



San Luis Obispo Local Agency Formation Commission Meeting Agenda August 15, 2024, 9:00am

MEETING

AUGUST 15, 2024 – 9 A.M.
BOARD OF SUPERVISORS
CHAMBERS
COUNTY GOVT. CENTER
1055 MONTEREY STREET,
SAN LUIS OBISPO, CA 93408

CONTACT

ROB FITZROY
EXECUTIVE OFFICER
805-781-5795
FAX 805-788-2072
SLO.LAFCO.CA.GOV

COMMISSIONERS

MARSHALL OCHYLSKI, CHAIR, SPECIAL DISTRICT
STEVE GREGORY, VICE CHAIR, CITY
DEBBIE ARNOLD, COUNTY
JIMMY PAULDING, COUNTY
ED WAAGE, CITY
ROBERT ENNS, SPECIAL DISTRICT
VACANT, PUBLIC
DAWN ORTIZ-LEGG, COUNTY ALTERNATE
CARLA WIXOM, CITY ALTERNATE
ED EBY, SPECIAL DISTRICT ALTERNATE
DAVID WATSON, PUBLIC ALTERNATE

MEETING PARTICIPATION

- **To submit written comment**, mention the matter or agenda item number and send via email to mbling@slo.lafco.ca.gov or fill out an online submission form on our website at slo.lafco.ca.gov, or U.S. mail at 1042 Pacific St Suite A, San Luis Obispo CA, 93401. All correspondence is distributed to each Commissioner and will become part of the official record of the Commission meeting.
- **To submit a pre-recorded verbal comment** call (805) 781-5795; state and spell your name, mention the agenda item number you are calling about and leave your comment. Your comments will be distributed to each Commissioner and will become part of the official record of the Commission meeting.
- **To provide live comment**, attend the in-person meeting and fill out a “request to speak form” provided in the front and back of the meeting room and hand it to the Commission Clerk prior to the beginning of that item. Each speaker will be limited to a three-minute presentation. During public hearings, applicants or their representatives will be given the opportunity to speak first after the staff report is given and questions of the Commission have been addressed.

Other Notes:

- In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate at this meeting, please contact the Clerk at 805-781-5795. Notification provided a minimum of 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements to ensure accessibility to this meeting. Pursuant to the ADA, the meeting room is accessible to the physically disabled.
- It is required by Government Code Section 84308 that a participant in a LAFCO proceeding who has a financial interest in the decision and who has made a campaign contribution of more than \$250 to any Commissioner within (12) months prior, must disclose the contribution. If you are affected, please notify Commission Staff before the hearing.



MEETING AGENDA

Pledge of Allegiance

Call to Order/Roll Call

Approval of the Minutes: May 16, 2024 **(Pages 4 - 10)**

Non-Agenda Public Comment Period

This is the period in which persons may speak on items that are not on the regular agenda. You may provide public comment in one of the three methods mentioned above in the “Meeting Participation” section.

Informational Matters

- A-1: LAFCO File No. 3-R-24 | Notice of Submittal for Petition of Application for Annexation No. 31 to Nipomo Community Services District (Murguia) (Pages 11 - 14)**

Recommendation: Receive and file an informational report on LAFCO File No. 3-R-24.

Regular Matters

- B-1: LAFCO File No. 1-R-23 | Sphere of Influence Amendment and Annexation No. 4 to County Service Area 12 (Weldon) Time Extension Request (Pages 15 - 22)**

Recommendation:

Action: Approve a one-year time extension for LAFCO File No. 1-R-23 to comply with required Conditions of Approval as established by LAFCO Resolution 2023-03.

- B-2: Public Member Recruitment Results (Pages 23 - 53)**

Recommendation:

Action: Provide direction to Executive Officer on preferred approach for public member selection.

- B-3: Year End Budget Report and Fourth Quarter Work Plan Update for Fiscal Year 2023-2024 (Pages 54 - 74)**

Recommendation:

Action: Receive and file the Fiscal Year (FY) 23-24 Year End Budget and Work Plan Report and direct the Executive Officer to submit it to the County Auditor/Controller.

- B-4: Budget Adjustment to Fiscal Year 2024-2025 Budget and Organizational Adjustment (Pages 75 - 80)**

Recommendation:

Action: Motion to adopt Resolution approving a FY 24-25 budget adjustment and position modifications.



B-5: CALAFCO Legislative Update (Pages 81 - 86)

Recommendation:

Action: Review the proposed legislation and by motion provide direction to the Executive Officer.

Closed Session

C-1: Public Employee Appointment Pursuant to Government Code Section 54957

Title: Legal Counsel

Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Representative: Executive Officer

Unrepresented Employee: Legal Counsel

Commissioner Comments

Legal Counsel Comments

Executive Officer Comments

Adjournment



**SAN LUIS OBISPO
LOCAL AGENCY FORMATION COMMISSION
MAY 16, 2024, MEETING MINUTES**

Call to Order

The San Luis Obispo Local Agency Formation Commission (LAFCO) meeting was called to order at 9:00 a.m. on Thursday, May 16, 2024, by Chairperson Ochylski in the Board of Supervisors Chambers at the County Government Center, 1055 Monterey Street, San Luis Obispo, CA 93408.

Pledge of Allegiance

Roll Call

Present: Chairperson Marshall Ochylski, Vice Chair Steve Gregory, Commissioners Debbie Arnold, Jimmy Paulding, and Ed Waage, and Alternate Commissioners Ed Eby and David Watson

Absent: Commissioner Robert Enns and Alternate Commissioners Dawn Ortiz-Legg and Carla Wixom

Staff: Rob Fitzroy, LAFCO Executive Officer
Imelda Marquez-Vawter, LAFCO Analyst
Morgan Bing, LAFCO Clerk Analyst
Brian Pierik, LAFCO Legal Counsel

Approval of the Minutes: April 18, 2024

Chairperson Ochylski announced the consideration of approval of the April 18, 2024, Regular Meeting Minutes.

Chairperson Ochylski asked for Commissioner comments or a motion to approve the minutes.

Vice Chair Gregory motioned to approve the minutes.

Commissioner Watson seconded the motion.

Chairperson Ochylski opened the item for public comment, announcing it was closed shortly after hearing none.

The motion was passed with a unanimous voice vote.

Non-Agenda Public Comment Period

Chairperson Ochylski opened the item for public comment.

Greg Grewal, resident of Creston, commented on issues related to the formation of water districts.

Chairperson Ochylski closed public comment.

Informational Matters

A-1: Informational Report on Shandon San Juan Water District Condition Compliance

Mr. Fitzroy presented the item.

Chairperson Ochylski opened the item for public comment.

Greg Grewal commented on SSJWD condition compliance and compliance with California Water Code.

Chairperson Ochylski closed public comment and asked for Commissioner comments or a motion to approve the item.

Commissioner Watson asked Greg Grewal if he has taken the information presented to the Grand Jury.

Greg Grewal responded to questions and provided comment.

Commissioner Arnold commented on control of the groundwater in the North County.

Commissioner Watson asked if these potential issues may be investigated further with the District's municipal service review.

Mr. Fitzroy responded to questions and provided comment.

Chairperson Ochylski announced the item was received and filed.

Regular Matters

B-1: LAFCO No. 5-S-23 | Municipal Service Review and Sphere of Influence Study for Cambria Community Healthcare District

Mr. Fitzroy and **Mrs. Marquez-Vawter** presented the item.

Chairperson Ochylski opened the item for Commissioner questions.

Commissioner Waage inquired about funding for the District’s long-term liabilities.

Mrs. Marquez-Vawter responded to questions and provided comment.

Mr. Fitzroy responded to questions and provided comment.

Iggy Federoff, Board Member of CCHD, responded to questions and provided comment.

Vice Chair Gregory asked about financial trends within the District.

Iggy Federoff responded to questions and provided comment.

Chairperson Ochylski opened the item for public comment, announcing it was closed shortly after hearing none.

Commissioner Waage motioned to approve staff recommendation for Action 1.

Vice Chair Gregory seconded the motion.

AYES: Commissioner Waage, Vice Chair Gregory, Commissioner Arnold, Eby, Paulding, Watson, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

Commissioner Waage motioned to approve staff recommendation for Action 2.

Vice Chair Gregory seconded the motion.

AYES: Commissioner Waage, Vice Chair Gregory, Commissioner Arnold, Eby, Paulding, Watson, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

B-2: Authorize Release of Request for Proposal for Legal Counsel

Mr. Fitzroy presented the item.

Chairperson Ochylski asked **Mr. Pierik** if the timeline was agreeable.

Mr. Pierik agreed.

Chairperson Ochylski opened the item for Commissioner questions.

Commissioner Eby inquired about who the RFP would be issued to.

Mr. Fitzroy responded to questions and provided comment.

Chairperson Ochylski opened the item for public comment announcing it was closed shortly after hearing none.

Commissioner Waage motioned to approve staff recommendation.

Commissioner Watson seconded the motion.

AYES: Commissioners Waage, Watson, Arnold, Eby, Paulding, Vice-Chair Gregory, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

B-3: Consideration of the Fiscal Year 2022-2023 Audit

Mr. Fitzroy presented the item.

Chairperson Ochylski opened the item for Commissioner questions.

Commissioner Waage inquired about interest on reserves.

Mr. Fitzroy responded to questions and provided comment.

Vice Chair Gregory commented on an error in the slides.

Commissioner Watson asked about projected cash balance.

Mr. Fitzroy responded to questions and provided comment.

Chairperson Ochylski opened the item for public comment, announcing it was closed shortly after hearing none.

Commissioner Paulding motioned to approve staff recommendation.

Vice Chair Gregory seconded the motion.

AYES: Commissioner Paulding, Vice Chair Gregory, Commissioners Arnold, Eby, Waage, Watson, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

B-4: Consideration of the Final Fiscal Year 2024-2025 Budget and Work Plan

Mr. Fitzroy presented the item.

Chairperson Ochylski opened the item for Commissioner questions.

Commissioner Paulding inquired about the timing of Nipomo CSD MSR and staff workload.

Mr. Fitzroy responded to questions and provided comment.

Commissioner Watson asked about prioritization of MSRs.

Mr. Fitzroy responded to questions and provided comment.

Chairperson Ochylski opened the item for public comment, hearing none.

Commissioner Waage motioned to approve staff recommendation for Action 1.

Commissioner Arnold seconded the motion.

Commissioner Paulding suggested amending the motion to give staff direction to prioritize the MSR workload based off need.

Commissioner Waage suggested relying on staff to prioritize workload and not include the direction in the motion.

Commissioner Paulding inquired about staff workload.

Mr. Fitzroy responded to questions and provided comment.

Commissioner Waage commented on staff workload.

Chairperson Ochylski asked for a roll call vote.

AYES: Commissioners Waage, Arnold, Eby, Paulding, Watson, Vice Chair Gregory, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

Commissioner Waage motioned to approve staff recommendation for Action 2.

Commissioner Watson seconded the motion.

AYES: Commissioners Waage, Watson, Arnold, Eby, Paulding, Vice-Chair Gregory, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

Commissioner Waage motioned to approve staff recommendation for Action 3.

Commissioner Watson seconded the motion.

AYES: Commissioners Waage, Watson, Arnold, Eby, Paulding, Vice-Chair Gregory, and Chairperson Ochylski

NAYS: None

ABSTAINING: None

The motion was passed.

Closed Session

C-1: Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation | Title: Executive Officer

Commissioner Waage recommended completing the Commissioner, Legal Counsel, and Executive Officer comments before going into closed session.

Chairperson Ochylski agreed.

Commissioner Comments: None

Legal Counsel Comments: None

Executive Officer Comments: **Mr. Fitzroy** provided comment regarding upcoming meetings, announced Heather Jensen’s resignation, proposed posting notice for the public member position, and provided updates on the incoming San Simeon CSD dissolution application. **Commissioner Arnold** inquired about the dissolution application and **Mr. Fitzroy** responded to questions.

Chairperson Ochylski introduced the Closed Session item.

Chairperson Ochylski opened the item for public comment, announcing it was closed shortly after hearing none.

Chairperson Ochylski called the meeting into closed session at 10:21 AM.

At 11:00 a.m.; **Chairperson Ochylski** called the open session back into order with no report on Closed Session.

Report on Closed Session: **Chairperson Ochylski** stated that there was no reportable action.

Adjournment: With no further business before the Commission, the meeting adjourned at 11:01 a.m. until the next meeting of the Commission in the Board of Supervisors Chambers at the County Government Center in San Luis Obispo.

THESE MINUTES ARE NOT OFFICIAL NOR ARE THEY A PERMANENT PART OF THE RECORD UNTIL THEY ARE APPROVED BY LAFCO COMMISSIONERS AT THE NEXT REGULAR MEETING.

Respectfully submitted,
Morgan Bing, LAFCO Clerk Analyst



San Luis Obispo Local Agency Formation Commission

TO: MEMBERS OF THE COMMISSION

FROM: MORGAN BING, CLERK ANALYST

VIA: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: LAFCO FILE NO. 3-R-24 | NOTICE OF SUBMITTAL FOR PETITION OF APPLICATION FOR ANNEXATION NO. 31 TO NIPOMO COMMUNITY SERVICES DISTRICT (MURGUIA)

RECOMMENDATION

It is recommended that the Commission receive and file an informational report on LAFCO File No. 3-R-24.

SUMMARY

The San Luis Obispo Local Agency Formation Commission (LAFCO) received a landowner petition of application on June 20, 2024, for Annexation No. 31 to the Nipomo Community Services District (NCSD), LAFCO File No. 3-R-24. The proposal consists of approximately 1 acre with an existing single-family home requesting to obtain water and wastewater service from NCSD to increase reliability and resiliency. LAFCO staff completed an initial 30-day review of the application and placed the application on hold. Additional information was requested, in part, pursuant to Government Code Section 56652 to continue processing the application.

As required by Government Code Section 56857, this report provides the Commission with a formal notice of receipt for a new annexation application that was not filed by a district. Typically, an annexation application is received by the district or city wishing to annex an area into their jurisdiction. However, State law also allows annexation requests to be submitted by a petition of landowner directly to LAFCO. When this occurs Government Code Section 56857 requires that LAFCO staff inform the Commission at the first available meeting. The application request must then be forwarded to the affected agency (NCSD), who will have 60 days to terminate the request if they do not wish to annex the area based on service or financial related concerns as is detailed in Government Code Section 56857 (b). If they do not formally request termination, the application will

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- ED EBY
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- CARLA WIXOM
City Member
- David Watson
Public Member
- STAFF**
- ROB FITZROY
Executive Officer
- IMELDA MARQUEZ-VAWTER
Analyst
- MORGAN BING
Clerk Analyst
- BRIAN A. PIERIK
Legal Counsel

continue to be processed by staff and the Commission will consider the item at a public hearing.

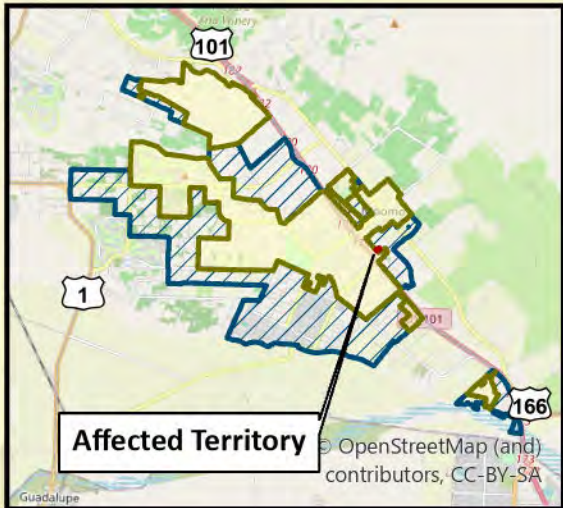
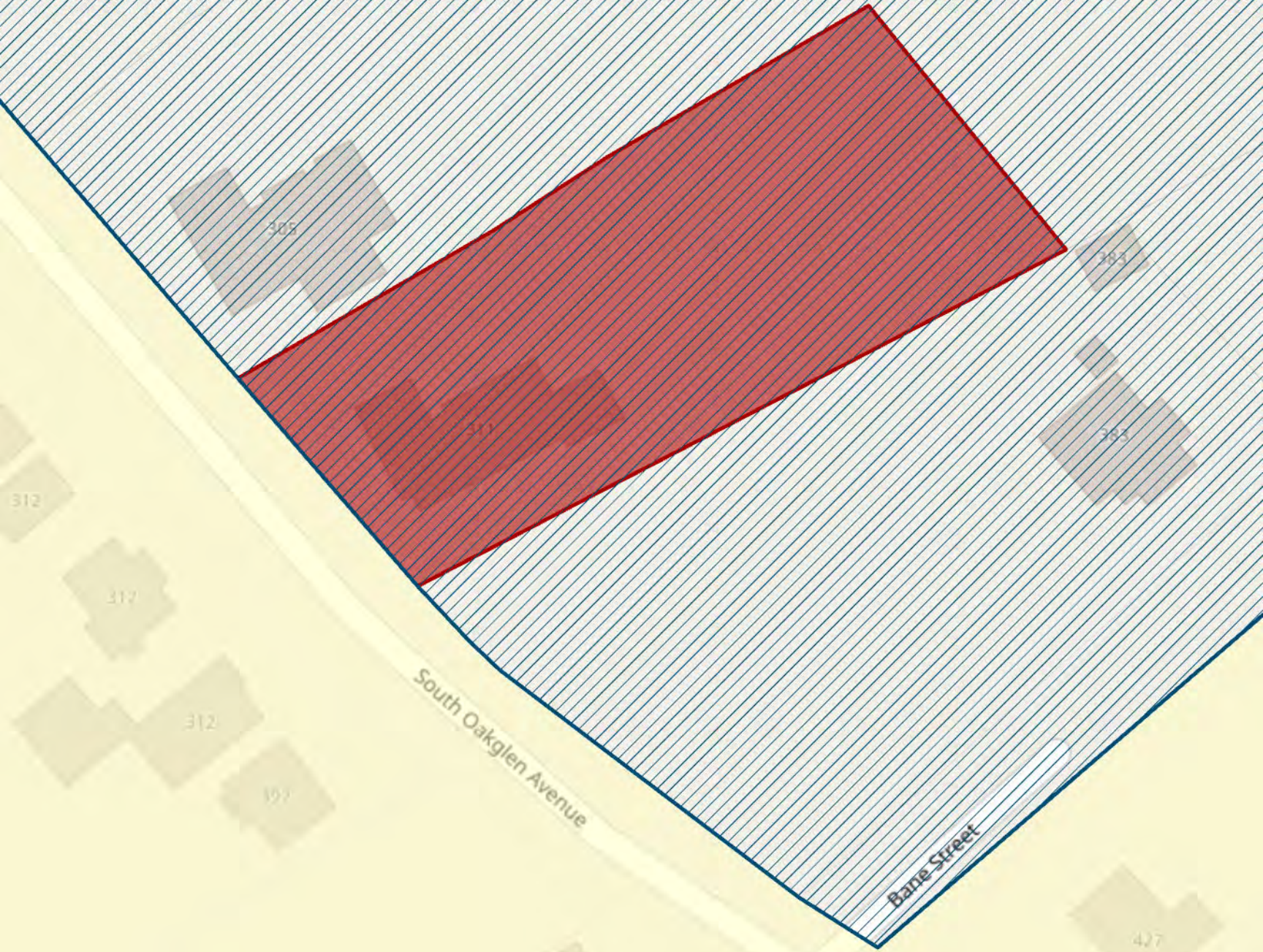
Staff will provide appropriate notice and requests for information to affected agencies and interested individuals consistent with Government Code Section 56658 and 56857. Staff will update the Commission as necessary as this application is processed. The Commission may provide staff with any questions or comments on this item.

ATTACHMENTS




Attachment A: Vicinity Map for LAFCO File No. 3-R-24

Attachment A

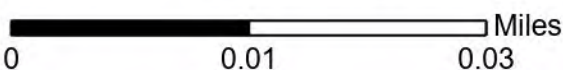
Vicinity Map for LAFCO File No.
3-R-24



LAFCO File No. 3-R-24 | Anx #31 to Nipomo CSD

-  Sphere of Influence
 -  Service Area
 -  Affected Territory
- Acres: 1**

APN in Affected Territory: 090-391-015



Prepared By SLOLAFCO
Name: 3-R-24
Date: 7/11/2024



San Luis Obispo Local Agency Formation Commission

TO: MEMBERS OF THE COMMISSION

FROM: MORGAN BING, CLERK ANALYST

VIA: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: LAFCO FILE NO. 1-R-23 | SPHERE OF INFLUENCE AMENDMENT AND ANNEXATION NO. 4 TO COUNTY SERVICE AREA 12 (WELDON) TIME EXTENSION REQUEST

RECOMMENDATION

It is recommended that the Commission consider taking the following action:

Action: Approve a one-year time extension for LAFCO File No. 1-R-23 to comply with required Conditions of Approval as established by LAFCO Resolution 2023-03.

DISCUSSION

Overview

On August 17, 2023, the Commission approved the Sphere of Influence Amendment and Annexation No. 4 to County Service Area 12 (Weldon) (LAFCO File No. 1-R-23). The action included Conditions of Approval that required the applicant to comply with all terms and conditions stated in the County of San Luis Obispo's Public Works Department Conditional Intent to Serve Letter (Attachment A) dated March 21, 2020, prior to CSA 12 providing water service to the property. The applicant has been working to satisfy the condition; however, additional time is needed to comply with the Condition of Approval and the applicant is proposing a one-year time extension.

Process

The subject territory will be formally annexed into CSA 12 upon filing of the Certificate of Completion (Government Code Section 57202). However, per Government Code Section 57200, the Certificate of Completion cannot be filed until all Conditions of Approval are satisfied. Per Government Code Section 57001, if a Certificate of Completion has not been filed within one year of approval, the

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David Watson
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STAFF

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Executive Officer

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Analyst

MORGAN BING
Clerk Analyst

BRIAN A. PIERIK
Legal Counsel

proceeding shall be deemed terminated unless prior to the expiration of that year the Commission authorizes an extension of time for completion (expiration date is August 17, 2024). The Commission can extend for any reasonable period of time. Staff is recommending a one year time extension.

ATTACHMENTS

Attachment A: County Service Area No. 12 Conditional Intent to Provide Water Service to APN 076-114-052 & APN 076-241-016 for a Proposed Subdivision

Attachment B: Request for Time Extension from Landowner

Attachment A

County Service Area No. 12
Conditional Intent to Provide Water
Service to APN 076-114-052 & APN
076-241-016 for a Proposed
Subdivision



March 21, 2020

Art Weldon
PO Box 369
Arroyo Grande, CA 93421

Subject: County Service Area No. 12; Conditional Intent to Provide Water Service to Assessor Parcel Number (APN) 076-114-052 (Legal Description: PM 8-89 PTN PAR 2 & RHO SAN MIG PTN LT 39) and APN 076-241-016 (Legal Description RHO SAN MIG PM 8/89 PTN PAR 2) for a Proposed Subdivision

Dear Mr. Weldon:

The original Conditional Intent to Provide a Water Service Letter dated January 27, 2017, expired on December 31, 2019. Accordingly, it is now necessary to issue this new Conditional Intent to Serve letter to support the subdivision identified by APN 076-114-052 and 076-241-016 (PM 8-89 PTN PAR 2 & RHO SAN MIG PTN LT 39 and RHO SAN MIG PM 8/89 PTN PAR 2) to extend the existing water service assigned to APN 076-241-016 to the larger overall parcel described above. County Service Area 12 (CSA 12) is ready and willing to provide water service to the above described project site provided the following conditions are met:

1. All work performed by the County Department of Public Works Utilities Division staff for the subject project shall be billed to and reimbursed by the Applicant through and in accordance with the previously issued Engineering Reimbursement Agreement (ERA) dated November 1, 2015, for this project.
2. The Applicant shall formally request, from the County of San Luis Obispo Board of Supervisors, and gain approval from the Local Agency Formation Commission, annexation of the entire project site into CSA 12.
3. If annexation to CSA 12 is authorized by the Board of Supervisors and approved by the Local Agency Formation Commission, the Applicant shall formally request, from the San Luis Obispo County Flood Control and Water Conservation District Board of Supervisors, either: 1) a modification to the boundaries of Flood Control Zone 3 to include the project site, or alternately 2) consent to serve water outside the boundaries of Zone 3.

4. The Applicant has a contractual allocation of 6 acre-feet per year of CSA 12 water as specified in a Water Delivery Contract with CSA 12 dated November 1, 2016.
5. The Applicant is aware that the Water Delivery Contract is for a specific, annual, amount of water. Delivery of such water may be subject to curtailment due to system maintenance needs, shortages, or regulatory actions as described in the August 2000 *Contract Between the San Luis Obispo County Flood Control and Water Conservation District and San Luis Obispo County Service Area #12 for a Water Supply*.
6. Per the terms of the ERA, the Applicant shall be responsible for designing, constructing, and installing water line service lateral(s) necessary to provide water service (including all necessary system improvements) to the proposed project. Said water service laterals shall include, at a minimum, service lines for domestic water use and service lines for fire protection which shall include double detector check backflow preventer assemblies and all necessary related appurtenances as determined by the Department of Public Works Utilities Division Manager (UDM). The number of necessary domestic and fire protection lines shall be as determined by Applicant's Fire Sprinkler Contractor and as approved by the UDM at such time as the Applicant submits plans and specifications for the Project.
7. The Applicant shall employ a Registered Civil Engineer (RCE) to design the water service lines and associated appurtenances, and provide inspection during the course of construction to certify to the County Department of Public Works that the improvements were installed in accordance with the improvement plans, and to submit as-built plans to the Department. If the Engineer of Work is other than the designing engineer, or is replaced during the course of construction, the UDM shall be notified in writing; and each such Engineer of Work shall certify as to their respective involvement. The UDM, or his designated representative, may make such additional inspection as is deemed necessary (and shall be available to review field conditions and/or proposed changes with the Engineer of Work).
8. The proposed project will require connection to the existing CSA 12 water system. Construction of the water services connections for the proposed project will be at the Applicant's responsibility and expense. Construction of all facilities shall be in accordance with the San Luis Obispo County Public Improvement Standards and Specifications. The Applicant shall employ a licensed contractor, and must submit evidence that the contractor is licensed prior to issuance of a final Will Serve Letter.

9. All work within the public right of way will require an Encroachment Permit from the Department, as described in the attached "General Conditions for Additions to CSA 12 Facilities".
10. The Applicant shall comply with all other conditions described in a previously issued Engineering Reimbursement Agreement and/or as detailed in the attached "General Conditions for Additions to CSA 12 Facilities".
11. Prior to issuance of a final water Will Serve Letter, and prior to provision of water service to the project described above, Applicant shall: 1) pay to CSA 12 all remaining applicable CSA 12 connection fees, meter charges, other new service related fees and/or related expenses established by ordinance and/or as described in the attached ERA; and 2) shall comply with any and all conditions of approval established by the County Department of Planning and Building as well as any and all conditions of approval established by the County Planning Commission.

The above CSA 12 conditions shall be effective until December 31, 2022, or until an unforeseen event occurs, making this presently intended service, unusually difficult or impossible to provide.

If you have any questions regarding this letter, please feel free to call me at (805) 781-5135.

Sincerely,



LAURA HOLDER
Utilities Division Program Manager

Attachment: General Conditions for Additions to CSA 12 Facilities

File: CF 320.490.01

c: Mark Chiamonte, Utilities Division Manager
Jill Ogren, Utilities Senior Engineer
David Grim, Development Services Division
Kate Shea, County Planning and Building Department
Young Choi, County Planning and Building Department
County Environmental Health Department
Art Weldon, art.weldon@att.net

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County of San Luis Obispo Department of Public Works

County Govt Center, Room 206 | San Luis Obispo, CA 93408 | (P) 805-781-5252 | (F) 805-781-1229
pwd@co.slo.ca.us | slocounty.ca.gov

Attachment B

Request for Time Extension
from Landowner

June 28, 2024

VIA EMAIL

Rob Fitzroy, Executive Officer
San Luis Obispo Local Agency Formation Commission
1042 Pacific Street, Suite A San Luis Obispo, CA 93401

RE: Request for Extension – Notice of Commission Action for SOI & Anx #4 to CSA 12

Dear Mr. Fitzroy:

Please accept this letter as the formal request to extend the term for completion of the conditions of approval for Annexation No. 4 to Art and Karen Weldon.
Thank you for your thoughtful consideration of our request.

Sincerely yours,
Art and Karen Weldon
Property Owners
6226 Ontario Rd.
San Luis Obispo, Ca. 93405



San Luis Obispo Local Agency Formation Commission

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BRIAN A. PIERIK

Legal Counsel

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: PUBLIC MEMBER RECRUITMENT RESULTS

RECOMMENDATION

It is recommended that the Commission consider taking the following action:

Action: Provide direction to Executive Officer on preferred approach for public member selection.

OVERVIEW

On May 16, 2024, the Commission directed the Executive Officer to initiate the recruitment process for a new regular Public Member due to the vacancy created by the resignation of former Commissioner Heather Jensen. The regular Public Member position has remained vacant since May 10, 2024, and the current term expires December 31, 2024. While the regular term remains vacant, Alternate Commissioner David Watson will serve in the interim, as allowed under government code section 56331. The upcoming term for the Public Member seat is January 1, 2025, to December 31, 2028.

As per standard procedure and required by state law, a notice of the recruitment was sent to all agencies within the County, posted on the County's bulletin board on Monterey Street, published in the Tribune, and posted on the LAFCO website. The recruitment period ran from June 12, 2024, to August 2, 2024. Seven applications were received. The candidates are as follows:

1. Michael Drazé
2. Roland Haga
3. James Irving
4. Duane Lieb
5. Mark Miller
6. Carmen Morales-Board
7. David Watson

The Commission's By-Laws state that the Commission may do any of the following when selecting a Public Member:

1. Establish a nominating committee selected by the Commission to interview the candidates and select the most qualified candidates to be interviewed and voted on by the full Commission.
2. Direct the Executive Officer to interview qualified candidates and select the most qualified candidates to be interviewed by the full Commission.
3. The full Commission will interview all candidates and select the public member(s).

The Executive Officer is seeking direction from the Commission on which approach is desired. If options 1 or 2 are preferred, then either the Nominating Committee or the Executive Officer will conduct the first round of interviews outside of a public hearing setting. Once the most qualified candidates are identified or, if option 3 is preferred, then those candidates would be invited to be interviewed by the full Commission at a public meeting in open session. Regardless of which option is selected above, typically the interview process is conducted with a presentation from the candidate followed by question-and-answer period, all of which is conducted in open session (note interviews for Public Member seats cannot be conducted in closed session). It is expected that interviews/presentations from the candidates will be conducted at the September 19, 2024, meeting.

ATTACHMENTS

Attachment A: Michael Draze Application & Resume

Attachment B: Roland Haga Application & Resume

Attachment C: James Irving Application & Resume

Attachment D: Duane Lieb Application & Resume

Attachment E: Mark Miller Application & Resume

Attachment F: Carmen Morales-Board Application & Resume

Attachment G: David Watson Application & Resume

Attachment A

Michael Draze
Application & Resume

Date: July 12, 2024

Name: Michael W Draze

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 53 years September 1971-present

Present Occupation: Retired

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Note that as I fill this out, I am a Commissioner on the SLO County Citizens' Homeless Accountability Commission though my term expires on July 30, 2024.

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Retired

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

2023-July 2024: Commissioner on SLO County Citizens Homeless Accountability Commissioner

2021 Present: Volunteer with American Red Cross; External Relations/Government Operations

Last two elections: Served as voting poll worker

2008 2016: Planning Commissioner for the City of San Luis Obispo

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

I've worked with LAFCo staff and commissioners over the years as a public land use planner in San Luis Obispo and Santa Barbara counties. I understand and appreciate the role LAFCos throughout the state play in avoiding excess urban sprawl and helping service districts meet the needs of their clients through supportable service boundries.

I have not attended any LAFCo meetings since 2016 while working on a boundry adjustment for the City of Pismo Beach.

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

Over my career working with counties, cities, special districts, and unincorporated communities it has become obvious that compact areas are inherently more efficient and generally more desireable for the public users.

In addition to working in county and city planning planning on the central coast for over 40 years, I have a strong desire to now give back to my community through my time and resources.

Two (2) References (name and phone number):

Sam Blakeslee;

Kevin Rice;

07/11/24

Signature

Date

3
9

July 2024
Phone (805) 447-5578
(805) 881-
[REDACTED]

Personal Background

I served in the Navy SeaBees from January 1968 until September 1971 in engineering and a tour in Vietnam. I and my wife have traveled extensively in north America and overseas. To cover college expenses I worked as a surveyor for the State of Alaska and in the Navy, in construction, and as a machinist in university labs. I am a licensed pilot, though not current. Hobbies include working on old cars, with wood, golf, and travel.

Professional Experience

For forty years I have worked in public planning on the Central Coast of California, taught classes and did guest lectures at Cal Poly. From 2008 until 2016 I was on the Planning Commission for the City of San Luis Obispo. Specific professional work accomplishments include:

The City of San Luis Obispo:

- ▲ Developed budgets and managed Long Range Planning division
- ▲ Led the team in developing specific plans for the Airport Area and Margarita Area
- ▲ Completed the 2006 Conservation and Open Space Element and the 2004 Housing Element

The County of Santa Barbara:

- ▲ Managed the Development Review Division

The County of San Luis Obispo:

- ▲ Developed a telecommunication (fiber optic) task force and telecommunication ordinance that resulted in industry oversight, fee structures and dedicated fiber optic infrastructure
- ▲ Acted as the Public Information Officer for Emergency Services during drills and actual emergencies
- ▲ Worked in all planning sections including long range planning and inland and coastal permit processing

Employment History

- ▲ August 2014 – March 2015 – Interim Community Development Director, City of Pismo Beach
- ▲ September 2010 – April 2011 – Contract Planning Services, City of Pismo Beach
- ▲ April 2010 – September 2010 - Interim Community Development Director, City of Pismo Beach
- ▲ October 2001 – June 2006 – Deputy Director of Long Range Planning, City of San Luis Obispo
- ▲ June 2000 – October 2001 – Deputy Director and Supervising Planner for Development Review, County of Santa Barbara
- ▲ June 1974 – June 2000 – Various positions ranging from Planning Tech through Supervising Planner, County of San Luis Obispo
- ▲ Minor Planning Consulting work, surveying, machine shop operation, and construction

Educational Background

Master of Science in Architecture, California Polytechnic State University December 1999
Thesis topic – “Training Design Professionals to More Effectively Deal with the Local Government Project Review Process”

Bachelor of Science in City and Regional Planning, California Polytechnic State University June 1974
Undergraduate Thesis - “A Historic Study of Neighborhoods in the City of San Luis Obispo”

University studies included civil engineering and geology at the Universities of Alaska and Idaho and continuous education in management, employee relationships, CEQA, technical planning issues, and planning law.

Attachment B

Roland Haga
Application &
Resume

Date: June 14, 2024

Name: Roland Haga

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 3 years

Present Occupation: Retired - Consulting Engineer and Land Surveyor

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Retired - Consulting Engineer and Land Surveyor

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

San Luis Obispo County Civic Grand Jury July 1, 2023 through June 28, 2024. Member of t

+

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

I have more than 40 years of experience in land development, land use planning, mapping

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO. +

It is important to use the knowledge I have gained throughout my years of experience to giv

Two (2) References (name and phone number): +

Corine Ellsworth and Brian Murphy

Roland Haga

June 14, 202

Signature

Date

Roland N.V. Haga, PE, PLS, LEED®AP
Professional Consulting Engineer - Retired

[REDACTED]

[REDACTED]

[REDACTED]

EXPERIENCE:

BKF Engineers Redwood City, CA | June 1984 – December 2021

- Senior Technical Manager | January 2021 - December 2021
- Vice President | January 2015 - December 2020
- Associate/Project Manager | January 1999 - December 2014
- Project Manager | June 1992 - December 1998
- Project Engineer | June 1986 - May 1992
- Design Engineer | June 1984 - May 1986

John Riley - Civil Engineer, Los Altos, CA | August 1982 – June 1984

- Design Engineer/Surveyor/ |

Diversified Land Consultants, Redwood City, CA | June 1976 - September 1981

- Technical Assistant/Surveyor

EDUCATION:

California Polytechnic State University, San Luis Obispo, CA | Sept 1979 – Dec 1982

- Bachelor of Science, Civil Engineering

College of San Mateo, San Mateo, CA. | Sept 1976 - June 1979

PROFESSIONAL LICENSES:

- Professional Civil Engineer CA, No. C43971, January 1989
- Professional Land Surveyor CA, No. L9391, November 2014
- LEED Accredited Professional, Green Building Certificate Institute, May 2009

FEATURED BKF PROJECTS:

Santa Rita Properties Redevelopment Area (1995-2014), Dublin, CA - Alameda County Redevelopment Authority

- Redevelopment of 900 acres of the former Camp Parks US Army Base into mixed-use development
- Project consisted of land use planning, infrastructure of new streets and utilities for residential, commercial, and office/technology development parcels

Attachment C

James Irving
Application & Resume

Date: July 28, 2024

Name: James S. Irving

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 70 years

Present Occupation: Real Estate Broker/Rancher

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Real Estate Broker/Rancher

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

SLO County Planning Commission, 2012-2016
Founder & Director Emeritus Studios On the Park, Paso Robles
Paso Robles Association of Realtors President 1999 & 2003
Director for Life, California Association of Realtors
Alternate Member SLO County Assessment Appeals Board
SLO County Parks Commission

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

I have never attended a meeting of LAFCO. However, as the Planning Commission for District One for several years I reviewed the results of a number of LAFCO decisions.

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

With my experience as a Planning Commissioner, as well as a long time member of the California Association of Realtors Land Use & Environmental Committee I have a keen interest in land use and the development of land and its potential for providing more housing.

Two (2) References (name and phone number):

Jordan Cunningham

John Peschong

8-2-2024

Signature

Date



Jim Irving, Broker-Associate, RE/MAX Parkside Realty

744 W. State St., Paso Robles, CA 92446 • PPS #0000102
805.940.7070 (cell) • jim@jimirving.com • jim@jimirving.com

Professional Experience

- 1992-2019 Broker-Associate RE/MAX Parkside Real Estate
- 1988-1992 Realtor-Associate Realty-World/The Property Shop

Accomplishments

- **2012 #1 Top Producing RE/MAX Agent Monterey, San Luis Obispo, & Santa Barbara Counties (#95 of the Top 100 RE/MAX Agents Worldwide)**
- 2000-2004, 2007, 2008, 2013, 2014, 2018 RE/MAX Platinum Club Award (Top 500 Agents Western Region)
- 2011-2016 Commissioner, San Luis Obispo County Planning Commission (2013 Chairman)
- 2018 Vice-Chair, CAR Taxation Committee (2019 Chair)
- 2017 Property Tax Issues Chair, CAR Taxation Committee
- 2016 Chairman, CAR Transactions and Regulatory Committee (2015 Vice-Chair)
- 2010 RE/MAX Lifetime Achievement Award
- 2010 Chairman, CAR Region 31
- 2009-2010 Alternate, San Luis Obispo County Assessment Appeals Board
- 2003, 2009 Realtor of the Year, Paso Robles Association
- 2009 Chairman, CAR Issues Mobilization PAC
- 1999, 2008, 2012 Top Producer, RE/MAX Parkside Real Estate
- 2006-2009 Trustee, CAR Issues Mobilization PAC
- 2006 Chairman CAR Land Use & Environmental Committee
- 2005, 2008, 2012 RE/MAX Chairman's Club Award
- 2003 RE/MAX Hall of Fame
- 1999, 2003 President, Paso Robles Association of Realtors
- 1998-2018 Director, California Association of Realtors (CAR)
- 1993-1998 Director/President Santa Lucia School, Templeton
- 1991-1993 Director, Western Communications, Cable Television Systems Operation
- 1989-1996 Treasurer/Director, Adelaida Landowners Protective Association
- 1992-1999 Multi Million Dollar Producer Stemper-Brown Realty, Realty-World The Property Shop
- 1973-present Owner, Adelaida Angus Ranch, Registered Angus Ranch, Paso Robles
- Contributor Loaves & Fishes, Salvation Army,
- Co-Founder, Director, Studios on the Park, Inc.

Education

- 2000 Received Designation as "Certified Residential Specialist" (CRS)
- 1992 Earned California Real Estate Brokers License
- 1989 Received GRI Designation
- 1979 California State Polytechnic University, San Luis Obispo M.S., International Agriculture
- 1969-1972 Lt., USNR
- 1969 Harvard University, B.A. History

Attachment D

Duane Lieb
Application & Resume

Date: July 14 2024

Name: Duane Pual Lieb

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 44 years

Present Occupation: Retired SLO County General Services Director

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

SLO County Grand Jury 2008-2009
Former Grand Jury Association 2009-present
Cuesta College Citizens Advisory Committee 2020-2021- Chair
SLO Credit Union Supervisory Committee 2010-present
SLO Council of Governments Citizen Transportation Advisory Committee-2023-present
Terra De Oro Water Co 2000-present, President/CEO



Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

As General Services Director for SLO County for 28 years, I am very aware of LAFCO and it's activities, especially as they related to County Parks, Property Management, and SLO Airport, as well as Oceano Airport which under my management control. I often dropped in on meetings at the Government Center. However, I had staff that made direct contact with LAFCO over the years. I was personal friends with the late Paul Hood. David Church is one of my personal friends.

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

I have a unique background starting with my BA in Urban Geography with minors in Math and Economics. my job as a Community Organizer/Planner for the Syracuse Community Development Department, my success in renovating inner City housing and infrastructure which lead to a successful career as Commissioner of Public Works. I reorganized the department into an efficient and highly acclaimed operation. My success in NY State lead to my appointment as General Services Director for SLO County where I successfully organized the new Dept. My career focus is and remains public service.

Two (2) References (name and phone number):

David Blakely
David Church

ps: I can't figure out how to sign this application.

7-14-2024

Signature

Date

RESUME

Duane P. Leib
[REDACTED]
[REDACTED]

Home Telephone Number: ([REDACTED])
[REDACTED]

OCCUPATIONAL INTEREST

Desire high level management position in government sector.

PROFESSIONAL WORK EXPERIENCE

July 1980 to Present December 2007

Title: Director of General Services, County of San Luis Obispo, California. Responsible for large, diverse County department of 160 employees, six divisions, an operating budget of \$20 million, and a Capital Improvement Budget exceeding \$25 million. Divisions include Building Facilities, Property Management, Parks, Central Services, County Garage, and Airports. Responsible for all County parks, building capital improvement programs and construction, purchasing, duplicating/reprographics, 450 County vehicles, leases/concessions, the County Airport, and all building maintenance and custodial. Successfully formed the current department from three separate County departments. Successfully expanded and improved services while maintaining or reducing expenditures levels. Reduced staffing levels, realized energy savings, improved efficiency, improved parks, improved airports, upgraded contracts and leases, upgraded equipment, increased revenue, and reduced operating costs. Several divisions function as self supporting businesses.

Have a thorough working knowledge of budget preparation/analysis and labor relations.

In addition to responsibilities as Director, served four years as the County's lead Public Information Officer. Helped form and organize the PIO Emergency Response Plan and was an active participant in many FEMA/OES exercises. Also, past President and current member of County Pension Trust Board of Trustees.

January 1978 to July 1980

Title: Commissioner of Public Works, City of Syracuse, New York. Appointed position responsible for City's Public Works Department, encompassing eight bureaus, 425 employees, and \$12 million operating budget. Included Administration, Buildings and Grounds, Street Repair, Street Cleaning, Sewers and Streams, Snow and Ice Control, Sanitation Collection and Disposal, and Motor Equipment Maintenance. Also, labor relations, capital planning, budget preparation, purchasing, public relations and contract preparation/administration. Responsible for major upgrading of Public Works Department to a professional organization acknowledged in many trade magazines and by public works organizations.

July 1977 to January 1978

Title: Deputy Commissioner of Public Works, City of Syracuse, New York. Reporting directly to the Commissioner. Was second in charge of City of Syracuse Department of Public Works as described above.

Attachment E

Mark Miller
Application & Resume

Date: 06/30/2024

Name: Mark MILLER

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 8 years full time

Present Occupation: Physician

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Physician

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

Chair, American Diabetes Association, Kern County, 1990-1991 Homeless Health Care ne

+

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

I understand that LAFCO reviews local entities plans for land and water use, formation of s

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

I have an interest in local government and its plans and impact on local citizens. I have cri

Two (2) References (name and phone number):

Reeds Adamson, Phil Kiesewetter

06/30/2024

Signature

Date

CURRICULUM VITAE

Mark F. Miller, DPM
[REDACTED]
[REDACTED]

EXPERIENCE

Private Practice, Bakersfield, Ca. 1988- 2016 ,Individual to 1997,Group 1997-2016
Private Practice, Hawthorne, Ca. Associate in Group Practice, 1985-1988
Residency Director, Podiatric Surgery Residency Program, Hawthorne Hospital, 1986-1987

HOSPITAL AFFILIATIONS

Dignity Health: Memorial, Mercy Downtown, Mercy Southwest
Adventist West: San Joaquin
Healthsouth Regional Rehabilitation
Surgery Centers: Physicians Plaza, Bakersfield

BOARD CERTIFICATION

American Board of Podiatric Medicine, 1990 (Certificate #989)
Recertified, 2010
Certified Physician Executive, CPE, 2015

POST GRADUATE EDUCATION

Hawthorne Hospital, Podiatric Surgery Residency, 1984-1985

GRADUATE EDUCATION

California College of Podiatric Medicine, San Francisco
Doctor of Podiatric Medicine , 1984

UNDERGRADUATE EDUCATION

University of California, Irvine
B.S. Biological Sciences, 1978

LICENSES/CERTIFICATES

Doctor of Podiatric Medicine, 1985 ,E3301 California
DEA Certificate, 1985, AM3224324
X-Ray Operator and Supervisor, Fluoroscopy, 1985, 125116
Qualified Medical Evaluator, 1996

MANAGEMENT EXPERIENCE

Eighteen years managing a four doctor, 5 office, 18 plus employee practice successfully
Chair, Infection Control Committee, Memorial Hospital, ten years

Attachment F

Carmen Morales-
Board Application &
Resume

Date: JULY 10, 2024

Name: Carmen Morales-Board

Address: [REDACTED]

Phone: [REDACTED]

E-mail: [REDACTED]

Length of Residence in San Luis Obispo County: 5 years

Present Occupation: Retired February 2018

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Retired February 2018

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

SEIU Nurse Alliance of California Steering Committee 1999-2018
California Board of Registered Nursing, 2002-2008
California Assoc. of Retired Americans 2021-present
Child Evangelism Fellowship Good News Club 2020-2023
Dana Adobe Volunteer Talent 2021-present
Nipomo Action Committee 2022-present
California Nurses For Environmental Health, Justice Leadership Committee 2022-present
Kern County Assoc. of Diabetes Educators 2006-present

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

Have not attended LAFCO meetings in SLO; Planned to attend, but meeting cancelled; Reviewed minutes of 2024 + 2023 meeting, however. Have reviewed By Laws; Am currently researching other LAFCOs in other Counties - Santa Barbara + Kern County to understand how responsibilities are administered; Currently studying the C-K-H Local Reorganization Act of 2000 - 2023.

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

I have previous Board experience. I wish to be part of the processes & decisions that affect only community. Government needs checks & balances - LAFCO does that. I am concerned about urban sprawl & its effects on the environment, the community & its citizens. Quality of life & the well-being of the people is a concern since I am a Nurse.

Two (2) References (name and phone number):

[Redacted area]

Crawford Board 07-10-2024
Signature Date

Curriculum Vitae

Carmen Morales-Board, RN, FNP-c

Address: [REDACTED] Cell Phone: [REDACTED]

Education: **2002: MSN**, Family Nurse Practitioner, California State University, Dominguez Hills, CA

1998: BSN, California State University, Bakersfield, CA

1991: Associate's Degree Nursing, Bakersfield College, Bakersfield, CA

Experience: 2019-2022: Per Diem FNP, Matrix Medical Network, 9201 E. Mtn. View #220, Scottsdale, AZ

2018-2020: Per Diem FNP, Delano Urgent Care, 1211 Jefferson St., Delano, CA 93215

2014-2018: Per Diem FNP/CDE, Singh Medical Clinic, 733 – 3rd Street, McFarland, CA 93250

2009-2018: FNP, Surgery Dept., Kern Medical Center (Retired); Preop surgery assessments for inpatient and outpatient clients across all services/clinics.

2003-2009: FNP, Internal Medicine/Diabetes Educator; assigned to Pulmonary, Cardiac, Endocrine, Valley Fever clinics 20 hours/week & Diabetes Mngmt. Clinic 20 hours/week.

1992-2003: Hospital Staff Nurse - 2003 - Case Management

1994-2003 Perioperative/PACU

1992-1994 – Medical Surgical Unit

OTHER EMPLOYMENT:

FNP/RN – 2002-2008 - Direct Practice Member, California Board of Registered Nursing, Appointed by Governor Gray Davis

Memberships: American Association of Nurse Practitioners Membership #1431786; Calif. Nurses for Environmental Health and Justice; Alternate Medical Member, SLOAPCD Hearing Committee; Diversity, Equity & Inclusion Committee Member, SLO Land Conservancy.

Credentials: State of California FNP License #13878

State of California RN License #476798, Public Health Nurse License #59771

National AANP Certification #F1102123

Certified Diabetes Care & Education Specialist, CBDCE #142377

Conversational Spanish Certified, Kern County

Carmen Morales-Board, RN, FNP-c

Email: [REDACTED]

References

Valsa Chandy, FNP

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Gail Scarazzo

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dr. Manbir Singh

McFarland Singh Medical Clinic

[REDACTED]
[REDACTED]
[REDACTED]

Dr. Augustine Munoz

Kern Medical Center, Dept. of Medicine

[REDACTED]
[REDACTED]
(6 [REDACTED] 2000)

Attachment G

David Watson Application &
Resume

Date: 6/13/24

Name: David Watson

Address:

Phone:

E-mail:

Length of Residence in San Luis Obispo County: 49 years

Present Occupation: Owner, Watson Planning Consultants Inc.

Are you an officer/employee of the County, a city, or a special district within San Luis Obispo County? Yes No

Due to your current employment or occupation, do you anticipate any conflicts of interest regarding decisions you will be asked to make as a LAFCO Member? If so, please explain.

Yes No

Owner, Watson Planning Consultants Inc.

While I do not presently have any clients pursuing actions by LAFCO, it may occur. In those instances I would recuse myself from participating as a LAFCO Commissioner on such matters, and would not act to represent clients to LAFCO.

List community service activities/memberships on boards, commissions, committees, including names of organizations and dates of service.

Friends of Price House, Pismo Beach, Treasurer, 1989 to present.

Alternate Public Member for SLO Co LAFCO, 2022 to present.

Please describe your knowledge of LAFCO. Have you attended LAFCO meetings? If so, when?

I have worked on projects that have come before LAFCO, both as a Public Agency representative and as a Consultant for my entire career. Since 2022 I have served as the Alternate Public Member to LAFCO.

Please explain your qualifications for the position and reasons you wish to serve on San Luis Obispo LAFCO.

I graduated from Cal Poly with my Bachelor's Degree in City and Regional Planning. I received a Masters Degree from the University of San Francisco in Public Administration. I have practiced both public and private sector planning services in SLO County since 1980. My experience with both public and private planning projects brings a unique blend of experiences that I believe benefit LAFCO's responsibilities and efforts.

Two (2) References (name and phone number):

Scot Graham, Pismo Beach Planning Director, [REDACTED]

Victor Montgomery, RRM Design Group, [REDACTED]



6/13/2024

Signature

Date



[Redacted]
[Redacted] v [Redacted] S [Redacted]

Background and Job History

-----[Redacted]-----

1989 – to Present PRINCIPAL, Watson Planning Consultants, Inc.
Comprehensive Real Estate Development, Planning, Coastal Development
Permit Entitlements and Construction Services

Sole-proprietor consulting business that focuses on

- “public” planning and development services to local governments in California
- “private” land planning, entitlement, construction and operation services to developer clients throughout California and the West Coast of the United States

2013 – 2020 CONTRACT PLANNER, Community Development, City of San Luis Obispo, CA

Providing land use and permit processing services for a series of local development projects, most notably, contract planner assigned to the Orcutt Area Specific Plan neighborhood of 1,000 residential, mixed-use commercial, parks, trails and open space projects. Assigned to process the Airport Area Annexations. Provide final map and public improvement plan checking for numerous on-going projects.

1989 – 1991 CONTRACT PLANNER, SLO County Planning and Building, San Luis Obispo, CA

Responsibilities included providing assistance to Planning and Public Works staff with small subdivision projects, certificates of compliance and environmental review.

1983 – 1989 DIRECTOR of PUBLIC SERVICES, City of Pismo Beach, California

Responsibilities included management of Planning, Building, Public Works, Engineering, Recreation and Redevelopment Divisions. Prepared and oversaw annual administrative budgets of between \$6 - \$10 Million. Managed annual Special Budgets for Consulting Services to support capital projects between \$500,000 to \$1.5 Million, and annual Capital Improvements Project budgets averaging \$4 - \$5 Million.

1980 – 1983 ASSISTANT / ASSOCIATE PLANNER, City of Pismo Beach, California

Responsibilities included ½ time assigned to current planning projects and ½ time assigned to preparation and processing (through certification in 1984) of the City’s initial Local Coastal Program. During the 1982-1983 timeframe, served as an Assistant to the City Administrator with responsibilities for preparation of City Department Budgets, Labor Negotiations, Capital Improvement Programs and Vehicle Replacement Plans.

-----[Redacted]-----

Education

Bachelor of Science in City & Regional Planning
College of Architecture and Environmental Design
California Polytechnic State University, San Luis Obispo

Masters in Public Administration
College of Professional Studies
University of San Francisco, California



San Luis Obispo Local Agency Formation Commission

COMMISSIONERS

Chairperson
MARSHALL OCHYLSKI
Special District Member

Vice-Chair
STEVE GREGORY
City Member

DEBBIE ARNOLD
County Member

JIMMY PAULDING
County Member

ROBERT ENNS
Special District Member

ED WAAGE
City Member

VACANT
Public Member

ALTERNATES

DAWN ORTIZ-LEGG
County Member

ED EBY
Special District Member

CARLA WIXOM
City Member

David Watson
Public Member

STAFF

ROB FITZROY
Executive Officer

IMELDA MARQUEZ-VAWTER
Analyst

MORGAN BING
Clerk Analyst

BRIAN A. PIERIK
Legal Counsel

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: YEAR END BUDGET REPORT AND FOURTH QUARTER WORK PLAN UPDATE FOR FISCAL YEAR 2023-2024

RECOMMENDATION

It is recommended that the Commission consider taking the following action:

Action: Receive and file the Fiscal Year (FY) 23-24 Year End Budget Report and Work Plan and direct the Executive Officer to submit it to the County Auditor/Controller.

BUDGET OVERVIEW

This report is the Fiscal Year (FY) 23-24 year-end report for the San Luis Obispo Local Agency Formation Commission (LAFCO). The LAFCO operating budget is comprised of four components: 1) salaries, payroll taxes, and benefits, 2) services and supplies, 3) revenues, and 4) fund balance and reserves. Day-to-day management of the budget is based on “bottom-line” principles that allow for variation within individual line-item accounts as long as the overall expenditures remain within the approved budget.

LAFCO’s budget is funded by the County, Cities, and Independent Special Districts. City and District shares are pro-rated based on general revenues reported to the State Controller’s Office on an annual basis. LAFCO also receives revenue from application fees and interest earnings.

The County Auditor-Controller provides LAFCO with various financial services. Every financial transaction of LAFCO is processed through the County Auditor’s financial system. This approach ensures accuracy, transparency, and accountability. The County Auditor’s Office also provides LAFCO with claims processing, invoicing, and financial review services. The Auditor’s financial tracking system assists LAFCO in monitoring the budget and compiling budget report data, as well as provides independent review of the budget.

FY 23-24 BUDGET SUMMARY

Executive Officer Comments. LAFCO is in a healthy budgetary and operational state. FY 23-24 resulted in budgetary savings due to decreased salary, benefits, and taxes, and services and supplies expenditures. Budget expenditures were expected to be \$711,653, however actual year-end expenditures were \$660,827, resulting in a year end budgetary savings of \$50,826.

Expenditures. Table 1 shows a summary of the year-end budget status for LAFCO. Salaries, benefits, and taxes were 4% under budget (\$21,669) and services and supplies were under budget by 16% (\$29,157) in various line-items due to decreased expenses in certain areas, such as regular office, travel, and professional expenses.

Table 1. FY 23-24 Year End Expenditures			
	Budgeted Expenditures	Actual Expenditures	Percent Expended
Salaries / Benefits / Taxes	\$531,204	\$509,535	96%
Services / Supplies	\$180,449	\$151,292	84%
Totals	\$711,653	\$660,827	93%

LAFCO uses a credit card from a program implemented by the Special District Risk Management Association (SDRMA) for public agencies. LAFCO’s policy is to pay each bill in full each month. The statements for April, May, and June are included as Attachment B. Additionally, with any “significant value” purchases over \$400, a receipt is provided for that item for further transparency, see Attachment B.

- **April:** Microsoft Office Subscription \$37.50, USPS \$16.00, Smart and Final \$18.98, SLO County Clerk Recorder \$51.49, CALAFCO Staff Training Conference Expenses– (Enterprise Rental Car \$175.85, Doubletree Hotels for all 3 employees \$1,662.96, Chevron \$63.84, Chevron \$26.22)
- **May:** Microsoft Office Subscription \$37.50, USPS \$20.70, Costco Wholesale \$38.83, Amazon \$11.94, SLO Clerk Recorder \$65.98, Trophy Hunters \$13.01
- **June:** Microsoft Office Subscription \$37.50, Laptop Cases \$69.60

Revenues. Table 2 shows a summary of revenue for FY 23-24. Application processing fee revenue and interest earned was 154% of projected revenue. All agencies contributed their respective portion of the budget in a timely manner. Due to decreased expenditures and higher than project revenue, LAFCO did not use funds from reserves.

Table 2. FY 23-24 Year End Revenue		
	Budgeted Revenue	Actual Revenue
Interest Revenue	\$4,000	\$16,200

Processing Fee Revenue	\$28,000	\$33,200
Agency Contributions	\$619,653	\$619,653
Use of Reserve Funds	\$60,000	\$0
Totals	\$711,653	\$669,053

Fund Balance (Reserves). Table 3 shows fund balance reserves. As noted above revenues exceeded expenditures and therefore it was not necessary to pull \$60,000 from reserves to achieve budget targets and cover all expenditures. Instead, an additional \$8,246 was added to reserves. The new reserve fund balance is \$300,873.

Table 3. FY 22-23 Year End Reserve Fund Balance		
	Adopted FY 23-24	Year End FY 23-24
Existing Reserve Fund	\$232,627	\$300,873
Use of Reserve Fund	-	\$0
Year End Reserve Fund	-	\$300,873

WORK PLAN QUARTERLY / YEAR END UPDATE

Executive Officer Comments. Overall, at year end, it has been a busy and productive year. Numerous proposal applications, MSRs, and other work efforts were completed successfully. Workload for the fourth quarter of the FY has been busy, as expected. In addition to our typical workload of proposal application processing, we have finalized the FY 24-25 Budget and Work Plan, completed the Cambria Healthcare District MSR, and completed the financial audit. In addition, we finalized the Outside Agency Agreement for the Coastal Christian school, launched several MSRs, received a new annexation application to Nipomo Community Services District (NCSD) and proposal for dissolution of San Simeon Community Services District, released a Request for Proposals for legal counsel, and commenced the Public Member recruitment.

Work Plan Update. As adopted by the Commission, our work prioritization is as follows:

1. Process proposal applications as mandated by statute and conduct critical operations necessary for the organization to function.
2. Prepare Municipal Service Reviews (MSRs) as mandated by statute, based on the date an MSR was last updated.
3. Execute special work efforts as directed by the Commission.

Consistent with the priorities established by the Commission for the FY 23-24 Work Plan, staff diligently worked on the following items during the fourth quarter and throughout the last fiscal year:

- Continued processing of proposal applications (either pre or post approval) including the Oceano Community Services District Fire Authority Divestiture, Dana Reserve Specific Plan, Froom Ranch City of San Luis Obispo, multiple County Service Area annexation

applications (CSA 12, 18 and 23), and annexations into special independent districts (Cayucos Sanitary District, Shandon San Juan Water District)

- Updated countywide mapping for Disadvantaged Unincorporated Communities (DUCs)
- Initiated MSR for Los Osos CSD, Coastal San Luis RCD, Upper Salinas Las Tablas RCD, Santa Margarita Fire District, and Garden Farms Water District.
- Completed MSR for Avila Beach CSD, Cambria CSD, and Cambria Healthcare District
- Attended the annual CALAFCO staff training workshop in Alameda County
- Completed financial audit
- Responding and researching to a number of various inquiries regarding potential future proposed changes of organization or reorganizations
- Conducted ongoing critical operations, invoicing, payroll, records management, and office administration
- Additional work efforts include attendance/presentations at various district public meetings to discuss LAFCO processes, response to numerous public inquiries regarding annexations, coordination with numerous districts and cities regarding potential future annexations, coordination with districts regarding activation / divestiture of powers, responses to Public Record Act requests, reorganizing our record management systems, and LAFCO maps/GIS Boundary Data maintenance

Significant Project Status Updates

Below is a brief summary of the current status of significant applications currently in process:

- **San Simeon CSD Dissolution** – The San Simeon CSD submitted a Resolution of Application to LAFCO on May 30, 2024. As required by law, staff provided a 30-day review letter, a copy of which was provided to your Commission. The dissolution is currently on information hold. In brief, the County, the proposed successor agency, requested time to study the issue and would like to explore options. The LAFCO 30-day response letter details some of the items that need to be analyzed, much of which depends on how the County would like to proceed as the successor agency. The process requires a comprehensive analysis of existing and future governance structures and the services to be provided. It requires a detailed Plan for Service pursuant to Government Code Section 56653. The information within the Plan for Service should be informed by a comprehensive analysis reflective of the entirety of the action. In pursuing dissolution, the County, as a successor agency, will be assuming all assets and liabilities which, in part, includes the responsibility to fund and relocate a wastewater treatment plant as well as several other significant financial obligations. These items will be reviewed in detail by the County. County staff has indicated they intend to bring the item to the Board of Supervisors for direction in the near future, no date has yet been identified.
- **Oceano Community Services District Divestiture** – On June 16, 2024, the Board of Supervisors approved a Plan for Service and the OCSD affirmed support of the Plan for Service through adoption of a resolution on July 24, 2024. Once all necessary agreements are executed between OCSD and the County the item will be brought to the Commission. It is currently expected to be heard by the Commission on October 17, 2024. This process

is also subject to protest proceedings, which if the divestiture is approved by the Commission, will occur between October/November/December.

- **Dana Reserve Specific Plan** – The Board of Supervisors approved the Dana Reserve Specific Plan on April 24, 2024. Critical documents for LAFCO’s consideration are still being drafted by the affected agencies and the applicant. A study session for your Commission will be held September 19, 2024.
- **County Service Area 23** – The County of SLO submitted a Resolution of Application to LAFCO on June 22, 2023. On July 21, 2023, staff provided a 30-day review letter placing the application on information hold. The Santa Margarita Ranch project containing 111 homes created by the 3-Phase Tract Map 2586 would annex and connect to CSA 23 for water service. On February 27, 2024, the applicant provided their initial response to the information requested by LAFCO, but some information requests remained insufficient. On April 15, 2024, staff reviewed additional information provided by the County and clarified that the application remained on hold due to a number of outstanding informational needs. On August 2, 2024, the applicant submitted their latest formal response to LAFCO’s informational requests. Staff is reviewing the applicant’s latest submittal to determine whether the information provided is sufficient to deem the application complete and acceptable for filing. After it is determined acceptable for filing a Certificate of Filing will be issued and the item will be scheduled for a LAFCO hearing.
- **Shandon San Juan Water District Annexation** – A landowner petition of application request to annex approximately 4,000 acres into the District has been formally submitted. The proposal was reviewed within the 30-day review period and placed on hold for multiple reasons. The primary issue with the proposed annexation, as identified by the County, is that it would require a boundary modification to the County Groundwater Sustainability Agency (GSA) boundary. Currently, the County does not allow any new wells within the Paso Robles Groundwater Basin within the County’s GSA boundary; however, Shandon San Juan Water District does allow new wells if certain criteria is met. Should the County allow the boundary modification, it would allow increased groundwater extraction that was not otherwise be allowed. This matter would have significant implications for the Paso Robles Groundwater Basin Groundwater Sustainability Plan and may trigger environmental review under California Environmental Quality Act (CEQA). The County and the District are actively in discussions on this matter. Staff will keep the Commission apprised as this develops.

Work Plan Projections. Looking ahead, we expect the workload to remain high and staff to be operating at full capacity, particularly with large annexation applications such as Dana Reserve and other annexations and reorganizations we anticipate soon. While workload will be high, we expect the number of hearing items to remain on the lighter side as we focus on application processing as well as the MSR program which requires substantial internal staff work and reduced need for hearings until such a time when they are ready for Commission consideration.

ATTACHMENTS

Attachment A: Year End Budget Detail

Attachment B: Credit Card Statements

Attachment A

Year End Budget
Detail

	Adopted FY 23-24	Expenditures / Revenue	Percent Expended / Revenue
Expenditures Summary <i>(Services, Supplies, Salaries, Benefits, Taxes)</i>	\$711,653	\$660,827	93%
Revenues Summary <i>(Processing Fees, Reserves, Agency Contributions)</i>	\$711,653	\$669,053	94%
Services and Supplies Expenditure Details			
Computer Software	\$500	\$1,023	205%
Copying-Printing	\$300	\$24	8%
Meals	\$600	\$585	98%
LAFCO Insurance Policies	\$20,000	\$18,675	93%
Maintenance-Equipment	\$30	\$125	417%
Maintenance-Software	\$50	\$0	0%
CALAFCO/ SDRMA / Other Memberships	\$8,800	\$7,223	82%
Employee Mileage Reimbursement	\$200	\$283	141%
Commissioner Mileage Reimbursement	\$1,500	\$637	42%
Office Supplies	\$2,500	\$1,080	43%
Custodial Services	\$1,800	\$1,970	109%
County Auditor Services	\$9,619	\$9,619	100%
Legal Counsel	\$32,400	\$32,200	99%
Postage	\$1,000	\$190	19%
General Services/ Commissioner Stipends	\$39,000	\$23,523	60%
Publication & Legal Notices	\$1,000	\$408	41%
Training	\$5,000	\$1,800	36%
Office Lease	\$42,000	\$42,000	100%
Large Equipment	\$1,500	\$0	0%
Small Equipment	\$400	\$38	9%
Telephone / Internet	\$3,000	\$2,636	88%
Travel Expenses	\$2,500	\$1,795	72%
Utilities	\$0	\$0	0%
Board Chambers - IT Support	\$850	\$0	0%
Vehicle Allowance	\$5,400	\$5,192	96%
Vehicle Rental	\$500	\$266	53%
Services and Supplies Subtotal	\$180,449	\$151,292	84%
Salary, Benefits, and Taxes Expenditures			
Salaries	\$326,000	\$313,462	96%
Taxes - FICA SS Employer Match	\$20,212	\$19,444	96%
Taxes - Medicare Employer Match	\$4,727	\$4,551	96%
Pension Rate	\$102,882	\$99,859	97%
Pension Obligation Bond	\$17,882	\$17,357	97%
SDI/SUI Employer Contribution	\$1,500	\$256	17%
Health Insurance	\$48,000	\$45,007	94%
Deferred Compensation	\$10,000	\$9,600	96%
Salary, Benefits, and Taxes Subtotal	\$531,204	\$509,535	96%
Total Expenditures	\$711,653	\$660,827	93%
Revenue Details		Revenue to Date	
Interest Earned	\$4,000	\$16,200	405%
Environmental Review Fees	\$3,000	\$4,000	133%
Sphere of Influence Fees	\$2,000	\$6,000	300%
Application Processing Fees	\$23,000	\$23,200	101%
Other Revenue (Transfer of Reserves)	\$0	\$0	0%
Agency Contributions			
Cities	\$206,551	\$206,551	100%
County	\$206,551	\$206,551	100%
Special Districts	\$206,551	\$206,551	100%
Total Revenue	\$651,653	\$669,053	103%
Reserves Fund Balance	\$232,627	\$300,873	129%

Attachment B

Credit Card
Statements

Account Summary

Billing Cycle		04/30/2024
Days In Billing Cycle		30
Previous Balance		\$190.10
Purchases	+	\$2,052.84
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$190.10-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$2,052.84

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,947.16
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
- Go to www.umpquabank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$2,052.84
MINIMUM PAYMENT	\$2,052.84
PAYMENT DUE DATE	05/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$190.10-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
04/11	04/12	70005604103555103090011	PAYMENT - THANK YOU SPOKANE WA	\$190.10-	

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



Account Number

##

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/30/24	\$2,052.84	\$2,052.84	05/25/24

\$

LAFCO
1042 PACIFIC ST
SUITE A
SAN LUIS OBISPO CA 93401

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Summary					
IMELDA MARQUEZ #### #### ####9		Payments & Other Credits \$0.00	Purchases & Other Charges \$713.67	Cash Advances \$0.00	Total Activity \$713.67

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/26	04/28	PPLN01	24755424118281185065921	DOUBLETREE HOTELS PLEASANTON CA	\$623.61
04/26	04/28	PPLN01	24692164117100792877719	CHEVRON 0209832 MORGAN HILL CA	\$63.84
04/26	04/28	PPLN01	24692164117100917234325	CHEVRON 0092265 SAN LUIS OBIS CA	\$26.22

Cardholder Account Summary					
ROBERT FITZROY #### #### ####		Payments & Other Credits \$0.00	Purchases & Other Charges \$453.24	Cash Advances \$0.00	Total Activity \$453.24

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/26	04/28	PPLN01	24755424118281185065772	DOUBLETREE HOTELS PLEASANTON CA	\$415.74
04/27	04/28	PPLN01	24204294118000603399082	MSFT * E0200RPLVP 800-6427676 WA	\$37.50

Cardholder Account Summary					
MORGAN BING #### #### ####6		Payments & Other Credits \$0.00	Purchases & Other Charges \$885.93	Cash Advances \$0.00	Total Activity \$885.93

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/10	04/11	PPLN01	24137464102001586282229	USPS PO 0568770075 SAN LUIS OBIS CA	\$16.00
04/16	04/17	PPLN01	24231684108837000047462	SMART AND FINAL 913 SAN LUIS OBIS CA	\$18.98
04/19	04/21	PPLN01	24343114110900014128733	SLO CLERK RECORDER 805-7815080 CA	\$50.00
04/19	04/21	PPLN01	24343114110900018166762	AMS*SERVICE FEE 101653 888-9147768 FL	\$1.49
04/26	04/28	PPLN01	24164074117018202829015	ENTERPRISE RENT-A-CAR SAN LUIS OBIS CA	\$175.85
04/26	04/28	PPLN01	24755424118281185065889	DOUBLETREE HOTELS PLEASANTON CA	\$623.61

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$2,052.84
Cash									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



DOUBLETREE BY HILTON PLEASANTON AT THE CLUB
 7050 JOHNSON DRIVE
 PLEASANTON, CA 94588
 United States of America
 TELEPHONE 925-463-8000 • FAX 925-463-3801
 Reservations
 www.doubletree.com or 1-800-222-TREE

Fitzroy, Rob
 1042 PACIFIC ST
 SUITE A
 SAN LUIS OBISPO CA 93401
 UNITED STATES OF AMERICA

Room No: 427/NKR
 Arrival Date: 4/24/2024 9:05:00 PM
 Departure Date: 4/26/2024 1:34:00 PM
 Adult/Child: 1/0
 Cashier ID: MGUTIRREZ1
 Room Rate: 189.00
 AL:
 HH #
 VAT #
 Folio No/Che 478256 A

Confirmation Number: 94976070

DOUBLETREE BY HILTON PLEASANTON AT THE CLUB 4/26/2024 1:33:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
4/24/2024	1962798	GUEST ROOM	\$189.00
4/24/2024	1962798	RM ROOM TAX	\$15.12
4/24/2024	1962798	CA. ASSESSMENT FEE	\$0.50
4/24/2024	1962798	TRIVALLEY MANDATORY CHARGE	\$3.25
4/25/2024	1963407	GUEST ROOM	\$189.00
4/25/2024	1963407	RM ROOM TAX	\$15.12
4/25/2024	1963407	CA. ASSESSMENT FEE	\$0.50
4/25/2024	1963407	TRIVALLEY MANDATORY CHARGE	\$3.25
4/26/2024	1963860	VS *7534	(\$415.74)
BALANCE			\$0.00

CREDIT CARD DETAIL

APPR CODE	640519	MERCHANT ID	5500868
CARD NUMBER	VS *7534	EXP DATE	05/25
TRANSACTION ID	1963860	TRANS TYPE	Sale



DOUBLETREE BY HILTON PLEASANTON AT THE CLUB
 7050 JOHNSON DRIVE
 PLEASANTON, CA 94588
 United States of America
 TELEPHONE 925-463-8000 • FAX 925-463-3801
 Reservations
 www.doubletree.com or 1-800-222-TREE

Bing, Morgan
 1042 PACIFIC ST
 SUITE A
 SAN LUIS OBISPO CA 93401
 UNITED STATES OF AMERICA

Room No: 332/NQR
 Arrival Date: 4/23/2024 7:41:00 PM
 Departure Date: 4/26/2024 2:30:00 PM
 Adult/Child: 1/0
 Cashier ID: CBOYD30
 Room Rate: 189.00
 AL:
 HH #
 VAT #
 Folio No/Che 478253 A

Confirmation Number: 95497286

DOUBLETREE BY HILTON PLEASANTON AT THE CLUB 4/26/2024 2:30:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
4/23/2024	1962118	GUEST ROOM	\$189.00
4/23/2024	1962118	RM ROOM TAX	\$15.12
4/23/2024	1962118	CA. ASSESSMENT FEE	\$0.50
4/23/2024	1962118	TRIVALLEY MANDATORY CHARGE	\$3.25
4/24/2024	1962733	GUEST ROOM	\$189.00
4/24/2024	1962733	RM ROOM TAX	\$15.12
4/24/2024	1962733	CA. ASSESSMENT FEE	\$0.50
4/24/2024	1962733	TRIVALLEY MANDATORY CHARGE	\$3.25
4/25/2024	1963352	GUEST ROOM	\$189.00
4/25/2024	1963352	RM ROOM TAX	\$15.12
4/25/2024	1963352	CA. ASSESSMENT FEE	\$0.50
4/25/2024	1963352	TRIVALLEY MANDATORY CHARGE	\$3.25
4/26/2024	1963903	VS *9256	(\$623.61)
BALANCE			\$0.00

CREDIT CARD DETAIL

APPR CODE 604767 MERCHANT ID 5500868
 CARD NUMBER VS *9256 EXP DATE 06/26
 TRANSACTION ID 1963903 TRANS TYPE Sale



DOUBLETREE BY HILTON PLEASANTON AT THE CLUB
 7050 JOHNSON DRIVE
 PLEASANTON, CA 94588
 United States of America
 TELEPHONE 925-463-8000 • FAX 925-463-3801
 Reservations
 www.doubletree.com or 1-800-222-TREE

Marquez-Vawter, Imelda

 1042 PACIFIC ST
 SUITE A
 SAN LUIS OBISPO CA 93401
 UNITED STATES OF AMERICA

Room No: 522/NQR
 Arrival Date: 4/23/2024 11:33:00 PM
 Departure Date: 4/26/2024 2:38:00 PM
 Adult/Child: 1/0
 Cashier ID: MGUTIRREZ1
 Room Rate: 189.00
 AL:
 HH # 2045844756 BLUE
 VAT #
 Folio No/Che 478255 A

Confirmation Number: 93139846

DOUBLETREE BY HILTON PLEASANTON AT THE CLUB 4/26/2024 2:37:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
4/23/2024	1962237	GUEST ROOM	\$189.00
4/23/2024	1962237	RM ROOM TAX	\$15.12
4/23/2024	1962237	CA. ASSESSMENT FEE	\$0.50
4/23/2024	1962237	TRIVALLEY MANDATORY CHARGE	\$3.25
4/24/2024	1962858	GUEST ROOM	\$189.00
4/24/2024	1962858	RM ROOM TAX	\$15.12
4/24/2024	1962858	CA. ASSESSMENT FEE	\$0.50
4/24/2024	1962858	TRIVALLEY MANDATORY CHARGE	\$3.25
4/25/2024	1963457	GUEST ROOM	\$189.00
4/25/2024	1963457	RM ROOM TAX	\$15.12
4/25/2024	1963457	CA. ASSESSMENT FEE	\$0.50
4/25/2024	1963457	TRIVALLEY MANDATORY CHARGE	\$3.25
4/26/2024	1963911	VS *0739	(\$623.61)
BALANCE			\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

CREDIT CARD DETAIL

APPR CODE	621740	MERCHANT ID	5500868
CARD NUMBER	VS *0739	EXP DATE	10/27
TRANSACTION ID	1963911	TRANS TYPE	Sale

Account Summary

Billing Cycle		05/31/2024
Days In Billing Cycle		31
Previous Balance		\$2,052.84
Purchases	+	\$187.96
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,052.84
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$187.96

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,812.04
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
- Go to www.umpquabank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$187.96
MINIMUM PAYMENT	\$187.96
PAYMENT DUE DATE	06/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$2,052.84-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
05/06	05/06	0000000LBX2405062872001	PAYMENT - THANK YOU	\$2,052.84-

Cardholder Account Summary

ROBERT FITZROY #### #### ##	Payments & Other Credits \$0.00	Purchases & Other Charges \$37.50	Cash Advances \$0.00	Total Activity \$37.50
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/26	05/27	PPLN01	24906414147200992683241	MSFT * E0200S2V98 msbill.info WA	\$37.50

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UMPQUA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



Account Number

####

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
05/31/24	\$187.96	\$187.96	06/25/24

\$



LAFCO
1042 PACIFIC ST
SUITE A
SAN LUIS OBISPO CA 93401

e-Statement

MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

IMPORTANT INFORMATION

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The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Account Number: ##### #

Cardholder Account Summary				
MORGAN BING ##### #	Payments & Other Credits \$0.00	Purchases & Other Charges \$150.46	Cash Advances \$0.00	Total Activity \$150.46

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/01	05/03	PPLN01	24453884123000010700012	TROPHY HUNTERS 805-7488720 CA	\$13.01
05/09	05/10	PPLN01	24137464131001715692624	USPS PO 0568770075 SAN LUIS OBIS CA	\$20.70
05/13	05/14	PPLN01	24943004135898000092665	COSTCO WHSE #0741 SAN LUIS OBIS CA	\$38.83
05/21	05/22	PPLN01	24692164142101647686981	AMZN Mktg US*VO1GV5P43 Amzn.com/bill WA	\$11.94
05/22	05/23	PPLN01	24343114143900014671824	SLO CLERK RECORDER 805-7815080 CA	\$13.00
05/22	05/23	PPLN01	24343114143900014692309	SLO CLERK RECORDER 805-7815080 CA	\$50.00
05/22	05/24	PPLN01	24343114144900019670820	AMS*SERVICE FEE 101653 888-9147768 FL	\$1.49
05/22	05/24	PPLN01	24343114144900019671836	AMS*SERVICE FEE 101653 888-9147768 FL	\$1.49

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$187.96
Cash									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Account Summary

Billing Cycle		06/30/2024
Days In Billing Cycle		30
Previous Balance		\$187.96
Purchases	+	\$107.10
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$187.96-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$107.10

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,892.90
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
- Go to www.umpquabank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$107.10
MINIMUM PAYMENT	\$107.10
PAYMENT DUE DATE	07/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$187.96-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/10	06/11	70005604163555163250023	PAYMENT - THANK YOU SPOKANE WA	\$187.96-

Cardholder Account Summary

IMELDA MARQUEZ #### #### ####9	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$69.60	\$0.00	\$69.60

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/27	06/28	PPLN01	24492164180000004496213	SP BAGGU HTTPSCHECKOUT CA	\$69.60

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UMPQUA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



Account Number

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AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/30/24	\$107.10	\$107.10	07/25/24

\$



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1042 PACIFIC ST
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SAN LUIS OBISPO CA 93401

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MAKE CHECK PAYABLE TO:

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SEATTLE WA 98124-5142

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By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

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- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Summary				
ROBERT FITZROY #### #### ###	Payments & Other Credits \$0.00	Purchases & Other Charges \$37.50	Cash Advances \$0.00	Total Activity \$37.50

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/26	06/27	PPLN01	24430994178011927305935	MSFT * E0200SFQ50 MSBILL.INFO WA	\$37.50

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$107.10
Cash									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



San Luis Obispo Local Agency Formation Commission

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: BUDGET ADJUSTMENT TO FISCAL YEAR 2024-2025 BUDGET AND ORGANIZATIONAL ADJUSTMENT

RECOMMENDATION

It is recommended that the Commission consider taking the following action:

Action: Motion to adopt Resolution approving a Fiscal Year (FY) 24-25 budget adjustment and position modifications.

OVERVIEW

LAFCO currently has three (3) full time equivalent (FTE) positions, including an Executive Officer, Analyst, and Clerk Analyst, and a contract Legal Counsel. Over the last several years, there has been a consistent rise in the number of proposal applications and the complexity of the proposals continues to increase as well.

Beginning in 2021, we took a conservative approach and sought to avoid adding additional staff resources by improving various aspects of the existing organization to address the workload issue. With the Commission's support, the Executive Officer was able to implement several organizational improvements including but not limited to application processing improvements, improved budget and annual work plan implementation, website overhaul, application packet overhaul, software upgrades, and project management training/software.

In addition, in 2021, the Commission approved the conversion of the previously held "Commission Clerk" position to a "Clerk Analyst" position to increase capacity for analyst-oriented workload. All of these efforts have produced positive results, and the current staffing team operates at a high level and produces high quality deliverables.

However, despite these efforts, workload demand has outpaced staff resources available, and we continue to fall behind on some work efforts, primarily the

COMMISSIONERS

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MARSHALL OCHYLSKI
Special District Member

Vice-Chair
STEVE GREGORY
City Member

DEBBIE ARNOLD
County Member

JIMMY PAULDING
County Member

ROBERT ENNS
Special District Member

ED WAAGE
City Member

VACANT
Public Member

ALTERNATES

DAWN ORTIZ-LEGG
County Member

ED EBY
Special District Member

CARLA WIXOM
City Member

David Watson
Public Member

STAFF

ROB FITZROY
Executive Officer

IMELDA MARQUEZ-VAWTER
Analyst

MORGAN BING
Clerk Analyst

BRIAN A. PIERIK
Legal Counsel

Municipal Service Review (MSR) work program. As such, in order to maintain our legislative responsibilities for application processing and timely delivery of Municipal Service Reviews (MSR) and other critical responsibilities, additional resources and organizational changes are proposed as follows.

It is proposed to add a .75 FTE Commission Clerk position and convert the existing Clerk Analyst position to an Analyst position. This will build workload capacity by allowing the newly converted Analyst position to focus solely on analyst functions (application processing and MSRs) and transfer all Clerk functions to the newly created Commission Clerk position. The Commission Clerk position will be responsible for all typical Clerk functions, including the facilitation of Commission meetings, noticing, external communications, administrative functions such as payroll, response to Public Records Act requests, invoicing, and providing support as needed to the Executive Officer and Analysts.

FISCAL CONSIDERATIONS

There are no costs associated with converting the existing Clerk Analyst position to an Analyst position. The rate for the .75 FTE Commission Clerk would range from \$28-\$32 per hour depending on experience, plus .75 of the benefits offered to full-time employees. It is anticipated the position would require 1,560 hours per year or approximately 30 hours per week. Assuming full utilization and at the top hourly rate, FY 24-25 would result in an additional expenditure of approximately \$44,000 for the remainder of the fiscal year, which includes benefits and taxes. This assumes that a new employee would be onboarded around January, which is halfway through the current fiscal year. For FY 25-26, assuming full utilization at the top rate it would result in an expenditure of approximately \$88,000, which includes benefits and taxes. The maximum base salary would be \$50,000. Future expenditures would be built into future budgets beginning with FY 25-26.

For expenditures in FY 24-25, it is proposed to utilize fund balance reserves in the amount of \$44,000. Currently, the fund balance of reserves available is \$300,873.

FY 24-25 Expenditure	FY 25-26 Expenditure
\$44,000 including benefits and taxes	\$88,000 including benefits and taxes

NEXT STEPS

If approved, staff would initiate a recruitment for the .75 FTE Commission Clerk position and the existing Clerk Analyst will be converted to an Analyst position. It is anticipated that a recruitment period for the Commission Clerk position would run through September and October. Interviews would be conducted in November, and an expected start date of approximately January 2025.

ATTACHMENTS

Attachment A: Draft LAFCO Resolution No. 2024-___ Approving Budget Adjustment

Attachment A

Draft LAFCO Resolution No.
2024-___ Approving Budget
Adjustment

IN THE LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

Thursday, August 15, 2024

RESOLUTION NO. 2024-___

**RESOLUTION APPROVING A FISCAL YEAR 24-25 BUDGET ADJUSTMENT
AND POSITION ADDITION**

The following resolution is now offered:

RECITALS

WHEREAS, this matter was set for a public meeting at 9:00 a.m. on August 15, 2024, and staff reports were prepared and made available, and the meeting was conducted as required by law; and

WHEREAS, at said meeting, this Commission heard and received any written protests, objections, and evidence which were made, presented, or filed, and all persons present were given the opportunity to hear and be heard in respect to any matter relating to the budget and work plan; and

WHEREAS, the Commission has identified a need for additional staffing resources to meet workload demands; and

WHEREAS, the Commission intends to change the existing Clerk Analyst position to an Analyst position, and add a .75 Full Time Equivalent (FTE) Commission Clerk position so that the organization has a total of four positions including an Executive Officer, two Analysts, and a .75 FTE Commission Clerk.

WHEREAS, in order to fund the .75 FTE Commission Clerk position a budget augmentation to the approved Fiscal Year 24-25 is necessary to increase expenditure limits by \$44,000, and future expenditures will be budgeted accordingly in future budget cycles.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Local Agency Formation Commission of the County of San Luis Obispo, State of California, as follows:

1. That the Recitals set forth hereinabove are true, correct, and valid and are hereby incorporated by this reference.
2. That a budget augmentation expenditure increase of \$44,000 shall be made to the FY 24-25 budget.
3. That the organization adds a .75 FTE Commission Clerk and converts the existing Clerk Analyst position to an Analyst position.

Upon a motion of Commissioner _____, seconded by Commissioner _____, and on the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Marshall Ochylski, Chairperson Date
Local Agency Formation Commission

ATTEST:

Rob Fitzroy Date
LAFCO Executive Officer

APPROVED AS TO FORM AND LEGAL EFFECT:

Brian Pierik Date
LAFCO Legal Counsel



San Luis Obispo Local Agency Formation Commission

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: AUGUST 15, 2024

SUBJECT: CALAFCO LEGISLATIVE UPDATE

RECOMMENDATION

It is recommended that the Commission consider taking the following action:

Action: Review the proposed legislation and by motion provide direction to the Executive Officer if warranted.

SUMMARY

At the April 18, 2024 Commission Meeting the Executive Officer was directed to submit letters of support to CALAFCO for Senate Bill 1209 (SB 1209), which was a bill that would have allowed all LAFCOs to indemnify themselves for any action taken. SB 1209 has since gone through the legislative process and been amended from the draft originally shared with the Commission. The Executive Officer is now seeking direction from the Commission on whether to remain neutral, support, or oppose the bill in its new form. A brief summary and analysis of the bill in its current form is below, and the draft legislation is included in Attachment A.

By way of background, as a part of the declaratory relief action entitled *City of Pismo Beach v. Pacific Harbor Homes, Inc., et al.*, San Luis Obispo County Superior Court Case No. CV130383, to which SLO LAFCO was a party to, it was determined that LAFCOs do not have the authority to require indemnification because it is not expressly allowed within the Government Code. Though any city, county, or other agency may require indemnification, LAFCOs would not be allowed to do so under this court ruling, that is, unless a legislative solution was proposed, hence SB 1209. It is important to note that LAFCO's under this ruling can still require indemnification as a condition of approval, but they cannot do so if they deny a project, nor require indemnification by virtue of processing an application.

COMMISSIONERS

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MARSHALL OCHYLSKI
Special District Member

Vice-Chair
STEVE GREGORY
City Member

DEBBIE ARNOLD
County Member

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Clerk Analyst

BRIAN A. PIERIK
Legal Counsel

Senate Bill (SB) 1209 – Introduced by Senator Cortese

ORIGINAL LEGISLATIVE TEXT

The legislative text shared with the Commission on April 18, 2024 was as follows:

56393.5 The commission may require, as a condition for processing a change of organization or reorganization, a sphere amendment or a sphere update, or any other action or determination requested from the commission, that the applicant agrees to defend, indemnify, and hold harmless the commission, its agents, officers, and employees from any claim, action, or proceeding against the commission, its agents, officers, or employees arising from or relating to the action or determination by the commission.

LEGISLATIVE TEXT AS AMENDED

The legislative text as amended on June 11, 2024 is as follows. The red text strikes the original language and the blue text is new language.

56383.5 (a) The commission may require, as a condition for processing a change of organization or reorganization, a sphere amendment or a sphere update, or any other action or determination requested from the commission, that the applicant agrees to defend, indemnify, and hold harmless the commission, its agents, officers, and employees from any claim, action, or proceeding against the commission, its agents, officers, or employees ~~arising from or relating to the action or determination by the commission.~~ *to attack, set aside, void, or annul an approval by the commission.*

(b) (1) An agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall require the commission to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the commission and shall require the commission to cooperate fully in the defense.

(2) An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be responsible to defend, indemnify, or hold harmless if the commission fails to notify the applicant or cooperate fully in the defense pursuant to paragraph (1).

(c) An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement.

(d) Nothing in this section shall be construed to prohibit the commission from participating in the defense of any claim, action, or proceeding to attack, set aside, void or annul an approval by the commission if both of the following conditions are met:

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- (1) The commission bears its own attorney's fees and costs of the claim, action, or proceeding.*
(2) The commission defends the claim, action, or proceeding in good faith.

Analysis

The original text of SB 1209 would have allowed all LAFCOs to require indemnification as a part of application processing. This would allow all LAFCOs to process applications objectively and ensure that Commissioners can make discretionary decisions based on the merits of the project without concern of litigation if certain decisions are made, that is, whether the Commission approves or denies a proposal. Staff and legal counsel reviewed the original language and had no concerns.

However, the text as amended on June 11, 2024 only extends indemnification protection to LAFCOs if they approve a proposal. The indemnification project does not extend to circumstances when the Commission may deny a proposal. These amendments do not offer any indemnification protections than what is already allowed under the law today. As noted, LAFCO's can already add a condition of approval to require indemnification. However, since LAFCO's cannot add a condition of approval to a project they are denying, there was a need for a legislative remedy to ensure indemnification if a project is denied by allowing LAFCOs to require indemnification by virtue of processing a proposal application.

The language as proposed does the opposite of what was originally intended. The amended language codifies that LAFCO's will not be able to indemnify themselves if they deny a proposal. This new language creates a significant legal concern and risk for any proposal the Commission may wish to deny in the future. Staff does not recommend further support of SB 1209.

Direction

SB 1209 has now passed through the Assembly and next would be heard in the Senate. The next potential opportunity to provide a position letter will be once the bill goes to the Governor's Office. Commission may wish to take no further action, remain neutral, or they may wish to direct the Executive Officer to send a letter of support or opposition.

Attachment A: SB 1209

Attachment A

SB 1209



Bill Text: CA SB1209 | 2023-2024 | Regular Session | Amended California Senate Bill 1209

Bill Title: Local agency formation commission: indemnification.

Spectrum: Partisan Bill (Democrat 1-0)

Status: (Engrossed) 2024-06-24 - Read second time. Ordered to third reading. [SB1209 Detail]

Download: California-2023-SB1209-Amended.html

AMENDED IN ASSEMBLY JUNE 11, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

SENATE BILL

NO. 1209

Introduced by Senator Cortese

February 15, 2024

An act to add Section 56383.5 to the Government Code, relating to local government.

LEGISLATIVE COUNSEL'S DIGEST

SB 1209, as amended, Cortese. Local agency formation commission: indemnification.

Existing law, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, except as specified. The act continues in existence in each county a local agency formation commission (LAFCO) that consists of members appointed, as specified, and oversees those changes of organization and reorganization. The act authorizes a LAFCO to, among other things, review and approve with or without amendment, wholly, partially, or conditionally, or disapprove proposals for changes of organization or reorganization, as specified.

This bill would authorize a LAFCO to require, as a condition for, among other things, processing a change of organization or reorganization, that the applicant agrees to defend, indemnify, and hold harmless the LAFCO, its agents, officers, and employees from and against any claim, action, or proceeding, as specified, ~~arising from or relating to the action or determination by the LAFCO to attack, set aside, void, or annul an approval by the LAFCO.~~ *The bill would require the LAFCO to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the LAFCO and require the LAFCO to fully cooperate in the defense. The bill would specify that an applicant who is a party to the agreement is not responsible to defend, indemnify, or hold harmless the LAFCO if the LAFCO fails to notify the applicant or cooperate fully in the defense, and is not required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement. The bill would specify that nothing in its provisions are to be construed to prohibit the LAFCO from participating in the defense of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the commission if specified conditions are met, including that the LAFCO bears its own attorney's fees and costs of the claim, action, or proceeding.*

Digest Key

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 56383.5 is added to the Government Code, to read:

56383.5. (a) The commission may require, as a condition for processing a change of organization or reorganization, a sphere amendment or a sphere update, or any other action or determination requested from the commission, that the applicant agrees to defend, indemnify, and hold harmless the commission, its agents, officers, and employees from any claim, action, or proceeding against the commission, its agents, officers, or employees ~~arising from or relating to the action or determination by the commission: to attack, set aside, void, or annul an approval by the commission.~~

(b) (1) *An agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall require the commission to promptly notify the applicant of any claim, action, or proceeding to attack, set aside, void, or annul an approval by the commission and shall require the commission to cooperate fully in the defense.*

(2) *An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be responsible to defend, indemnify, or hold harmless if the commission fails to notify the applicant or cooperate fully in the defense pursuant to paragraph (1).*

(c) *An applicant who is a party to an agreement to defend, indemnify, and hold harmless entered into pursuant to subdivision (a) shall not be required to pay or perform any settlement relating to the agreement, unless the applicant approves the settlement.*

(d) *Nothing in this section shall be construed to prohibit the commission from participating in the defense of any claim, action, or proceeding to attack, set aside, void or annul an approval by the commission if both of the following conditions are met:*

(1) *The commission bears its own attorney's fees and costs of the claim, action, or proceeding.*

(2) *The commission defends the claim, action, or proceeding in good faith.*