

# LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO

215 North D Street, Suite 204, San Bernardino, CA 92415-0490  
(909) 383-9900 • Fax (909) 383-9901  
E-MAIL: [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov)  
[www.sbclafco.org](http://www.sbclafco.org)

---

**DATE :** SEPTEMBER 3, 2009  
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

---

**SUBJECT: AGENDA ITEM #4 – RATIFY ACTION OF THE COMMISSION CHAIRMAN  
AUTHORIZING PAYMENT OF CALAFCO MEMBERSHIP DUES FOR  
FISCAL YEAR 2009-10**

---

## **RECOMMENDATION:**

Staff recommends that the Commission ratify the action of Commission Chairman Nuaimi in authorizing the Executive Officer to process the payment of the CALAFCO Membership Dues.

## **BACKGROUND:**

During the Commission's budget review in May of 2009, the Executive Officer was directed to withhold payment of the CALAFCO Annual Membership dues until such time as the question of regional representation being presented to the membership of the Association was resolved.

Throughout the spring and summer, a subcommittee of the CALAFCO Board of Directors has been working on this issue. On Friday, August 7<sup>th</sup>, I attended the CALAFCO Board of Directors meeting in Orange County where the Board considered an agenda item related to "Structural Change Committee Report". This report, forwarded by email to Commissioners on July 31<sup>st</sup> and attached to this report, outlined a process to restructure the Board of Directors distribution to address regional representation.

I am happy to report that the Board of Directors unanimously adopted the recommendations and action items listed in the staff report with the amendment to exclude language which pointed toward a number of regions at this time. This amendment was based upon the position that following receipt of the responses from the October Annual Conference, the Board of Directors would set about establishing the number of regions with a map defining the regions to be issued in February 2010. The following outlines the actions:

**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:** Modified the recommendation to be: Executive Director, Board President and Board Vice-President to draft statement to be presented to member LAFCOs prior to the Annual Conference as well as placing the matter for discussion at the October Annual Conference.

**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 Strategic Plan amendments adopted by the Board as presented.

**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 Officer(s) (depending upon the number of regions established). 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. A 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 per position stipend to the CALAFCO budget.

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

This would specify that Recruitment 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:** Adopted Draft policy changes as presented to Board on August 7. Determine that 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 October 29, 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 August 29, 2009.  
Discussion and any action item to be placed on October 29, 2009 agenda.

**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.

**Timeframe:** Preliminary regions sent to membership 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.

At the July 15<sup>th</sup> hearing, Commissioner Biane was nominated for one of the County member positions on the CALAFCO Board. LAFCO staff submitted the nomination by mail on August 6<sup>th</sup> and I provided a copy to the Recruitment Committee Chair at the August 7<sup>th</sup> CALAFCO Board meeting.

Pursuant to the CALAFCO Policies and Procedures, in order to vote at the Annual Conference and to run for office, the LAFCO must be "in good standing" which translates to having paid the membership dues by September 1 of that year. Since the CALAFCO Board has determined to move forward with the question of regional representation, I requested authorization from Chairman Nuaimi to process the payment since there was no Commission hearing prior to the September 1 due date. At this hearing, staff is recommending that the Commission ratify the authorization of the Chairman to provide for the \$7,000 annual membership dues payment.

/krm

[Attachment](#)