

Modoc Local Agency Formation Commission

AGENDA

Regular Meeting

October 08, 2024 04:00 PM

City Council Chambers - Alturas City Hall

200 North Street, Alturas, CA 96101

<https://us02web.zoom.us/j/84375116907?pwd=a6jJH09MYGN7MrB0lvaoRUrPNYGwaZ.1>

Commissioners

Chair City Member Paul Minchella • Vice-Chair County Member Ned Coe • County Member Kathie Rhoads • City Member Jennifer Engel • Public Member Laurie Pearce Price • Alternate City Member Brian Cox • Alternate County Member Shane Starr

LAFCO Staff

Executive Officer Jennifer Stephenson • LAFCO Counsel Scott Browne • Clerk Tacie Wheeler

REASONABLE ACCOMMODATIONS

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Commission Clerk 24 hours before the meeting as indicated below.

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 Plumas 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.

Contact LAFCO staff

LAFCO staff may be contacted at (310)936-2639 or by email at jennifer@pccatteam.com. Copies of reports to the extent feasible are located on the LAFCO webpage at: www.modoclafco.org

1. Call to Order

A. Roll Call

B. Pledge of Allegiance

2. Public Comments

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

3. Consent Agenda

Discussion Possible Action  [Comment](#) [View Item](#)

These items are expected to be routine and non-controversial. The Commission will act upon them at one time without discussion. Any Commissioners, staff member or interested party may request that an item be removed from the consent agenda for discussion.

A. Approval of Minutes August 13, 2024

B. Payment of Claims August and September 2024

4. Correspondence

Discussion  [Comment](#) [View Item](#)

A. Outreach to Districts for update of contact information

B. Outreach to Districts Re: Public Member Alternate Position

C. SB 1209 Letter of Support

5. Presentation on LAFCO's Purpose and the Role of MSRs and SOIs

Discussion  [Comment](#)

Staff will present primer on LAFCO's history and purpose and the role and requirements of Municipal Service Reviews and Spheres of Influence.

6. MSR Work Plan for FY 24-25 and 25-26

Discussion Possible Action  [Comment](#) [View Item](#)

Discuss and develop MSR and SOI work plan for next 2 fiscal years.

A. Receive staff report on current MSR and SOI status and potential work plan options.

B. Provide direction to staff regarding desired focus of work plan for next 2 fiscal years.

7. Initiate MSR on Surprise Valley Health Care District

Discussion Possible Action  [Comment](#) [View Item](#)

A. Authorize staff to sign and send correspondence to SVHD regarding initiation of MSR.

8. Website Update Review

Discussion  [Comment](#)

Review status of website update.

A. Provide input regarding website content.

9. Executive Officer Report

Discussion  [Comment](#)

A. SB 1209

B. Leg. Committee Update

10. Commissioner Reports

Discussion  [Comment](#)

11. Adjournment

Modoc Local Agency Formation Commission

Minutes August 13, 2024

City Council Chambers
Alturas City Hall
200 W. North Street, Alturas, CA 96101
4:00 PM

1. **The Meeting was called to order at 4:00 pm by Chair Minchella. A pledge of allegiance was recited.**

Commissioners Present

Paul Minchella
Laurie Pearce Price
Kathie Rhoads
Ned Coe
Jennifer Engel

LAFCO Staff

Jennifer Stephenson, Executive Officer
Tacie Wheeler, Clerk

2. **Approval of the Agenda (Additions and Deletions)**

A motion was made by Jennifer Engel and seconded by Ned Coe to approve the agenda.

3. **Election of Chair and Vice-Chair for FY 2024-2025**

Kathie Rhoads nominates Ned Coe for Chair, seconded by Laurie Pearce Price.
Jennifer Engel nominates Paul Minchella for Vice-Chair, seconded by Ned Coe.

4. **Correspondence:**

None

5. **Consider Minutes for the June 11, 2024 LAFCo meeting**

A motion was made by Kathie Rhoads and seconded by Ned Coe to approve LAFCo meeting minutes of the June 11, 2024 meeting.

6. **Public Comment**

None

7. **Consent Agenda**

Motion was made by Kathie Rhoads, seconded by Laurie Pearce Price to approve payment of claims for June and July 2024

8. Select Commissioner to Attend CALAFCO Conference

Jennifer Stephenson explains the conference is to be held October 16th – 18th in Yosemite. She recommends attending if you are new to LAFCO.

Laurie Pearce Price offers to be the one to go.

Jennifer Stephenson notes that Laurie will probably be the voting delegate as the sole person attending from Modoc.

All were in support.

9. Automated Agenda Generator CivAssist

Jennifer Stephenson states that she began using this software in two other counties, and it simplifies the whole process of preparing agendas and agenda packets. It also generates the mass email. The annual cost is about \$800.

Paul Minchella asks where the funds would come from to cover the \$800.

Jennifer S. says that it will be something that is already budgeted.

Motion by Laurie Pearce Price, seconded by Ned Coe to approve the automated agenda generator CivAssist.

10. Website Update

Jennifer Stephenson explains that ADA compliant websites are becoming a big thing and that public agencies are getting dinged for it. She has a team at no extra cost that can update our website to ensure we are compliant. Beyond ADA issues, she is updating the forms as well, to make them PDF Fillable forms, along with a few other updates. She adds that if there is anything specific any of the commissioners would like to see changed or updated, let her know and she will do that.

Ned Coe asks if there are other LAFCO websites she recommends to look at for examples.

Jennifer S. says that Butte and Santa Cruz would be good ones to look.

11. Workplan for FY 24/25

Jennifer Stephenson asks if the commissioners have any specific concerns that they want to see reviewed for this fiscal year.

Laurie Pearce Price asks about Surprise Valley Healthcare District (SVHD).

Jennifer S. replies that if SVHD absolutely refuses to respond after we consistently and persistently reach out, we just make a report of that and report out to the public. Also, if there is a district that you think has had some substantial change in the 5 years since their last review, those would be good to add to the list.

Ned Coe adds that we have tried many times, and should maybe look at a different approach.

Paul Minchella states that he believes this should be a top priority.

12. Executive Officer's Report

- a. CALAFCO Board decided to reorganize. In the past, I (Jennifer S.) represented the North on the legislative committee. With the reorganization, it will still be regional, but will only be regional,

unless something comes up that will need to go to the Board. It is still unclear on how this will work, but they will go over it at the conference.

- b. The position for the Public Member Alternate is still open. Jennifer asks commissioners to spread the word. Anyone interested will just need to submit a letter of interest.
- c. Asks commissioners their preference on emailing vs. mailing their agenda packets. All members prefer mail.

13. Commissioner Reports – Discussion

None

14. Adjourn to the next regular meeting on October 8, 2024

Motion by Kathie Rhoads, seconded by Ned Coe to adjourn to the next regular meeting on October 8th, 2024. The motion was unanimously approved and the meeting was adjourned at 4:35 PM.

Modoc Local Agency Formation Commission

CLAIMS

for

August 2024 – September 2024

Authorize Claims for FY 2024-2025

Sept. 5, 2024	CivAssist Agenda Fees	\$ 949.00
Sep. 18, 2024	PCA Staff Svcs and Expenses Aug. 2024	\$ 4,860.00
Sept. 26, 2024	Commissioner Payroll 8/13/24	\$ 500.00
Oct. 2, 2024	PCA Staff Svcs and Expenses Sept. 2024	\$ 5,432.50

TOTAL FY 24-25: \$ 11,741.50

DATED: October 8, 2024

APPROVED: October 8, 2024

**Chair, Modoc Local Agency Formation
Commission**

Attest:

**Jennifer Stephenson
Executive Officer**

Invoice #Modoc-2024-9
Policy Consulting Associates, LLC
 39774 Via Careza
 Murrieta, CA 92563
 (310) 936-2639
 EIN #: 27-2523069

Date: October 2, 2024

Modoc LAFCO
 5050 Laguna Blvd #112-711
 Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,750	\$3,750.00
Subtotal			\$3,750.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects (SVHD MSR)	3.50	\$ 125.00	\$437.50
Oxana Wolfson, Principal	0.00	\$ 110.00	\$0.00
Jill Hetland, Research Assistant (Website Redesign)	21.00	\$ 50.00	\$1,050.00
Melat Assefa, Policy Analyst	0.00	\$ 70.00	\$0.00
Dennis Miller, Mapping	0.00	\$ 70.00	\$0.00
Maria Arredondo, Office Assistant (Document Archiving)	6.50	\$ 30.00	\$195.00
Subtotal			\$1,682.50

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Mileage			\$0.00
Transportation and Travel			\$0.00
Subtotal			\$0.00

Amount Due **\$5,432.50**

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

10/2/24

Date

Invoice #Modoc-2024-8
Policy Consulting Associates, LLC
 39774 Via Careza
 Murrieta, CA 92563
 (310) 936-2639
 EIN #: 27-2523069

Date: September 18, 2024

Modoc LAFCO
 5050 Laguna Blvd #112-711
 Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,750	\$3,750.00
Subtotal			\$3,750.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects	0.00	\$ 125.00	\$0.00
Oxana Wolfson, Principal	0.00	\$ 110.00	\$0.00
Jill Hetland, Research Assistant (Website Redesign)	15.50	\$ 50.00	\$775.00
Melat Assefa, Policy Analyst	0.00	\$ 70.00	\$0.00
Dennis Miller, Mapping	0.00	\$ 70.00	\$0.00
Maria Arredondo, Office Assistant (Document Archiving)	4.50	\$ 30.00	\$135.00
Subtotal			\$910.00

Reimbursements

Reproduction Costs	\$0.00
Postage	\$0.00
Phone and Communications	\$0.00
Office Supplies	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Conference Registration - 1/4	\$200.00
Subtotal	\$200.00

Amount Due	\$4,860.00
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

9/18/24

Date

Kennedy Solutions, Inc (CivAssist)

PO Box 163
Redwood Valley, CA 95470 US
jon@civassist.com

INVOICE

BILL TO
Jennifer Stephenson
Modoc LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

INVOICE 1014
DATE 09/05/2024
TERMS Net 30
DUE DATE 10/16/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Account Set-up fee		1	150.00	150.00
Agenda & Minute Annual Software Subscription		1	799.00	799.00
Public Records Requests Portal	N/C	1	0.00	0.00
Staff Report Feature	N/C	1	0.00	0.00
BALANCE DUE				\$949.00

Modoc LAFCo
Expenditures and Revenue
FY 2024-2025

Item Account Number	136.01	File Scanning 4225	Memberships 4420	copies 4210	postage 4211	Communications 4221	Office Exp. 4210	Counsel 4008	staff Svcs 4004	Clerk Costs 4006	Notices and Public 4380	Trans & Travel 4430	MSR/SOI Updates 4454	Commissioner Stipends 4003	TOTAL
Total Budgeted 2024-2025		\$ 8,000.00	\$ 1,315.00	\$ 1,200.00	\$ 300.00	\$ 1,000.00		\$ 2,000.00	\$ 45,000.00	\$ 720.00	\$ 600.00	\$ 4,400.00	\$ 12,500.00	\$ 4,800.00	\$ 81,835.00
Calafco Dues 23-24			\$ (1,315.00)												\$ (1,315.00)
Calafco Registration												\$ (800.00)			\$ (800.00)
JB Staff Svcs July 2024									\$ (718.75)						\$ (718.75)
JS Staff Svcs July 2024									\$ (3,750.00)						\$ -
JS Staff Svcs August 2024		\$ (910.00)							\$ (3,750.00)			\$ (200.00)			\$ (4,860.00)
CivAssist 24-25						\$ (949.00)									\$ (949.00)
Commissioner Stipend for 08/13/2024														\$ (500.00)	\$ (500.00)
Total Expenditures to date		\$ (910.00)	\$ (1,315.00)	\$ -	\$ -	\$ (949.00)	\$ -	\$ -	\$ (8,218.75)	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ (500.00)	\$ (9,142.75)
Total Budget Remaining			\$ -	\$ 1,200.00	\$ 300.00	\$ 51.00	\$ -	\$ 2,000.00	\$ 36,781.25	\$ 720.00	\$ 600.00	\$ 3,400.00	\$ 12,500.00	\$ 4,300.00	\$ 72,692.25



5050 Laguna Blvd. #112-711 Elk Grove, CA 95758

October 2, 2024

Dear Special Districts,

Please complete and return the attached form with the direct contact information for your Special District as well as the information for your board. This will help to ensure that your district will receive timely and proper correspondence sent out by Modoc LAFCO.

Thank you for your cooperation.

Respectfully,

A handwritten signature in black ink that reads "Jennifer Stephenson". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jennifer Stephenson
Executive Officer, Modoc LAFCO
jennifer@pcateam.com
(310)936-2639



5050 Laguna Blvd. #112-711 Elk Grove, CA 95758

October 2, 2024

Dear Special Districts,

I am reaching out to inform you that Modoc Local Agency Formation Commission is seeking to fill its Public Member Alternate position on the Commission. While the position may not be filled by someone who holds an office with a special district, we find that often times the best way to find willing and able individuals is through word of mouth via our public agencies. We hope that you will help us in spreading the word to anyone that you feel may be qualified to support LAFCo in this role.

Modoc LAFCo meets on the second Tuesday of the even numbered months in the Alturas City Hall at 4 p.m. The alternate member would be expected to attend should the regular member be unable to attend.

In order to apply, interested applicants should send a letter of interest with a brief description of qualifications/experience to jennifer@pcateam.com. The position will be filled by the Commission at a following regular meeting.

Any questions may be forwarded to me via email or phone. Thank you for your assistance in this effort.

Respectfully,

A handwritten signature in black ink that reads "Jennifer Stephenson". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jennifer Stephenson
Executive Officer, Modoc LAFCO
jennifer@pcateam.com
(310)936-2639

August 27, 2024

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

Re: SB 1209 (Cortese): Local agency formation commission: indemnification - **REQUEST FOR SIGNATURE**

Dear Governor Newsom,

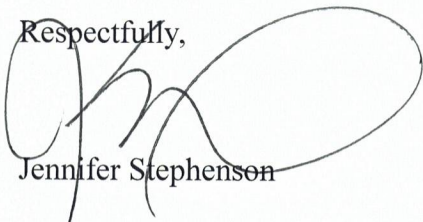
The Modoc County Local Agency Formation Commission (LAFCO) respectfully requests your signature on SB 1209, which would authorize a Local Agency Formation Commission (LAFCO) to require an applicant to indemnify the LAFCO, its agents, officers, and employees from and against any claim, action, or proceeding that may stem from a LAFCO decision to approve an application.

Specifically, SB 1209 adds new language to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (The Act) that authorizes LAFCOs to enter into indemnification agreements with applicants. Counties and cities are already empowered to enter into, and require, indemnification and routinely do so with respect to discretionary land-use approvals. SB 1209 will provide LAFCOs with a similar authority in this situation.

This bill is in response to a 2022 decision of the Second District Court of Appeals, which found that existing State law does not provide LAFCOs with the explicit authority needed to require indemnification. Absent an indemnification authority - and because LAFCO funding is statutorily required from the county, cities, and special districts within a county - any costs to defend litigation end up being absorbed by a LAFCO's funding agencies. Consequently, SB 1209 will allow LAFCOs to use indemnification agreements which, in turn, will ensure they can meet their statutory obligations and make decisions without being hindered by the potential costs of defending lawsuits.

Thus, for the above reasons, Modoc County LAFCO respectfully requests that you sign SB 1209.

Respectfully,



Jennifer Stephenson

Executive Officer, Modoc County LAFCO

cc: Honorable Dave Cortese, California State Senate

Brady Borcharding, Deputy Legislative Secretary to the Governor

Modoc MSR and SOI Status (September 2024)

Agency Name	Date MSR Adopted	Date Sphere of Influence Adopted/Updated	Notes
Water/Wastewater Providers			
Cedarville County Water District	8-Feb-22	8-Feb-22	
Canby CSD	22-Oct-13	22-Oct-13	Consolidated February 13, 2024.
California Pines CSD	9-Feb-10	9-Feb-10	
Daphnedale CSD	12-Apr-11	10-Apr-12	Dissolved June 8, 2021.
Newell County Water District	04-Oct-16	04-Oct-16	
Likely County Water District			
Adin CSD	10-Apr-12	10-Apr-12	
City of Alturas Municipal Sewer District		8-Jun-21	Formed June 8, 2021. Provisional SOI adopted until MSR completed.
Canby Area CSD		13-Feb-24	Formed February 13, 2024. Provisional SOI adopted.
City of Alturas	13-Feb-24	13-Feb-24	
Fire and Emergency Medical Service Providers			
Adin FPD	13-Apr-10	10-Oct-17	
Alturas Rural Fire	13-Apr-10	10-Oct-17	
California Pines CSD fire	13-Apr-10	10-Oct-17	
Canby FPD	13-Apr-10	10-Oct-17	Consolidated
Cedarville FPD	13-Apr-10	10-Oct-17	
Davis Creek FPD	13-Apr-10	10-Oct-17	
Eagleville FPD	13-Apr-10	10-Oct-17	
Fort Bidwell FPD	13-Apr-10	10-Oct-17	
Lake City FPD	13-Apr-10	10-Oct-17	
Likely FPD	13-Apr-10	10-Oct-17	
Lookout FPD	13-Apr-10	10-Oct-17	
Tule Lake Multi County FPD	13-Apr-10	10-Oct-17	
Willow Ranch FPD	13-Apr-10	10-Oct-17	
Canby Area CSD		13-Feb-24	Formed February 13, 2024. Provisional SOI adopted.
Alturas City Fire	13-Feb-24	13-Feb-24	
Cemetery Districts			
Adin Cemetery	10-Aug-10	10-Aug-10	
Alturas Cemetery	10-Aug-10	10-Aug-10	
Bidwell Cemetery	10-Aug-10	10-Aug-10	
Davis Creek Cemetery	10-Aug-10	10-Aug-10	
Cedarville Cemetery	10-Aug-10	10-Aug-10	
Eagleville Cemetery	10-Aug-10	10-Aug-10	
Lake City Cemetery	10-Aug-10	10-Aug-10	
Likely Cemetery	10-Aug-10	10-Aug-10	
Lookout Cemetery	10-Aug-10	10-Aug-10	
Willow Ranch Cemetery	10-Aug-10	10-Aug-10	
Healthcare Districts & Service Providers			

Modoc MSR and SOI Status (September 2024)

Agency Name	Date MSR Adopted	Date Sphere of Influence Adopted/Updated	Notes
Last Frontier Healthcare Dist	22-Oct-19	22-Oct-19	
Surprise Valley Healthcare District	10-Apr-12	10-Apr-12	
Meyers Healthcare District	Responsibility of Shasta LAFCo	Responsibility of Shasta LAFCo	
Southern Cascades CSD	Responsibility of Lassen LAFCo	Responsibility of Lassen LAFCo	
Agricultural Water and Irrigation Districts			
South Fork Irrigation District	15-Apr-14	15-Apr-14	
Hot Springs Valley Water District	21-Aug-12	12-Feb-13	
Tule Lake Irrigation District	09-Jun-15	09-Jun-15	
Resource Conservation Districts			
Goose Lake RCD	12-Aug-14	12-Aug-14	
Surprise Valley RCD	12-Aug-14	12-Aug-14	
Lava Beds RCD	12-Aug-14	12-Aug-14	
Central Modoc RCD	12-Aug-14	12-Aug-14	
Pit River RCD	12-Aug-14	12-Aug-14	
Fall River RCD	Responsibility of Shasta LAFCo	Responsibility of Shasta LAFCo	
Flood Control and Water Conservation			
Davis Creek Water Conservation Dist			
Lassen-Modoc Flood Control	Responsibility of Lassen LAFCo	Responsibility of Lassen LAFCo	
Owl Creek Flood Control			
Street Lighting Districts			
Canby Highway Lighting District	13-Dec-16	13-Dec-16	
Cedarville Highway Lighting District	13-Dec-16	13-Dec-16	
Eagleville Highway Lighting District	13-Dec-16	13-Dec-16	
Fort Bidwell Highway Lighting District	13-Dec-16	13-Dec-16	
County Service Areas			
Hafer Hills (Road Maintenance) CSA	6-Oct-15	6-Oct-15	
Southern Cascades CSD	Responsibility of Lassen LAFCo	Responsibility of Lassen LAFCo	
Park and Recreation Districts			
Modoc Park and Recreation District	11-Dec-12	11-Dec-12	
Pest and Weed Abatement Districts			
Lookout Pest Abatement District	9-Jun-20	9-Jun-20	Dissolved June 13, 2023.
Stonghold-Newell Pest Abatement Dist.	9-Jun-20	9-Jun-20	
County Service Area No. 2		13-Jun-23	Formed June 13, 2023. Provisional SOI adopted until MSR completed.



5050 Laguna Blvd. #112-711 Elk Grove, CA 95758

October 2, 2024

Dear Frances Hannah and Board Members,

Modoc Local Agency Formation Commission is conducting a municipal service review for the Surprise Valley Health Care District, as required by Government Code §56425 and §56430.

A municipal service review is a means for identifying and addressing the relationship between regional issues, goals and objectives and various service options. In accordance with State law, the review must address each of the following topics:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

In order to conduct the review, the Commission requires that your agency provide various documents and information. The Commission's authority to request such information is Government Code §56386. In order to minimize the demands on the district, LAFCo will make every effort to collect information from online sources prior to requesting from district staff. The requests for information will be conducted in phases – 1) the request for

already developed documents included in this letter, 2) a request for more detailed service information not found in the documents provided and online sources, and 3) an interview with district staff. If the district fails to respond to requests for information, then Modoc LAFCo will indicate that in the municipal service review findings and it will be reflected in SVHD's sphere of influence update, which could affect the future operations of the district. We look forward to your cooperation in this matter.

Below you will find a list of documents that we are requesting at this time. Please provide the documents that the district has available by email or Dropbox by November 1, 2024.

- Audited Financial Statement for 21-22 and 22-23
- Budget for 24-25
- Capital Improvement Plan
- Organizational Chart
- Strategic Plan
- Each board member name, start date, and term expiration date

If you have questions or need assistance completing the forthcoming requests for information/questionnaires, please contact the Modoc LAFCo Executive Officer Jennifer Stephenson at 310-936-2639 (Jennifer@pcateam.com).

Thank you for your assistance in this effort.

Respectfully,

A handwritten signature in black ink that reads "Jennifer Stephenson". The signature is written in a cursive, flowing style.

Jennifer Stephenson
Executive Officer, Modoc LAFCO
jennifer@pcateam.com
(310)936-2639