

YOLO LOCAL AGENCY FORMATION COMMISSION

Regular Meeting AGENDA

July 24, 2025 - 9:00 a.m.

BOARD OF SUPERVISORS CHAMBERS
625 COURT STREET, ROOM 206
WOODLAND, CA 95695

COMMISSIONERS

BILL BIASI, CHAIR (City Member)
OSCAR VILLEGAS, VICE CHAIR (County Member)
LUCAS FRERICHS (County Member)
PAMELA MILLER (Public Member)
GLORIA PARTIDA (City Member)

ALTERNATE COMMISSIONERS

SHEILA ALLEN (COUNTY MEMBER)
TANIA GARCIA-CADENA (CITY MEMBER)
ERIK VINK (PUBLIC MEMBER)

CHRISTINE CRAWFORD
EXECUTIVE OFFICER

ERIC MAY
COMMISSION COUNSEL

Meetings of the Yolo Local Agency Formation Commission (LAFCo) are held in person in the Board of Supervisors chambers, located at 625 Court Street, Suite 206, Woodland, CA. LAFCo will, to the best of its ability, provide hybrid and remote options for LAFCo meeting participants and to the public; however, LAFCo cannot guarantee these options will be available due to technical limitations outside our control. For assurance of public comment, LAFCo encourages in-person and written public comments to be submitted. The Zoom link / phone number and instructions for participating in the meeting through Zoom are set forth in the "Public Participation Instructions" on the final page of this agenda.

NOTICE:

This agenda has been posted at least five (5) calendar days prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act and the Cortese-Knox-Hertzberg Act. The public may subscribe to receive emailed agendas, notices and other updates by contacting staff at lafco@yolocounty.org.

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCo action in court, you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. If you wish to submit written material at the hearing, please supply 8 copies.

FPPC - Notice to All Parties and Participants in LAFCo Proceedings

All parties and participants on a matter to be heard by the Commission that have made campaign contributions totaling more than \$500 to any Commissioner in the past 12 months must disclose this fact, either orally or in writing, for the official record as required by Government Code Section 84308.

Contributions and expenditures for political purposes related to any proposal or proceedings before LAFCo are subject to the reporting requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, and must be disclosed to the Commission prior to the hearing on the matter.

AGENDA

PLEASE NOTE - The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Chair or Commission members.

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Public Comment: This is an opportunity for members of the public to address the Commission on subjects relating to LAFCo purview but not relative to items on this Agenda. The Commission reserves the right to impose a reasonable time limit on any topic or on any individual speaker.

CONSENT AGENDA

4. Approve the LAFCo meeting minutes of June 26, 2025
5. Correspondence

PUBLIC HEARING

6. Consider approval of **Resolution 2025-07** adopting the River Port Services Municipal Service Review (MSR) and Sphere of Influence (SOI) Study for the Sacramento-Yolo Port District, determining the MSR/SOI is exempt from the California Environmental Quality Act (CEQA) (LAFCo No. 25-02)

REGULAR AGENDA

7. Receive status update on the 2024 Municipal Services Review (MSR) for Flood Protection Services and consider recommendations for Reclamation Districts (RD) 307 and 765
8. Consider CALAFCO 2025 Board of Director Nominations for one city member and one public member for the Central Region and designate a voting delegate and alternate for the election at the CALAFCO Annual Conference

EXECUTIVE OFFICER'S REPORT

9. A report by the Executive Officer on recent events relevant to the Commission and an update of staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.
 - a. CALAFCO Legislative Summary
 - b. Long Range Planning Calendar

COMMISSIONER REPORTS

10. Action items and reports from members of the Commission, including announcements, questions to be referred to staff, future agenda items, and reports on meetings and information which would be of interest to the Commission or the public.

ADJOURNMENT

11. Adjourn to the next Regular LAFCo Meeting

I declare under penalty of perjury that the foregoing agenda was posted by 5:00 p.m. Friday, July 18, 2025, at the following places:

- On the bulletin board outside the east entrance of the Erwin W. Meier County Administration Building, 625 Court Street, Woodland, CA;
- On the bulletin board outside the Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland, CA: and,
- On the LAFCo website at: www.yololafco.org.

ATTEST:

Terri Tuck, Clerk
Yolo LAFCO

A.D.A. NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Commission Clerk for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact the Commission Clerk as soon as possible and at least 24 hours prior to the meeting. The Commission Clerk may be reached at 530-666-8048 or at the following address: Yolo LAFCo, 625 Court Street, Suite 107, Woodland, CA 95695.

PUBLIC PARTICIPATION INSTRUCTIONS:

Meetings of the Yolo Local Agency Formation Commission (LAFCo) are held in person in the Board of Supervisors chambers, located at 625 Court Street, Room 206, Woodland, CA. If you cannot attend the LAFCo meeting in person but desire to follow the meeting remotely, make a public comment, or comment on a specific item on the agenda, you may do so by:

- Joining through Zoom on your computer at <https://yolocounty.zoom.us/j/88179429444>, or participate by phone by calling 1-408-638-0968, Webinar ID: 881 7942 9444. Please note there is no participant code, you will just hit # again after the recording prompts you.
- If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comments. The moderator will call you by name or phone number when it is your turn to comment. Press *6 to unmute. The Commission reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.
- If you wish to submit a written comment on a specific agenda item or on an item not on the agenda, please email the Commission Clerk at lafco@yolocounty.org or send to 625 Court Street, Suite 107, Woodland, CA 95695. Please include meeting date and item number. Please submit your comment by 2:00pm the day prior to the meeting, if possible, to provide the Commission a reasonable opportunity to review your comment in advance of the meeting. All written comments are distributed to the Commission, filed into the record, but will not be read aloud.

Please note that LAFCo cannot guarantee that hybrid and remote options will be available due to technical limitations outside our control. For assurance of public comment, LAFCo encourages in-person or written public comments to be submitted.

Consent 4.

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

Approve the LAFCo meeting minutes of June 26, 2025

RECOMMENDED ACTION

Approve the LAFCo meeting minutes of June 26, 2025.

Attachments

ATT A-Minutes 06.26.25

Form Review

Form Started By: Terri Tuck
Final Approval Date: 07/16/2025

Started On: 07/16/2025 10:50 AM

YOLO LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

June 26, 2025

The Yolo Local Agency Formation Commission met on the 26th day of June 2025, at 9:00 a.m. in the Yolo County Board of Supervisors Chambers, 625 Court Street, Room 206, Woodland CA. Voting members present were Chair and City Member Bill Biasi, City Member Gloria Partida, County Members Lucas Frerichs and Oscar Villegas, and Public Member Pamela Miller. Alternate Members absent were City Member Tania Garcia-Cadena, Public Member Erik Vink, and County Member Sheila Allen. Others present were Executive Officer Christine Crawford, Clerk Terri Tuck, and Counsel Eric May.

CALL TO ORDER

Chair Biasi called the Meeting to order at 9:03 a.m.

Item № 1 Pledge

County Member Lucas Frerichs led the Pledge of Allegiance.

Item № 2 Roll Call

PRESENT: Frerichs, Miller, Partida, Villegas, Biasi ABSENT: None

Item № 3 Public Comments

There were no public comments.

CONSENT

Item № 4 Approve the May 22, 2025, LAFCo meeting minutes

Item № 5 Consider amending Yolo LAFCo's Payroll and Benefits Administration Policy 5.9 to detail benefit unit classifications for each position per recent audit recommendation

Item № 6 Approve a budget adjustment for the Fiscal Year 2024/25 adopted budget to move \$15,000 from Salaries and Benefits into Services and Supplies, resulting in no net increase to the overall budget

Item № 7 Correspondence

Minute Order 2025-17: The recommended actions on Consent were approved.

MOTION: Frerichs SECOND: Villegas
AYES: Frerichs, Miller, Partida, Villegas, Biasi
NOES: None

PUBLIC HEARING**Item № 8** **Continued Public Hearing to consider approval of Resolution 2025-04 adopting the Cemetery Services Municipal Service Review (MSR) and approving a Sphere of Influence (SOI) Update for the Capay Cemetery District, and determining that the MSR/SOI is exempt from the California Environmental Quality Act (CEQA) (LAFCo No. 25-01)**

After an overview report by staff, the Chair continued the Public Hearing. There were no comments, and the Public Hearing was closed.

Minute Order 2025-18: The recommended action was approved, adopting **Resolution 2025-04**, adopting the Cemetery Services Municipal Service Review (MSR) and approving a Sphere of Influence (SOI) Update for the Capay Cemetery District, and determining that the MSR/SOI is exempt from the California Environmental Quality Act (CEQA).

MOTION: Frerichs SECOND: Partida
AYES: Frerichs, Miller, Partida, Villegas, Biasi
NOES: None

Item № 9 **Consider approval of Resolution 2025-06 of intent to initiate dissolution of the Capay, Cottonwood, Knights Landing, and Mary's Cemetery Districts per Government Code Section 56375.1, if timely audits or minimum financial requirements are not met within 12 months**

After an overview report by staff, the Chair opened the Public Hearing. Speakers supporting Mary's Cemetery District were Janet Levers, Mark Mezger, Mary Schlosser, Bill and Jennifer Cruickshank, Amy Barrios, and Nancy Lea. The Public Hearing was closed.

Minute Order 2025-19: A motion was made to amend the recommended action, directing staff to return with a report on the cemetery districts' audits within the next three to six months at staff's discretion.

MOTION: Villegas SECOND: Partida
AYES: Frerichs, Partida, Villegas
NOES: Miller, Biasi

Item № 10 **Executive Officer's Report**

The Commission was verbally updated on recent events relevant to the Commission, including the CALAFCO Legislative Summary and the Long Range Planning Calendar. On the long range calendar, staff noted that there will be a similar conversation next month where the Commission asked for a status report regarding Reclamation Districts 307 and 765 regarding their lack of audits and accountability issues.

Staff will also be bringing forward the draft Municipal Service Review (MSR) for the Port District at the July meeting. Staff noted that the recruitment for the part-time Administrative Specialist I position is still ongoing with final interviews being conducted next week.

Item № 11 Commissioner Reports

There were no reports.

Item № 12 Closed Session

Public Employee Performance Evaluation
(Pursuant to Government Code Section 54957)
Position Title: LAFCo Executive Officer

There was nothing to report out of Closed Session.

Item № 13 Adjournment

Minute Order 2025-20: By order of the Chair, the meeting was adjourned at 10:53 a.m. to the next regular meeting.

ATTEST:

Terri Tuck
Clerk to the Commission

Bill Biasi, Chair
Local Agency Formation Commission
County of Yolo, State of California



Consent 5.

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

Correspondence

RECOMMENDED ACTION

Review and file the following correspondence:

A. CALAFCO 6-9 Month Action Plan Update

Attachments

ATT A-CALAFCO 6-9 Month Action Plan Update

Form Review

Form Started By: Terri Tuck
Final Approval Date: 07/16/2025

Started On: 07/16/2025 11:04 AM

From: [José Henriquez](#)
To: [eo](#); [Analysts](#); [clerks](#)
Cc: [Paula de Sousa](#); "pmiller@millermcg.com"
Subject: CALAFCO 6-9 Month Action Plan Update
Date: Saturday, July 12, 2025 12:24:11 PM
Attachments: [CALAFCO_Retreat_ActionPlan_FINAL-Jul_11_update.pdf](#)

Item 5-ATT A

CAUTION: External Sender. Please do not click on links or open attachments from senders you do not trust.

Member LAFCOs and Associate Members,

Here is an update on the 6-9 month action plan from your transition team. Much of the work from the past few months will culminate at the July 25 Board meeting, followed by ongoing implementation and additional structural work and reforms. You may have already noticed enhancements to the 2025 Board election process in the nomination packet documents and pre-and-post election process.

- On the education front, 3 CALAFCO U sessions are scheduled between this month and September, followed by the annual conference in October. As an FYI - the conference program team is hard at work having met 3 times with another meeting on the 14th to finalize sessions and keynote speakers. A save-the-date announcement and program outline is coming very soon.
- On the action plan, you will notice two new additions. The first is the development of a mentor program, which is a result of your feedback at the staff workshop and regional focus groups. A Mentorship Committee was formed with volunteers Deborah Gilcrest/Nevada, Brian Spauhurst/Fresno, Kate McKenna/Monterey, Shannon Costa/Butte, and Kristi Grabow/Sacramento. The Committee has met twice since mid-June to develop the program guidelines centered around mentor/mentee pairing, networking events, new member welcoming and program rollout and implementation. The Committee will meet again August 6.
- The other addition is the LAFCO Academy, developed by Joe Serrano, which is in process of being finalized and intended to enhance CALAFCO's current education offerings with this specialized certification program. More details on both programs will be provided in the future.
- We are very close to bringing forward a highly qualified candidate to replace José as the Interim ED. Our hope is to be able to conduct an interview with this person during the July 25 Board meeting. This has been an exhaustive search, with 6 people (all retired EOs) already turning us down. As mentioned in our last update, we needed to do our due diligence in ensuring that an arrangement that is equitable for both parties is both long term and sustainable before presenting it to the Board.

Please let us know if you have any questions.

José, Steve, Pamela, Jeni

CALAFCO Six- to Nine-Month Action Plan

Monthly updates on progress of the action plan will be included as part of this plan.

IMMEDIATE	Q2 - 2025	Q3 - 2025	Q4 - 2025	2026
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hire Interim Executive Director <i>Lead:</i> CALAFCO <i>Note:</i> Approved at 4/4/25 Board meeting <i>Progress:</i> Transition Team actively working on search <input checked="" type="checkbox"/> Re-establish CALAFCO U <i>Lead:</i> CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Conduct LAFCO Staff Focus Group <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Support Legislative Committee <i>Lead:</i> CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Conduct Focus Groups <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 6/30/25 <i>Note:</i> Include All 4 Regions for LAFCO Commissioners & Staff <i>Progress:</i> Completed all regions + Assoc. Members 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Conduct Comprehensive Review of Structures <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Includes Regional, Board, Regional Officers, Dues & Committees <input checked="" type="checkbox"/> Conduct Review of Bylaws & Policies <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Progress:</i> Completed <i>Note:</i> Present recommendations to the Board on 7/25/25 <input checked="" type="checkbox"/> Conduct Cultural Assessment <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Establish a Mentorship Committee <i>Lead:</i> CALAFCO <i>Progress:</i> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> Activate Membership Advisory Committee <i>Lead:</i> CALAFCO <i>Note:</i> To be activated after 7/1/25 <input checked="" type="checkbox"/> Develop Reform Recommendations <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Following completion of all feedback, analysis & research <input checked="" type="checkbox"/> Adopt Board Meeting Rules of Order <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 7/31/25 <input type="checkbox"/> Solicit Legislative Proposals from Member LAFCOs <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For 2026 Legislative Year <input type="checkbox"/> Solicit LAFCO Staff Volunteers For Legislative Committee <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For the 2025-26 Legislative Committee <input checked="" type="checkbox"/> Conduct Two CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Progress:</i> Three sessions booked (Jul-Sep); flier sent; Jul registration open 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopt CALAFCO & Board Code of Conduct <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Board Code presented to Board on 7/25/25; CALAFCO Code pending <input type="checkbox"/> Adopt Communications Code of Conduct <i>Lead:</i> CV Strategies & CALAFCO <input type="checkbox"/> Develop Communications Framework <i>Lead:</i> CV Strategies <input type="checkbox"/> Schedule 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Note:</i> Should launch with the 2026 annual calendar <input type="checkbox"/> Continue Membership Engagement/ Input on Recommended Reforms <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> For potential adoption of bylaws changes at annual meeting <input type="checkbox"/> Conduct Annual Business Meeting <i>Lead:</i> CALAFCO <i>Note:</i> 10/23/25 <input type="checkbox"/> Develop Draft Mentor Program <i>Lead:</i> CALAFCO <i>Deadline:</i> 10/31/25 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement Mentor Program <i>Lead:</i> CALAFCO <i>Deadline:</i> 12/31/25 <input type="checkbox"/> Conduct 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO <input type="checkbox"/> Recruit & Hire Permanent Executive Director <i>Lead:</i> CALAFCO & Miller MCG <input type="checkbox"/> Roll out marketing of LAFCO Academy <i>Lead:</i> CALAFCO



Pamela Miller
Owner & Chief Engagement Officer, Miller Consulting
pmiller@millermcg.com | 916-850-9271 | millermcg.com

An outcome of the Board retreat, March 20-21, 2025

Update as of:
July 11, 2025

Pending Start In Progress Completed

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

Consider approval of **Resolution 2025-07** adopting the River Port Services Municipal Service Review (MSR) and Sphere of Influence (SOI) Study for the Sacramento-Yolo Port District, determining the MSR/SOI is exempt from the California Environmental Quality Act (CEQA) (LAFCo No. 25-02)

RECOMMENDED ACTION

1. Open the Public Hearing to receive the staff presentation and public comment on the MSR/SOI.
2. Close the Public Hearing and consider the information presented in the staff report and during the Public Hearing. Discuss and direct staff to make any requested changes.
3. Approve Resolution 2025-07, adopting the MSR/SOI.

REASONS FOR RECOMMENDED ACTION

The purpose of a Municipal Services Review (MSR) in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. These reviews are intended to review various municipal services on a regional or sub-regional basis. An MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement, efficiencies, and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update when needed. In this case, there is only one agency providing river port services. The Sacramento-Yolo Port District's last MSR/SOI was adopted on May 23, 2019.

BACKGROUND

The MSR/SOI provides a detailed review of the Sacramento-Yolo Port District. Below are the required determinations and staff recommendations, which provide an overview of the District's status. The Port District operates efficiently and has a healthy fund balance. But there is potential divergence on the 5-to-10-year horizon regarding how much the City of West Sacramento's planned growth should accommodate the Port since it operates at a disadvantage compared to other larger ports in Northern California.

Growth and Population MSR Determination

The City of West Sacramento 2035 General Plan Mobility Element Goal M-9 provides for efficient goods movement while protecting residents from potentially adverse impacts and its policies discuss evaluating conflicts between Port operations and the City's mobility network and reconciling conflicts to the extent possible. The City's Mobility Element identifies the need for a future "Enterprise Bridge", a major arterial crossing of the deep-water ship channel which will be warranted by traffic levels of service standards in the next 5-10 years.

The Port of West Sacramento has the lowest volume of known transported cargo volumes among other California ports based on 2020 US Army Corps of Engineers data. The Port of West Sacramento competes with other bulk ports in Northern California, particularly with the Port of Stockton, and has structural disadvantages (e.g. a 30' deep ship channel) which constrain its ability to grow and diversify its cargo operations. The Port of West Sacramento is included in the federal "Marine Highway Program" to encourage the use of navigable waters to move goods and alleviate traffic and maintenance issues caused by trucks. However, Caltrans has studied statewide freight network optimization, and its model predicted that the only potentially profitable barge service to shift truck traffic off the highway network would depend on a large barge going to either Stockton or West Sacramento, not both. Pilot services operated at significant cost overruns of \$1 million per month and the service was canceled. The Port of Stockton has competitive advantages, operates at roughly a 4x higher cargo volume, and would be the tactical choice for any future subsidized investment. As the City of West Sacramento continues to grow, there will be an increased conflict with and need to protect residents from potentially adverse impacts from Port operations and

rail/truck distribution.

Recommendation:

- Conflicts between Port operations and City's mobility network and public health will need to be reconciled with the need to construct the major arterial Enterprise Bridge crossing over the deep-water ship channel. The Enterprise Bridge Project Comprehensive Study currently underway should inform whether maintaining Port operations is worth the higher bridge construction cost and other potentially adverse impacts to residents.

Disadvantaged Unincorporated Communities MSR Determination

The Sacramento-Yolo Port District does not provide public services related to sewers, municipal and industrial water, or structural fire protection that would trigger the requirements of SB 244 regarding disadvantaged unincorporated communities. Although port-related air pollution is generally understood to disproportionately impact disadvantaged communities.

Capacity and Adequacy of Public Facilities and Services MSR Determination

There are no concerns regarding services provided by the District being adequate and there are no plans to hire additional staff. The Port is dynamic and responsive to fluctuations in demand for the movement of goods through its maritime facilities. Additional cargo facilities and development sites can be made available over time with redevelopment of some of the existing obsolete warehouses. Although recent tariffs have already had a huge effect on California ports with a significant drop in activity. The Port has made investments to develop its real estate business and to maintain the maritime facilities. SSA Marine, the Port's Terminal Operator, is now responsible for maritime business development. As a landlord Port, having secured an operator and a lease for the maritime facilities, the District's focus has been on generating revenues from non-maritime real estate assets.

Financial Ability MSR Determination

The Sacramento-Yolo Port District is in a stable financial position with reliable revenues. It has sufficient funds for infrastructure maintenance, needed demolitions, upgrades, and expansions. The District has a capital improvement plan (CIP) that is well-funded.

The Port has various long-term debt and accrued liabilities, which are manageable and have decreased over time. They include a service concession arrangement, pension liability, OPEB liability and accrued compensated absences. The District's fund balance has steadily increased over the last five years and its 2025 ending balance is projected to be \$10.1 million. The District uses the City of West Sacramento as its treasury and is audited every year with the City's Annual Comprehensive Financial Report, although it doesn't offer much District detail.

Shared Services MSR Determination

As a dependent district, the Sacramento-Yolo Port District is already taking advantage of shared services with the City of West Sacramento. The City of West Sacramento has assumed management of the business, financial, administrative, and related operations of the District.

Accountability, Structure and Efficiencies MSR Determination

In September 2006, the California Legislature detached the County and City of Sacramento from the District's boundaries and provided the City of West Sacramento with a majority of the Port Commission seats. The District has effectively become a subsidiary district to the City; therefore, the District board and staff are stable. Following years of financial issues, as of July 1, 2013, the District implemented a new landlord-lessee operating model. The District has undergone several significant evolutions in governance structure which has resulted in much more efficiency and financial stability. The District's only full-time staff is a General Manager and a Senior Program Manager, with additional support from the City Manager's Office staff. Port operations are contracted out to SSA Marine, which leases and operates the Port's North Terminal cargo facilities. SSA Marine employs 50 local longshore workers that operate the facility. In 2024, the Yolo County Grand Jury found that the District's Policies Manual of 1997 needs updating, which has been completed, and implementation is pending legal review. There is also the need for the District to improve its public transparency via its webpage on the City's website.

Recommendations:

- Implement the District's Policy Manual of 1997 update per the 2024 Yolo County Grand Jury findings following District legal review.
- The District has improved its website transparency since its last review, but there's room for improvement on its page on the City's website (the District received a 78% transparency score for 2024). The District's webpage deficiencies can be viewed here: <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards>.

Status of Previous MSR Recommendations Determination

The LAFCo recommendations from the Sacramento-Yolo Port District's previous 2019 MSR have generally been completed.

Agency/Public Outreach

Staff began this MSR/SOI process in late 2024 and held an in-person meeting and site tour with the Port staff on March 26, 2025. Port staff have been very responsive to LAFCo requests for information. An administrative draft MSR was emailed to the District for review and comment on April 28, 2025, and comments were received and incorporated as appropriate. Port staff are in agreement with the MSR determinations and recommendations. A public hearing notice was published in the West Sacramento News-Ledger on July 4, 2025 (even though a public hearing is not required for MSRs) and the draft report was posted on the LAFCo website for public review at the same time. No public comments have been received so far. No changes or edits have been made to the July 2, 2025, draft MSR/SOI.

CEQA

LAFCo staff have reviewed the MSR pursuant to the California Environmental Quality Act (CEQA) and determined that the proposed MSR/SOI is exempt pursuant to CEQA Guidelines section 15061(b)(3) sets forth the general rule exemption, which provides that CEQA only applies to projects which "have the potential for causing a significant effect on the environment." Section 15262 is a Statutory Exemption for feasibility and planning studies for possible future actions which the commission has not approved or adopted. Approval of the MSR/SOI does not approve any development project and no physical construction or activity is contemplated as a result of this action. The MSR is merely a review of the services provided by the District which confirms that the District does not need to change its geographical territory. Therefore, the project is exempt from CEQA, and no further environmental review is necessary.

Attachments

ATT A-Resolution No. 2025-07 Adopting MSR-SOI for Sac-Yolo Port District July 24, 2025

ATT B-Sac-Yolo Port District 2025 MSR Public Draft July 2, 2025

Form Review

Inbox

Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 07/15/2025

Reviewed By

Christine Crawford

Date

07/15/2025 10:53 AM
Started On: 07/01/2025 01:24 PM

**YOLO LOCAL AGENCY FORMATION COMMISSION
Resolution No. 2025-07**

Adopting the River Port Services Municipal Service Review (MSR) and Sphere of Influence (SOI) Study for the Sacramento-Yolo Port District (LAFCo No. 25-02)

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Act) governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county, as defined and specified in Government Code Sections 56000 et seq. (unless otherwise indicated all statutory references are to the Government Code); and,

WHEREAS, the Act provides that the local agency formation commission in each county shall develop and determine the sphere of influence (SOI) of each local governmental agency within the county, and enact policies designed to promote the logical and orderly development of areas within the SOI, as more fully specified in Sections 56425 et seq.; and,

WHEREAS, Section 56430 requires that local agency formation commissions conduct a municipal service review (MSR) prior to, or in conjunction with, consideration of actions to establish or update a SOI in accordance with Sections 56076 and 56425; and,

WHEREAS, in 2025, the Yolo County Local Agency Formation Commission (LAFCo) conducted a review of the municipal services and sphere of influence of the Sacramento-Yolo Port District, a river port district governed by Harbors and Navigation Code Sections 6800 et seq.; and,

WHEREAS, based on the results of the MSR, staff recommends that the SOI for the Sacramento-Yolo Port District does not need to be updated; and,

WHEREAS, staff has reviewed the MSR pursuant to the California Environmental Quality Act (CEQA) and determined that a MSR is not a “project” per CEQA Guidelines Section 21065 because an MSR is not an activity which may cause a direct or indirect physical change to the environment; and,

WHEREAS, staff set a public hearing for July 24, 2025, for consideration of the environmental review and the draft MSR and SOI study and caused notice thereof to be posted, published, and mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and,

WHEREAS, at said hearing, LAFCo reviewed and considered the Notice of Exemption, the Draft MSR/SOI, and the Executive Officer's report and recommendations; each of the policies, priorities, and factors set forth in Government Code Sections 56425 et seq.; LAFCos guidelines and methodology for the preparation of MSRs and determination of SOIs; and all other matters presented as prescribed by law; and,

WHEREAS, at that time, an opportunity was given to all interested persons, organizations, and agencies to present oral or written testimony and other information concerning the MSR/SOI and all related matters; and,

WHEREAS, the Commission received, heard, discussed, and considered all oral and written testimony related to the MSR/SOI.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the Yolo County Local Agency Formation Commission hereby:

1. Finds that the proposed Municipal Service Review and Sphere of Influence Study is exempt from the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations Title 14, Division 6, Chapter 3 (State CEQA Guidelines) Section 15061(b)(3) and Section 15262; and,
2. Adopts Resolution 2025-07 approving the MSR/SOI for the Sacramento-Yolo Port District, incorporated herein by this reference, subject to the following findings and recommendations.

FINDINGS:

1. Finding: The proposed MSR/SOI is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15061(b)(3) and Section 15262 of the State CEQA Guidelines.

Evidence: CEQA requires analysis of agency approvals of discretionary “projects.” A “project,” under CEQA, is defined as “the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” Section 15061(b)(3) of the CEQA Guidelines describes the “common sense rule” that CEQA only applies 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.” Section 15262 is a Statutory Exemption for feasibility and planning studies for possible future actions which the commission has not approved or adopted. Approval of the MSR/SOI does not approve any development project. No physical construction or activity is contemplated as a result of this action. The MSR is merely a review of the services provided by the District which confirmed that its SOI does not need to change its geographical territory. The project, therefore, will not have the potential to result in individual or cumulative significant effects on the environment. Furthermore, no special circumstances exist that would create a reasonable possibility that approving the MSR/SOI would have a significant effect on the environment. Therefore, the project is exempt from CEQA, and no further environmental review is necessary.

2. Finding: Approval of the Municipal Service Review is consistent with all applicable state law and local LAFCo policies.

Evidence: The project was prepared consistent with the requirements in the Cortese-Knox-Hertzberg Act for an MSR/SOI and all applicable Yolo LAFCo policies and adopted Standards for Evaluation. The Municipal Service Review includes written determinations for each district as required by Section 56430 of the Cortese Knox Hertzberg Local Government Reorganization Act.

RECOMMENDATIONS:

1. Conflicts between the District's port operations and the City of West Sacramento's mobility network and public health will need to be reconciled with the need to construct the major arterial Enterprise Bridge crossing over the deep-water ship channel. The Enterprise Bridge Project Comprehensive Study currently underway should inform whether maintaining Port operations is worth the higher bridge construction cost and other potentially adverse impacts to residents.
2. Implement the District's Policy Manual of 1997 update per the 2024 Yolo County Grand Jury findings following District legal review.
3. The District has improved its website transparency since its last review, but there is room for improvement on its page on the City's website (the District received a 78% transparency score for 2024). The District's webpage deficiencies can be viewed here: <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards>

PASSED AND ADOPTED by the Local Agency Formation Commission, County of Yolo, State of California, this 24th day of July 2025, by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

Bill Biasi, Chair
Yolo County Local Agency Formation Commission

Attest:



Christine Crawford, Executive Officer
Yolo County Local Agency Formation Commission

Approved as to form:



Eric May, Commission Counsel

River Port Services

Municipal Service Review (MSR) and Sphere of Influence (SOI) Study

LAFCo No. 25-02



Sacramento-Yolo Port District

Prepared by:
Yolo Local Agency Formation Commission



Public Review Draft July 2, 2025

SUBJECT AGENCY:

This MSR/SOI includes the:

Sacramento-Yolo Port District
1110 West Capitol Avenue
West Sacramento, CA 95691
Contact: Rick Toft, General Manager

The District's last MSR/SOI was adopted May 23, 2019.

CONDUCTED BY:

Yolo Local Agency Formation Commission
625 Court Street, Suite 107
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MSR/SOI BACKGROUND

ROLE AND RESPONSIBILITY OF LAFCO

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended (“CKH Act”) (California Government Code §§56000 et seq.), is LAFCo’s governing law and outlines the requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of “discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances (§56301). CKH Act Section 56301 further establishes that “one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities.”

Based on that legislative charge, LAFCo serves as an arm of the State; preparing and reviewing studies and analyzing independent data to make informed, quasi-legislative decisions that guide the physical and economic development of the state (including agricultural uses) and the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses. While SOIs are required to be updated every five years, they are not time-bound as planning tools by the statute but are meant to address the “probable physical boundaries and service area of a local agency” (§56076). SOIs therefore guide both the near-term and long-term physical and economic development of local agencies, and MSRs provide the near-term and long-term time-relevant data to inform LAFCo’s SOI determinations.

PURPOSE OF A MUNICIPAL SERVICE REVIEW

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a Municipal Services Review (MSR) in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study’s determinations must be made in the following areas:

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.

The MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

PURPOSE OF A SPHERE OF INFLUENCE

In 1972, LAFCos were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, “sphere of influence’ means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission” (§56076). SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The role of SOIs in guiding the State’s growth and development was validated and strengthened in 2000 when the Legislature passed Assembly Bill (“AB”) 2838 (Chapter 761, Statutes of 2000), which was the result of two years of labor by the Commission on Local Governance for the 21st Century, which traveled up and down the State taking testimony from a variety of local government stakeholders and assembled an extensive set of recommendations to the Legislature to strengthen the powers and tools of LAFCos to promote logical and orderly growth and development, and the efficient, cost-effective, and reliable delivery of public services to California’s residents, businesses, landowners, and visitors. The requirement for LAFCos to conduct MSRs was established by AB 2838 as an acknowledgment of the importance of SOIs and recognition that regular periodic updates of SOIs should be conducted on a five-year basis (§56425(g)) with the benefit of better information and data through MSRs (§56430(a)).

Pursuant to Yolo County LAFCO policy an SOI includes an area adjacent to a jurisdiction where development might be reasonably expected to occur in the next 20 years. A MSR is conducted prior to, or in conjunction with, the update of a SOI and provides the foundation for updating it.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

DISADVANTAGED UNINCORPORATED COMMUNITIES

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination #5 listed above.

Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

On March 26, 2012, LAFCo adopted a “Policy for the Definition of ‘Inhabited Territory’ for the Implementation of SB 244 Regarding Disadvantaged Unincorporated Communities”, which identified 21 inhabited unincorporated communities for purposes of implementing SB 244.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit “cherry picking” by cities of

tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

ORGANIZATION OF MSR/SOI STUDY

This report has been organized in a checklist format to focus the information and discussion on key issues that may be particularly relevant to the subject agency while providing required LAFCo's MSR and SOI determinations. The checklist questions are based on the Cortese-Knox-Hertzberg Act, the LAFCo MSR Guidelines prepared by the Governor's Office of Planning and Research and adopted Yolo LAFCo local policies and procedures. This report provides the following:

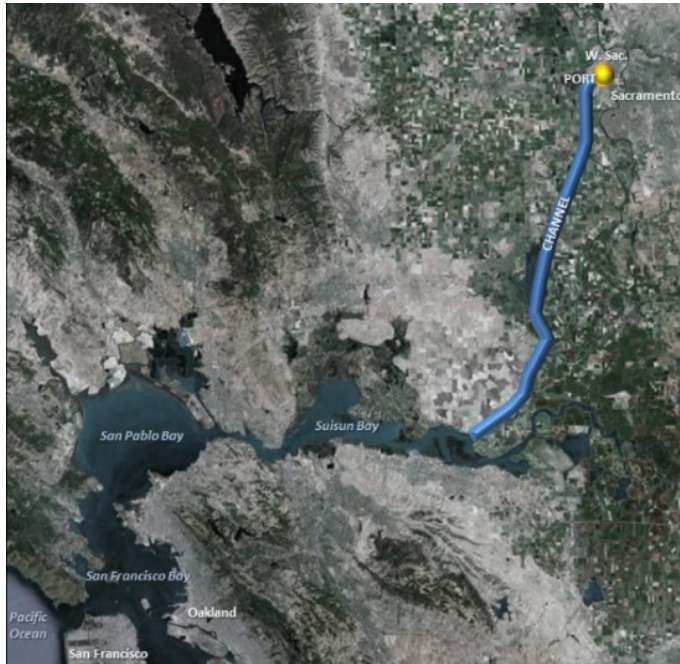
- Provides a description of the subject agency;
- Provides any new information since the last MSR and a determination regarding the need to update the SOI;
- Provides MSR and SOI draft determinations for public and Commission review; and
- Identifies any other issues that the Commission should consider in the MSR/SOI.

DRAFT

AGENCY PROFILE

Background

The Sacramento-Yolo Port District was formed pursuant to Section 6800 et seq (i.e. river port districts) of the California Public Harbors and Navigation Code. The District has significant powers and may acquire, purchase, construct, maintain, operate, develop, and regulate wharves, docks, warehouses, grain elevators, bunkering facilities, cold storage facilities, belt railroads, floating plants, lands, towage facilities, and any and all other facilities, aids, or public personnel, incident to, or necessary for, the operation and development of ports, waterways, and the district. It may exercise the right of eminent domain to take any property necessary or convenient to carry out any of its purposes. A district may do any work or make any improvement within or without the territorial limits of the district, if the doing of the work or the making of the improvement will aid in the development or the improvement of navigation or commerce to or within the district.



Deep Water Channel Route

The District was formed in 1947 to develop and maintain a deep-water port for the northern California region. Upon formation the District was governed by a five-member Commission with two members representing the City of Sacramento, two representing the County of Sacramento, and one representing the County of Yolo. The Port's boundaries included Sacramento County and the Yolo County Supervisorial District 1. The Port opened to commerce in 1963.

Soon after the City of West Sacramento incorporated in 1987, legislation was adopted that expanded the five-member Port Commission to a seven-member Commission with two members appointed by each the City of Sacramento and County of Sacramento, one by each the Yolo County Board of Supervisors and City of West Sacramento, and one jointly appointed by the City and County of Sacramento. Several years after the District increased the representation on its Commission, the Port District also increased

the size of its boundaries. In 1992, Sacramento LAFCo approved the annexation of 14 parcels totaling approximately 1,754 acres of the Solano County Deep-Water Channel into the District.

On December 5, 2005, the Port Commission approved changes to its boundaries, governance, and administration. These changes were approved by the West Sacramento and Sacramento City Councils and the Sacramento and Yolo County Board of Supervisors through the execution of a Joint Port Governance Agreement with an effective date of January 15, 2006.

In September 2006, the California Legislature detached the County and City of Sacramento from the District's boundaries and provided the City of West Sacramento with a majority of the Port Commission seats. The Commission was reduced from seven to five members with four of the Commissioners being appointed by the City Council and one by the Yolo County Board of Supervisors. The City of West Sacramento assumed management of the business, financial, administrative, and related operations of the Port.

After years of financial losses, in 2013 the Port was reorganized from a district with its own staff to a "landlord-operator" model and the District contracted with SSA Marine to be the Port's Terminal Operator

The boundaries extend south into Solano County encompassing the Deep-Water Channel and its levees south to the intersection of Cache and Miner Sloughs. The District also includes land on either side of and adjacent to the Channel levees. The current District boundary also includes Prospect and Decker Islands because they were once owned by the District. However, these properties were sold to the Department of Water Resources in 2015 as part of a land exchange in which the District acquired another property located at 4300 West Capitol Avenue in West Sacramento. Most of the Port's facilities and operations are in the City of West Sacramento, other than the Deep-Water Channel itself which extends into Solano County.

Operation

The Port mainly handles foreign exports and imports and little domestic waterborne trade. The Port's focus is on specialized bulk (unpacked) cargo shipping. The cargo base consists mainly of exporting rice and importing cement products. The primary users of Port facilities are local agriculture producers and local building markets located within 500 miles of Port facilities.

The elements of the Port of West Sacramento include: the Deep-Water Ship Channel, the harbor, the maritime terminal, non-maritime development property, and the foreign trade zone. The barge canal is no longer a navigable facility and is used for recreation, and the decommissioned navigation lock has been transferred to the City of West Sacramento for a regional park facility.



Unloading Cement Imported From Vietnam

The Deep-Water Ship Channel runs from the Harbor of West Sacramento west (bisecting the City) then south along River Road. The approximately 43-mile-long Channel ends at Collinsville at the mouth of the Sacramento River.

Access to international shipping lanes is provided via San Francisco's Golden Gate, located 80 nautical miles southwest of the Port. The channel is 200-300 feet wide and 30-35 feet deep. Most of the channel (between mile 1 and mile 35) has a thirty-foot depth. Eight miles of the shipping channel, starting from the harbor (between mile 35 and mile 43), has a 35-foot depth. The harbor, or turning basin, at the upper end of the ship channel is 35 feet deep and has a triangular configuration (2,000 feet by 2,400 feet by

3,100 feet). The harbor is the receiving area for ships and transferring cargo. The channel depth is a limiting factor to the size of ships that can access the Port.

The barge canal connects the harbor and the Sacramento River. The canal is 11 feet deep and 120 feet wide. The William G. Stone Navigation Lock, at one time, would allow the transit of vessels between the harbor and the Sacramento River through the barge canal when the two water bodies were at different levels. The lock is 86 feet wide by 640 feet long by 13 feet deep. The barge canal and navigational lock were constructed to permit the transit of shallow draft commercial, recreational, and construction vessels between the harbor and the Sacramento River. In 2000, the City of West Sacramento expanded Jefferson Boulevard, the major thoroughfare into the Southport area, disabling the navigational lock as a viable entryway for any marine craft.

In late 1987, the Port was approved as a foreign trade zone (FTZ). A foreign trade zone is an area considered outside of United States customs territory and, therefore, exempt from customs duty payments. FTZs are divided into general-purpose zones or subzones. The Port's North Terminal and Seaway properties are general foreign trade zones. The Port sponsors subzones located in the Counties of Sacramento and Placer and the Cities of Sacramento, Lincoln, Dixon and Roseville.

One of the Port's strengths is its trucking access to regional highways to help move cargo. Truck access is provided by close connections to Interstate 80, US 50 and Interstate 5. Other major thoroughfares in the District include Industrial Boulevard, West Capitol Avenue, Harbor Boulevard, Sacramento Avenue, Reed Avenue, and State Route 84/Jefferson Boulevard.

One major railroad line and a set of local freight switching tracks run through West Sacramento. Union Pacific tracks run east-west, generally parallel to and north of I-80/US50. Sierra Northern Railroad, per an operating agreement with the Port, provides short-line service on Port-owned tracks which run northeast-southwest to the industrial districts north and west of the Port's maritime terminal. Port maritime operations do not currently generate any rail activity, but Port-owned track is used by Sierra Northern Railroad for storage of empty railcars.



View of Port Across Lake Washington

District Land Holdings

With the District acting as a landlord and the Port having secured an operator and a lease for the maritime facilities, its focus has been on generating revenues from the non-maritime real estate assets. The District has executed several leases to bolster and diversify revenues. The District has made investments to develop its real estate business and maintain the maritime facilities.

The Port owns 300 acres of property in Southport known as Seaway International Trade Center, a portion of which has recently been sold and developed. The Seaway property is currently zoned for industrial and commercial development.

The Port also owns the 200-acre Stone Lock property south of the barge canal. Which is zoned for mixed-use development. This property is a desirable in-fill site which is suitable for high-density development after supporting infrastructure is installed. Development of this property will be a long-term collaborative effort with the City of West Sacramento.

Additionally, the Port owns approximately 5,000 acres in the Sacramento Delta which consists of the ship channel, upland habitat, riparian habitat, and wetlands. Much of the upland habitat is licensed to tenants for livestock rearing (primarily goats) and beekeeping.

MUNICIPAL SERVICE REVIEW

POTENTIALLY SIGNIFICANT MSR DETERMINATIONS

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all of the determinations are not significant, as indicated by “no” answers, the Commission may find that a MSR update is not warranted.

- Growth and Population
- Disadvantaged Unincorporated Communities
- Capacity, Adequacy & Infrastructure to Provide Services
- Financial Ability
- Shared Services
- Accountability
- Status of Previous MSR Recommendations

LAFCo MUNICIPAL SERVICE REVIEW:

- On the basis of this initial evaluation, the required determinations are not significant, and staff recommends that an MSR is NOT NECESSARY. The subject agency will be reviewed again in five years per Government Code Section 56425(g).
- The subject agency has potentially significant determinations and staff recommends that a comprehensive MSR IS NECESSARY and has been conducted via this checklist.

1. Growth and Population			
	Significant Issue	Potentially Significant	No Issue
Growth and population projections for the affected area.			
a) <i>Will development and/or population projections over the next 5-10 years impact the subject agency's service needs and demands?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) <i>Do changes in demand suggest a change in the agency's services?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion:

The Port of West Sacramento has the lowest volume of known transported cargo volumes among other California ports as illustrated in the table below based on 2020 data. There have been federal and state initiatives to better utilize port infrastructure to create more efficient freight operations statewide, but action plans and investments so far have not been successful. California ports compete with each other on pricing, market share, and funding opportunities for modernization and infrastructure upgrades. The Port of West Sacramento competes with other bulk ports in Northern California, particularly with the Port of Stockton, and has structural disadvantages (e.g. a 30' deep ship channel) which constrain its ability to grow and diversify its cargo operations. While the Port's 2013 Business Plan and transition to a landlord operating model has stabilized the port's cash flow, the port does not generate enough operating revenue to re-capitalize its aging facilities which further erodes its ability to compete and maintain long-term sustainability.

Overview of California’s Ports

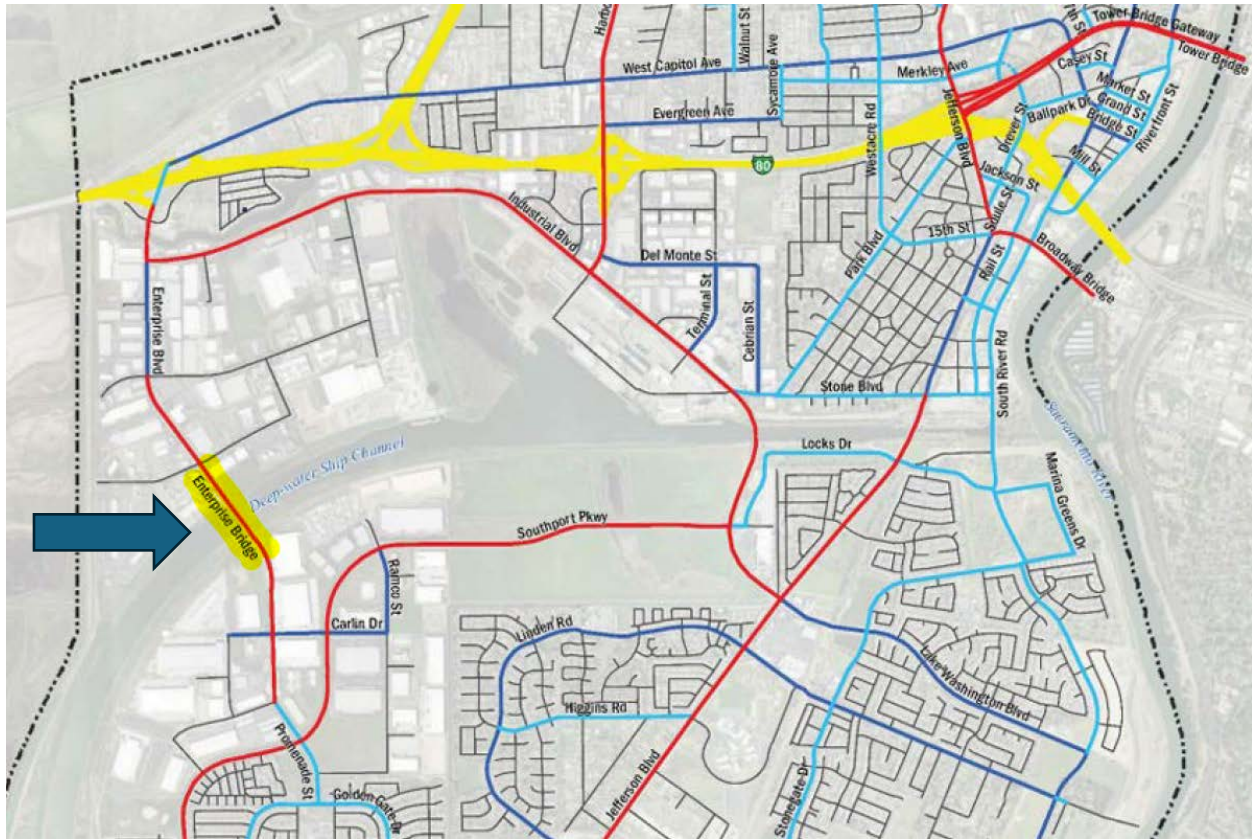
Port	Operating Entity	Total Tons of Cargo Transported (2020)	Highest-Value Exports	Highest-Value Imports
Port of Long Beach	City of Long Beach Harbor Department	79,178,087	Petroleum Coke, Waste Paper, Chemicals, Scrap Metal	Crude Oil, Electronics, Plastics, Furniture,
Port of Los Angeles	City of Los Angeles Harbor Department	59,452,139	Wastepaper, Animal Feeds, Scrap Metal, Fabric, Soybeans	Furniture, Clothing, Automobile Parts, Electronic Products
Port of Richmond	City of Richmond	21,050,741	Vegetable Oils, Scrap Metal, Coke, Coal	Autos, Petroleum, Minerals, Vegetable Oils
Port of Oakland	City of Oakland	19,439,762	Fruits and Nuts, Meats, Machinery, Wine and Spirits	Machinery, Electronics, Furniture, Plastics
Port of Stockton	Stockton Port District	4,613,258	Iron Ore, Sulfur, Coal, Wheat, Rice	Liquid Fertilizer, Molasses, Bulk Fertilizer, Cement
Port of San Francisco	City and County of San Francisco	2,188,681	Tallow, Vegetable Oil	Steel Products, Boats, Wind Turbines, Aggregate
Port of Redwood City	City of Redwood City	1,934,358	Iron Scrap	Aggregates, Sand, Gypsum
Port of Hueneme	Oxnard Harbor District	1,844,182	Autos, Produce, General Cargo	Autos, Produce, Liquid Fertilizer, Bulk Liquid
Port of San Diego	San Diego Unified Port District	1,542,384	Machinery, Metals, Autos, Heavy Equipment	Vehicles, Perishables, Construction Materials, Heavy Equipment
Port of West Sacramento	City of West Sacramento	1,200,184	Agricultural and Industrial Products	Agricultural and Industrial Products
Humboldt Bay Harbor District	Humboldt Bay Harbor, Recreation and Conservation District	Unknown	Logs, Wood Chips	Logs, Petroleum, Wood Chips
Port of Benicia	Amports	Unknown	Petroleum Coke	Automobiles

Source: U.S. Army Corps of Engineers Waterborne Commerce Statistics Center, California Freight Mobility Plan 2020.

City of West Sacramento Growth

The City of West Sacramento 2035 General Plan Mobility Element Goal M-9 provides for efficient goods movement while protecting residents from potentially adverse impacts. The policies under this goal discuss evaluating conflicts between the Port operations and City’s mobility network and reconciling conflicts to the extent possible. These policies also note developing a strategy for rail lines including a schedule for abandonment of certain lines. Policy M-9.8 supports channel dredging to maintain the current depth to support existing Port-related business.

The City’s Mobility Element includes Figure M-1 identifying the need for a future “Enterprise Bridge” major arterial crossing of the deep-water ship channel when warranted by traffic level of service standards.



Excerpt from City of West Sacramento General Plan Mobility Element Figure M-1 Highlighting Enterprise Bridge Channel Crossing

On March 20, 2024, the West Sacramento City Council approved a contract in collaboration with the Port District to conduct a comprehensive study for the Enterprise Bridge project to consider three preliminary options to optimize the bridge’s design: a high fixed bridge, a low moveable bridge, and a low fixed bridge¹. The Port District General Manager indicates that preliminary estimates of the bridge construction costs are roughly four times higher if the bridge is designed to accommodate cargo ship traffic². These options will be thoroughly evaluated through the public hearing process to ensure alignment with community priorities and long-term objectives.

Preliminary renderings of the design options from the City’s March 2024 press release are shown below.

¹ City of West Sacramento press release “Council Approves Study for Enterprise Bridge Project” March 21, 2024

² Meeting with the Sacramento-Yolo Port District General Manager March 26, 2025

High Fixed-Bridge Design Option



Low Moveable-Bridge Design Option



Low Fixed-Bridge Design Option



State and Federal Efforts to Maximize Freight Infrastructure Utilization

In 2007, the Energy Independence and Security Act (Energy Act), directed the Secretary of Transportation to establish a short sea transportation program and designate short sea shipping routes. The Maritime Administration (MARAD) implemented “America’s Marine Highway Program” (the Program) pursuant to this mandate. The Program is intended to expand the use of our inland, Great Lakes Saint Lawrence Seaway System, intracoastal, and coastal waterways for the transportation of freight (loaded in containers and trailers) and passengers to mitigate landside congestion, reduce greenhouse gas emissions per ton-mile of freight moved, etc. USDOT initiated a program to encourage the use of navigable waters to move goods and alleviate traffic and maintenance issues caused by trucks. California has access to two of the designated marine highways: (1) M-5 along the Pacific Coastline from San Diego to Seattle, and (2) the M-580 from Port of Oakland to the Sacramento River and San Joaquin River connecting to the Ports of Stockton and West Sacramento.³

In February 2010, USDOT awarded a \$30 million TIGER grant to the Ports of Oakland, Stockton, and West Sacramento to establish a container-on-barge service between the Central Valley and the San Francisco Bay area. The Port of West Sacramento received \$8.5 million for the purchase of a mobile harbor crane, which can load and unload shipping containers, and a new freight handling warehouse. The Port of Stockton received \$13 million for infrastructure and equipment, which it applied towards the purchase of two 140-ton mobile harbor cranes and infrastructure improvements at the Port to support the project. The Port of Stockton also purchased two barges to support the new service (a portion of West Sacramento’s grant award was applied to the two barges).

The M-580 barge service operated for 14 months as a pilot project with the intent of shifting truck trips to barge by using the M-580 inland waterway to move containers between the Ports of Oakland and Stockton. This barge service focused on reducing port trucks on the I-80, I-205, I-580, I-238, I-880, and I-980 corridors. Due to operational issues that led to significant cost overruns of approximately \$1 million per month, the service was cancelled and the anticipated second phase of the project at West Sacramento was never initiated. In 2021, West Sacramento’s mobile harbor crane was transferred to the Port of Bellingham, WA by MARAD. The Port of West Sacramento continues to use the TIGER-funded warehouse facility to serve its rice business.

In an effort to reinstate the M-580 barge service, Caltrans completed the M-580 Corridor Multimodal Freight Network Optimization Study¹⁵⁷ in Spring 2021. The study looked at several different modal scenarios which included short haul rail but placed more emphasis on possible barge service options from the Port of Oakland to both the Port of Stockton and the Port of West Sacramento. The study’s model predicted that the only potentially profitable service would depend on a large barge going to either Stockton or West Sacramento and the service would operate at a loss during its initial stages and need to be subsidized for the first several years. According to the model, it could take 10 years for a barge service to generate profits. Any potential service would require infrastructure improvements at the smaller ports and potentially designated cargo scanning areas at the Port of Oakland to ensure the security of containers moving further inland.

There is a Freight Policy Team at CalSTA in a coordinating role, however no State funding has been identified to either accelerate the adoption of this barge service concept through capital cost grants for terminal improvements, or fund operating subsidies where reduction in congestion and emissions provide appropriate levels of public benefit⁴.

³ <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/cfmpjuly2023finala11y.pdf>

⁴ California Sustainable Freight Action Plan (CSFAP) 2016

Growth and Population MSR Determination

The City of West Sacramento 2035 General Plan Mobility Element Goal M-9 provides for efficient goods movement while protecting residents from potentially adverse impacts and its policies discuss evaluating conflicts between Port operations and the City’s mobility network and reconciling conflicts to the extent possible. The City’s Mobility Element identifies the need for a future “Enterprise Bridge” major arterial crossing of the deep-water ship channel which will be warranted by traffic level of service standards in the next 5-10 years.

The Port of West Sacramento has the lowest volume of known transported cargo volumes among other California ports based on 2020 US Army Corps of Engineers data. The Port of West Sacramento competes with other bulk ports in Northern California, particularly with the Port of Stockton, and has structural disadvantages (e.g. a 30’ deep ship channel) which constrain its ability to grow and diversify its cargo operations. The Port of West Sacramento is included in the federal “Marine Highway Program” to encourage the use of navigable waters to move goods and alleviate traffic and maintenance issues caused by trucks. However, Caltrans has studied statewide freight network optimization, and its model predicted that the only potentially profitable barge service to shift truck traffic off the highway network would depend on a large barge going to either Stockton or West Sacramento, not both. Pilot services operated at significant cost overruns of \$1 million per month and the service was cancelled. The Port of Stockton has competitive advantages, operates at roughly a 4x higher cargo volume, and would be the tactical choice for any future subsidized investment. As the City of West Sacramento continues to grow, there will be an increased conflict with and need to protect residents from potentially adverse impacts from Port operations and rail/truck distribution.

Recommendation(s)

- Conflicts between Port operations and City’s mobility network and public health will need to be reconciled with the need to construct the major arterial Enterprise Bridge crossing over the deep-water ship channel. The Enterprise Bridge Project Comprehensive Study currently underway should inform whether maintaining Port operations is worth the higher bridge construction cost and other potentially adverse impacts to residents.

2. Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

	Significant Issue	Potentially Significant	No Issue
a) <i>If the subject agency provides services related to sewers, municipal and industrial water, or structural fire protection, are there any “inhabited unincorporated communities” (per adopted Commission policy) within or adjacent to the subject agency’s sphere of influence that are considered “disadvantaged” (80% or less of the statewide median household income) that do not already have access to public water, sewer, and structural fire protection?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>If “yes” to a), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community? If “no” to a), this question is marked “no” because it is either not needed or not applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

None.

Disadvantaged Unincorporated Communities MSR Determination

The Sacramento-Yolo Port District does not provide public services related to sewers, municipal and industrial water, or structural fire protection that would trigger the requirements of SB 244 regarding disadvantaged unincorporated communities. Although port-related air pollution is generally understood to disproportionately impact disadvantaged communities.

Recommendation(s)

None.

3. Capacity and Adequacy of Public Facilities and Services

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.

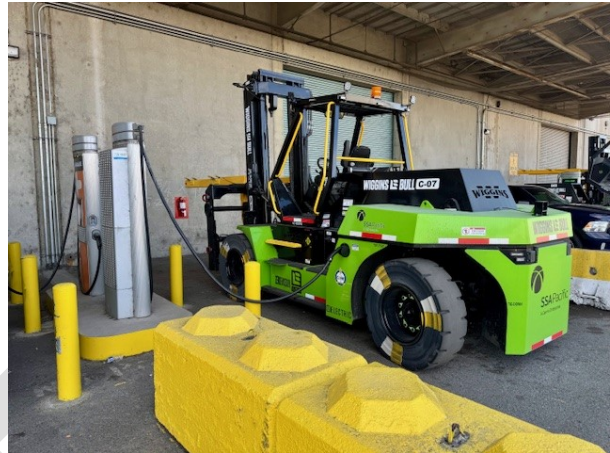
	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any deficiencies in the infrastructure, equipment, and capacity of agency facilities to meet <u>existing</u> service needs for which the agency does not have a plan in place to resolve (including deficiencies created by new state regulations)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Are there any issues regarding the agency's capacity and ability to meet the service demand of reasonably foreseeable <u>future</u> needs?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>Is the agency needing to consider climate adaptation in its assessment of infrastructure/service needs?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

The Port is dynamic and responsive to fluctuations in demand for movement of goods through its maritime facilities. Additional cargo facilities and development sites can be made available over time with redevelopment of some of the existing obsolete warehouses. Notwithstanding, the Port is fully leased and is turning prospective tenants away, although it should be noted that the demand is for the Port's non-maritime industrial land.

There was a channel deepening project underway in 2009 but was cancelled due to environmental impacts to the Delta and an ever-increasing cost estimate (the original cost estimate of \$80M increased to \$200M). Channel deepening to accommodate larger vessels is no longer considered a financially viable option.

The Port of West Sacramento provides rail service to Cemex and Farmers' Rice Cooperative, through an operating agreement with Sierra Northern Railroad, on tracks owned by the Port in West Sacramento. The Port has made investments to develop its real estate business and to maintain the maritime facilities. SSA Marine, the Port's Terminal Operator, is now responsible for maritime business development. As a landlord Port, having secured an operator and a lease for the maritime facilities, the focus has been on generating revenues from our non-maritime real estate assets and it has successfully executed several leases to bolster and diversify revenues. The maritime facilities include obsolete warehouses and conveyor systems which are not planned for re-capitalization. Some facilities have been demolished over time in coordination with the Terminal Operator to repurpose these sites.



Electric Heavy Forklift Being Charged

The Port facilities are constructed such that any increased flooding in the ship channel would not result in damage. The Port has installed and operates a large roof-top solar facility which generates enough electricity to cover the basic power needs of the North Terminal. It also recently completed an LED lighting project to reduce power consumption. The District has worked with its Terminal Operator on a collaborative project to install charging stations for zero-emission heavy equipment (the Port does not own any equipment). This project re-purposed high-voltage electrical infrastructure (previously used to power conveyor systems) to fast-charging stations.

The Sacramento-Yolo Port District does not provide public services related to sewers, municipal and industrial water, or structural fire protection that would trigger the requirements of SB 244 regarding disadvantaged unincorporated communities.

Capacity and Adequacy of Public Facilities and Services MSR Determination

There are no concerns regarding services provided by the District being adequate and there is no plan to hire additional staff. The Port is dynamic and responsive to fluctuations in demand for movement of goods through its maritime facilities. Additional cargo facilities and development sites can be made available over time with redevelopment of some of the existing obsolete warehouses. Although recent tariffs have already had a huge effect on California ports with a significant drop in activity⁵.

The Port has made investments to develop its real estate business and to maintain the maritime facilities. SSA Marine, the Port's Terminal Operator, is now responsible for maritime business development. As a landlord Port, having secured an operator and a lease for the maritime facilities, the District's focus has been on generating revenues from non-maritime real estate assets.

Recommendation(s)

None.

⁵ CalMatters article: Trump trade war has already had huge effect on California ports, May 28, 2025

4. Financial Ability

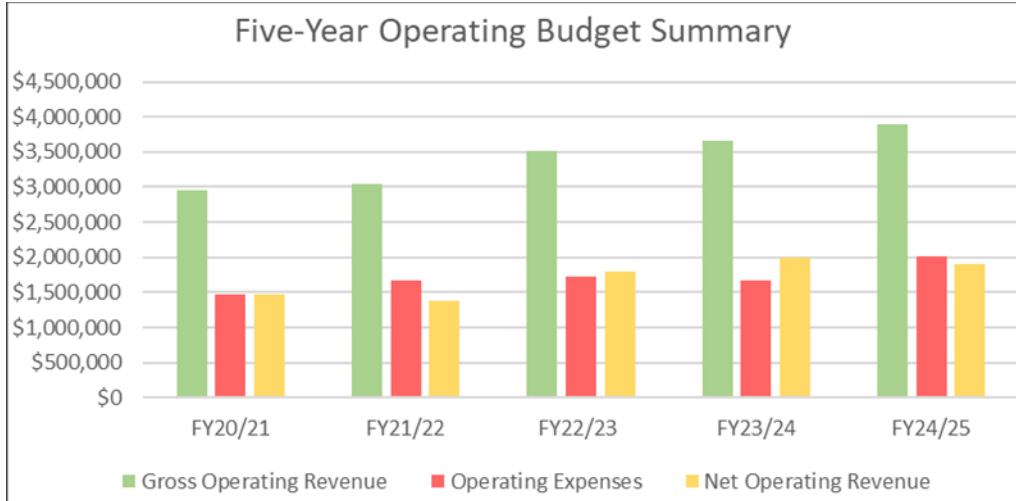
Financial ability of agencies to provide services.

	Significant Issue	Potentially Significant	No Issue
a) <i>Is the subject agency in a stable financial position, i.e. does the 5-year trend analysis indicate any issues?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Is the organization's revenue sufficient to fund an adequate level of service, necessary infrastructure maintenance, replacement and/or any needed expansion? Is the fee inconsistent with the schedules of similar local agencies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>Does the subject agency have a capital improvement plan (CIP)? Has the agency identified and quantified what the possible significant risks and costs of infrastructure or equipment failure? Does the agency have a reserve policy to fund it?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) <i>Does the agency have any debt, and if so, is the organization's debt at an unmanageable level? Does the agency need a clear debt management policy, if applicable?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) <i>Can the subject agency improve its use of generally accepted accounting principles including: summaries of all fund balances, summaries of revenues and expenditures, general status of reserves, and any un-funded obligations (i.e. pension/retiree benefits)? Does the agency have accounting and/or financial policies that guide the agency in how financial transactions are recorded and presented?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) <i>Does the agency staff need to review financial data on a regular basis and are discrepancies identified, investigated and corrective action taken in a timely manner? The review may include reconciliations of various accounts, comparing budgets-to-actual, analyzing budget variances, comparing revenue and expense balances to the prior year, etc. If the agency uses Yolo County's financial system and the County Treasury, does the agency review monthly the transactions in the County system to transactions the agency submitted to the County for processing?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) <i>Does the agency board need to receive regular financial reports (quarterly or mid-year at a minimum) that provide a clear and complete picture of the agency's assets and liabilities, fully disclosing both positive and negative financial information to the public and financial institutions?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion⁶:

District Accounting

The District operates as an enterprise fund within the City’s budget. An enterprise fund is established to account for operations that are financed and operated like private business enterprises (i.e. predominately supported by user charges). The Port’s main revenue source comes from leasing its terminal facilities. The District has also received funding through the sale of property and through grants.



The Port utilizes the same budget system as the City of West Sacramento. An annual budget with projections out 4-5 years is prepared and taken to the Port Commission for approval. The Port follows City policies for procurement and signing authority; the General Manger limit is \$50K and the Port CEO is \$100K. Any major expenses not previously adopted as part of the budget plan must be brought to the Commission for a supplemental budget adjustment request.

The Port’s financial statements are incorporated within the City’s Annual Comprehensive Financial Report (ACFR) as a major enterprise fund and as such is presented in a separate column. The City’s ACFR is audited annually.

⁶ This section heavily sources reference information from the Sacramento-Yolo Port Commission Staff Report Consideration of Resolution P25-3 Approving the Port Budget for FY 2025-26 dated June 4, 2025.

**SACRAMENTO - YOLO PORT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**

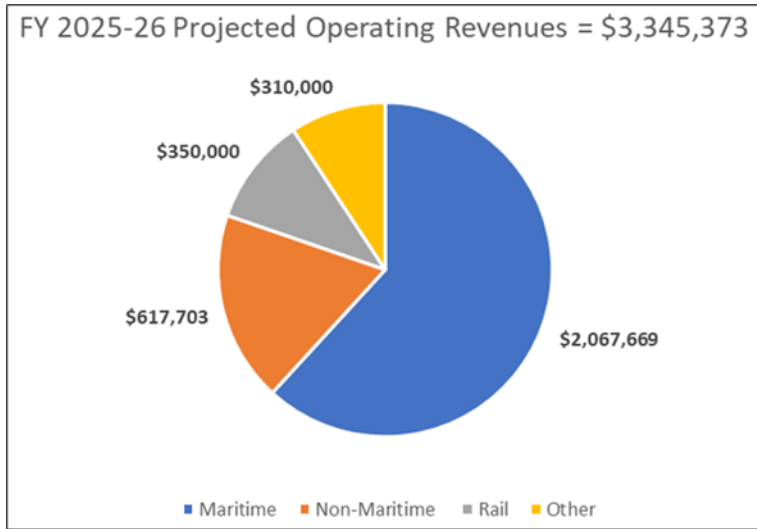
	2020	2021	2022	2023	2024
Revenue					
Charges for services	\$ 1,896,298	\$ 2,752,080	\$ 2,093,466	\$ 1,697,372	\$ 1,453,327
Other operating revenue	138,394	274,239	68,755	378,385	220,953
Intergovernmental	-	-	-	205,702	-
Interest revenue	85,911	13,528	(107,841)	40,548	3,349,081
Lease revenue	-	-	1,364,383	3,336,924	-
Other revenue	314,455	120,928	-	-	6,710,173
Total Revenue	2,435,058	3,160,775	3,418,763	5,658,931	11,733,534
Expenditures					
Salaries and benefits	367,025	428,626	500,920	530,777	531,338
Operations and maintenance	969,361	876,343	1,077,971	1,288,032	8,824,041
Capital assets	307,040	72,001	395,800	40,497	-
Other operating	-	-	-	-	-
Debt repayment	181,932	757,388	505,620	593,559	191,030
Interest expense	146,323	56,482	58,143	93,724	123,112
Total Expenditures	1,971,681	2,190,840	2,538,454	2,546,589	9,669,521
Net transfers	(112,591)	(146,023)	(133,466)	(129,342)	(1,501,587)
Net Change in Fund Balance	350,786	823,912	746,843	2,983,000	562,426
Fund Balance, Beginning	4,155,158	4,505,944	5,329,856	6,076,699	9,059,699
Fund Balance, Ending	\$ 4,505,944	\$ 5,329,856	\$ 6,076,699	\$ 9,059,699	\$ 9,622,125

In the 5-year trend above, the \$6.7 million of revenue in 2024 and corresponding \$8.8 million in maintenance expenses relate to the sale of the Seaway property. The transfer to the City Capital Fund was for streets and utilities infrastructure costs.

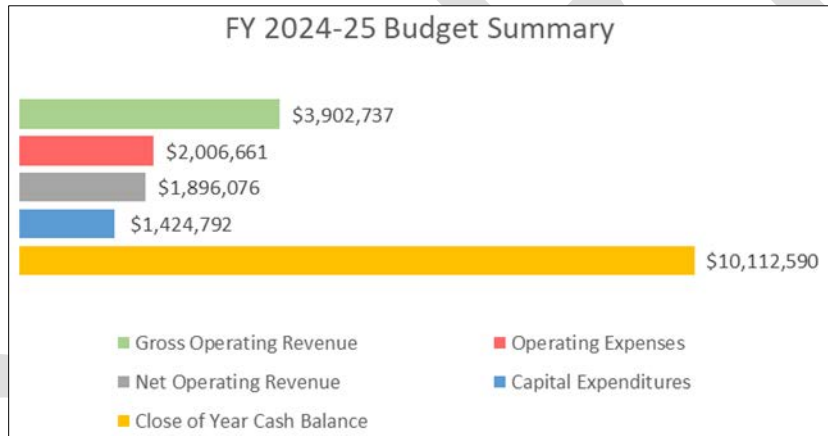
Revenues

Over the past five years the Port's revenue consists of facility lease payments, foreign trade zone licenses, wharfage/cargo (related to the SSA Marine lease), interest, state grants, gains/losses from disposal of capital assets and other miscellaneous revenue. Total core operating revenues over the past 5 years have remained relatively stable. For FY 2024-25, the net operating income is projected to reach approximately \$1.9 million, as summarized in below. Some of the factors contributing to this financial performance include:

- Growing revenue share from SSA Lease
- Renewal of the West Dock lease (Yara to Greencycle)
- Stable/growing non-maritime revenues (licenses/leases)
- Stable overall operating expense profile
- Growing interest income on cash reserves

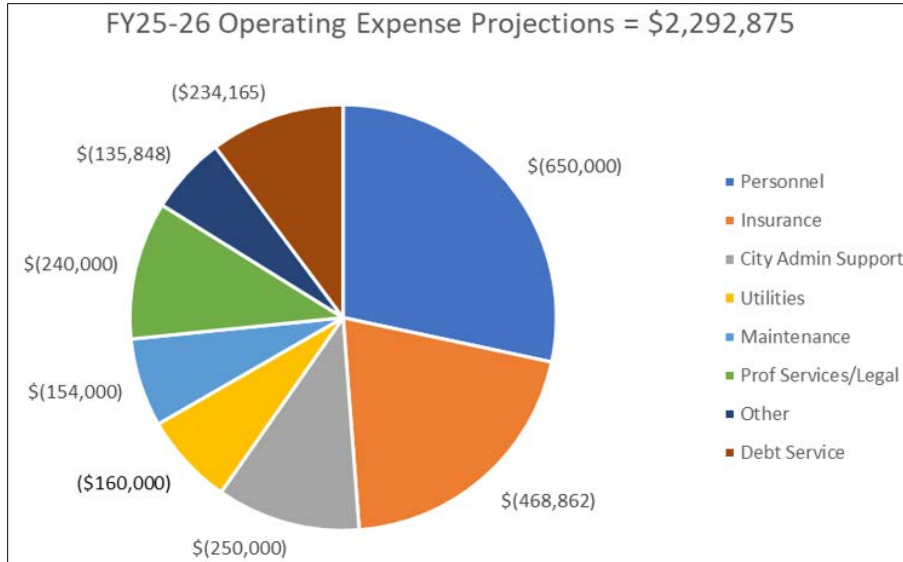


Operating profits over the past several years is estimated to generate a high cash balance of \$10.1 million as of June 30, 2025, which enabled debt reduction and a robust capital program in FY2024-25.



Expenses

The Port’s expenses consist of salaries and benefits (approximately 2.5 FTE’s), general operating expenses, facility maintenance, and debt service. Some of these expenditures are reimbursements to the City for shared personnel and general support expenses such as insurance, general administration, facilities maintenance and fleet maintenance.



Capital Improvement Plan

Over the last five years, the Port’s average annual capital expenditure has approximately been \$769,000. In FY 2024-25, the Port’s cash balance was sufficient to fund a capital improvement program (CIP) of about \$1.4 million dollars. The table below summarizes the funded projects and the associated costs.

Project Name	Project Description	Project Cost
North Terminal Major Repairs	<ul style="list-style-type: none"> Replacement of Shed 7 roof, a primary rice storage facility at the North Terminal Emergency electrical repairs Road restriping for rail safety improvements Sewer line repairs Groundwater retention pond repairs 	\$882,737
Fire Training Site Demolition	<ul style="list-style-type: none"> Demolition of dilapidated portables at the North Terminal, used for fire training classrooms, to support the construction of a new City-funded fire training facility located at the North Terminal. 	\$35,000
North Terminal Modernization	<ul style="list-style-type: none"> Tidal sensor installation for transmitting precise data via satellite to enable accurate tidal forecasts by National Oceanic and Atmospheric Administration (NOAA) for use by maritime pilots and vessel planners, supporting the Port’s maritime partners, including Two Rivers Cement, SSA Pacific, and Cemex Electrical engineering analysis to support future phases of EV charging stations Demolition of obsolete facilities include conveyor system and Warehouse E. 	\$507,055
Total CIP:		\$1,424,792

The Shed 7 is one of the Port’s primary rice storage facilities, and its roof is at the end of its useful life and its replacement is the responsibility of the Port per the terms of the SSA master lease. The North Terminal modernization project is a joint venture with SSA; initial expenditures for design of new warehouse

facilities and evaluation of the Port’s 60-year-old high voltage electrical network are proposed to be split 50/50 with SSA. These expenditures are necessary to generate accurate project descriptions and cost estimates for potential grant applications in 2025. Demolition of obsolete facilities is part of the modernization project, and the Port will bear 100% cost responsibility for this activity. The Port is also responsible for repairs of underground utilities and pavement replacement (major repairs).

Port Long-Term Liabilities

The Port has various long-term debt and accrued liabilities, they include a construction note, service concession arrangement, pension liability, OPEB liability and accrued compensated absences. The total balance of these long-term liabilities has decreased over time.

According to the City’s finance staff, the Port adheres to the City’s financial policies including quarterly budget to actual review by budget staff and Port Chief Operations Officer.

The Port’s financial statements are incorporated within the City’s Annual Comprehensive Financial Report (ACFR) as a major enterprise fund and as such is presented in a separate column. All the Port’s assets, liabilities, deferred balances and net position are presented. Additional information about specific balances, inter-fund transfers and liabilities are included in the notes to the financial statements.

Financial Ability MSR Determination

The Sacramento-Yolo Port District is in a stable financial position with reliable revenues. It has sufficient funds for infrastructure maintenance, needed demolitions, upgrades, and expansions. The District has a capital improvement plan (CIP) that is well-funded.

The Port has various long-term debt and accrued liabilities, which are manageable and have decreased over time. They include a service concession arrangement, pension liability, OPEB liability and accrued compensated absences. The District’s fund balance has steadily increased over the last five years and its 2025 ending balance is projected to be \$10.1 million. The District uses the City of West Sacramento as its treasury and is audited every year with the City’s Annual Comprehensive Financial Report, although it doesn’t offer much District detail.

Recommendation(s)

None.

5. Shared Services and Facilities

Status of, and opportunities for, shared facilities.

	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any opportunities for the organization to share services or facilities with neighboring, overlapping, or other organizations that are not currently being utilized?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

The Sacramento-Yolo Port District’s governance has evolved since its formation in 1947. In September 2006, the California Legislature detached the County and City of Sacramento from the District’s boundaries and provided the City of West Sacramento with four Port Commission seats and Yolo County with the one remaining seat. The District is now a dependent district to the City. Therefore, the District is already taking advantage of shared services with the City of West Sacramento. The City of West Sacramento has assumed management of the business, financial, administrative, and related operations of the District.

Shared Services MSR Determination

As a dependent district, the Sacramento-Yolo Port District is already taking advantage of shared services with the City of West Sacramento. The City of West Sacramento has assumed management of the business, financial, administrative, and related operations of the District.

Recommendation(s)

None.

6. Accountability, Structure, and Efficiencies			
Accountability for community service needs, including governmental structure and operational efficiencies.			
	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any recommended changes to the organization's governmental structure or operations that will increase accountability and efficiency (i.e. overlapping boundaries that confuse the public, service inefficiencies, and/or higher costs/rates)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) <i>Does the agency need to secure independent audits of financial reports that meet California State Controller requirements? Are the same auditors used for more than six years? Are audit results <u>not</u> reviewed in an open meeting?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) <i>Is the agency insured or in a risk management pool to manage potential liabilities?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) <i>Are there any issues with filling board vacancies and maintaining board members? Is there a lack of board member training regarding the organization's program requirements and financial management?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) <i>Are there any issues with staff capacity and/or turnover? Is there a lack of staff member training regarding the organization's program requirements and financial management?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) <i>Does the agency have adequate policies (as applicable) relating to personnel/payroll, general and administrative, board member and meetings, and segregating financial and accounting duties among staff and/or board to minimize risk of error or misconduct (see suggested policies list)?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) <i>Does the organization need to improve its public transparency via a website (see https://www.yololaftco.org/yolo-local-government-website-transparency-scorecards/)?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion:

In September 2006, the California Legislature detached the County and City of Sacramento from the District's boundaries and provided the City of West Sacramento with a majority of the Port Commission seats. The Commission was reduced from seven to five members with four of the Commissioners being appointed by the City Council and one by the Yolo County Board of Supervisors. Board members do not receive reimbursement. There are no recommended changes to the District's governance structure.

The District is treated as a department in the City and is organized under the City Manager and Assistant City Manager. The District's budget is approved as part of the City's budget process. Port activities are

reported as the Port Operations in the City's financial statements. The Port's finances are presented in the City of West Sacramento's Annual Comprehensive Financial Report (ACFR), which is designed to fairly present the City's financial position and fund operations. Port activities are reported as the Port Operations in the City's financial statements.

According to the City's finance staff, the Port adheres to the City's financial policies including quarterly budget to actual review by budget staff and Port General Manager. Port staff prepares and presents an annual budget to the Port Commission. The report includes a current year projection, annual budget for the upcoming year. The Commission does not receive a presentation of audited financial statements nor quarterly or mid-year budget reviews.

The District operates under a landlord-lessee operating model and currently the District's staff includes: one full-time General Manager, one full-time Senior Program Manager, one part-time retired annuitant, plus part-time administrative support from City Manager's Office staff. The City Manager serves as the Port CEO, the Deputy City Clerk serves as the clerk to Port Commission meetings, the Executive Assistant to the City Manager provides general administrative support to the Port for accounts payable functions, and the Assistant City Manager provides additional executive level support as back-up to the City Manager. The Port's personnel budget includes salary and benefits for the 2 FTEs and contributions to the salary and benefits to the positions listed above. Port operations are contracted out to SSA Marine, which leases and operates the Port's North Terminal cargo facilities. In June 2023, the Commission approved an Amendment to the SSA Lease and Terminal Operations Management Agreement which will extend its term for at least 5 years through Fiscal Year 2027-28. SSA Marine employs 50 full-time, local longshore workers plus additional part-time labor as necessary to perform vessel and terminal operations, and 5 additional management staff. Longshore workers belong to the ILWU Longshore union which has jurisdiction over all West Coast public ports, and these workers can travel between ports as workloads fluctuate. There are no concerns regarding services provided by the District being adequate and there is no plan to hire additional staff. Expertise is provided by the Port operator arrangement.⁷

The District was the subject of a 2024 Grand Jury Report⁸ that found the District's Policies Manual of 1997 is out-of-date, does not include guidance on the sale of surplus land, and does not address strategies and policies for the sale and use of real estate properties. The District agreed with this finding and indicated it would complete review for updating in December 2024. The General Manager reports that review has been completed, and implementation is pending legal review of the Surplus Land Act and potential changes to this state law.

The District received a 78% transparency score for 2024, which is a significant improvement from the last MSR which was only 28% in 2018. The District's information deficiencies can be viewed here: <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards>

Accountability, Structure and Efficiencies MSR Determination

In September 2006, the California Legislature detached the County and City of Sacramento from the District's boundaries and provided the City of West Sacramento with a majority of the Port Commission seats. The District has effectively become a subsidiary district to the City; therefore, the District board and staff are stable. Following years of financial issues, as of July 1, 2013, the District implemented a new landlord-lessee operating model. The District has undergone several significant evolutions in governance structure which has resulted in much more efficiency and financial stability.

The District's only full-time staff is a General Manager and a Senior Program Manager, with additional support from the City Manager's Office staff. Port operations are contracted out to SSA Marine, which leases and operates the Port's North Terminal cargo facilities. SSA Marine employs 50 local longshore workers that operate the facility.

⁷ Port of West Sacramento Business Plan, March 2013

⁸ <https://www.yolocounty.gov/living/grand-jury/yolo-county-grand-jury-reports>

In 2024, the Yolo County Grand Jury found that the District’s Policies Manual of 1997 needs updating, which has been completed, and implementation is pending legal review. There is also the need for the District to improve its public transparency via its webpage on the City’s website.

Recommendation(s)

1. Implement the District’s Policy Manual of 1997 update per the 2024 Yolo County Grand Jury findings following District legal review.
2. The District has improved its website transparency since its last review, but there’s room for improvement on its page on the City’s website (the District received a 78% transparency score for 2024). The District’s webpage deficiencies can be viewed here: <https://www.yololafco.org/yolo-local-government-website-transparency-scorecards>.

7. Other Issues			
Any other matter related to effective or efficient service delivery, as required by commission policy			
	Significant Issue	Potentially Significant	No Issue
a) <i>Are there any recommendations from the agency’s previous MSR that have not been implemented?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

Below is a table listing the LAFCo recommendations from the Sacramento-Yolo Port District’s previous 2019 MSR and status.

2019 MSR Recommendations	Status
1. In addition to the annual budget report, the Port Chief Operating Officer should present quarterly budget-to-actual reports with a year-end projection of net income or loss. Also the Port Chief Operating Officer, with City financial staff assistance, should present the audited financial statements to the District board.	Done. The Port GM monitors actual revenues and expenses monthly and maintains a working draft budget. Any discrepancies are communicated to City Finance staff.
2. Now that the District is financially stable, it should consider establishing and funding a long-term capital improvement plan (CIP) and reserve policy to continue to strengthen its financial position.	Done. The Port’s cash reserves have grown to a very healthy level relative to operating expenses (4x), which has enabled an expanded CIP to address deferred maintenance and new projects.
3. The City finance staff should collaborate with the Port Chief Operating Officer when preparing the ACFR and consider additional reporting line items to make the audited numbers more meaningful such as, “general/administration expenditures” and “other operating costs”. The “other operating costs” would include items that are not truly operating but do not qualify as “non-operating” for reporting purposes.	Done.
4. All financial transfers from the City to the Port that are made with the intention of being repaid to the City in the future, should be recorded on the Port’s balance sheet as a liability. As previously noted above a \$500,000	All City debts paid back.

repayment to the City's general fund was recorded as a transfer, since a liability was not established for a prior year subsidy transfer to the Port.	
5. The District and City should consider the appropriateness of allocating 50% of the City Manager/Port CEO's salary and benefit costs to the Port. Allocations should be supported by time studies or based on the best approximation of actual time spent on District management. Allocations based solely on budget needs are not an acceptable method for cost allocation under state and federal cost allocation guidelines.	The General Manager indicates a time study is not realistic given the qualitative nature of the Port CEO's executive support. 25% is realistic, it was never 50% - this was an error in the previous MSR.
6. The District should work on improving its transparency on its page on the City's website (the District received a 28% transparency score for 2018). The District's webpage deficiencies can be viewed here: https://www.yololafo.org/yolo-local-government-website-transparency-scorecards .	The 2024 website transparency scorecard rated the District's website at 78% for transparency information, which is a significant improvement.

Status of Previous MSR Recommendations Determination

The LAFCo recommendations from the Sacramento-Yolo Port District's previous 2019 MSR have generally been completed.

Recommendation(s)

None.

SPHERE OF INFLUENCE STUDY

The District's Sphere of Influence is coterminous with the District boundary and the Port Chief Operating Officer has indicated there is no foreseeable need for an update.

On the basis of the Municipal Service Review:

- Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency's SOI is recommended and SOI determinations HAVE NOT been made.
- Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency's SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

Receive status update on the 2024 Municipal Services Review (MSR) for Flood Protection Services and consider recommendations for Reclamation Districts (RD) 307 and 765

RECOMMENDED ACTION

Receive the staff report and provide direction to implement one or more of the following options for consideration of the municipal services reviews of RD 307 and 765 (staff recommends No. 2):

1. Determine no additional action is needed as LAFCo has performed its legal responsibility of providing information and is not empowered by the legislature to enforce MSR recommendations.
2. Request the County Auditor provide for an audit of RD 307 per Government Code §26909 and charge the costs to the District's unencumbered funds (RD 765 has indicated its audit is in progress).
3. Direct staff to return with a resolution to initiate dissolution of RD 307 and/or RD 765 if an auditing contract has not been executed and audit commenced within 12 months.
4. Consider legal action to compel RD 307 to respond to LAFCo's information requests per Government Code Sections §56378(a) and §56386(a).

REASONS FOR RECOMMENDED ACTION

LAFCo adopted an MSR for the 12 local maintaining agencies who perform flood-protection services in Yolo County (LMAs) on September 26, 2024, which had the overarching governance goal of consolidating the 12 existing LMAs into 7, one for each hydrologic basin. In the Clarksburg Basin, there are three LMAs: RD 307, RD 765 and RD 999. The MSR determined RDs 307 and 765 did not meet DWR criteria and state laws in many areas (see attached chart), and therefore recommended RD 999 ultimately be the successor LMA for the Clarksburg Basin.

This item was initially heard at the July 25, 2024, meeting and was continued until September 26, 2024, to allow additional time for the RD 999 board to meet and discuss the MSR recommendation. The RD 999 Board President, Tom Slater, stated the RD 999 board agreed with the MSR recommendation to eventually reorganize RDs 307 and 765, but the timing wasn't right, and RD 999 would exercise a provision in the Cortese-Knox-Hertzberg Act (Government Code §56857) to automatically terminate the proposal if LAFCo initiated it. Accordingly, LAFCo instead directed staff to provide an update in 6-12 months on the status of RDs 307 and 765 recommendations.

BACKGROUND

On October 7, 2024, staff emailed RDs 307 and 765 the final MSR including a transmittal letter highlighting the recommendations and LAFCo's direction for an update in 6--12 months. On March 4, 2025, staff emailed both RDs a reminder and notice that the status update would be scheduled for July 24, 2025. On June 5, 2025, staff emailed the districts again with a table of MSR recommendations requesting each district respond by filling in status by June 30, 2025.

On June 26, 2025, staff received a call from the Board President of RD 765, Patrick Markham, indicating they were working on the MSR recommendations. On July 2, 2025, RD 765's legal counsel emailed the status (see attached), which was very brief, and staff requested additional details and/or backup information, which has not been received yet.

There has been no response from RD 307. LAFCo counsel contacted their last known legal counsel, but they indicated they hadn't represented RD 307 in several years. Consequently, staff contacted the District's engineers (KSN, Inc.) and they indicated on July 15, 2025, that they would seek participation from Pete Dwyer, the RD 307 Board President. Staff will provide an update on any further developments that may occur before the LAFCo meeting.

Although Yolo LAFCo typically employs a more collaborative approach to collecting the information necessary an MSR, Districts are required to comply with information requests per Government Code §56378(a) and §56386(a). Accordingly, LAFCo has at its disposal legal remedies to enforce these statutory mandates. While a lawsuit to mandate production of records is a measure of last resort, it is an option available for the Commission's consideration.

Attachments

- ATT A-Performance Matrix Clarksburg Basin RDs and Map
- ATT B-Status of RD 307 MSR-SOI Recommendations
- ATT C-Status of RD 765 MSR-SOI Recommendations

Form Review

Inbox

Eric May
Christine Crawford (Originator)
Form Started By: Christine Crawford
Final Approval Date: 07/16/2025

Reviewed By

Eric May
Christine Crawford

Date

07/16/2025 12:11 PM
07/16/2025 01:17 PM
Started On: 07/15/2025 12:37 PM

MSR District Performance Indicators (Organized by Basin)

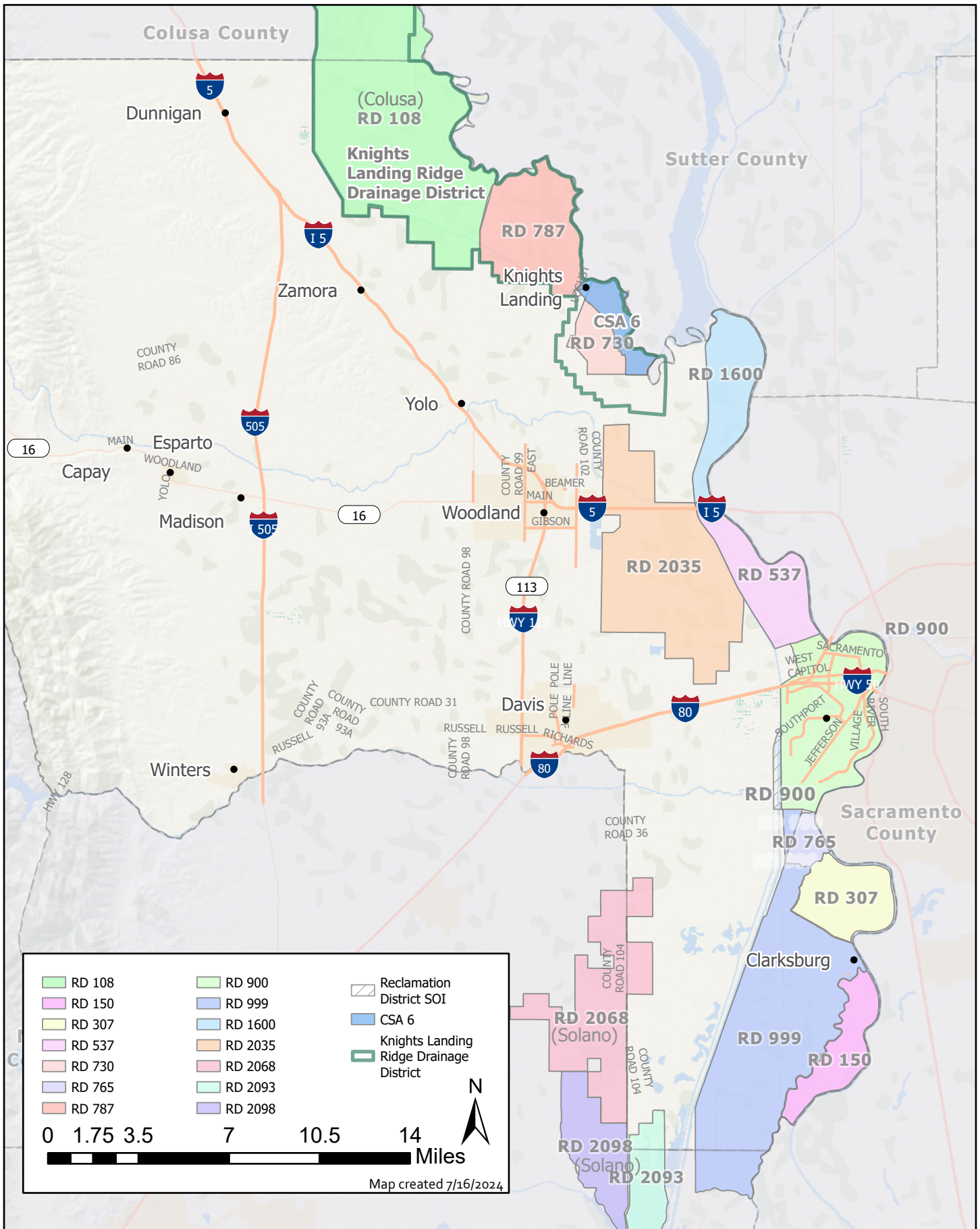
Updated July 15, 2025

Districts	DWR Ratings							Accountability			
	2020	2021	2022	2023	2024 (new)	LMA miles decline from 2023 to 2024	Flood Fight Material	Recent Training (~5 yr)	Does Audit	Has Website	Responsive to MSR
Clarksburg Basin											
RD 307	■	■	■	☒	■	-0.60 (of 6.56)	□	■	■	■	■
RD 765	■	■	☒	☒	■	-0.19 (of 1.72)	□	■	■	■	☒
RD 999	■	☒	☒	☒	☒	-0.05 (of 32.17)	□	□	□	□	□

Matrix Legend:

- = fully meets criteria/DWR Acceptable Rating (green shading)
- ☒ = mostly meets criteria/DWR Minimally Acceptable Rating (yellow shading)
- = does not meet criteria/DWR Unacceptable Rating (red shading)

District in **blue** color indicates the recommended successor entity for each basin. Nuances and timing details are included in each MSR.



Districts Providing Flood Protection Services

RD 307 MSR Recommendations Sep 2024 and Current Status

<p>1. Prior to the next flood season, identify a crew and attend flood fight training from DWR. If necessary, “just in time” training is available online at https://musrflood.squarespace.com/ to train new crew members and emergency volunteers.</p> <p>Status:</p>
<p>2. RD 307 should implement any remaining DWR Fall 2023 inspection report recommendations as itemized in the Spring 2024 inspection report:</p> <ul style="list-style-type: none"> • There is woody vegetation that significantly impacts access and visibility in this Area. • There is vegetation that significantly impacts access and visibility in this Area. • The LMA should focus more on controlling woody vegetation. • The LMA should focus more on controlling vegetation to maintain visibility and access. • The LMA should focus on repairing erosion sites. <p>Status:</p>
<p>3. RD 307 may wish to consider increasing revenues via a Proposition 218 preceding to increase the special assessment including an automatic inflationary factor because revenues may not keep up with inflation.</p> <p>Status:</p>
<p>4. RD 307 should review financial data on a regular basis to ensure County Treasury discrepancies are identified, investigated and corrective action taken in a timely manner.</p> <p>Status:</p>
<p>5. The 2014 UC Davis Flood Governance Study funded by DWR determined that one agency should become the single Local Maintaining Agency (LMA) for each hydrologic basin. For the Sac Yolo South (Clarksburg) System, RD 999 is the most robust district in the basin. Therefore, RDs 307, 765, and 999 should be reorganized (either via dissolution/annexation or consolidation) into RD 999 as the single LMA successor entity for the basin. The Clarksburg Flood Management Project has not yet been finalized nor received funding, therefore there is no known reason to delay this reorganization process. This MSR (and the previous one in 2018) found RD 307 and RD 765 not functioning as responsive, accountable, and transparent government agencies. RDs 307 and 765 have not obtained flood fight materials and stored them in a nearby location (although RD 307 has access to the Delta Emergency Plan supplies), nor has either district received flood fight training recently (i.e., at least the past 5+ years). RD 999 has five full-time employees with the training and resources to respond to an emergency.</p> <p>Status:</p>
<p>6. RD 307 shall immediately secure independent audits of financial reports that meet California State Controller requirements every two years (repeat from 2018 MSR). Per Government Code Section 26909, for every special district which does not submit an audit to the county auditor within 12 months of fiscal year end, the county auditor shall either make or contract an annual audit with all costs borne by the special district.</p> <p>Status:</p>
<p>7. Per Water Code 50940 and 50941, RD 765 shall keep an office for the business of the district. All district books, maps, papers, records, contracts, and other documents shall be kept in the office and be open to inspection during all business hours by any person interested.</p> <p>Status:</p>
<p>8. RD 307 should adopt policies (as applicable) relating to personnel/payroll, general and administrative, board member and meetings, and segregating financial and accounting duties among staff and/or board to minimize risk of error or misconduct (repeat from 2018 MSR).</p>

Status:

9. RD 307 is required to create a website or adopt a hardship resolution annually in accordance with Government Code sections 6270.6 and 53087.8 to provide the public easily accessible and accurate information about the district (repeat from 2018 MSR).

Status:

From: [Christine Crawford](#)
To: [Christopher H. Neudeck](#)
Cc: [Dave C. Carr](#); [Aaron Lickingteller](#)
Subject: RE: LAFCo Update Re Status of MSR/SOI Recommendations for RD 307
Date: Tuesday, July 15, 2025 9:48:00 AM
Attachments: [image001.png](#)

Thank you so much.

Realistically, I'm not expecting compliance by the 24th. I would appreciate him working with us though.

From: Christopher H. Neudeck <cneudeck@ksninc.com>
Sent: Tuesday, July 15, 2025 4:54 AM
To: Christine Crawford <Christine.Crawford@yolocounty.gov>
Cc: Dave C. Carr <dcarr@ksninc.com>; Aaron Lickingteller <alickingteller@ksninc.com>
Subject: RE: LAFCo Update Re Status of MSR/SOI Recommendations for RD 307

CAUTION: External Sender. Please do not click on links or open attachments from senders you do not trust.

Christine,

I will seek participation with Pete Dwyer; I doubt seriously that RD 307 will comply by the 24th but let me try and at least reach them and discuss.



The trusted firm for delivering the right solution for our clients' needs.

Christopher H. Neudeck, P.E.
President

711 N. Pershing Ave. Stockton CA 95203
p: 209 946-0268 f: 209 946-0296 m: 209 481-0316 h 209 948-8479
cneudeck@ksninc.com
www.ksninc.com

From: Christine Crawford <Christine.Crawford@yolocounty.gov>
Sent: Monday, July 14, 2025 4:46 PM
To: Christopher H. Neudeck <cneudeck@ksninc.com>
Subject: FW: LAFCo Update Re Status of MSR/SOI Recommendations for RD 307

You don't often get email from christine.crawford@yolocounty.gov. [Learn why this is important](#)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mr. Neudeck,

I am the Executive Officer with the Yolo Local Agency Formation Commission (LAFCo) and I worked with some of your staff 8 or so years ago to research RD boundaries and formation resolutions in County Archives.

I have attempted to reach RD 307 multiple times over the last couple years regarding its Municipal Services Review (MSR) with no response (see below). **I'm emailing you in the hopes that either you can respond on the RD's behalf or advise them to respond to us.** RD 307 is legally required under Government Code Sections §56378(a) and §56386(a) to respond to our information requests.

My understanding is KSN works with RD 307 (if that's no longer the case, please let me know). We have a LAFCo meeting coming up **July 24th requesting a status update** from them. Apologies for the quick turnaround time, but we tracked down their legal counsel only to find out they haven't represented the RD in years.

Thanks so much for any help you can provide,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer

(916) 798-4618 – mobile
(530) 666-8048 – office

From: Christine Crawford
Sent: Thursday, June 5, 2025 4:24 PM
To: lisbon307 <lisbon307@gmail.com>
Cc: Oscar Villegas <Oscar.Villegas@yolocounty.gov>; Viviana Dazo <Viviana.Dazo@yolocounty.gov>; Jack Johnson <Jack.Johnson@yolocounty.gov>
Subject: FW: LAFCo Update Re Status of MSR/SOI Recommendations for RD 307

Hello Mr. Dwyer,

A status of RD 307's MSR recommendations is tentatively scheduled for the July 24 LAFCo meeting. I have put the district's recommendations into the attached file so you can more easily provide a written update to the Commission on the status for each one.

Please return this information completed to me by Monday, June 30th. And please feel free to reach out to me with any questions.

Thank you so much,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer

(916) 798-4618 – mobile
(530) 666-8048 – office

From: Christine Crawford
Sent: Tuesday, March 4, 2025 11:21 AM
To: lisbon307 <lisbon307@gmail.com>
Subject: FW: LAFCo Update Re Status of MSR/SOI Recommendations for RD 307

Hello Mr. Dwyer,

This email is a friendly reminder that LAFCo requested staff schedule an update on the status of RD

307's MSR recommendations within 6-12 months of the Sep 2024 meeting. I'm tentatively slating this item for our July 24, 2025, meeting at 9am in the County Administration Building.

The Commission is expecting an update on what progress has been made to address the MSR recommendations in the attached letter. I will be reaching out for detailed information as the date gets closer.

Thanks,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

From: Christine Crawford
Sent: Monday, October 7, 2024 4:13 PM
To: lisbon307 <lisbon307@gmail.com>
Subject: FW: LAFCo Transmittal of Adopted MSR/SOI for Flood Protection Services

Hello,
See attached transmittal letter.
Please note the Commission's direction for a status on these recommendations in 6-12 months.
Thanks,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

RD 765 MSR Recommendations Sep 2024 and Current Status¹

<p>1. Prior to the next flood season, obtain an adequate amount of flood fighting materials and store them in a centralized location.</p> <p>Status: In progress.</p>
<p>2. Prior to the next flood season, identify a crew and attend flood fight training from DWR. If necessary, “just in time” training is available online at https://musrflood.squarespace.com/ to train new crew members and emergency volunteers.</p> <p>Status: In progress.</p>
<p>3. RD 765 should implement any remaining DWR Fall 2023 inspection report recommendations as itemized in the Spring 2024 inspection report:</p> <ul style="list-style-type: none"> • The LMA should focus more on controlling woody vegetation. • The LMA should focus more on controlling vegetation to maintain visibility and access. • The LMA should focus on repairing erosion sites. <p>Status: In progress.</p>
<p>4. RD 765 should use the County Treasury to maintain its funds for improved accounting controls and accuracy.</p> <p>Status: Further discussion needed.</p>
<p>5. Institute regular annual landowner assessments rather than on an as-needed basis with an automatic inflator to provide for a secure ongoing revenue source and to accumulate reserves.</p> <p>Status: Complete.</p>
<p>6. Adopt annual budgets (if not already doing so). Budgets and other financial records/information should be provided to the public and LAFCo consistent with state law, including Section 56386 of the Cortese-Knox-Hertzberg Act Local Government Reorganization Act of 2000 (repeat from 2018 MSR)</p> <p>Status: Complete.</p>
<p>7. Adopt a capital improvement plan (CIP) or similar analysis to quantify the possible significant risks, infrastructure costs, or equipment failure to determine what the District fund balance goals should be (and fund accordingly).</p> <p>Status: Further discussion needed.</p>
<p>8. Provide financial reports for the trustees to review on a regular basis at meetings.</p> <p>Status: Complete.</p>
<p>9. The 2014 UC Davis Flood Governance Study funded by DWR determined that one agency should become the single Local Maintaining Agency (LMA) for each hydrologic basin. For the Sac Yolo South (Clarksburg) System, RD 999 is the most robust district in the basin. Therefore, RDs 307, 765, and 999 should be reorganized (either via dissolution/annexation or consolidation) into RD 999 as the single LMA successor entity for the basin. The Clarksburg Flood Management Project has not yet been finalized nor received funding, therefore there is no known reason to delay this reorganization process. This MSR (and the previous one in 2018) found RD 307 and RD 765 not functioning as responsive, accountable, and transparent government agencies. RDs 307 and 765 have not obtained flood fight materials and stored them in a nearby location (although RD 307 has access to the Delta Emergency Plan supplies), nor has either district received flood fight training recently (i.e., at</p>

¹ Status provided by RD 765 counsel Alexis Stevens, Somach Simmons & Dunn via email July 2, 2025

least the past 5+ years). RD 999 has five full-time employees with the training and resources to respond to an emergency.

Status: Further discussion needed.

10. RD 765 shall immediately secure independent audits of financial reports that meet California State Controller requirements every two years (repeat from 2018 MSR). Per Government Code Section 26909, for every special district which does not submit an audit to the county auditor within 12 months of fiscal year end, the county auditor shall either make or contract an annual audit with all costs borne by the special district.

Status: In progress.

11. Per Water Code 50940 and 50941, RD 765 shall keep an office for the business of the district. All district books, maps, papers, records, contracts, and other documents shall be kept in the office and be open to inspection during all business hours by any person interested.

Status: Complete.

12. Adopt policies (as applicable) relating to personnel/payroll, general and administrative, board member and meetings, and segregating financial and accounting duties among staff and/or board to minimize risk of error or misconduct (repeat from 2018 MSR).

Status: Further discussion is needed.

13. Create a website or adopt a hardship resolution annually in accordance with Government Code sections 6270.6 and 53087.8 to provide the public easily accessible and accurate information about the district (repeat from 2018 MSR).

Status: In progress.

From: [Patrick Markham](#)
To: [Christine Crawford](#)
Cc: [Alexis Stevens](#)
Subject: Re: LAFCo Update Re MSR/SOI Recommendations for RD 765
Date: Monday, July 14, 2025 9:20:03 PM

I am out until Thursday. I will coordinate a response with Ali when I return.
Sincerely,

Patrick

On Jul 14, 2025, at 5:10 PM, Christine Crawford
<Christine.Crawford@yolocounty.gov> wrote:

Can you either please provide additional detail (see request below) or ask Ali to do it?

From: Christine Crawford
Sent: Wednesday, July 2, 2025 3:10 PM
To: Alexis Stevens <astevens@somachlaw.com>
Cc: Patrick Markham <Patrick@PMARKHAMLAW.COM>
Subject: RE: LAFCo Update Re MSR/SOI Recommendations for RD 765

Thanks, Ali

- For those items noted “in progress”, can you please provide additional details regarding where progress is at and an estimated date of completion?
- For items noted “complete”, please provide backup as reasonable (i.e. assessment info, and the most recent budget adopted and board financial report).
- Please note for item 12 regarding district policies, we have templates for special districts available in Word version.

Thanks, Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

From: Alexis Stevens <astevens@somachlaw.com>
Sent: Wednesday, July 2, 2025 2:55 PM
To: Christine Crawford <Christine.Crawford@yolocounty.gov>
Cc: Patrick Markham <Patrick@PMARKHAMLAW.COM>

Subject: RE: LAFCo Update Re MSR/SOI Recommendations for RD 765

CAUTION: External Sender. Please do not click on links or open attachments from senders you do not trust.

Christine,

Please find attached an update from Reclamation District 765 regarding LAFCO's recommendations.

If you have any questions please contact Pat Markham or myself.

Thank you,
Ali

Alexis Stevens

SOMACH SIMMONS & DUNN | ATTORNEYS AT LAW
500 CAPITOL MALL | SUITE 1000 | SACRAMENTO, CA 95814

(916) 446-7979 | OFFICE

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From: Christine Crawford <Christine.Crawford@yolocounty.gov>

Sent: Thursday, June 5, 2025 4:19 PM

To: Patrick Markham <Patrick@PMARKHAMLAW.COM>

Cc: Oscar Villegas <Oscar.Villegas@yolocounty.gov>; Viviana Dazo <Viviana.Dazo@yolocounty.gov>; Jack Johnson <Jack.Johnson@yolocounty.gov>; David Dickson <david.dickson79@gmail.com>

Subject: FW: LAFCo Update Re MSR/SOI Recommendations for RD 765

Hello Patrick,

A status of RD 765's MSR recommendations is tentatively scheduled for the July 24 LAFCo meeting. I have put the district's recommendations into the attached file so you can more easily provide a written update to the Commission on the status for each one.

Please return this information completed to me by Monday, June 30th. And please feel free to reach out to me with any questions.

Thank you so much,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

From: Christine Crawford
Sent: Tuesday, March 4, 2025 11:17 AM
To: patrick@pmarkhamlaw.com
Subject: FW: LAFCo Update Re MSR/SOI Recommendations for RD 765

Hello Patrick,

This email is a friendly reminder that LAFCo requested staff schedule an update on the status of RD 765's MSR recommendations within 6-12 months of the Sep 2024 meeting. I'm tentatively slating this item for our July 24, 2025, meeting.

The Commission is expecting an update on what progress has been made to address the MSR recommendations in the attached letter. I will be reaching out for detailed information as the date gets closer.

Thanks,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

From: Christine Crawford
Sent: Monday, October 7, 2024 4:04 PM
To: David Dickson <david.dickson79@gmail.com>; patrick@pmarkhamlaw.com
Subject: FW: LAFCo Transmittal of Adopted MSR/SOI for Flood Protection Services

Hello,
See attached transmittal letter.
Please note the Commission's direction for a status on these recommendations in 6-12 months.
Thanks,
Christine

Christine M. Crawford, AICP
Yolo LAFCo Executive Officer
(916) 798-4618 – mobile
(530) 666-8048 – office

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

Consider CALAFCO 2025 Board of Director Nominations for one city member and one public member for the Central Region and designate a voting delegate and alternate for the election at the CALAFCO Annual Conference

RECOMMENDED ACTION

1. Determine any nominee for a city member and public member to the 2025 CALAFCO Executive Board.
2. Authorize the Chair to sign a letter of recommendation of support if a nominee is chosen.
3. Designate the voting delegate and alternate.

FISCAL IMPACT

CALAFCO Executive Board members are not reimbursed by the Association. Each LAFCo absorbs the traveling costs of its own member on the Executive Board. The estimated annual traveling costs will vary depending on the location of Board meetings. Board members may participate in meetings via conference call. However, because of the length of Board meetings, those who choose to conference into a meeting may have a more difficult time participating. The Board meets four to five times each year at alternate sites around the state. The annual cost could range from \$500 to \$1,000 if air travel is required. Sufficient funds can be budgeted for this expense.

REASONS FOR RECOMMENDED ACTION

The CALAFCO Recruitment Committee is accepting nominations to the Executive Board. The Executive Board is composed of 16 members, four from each region including a city, county, public and special district member. The city and public member seats are open in the Central Region, where Yolo LAFCo is located. Board terms span a two-year period, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

Nominations are due to the recruitment committee by Friday, September 19, 2025. The election will be conducted during the Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 23, 2025, at the Wyndham Bayside Hotel in San Diego, CA.

BACKGROUND

The 2025 CALAFCO Board of Directors Election Nomination packet includes an invitation from the Recruitment Committee, details on any changes to the election process, current CALAFCO Board members, and nomination forms. Any submitted changes in bylaws or other association administrative documents may also be voted upon at the annual conference. Electronic ballots will be available for LAFCos in good standing that cannot send representatives to the Annual Meeting. Additionally, to accommodate the smaller number of voters in each region, a runoff election will be required in the event of a tie or a non-majority vote.

According to the Yolo LAFCo Administrative Policies and Procedures, the most senior Regular Commissioner attending the conference will be the voting member. If no regular commissioner attends the CALAFCO conference, the Executive Officer will be the voting member.

Attachments

ATT A-2025 Board Recruitment and Nomination Packet

Form Review

Inbox

Christine Crawford

Form Started By: Terri Tuck

Final Approval Date: 07/17/2025

Reviewed By

Christine Crawford

Date

07/16/2025 01:13 PM

Started On: 07/16/2025 10:22 AM



Date: June 25, 2025

To: Local Agency Formation Commission Members and Alternate Members

From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee / CALAFCO Board of Directors

RE: CALAFCO Board of Directors Nomination Period Now Open for 2025-2026

The Nomination period is now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION*
City Member Public Member	City Member Public Member	County Member District Member	County Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

FRIDAY, SEPTEMBER 19, 2025

This is a critical transition time for CALAFCO and the Association is looking for Board members who are fully committed to moving the organization forward. While the work is challenging, requiring engagement, collaboration, dedication, and the ability to make difficult decisions, this time of transition creates ample opportunities for positive change and growth.

**Due to the pending departure of four of the LAFCOs in the Southern Region, the Executive Committee of the CALAFCO Board, along with the Election Committee, approved holding the two pending open seats in the southern region vacant for a one-year period (District and Public). The two remaining LAFCO Executive Officers in that region have also provided their approval. This decision is scheduled to be ratified by the full Board on July 25, 2025.*

Serving on the CALAFCO Board is a unique opportunity to work with other LAFCO professionals throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year. You will find the 2026 meeting calendar included in this nomination packet, and you are asked to commit to full attendance and participation. There is typically a hybrid option available for most meetings. However, strategic plan retreats and other meetings may be scheduled in-person and locations may alternate around the state. A job description is attached that more fully describes Director responsibilities and time commitment (which will be revised at some time in the next year).

Board terms span a two-year period, with no term limits, and any LAFCO commissioner or alternate commissioner is eligible to run for a Board seat. Elections will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 23, 2025 at the Wyndham Bayside Hotel, San Diego, California.

Please consider your desire to participate on the CALAFCO Board of Directors carefully. Especially during this time of transition, as it is an important commitment.

All candidates must:

- Have the support of their Commission;
- Have the support of their respective Executive Officer;
- Complete the Nomination Form and Candidate Form in their entirety; and
- Submit all required paperwork by the deadline.

All candidates are encouraged to attend a 1-hour candidate nomination orientation to be held virtually on Friday, September 5, 2025, at 9 a.m. Should you be interested, please notify Pamela Miller at pmiller@millermcg.com no later than Friday, August 29, 2025 at 3 p.m. and a meeting access link will be provided to you. Your Executive Officer is also strongly encouraged to attend with you.

All newly elected Board members and their Executive Officers are required to attend a Board Member Orientation between the election and the December 5, 2025 Board meeting. You will receive a one-to-one orientation either in person or virtually, depending upon your location. This must be completed prior to your first full Board meeting.

Should your Commission nominate a candidate, please return the completed Nomination Form and Candidate Form by the deadline. Completed nomination forms and all materials must be RECEIVED by CALAFCO by the deadline of September 19, 2025.

Electronic filing of nomination forms is *highly encouraged* to facilitate the recruitment process. Please email to info@calafco.org. However, hard copy forms and materials may also be mailed to:

Election Committee c/o Interim Executive Director
California Association of Local Agency Formation Commissions
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Complete nomination packets received by the **September 19, 2025** deadline will be included in the Election Committee's Report that will be distributed to LAFCO members. Candidate names will be listed in the report, and on the ballot, in the order nominations are received. The Election Committee Report will be distributed no later than October 8, 2025, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a voting delegate to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than Friday, September 19, 2025, with completed absentee ballots due to CALAFCO no later than Friday, October 17, 2025.**

2025 NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **June 25** – Nomination Announcement and packet sent to LAFCO membership and posted on the CALAFCO website.
- **September 19** – Completed Nomination packet due @ 12 p.m.
- **September 19** – Request for an absentee/electronic ballot due @ 12 p.m.
- **September 19** – Voting delegate name due to CALAFCO @ 12 p.m.
- **October 8** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 8** – Distribution of requested absentee/electronic ballots.
- **October 17** – Absentee ballots due to CALAFCO @ 12 p.m.
- **October 23** - Elections

If you have any questions about the election process, please contact CALAFCO Transition Team Specialist Pamela Miller at pmiller@millermcg.com. Or you may contact the CALAFCO Interim Executive Director José Henríquez at jhenriquez@calafco.org or by calling 916-442-6536 and leaving a message.

Members of the 2025/2026 CALAFCO Election Committee are:

Wendy Root Askew, Committee Chair
(831) 883-7570

Monterey LAFCO (Coastal Region)
District4@countyofmonterey.gov

Gay Jones
(916) 874-6458

Sacramento LAFCO (Central Region)
h2ogay@pacbell.net

Steve Sanchez
(951) 369-0631

Riverside LAFCO (Southern Region)
ssanchez@laquintaca.gov

Paul Minchella
(916) 926-7793

Modoc LAFCO (Northern Region)
Pminchella@yahoo.com

To assist you in this consideration, included for your reference are the following documents:

- Nomination Form (to be completed and returned)
- Candidate Form (to be completed and returned)
- CALAFCO Board Member Job Description
- Board of Directors meeting calendar December 2025 through December 2026
- CALAFCO Board of Directors Nomination and Election Policies
- Current listing of Board Members and corresponding terms of office. The seats eligible for election this year are highlighted.

We sincerely hope you will consider joining us in making a difference for LAFCOs statewide, and for CALAFCO's future.



Board of Directors Nomination and Election Policies, Procedures and Forms

5.1 Board Nomination and Election Procedures

The procedures for nominations and election of CALAFCO Board [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Election Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a Regional Officer to serve as staff in cooperation with the Executive Director.
- c. Each Regional Officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Election Committee are to encourage and solicit candidates by region who represent member LAFcos across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFcos:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFco for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFcos listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFco marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFco, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.

- v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will distribute the absentee ballots and the date by which they must be received by the Executive Director.
- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned Regional Officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the Regional Officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a Regional Officer from a region other than their own, as assigned by the Executive Director.

- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board:

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 1. For city member.
 2. For county member.
 3. For public member.
 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:

- i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 1. Name the nominees and offices for which they are nominated.
 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 1. Poll the LAFCoS in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the Regional Officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 1. A majority of the total number of LAFCoS in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.

- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board Members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, 29 April 2011, 11 July 2014, 27 October 2017, 11 May 2018, 24 July 2020, 30 April 2021, 30 July, 2021, and 21 January, 2022. They supersede all previous versions of the policies.

CALAFCO's Four Regions



As of June 25, 2025, the LAFCOs in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Stephen Lucas
Butte LAFCO
slucas@buttecounty.net

After June 30:
Shannon Costa
Butte LAFCO
scosta@buttecounty.net

Southern Region

Imperial
Los Angeles*
Orange*
Riverside
San Bernardino*
San Diego*

CONTACT: Adriana Romo
Los Angeles LAFCO
aromo@lalafco.org

After June 30:
José Henriquez
Interim Executive Director
jhenriquez@calafco.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa*
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Joe Serrano
Santa Cruz LAFCO
joe@santacruzlafco.org

Central Region

Alpine
Amador
Calaveras
El Dorado*
Fresno
Inyo
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: José Henriquez
Sacramento LAFCO
henriquez@sacounty.net

LAFCOs noted with an asterisk () have provided CALAFCO official notice they will end their membership effective June 30, 2025.*

Date Received



Board of Directors
2025/2026 Nomination Form
(Must accompany the Candidate Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCO of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association. *As Chair, I attest that our LAFCO fully supports this Commissioner as a CALAFCO Board member. Further, I attest that our Executive Officer will support this Commissioner during their tenure on the CALAFCO Board.*

_____ LAFCO Chair

_____ Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 19, 2025** to be considered by the Election Committee.

Send completed nominations to info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



Board of Directors 2025/2026 Candidate Form

*(All sections and questions must be thoroughly answered)
Please attach your professional resume or vitae to this form.*

Nominated By: _____ LAFCO Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

PART ONE - LAFCO experience:

- How many years on your LAFCO?
- How many of your LAFCO meetings have you missed in the past 2 years?
- What are some examples of major projects, applications, or issues your LAFCO has undertaken/addressed during your tenure?

PART TWO - CALAFCO experience:

- How many CALAFCO conferences have you attended?
- When was the last time you attended a LAFCO 101 session?

PART THREE - Pertinent professional background:

- What background besides LAFCO experience do you have that may be applicable to representing LAFCOs statewide as a CALAFCO Board member?

- What particular set of skills do you bring to the CALAFCO Board that you believe will be useful at this critical transition time?

PART FOUR - Confirmation of availability:

- I confirm my understanding that being elected to the Board is a responsibility that requires my commitment to showing up, being fully present, and fully engaged.
- I confirm that I understand the Board’s attendance policy and that I will attend the following Board meetings for 2025/2026 (barring any unforeseen emergency):
 - December 5, 2025 – in-person with hybrid option (San Jose or Sacramento)
 - February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
 - February 27, 2026 – in-person Board meeting (Sacramento)
 - May 8, 2026 – virtual
 - August 7, 2026 - in-person with hybrid option
 - October 23, 2026 – in-person at annual conference (Sacramento)
 - December 11, 2026 – in-person with hybrid option (southern CA)
- I confirm that I will volunteer for and fully participate in at least one of the following Board Committees:
 - Legislative
 - Annual Conference Planning
 - Elections
 - Achievement Awards

PART FIVE - Other Comments or information:

NOTICE OF DEADLINE

Complete Nomination Packets must be received by **September 19, 2024** to be considered by the Election Committee.

Send completed nominations to info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



Board Member Job Description Adopted April 12, 2024

Duties

Board members have the following legal duties:

1. **Duty of Care:** *Ensuring prudent use of all assets including financial, facility, people, and good will.*
2. **Duty of Loyalty:** *Ensuring that the association's activities and transactions are, first and foremost, advancing its mission; Recognizing and disclosing conflicts of interest; Making decisions that are in the best interest of the association and not in the best interest of an individual board member, or any other individual or entity.*
3. **Duty of Obedience:** *Ensuring that the association obeys applicable laws and regulations; follows its own bylaws and policies; and that it adheres to its stated corporate purposes/mission.*

Position

Serving as a CALAFCO Board member is an extraordinary opportunity for an individual who is passionate about the importance of the role that LAFCOs play in the sustainable growth of a region, and who has a track record of leadership. His/her accomplishments will allow him/her to interface effectively with the state legislature, as well as attract other well-qualified, high- performing board members.

As a governing body, the Board is expected to support the work of CALAFCO by providing mission-based leadership and strategic governance. While day-to-day operations are led by CALAFCO's Executive Director (E.D.), the Board-E.D. relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Board members are tasked with the Leadership, Governance, and Oversight of the association through the following responsibilities:

- Representing CALAFCO to stakeholders; acting as an ambassador for the organization to regional members and California legislators.
- Approving policies that provide the appropriate authority and guidance for/to the E.D. in the administration of the organization.
- Serving as a trusted advisor to the E.D.
- Participating in strategic planning retreats.
- Reviewing agenda and supporting materials, and communicating questions to the E.D., prior to board and committee meetings.
- Weighing the organization's outcomes against strategic plan initiatives.

- Approving CALAFCO's annual budget, financial reports, and business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assisting the E.D. and board chair in identifying and recruiting other board members to ensure CALAFCO's commitment to a diverse board and staff that recognizes the differing perspectives among LAFCOs.
- Partnering with the E.D. and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments, as needed.



Board of Directors Meeting Calendar December 2025 – December 2026

*Approved by the Executive Committee of the Board on Wednesday, June 18, 2025
To be ratified by the full Board on July 25, 2025*

For regular meetings, please schedule from approx. 9 a.m. – 2 p.m. Meetings may be shorter in duration.

Teambuilding / strategic planning session is an all-day event. The Board meeting the following day is typically 9 a.m. – 12 p.m.

All CALAFCO members will have virtual access to attend Board meetings except for the February 26, 2026 retreat. There is no virtual option for this session.

- December 5, 2025 – in-person with hybrid option (San Jose or Sacramento - TBD)
- February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
- February 27, 2026 – in-person Board meeting (Sacramento)
- May 8, 2026 – virtual
- August 7, 2026 - in-person with hybrid option
- October 23, 2026 – in-person at annual conference (Sacramento)
- December 11, 2026 – in-person with hybrid option (southern CA)

CALAFCO Board Members 2024-25

(as of June 23, 2025)

Board Member Name	LAFCO – Region	Type – Term Expires
Jaron Brandon	Tuolumne – Central	County – 2026
Virginia Chang Kiraly	San Mateo – Coastal	District – 2026
Kimberly Cox	San Bernardino – Southern	District – 2025 Seat being held open for 1 year
Yxstian Gutierrez	Riverside – Southern	County – 2025
Gay Jones	Sacramento – Central	District – 2026
Kenneth Leary	Napa – Coastal	Public – 2025
Derek McGregor	Orange – Southern	Public – 2026 Seat being held open for 1 year upon vacating
Paul Minchella	Modoc – Northern	City – 2026
Nancy Ogren	Siskiyou – Northern	County – 2025
Anita Paque	Calaveras – Central	Public – 2025
Wendy Root Askew	Monterey – Coastal	County – 2026
Steve Sanchez	Riverside – Southern	City – 2026
Josh Susman	Nevada – Northern	Public – 2026
Vacant	Central	City – 2025
Vacant	Coastal	City – 2025
Vacant	Northern	District – 2025

Seats up for election for the 2025-26 year

LAFCO

Meeting Date: 07/24/2025

Information

SUBJECT

A report by the Executive Officer on recent events relevant to the Commission and an update of staff activity for the month. The Commission or any individual Commissioner may request that action be taken on any item listed.

- a. CALAFCO Legislative Summary
 - b. Long Range Planning Calendar
-

Attachments

ATT a-CALAFCO Legislative Summary - Jul 24, 2025

ATT b-Long Range Planning Calendar Jul 24, 2025

Form Review

Form Started By: Terri Tuck
Final Approval Date: 07/16/2025

Started On: 07/16/2025 10:55 AM



CALAFCO Legislative Summary

LAFCo Meeting July 24, 2025

CALAFCO is currently tracking 18 bills as of July 15, 2025. The chart below highlights where each bill currently is at in the process.

Items 4 and 13-15 have been signed by the Governor. CALAFCO has opposed one of the bills still in process regarding private cemeteries listed as Item 16.

<p>1. AB 259 (Rubio, Blanca D) Open meetings: local agencies: teleconferences.</p>	<p>The bill extends the sunset date of the alternative Brown Act meeting procedures established in AB 2449 from 1/1/2026 to 1/1/2030. Jun 27 – In committee. Hearing postponed. CALAFCO Position: Watch</p>
<p>2. AB 351 (McKinnor D) Campaign contributions: agency officers.</p>	<p>This bill changes the threshold amount from \$500 to \$1500 and requires the commission, effective January 1, 2027, and every other year thereafter, to adjust the contribution limits to reflect increases/decreases in the CPI, rounding the adjustment to the nearest \$10. Apr 30 – Failed to pass committee. Reconsideration granted. CALAFCO Position: None at this time</p>
<p>3. AB 356 (Patel D) Health care districts: County of San Diego.</p>	<p>Not applicable – Yolo County has no healthcare districts. Jul 10 – Referred to Committee on Local Government. CALAFCO Position: Support</p>
<p>4. AB 370 (Carrillo D) California Public Records Act: cyberattacks.</p>	<p>Current law authorizes the PRA 10-day timeframe to respond to be extended by no more than 14 days under unusual circumstances. This bill would also expand the definition of unusual circumstances to include the inability of the agency, because of a cyberattack. Jul 14 – Approved by the Governor - Chaptered. CALAFCO Position: None at this time</p>
<p>5. AB 810 (Irwin D) Local government: internet websites and email addresses.</p>	<p>The bill expands the list of local agencies (adding to cities and counties) that are required to use “.gov” or “.ca.gov” domain names for websites and email addresses, to include special districts, school districts, joint powers authorities (JPAs), and other political subdivisions. These changes will apply to LAFCo and must be implemented by 1/1/29. [Yolo LAFCo is already working with County IT to convert our domain name] May 23 – Hearing postponed. This bill is now a 2-year bill. CALAFCO Position: Watch with concerns</p>

<p>6. AB 1044 (Macedo R) Tulare Basin Groundwater Sustainability Agency Act.</p>	<p>This bill authorizes the formation of the Tulare Basin Groundwater Sustainability Agency. The intent of the bill is to form a new GSA to cover, at a minimum, territory covered by the now defunct Eastern Tule GSA JPA.</p> <p>As of June 9, 2025, this bill has been moved to the inactive file at the request of the author.</p> <p>CALAFCO Position: None at this time</p>
<p>7. AB 1156 (Wicks D) Solar-use easements: suspension of Williamson Act contracts: terms of easement</p>	<p>The bill revises the conditions under which the land subject to a Williamson Act contract may be subject to a solar-use easement.</p> <p>The bill revises authorization for the DOC to determine that a parcel is eligible for suspension upon the request of the landowner, instead of a request from a county or city, and would require the DOC to additionally make that determination in consultation with any applicable groundwater sustainability agency or services.</p> <p>The bill revises the eligibility criteria for a parcel to be deemed eligible under these provisions by (1) additionally authorizing land for which there are or will be insufficient surface water or groundwater to support commercially viable irrigated agricultural use; (2) deleting the requirement that the land not be located on lands designated as prime farmland, unique farmland, or farmland of statewide importance; and (3) additionally requiring that the land meet certain additional requirements relating to the land’s historical use as cropland and whether it is encumbered by a conservation easement or enrolled in a land conservation program, as specified. The bill also requires the DOC to issue its determination of eligibility within 120 days following submission of a completed application package, and would deem any application not rejected within this 120-day period to be approved.</p> <p>This bill removes the authority for a county or city to require mitigation measures on or beyond the land that is subject to a solar-use easement. The bill also removes the requirement that a landowner post a performance bond or other securities in relation to a term easement or self-renewing easement.</p> <p>July 9 – Passed committees referred to Committee on Environmental Quality.</p> <p>CALAFCO Position: None at this time</p>
<p>8. SB 5 (Cabaldon D) Enhanced infrastructure financing districts and community revitalization and investment areas: allocation of taxes: agricultural land exclusion.</p>	<p>This bill would exclude the taxes levied upon a parcel of land enrolled in or subject to a Williamson Act contract or a farmland security zone contract, as specified, from the above-described allocations to the district or authority, as applicable.</p> <p>July 9 – Re referred to Committee on Local Government.</p> <p>CALAFCO Position: Watch</p>
<p>9. SB 239 (Arreguín D) Open meetings: teleconferencing: subsidiary body.</p>	<p>This bill adds a subsidiary body, as defined, to the list of entities authorized to use alternative telecom provisions including advisory bodies that are not authorized to take final</p>

	<p>action on legislation, regulations, contracts, licenses, grants, permits, or other entitlements.</p> <p>June 3 – Ordered to inactive file on request of the author.</p> <p>CALAFCO Position: None at this time</p>
<p>10. SB 462 (Cortese D) California Farmland Conservancy Program: conservation easements: funding.</p>	<p>This bill established the California Farmland Conservancy Program Fund in the Department of Conservation and authorizes the program to offer financial assistance, including grants or contracts, for projects and activities on agricultural lands that support agricultural conservation and sustainable land management.</p> <p>May 23 – Held in committee and under submission.</p> <p>CALAFCO Position: None at this time</p>
<p>11. SB 489 (Arreguín D) Local agency formation commissions: written policies and procedures: Permit Streamlining Act: housing development projects.</p>	<p>This bill seeks to apply the provisions of the Permit Streamlining Act to ministerial housing development projects. In doing so, it requires LAFCOs to make available and post on their website any forms necessary to a complete application to be submitted to the commission, concerning any proposed change of organization or reorganization. The bill amends the existing requirement for LAFCOs to post on their website notices by adding written policies and procedures.</p> <p>June 18 – Re-referred to Committee on Housing and Community Development.</p> <p>CALAFCO Position: Watch</p>
<p>12. SB 707 (Durazo D) Open meetings: meeting and teleconference requirements.</p>	<p>This bill revises and recasts existing alternative teleconferencing provisions, until January 1, 2030, by providing a standard set of requirements.</p> <p>July 8 – Re-referred to Committee on Local Government.</p> <p>CALAFCO Position: None at this time</p>
<p>13. SB 735 (Committee on Local Government) Validations. 14. SB 736 (Committee on Local Government) Validations. 15. SB 737 (Committee on Local Government) Validations.</p>	<p>Three annual validating act bills. These bills validate the organization, boundaries, acts, proceedings, and bonds of the state government, counties, cities, special districts, and school districts, among other public bodies.</p> <p>July 14 – Approved by the Governor – Chaptered</p> <p>CALAFCO Position: None at this time</p>
<p>16. SB 777 (Richardson D) Abandoned endowment care cemeteries: local agency possession and responsibility.</p>	<p>This bill requires the Cemetery and Funeral Bureau to notify the LAFCO in the respective county that there is an abandoned endowment care cemetery in that county. The LAFCO is required to start proceedings within 30 days to identify a local agency within the county to take over the care, maintenance, and embellishment of the abandoned endowment care cemetery. The LAFCO must complete its proceeding and identify the receiving local agency within six months of receiving the notification from the bureau. The bill appears to be an attempt to solve the current issue for the Lincoln Memorial Park Cemetery in the City of Carson. There is a good amount of opposition to mandating local governments to take over these cemeteries. Cities and Counties argue they do not have the funding nor the</p>

	<p>expertise, and public District associations do not want to assume the responsibility of failed private cemeteries. July 10 – Re-referred to Committee on Appropriations. CALAFCO Position: Oppose (Yolo LAFCo submitted an opposition letter).</p>
<p>17. SB 827 (Gonzalez D) Local agency officials: training.</p>	<p>This bill would expand which local agency officials are required to complete the above-described ethics training to include department heads, or other similar administrative officers, and would instead require officials who commence service on or after January 1, 2026, to receive their initial training within 6 months of commencing service. The bill would require the local agency to publish the training records on its internet website, as specified. This bill would additionally require all local agency officials, as defined, to receive at least 2 hours of fiscal and financial training, as described. The bill would require the training to be received at least once every 2 years, as provided. The bill would exempt from these requirements specified local agency officials if they are in compliance with existing education requirements specific to their positions. June 18 – Set for first hearing canceled at request of author. CALAFCO Position: Watch</p>
<p>18. SB 858 (Committee on Local Government) Omnibus Act of 2025</p>	<p>CALAFCO is working to have the bill amended to add two CALAFCO Omnibus items (one of which was submitted by Yolo LAFCo). July 8 – Re-referred to Committee on Local Government. CALAFCO Position: Support (Yolo LAFCo letter of support pending ad hoc committee review)</p>



Long Range Meeting Calendar – Tentative Items

July 24, 2025

Meeting Date	Tentative Agenda Items
Sep 2025	<ul style="list-style-type: none"> • Strategic Plan Item 6.2 – Study Ag Land Conversion for Climate Change Needs • Strategic Plan Item 6.4 – Consider Updates to LAFCo’s Ag Policies and Mitigation Ratio • FY 24/25 Q4 Financial Update
Oct 2025	<ul style="list-style-type: none"> • Elkhorn FPD Reorganization (LAFCo No. 24-02) (placeholder) • FY 25/26 Q1 Financial Update
Dec 2025	<ul style="list-style-type: none"> • Strategic Plan Item 6.3 – Study RHNA Allocation, Growth Needs, and Alignment with Urban SOIs • 2026 LAFCo Meeting Calendar
Jan 2026	<ul style="list-style-type: none"> • Strategic Plan Item 6.1 – Consider Expanding Climate Adaptation in MSR’s • 2025 Website Transparency Scorecard • FY 25/26 Q2 Financial Update
Feb 2026	<ul style="list-style-type: none"> • HOLD for 2-Yr Strategic Planning Workshop

New Applications Received Since Last Meeting

Date Received	Application Name
	None