

# SAN BENITO LOCAL AGENCY FORMATION COMMISSION

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## REGULAR MEETING AGENDA

Thursday, March 8, 2018

Board of Supervisors Chambers  
481 Fourth Street, Hollister CA

6:00 P.M.

1. Call to Order and Roll Call
2. Recitation of the Pledge of Allegiance
3. Public Comment Period - This is an opportunity for members of the public to speak on items that are not on the agenda

### CONSENT AGENDA

No Items

### BUSINESS ITEMS – NON-HEARING ITEM

4. Cost Estimates for Municipal Service Review Updates and Discussion for Upcoming Fiscal Year 2018-19 Work Program
5. Consideration of Changing Meeting Time for Commission Meetings from 6:00 PM to Approximately 3:00 PM, For Regular Meetings Held on the Second Thursday of the Month

### BOUNDARY CHANGE PROPOSALS

No Items

### INFORMATIONAL

6. Commissioner announcements and requests for future Agenda Items
7. Executive Officer oral status report on pending proposals
8. Adjourn to regular meeting at 6:00 PM (or new time) on April 12, 2018 unless meeting time is changed based on Commission action or cancelled by Chair

Disclosure of Campaign Contributions – LAFCO Commissioners are disqualified and are not able to participate in proceedings involving an “entitlement for use” if, within the 12 months preceding the LAFCO decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant or an financially interested person who actively supports or opposes the LAFCO decision on this matter.

Those who have made such contributions are required to disclose that fact for the official record of the proceedings. Disclosures must include the amount of the contribution and the recipient

Commissioner and may be made either in writing to the Executive Officer of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

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

Disability Accommodations - Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the LAFCO office at least three (3) days prior to the meeting by telephone at 831/637-5313 or by email at [bnicholson@cosb.us](mailto:bnicholson@cosb.us).

# **BUSINESS ITEMS – NON HEARING ITEM**

**4. Cost Estimate for Municipal Service Review Updates and Discussion for Upcoming Fiscal Year 2018-19 Work Program.**

**5. Consideration of Changing Meeting Time for Commission Meetings from 6:00 PM to approximately 3:00 PM for Regular Meetings held on the Second Thursday of the Month.**

# LOCAL AGENCY FORMATION COMMISSION

SAN BENITO COUNTY

2301 Technology Parkway

Hollister, CA 95023

Phone: (831) 637-5313 Fax: (805) 647-7647

DATE: March 8, 2018 (Agenda)

TO: Local Agency Formation Commission

FROM: Bill Nicholson, Executive Officer

RE: Cost Estimates for Municipal Service Review Updates and Discussion for Upcoming 2018-19 Work Program  
(Agenda Item 4)

At the February 8, 2018 Commission meeting, the Commission gave direction to seek estimates for preparing updates to all Municipal Service Reviews (MSRs) which had not been updated since their original adoption in 2007. As the Commission is aware, there is a requirement for each LAFCO to periodically review spheres of influence of local agencies every five years, as necessary, for local agencies under Government Code section 56425(g). This list of MSRs that had not been updated included the following three districts: Pacheco Pass Water District, San Juan Bautista Cemetery District, and the Tres Pinos County Water District. In addition, the MSR for the existing group of approximately 50 County Service Areas (CSAs) has not been updated.

In response to a request for “ballpark” estimates from four consulting firms who have experience preparing MSRs, three consultants provided an estimated cost or a cost range for this update effort. The ranges were proposed because there is no set minimum standard for a MSR, even though the areas of evaluation are set-forth in section 56430 of the State Government Code. The current MSRs were performed under what could be considered an “abbreviated” level of analysis.

Below is a summary of the cost estimates for the MSR updates for the special districts and for the group of County Service Areas (CSAs):

## Special Districts:

Policy Consulting Associates	Abbreviated review = \$4,500 per district Moderate-level review = \$6,500 per district Indepth review = \$9,500 per district
Elliot Mulberg & Associates	Range from \$1,500 to \$3,000 per district
Berkson Associates	Range from \$25,000 to \$30,000 for all three districts

## County Service Areas:

Policy Consulting Associates	Abbreviated review = \$25,000 for all CSAs Moderate-level review = \$40,000 for all CSAs In-depth review = \$60,000 for all CSAs
Elliot Mulberg & Associates	Range from \$1,500 to \$3,000 per active CSA
Berkson Associates	Range between \$40,000 and \$50,000 for all CSAs

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**Commissioners:** Richard Bettencourt, Chair ♦ Ignacio Velazquez, Vice Chair ♦ Anthony Botelho ♦ Jaime De La Cruz ♦ Jim West

**Alternate Commissioners:** Don DeVries ♦ Robert Rivas ♦ Roberta Daniel **Executive Officer:** Bill Nicholson

Based on these estimates, the Commission can consider several options for initiating the update effort. Three of the options include: 1) providing funding to initiate updates of all three special districts and the CSAs; 2) funding the special district updates only, and deferring the update to the MSR for CSAs to a future fiscal year; 3) targeting one or two special districts for an update where there are concerns that warrant a current evaluation, and deferring updates of the other district(s) and CSAs to a future time.

One other option is for the Executive Officer to complete the update of one special district in the coming fiscal year. While it is assumed the San Juan Bautista Cemetery District MSR will not be very complicated, the other two districts face issues that will require more time and analysis and possibly identification of alternative solutions to issues identified.

The Commission should discuss and consider what level of detail is desired in the MSR updates and what level of funding is desirable for consideration in the coming fiscal year work program and budget. At the same time, if there are other issues or special studies the Commission is interested in initiating outside of the three districts and CSAs referenced, this discussion is a good opportunity to brainstorm before we prepare the preliminary budget.

#### Action Requested

Conduct a discussion on the cost ranges for the MSR updates listed, and the level of detail desired in the analysis and determinations for each MSR. This is the time to begin discussion regarding other districts or issues not identified in this memo, should Commissioner's have any concerns or ideas. Based on the Commission's direction, the Executive Officer will identify an approach and cost estimate for MSR updates or other special studies in the upcoming Fiscal Year 2018-19 Budget process which will start at the April 12<sup>th</sup> Commission meeting with consideration of the Preliminary Budget.

## LOCAL AGENCY FORMATION COMMISSION

SAN BENITO COUNTY

2301 Technology Parkway

Hollister, CA 95023

Phone: (831) 637-5313 Fax: (805) 647-7647

March 8, 2018 (Agenda)

Local Agency Formation Commission  
2301 Technology Parkway  
Hollister, CA 95203

**RE: Consideration of Changing Meeting Time for Commission Meetings from 6:00 PM to Approximately 3:00 PM, For Regular Meetings Held on the Second Thursday of the Month (Agenda Item 5)**

Dear Members of the Commission:

### RECOMMENDATION

It is recommended the Commission make a decision whether to change the time of day for the regular Commission meeting to reduce the conflict with "rush hour" traffic, and give direction to staff to produce a new meeting calendar.

### DISCUSSION

At the February 8, 2018, Commission meeting, Commissioner Jim West, stated that the 6:00 pm starting time of regular Commission meetings caused him and other parties who must travel to Hollister to attend the Commission meetings to experience long delays due to the rush hour traffic. Commissioner West must drive from San Juan Bautista to attend the Commission meetings. At the end of the Commission meeting, under the topic of "Commissioner Announcements and Requests for Future Agenda Items" the Commission unanimously agreed to set this as an item for consideration at the next meeting.

While no specific hour of the meeting was proposed, the discussion centered on moving the meeting to earlier in the afternoon to avoid the conflict with commuter traffic in driving to the meeting. A starting time of 3:00 or 3:30 pm was mentioned.

Two considerations have come up in communications with the LAFCO Clerk, Janet Slibsager who also performs the duties of Assistant Clerk to the County Board of Supervisors. One potential conflict is the use of the County Board Chambers for other meetings during the day that may cause a conflict in schedules. However, after an initial review of upcoming meetings, no conflict was identified for the regular meeting day on the second Thursday of the month.

The second issue involves the Assistant Clerk of the Board performing other functions for the County during normal business hours, and the potential for conflicts in being able to Clerk the Commission meetings. This concern was discussed with Luie Valdez, Management Analyst III, who indicated that the County has other staff who could be assigned to perform the duties of LAFCO Clerk when Janet Slibsager is not available.

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**Commissioners:** Ignacio Velazquez, Chair ♦ Anthony Botelho, Vice Chair ♦ Richard Bettencourt ♦ Jaime DeLaCruz ♦ Jim West

**Alternate Commissioners:** Dan DiVries ♦ Robert Rivas ♦ Roberta Daniel **Executive Officer:** Bill Nicholson

Consideration of Change in Meeting Time

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With these considerations resolved, it is up to the Commission's discretion whether to change the meeting time, and to select a time that is most convenient for all Commissioners.

If any additional procedural or logistical questions, please feel free to contact me prior to the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Bill Nicholson".

Bill Nicholson,  
Executive Officer

# **INFORMATIONAL**

**6. Commissioner announcements and requests for future Agenda Items.**

**7. Executive Officer oral status report on pending proposals.**

**8. Adjourn to regular meeting at 6:00 PM (or new time) on April 12, 2018 unless meeting time is changed based on Commission action or cancelled by Chair.**

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