



**Inyo Local Agency Formation Commission**  
**168 North Edwards Street**  
**Post Office Drawer L**  
**Independence, California 93526**

Phone: (760) 878-0263  
 FAX: (760) 872-2712  
 E-Mail: [inyolafco@inyocounty.us](mailto:inyolafco@inyocounty.us)

## INYO LOCAL AGENCY FORMATION COMMISSION AGENDA

May 29, 2024 at 4:00 p.m.

To be held at:  
 Clint Quilter County Consolidated Office Building  
 1360 N. Main Street, Conference Room 103  
 Bishop, CA. 93514

Commissioners: Scott Marcellin (Inyo County) (Chair)  
 Jeff Griffiths (Inyo County)  
 Stephen Muchovej (City of Bishop)  
 Karen Kong (City of Bishop) – (Vice Chair)  
 Alan Tobey (Public)

Alternates: Trina Orrill (Inyo County), Jim Ellis (City of Bishop)

Executive Officer: Cathreen Richards  
 Staff Analyst/Clerk: Sally Fairecloth  
 Counsel: John Vallejo

Items will be heard in the order listed on the agenda unless the Inyo Local Agency Formation Commission (LAFCO) rearranges the order or the items are continued.

The LAFCO Chairperson will announce when public testimony can be given for items on the agenda. Please be aware that the Commission will consider testimony on both the project and related environmental documents.

If you challenge in Court any findings, determination or decision made following any Public Hearing announced in this agenda in Court, you may be limited to raising only those issues you or someone else rose at the Public Hearing, or in written correspondence delivered to the Inyo LAFCO at, or prior to, the Public Hearing.

**Public Notice:** In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Inyo LAFCO at (760) 878-0263 (28 CFR 35.102-3.104 ADA Title II). Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify Inyo LAFCO at least 72 hours prior to the meeting to enable the Commission to make the agenda available in a reasonable alternative format (Government Code Section 54954.2).

**ITEM 1: Pledge of Allegiance**

**ITEM 2: Roll Call** – Roll call will be taken by staff.

**ITEM 3: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject that is not scheduled on the Agenda.

**ITEM 4: Approval of Minutes (Action Item)** – the Commission will consider the minutes from, December 5, 2022.

**ITEM 5: Approval of the 2024-2025 Budget (Public Hearing & Action Item - Requires 3/5 vote)** – The Inyo LAFCO Executive Officer’s FY 2024-2025 Final Budget will be presented for discussion and Commission approval.

- ITEM 6: Annual Contract between Inyo LAFCO and the County of Inyo for Professional Services for Fiscal Year 2024-2025 (Action Item)** – The annual contract between Inyo LAFCO and the County of Inyo for professional services for Fiscal Year 2024-2025 will be presented to the Commission for consideration and authorization for the Chair to sign.
- ITEM 7: Approval of a map correction on the Eastern Sierra Community Services District (ESCSA) Sphere of Influence Map (Action Item)** – The ESCSD alerted Inyo LAFCo staff to an error on its Sphere of Influence map. Staff is recommending that the LAFCo approve a new corrected map. This project is Exempt from CEQA, pursuant to the Common Sense Exemption 15061(b)(3).
- ITEM 8: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject that is not scheduled on the Agenda.
- ITEM 9: Executive Officer’s and Commissioners’ Reports**
- ITEM 10: Determine Time and Location for the Next Meeting of Inyo LAFCO**
- ITEM 11: Adjournment**





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**Commissioners:**

Stephen Muchovej – City of Bishop (Chair)  
Karen Kong - City of Bishop (Vice-Chair)  
Allen Tobey – Public  
Scott Marcellin – Inyo County  
Jeff Griffiths – Inyo County

**Alternates:**

Trina Orrill (Inyo County)  
Jim Ellis (City of Bishop)

**LAFCO Staff:**

Cathreen Richards – Inyo County - (Executive Officer)  
John C Vallejo - (Counsel)  
Sally Faircloth – Inyo County – (Lafco Analyst/Clerk)

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## Minutes for Thursday, April 03, 2024

These Minutes are for consideration for approval by Inyo LAFCO at its next meeting.

The Inyo Local Agency Formation Commission met on Thursday, April 03, 2024, Chair Muchovej opened the meeting at 4:02 p.m.

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**ITEM 1: Pledge of Allegiance** – All recited the Pledge of Allegiance.

**ITEM 2: Roll Call** – Commissioners Present: Chair Muchovej, Vice-Chair Karen Kong, Allan Tobey, and Trina Orrill. Jeff Griffiths arrived at 4:07 p.m. after attending a prior commitment.

Staff present: Cathreen Richards, Executive Officer, John Vallejo, County Counsel and Sally Faircloth, LAFCo Analyst/Clerk.

**ITEM 3: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject not scheduled on the agenda.

No one from the Public wished to speak at this time. 4:04 p.m.

**ITEM 4: Approval of Minutes (Action Item)** – the Commission will consider the minutes from May 18, 2023.

Chair Muchovej asked for a motion, Trina Orrill made a motion to approve the minutes and Vice-Chair Kong made the second.

The motion passed unanimously.

**ITEM 5: Election of the Chair (Action Item)** – the Commission will entertain motions and conduct an election for the Chair.

Trina Orrill made a motion to elect Scott Marcellin. Allan Tobey made the second.

The motion passed unanimously.

**ITEM 6: Election of the Vice-Chair (Action Item)** – the Commission will entertain motions and conduct an election for the Vice-Chair.

Vice-Chair Karen Kong asked for a motion to elect Vice-Chair. Stephen Muchovej made a motion to re-elect Karen Kong. Trina Orrill made the second.

The motion passed unanimously.

**ITEM 7: Approval of the 2024-2025 Preliminary Budget (Public Hearing & Action Item – Requires 3/5 vote)** – The Inyo LAFCO Executive Officer’s FY 2024-2025 Preliminary Budget will be presented for discussion and Commission approval.

Cathreen Richards, Executive Director presented the Preliminary Budget.

Vice-Chair Kong asked for a motion, Stephen Muchovej made a motion to approve the preliminary budget and Trina Orrill made the second.

The motion passed unanimously.

**ITEM 8: Public Comment Period** – With no other questions Vice-Chair Kong opened a Public Comment at 4:08 p.m.

With no one wishing to speak Vice-Chair Kong closed Public Comment period.

**ITEM 9: Executive Officer’s and Commissioners’ Reports**

Commissioner Stephen Muchovej inquired with Cathreen Richards, Executive Director as to what the current status for the Service Review. Ms. Richards stated the Service Review was still in process until financial means were met.

Mr. Muchovej also asked Ms. Richards if there was a request for a boundary change in the City of Bishop. Ms. Richards stated there is a map correction that is needed for Eastern Sierra Community Service District but as of current there are no requests for boundary changes.

Mr. Muchovej advised Ms. Richards regarding public water districts will be requesting a change over to city water districts, but more information will be needed before it is presented to LAFCo.

Ms. Richards also reminded the commissioners about the dissolution of the Independence Community Service District pending paperwork from the State.

**ITEM 10: Determine Time and Location for the Next Meeting of Inyo LAFCO**

Commission decided on May 29, 2024, at 4:00p.m. scheduled at the COB.

**ITEM 11: Adjournment** – Vice-Chair Kong adjourned meeting at 4:17 p.m.





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### LAFCO STAFF REPORT

**AGENDA ITEM NO.:** 5 (Action Item & Public Hearing)  
**DATE OF MEETING:** May, 29, 2024  
**SUBJECT:** Inyo LAFCO Fiscal Year 2024-2025 Final Budget

#### EXECUTIVE SUMMARY

This report presents the Executive Officer's budget recommendations for adoption of a budget for the Fiscal Year (FY) 2024-2025. The proposed budgeted expenditures for FY 2024-2025 are \$32,830, a decrease of \$4,304 from the FY 2023-2024 budget. This decrease is due to reduced conference costs. The Inyo LAFCO Budget for FY 2024-2025 proposes funding from the County of Inyo and the City of Bishop in the amount of \$15,000 each, the same as 2023-2024, for a total contribution of \$30,000.

The total budget recommended by staff reflects revenues of \$37,190 and expenditures of \$32,830. A cash fund balance of \$88,106 is projected to remain from FY 2023-2024 increasing funds available for the FY 2024-2025 budget by \$4,360. This will result in an increase to the fund balance projected for 2024-2025.

The Final Budget, as proposed here, is the same as the Preliminary Budget presented on April 3, 2024 as the Commission had no recommended changes.

**Recommended Action:** Conduct a public hearing and adopt the attached final budget as recommended by staff for FY 2024-2025 and find that the proposed staffing and program costs will allow the Commission to fulfill the purposes and programs of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 and authorize the Chairperson to sign.

**Alternatives:**

- 1) Amend the final budget for FY 2024-2025.
- 2) Continue the public hearing and provide direction to staff regarding changes to the final budget for FY 2024-2025. This is not recommended as the final budget is required to be adopted by June 15th.

#### BACKGROUND INFORMATION

The Inyo Local Agency Formation Commission (LAFCO) is a state-mandated program. The Commission's five members include one public representative; two Inyo County Board of



Supervisors' representatives; and, two Bishop City Council representatives. The objectives of LAFCO include the encouragement of orderly growth and development, the preservation of prime agricultural lands, discouragement of sprawl through coordination of local governmental boundaries, and establishment of spheres of influence and community service priorities that reflect local circumstances, conditions, and financial resources. LAFCO is funded jointly by the City of Bishop and Inyo County pursuant to Government Code 56381(a) and 56381 (b) (2), which state:

*(a) The commission shall adopt annually, following noticed public hearings, a final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter. The commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district.*

*(b) (2) In counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs. The cities' share shall be apportioned in the manner described in paragraph (1).*

Inyo LAFCO does not include independent special district representation, therefore, the City and County are each responsible for half of the commission's operation costs, unless the County and City agree under the conditions set forth in 56381 (b) (4).

Presently, the Commission contracts with the Inyo County Planning Department for the services of LAFCO Executive Officer and support staff. The Commission also contracts with the Inyo County Office of the County Counsel for legal services. An annual single contract between LAFCO and Inyo County covers both staff and counsel services.

#### **Inyo LAFCO Accomplishments for FY 2023-2024**

- Sending one Clerk/Analyst to the annual LAFCo Staff Workshop.
- Entered into a contract with the Inyo County Planning Department/Inyo County Office of the County Counsel that provided staff and legal services to the Commission.
- Maintained the Inyo LAFCO website in compliance with Government Code Section 56661.
- Maintained membership in the California Association of LAFCOs (CALAFCO).
- Worked on the Independent Special District information.
- Provided a high level of customer service.
- Reviewed districts for inactivity.

## **Inyo LAFCO Goals for FY 2024-2025**

- Dissolve inactive district (Independence Community Service District).
- Monitor issues with the Keeler Community Service District.
- Send the Executive Officer or a Commissioner to the annual LAFCo Conference.
- Enter into a contract with the Inyo County Planning Department/Office of County Counsel to provide staff and legal services to the Commission.
- Maintain Inyo LAFCO membership and participation in CALAFCO, which provides training to LAFCO Commissioners and staff at annual and staff conferences.
- Replace any vacant seats on LAFCO as necessary to keep LAFCO active.
- Process and consider applications for special district formations, annexations, reorganizations, out-of-area service agreements, and others in compliance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act.
- Continue to maintain the Inyo LAFCO website in compliance with Government Code Section 56661.
- Continue to update the Independent Special District information.
- Provide a high level of customer service.
- Continue to review non-active districts for possible dissolution.

## **EXECUTIVE OFFICER'S BUDGET REQUEST FOR FY 2024-2025**

Staff recommends contributions from the County of Inyo and the City of Bishop to \$15,000 each for FY 2024-2025 the same as FY 2023-2024. This level of contribution meets the budgeted expenses for FY 2024-2025; provides a reliable budget and, allows for a Commissioner or the Executive Officer to attend training/conferences (Attachment – recommended budget supporting tables).

As with budgets adopted by a county or city government, adoption of the annual budget for Inyo LAFCO requires adoption at a noticed public hearing by a three-fifths vote. Amendment of the adopted budget requires a four-fifths vote of the Commission.

## **Expenditures**

### **Applications**

Currently there is no indication that there are any LAFCo applications on the horizon. Staff is planning on completing a dissolution of an inactive district and recommends including funding for possible applications from the public or a district of (\$7,000). If no applications are submitted,

these funds will not be utilized – no revenues or expenses will be realized. The district dissolution will come directly from the LAFCo budget and is not reimbursable through application fees.

#### Annual Audit

Inyo LAFCO's cost for the annual mandated agency audit has gone up by \$156. The amount for FY 2024-2025 for Inyo LAFCO is \$4,056.

#### LAFCO Meetings

The FY 2024-2025 budget assumes three Inyo LAFCO meetings, which is the same number as 2023-2024. Staff has again estimated based on the three meetings and budgeted approximately \$2,257 for LAFCo meetings (staff and commissioners). This is \$11 less than 2023-2024 due to an decrease in staff costs.

#### CALAFCO Conferences

Participation in the CALAFCO annual conference an Inyo LAFCO Commissioner or the Executive Officer has been included in the 2024-2025 budget proposal at \$6,426, which is \$4,074 less than the 2023-2024 amount. The decrease is due to a reduction in conference/workshop attendance. Staff has changed this to sending one person a year to either the conference or the workshop to reduce this cost. Since the Clerk/Analyst is attending this year's workshop, next year's conference has been programed into the 2024-2025 budget.

### **Proposed expenditures by Object Code for FY 2024-2025**

#### 1. Advertising (Object Code 5263)

The recommended amount in this object code is \$300 which is the same as the FY 2023-2024 Budget and is included to reflect any possible applications. For FY 2024-2025 this cost also includes public notices for the three anticipated LAFCO meetings.

#### 2. Professional and Special Service (Object Code 5265)

The recommended amount in this object code is \$21,525 which is approximately \$2,970 less than the FY 2023-2024 Budget. The decrease is from a decrease in staff costs, including for conference/workshop attendance. The recommended amount includes: staff time payments for meetings \$601; staff time to process projects and conduct regular LAFCO administrative duties \$11,814; the FY 2024-2025 audit \$4,056 and training (conference) \$4,147.

#### 3. General Operating Expense (Object Code 5311)

The recommended amount in this object code is \$1,870, which is \$142 higher than in the FY 2023-2024 Budget. This is due to an increase in the CALAFCO Membership. This category of expenditures also includes purchases of supplies and miscellaneous supplies, which has not changed.

#### 4. County Cost Plan (Object Code 5315)

The estimated amount in this object code is \$1,584, which the same as it was in the 2023-2024 budget amount and is a suggested amount by the County Auditor to cover expenses from that department.

Travel Expenses (Object Code 5331)

This object code includes expenses for CALAFCO annual conference travel, CALAFCO staff workshop travel, and travel mileage for the Inyo LAFCO meetings. The recommended amount in this object code is \$2,308, which is a decrease of \$1,308 from the FY 2023-2024 budget. The decrease is due to the reduction in the conference/workshop attendance.

6. Motor Pool (Object Code 5333)

Expenditures in this object code include Motor Pool travel to LAFCO Meetings in Bishop and to conferences. The recommended amount in this object code is \$796 which is \$536 lower than it was in the FY 2023-2024 budget. The decrease is due to the reduction in conference/workshop attendance.

7. Public Liability Insurance (Object Code 5155)

The expenditure in this object code is \$3,673. It covers the cost to provide LAFCO its own insurance policy as now required by the County Risk Manager. This amount increased by \$369 compared to the 2023-2024 amount. This is due to an increase in coverage by the insurance company.

**Revenues**

All revenues received are the result of LAFCO fees for services and payments from the County of Inyo and the City of Bishop. LAFCO's fee schedule provides for the recovery of actual costs in processing applications for changes in organization under the Cortese-Knox-Hertzberg Act and environmental review and processing under the California Environmental Quality Act. Beyond the recovery of fees for services, Government Code Section 56381(b)(2) provides "in counties where there is no special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs."

Details for each revenue category are as follows:

1. LAFCO Fees (Object Code 4817)

The recommended amount in this revenue code is \$7,000 which is the same as the FY 2023-2024 Budget. This is for possible applications in the 2024-2025 FY and estimated for one large project at \$5,000 and one small project at \$2,000; it includes staff time.

2. Aid from Other Governmental Agencies (Object Code 4562 and 4599)

The recommended amount in these revenue codes is \$30,000, which is the same as the 2023-2024 Budget. The total revenues from both the County of Inyo and the City of Bishop for FY 2024-2025 are \$15,000 each. This level of funding is generally cost neutral based on the programed expenses, but fund balance could be used if necessary.

3. Interest from Treasury (Object Code 4301)

The recommended amount in this revenue code is \$190, which is the same as the 2023-2024 amount.

### **Alternatives**

Government Code Section 56425(g) requires that the Commission, **as necessary**, review and update spheres of influence every five years. Government Code Section 56425 indicates that the Commission shall conduct Municipal Service Reviews (MSR) to prepare and update spheres of influence. In 2007 Inyo LAFCO updated spheres of influence, including conducting MSRs. More than five years have passed since the last round of sphere updates and MSRs were completed, and if the Commission finds it necessary to review and update any spheres of influence, another round of sphere studies and/or MSRs could be undertaken. Funding for such investigation would need to be provided from Inyo LAFCO (the City and County) and a healthy fund balance would help to offset these costs, so use of the fund balance is available, but staff recommending not to, based on the possibility of a required MSR.

The FY 2024-2025 budget includes expected revenues and expenses for anticipated applications. The Commission could choose not to include these funds in its budget. This is not recommended, however, because it may increase costs to process the application if a budget amendment becomes necessary.

### **STAFF RECOMMENDATION**

Staff recommends the Commission conduct a public hearing with regard to and approve the final budget for FY 2024-2025 by taking the following action:

*"Move to approve the Inyo Local Agency Formation Commission budget for fiscal year 2024-2025 as recommended by the Executive Officer and find that the proposed program costs will allow for the Commission to fulfill the purposes and programs of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000'.*

Respectfully Submitted  
Cathreen Richards, Executive Officer





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### LAFCO STAFF REPORT

**AGENDA ITEM NO.:** 6 (Action Item)

**DATE OF MEETING:** May 29, 2024

**SUBJECT:** Contract between Inyo LAFCO and the County of Inyo for Professional Services for FY 2024-2025

**EXECUTIVE SUMMARY:**

Inyo LAFCO contracts with the Inyo County Planning Department for the services of LAFCO Executive Officer and support staff. The Commission also contracts with the Inyo County Office of the County Counsel for legal services. A single contract between LAFCO and Inyo County covers both staff and counsel services (draft contract attached).

**Recommended Action:** Authorize the Chair to sign the Contract between Inyo LAFCO and the County of Inyo for Professional Services for FY 2024-2025

**Alternatives:** The Commission could not authorize the chair to sign the contract. Other persons and/or entities would need to be identified to contract with for LAFCO services if the Commission chooses this alternative.

**STAFF RECOMMENDATION:**

Staff recommends the Commission authorize the chair to sign the contract between Inyo LAFCO and the County of Inyo for Professional Services, by taking the following action:

***"Move to approve the contract between the Local Agency Formation Commission and the County of Inyo and authorize the chairperson to sign the contract and direct the Planning Department to proceed as required by the contract."***

Respectfully Submitted  
Cathreen Richards, Executive Officer

**AGREEMENT BETWEEN THE COUNTY OF INYO  
AND THE INYO LOCAL AGENCY FORMATION COMMISSION  
FOR THE PROVISION OF SERVICES**

**INTRODUCTION**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 et seq., hereinafter referred to as "Act") governs Local Agency Formation Commission operations, policies, and procedures; and

WHEREAS, Government Code § 56384 requires Inyo Local Agency Formation Commission (hereinafter referred to as ("Inyo LAFCO")) to appoint an Executive Officer and Legal Counsel, and Government Code § 56380 allows Inyo LAFCO to contract with any public agency or private party for personnel and facilities; and

WHEREAS, Inyo LAFCO has the need for the services of the County of Inyo (hereinafter referred to as "County"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

**TERMS AND CONDITIONS**

**1. SCOPE OF WORK.**

The County shall provide to Inyo LAFCO, those services and work set forth in Attachment **A**, attached hereto and by reference incorporated herein.

Services and work provided by the County under this Agreement will be performed by County employees or other County contractors in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement.

When County performs work or services under this Agreement, County may have such work or services performed either by its own employees or, upon approval by Inyo LAFCO, by one or more of County's contractors. County will have such work or services performed by employees or contractors who are qualified to, and capable of, doing such work. County has the right in its sole discretion to determine which employee(s) are qualified and capable, and to determine which employee(s) of those which are deemed qualified and capable, are to actually perform the work and services under this Agreement. Inyo LAFCO has no right to designate, or require the work or services to be performed by a particular County Department, class of County employees, or particular employee(s). Further, County need not obtain Inyo LAFCO's approval prior to or after incurring any travel and/or per diem, or overtime expenses in performing work or services under this Agreement.

**2. TERM.**

The term of this Agreement shall be from July 1, 2024 to June 30, 2025 unless sooner terminated as provided below.



### 3. CONSIDERATION.

A. County Employee(s). Where work and services are performed by County employee(s) under this Agreement, the consideration to be paid by Inyo LAFCO to County for such services and work is the sum total of the (1) hourly rate costs (including overtime, if any), (2) fringe benefits cost, and (3) overhead and administrative costs (including travel and per diem, if any), for each employee who performed any work or services under this Agreement. Hourly rate costs (non overtime), including fringe benefits are set forth in Attachment **B** to this Agreement.

(1) Hourly Rate Costs. The product of the number of hours (rounded up or down to the nearest 1/2 (0.50) of an hour) which a County employee worked under this agreement, multiplied by the employee's hourly rate of pay as set by the most recent County salary ordinance, resolution, or employee contract. Where the circumstances of the services and work requested by Inyo LAFCO under this Agreement require the County employee to work in excess of eight (8) hours per day or forty (40) hours per week (hereinafter referred to as "overtime"), and County is obligated by law or contract to compensate the employee for such overtime at a rate of one and one half (1½) times their hourly rate of pay, the hourly rate of pay for such overtime hours worked under this Agreement will be one and one half (1½) times the employee's hourly rate of pay as set by the most recent County salary ordinance, resolution, or employee contract.

(2) Fringe Benefit Costs. The product of the hourly rate costs multiplied by 40% (0.40).

(3) Overhead and Administrative Costs. The product of the hourly rate costs multiplied by 20% (0.20), plus special, travel and per diem costs if any. Where a County employee travels and/or incurs per diem expenses in performing work under this Agreement, the travel and per diem costs for such work will be the actual costs to the County for such travel and per diem. Actual costs to the County will be determined by the most recent County ordinance or resolution establishing travel and per diem reimbursement rates for County employees. Special costs are those approved in advance by Inyo LAFCO for particular specialized equipment, supplies, tools and materials to be used by County in performing under this Agreement.

(4) Exception For County Counsel. Notwithstanding the foregoing, the consideration to be paid for services of professional employees of the Office of the County Counsel shall be the flat hourly rate (inclusive of benefits and overhead) shown in Attachment **B** to this Agreement, plus any special, travel and per diem costs as provided in Paragraph 3.A.(3) above.

B. Other County Contractors. Where work and services under this Agreement are performed by another County contractor, the consideration to be paid by Inyo LAFCO to County for such services and work is the sum total of (1) the contract costs and (2) administrative costs for each County contractor who performs any work or services under this Agreement.

(1) Contract Costs. The total costs to the County (including all labor, travel and per diem, overhead, administrative costs, and other fees) charged by such other contractor to County for the performance of work or services under this Agreement.

(2) Administrative Costs. The product of the contract cost multiplied by 20% (0.20), plus any special costs as defined in Section 3.A.(3) above.

C. Limit Upon Amount Payable Under Agreement. Except for amounts payable to County under Section 6 for Defense and Indemnification, the total sum of all payments made by Inyo LAFCO to County for services and work performed under this Agreement, shall not exceed Seventeen Thousand Four Hundred Sixty Eight Dollars (\$17,468.80) hereinafter referred to as "contract limit". County expressly reserves the right to decline to perform any work or services which would be in excess of the contract limit.

D. Insurance. Inyo LAFCO shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection to Inyo LAFCO operations and thereby Inyo LAFCO's performance under the contract. For any claim related to this contract, Inyo LAFCO's coverage shall be primary as respects Inyo County. Coverage shall be at least as broad as the following:

1. (REQUIRED) General liability insurance on an occurrence basis, including products and completed operations, p[roperty damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. Inyo County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the general liability policy with respect to liability arising out of work or operations performed by or on behalf of Inyo LAFCO, including materials, parts, or equipment furnished in connection to such work or operations.

2. (REQUIRED) Hired and non-owned automobile liability insurance with limits no less than \$1,000,000 per accident for bodily injury and property damage.

3. (RECOMMENDED if Inyo LAFCO will be receiving/storing/transmitting personally identifiable information (PII) or personal medical information (PMI)) Cyber liability insurance with limits not less than \$1,000,000 per occurrence or claim.

E. Billing and Payment. County shall submit to Inyo LAFCO, once a month, an itemized statement of all services and work described in Attachment A. This statement will be submitted to Inyo LAFCO not later than the fifth (5th) day of the month. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. This statement will identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. County's statement to the Inyo LAFCO will also include an itemization of any travel or per diem expenses incurred by County during that period. Upon timely receipt of the statement by the fifth (5th) day of the month, Inyo LAFCO shall make payment to County on or before the last day of the month.

F. Federal and State Taxes. Inyo LAFCO will not withhold any federal or state income taxes or social security from any payments made by Inyo LAFCO to County under the terms and conditions of this Agreement.

#### **4. WORK SCHEDULE.**

County's obligation is to perform, in a reasonably timely manner, those services and work identified in Attachment A. It is understood by Inyo LAFCO that the performance of these services and work will require cooperation and coordination between County, Inyo LAFCO, and other parties. Inyo LAFCO and County will use their best efforts to arrange their own schedules, and coordinate with other interested parties, to ensure that services and work under this Agreement can be performed within the time frames set by mutual agreement.

#### **5. STATUS OF PARTIES.**

County is a political subdivision of the State of California. Inyo LAFCO is a special district authorized by the Act. Each party is a public entity independent of the other. Inyo LAFCO by virtue of this Agreement has no authority to bind or incur any obligation on behalf of County. Except as expressly provided in Attachment A, County has no authority or responsibility to exercise any rights or power vested in the Inyo LAFCO. It is understood by both Inyo LAFCO and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent entity:

03062019

A. County shall determine the method, details, and means of performing the work and services to be provided by County under this Agreement.

## **STATUS OF COUNTY OFFICERS AND EMPLOYEES.**

A. County officers and employees while providing work and services under this Agreement, remain County officers and employees subject to the exclusive control, direction, and supervision by County.

B. County officers and employees providing work and services under this Agreement will do so in accordance with all federal and state laws applicable to the County, and in accordance with all County ordinances, resolutions, rules, regulations, policies, and Board of Supervisors directions. Exceptions to this will be made only for those Inyo LAFCO ordinances, resolutions, rules, regulations, policies, and directions which have been formally adopted by Inyo LAFCO and approved in writing by the County for implementation under this Agreement.

C. County expressly and specifically retains the right to hire, fire, and discipline any County officer or employee who provides work or services under this Agreement. If Inyo LAFCO is unsatisfied with the performance of any County officer or employee who provides work or services under this Agreement, Inyo LAFCO shall promptly notify the County and request that the County consider taking appropriate action.

D. Except as provided in this Agreement, no County officer or employee shall provide any work or services to Inyo LAFCO. Further, Inyo LAFCO shall not hire, retain, engage, contract or employ any County officer or employee except under the provisions of this Agreement.

## **6. WARRANTY OF ELIGIBILITY.**

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

## **8. DEFENSE AND INDEMNIFICATION.**

To the extent permitted by law, each party hereto shall defend, indemnify, and hold harmless the other and its officers, employees, and agents from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, or resulting from, its acts or omissions, or that of its officers, employees, or agents in the performance of this Agreement.

## **8. CANCELLATION.**

This Agreement may be cancelled by either party without cause, and at will, for any reason by giving to the other party sixty (60) calendar day's written notice of such intent to cancel.

## **9. DEFAULT.**

A. If Inyo LAFCO fails to pay County for the work and services performed by County in a timely manner, County may declare the Inyo LAFCO in default and terminate this Agreement upon thirty (30) calendar day's written notice to Inyo LAFCO. Upon such termination by default, Inyo LAFCO will pay to County all amounts owing to County for services and work performed to the date of termination.

B. Except as provided in paragraph "A" above, if a party to this Agreement should fail to comply with the terms and conditions of this Agreement in a timely manner, the other party may declare a default and notify the "defaulting" party in writing of the facts constituting such default. Upon making such written notification, the defaulting party will have thirty (30) calendar days to cure such default. A party shall be

deemed to cure the default if within the time period set forth herein, the defaulting party begins and thereafter diligently continues to completion curing such default. Service of a notice of default on the defaulting party and allowance of said thirty (30) calendar day period for the defaulting party to commence with diligence to cure such default shall be a condition precedent to any termination of this Agreement or to the bringing of any action based upon such default. If any default is not cured or deemed cured hereunder, the non-defaulting party, at its election, may terminate this Agreement by written notice thereof to the defaulting party. Upon such termination by default, Inyo LAFCO will pay to County all amounts owing to County for services or work performed to the date of termination and County will turn over to Inyo LAFCO all information, work papers, reports, analysis of other information in County's possession as may relate to the services and work being performed hereunder.

**10. WAIVER OF DEFAULT.**

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in Paragraph 18 below.

**11. ASSIGNMENT/SUBCONTRACTING.**

This is an agreement for the services of County. Inyo LAFCO has relied upon the skills, knowledge, experience, and training of County as an inducement to enter into this Agreement. County shall not assign this Agreement, or any part of it. However, County may, with the approval of Inyo LAFCO, subcontract work or services it is to perform under this Agreement.

**12. PRODUCTS OF COUNTY'S WORK AND SERVICES.**

Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, or studies, which are created, produced, assembled, compiled by, or are the result, product, or manifestation of County's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the Inyo LAFCO. At the termination of the Agreement, County will convey possession and title to all such properties to Inyo LAFCO. However, any and all works of art, inventions, patents, trademarks, copyrights or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of County's services or work under this Agreement, are, and at the termination of this Agreement remain, the sole and exclusive property of County.

**13. RECORDS AND AUDIT.**

A. Records. County shall prepare and maintain all records required by the various provisions of this Agreement, and federal, state, county, and municipal, ordinances, regulations, and directions. County shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. County may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of Inyo LAFCO shall have access to any books, documents, papers, and records, including, but not limited to, financial records of County, which County determines to be pertinent to this Agreement, for the purposes of making audit evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by County. Further, Inyo LAFCO has the right to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

**14. NONDISCRIMINATION.**

During the performance of this Agreement, neither party, or their agents, officers and employees, shall unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, ages, or sex. Both parties and their agents, officers, and employees shall comply with the provisions, of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. The parties shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

**15. CONFIDENTIALITY.**

Contractor further agrees to comply with the various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Contractor only with the express written consent of the County. Any disclosure of confidential information by Contractor without the County's written consent is solely and exclusively the legal responsibility of Contractor in all respects.

Notwithstanding anything in the Agreement to the contrary, names of persons receiving public social services are confidential and are to be protected from unauthorized disclosure in accordance with Title 45, Code of Federal Regulations Section 205.50, the Health Insurance Portability and Accountability Act of 1996, and Sections 10850 and 14100.2 of the Welfare and Institutions Code, and regulations adopted pursuant thereto. For the purpose of this Agreement, all information, records, and data elements pertaining to beneficiaries shall be protected by the provider from unauthorized disclosure.

**16. SEVERABILITY.**

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

**17. FUNDING LIMITATION.**

The ability of Inyo LAFCO to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, Inyo LAFCO has the option to cancel, reduce, or modify this Agreement, or any of its terms within five (5) calendar days of its notifying County of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of Paragraph 18.

**18. AMENDMENT.**

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

**19. NOTICE.**

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the terms of this Agreement, which Inyo LAFCO or County shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first class mail to, the respective parties as follows:

County of Inyo  
COUNTY ADMINISTRATOR  
224 North Edwards  
P.O. Box N  
Independence, California 93526

Inyo LAFCO:  
Cathreen Richards \_\_\_\_\_ Name  
Executive Officer \_\_\_\_\_  
168 North Edwards \_\_\_\_\_ Street  
P.O. Box L \_\_\_\_\_  
Independence, CA 93526 \_\_\_\_\_ City and State

**20. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

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**AGREEMENT BETWEEN THE COUNTY OF INYO  
AND THE INYO LOCAL AGENCY FORMATION COMMISSION  
FOR THE PROVISION OF SERVICES**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

**COUNTY OF INYO**

**INYO LAFCO**

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

Christian E. Milovich  
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Christie Martindale  
County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

K. Oney  
Director of Personnel Services

APPROVED AS TO RISK ASSESSMENT:

Aaron Holmberg  
County Risk Manager

**ATTACHMENT A**

**AGREEMENT BETWEEN THE COUNTY OF INYO  
AND THE INYO LOCAL AGENCY FORMATION COMMISSION  
FOR THE PROVISION OF SERVICES**

**TERM:**

**FROM:** July 1, 2024 **TO:** June 30, 2025

**SCOPE OF WORK:**

**SERVICES TO BE PROVIDED BY THE COUNTY**

- A. Services of the appointed Executive Officer as provided by 56384(a) of the Act.
- B. Services of the appointed legal counsel as provided by 56384(b) of the Act.
- C. Preparing staff analyses, reports, CEQA documents, proposed findings and other agenda materials for the Inyo County LAFCO relating to boundary proposals, contracts for provision of new and extended services outside city and district jurisdictional boundaries, sphere of influence amendments, periodic review of sphere of influence designations and any other matters that are within the Commission's authority under the Act.
- D. Calling, staffing, noticing, and otherwise coordinating Commission meetings in accordance with the Act and Inyo LAFCO policies and procedures.
- E. Preparing, mailing, filing, publishing and keeping records of agendas, notices and other required official documents on behalf of the Inyo LAFCO.
- F. Responding to inquiries, providing information, and technical assistance to interested public agencies and individuals.
- G. Providing supporting fiscal services such as the development of the annual Inyo LAFCO budget, management of Inyo LAFCO financial accounts including the processing of Inyo LAFCO fees and charges; the processing of payment of Commission charges and expenses, and the preparation of required fiscal reports.
- H. Informing Inyo LAFCO Commissioners of new legislation, correspondence with the Commission, CALAFCO activities, current events and matters of interest related to Inyo LAFCO.
- I. If, and at its sole discretion, the County financially contributes to Inyo LAFCO's acquisition of insurance pursuant to the contract, section D, such contribution shall in no way reflect an assumption of any responsibility for any losses caused or sustained by Inyo LAFCO.
- J. Maintain the Inyo LAFCO website in compliance with Government Code § 56661.
- K. Maintain membership in CALAFCO, and provide training of LAFCO Commissioners and staff involved in support of LAFCO.



**ATTACHMENT B**

**AGREEMENT BETWEEN THE COUNTY OF INYO  
AND THE INYO LOCAL AGENCY FORMATION COMMISSION  
FOR THE PROVISION OF SERVICES**

**TERM:**

FROM: July 1, 2024 TO: June 30, 2025

**HOURLY RATES (NON OVERTIME) OF COUNTY PERSONNEL INCLUDING BENEFITS:**

County employees shall be at rates and benefits as set forth for such employees by the Board of Supervisors. The hourly rate for County Counsel, Senior Assistant County Counsel and Deputy County Counsel shall be \$151.00 per hour or such rate as established by Code, whichever is higher.



**Inyo Local Agency Formation Commission**  
168 North Edwards Street  
Post Office Drawer L  
Independence, California 93526

Phone: (760) 878-0263  
(760) 872-2706  
FAX: (760) 872-2712  
E-Mail: [inyolafco@qnet.com](mailto:inyolafco@qnet.com)

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## LAFCO STAFF REPORT

**AGENDA ITEM NO.:** 7 (Action Item - Public Hearing)  
**DATE OF MEETING:** May 29, 2024  
**SUBJECT:** LAFCO Eastern Sierra Community Service District - Request for a map correction

### EXECUTIVE SUMMARY

The Eastern Sierra Community Services District (ESCSD) contacted Inyo LAFCo staff to report a mistake on the ESCSD's LAFCO adopted Sphere of Influence Map. The current ESCSD map identifies an incorrect parcel as being part of the ESCSD and at the same time fails to identify the correct one. This mistake has not affected the actual district boundary in terms of the district's operations, and the ESCSD has been serving the district area correctly (see attached maps).

### PROJECT INFORMATION:

**District:** ESCSD  
**Location :** ESCSD's boundary to swap a parcel of land that should not be included in the district's boundary for a parcel on which the ESCSD operates a sewer pond and should be included within its boundary.  
**A.P.N.:** 008-101-33.  
**Parcel Size:** 55 acres (one parcel).  
**Proposal:** Approve the map correction illustrating the correct parcel belonging to the ESCSD.

### **Recommended**

**Action:** *Approve the updated map.*

**Alternatives:** *Do not approve the map.* This is not recommended because the existing map is in error.

### ANALYSIS:

On February 9, 2007 the Inyo LAFCo approved a Sphere of Influence map for the ESCSD. This original map did not contain enough geographic detail to be able to determine where the parcel in question was actually located, and neither staff nor the Commission realized that they were presenting and approving a map that was in error. The parcel identified within the ESCSD's boundary, on the current map, is located to the east of Airport Road and the correct parcel is located to the west of it. This mapping error has had no effect on the district's daily operations as the parcel in question has the district's percolation pond located on it and no service connection or delivery to the public was denied based on the map's incorrect

depiction of the district's boundary. Also, the incorrectly included parcel is owned by the Los Angeles Department of Water and Power, is vacant, and has no buildings or service connections.

In late 2023 a representative from the ESCSD contacted Inyo LAFCo staff to report the map error and requested that it be corrected. Since the current incorrect map was approved by Inyo LAFCo, staff is requesting that the Commission also approved the updated (corrected) map.

This action is Exempt pursuant to the California Environmental Quality Act (CEQA) by the Commonsense Rule 15061(b)(3), which states that:

*The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.*

Correcting a map error to include a parcel of land that already contains sewer ponds into a service district boundary will not have a significant impact on the environment.

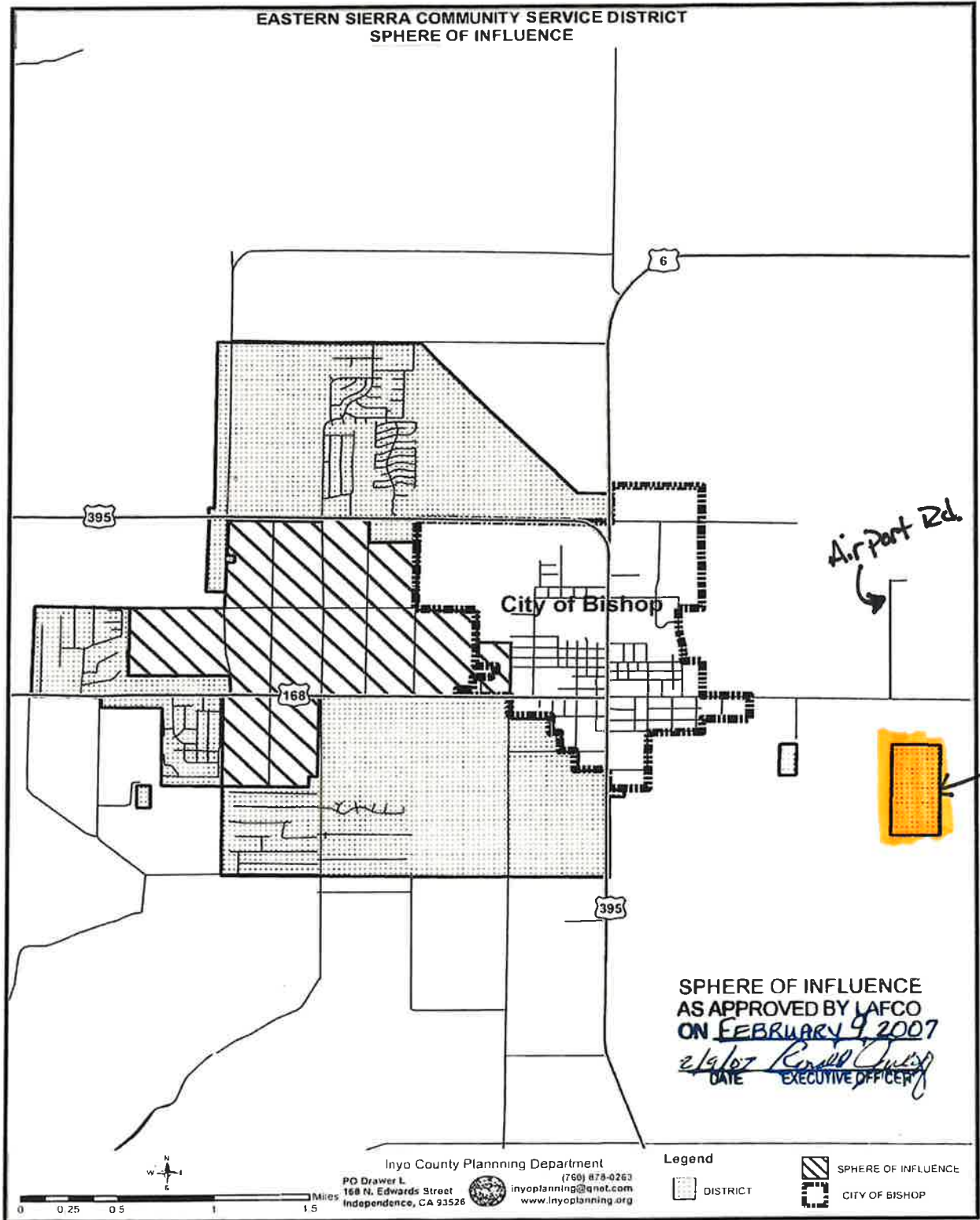
#### **STAFF RECOMMENDATION**

Staff recommends the Commission approve the corrected map that will act as the official ESCSD and LAFCo boundary map and replace the map that was created in 2007 with the error.

#### **Attachments:**

- Current map with error
- Comparison map of the incorrect and correct areas
- Proposed corrected map

EASTERN SIERRA COMMUNITY SERVICE DISTRICT  
 SPHERE OF INFLUENCE



SPHERE OF INFLUENCE  
 AS APPROVED BY LAFCO  
 ON FEBRUARY 9, 2007  
 2/9/07 *Ronald Curtis*  
 DATE EXECUTIVE OFFICER

Inyo County Planning Department  
 PO Drawer L (760) 873-0263  
 168 N. Edwards Street inyo@planning.qnet.com  
 Independence, CA 93526 www.inyo.planning.org

Legend  
 DISTRICT  
 SPHERE OF INFLUENCE  
 CITY OF BISHOP



**Eastern Sierra Community Service District  
area comparison**

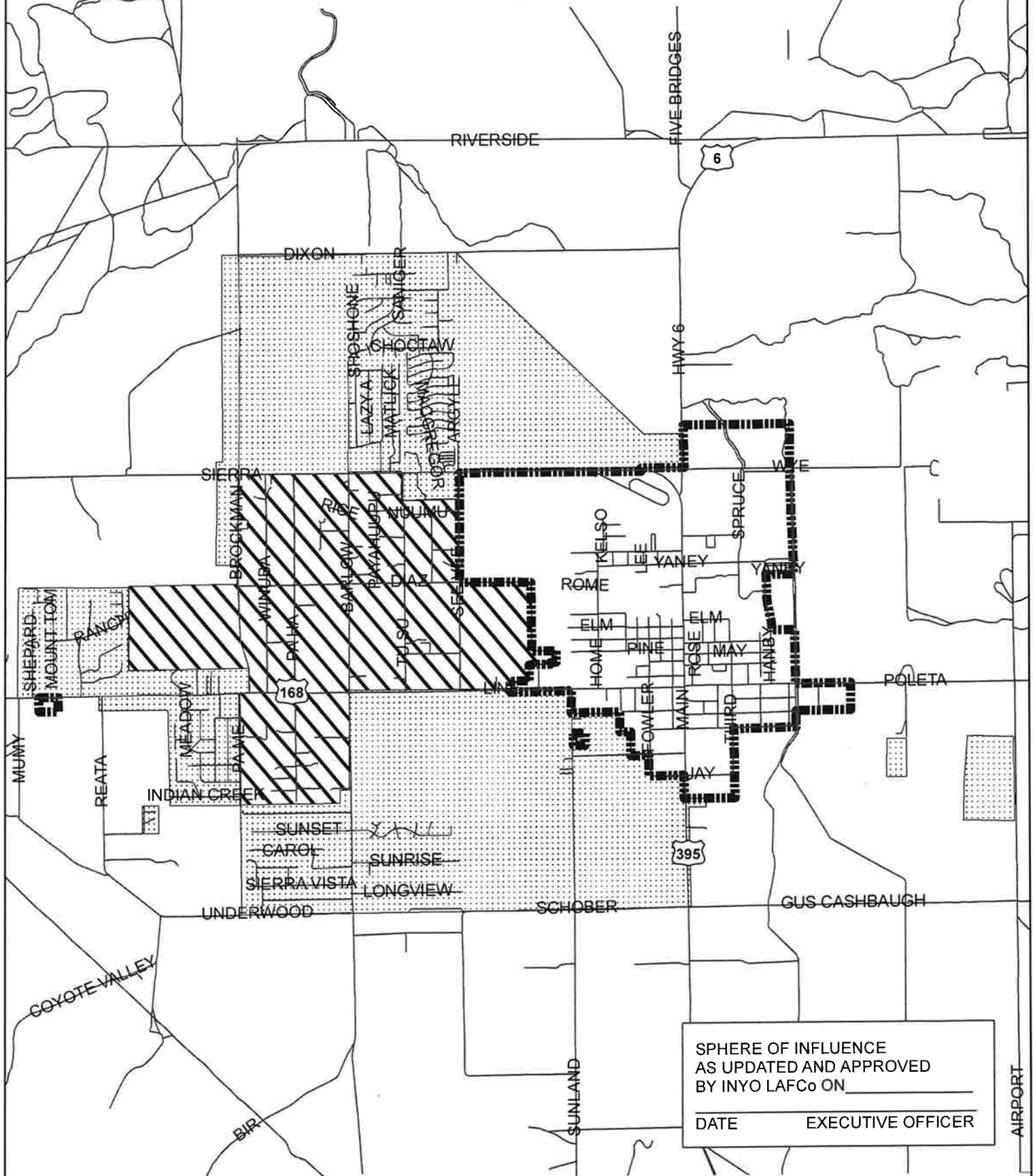


ESCSD correct parcel

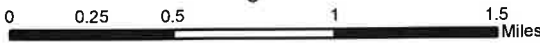
ESCSD incorrect mapped area



# Eastern Sierra Community Service District Sphere of Influence



SPHERE OF INFLUENCE  
AS UPDATED AND APPROVED  
BY INYO LAFCo ON \_\_\_\_\_  
DATE \_\_\_\_\_ EXECUTIVE OFFICER \_\_\_\_\_



Inyo County Planning Department  
PO Drawer L  
168 N. Edwards Street  
Independence, CA 93526  
Inyoplanning@inyocounty.us  
760-878-0263

- Legend**
-  DISTRICT
  -  SPHERE OF INFLUENCE
  -  CITY OF BISHOP