



2009  
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**Staff**

WILLIAM S. CHIAT  
Executive Director

PAUL HOOD  
Executive Officer

CLARK ALSOP  
Legal Counsel

JOYCE CROSTHWAITE  
Deputy Executive Officer

SR JONES  
Deputy Executive Officer

## MEMORANDUM

21 August 2009

**TO:** Member LAFCo Executive Officers  
CALAFCO Associate Members

**FROM:** Bill Chiat, Executive Director

**RE:** **CALAFCO 2009 Annual Business Meeting Notice and Agenda**

CALAFCO Bylaws (§3.4) require the Association to notify each Member LAFCo and Associate Member of the Corporation of meetings, not less than 30 days prior to that meeting.

### NOTICE

The Annual Meeting of the California Association of Local Agency Formation Commissions will be held at 8:00 a.m. on Thursday, 29 October 2009 at the Tenaya Lodge at Yosemite Grand Ballroom, 1122 Highway 41, Fish Camp, California. Attached please find the agenda for the meeting.

CALAFCO Bylaws (§3.7.1) also requires each Member LAFCo to designate in writing their voting delegate prior to or at the meeting. Attached is the current list of voting delegates. If you have not done so, please e-mail the name of your delegate to me prior to the meeting. An updated list of voting delegates is being maintained on the members section of the website and will be available at the conference.

Thank you for sharing and discussing this information with your Commission. Please contact me with questions or for additional information.

CALIFORNIA ASSOCIATION OF  
LOCAL AGENCY FORMATION  
COMMISSIONS



*Sharing information and resources*

## **Annual Business Meeting**

**Thursday, October 29, 2009**  
**8:00 a.m. to 10:00 a.m.**

**Tenaya Lodge at Yosemite Grand Ballroom**  
**1122 Highway 41**  
**Fish Camp, California**

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## **AGENDA**

1. Call to Order/Roll Call of the LAFCOs Roger Anderson, Chair
2. Approve Minutes from the September 4, 2008 CALAFCO Business Meeting at the Sheraton Universal Hotel, Universal City, CA.
3. Election of the Board of Directors Chris Tooker  
3.1. Nominations Committee Report Nominations Committee Chair  
3.2. Nominations From the Floor  
3.3. Candidates Forum  
3.4. Voting Process
4. New Business Susan Vicklund Wilson  
4.1. Discussion of Establishment of Regional Structure for CALAFCO Vice Chair
5. Report from the Board of Directors on significant Board Roger Anderson, Chair and Association activities in 2009
6. Adjourn to 2010 Business Meeting, Thursday, October 7, 2010, Hilton Palm Springs Resort, Palm Springs, CA

**CALAFCO Annual Business Meeting**

29 October 2009

**Agenda Item No. 4.1  
MEMORANDUM**

**To:** CALAFCO Members  
**From:** William Chiat, Executive Director  
**Date:** 29 October 2009  
**RE:** **Discussion of Establishment of Regional Structure for CALAFCO**

**RECOMMENDATION**

1. Discuss the policy and strategy adopted by the CALAFCO Board of Directors and provide input to the Board on strategic implementation of the regional structure.

**DISCUSSION**

**Background**

The CALAFCO Board of Directors has long believed that one of the most valuable services provided by the association is the facilitation of communications and sharing of information among its members. At each of the last four biannual strategic retreats the Board has identified communications and facilitation of regional meetings as an important goal of the association.

On 12 February 2009 the Board held its most recent Strategic Planning Workshop in Irvine California. Based on input from a number of member LAFCOs, a key issue the Board discussed was how to best structure the association to both facilitate communication among members, and also assure that the many perspectives on LAFCo policies and issues are heard and considered by the Board of Directors and its key policy and legislative committees.

At its 13 February 2009 meeting the Board established a Structural Options Committee to consider various ways the association could be structured to encourage more communication among members, strengthen the association, and provide a vehicle for sharing different perspectives on LAFCo issues. The committee included Board Members Susan Vicklund Wilson (Santa Clara), Simón Salinas (Monterey), Cheryl Brothers (Orange), and Jerry Gladbach (Los Angeles). Executive Director Bill Chiat and Legal Counsel Clark Alsop provided staff support. The Committee met several times and presented an initial recommendation to the Board on 15 May 2009 in Sacramento. The Board provided significant feedback on the ideas presented by the Committee. The Committee met again and formulated a revised proposal. That proposal was presented to the Board on 7 August 2009. At that meeting the Board of Directors unanimously adopted the Committee recommendation and directed staff to share the strategy and policy with all Member LAFCOs in anticipation of a discussion on the issue at the Annual Business Meeting in October.

### **Adopted Recommendation and Implementation**

The recommendation adopted by the Board is captured in the attached policy statement and strategic plan. The plan calls for a 14-month implementation of the regional structure. Following input from members in October, the Board may prepare revisions to the plan and begin work on establishing regional boundaries. Preliminary regions will be sent to members for review and input next spring. The membership will vote on the ultimate structure and By-law change at the 2010 Annual Business Meeting in Palm Springs. Regional meetings will begin at the 2010 conference.

The attached policy statement discussed the purposes and benefits the Board has identified for regions. Ultimately the Board envisions that the regions could meet three times a year to share information and resources, and provide input to CALAFCO: 1) commissioners and staff at the annual CALAFCO Conference; 2) staff at the CALAFCO Staff Workshop; and 3) a third meeting in the region of commissioners and staff. Regions may hold additional meetings as desired by the members.

### **Member LAFCo Input Sought**

The Board has asked that all member LAFCos consider this approach and provide input to the Board at the Annual Business meeting. The Board will use the input to further refine the regional structure policy and implementation. Among the questions the Board would like input:

- ◆ Does having a regional forum make sense for your LAFCo?
- ◆ What are some of the common interests you believe you share with your neighboring LAFCos?
- ◆ Which LAFCos do you work – or would like to work – more closely with?
- ◆ As the Board works to establish regions, which LAFCos would you want to see included in your region.

### **ATTACHMENTS**

1. Policy Statement
2. Strategic Approach for Implementation
3. Proposed language for By Law Change

## **Policy Statement on Creating Regions within CALAFCO**

CALAFCO Board of Directors – 7 August 2009

The Board has concluded after several months of review that creating a regional approach with our member LAFCOs would strengthen and unify CALAFCO, thus increasing our productivity and presence with our individual members and within the legislative process. Our Board has continually verbalized and promoted structuring regions within CALAFCO in which individual LAFCOs could meet and share common interests, issues, and resources. We have determined that there are significant benefits to formalizing regions.

Benefits of a regional approach include but are not limited to:

### **Communication:**

- ◆ Promotes more efficient and effective communication.
- ◆ Provides a vehicle to give input on policy and legislative issues to the Board and the Legislative Committee, which would enhance communications with legislative representatives.
- ◆ Formalizes a structure and forum at the Commissioner level for local LAFCOs to address policies which may influence other LAFCOs.
- ◆ Provides various viewpoints and different perspectives to assist in making better decisions.

### **Economical:**

- ◆ Ease of travel within a region may invite more participation in regional approaches to common interests.
- ◆ Increased opportunity for LAFCOs in each region to share resources and provide more economical approaches to various matters. e.g., a group of neighboring LAFCOs recently consolidated a RFP for audit services thereby reducing their costs.

### **Commonality Geographically:**

- ◆ Local and neighboring LAFCOs could specifically target their common interests.
- ◆ Localized issues can be discussed, addressed, and resolved with neighboring LAFCOs.
- ◆ Recognition of geographic issues and differences impacting LAFCOs
- ◆ Consistency with creation of regional transportation plans which will be acted upon regionally.
- ◆ Strengthens LAFCOs in areas without COGs .

### **Education of Legislature:**

- ◆ Legislators will recognize that CALAFCO represents all areas, regions of the state

### **Succession and Leadership:**

- ◆ Increased involvement in LAFCo by our members and more immediate accountability of Board members to the membership.
- ◆ Provides a mechanism for succession within CALAFCO generating growth and interest of board representation.
- ◆ With each region providing a staff person for CALAFCO, the volunteer workload would be balanced and more evenly distributed throughout the state and provide a mechanism for development and succession for future staff. The Board noted that several LAFCo staff members have greatly assisted CALAFCO, but many of same will be retiring within the next few years.

## **Strategic Plan for Regional Implementation**

Adopted by the CALAFCO Board of Directors on 7 August 2009

**GOAL** Structure member LAFCos into geographic regions to encourage communication among LAFCo commissioners and staff, increase involvement in Association activities and policies, collaborate on inter-LAFCo policies and issues, share resources, and provide regional input to the Board on legislative issues and regional policy issues.

**ACTION 1** Adopt a policy statement on the value of regions to the members and the Association, and signal the intent of the Board to formally establish CALAFCO regions.

*Timeframe:* Draft statement to be presented to Board for adoption on 7 August 2009\*.

**ACTION 2** Amend the 2009-2011 CALAFCO Strategic Plan to reflect the revised strategic goal and the five actions described in this letter.

*Timeframe:* Draft strategy to be presented to Board for adoption on 7 August 2009\*.

**ACTION 3** Amend the CALAFCO Policy Manual to accomplish two things:

**Action 3a:** Define and increase the number of staff officers, and require that one staff officer be selected from each region.

This would add additional Deputy Executive Officers to the CALAFCO staff. Having a staff officer from each region would provide a resource to organize regional meetings; help identify Board candidates for the Recruitment Committee; be a voice on regional issues to Association staff; and provide professional growth opportunities for staff from around the state. The new officer(s) could be added as soon as 2010 once the Board has adopted the preliminary boundaries. This would add a \$2,000/year stipend to the CALAFCO budget for each additional staff officer.

**Action 3b:** Clarify “geographic diversity” in the nominations procedure.

This would specify that Nominations Committee assure that candidates are representative of all the regions. This could be done for the 2010 elections using the adopted preliminary regional boundaries.

*Timeframe:* Draft policy changes presented to Board for adoption on 7 August 2009\*. Additional staff would be added in 2010 once the Board adopts preliminary boundaries. Nominations representative of regions could apply to the 2010 elections.

**ACTION 4** Discussion of proposal to create regions and the benefits and intent of regions to be discussed at CALAFCO Annual Business Meeting on 29 October 2009.

Information packets will be sent to each member in advance of the meeting. Packet will include cover letter, policy, strategy and actions, initial by-law language and process for input and creation of regions. Discussion will be held at annual meeting.

*Timeframe:* Packet to be distributed to members by 29 August 2009. Discussion and any action item on 29 October 2009.

**ACTION 5** Establish regions and change the Association By-Laws

Based on input from members at the 2009 Annual Meeting, the Board will establish preliminary regions for member review and comment. Board will finalize recommended

changes to By-laws to establish the regions and adopt the necessary policies to identify the members and operations of each region.

**Timeline:** Preliminary regions sent to member for comment by February, 2010. Proposed policies adopted by August, 2010. By-law change to implement regions considered at Annual Meeting on 7 October 2010 in Palm Springs.

\* Adopted by Board on 7 August 2009

## **Draft Amendments to Association By-Laws**

*For discussion purposes only; consideration of by-law changes anticipated at 2010 Annual Meeting in Palm Springs*

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**2.1 Classification and Qualifications of Members.** The Corporation shall have three (3) classes of members as follows: Member LAFCOs; Officers of Member LAFCOs; and Associate Members. Member LAFCOs shall be any local agency formation commission (“LAFCO”), which have paid the required annual membership dues and assessments and have indicated by appropriate action their desire to join the Corporation. Officers of Member LAFCOs shall be any regular or alternate Commissioner, executive officer, deputy executive officer, legal counsel, or deputy legal counsel of any LAFCO in good standing as a Member LAFCO. Associate Members of the Corporation shall be any member of the public, a government agency, a business, or an educational institution, either who or which has paid the required annual membership dues and assessments and has indicated by appropriate action its desire to join the Corporation. Notwithstanding any other provision in these Bylaws to the contrary, the terms generally meaning “approval of members or the membership” or “ratification by the members or membership” or “adopted by the members or membership” shall mean such approval or ratification or adoption by members eligible to vote.

2.1.1 Member LAFCOs shall be organized into XXXX geographic regions to facilitate interaction and communication among member LAFCOs, share resources, and provide increased opportunity for Member LAFCO input to the Board of Directors on regional and statewide issues and Corporation activities.

2.1.2 The boundaries of the regions shall be determined by action of the Board of Directors.

2.1.3 The regions shall not have authority to act independently of the Corporation.