	Services and Supplies Meals	.00	1,300.00	1,300.00	.00	.00	.00	1,300.00	0	187.00
619.200	Services and Supplies Transportation	.00	.00	.00	.00	.00	.00	.00	+++	867.50
619.206	Services and Supplies Travel - Other	.00	.00	.00	.00	.00	.00	.00	+++	369.61
619.210	Services and Supplies Legal	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0	.00

619.222	Services and Supplies Other Consultants	.00	160,000.00	160,000.00	.00	.00	9,227.25	150,772.75	6	39,196.01
619.226	Services and Supplies Administrative Support	.00	11,416.00	11,416.00	.00	.00	.00	11,416.00	0	.00
619.262	Services and Supplies Reimbursements (Other)	.00	.00	.00	.00	.00	.00	.00	+++	6,215.52
	<b>619 - Services and Supplies Totals</b>	<b>\$0.00</b>	<b>\$205,403.00</b>	<b>\$205,403.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,982.25</b>	<b>\$190,420.75</b>	<b>7%</b>	<b>\$54,642.75</b>
<b>645</b>	<b>Other Charges</b>									
645.704	Other Charges Retiree Medical Insurance	.00	10,000.00	10,000.00	.00	.00	1,885.50	8,114.50	19	6,990.80
	<b>645 - Other Charges Totals</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,885.50</b>	<b>\$8,114.50</b>	<b>19%</b>	<b>\$6,990.80</b>
<b>649</b>	<b>Other Charges</b>									
649.101	Other Charges Cost Plan	.00	10,541.00	10,541.00	.00	.00	2,635.25	7,905.75	25	4,042.00
	<b>649 - Other Charges Totals</b>	<b>\$0.00</b>	<b>\$10,541.00</b>	<b>\$10,541.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,635.25</b>	<b>\$7,905.75</b>	<b>25%</b>	<b>\$4,042.00</b>
<b>999</b>	<b>Contingencies</b>									
999.901	Contingencies Contingencies	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	<b>999 - Contingencies Totals</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>0%</b>	<b>\$0.00</b>
	Program/Section/Activity <b>1000 - Administration Totals</b>	<b>\$0.00</b>	<b>\$245,944.00</b>	<b>\$245,944.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,503.00</b>	<b>\$226,441.00</b>	<b>8%</b>	<b>\$65,675.55</b>
	Division <b>7280 - LAFCO Totals</b>	<b>\$0.00</b>	<b>\$245,944.00</b>	<b>\$245,944.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,503.00</b>	<b>\$226,441.00</b>	<b>8%</b>	<b>\$65,675.55</b>
	Department <b>95 - Trust and Agency Totals</b>	<b>\$0.00</b>	<b>\$245,944.00</b>	<b>\$245,944.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,503.00</b>	<b>\$226,441.00</b>	<b>8%</b>	<b>\$65,675.55</b>
	<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$245,944.00</b>	<b>\$245,944.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,503.00</b>	<b>\$226,441.00</b>	<b>8%</b>	<b>\$65,675.55</b>
	Fund <b>626 - LAFCo Totals</b>									
	<b>REVENUE TOTALS</b>	<b>.00</b>	<b>245,945.00</b>	<b>245,945.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>245,945.00</b>	<b>0%</b>	<b>101,308.59</b>
	<b>EXPENSE TOTALS</b>	<b>.00</b>	<b>245,944.00</b>	<b>245,944.00</b>	<b>.00</b>	<b>.00</b>	<b>19,503.00</b>	<b>226,441.00</b>	<b>8%</b>	<b>65,675.55</b>
	Fund <b>626 - LAFCo Totals</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$19,503.00)</b>	<b>\$19,504.00</b>		<b>\$35,633.04</b>
	Grand Totals									
	<b>REVENUE TOTALS</b>	<b>.00</b>	<b>245,945.00</b>	<b>245,945.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>245,945.00</b>	<b>0%</b>	<b>101,308.59</b>
	<b>EXPENSE TOTALS</b>	<b>.00</b>	<b>245,944.00</b>	<b>245,944.00</b>	<b>.00</b>	<b>.00</b>	<b>19,503.00</b>	<b>226,441.00</b>	<b>8%</b>	<b>65,675.55</b>
	Grand Totals	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$19,503.00)</b>	<b>\$19,504.00</b>		<b>\$35,633.04</b>

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance	
G/L Account Number	<b>626.95.7280.101.990000000 Cash Cash</b>								Balance To Date:	\$133,959.36
07/05/2023	2023-00006410	JE	AP	A/P Invoice Entry	Accounts Payable			151.00	133,808.36	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	JUL23	CalPERS		JULY 2023 COVERAGE	06/24/2023	EFT	11344	434,952.08	(151.00)	
								Total	\$434,952.08 (\$151.00)	
07/20/2023	2024-00000136	JE	AP	Invoice Payment Batch Post	Accounts Payable			2,130.00	131,678.36	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	2023-34	CALAFCO		2023/24 LAFCo Member Dues	07/01/2023	Check	80793	2,130.00	(2,130.00)	
								Total	\$2,130.00 (\$2,130.00)	
07/25/2023	2024-00000166	JE	AP	Invoice Payment Batch Post	Accounts Payable			584.00	131,094.36	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	AUG23 RET -LAFCO	BENEFIT COORDINATORS CORP		August 2023 Retiree	08/01/2023	EFT	11380	584.00	(584.00)	
								Total	\$584.00 (\$584.00)	
08/03/2023	2024-00000265	JE	AP	Invoice Payment Batch Post	Accounts Payable			6,498.00	124,596.36	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	60623	LAFCO OF MONTEREY COUNTY		MAY SERVICES	06/06/2023	Check	81150	6,498.00	(6,498.00)	
								Total	\$6,498.00 (\$6,498.00)	
08/09/2023	2024-00000334	JE	AP	A/P Invoice Entry	Accounts Payable			151.00	124,445.36	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	AUG23	CalPERS		AUGUST 2023 COVERAGE	08/09/2023	EFT	11516	437,969.65	(151.00)	
								Total	\$437,969.65 (\$151.00)	
08/10/2023	2024-00000330	JE	AP	Invoice Payment Batch Post	Accounts Payable			5,838.54	118,606.82	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	70623	LAFCO OF MONTEREY COUNTY		JUNE SERVICES	07/06/2023	Check	81304	5,838.54	(5,838.54)	
								Total	\$5,838.54 (\$5,838.54)	
08/17/2023	2024-00000386	JE	AP	Invoice Payment Batch Post	Accounts Payable			584.00	118,022.82	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	SEPT23 RET-LAFCO	BENEFIT COORDINATORS CORP		SEPTEMBER 2023 RETIREE	09/01/2023	EFT	11531	584.00	(584.00)	
								Total	\$584.00 (\$584.00)	
08/29/2023	2024-00000527	JE	AP	Invoice Payment Batch Post	Accounts Payable			3,625.00	114,397.82	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	101823CALAFCO	CALAFCO		CALAFCO ANNUAL CONFERENCE	08/25/2023	Check	81910	3,625.00	(3,625.00)	
								Total	\$3,625.00 (\$3,625.00)	
09/07/2023	2024-00000702	JE	AP	A/P Invoice Entry	Accounts Payable			151.00	114,246.82	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	SEPT 2023	CalPERS		SEPT 2023 COVERAGE	09/07/2023	EFT	11672	439,711.08	(151.00)	
								Total	\$439,711.08 (\$151.00)	
09/21/2023	2024-00000834	JE	AP	Invoice Payment Batch Post	Accounts Payable			4,341.75	109,905.07	
	<i>Invoice Number</i>	<i>Vendor</i>		<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
	SB-2023-1	POLICY CONSULTING ASSOCIATES		AUGUST SERVICES	09/06/2023	Check	82743	3,926.25	(3,926.25)	
	Oct23 Ret-LAFCO	BENEFIT COORDINATORS CORP		October 2023 Retiree	10/01/2023	EFT	11696	415.50	(415.50)	
								Total	\$4,341.75 (\$4,341.75)	
09/26/2023	2024-00000915	JE	AP	Invoice Payment Batch Post	Accounts Payable			5,301.00	104,604.07	

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
80323	LAFCO OF MONTEREY COUNTY	JULY SERVICES	08/03/2023	Check	82817	5,301.00	(5,301.00)	
						Total	\$5,301.00 (\$5,301.00)	
09/30/2023	2024-00000847	JE GL Q1 Cost Plan Allocation 23-24				2,635.25	101,968.82	
						Account	Cash Cash Totals	
						\$0.00	\$31,990.54	
						Balance To Date:	(\$12,487.54)	
G/L Account Number	626.95.7280.201.101 Payables Accounts Payable						2,130.00	(14,617.54)
07/01/2023	2024-00000134	JE AP A/P Invoice Entry			Accounts Payable			
						2,130.00	(2,130.00)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
2023-34	CALAFCO	2023/24 LAFCo Member Dues	07/01/2023	Check	80793	2,130.00	(2,130.00)	
						Total	\$2,130.00 (\$2,130.00)	
07/05/2023	2023-00006410	JE AP A/P Invoice Entry			Accounts Payable	151.00	(14,466.54)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
JUL23	CalPERS	JULY 2023 COVERAGE	06/24/2023	EFT	11344	434,952.08	151.00	
						Total	\$434,952.08 \$151.00	
07/19/2023	2024-00000164	JE AP A/P Invoice Entry			Accounts Payable		584.00 (15,050.54)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
AUG23 RET -LAFCO	BENEFIT COORDINATORS CORP	August 2023 Retiree	08/01/2023	EFT	11380	584.00	(584.00)	
						Total	\$584.00 (\$584.00)	
07/20/2023	2024-00000136	JE AP Invoice Payment Batch Post			Accounts Payable	2,130.00	(12,920.54)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
2023-34	CALAFCO	2023/24 LAFCo Member Dues	07/01/2023	Check	80793	2,130.00	2,130.00	
						Total	\$2,130.00 \$2,130.00	
07/25/2023	2024-00000166	JE AP Invoice Payment Batch Post			Accounts Payable	584.00	(12,336.54)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
AUG23 RET -LAFCO	BENEFIT COORDINATORS CORP	August 2023 Retiree	08/01/2023	EFT	11380	584.00	584.00	
						Total	\$584.00 \$584.00	
08/03/2023	2024-00000265	JE AP Invoice Payment Batch Post			Accounts Payable	6,498.00	(5,838.54)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
60623	LAFCO OF MONTEREY COUNTY	MAY SERVICES	06/06/2023	Check	81150	6,498.00	6,498.00	
						Total	\$6,498.00 \$6,498.00	
08/10/2023	2024-00000330	JE AP Invoice Payment Batch Post			Accounts Payable	5,838.54	.00	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
70623	LAFCO OF MONTEREY COUNTY	JUNE SERVICES	07/06/2023	Check	81304	5,838.54	5,838.54	
						Total	\$5,838.54 \$5,838.54	
08/16/2023	2024-00000384	JE AP A/P Invoice Entry			Accounts Payable	584.00	(584.00)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
SEPT23 RET-LAFCO	BENEFIT COORDINATORS CORP	SEPTEMBER 2023 RETIREE	09/01/2023	EFT	11531	584.00	(584.00)	
						Total	\$584.00 (\$584.00)	
08/17/2023	2024-00000386	JE AP Invoice Payment Batch Post			Accounts Payable	584.00	.00	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
SEPT23 RET-LAFCO	BENEFIT COORDINATORS CORP	SEPTEMBER 2023 RETIREE	09/01/2023	EFT	11531	584.00	584.00	
						Total	\$584.00 \$584.00	
08/25/2023	2024-00000525	JE AP A/P Invoice Entry			Accounts Payable	3,625.00	(3,625.00)	
Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount	
101823CALAFCO	CALAFCO	CALAFCO ANNUAL CONFERENCE	08/25/2023	Check	81910	3,625.00	(3,625.00)	

										Total	\$3,625.00	(\$3,625.00)	
08/29/2023		2024-00000527	JE	AP	Invoice Payment Batch Post	Accounts Payable				3,625.00			.00
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	101823CALAFCO	CALAFCO			CALAFCO ANNUAL CONFERENCE	08/25/2023	Check	81910		3,625.00		3,625.00	
										Total	\$3,625.00	\$3,625.00	
08/29/2023		2024-00000911	JE	AP	A/P Invoice Entry	Accounts Payable				5,301.00		(5,301.00)	
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	80323	LAFCO OF MONTEREY COUNTY			JULY SERVICES	08/03/2023	Check	82817		5,301.00		(5,301.00)	
										Total	\$5,301.00	(\$5,301.00)	
09/12/2023		2024-00000832	JE	AP	A/P Invoice Entry	Accounts Payable				3,926.25		(9,227.25)	
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	SB-2023-1	POLICY CONSULTING ASSOCIATES			AUGUST SERVICES	09/06/2023	Check	82743		3,926.25		(3,926.25)	
										Total	\$3,926.25	(\$3,926.25)	
09/19/2023		2024-00000832	JE	AP	A/P Invoice Entry	Accounts Payable				415.50		(9,642.75)	
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	Oct23 Ret-LAFCO	BENEFIT COORDINATORS CORP			October 2023 Retiree	10/01/2023	EFT	11696		415.50		(415.50)	
										Total	\$415.50	(\$415.50)	
09/21/2023		2024-00000834	JE	AP	Invoice Payment Batch Post	Accounts Payable				4,341.75		(5,301.00)	
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	Oct23 Ret-LAFCO	BENEFIT COORDINATORS CORP			October 2023 Retiree	10/01/2023	EFT	11696		415.50		415.50	
	SB-2023-1	POLICY CONSULTING ASSOCIATES			AUGUST SERVICES	09/06/2023	Check	82743		3,926.25		3,926.25	
										Total	\$4,341.75	\$4,341.75	
09/26/2023		2024-00000915	JE	AP	Invoice Payment Batch Post	Accounts Payable				5,301.00			.00
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>	
	80323	LAFCO OF MONTEREY COUNTY			JULY SERVICES	08/03/2023	Check	82817		5,301.00		5,301.00	
										Total	\$5,301.00	\$5,301.00	

										Account	Payables Accounts Payable	Totals	\$29,053.29	\$16,565.75	\$0.00			
G/L Account Number	<b>626.95.7280.1000.619.166 Services and Supplies Membership Dues</b>																	
07/01/2023		2024-00000134	JE	AP	A/P Invoice Entry	Accounts Payable				2,130.00			2,130.00					
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>						
	2023-34	CALAFCO			2023/24 LAFCo Member Dues	07/01/2023	Check	80793		2,130.00		2,130.00						
										Total	\$2,130.00	\$2,130.00						
										Account	Services and Supplies Membership Dues	Totals	\$2,130.00	\$0.00	\$2,130.00			
G/L Account Number	<b>626.95.7280.1000.619.194 Services and Supplies Training</b>																	
08/25/2023		2024-00000525	JE	AP	A/P Invoice Entry	Accounts Payable				3,625.00			3,625.00					
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>						
	101823CALAFCO	CALAFCO			CALAFCO ANNUAL CONFERENCE	08/25/2023	Check	81910		3,625.00		3,625.00						
										Total	\$3,625.00	\$3,625.00						
										Account	Services and Supplies Training	Totals	\$3,625.00	\$0.00	\$3,625.00			
G/L Account Number	<b>626.95.7280.1000.619.222 Services and Supplies Other Consultants</b>																	
08/29/2023		2024-00000911	JE	AP	A/P Invoice Entry	Accounts Payable				5,301.00			5,301.00					
	<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>		<i>Amount</i>		<i>Distribution Amount</i>						
	80323	LAFCO OF MONTEREY COUNTY			JULY SERVICES	08/03/2023	Check	82817		5,301.00		5,301.00						

					Total	\$5,301.00	\$5,301.00
09/12/2023	2024-00000832	JE	AP	A/P Invoice Entry	Accounts Payable	3,926.25	9,227.25
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>
SB-2023-1	POLICY CONSULTING ASSOCIATES			AUGUST SERVICES	09/06/2023	Check	82743
						3,926.25	3,926.25
					Total	\$3,926.25	\$3,926.25

					Account	<b>Services and Supplies Other Consultants</b>	Totals	\$9,227.25	\$0.00	\$9,227.25
G/L Account Number	<b>626.95.7280.1000.645.704 Other Charges Retiree Medical Insurance</b>							Balance To Date:		\$0.00
07/19/2023	2024-00000164	JE	AP	A/P Invoice Entry	Accounts Payable		584.00			584.00
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
AUG23 RET -LAFCO	BENEFIT COORDINATORS CORP			August 2023 Retiree	08/01/2023	EFT	11380	584.00	584.00	
					Total			\$584.00	\$584.00	

08/09/2023	2024-00000334	JE	AP	A/P Invoice Entry	Accounts Payable		151.00			735.00
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
AUG23	CalPERS			AUGUST 2023 COVERAGE	08/09/2023	EFT	11516	437,969.65	151.00	
					Total			\$437,969.65	\$151.00	

08/16/2023	2024-00000384	JE	AP	A/P Invoice Entry	Accounts Payable		584.00			1,319.00
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
SEPT23 RET-LAFCO	BENEFIT COORDINATORS CORP			SEPTEMBER 2023 RETIREE	09/01/2023	EFT	11531	584.00	584.00	
					Total			\$584.00	\$584.00	

09/07/2023	2024-00000702	JE	AP	A/P Invoice Entry	Accounts Payable		151.00			1,470.00
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
SEPT 2023	CalPERS			SEPT 2023 COVERAGE	09/07/2023	EFT	11672	439,711.08	151.00	
					Total			\$439,711.08	\$151.00	

09/19/2023	2024-00000832	JE	AP	A/P Invoice Entry	Accounts Payable		415.50			1,885.50
<i>Invoice Number</i>	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>	<i>Distribution Amount</i>	
Oct23 Ret-LAFCO	BENEFIT COORDINATORS CORP			October 2023 Retiree	10/01/2023	EFT	11696	415.50	415.50	
					Total			\$415.50	\$415.50	

					Account	<b>Other Charges Retiree Medical Insurance</b>	Totals	\$1,885.50	\$0.00	\$1,885.50
G/L Account Number	<b>626.95.7280.1000.649.101 Other Charges Cost Plan</b>							Balance To Date:		\$0.00
09/30/2023	2024-00000847	JE	GL	Q1 Cost Plan Allocation 23-24	General Ledger		2,635.25			2,635.25

Account		<b>Other Charges Cost Plan</b>	Totals	\$2,635.25	\$0.00	\$2,635.25
Program/Section/Activity	<b>Administration</b>	Totals	\$19,503.00	\$0.00		
Division	<b>LAFCO</b>	Totals	\$48,556.29	\$48,556.29		
Department	<b>Trust and Agency</b>	Totals	\$48,556.29	\$48,556.29		
Fund	<b>LAFCo</b>	Totals	\$48,556.29	\$48,556.29		
Grand Totals			\$48,556.29	\$48,556.29		



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Angela Curro  
Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Hollister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

**Item Number: 5.4**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** LAFCO

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**MUNICIPAL SERVICE REVIEW WORK PLAN**

**AGENDA SECTION:**

BUSINESS ITEMS - GENERAL BUSINESS, NON-HEARING ITEMS

**BACKGROUND/SUMMARY:**

At the August meeting, the Commission requested a list of all public agencies within LAFCO's oversight, as a tool to help with prioritization of future MSR's. At the September meeting staff provided the requested list and recommended that prioritization occur after permanent staff was in place. Attached is a proposed MSR Work Plan through FY 27-28 based on level of priority of an MSR for that agency and municipal service for the Commission's discussion and consideration. Staff recognizes that the Commission will have a more intimate knowledge of issues affecting these agencies and relies heavily on input from the Commission to appropriately schedule each of the MSR's. Based on Commission input, staff will return with an adjusted work plan at the November meeting for the Commission's consideration.

**RECOMMENDATION:**

Receive and discuss proposed work plan and provide feedback to staff for incorporation

**ATTACHMENTS:**

[MSR Workplan](#)



## **San Benito LAFCO Municipal Service Review Proposed Work Plan**

For all districts and cities under the jurisdiction of LAFCO, Municipal Service Reviews (MSRs) were most recently completed in 2007 or 2014. Government Code Section 56430 mandates that MSRs be conducted to prepare and update an agency's Sphere of Influence (SOI), and Government Code Section 56425(g) requires that Spheres of Influence be reviewed and updated every five years, or as necessary. This does not necessitate a strict five-year timeline for all MSRs and SOI updates as the Commission is given discretion to determine the need as indicated by "as necessary." However, given that it has been almost 10 years since an MSR has been completed in San Benito, it is apparent that there is need for comprehensive MSRs to ensure all SOIs are up to date.

The following table lists the agencies that fall under San Benito LAFCO's jurisdiction and indicates when the most recent MSR occurred for that agency. In an effort to develop a timeline for necessary MSRs, each agency was given a priority categorization of High, Medium High, Medium, and Low based on:

- 1) Known need for governance structure alternatives or reorganization,
- 2) Service and/or boundary issues of importance,
- 3) Status of land use planning document updates and impacts on the agency's sphere of influence, and
- 4) Relation to other MSRs (agencies and/or service) in order to capitalize on already gathered information.

Based on the prioritization level given, a proposed timeline for completion of the MSRs was developed through FY 27-28. The extended timeline is recommended in order to provide a comprehensive and detailed report that not only meets legal requirements, but also is a useful and informative tool for the Commission in making related decisions, for the agencies in implementing any recommendations or identifying a preferred structure alternative, and for the public to enhance transparency of public agency operations and governance. MSRs of this caliber typically cost about \$25,000 - \$30,000 for city reviews, \$10,000-\$20,000 per agency for single agency reviews depending on the number and complexity of services provided, and about \$10,000-\$12,000 per agency for focused single service reviews of multiple agencies. Consequently, an extended timeline is also recommended to spread out the financial burden of these costly reviews over a five-year period.

### Recommended Timeline

At present, the Wastewater MSR is underway and will be completed by the end of FY 23-24. The Cities of Hollister and San Juan Bautista are a component of the Wastewater MSR; however, the content will only focus on general topics such as governance, accountability, growth, finances, and wastewater services. Both cities have indicated the need for an SOI update as a result of recent or in progress General Plan updates and changing community needs. Consequently, it is recommended that the information gathered for the Wastewater MSR be

capitalized on to complete citywide reviews for both cities in FY 24-25, promoting a collaborative SOI update process between the cities and LAFCO as well.

Water services are tightly related to wastewater services and often are provided by the same agencies. Also, water services are considered a core municipal service of particular importance due to ongoing droughts and resulting water constraints. Because information on many of the water providers will be collected as part of the Wastewater MSR, it is recommended that a Water MSR covering all water service providers in the County be initiated at the end of FY 24-25, overlapping the end of the City MSRs, to be completed in FY 25-26. In FY 26-27, it is recommended that MSRs be conducted on the agencies categorized as Medium Priority, including Pacheco Storm Water District, Aromas Tri-County Fire Protection District, and San Benito Healthcare District. The MSR cycle would be completed in FY 27-28 with MSRs on all County Service Areas, San Juan Bautista Cemetery District, and San Benito Resource Conservation District.

There has been interest indicated in the potential formation of a countywide fire district. The proponents would be required to conduct all special studies to substantiate formation; however, LAFCO would have to establish an SOI following formation requiring an MSR. Also, an MSR would likely be necessary for Aromas Tri-County Fire Protection District as an affected agency and component of any resulting reorganization. Given that the schedule of potential formation is yet unknown, it cannot be determined when these MSRs will have to be conducted related to the proposed timeline.

<b>Agency</b>	<b>Most Recent MSR</b>	<b>Priority Level</b>	<b>Proposed Completion Date</b>
City of Hollister	2007	High	Wastewater in progress to be completed FY 23-24. Other services FY 24-25
City of San Juan Bautista	2007	High	Wastewater in progress to be completed FY 23-24. Other services FY 24-25
Aromas Water District	2007	Medium High	FY 25-26 as part of Water MSR
County Service Areas (CSAs)	2007	Low	FY 27-28
Pacheco Storm Water District	2007	Medium	FY 26-27
Pacheco Pass Water District	2007	Medium High	FY 25-26 as part of Water MSR
San Benito County Water District	2007	High	Wastewater in progress to be completed FY 23-24. FY 25-26 as part of Water MSR
San Juan Bautista Cemetery District	2007	Low	FY 27-28
Tres Pinos County Water District	2007	High	Wastewater in progress to be completed FY 23-24. FY 25-26 as part of Water MSR
Aromas Tri-County Fire Protection District	2014	Medium	FY 26-27
San Benito Healthcare District	2014	Medium	FY 26-27
San Benito Resource Conservation District	2014	Low	FY 27-28
Sunnyslope County Water District	2014	High	Wastewater in progress to be completed FY 23-24. FY 26-27 as part of Water MSR
Potential future countywide fire district	TBD		

\*In 2013, LAFCO staff sent a letter to Public Works stating the following County Service Areas technically still existed but were inactive at that time: 6, 10, 12, 15, 43, 44, 52  
In 2019, LAFCO formally dissolved CSAs 1, 2, 3, 10, 12, 13, 15, 17, 26, 27, and 40.

Agency	2023	2024	2025	2026	2027	2028
City of Hollister	Red					
City of San Juan Bautista	Red					
Aromas Water District			Orange			
County Service Areas (CSAs)					Green	
Pacheco Storm Water District				Yellow		
Pacheco Pass Water District			Orange			
San Benito County Water District	Red					
San Juan Bautista Cemetery District					Green	
Tres Pinos County Water District	Red					
Aromas Tri-County Fire Protection District				Yellow		
San Benito Healthcare District				Yellow		
San Benito Resource Conservation District					Green	
Sunnyslope County Water District	Red					



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Angela Curro  
Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

**Item Number: 6.1**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**EXECUTIVE OFFICER COMMUNICATIONS: THE EXECUTIVE OFFICER MAY MAKE BRIEF ANNOUNCEMENTS ABOUT LAFCO ACTIVITIES, FOR INFORMATION ONLY.**

**AGENDA SECTION:**

INFORMATIONAL

**BACKGROUND/SUMMARY:**

Executive Officer will provide updates and information on the following:

- 1) Application status
- 2) Upcoming CALAFCO Conference - Agenda for upcoming conference can be found here: <https://agenda.conf.app/b0eb10b4-7062-4c9b-b1bb-894e77662fab>
- 3) CALAFCO Legislative Committee

**ATTACHMENTS:**

[Application Tracker FY 23-24](#)





**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Angela Curro  
Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

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**Item Number: 6.2**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**COMMISSIONER ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

**AGENDA SECTION:**

INFORMATIONAL

**BACKGROUND/SUMMARY:**

Please see the attached list of previously requested and staff-recommended future agenda items. This table is intended to be updated as a "running" list and brought back as part of future meeting agendas.

**ATTACHMENTS:**

[Future agenda items](#)

**Potential Future Agenda Items  
As of September 14, 2023**

Future agenda items	Staff notes
Prioritization of future MSRs	See list of public agencies subject to LAFCO oversight (attached to 9/14/2023 agenda item 6.3)
Commissioner Handbook amendments	Add: financial reserves policy, quarterly financial reporting schedule  Topic for Commission discussion: Reconsider participation in Commission meetings by alternate members?
San Benito County Water District: Zone 6 Expansion	Does not appear to be a matter within LAFCO's purview; LAFCO regulates ("external") boundaries of agencies, but not zones within agencies.
LAFCO website improvements (local agency maps, links to MSRs and agency websites, etc.)	Discussed at the June 2023 meeting (item 6.2) as a relatively straightforward near-term improvement to LAFCO's public interface
Revise application fees for boundary changes and other LAFCO approvals	Consider changing from flat fees to fees based on actual time spent on processing the application at a pre-determined hourly rate (discussed as part of item 6.7 at the May 2023 meeting)





**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

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Board of Supervisors

Bea Gonzales  
Boad of Supervisors

Mia Casey  
Holister City Council

Leslie Jordan  
San Juan Bautista  
City Council

Richard  
Bettencourt  
Public Member

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**Item Number: 7.1**

**MEETING DATE:** 10/12/2023

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**SUBJECT:**

**ADJOURN TO NEXT REGULAR MEETING UNLESS MEETING IS CANCELLED BY THE CHAIR.**

**AGENDA SECTION:**

ADJOURNMENT

**RECOMMENDATION:**

Adjourn to next regular meeting unless meeting is cancelled by the Chair.

**ATTACHMENTS:**