

YUBA LOCAL AGENCY FORMATION COMMISSION

Paige Hensley, Executive Officer
John Benoit, Consultant
David Ruderman, LAFCO Counsel
417 4th Street Phone: (530) 749-5467
Marysville, CA 95901 Website: www.yubalafco.org



YUBA LOCAL AGENCY FORMATION COMMISSION

AGENDA

REGULAR MEETING

Wednesday, May 7, 2025, at 6:00 P.M.

Board of Supervisors Chambers

915 8th Street – Marysville, California 95901

1. Call To Order:

A. Roll Call:

Commissioners

Kuldip Atwal, Public Member
Renick House, County Member
Brad Hudson, City Member - **Chair**
Angela Teter, City Member
Andy Vasquez, County Member – **Vice Chair**

Alternates:

Chris Branscum, City Member Alternate
Jon Messick, County Member Alternate
Dennis Pinney, Public Member Alternate

2. Pledge of Allegiance:

3. Approval of Minutes:

A. Approval of meeting minutes from the April 2, 2025 meeting.

4. Public Comment

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 3 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items

not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

5. Public Hearings:

A. Review and Adopt Final Budget for 25/26 FY:

1. Receive final budget report.
2. Conduct public hearing.
3. Action: Adopt Resolution 2025-03 approving the final Budget for Fiscal Year 2025-2026.

6. Other Business:

A. Fire MSR/SOI Update/Workshop:

1. Status update from Executive Officer on Municipal Service Reviews (MSR) for South County Fire Districts.
2. Schedule public hearing to adopt the updated Municipal Service Reviews MSR/SOI report for the South County Fire Districts. Possible dates for public hearing would be a special meeting on June 4th or regular meeting July 2nd .

7. Executive Officers and Commissioners Reports:

- A. Update on pending projects: Northpoint Villages I and II
- B. CALAFCO News (if any)
- C. Reminder to save the date and confirm which commissioners wish to attend the CALAFCO Annual Conference, Oct. 22nd thru Oct. 24, 2025, in San Diego.

8. Adjourn to the next regular meeting on July 2, 2025, at 6:00 pm

Commissioners – Please contact your alternate if you are unable to attend this meeting.

Alternates are: City - Chris Branscum
 County - Jon Messick
 Public - Dennis Pinney

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.



Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 3 minutes. Time to address the Commission will be allocated on the basis of the number of requests received. If you would like an item placed on a future agenda, you may do so by contacting the Commission at (530) 749-5467.

Procedure for Public Hearing:

The public may address the Commission on each agenda item during the Commission's consideration of the item. When doing so, and when commenting on non-agenda items, we ask that the public kindly be recognized by the Chair before speaking, and to please keep their remarks brief. If several persons wish to address the Commission on the same item, or if any person's comments are excessive, the Chair may limit any person's input to 3 minutes. Written statements may be submitted in lieu of or addition to supplement oral statements made during a public hearing.

Accessibility

The telephonic/video meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the Commission's public meetings. If particular accommodations for the disabled are needed or a reasonable modification of the teleconference procedures are necessary (i.e., disability-related aids or other services), please contact the Office at (530) 749-5467 at least 24 hours in advance of the meeting. An interpreter for the hearing-impaired may be made available upon request to the Clerk 72 hours before a meeting.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Yuba LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 et seq. Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO

proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Late-Distributed Materials. Any material submitted to the Commission after this agenda is posted will be made available for public inspection as soon as possible in the LAFCO office, as indicated below.

Contact LAFCO Staff: LAFCO staff may be contacted at 530-749-5467 or by mail at Yuba LAFCo c/o Paige Hensley, Executive Officer, 417 4th Street, Marysville, CA 95901 or by email phensley@yuba.gov

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ACTION MINUTES YUBA LOCAL AGENCY FORMATION COMMISSION SPECIAL MEETING April 2, 2025

1. **CALL TO ORDER:**

At 6:00 p.m. the Yuba County Local Agency Formation Commission (LAFCO) was called to order by the Chair Hudson, along with Commissioners Teter, Vasquez, and County Alternate Messick were present. Commissioners Atwal, House, City Alternate Branscum, and Public Alternate Pinney, were absent. Also present were Executive Officer-Paige Hensley and Legal Counsel-Mackenzie Anderson.

2. **PLEDGE OF ALLEGIANCE:**

Commissioner Hudson led the commission in the Pledge of Allegiance.

3. **APPROVAL OF MINUTES:**

A. Approval of special meeting minutes from March 5th, 2025 meeting.

Action: Upon motion by Commissioner Vasquez and seconded by Commissioner Teter, the Commission voted to approve the minutes from the March 5th, 2025 meeting with the following 4 to 0 vote: **AYES:** Hudson, Teter, Vasquez and Messick; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Atwal and House

4. **PUBLIC COMMENT:**

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 3 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matter brought up under public comments for appropriate action at a future meeting.

There were no public comments.

PUBLIC HEARINGS:

5. **L AFC-25-0001/Northpoint:** A request from Lennar Homes to annex approximately 45.4 acres known as Northpoint Village I and II into County Service Area 66 (CSA66)

Staff Report: Paige Hensley, Executive Officer presented staff report.

Public Hearing was opened.

There being no comments, the public hearing was closed.

Action: Upon motion by Commissioner Vasquez and seconded by Commissioner Messick, the Commission voted to adopt resolution No. 2025-01, approving the Northpoint/CSA66 annexation with the following 4 to 0 vote: **AYES:** Hudson, Teter, Vasquez and Messick; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Atwal and House

6. **Proposed Budget for 25/26 FY.** Review and adopt the proposed budget for the 25/26 fiscal year.

Staff Report: Paige Hensley, Executive Officer presented staff report.

Public Hearing was opened.

There being no comments, the public hearing was closed.

Action: Upon motion by Commissioner Vasquez and seconded by Commissioner Messick, the Commission voted to adopt resolution No. 2025-02, approving the proposed 25/26 fiscal year budget with the following 4 to 0 vote: **AYES:** Hudson, Teter, Vasquez and Messick; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Atwal and House

OTHER BUSINESS:

7. **LAFCo Office Rental Space Options:**

Action: Upon motion by Commissioner Hudson and seconded by Commissioner Messick, the Commission unanimously voted to renew the lease for the current office space at 417 4th Street, Marysville, with the following 4 to 0 vote: **AYES:** Hudson, Teter, Vasquez and Messick; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Atwal and House

8. **Executive Officers and Commissioners Reports:**

A. Update on pending projects:

Paige Hensley, Executive Officer, gave a brief summary of the recently submitted L AFC-25-0001/Northpoint/Lennar/CSA66 annexation project.

B. **CALAFCO News**: There was no news to report.

C. **CALAFCO Conference** – Paige Hensley, Executive Officer, informed the Commission of the upcoming CALAFCO Conference, October 22nd thru October 24, 2025 and explained the Commission will need to determine soon who will be attending the Conference.

9. **Adjourn to the next regular meeting on Wednesday, May 7, 2025.**

There being no further business, the meeting was adjourned at 6:40 p.m. to the next regular meeting on May 7, 2025, at 6:00 p.m. in the Board of Supervisors Chamber, at 915 8th Street, Marysville, CA 95901.

Approved,

Brad Hudson, Chair

ATTEST: PAIGE HENSLEY
EXECUTIVE OFFICER

By: Paige Hensley, Executive Officer

YUBA LAFCo

EXECUTIVE OFFICER'S REPORT

MEETING DATE: May 7, 2025

AGENDA ITEM No. 5A

TO: LAFCO Commissioners

FROM: Paige Hensley, Executive Officer

SUBJECT: FINAL Budget for 2025-2026 Fiscal Year

EXECUTIVE OFFICER'S RECOMMENDATION: Review the FINAL budget for the 2025-2026 Fiscal Year, amend as necessary, and adopt attached Resolution No. 2025-03, approving the FINAL budget.

Attached is the FINAL budget for the 2025-2026 fiscal year for Yuba LAFCO. The overall goal of this budget is to conduct LAFCO business in a proactive and sustainable manner involving the community while meeting the overall requirements of the Cortese-Knox-Hertzberg Act in the most economical manner.

Analysis:

This year Yuba LAFCo continues its physical location at 417 4th Street in Marysville and its financial relationship with the Yuba County Water Agency. Some of the changes in the LAFCo budget for the 2025-2026 fiscal year are a result of increases associated with rising costs of doing business such as employee costs, rent, membership fees, and a small adjustment to the municipal service review fund. There are also some changes in the LAFCo budget for the 2025-2026 fiscal year that are a result of an anticipated reduction of costs associated for travel, communications, and the lessening use of our consultant (LAFCO's former Executive Officer, John Benoit). Costs associated with office expenses, mapping, copies, and postage remain the same.

SUMMARY OF EXPENSES:

Insurance: The Commission recommended in its proposed budget of \$2,250 which will remain the same in the upcoming fiscal year for liability insurance provided by Golden State Risk Management (GSRMA). This covers liability for the Commission and Staff.

Office Expense: The Commission recommended in its proposed budget to remain the same at \$3,400. This category is used to pay for expenses incurred during the day-to-day business of the Commission and includes the costs for the Energov-Tyler software tracking system on the County network, a monthly maintenance fee for the Yuba LAFCo website, security costs for our meetings, and expenses necessary to maintain an office.

Project and Sphere Mapping: The Commission recommended in its proposed budget for mapping to remain the same as last year's amount of \$5,000. This item includes Projects and Sphere of Influence mapping costs.

Copies: In the proposed budget, the Commission recommended \$1,900 for miscellaneous copying and printing which is the same as last year.

Communications: The Commission recommended in its proposed budget \$3,500 for this item to pay for ongoing expenses related to phone and Internet, which is a \$250 decrease from last year.

Postage: The Commission recommended \$600.00 for Postage for LAFCo related activities which is the same as last year

Memberships: The Commission recommended in its proposed budget \$2,525 for Calafco dues, which is an \$80 increase over last year.

Legal Services: The Commission recommended in its proposed budget \$12,000 for this item, which includes miscellaneous general legal services. LAFCo Counsel attends all LAFCo meetings and other meetings with staff and the Chair, as necessary. LAFCo Counsel is needed to provide legal advice to LAFCo, as needed in the day-to-day operations of the Commission. Project Processing and Sphere Updates are a separate budget category.

Executive Officer Services: The Commission recommended in its proposed budget \$137,000 for General Executive Officer services and \$52,920 for ongoing benefit costs, including medical, dental and CAL-Pers retirement.

Clerk/Special Project Consultant Services. This category is newly created to cover both the cost of clerk services at LAFCO meetings and/or for occasional consulting with the former E.O. John Benoit on special or unique projects. The commission recommended in its proposed budget \$25,000 for these services.

Legal Notices/Publications: The Commission recommended in its proposed budget \$1,500 for legal notices, which is the same as last year. Given the costs of legal advertising and the projected workload this amount remains reasonable.

Training and Travel: The Commission recommended in its proposed budget \$8,000 for this item. This includes the travel to and the attendance of the Calafco Annual Conference in San Diego, October 22nd thru Oct 24th of 2025, staff training, and the annual staff workshop next spring (with details to be announced as they become available). It is anticipated to cost approximately \$2,500 per person including transportation, lodging, and conference registration. .

Special Project Legal Services: This item includes special project related legal services associated with processing LAFCO applications. Costs in this category will be offset by special project related billings. A \$5,000 amount is in the budget.

Municipal Service Review Updates: This item includes funding for Staff/Consultant services, and office expenses associated with the preparation and adoption of updates to Municipal Service Reviews. This item is proposed to be funded at \$35,000.00.

Sphere of Influence Updates: This item includes funding for Staff services, and office expenses associated with the preparation and adoption of Spheres of Influence. This item is proposed to be funded at \$10,000.00.

Office Rent-Utilities: The final budget includes \$8,700 for office space, which is a slight increase over last year, due to a monthly increase. LAFCO continues with its office space at 417 4th Street, Marysville. The rent covers office space and some utilities.

Banking and Bookkeeping: This item includes \$1,200.00 for bookkeeping and financial services provided by the Yuba County Water Agency for LAFCo.

Contingency: The Commission recommended in its proposed budget a contingency of \$13,000

General Reserve Fund: The Commission would have a general reserve of \$95,000. It's been the Commissions direction in the past few years to build up the reserves to \$100,000.

SUMMARY OF ANTICIPATED REVENUE

\$25,000 of Anticipated Fee Deposits for LAFCO project processing is included in this budget.

CARRYOVER

This year LAFCO will not expend its entire budget. Therefore, an anticipated rollover of \$175,000.00 will be realized this year of which \$95,000 is re-budgeted to fund a general reserve , \$45,000 to fund the fire MSR's and SOI's, \$13,000 to fund the contingency budget and \$22,000 to fund portions of other LAFCo budget items mentioned above.

Recommendation:

- a. Review, discuss, and consider the 2025-2026 Final Budget. A budget justification report for FY 2025-2026 was prepared for the April 2, 2025, meeting by staff prior to adopting the proposed budget.
- b. Adopt LAFCO Resolution 2025-0003 approving a final budget.

Attachment: Resolution 2025-0003 Adopting the FINAL 2025-2026 Fiscal Year LAFCO Budget.

4. Any unexpended funds not otherwise re-budgeted into the 2025-2026 budget shall be retained by

LAFCO and be either re-budgeted or placed into LAFCO's general reserve fund. To implement a Commission directive, the Commission directs the Executive Officer to deposit all unallocated carryover into LAFCO's reserve account up to \$100,000.00 upon determination of the final 2024-2025 carryover. The Executive Officer is hereby authorized to transfer all unallocated carryover into the LAFCo reserve fund.

PASSED AND ADOPTED at a regular meeting of the Yuba Local Agency Formation Commission, State of California, on the 7th day of May 2025, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST: PAIGE HENSLEY
EXECUTIVE OFFICER

BRAD HUDSON, CHAIR
YUBA LOCAL AGENCY
FORMATION COMMISSION

APPROVED AS TO FORM:

MACKENZIE ANDERSON
LAFCO COUNSEL

	A	B	C	D	E	F	G
			Adopted Final Budget	Adopted Final Budget	Adopted Final Budget	Adopted Proposed Budget	Adopted Final Budget
			2022-2023	2023-2024	2024-2025	2025-2026	2025-2026
7	General Services and Supplies						
8	Insurance	\$	2,250.00	\$ 2,106.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
9	Office Expense	\$	3,900.00	\$ 3,900.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00
10	Mapping/SOI Reports	\$	7,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
11	Copies	\$	2,750.00	\$ 2,500.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
12	Communications	\$	2,760.00	\$ 2,760.00	\$ 3,750.00	\$ 3,500.00	\$ 3,500.00
13	Postage	\$	800.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
14	Memberships	\$	2,206.00	\$ 2,388.00	\$ 2,445.00	\$ 2,525.00	\$ 2,525.00
15	Legal Services - General & Specific	\$	12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
16	Clerk Analyst -YWA Salary	\$	79,355.00	\$ -	\$ -	\$ -	\$ -
17	Clerk Analyst -YWA Benefit	\$	36,988.00	\$ -	\$ -	\$ -	\$ -
18	Executive Officer -YWA- Salary	\$		\$ 95,025.00	\$ 135,002.00	\$ 137,000.00	\$ 137,000.00
19	Executive Officer -YWA- Benefits	\$		\$ 45,030.00	\$ 50,400.00	\$ 52,920.00	\$ 52,920.00
20	Misc Clerk Services/Consultant-John Benoit	\$		\$	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00
21	Services -Executive Officer	\$	40,000.00	\$ 35,000.00			
22	Legal Notices/Publications	\$	1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
23	Training and Travel (CALAFCo)	\$	6,000.00	\$ 9,000.00	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00
24	Special Project Legal Services	\$	10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
25	Special Projects EO Services	\$	15,000.00	\$ 15,000.00			
26	Municipal Service Review Updates	\$	30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00
27	Sphere of Influence Updates	\$	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
28	Rent/Utilities	\$	8,112.00	\$ 8,250.00	\$ 8,550.00	\$ 8,700.00	\$ 8,700.00
29	Bookeeping (YWA)	\$	1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
30	Rue v. LAFCo RD 2103-817	\$	50,000.00	\$ -	\$ -	\$ -	\$ -
32	Total General Services and Supplies	\$	321,821.00	\$ 286,259.00	\$ 316,997.00	\$ 315,495.00	\$ 315,495.00
34	Contingency	\$	13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
35	General Reserve Fund	\$	70,000.00	\$ 70,000.00	\$ 80,000.00	\$ 95,000.00	\$ 95,000.00
37	Total Expenditure Budget: LAFCo	\$	404,821.00	\$ 369,259.00	\$ 409,997.00	\$ 423,495.00	\$ 423,495.00
39	Carryover	\$	(150,000.00)	\$ (150,000.00)	\$ (170,000.00)	\$ (175,000.00)	\$ (175,000.00)
41	Interest Revenue	\$	(50.00)	\$ -	\$ -	\$ -	\$ -
42	Anticipated General Revenue	\$	(25,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)
43	Anticipated Rue v. LAFCo Revenue	\$	(50,000.00)				
44	Total Expenditures less anticipated carryover & revenue	\$	179,771.00	\$ 194,259.00	\$ 214,997.00	\$ 223,495.00	\$ 223,495.00
47	Amount to be apportioned between the Cities and the County	\$	179,771.00	\$ 194,259.00	\$ 214,997.00	\$ 223,495.00	\$ 223,495.00
49	Percentage of Increase in Apportionment	\$	2.98	7.46%	9.65%	3.80%	3.80%