



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

1754 Second Street, Suite C  
Napa, California 94559  
Phone: (707) 259-8645  
www.napa.lafco.ca.gov

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 8a (Discussion)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer *BF*  
Dawn Mittleman Longoria, Analyst II/Interim Clerk *DML*

**MEETING DATE:** April 4, 2022

**SUBJECT:** New Commissioner Orientation Process

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**RECOMMENDATION**

This item is for discussion purposes only. No formal action is required as part of this item. The Commission is invited to provide comments and direction to staff with respect to any changes to the process or providing additional information at a future meeting.

**SUMMARY**

The Commission requested a report on the process for orientation of new Commissioners. Staff reviewed Napa LAFCO's process as well as the process of other LAFCOs.

Various LAFCOs provide a New Commissioner's Handbook. A sample from Santa Barbara LAFCO is included as Attachment One and provides basic information about LAFCOs, Commissioner roles and responsibilities, agency specific policies, budget and financial procedures, CALAFCO membership, and CEQA introduction.

Napa LAFCO takes a personal approach to welcoming new Commissioners. The Executive Officer contacts the individual via phone and email. These communications are meant to reach out with initial information and request to schedule a meeting. Our Commissioners generally have extensive professional experience. The County and City/Town representatives are versed on land use and local government matters. In these situations, the Executive Officer tailors the reference materials specific to Napa LAFCO, such as:

- Napa LAFCO Policies and Procedures
- Cortese-Knox-Hertzberg Act ("CKH")
- *Growth Within Bounds*
- *What Is LAFCO* (one page summary)
- *LAFCO 101* (slides from Napa LAFCO workshop)
- CALAFCO membership information
- List of Commission subcommittees
- Commission meeting schedule

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Margie Mohler, Vice Chair  
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner  
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner  
Councilmember, City of Napa

Diane Dillon, Chair  
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*

In the past, these materials were provided as hardcopies. It is now possible to make this information available electronically. The Napa LAFCO website has various useful resource materials.

If the representative is not familiar with local government and land use matters, additional information can be provided, such as:

- Brown Act requirements
- Conflict of Interest code
- Rosenberg's Rules of Order

The administrative onboarding is another aspect of welcoming new Commissioners. The Clerk conducts this outreach. Various information is required to include the individual in the County system. These materials include the following:

- Form W-9 Request taxpayer ID
- Form 700 Conflict of Interest form (filed within 30 days of assuming office).
- Ethics Training (required every two years)
- Harassment Prevention Training
- Contact information
- County Human Resources process
- Napa LAFCO website Commissioner information
- Oath of Office
- Meeting name plate ordered
- Agenda packet preferences (hardcopy or electronic, delivered or pickup hardcopy)

The Commission is invited to provide comments and direction to staff with respect to any changes to the process or providing additional information at a future meeting.

## **ATTACHMENT**

- 1) Santa Barbara LAFCO Commissioner Handbook

SANTA BARBARA  
LOCAL AGENCY  
FORMATION COMMISSION

COMMISSIONER  
HANDBOOK

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**COMMISSION ROSTER**

**WHY LAFCO?  
HISTORICAL PERSPECTIVE**

**ROLE OF THE COMMISSIONER**

**MEMBERSHIP**

**POWERS AND DUTIES**

**RULES AND PROCEDURES**

**POLICY GUIDELINES AND STANDARDS**

**CONFLICT OF INTEREST CODE**

**BUDGET**

**STAFFING**

**CALIFORNIA ASSOCIATION OF LAFCOS**

**ADMINISTRATIVE SUPPLEMENT TO CEQA**

**SANTA BARBARA LAFCO MEMBERSHIP  
SINCE 1963**

**ROSTER OF CITIES AND SPECIAL  
DISTRICTS**

**SANTA BARBARA LAFCO**

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## WHY LAFCO? - HISTORICAL PERSPECTIVE

During the post-war 1940s and 1950s, California experienced a tremendous population increase. Attendant to the surge in population was a land speculation-development boom of variety and magnitude never witnessed before in California or anywhere else in the nation. The ranch and orchard lands of the Los Angeles and San Francisco basins were converted into residential tracts literally overnight.

As a result of this era of growth, the traditional purpose and structure of local government in California also underwent significant change. The reasons included (1) the speculative nature of development which precipitated opening low-cost, "rural areas" located away from existing urban centers, (2) increased mobility due to reliance on automobiles rather than walking or the traditional use of streetcars and (3) developers seeking the most expeditious, economical means of providing basic services and facilities such as water, roads, fire protection and sewers. The answer to these criteria was often the use of special districts.

Prior to this period of time, special districts in California had been agriculturally oriented. During this growth and development era, however, that orientation changed drastically and hundreds of special districts were formed to provide urban types of services in all locales as they became necessary.

As special districts became the local government of suburbia, municipalities suffered. With development moving away, many cities experienced a deteriorating revenue base. Major industry and commerce concerns withdrew and a residue population of lower economic status remained.

To counteract, the cities began grabbing whatever territory they could manage to annex. Because of the restrictive nature of California's annexation statutes, often the territory cities could annex was undeveloped and located beyond developing suburbia. This type of annexation gave further fuel to the development spiral because it led to even further premature, unplanned development, irregular city boundaries and conversion loss of agricultural lands.

During the late 1950s and early 1960s, the results of this era of growth became evident as California's agricultural industry dwindled and core cities began to seek State assistance in correcting their blighted conditions.

With this testimony, the State became concerned about the misuse of land resources and the resulting growth and complexity of our local government institutions. In 1958, in response to these concerns, newly elected Governor Edmund G. Brown, Sr. appointed a blue-ribbon commission of academics and local and State officials to examine causes and effects of these related happenings and to formulate solutions for restraining and correcting the situation. That commission was complemented by study committees of the State Assembly and Senate.

In 1961, as a result of these studies, the Legislature formed the California Boundary Commission. This Commission was organized at the State level and given review and comment authority only over the boundaries of city annexations and incorporations.

The functioning of this State Commission proved unsatisfactory from the beginning. It was unable to understand and analyze the various and complex local issues that surrounded

numerous city annexations, it offered no handle on special districts and its "Review and Comment" was not enough authority to change trends.

In response to the ineffectiveness of the State Boundary Commission, the Assembly Committee on Municipal and County Government continued its study, holding several lengthy hearings during 1961 and 1962. All segments of local government participated in this study and the following principles were developed:

- To preserve the essence of "home rule," the problem had to be dealt with at the local county level;
- Whatever institution was formed had to have decisive, regulatory power in order to realistically have a beneficial effect; and
- Local answers to the problems of urban sprawl and proliferation of local agencies within each county required equal participation by the county and the cities because only then would workable, practical solutions be derived.

These principles became the cornerstone of the Knox-Nisbet Act, which was enacted in 1963 and created a Local Agency Formation Commission (LAFCO) in each county in the State except San Francisco.

The Knox-Nisbet Act adopted in 1963, its successor, the Cortese/Knox Local Government Reorganization Act adopted in 1985, and its successor the Cortese/Knox/ Hertzberg Local Government Reorganization Act in 2000 represent a unique California experiment in rationalizing growth and development through local control of the formation, expansion and alteration of agencies within each county.

Shortly after LAFCOs' creation, Governor Brown summarized their potential when he heralded the Commissions as California's "test of the capacity of local government to deal effectively with urban growth."

*Adopted July 7, 1994  
Revised May 8, 2003*

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## ROLE OF THE LAFCO COMMISSIONER

A Commissioner's role cannot be separated from the role of the Commission itself.

### A. Legislative Intent

Enabling statutes set forth Statewide purposes and policies for LAFCOs. Among these basic purposes are:

Discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services and encouraging the orderly formation and development of local governmental agencies based upon local conditions and circumstances. . .

With regard to urban development patterns and the preservation of open space lands, the intent of the Legislature is that LAFCO:

Establish written policies and procedures and exercise its powers in a manner that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space lands within those patterns.

The Commission is also subject to CEQA, the California Environmental Quality Act and the Ralph M. Brown Act, the State's open meeting law.

### B. Countywide Decision Maker

The members of the Commission, by majority action, establish public policy in the areas of governmental boundaries, urban form, the provision of public services and jurisdictional relationships between local agencies.

This requires each LAFCO Commissioner to weigh evidence and render:

- Policy decisions regarding such matters as urban sprawl, agricultural preservation and orderly governmental boundaries; and
- Technical decisions based upon factors such as the need and adequacy of public services, compatibility of proposals with adopted plans and the effects of alternate actions.

### C. Balanced Membership

The Legislature has established a balanced membership on LAFCO consisting of City, County, Public and Special District members.

Members are not, however, appointed to be representative of a particular "city", "county" or "special district" viewpoint. The mixed membership is to ensure that various backgrounds and appreciations are reflected on the Commission.

Government Code Section 56325.1 states that while serving on the Commission all members shall exercise their independent judgment on behalf of the interests of residents, property owners and the public as a whole. Members appointed by local governments shall represent the interests of the public as a whole and not solely the interests of the appointing authority.

Commissioners should rely upon their expertise and experience while on LAFCO and exercise responsibility through a countywide, LAFCO perspective in making decisions.

D. Independence

LAFCO is established as an independent commission. It is not a part of the County government nor are its decisions appealable to local agencies.

Each Commissioner is independent in weighing and reviewing information and making a determination based upon the particular matter under review and in consideration of LAFCO's underlying purposes.

E. LAFCO Operations

The Commission is responsible for establishing policies and objectives and adopting an annual budget which is adequate and appropriate to achieve LAFCO's legal and programmatic responsibilities.

It is the responsibility of Commission to appoint an Executive Officer to fulfill LAFCO's managerial and staff needs and who will ensure required information is presented to support the decisions which are made and who will administer the LAFCO operation efficiently and effectively.

F. Ethics Training

Each member of the Commission, and the Executive Officer, shall comply with the statutory requirement that local agency officials receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. Public officials assuming office are to receive required training no later than a year after the first day of service.

County, city or district members of LAFCO may submit a certificate of compliance that has been submitted to his or her respective public entity.

*Adopted July 7, 1994  
Revised October 6, 1994  
Revised May 8, 2003  
Revised June 7, 2012*



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## LAFCO MEMBERSHIP

### A. Selection of Members

The authority and procedures for selecting LAFCO members are contained in the Cortese/Knox/Hertzberg Act.

#### 1. City Members

The two regular City members and one alternate member must be members of a city council during the time they serve. They are chosen by, and serve at the pleasure of, the City Selection Committee

City Selection Committee meetings are open to the public. The Clerk of the Board of Supervisors serves as the secretary and recording officer.

The Committee consists of each mayor in the County. In the absence of the Mayor another member of that City Council may be appointed to attend and vote in place of the Mayor.

#### 2. County members

The two regular County members and one alternate member must be County Supervisors when they serve. They are appointed by, and serve at the pleasure of the Board.

#### 3. Special District Members

The two regular Special District members and one alternate member are appointed by the Special District Selection Committee. It consists of the presiding officer of each independent special district in the County. Its meetings are open to the public. The Executive Officer calls meetings of the Committee. Special District Commissioners must be members of the governing board of an independent special district while they serve.

#### 4. Public members

The regular Public member and alternate member are appointed by, and serve at the pleasure of, the regular City, County and Special District members of the Commission.

It is the intent of the City, County and Special District members that the position of Public Member be rotated on a regular basis to allow qualified members of the community to serve on the Commission.

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5. Selection of Public members

Government Code Section 56325 requires that selection of the public member and alternate public member be supported by at least one of the members in each of the other categories, i.e., City, County and Special District members.

It is the intent that an individual not hold two consecutive four-year terms as the Public Member or as the Alternate Public Member. It is recognized that an individual may serve the remainder of an unexpired term of office as the Public Member or the Alternate Public Member before serving a full four-year term in that position.

It is the intent that an individual after serving as the Alternate Public Member be appointed to the position of Public Member. Coincident with that appointment, a new Alternate Public Member shall be selected and appointed.

The method for selecting Public members is determined by the regular City, County and Special District members, as follows.

- a. A public announcement of the vacancy to solicit letters of interest.
- b. A committee appointed by the Chair consisting of a City member, County member and Special District member screens applications and letters of interest.
- c. Finalists are selected and interviewed by the committee, which shall recommend an appointment to the Commission.
- d. The Commission, in open session, considers the recommendation and appoints an individual as the Alternate Public Member.

B. Alternate Members

1. Alternates assure qualified Commissioners are entitled to vote when regular members are disqualified or absent.
  - a. The alternate City member may vote only in the place of a regular City member.
  - b. The alternate County member may vote only in the place of a regular County member.
  - c. The alternate Special District member may vote only in the place of a regular Special District member.
  - d. The alternate Public member may vote only in the place of the regular Public member.

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2. Alternate members participate fully in LAFCO proceedings with the exception they vote only in the absence or disqualification of a regular member.
  3. Alternate members are authorized to receive the same per diem stipend and expense reimbursement as regular members for their attendance.
  4. Alternates are encouraged to attend and participate in LAFCO meetings and CALAFCO conferences and workshops.
- C. Disqualification from Participating

A member who is disqualified is prohibited from voting on the matter or discussing the matter at the Commission meeting as a member of LAFCO

1. Campaign Contributions

LAFCO Commissioners are affected by certain Political Reform Act rules which apply specifically to LAFCOs.

LAFCO members must submit annual conflict of interest disclosure statements with the LAFCO office for filing with the County Clerk.

LAFCO members are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCO decision, the Commissioner received \$250 or more in campaign contributions from the applicant, an agent of the applicant or any financially interested person who actively supports or opposes the LAFCO decision on the matter.

2. Disqualification of City Members

The City Selection Committee, when appointing City members to LAFCO, may provide that such members are disqualified from voting on annexations to their own individual cities.

3. Disqualification of Special District Members

The Special District Selection Committee, when appointing Special District members to LAFCO, may provide that such members are disqualified from voting on proposals affecting their individual districts.

4. Local Disqualification Rules and Regulations

Each LAFCO may adopt local rules and regulations with respect to disqualification of members, provided such rules do not provide for automatic disqualification of City or Special District members from participating in matters affecting their own individual agencies.

D. Terms of Office

Terms of office expire on March 1.

The Commission on May 6, 2004 pursuant to Government Code Section 56334 determined the expiration date of the term of office of members appointed after January 1, 2005 will expire March 1 of the year the term of that member expires and for members appointed prior to January 1, 2005, the term of office shall be extended from the first Monday in May in the year that member's current term expires to March 1 of the following year.

*Adopted July 7, 1994*  
*Revised October 6, 1994*  
*Revised April 12, 1995*  
*Revised May 8, 2003*  
*Revised May 6, 2004*  
*Revised December 16, 2004*  
*Revised March 6, 2008*

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## LAFCO POWERS AND DUTIES

### A. General Provisions

LAFCO enabling statute is the Cortese/Knox/Hertzberg Local Government Reorganization Act (Government Code §56000 et seq.). This law establishes the basic purposes, composition and funding of the Commission and sets forth the procedures for boundary changes.

The State's purposes for LAFCO are found in §56301:

"Among the purposes of a local agency formation commission are 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.

"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 governments in each county and to shape the development of local governmental agencies so as to advantageously provide for present and future needs of each county and its communities."

### B. Boundary Review and Regulation

There are two variations of local government boundary change: a "change of organization" is defined as an annexation, detachment, dissolution, merger or other boundary change taken by itself. A "reorganization" is defined as two or more boundary changes combined in one proceeding.

In regard to regulating boundaries LAFCO's basic authority is to "approve or disapprove, with or without amendment, wholly, partially or conditionally."

- Annexations of territory to cities and districts.
- Detachments of territory from cities and districts.
- Incorporations, disincorporations, consolidations of cities
- Formations, dissolutions, consolidations of special districts.
- Mergers of cities and special districts.
- The development of unincorporated "new communities"

### C. Out-of-Agency Service Agreements

The Government Code Section 56133 provides that cities and special districts may provide new or extended services outside of their boundaries only if they first request and receive approval from LAFCO.

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D. Spheres of Influence

A basic LAFCO responsibility is to prepare and adopt a sphere of influence for each city and special district. A sphere is defined by §56076 as a “plan for the probable physical boundaries and service area of a local agency, as determined by the commission.”

LAFCO’s regulatory decisions must be consistent with spheres of Influence which influence matters of urban form, the local government structure, public services and infrastructure and government finances

E. Municipal Service Reviews

Government Code Section 56430 requires LAFCO to study local governments and their services prior to, or in conjunction with, but not later than updating or establishing a sphere of influence.

These studies are called Municipal Service Reviews and LAFCO in adopting a MSR is required to make a number of specific written determinations

F. Initiation of Special District Reorganizations

LAFCO may initiate proposals for consolidations, dissolutions, mergers and the establishment of subsidiary districts, or a reorganization that includes any of these changes of organization, provided the proposal is consistent with a recommendation or conclusion of a study prepared by the Commission including an adopted sphere of influence.

G. Miscellaneous Other Powers

Other LAFCO powers and duties are to:

- Adopt standards and procedures for the evaluation of proposals and plans of reorganization.
- Make and enforce rules and regulations for the orderly and fair conduct of hearings.
- Appoint and assign staff personnel and employ or contract for professional or consulting services to carry out and give effect to the functions of the Commission.

H. Environmental Policies and Procedures

LAFCOs are public agencies subject to the California Environmental Quality Act (Public Resources Code 21000 et seq).

This statute contains environmental policies, requires environmental review and reporting procedures and provides opportunities for public participation in the decision-making process.

I. Factors That Must Be Considered

Specific criteria upon which LAFCO must evaluate and approve or deny proposals are not specified in the law. Rather, the Commission is guided by its broad statutory purposes; any locally adopted policies and the California Environmental Quality Act.

The Cortese/Knox/Hertzberg Act lists specific factors that must be considered by the Commission in reaching its determinations. These are listed as an appendix to this Handbook. LAFCO staff reports are designed to provide information relevant to these factors.

J. LAFCO Imposed Conditions

LAFCO has the authority to attach binding conditions to its approval of boundary changes. As examples, LAFCO can:

- Amend proposed boundaries by adding or deleting territory. Once approved by LAFCO, no changes can be made in a proposal's boundaries without LAFCO's approval.
- Approve one proposal subject to initiation, conduct or completion of proceedings of another proposal. (i.e., an annexation to a city, LAFCO can be made subject to the concurrent annexation or detachment of the territory to or from other agencies.
- Require the approval of bonds or other long-term indebtedness or the formation of assessment or improvement districts to finance capital facilities.
- Impose conditions relative to the distribution of assets, financial contracts or obligations among affected agencies.
- Designate the successor agency when an agency is being dissolved or consolidated.

*Adopted July 7, 1994  
Revised May 8, 2003*

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## RULES AND PROCEDURES

### A. Authority

These rules are adopted pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act (Government Code Section 56000 et seq.) and apply to the Santa Barbara Local Agency Formation Commission and to all proceedings conducted before that Commission.

### B. Officers

Selection of Officers -- The members of the Commission shall elect a Chair and Vice Chair at the first meeting of the Commission held in February of each year or as soon thereafter as practicable. The Chair and Vice Chair shall serve for one-year terms, with the Vice Chair automatically assuming the Chair at the end of the term. Officers shall be selected from the categories of members in the following order: Public, County, Special District and City.

Chair -- The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by State law and by these rules. The Chair shall preserve order and decorum and decide all questions or order, subject to the action of a majority of the Commission.

Vice Chair -- In the event that the Chair is absent or for any reason unable to act, the Vice Chair shall act as Chair and exercise all the powers and duties of the Chair.

Chair Pro Tem -- In the event both the Chair and Vice Chair are absent or for any reason unable to act, the members of the Commission present shall select one of the members to act as Chair Pro Tem, said selection to be entered into the minutes.

The Chair Pro Tem shall have all of the powers and duties of the Chair while the Chair and Vice Chair are absent or for any reason unable to act.

### C. Meetings

Date of Regular Meetings -- The regular meetings of the Commission shall be held the first Thursday of each month commencing at 2:00 p.m.



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Location of Regular Meetings -- Regular meetings in the months of January, March, May, July, September and November shall be held at the Board of Supervisors Hearing Room, 105 East Anapamu Street, Santa Barbara, California. Regular meetings in the months of February, April, June, August, October and December shall be held at the County Hearing Room, Betteravia Government Center, 511 East Lakeside Parkway, Santa Maria, California.

Special Meetings -- Special meetings may be called by the Chair or a majority of the members of the Commission in a manner provided by State law. The notice shall be provided 24 hours in advance of the meeting to all of the Commission members and to all media outlets who have requested notification and shall be posted. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting and no other business shall be considered. Where the notice of the special meeting is given by the Executive Officer, the notice shall specify that the meeting is being called by either the Chair or a majority of the members of the Commission.

Major Hearings -- Where possible, meetings regarding major or significant agenda items, especially those which will require lengthy or multiple hearings, should be held in proximity to the affected project area. The determination of what constitutes a major agenda item shall be made by the Executive Officer and is subject to modification by the Commission.

D. Conduct of Meetings

Order of Business The business of each regular meeting of the Commission shall be transacted to the extent practicable in the following order:

- 1) Call to order and roll call.
- 2) Approval of minutes of previous meeting or meetings.
- 3) Public comment period
- 4) Proposed boundary changes
- 5) Business items
- 6) Information items
- 7) Commissioner and staff announcements
- 8) Adjournment

Quorum. Four members of the Commission constitute a quorum and no act of the Commission shall be valid or binding unless at least four members concur therein.

Roll Call Voting

- 1) The roll need not be called in voting upon a motion except when requested by a member of the Commission.
- 2) If the roll is not called, and if there is no objection, the Chair may order the motion unanimously approved.
- 3) When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye."
- 4) Each roll call shall be in alphabetical order, except that the Chair shall be called last.

Review of Record

- 1) A member shall not participate in a final vote on a matter on which a hearing has been held at which such member was not in attendance, until that member has familiarized himself with the substance of such hearing.
- 2) This may be done by reviewing the written material presented at the hearing and by listening to the tape recording of such hearing or reading a transcript of the proceeding if one has been prepared.
- 3) In cases where the Minutes purport to report the hearing in detail the member may review such Minutes in lieu of reviewing the tape recording or transcript.

Public Comment

- 1) At each regular and special meeting the Commission shall allow any member of the public to address the Commission on a matter within its jurisdiction.
- 2) The Chair may establish reasonable regulations including, but not limited to, limiting the amount of time allocated for public testimony on particular issues and for each speaker.

- 3) If determined by the Chair, any person wishing to address the Commission must complete and submit a "Request to Speak" form prior to the time that the Public Comment period commences; the form shall identify the subject the speaker wishes to address.
- 4) A speaker shall not be heard during the "Public Comment" portion of the meeting on a matter listed on the Agenda. Comments on Agenda items are appropriate when the item is being discussed by the Commission.
- 5) The Commission shall only act on items appearing on the Agenda unless the action is authorized by Section 54954.2 of the Government Code. The Chair may refer matters raised during the "Public Comment" period to the appropriate staff.

E. Environmental Procedures

Section 1. The Commission hereby adopts pursuant to Section 21082 of the Public Resources Code as its objectives, criteria and procedures for the evaluation of projects and the preparation of environmental impact reports and negative declarations pursuant to the California Environmental Quality Act, the Guidelines for the Implementation of the California Environmental quality Act of 1970, as Amended, adopted by the Santa Barbara County Board of Supervisors on September 12, 1988.

Section 2. No application for any change of organization or reorganization, or amendment or revision of a sphere of influence shall be deemed accepted for filing by the Executive Officer unless the application is accompanied by a Statement of Exemption, Negative Declaration or Environmental Impact Report determined by the County Division of Environmental Review to be adequate covering he proposed action or actions.

Section 3. If the Commission is the lead agency, the environmental document must have been reviewed by the Santa Barbara County Resource Management Department Division of Environmental Review pursuant to the County's Guidelines for Implementation of the California Environmental Quality Act. If the Commission is not the lead agency, the environmental document

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must have been approved by the lead agency pursuant to that agency's guidelines and CEQA.

F. Conducting Authority Proceedings

Section 1. The Commission delegates to the Executive Officer the responsibility to conduct protest hearings as provided for in Government Code §57000 (c) and to order a change of organization or reorganization that complies with Government Code Section 57075 (a)(3) or 57075(b)(2).

Section 2. The purpose is to increase scheduling flexibility, to avoid extending Commission meetings to conduct non-discretionary procedures and to expedite the boundary change process.

Section 3. The staff will comply with statutory requirements respecting noticing, scheduling and conducting protest hearings. The notice of hearing will be accompanied by or those receiving the notice shall be directed to a standardized "protest form" which solicits all required information. The enclosed protest form may be periodically modified by staff as necessary.

Section 4. At the conclusion of the hearing the Executive Officer shall determine the value of written protests filed and not withdrawn.

Section 5. Within thirty (30) days of the hearing the Executive Officer shall based on the value of protests filed either order the change, terminate the proposal request the County or city to call and conduct an election. After taking such action the Executive Officer shall report the action taken to the Commission at its next regularly scheduled meeting.

Section 6. The Executive Officer shall report to the Commission at its next meeting the outcome of any protest hearings that are conducted.

G. Amendment

These Rules and Procedures may be amended at a regular or special meeting on the Commission by a four-fifths vote of the members.

*Adopted July 7, 1994*  
*Revised October 4, 2001*  
*Revised May 8, 2003*  
*Revised September 4, 2003*  
*Revised November 2, 2006*  
*Revised February 7, 2008*  
*Revised July 3, 2009*  
*Revised March 5, 2009*  
*Revised January 7, 2010*

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## **POLICY GUIDELINES AND STANDARDS**

LAFCO's are charged with establishing policies and exercising their powers ". . . in a manner that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space lands within those patterns" and with ". . . the discouragement of urban sprawl and the encouragement of the orderly formation and development of local agencies based upon local conditions and circumstances." (Government Code Sections 56300 and 56301) In carrying out its responsibilities, each LAFCO must conduct various studies and review and make determinations on changes of organization, reorganizations and spheres of influence. The following policies and standards have been adopted by the Santa Barbara LAFCO to assist in the review of proposals and the preparation of studies as necessary.

### **I. POLICIES ENCOURAGING ORDERLY FORMATION AND DEVELOPMENT OF AGENCIES**

1. Any proposal for a change or organization or reorganization shall contain sufficient information to determine that adequate services, facilities, and improvements can be provided and financed by the agencies responsible for the provision of such services, facilities, and improvements.
2. All lands proposed for annexation to cities shall be rezoned prior to the submission of an application to the Local Agency Formation Commission. The City shall be lead agency for environmental review in such cases, and environmental documentation shall accompany the application.
3. Reorganization of overlapping and competing agencies or the correction of illogical boundaries dividing agency service areas is recommended. The Commission encourages reorganizations, consolidations, mergers, or dissolutions where the result will be better service, reduced cost, and/or more efficient and visible administration or services to the citizens.
4. In order to minimize the number of agencies providing services proposals for formation of new agencies shall be discouraged unless there is evidenced a clear need for the agency's services from the landowners and/or residents; there are no other existing agencies that are able to annex and provide similar services; and there is an ability of the new agency to provide for an finance the needed new services.

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## II. SPHERE OF INFLUENCE POLICIES

A sphere of influence establishes the probably ultimate physical boundaries and service area of each governmental agency within the county. Once adopted, these spheres of influence are to be used by the Commission as one factor in making decision on proposal over which it has jurisdiction and as a basis for recommendations on governmental reorganization. A proposal shall not be approved solely because the area falls within the sphere of influence of an agency.

Sphere of Influence determinations are to be reviewed periodically and changed or updated as circumstances may require in the opinion of LAFCO. Such periodic review should be made approximately every five years.

The Commission will generally apply the following policy guidelines in spheres of influence determinations while also taking into account local conditions and needs.

1. The plans and objectives contained within the adopted General Plans of the cities and the county will be supported. In cases where these plans are inconsistent, the Commission will adopt findings relative to its decision.
2. Community-centered urban development will be encouraged wherever justified on the basis of reduced cost of desired levels of community services, energy conservation, and preservation of agricultural and open space resources.
3. Duplication of authority to perform similar service functions in the same territory will be avoided.
4. Multiple-service agencies will be preferred to a number of limited services districts. In this regard, city provision of multiple services will be preferred where possible because of the substantially broader authority and responsibility to provide services and controls to their constituencies, including land-use planning controls.
5. Where possible, a single larger agency rather than a number of adjacent smaller ones, established for a given service in the same general area, will be preferred.
6. An economically sound base for financing services without including territories which will not benefit from the services will be promoted.
7. Sphere of influence lines shall seek to preserve community identity and boundaries and will urge the political and functional consolidation of local government agencies that cross-cut those affected communities.

8. Sphere of influence lines may be larger or smaller than existing local agency boundaries and may lead to recommendations for changes of organization.
9. Agencies which do not have major impact upon land, road, or capital facilities planning (such as cemetery districts) shall general have a sphere of influence which is coterminous with their existing jurisdictional boundaries.
10. Agricultural resources and support facilities should be given special consideration in sphere of influence designations. High value agriculture areas, including areas of established crop production, with soils of high agricultural capability should be maintained in agriculture, and in general should not be included in an urban service sphere of influence.
11. The Commission will consider area-wide needs for governmental services and evaluate individual districts serving the area as they relate to the total system of the existing local government in the community and alternative arrangements.

#### Environmental Review

A LAFCO sphere of influence determination is subject to review under the provision of the California Environmental Quality Act (CEQA). In order to enable environmental considerations to be effectively integrated into a sphere of influence determination, and environmental review will be conducted concurrently with the development of the sphere of influence determination.

Inasmuch as a sphere of influence determination represents the potential extension of the services of a local governmental agency, the environmental impacts associated with a sphere of influence are of a long-range nature. Thus the "Degree of Specificity" of the environmental review reflects the regional nature of a sphere decision. It is necessary of a general nature, focusing on the secondary, indirect impacts associates with the future extension of services within a sphere boundary.

The determination of whether or not an Environmental Impact Report (EIR) is necessary for a sphere of influence determination, i.e., the "Level of Significance" associated with a sphere determination, will necessarily vary according to the environmental resources affected by a sphere designation.

1. All environmental documents shall be prepared in accordance with the California Environmental Quality Act and implementing CEQA Guidelines, including applicable implementing guides of LAFCO, and the lead agency preparing the environmental document.



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2. In cases where it is deemed appropriate, LAFCO may designate the affected agency as the lead agency. The level of environmental review shall be determined through the scoping process as provided by CEQA and shall involve all applicable agencies.
  3. If the environmental document is prepared jointly by two or more agencies, there shall be a Memorandum of Understanding prepared setting forth the project description, scope of work to be accomplished and the responsibilities of each governmental agency involved. Said Memorandum shall be approved by LAFCO prior to commencing work on the environmental document.
  4. Environmental documents prepared for use by LAFCO in the decision making process shall be summarized in a manner directly related to said process. Procedure shall be set forth by LAFCO and distributed to all governmental agencies within LAFCO's jurisdiction.
- III. POLICIES ENCOURAGING CONSISTENCY WITH SPHERES OF INFLUENCE
1. All proposals approved by the Commission shall be consistent with adopted spheres of influence and Commission policies. Within the sphere of influence each agency should implement an orderly, phased annexation program.
  2. Already developed unincorporated lands located within the established sphere of influence boundary of a city and which benefit from municipal services provided by such city should be annexed to that city. Vacant land in the same position should be annexed prior to development. LAFCO recognizes that costs for serving some developed unincorporated areas, when studied independently, may exceed revenues. In other cases, revenues will exceed service costs. To the fullest extent possible, cities should develop programs that propose annexation of several areas which, if combined together, achieve a net balance in city costs and revenues.
  3. Districts within a city's sphere of influence should develop plans for orderly detachment of territory from the district or merger of the district as territory is annexed to the city and should plan capital improvements according, except where the type of district services provided are not provided by the city. The county shall be encouraged to ensure that development within a sphere of influence and area of interest meets city standards for public facilities and improvements by providing for city review of all county proposals within the city's area of interest.

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IV. POLICIES ENCOURAGING ORDERLY URBAN DEVELOPMENT AND PRESERVATION OF OPEN SPACE PATTERNS

1. The Commission encourages will planned, orderly, and efficient urban development patterns for all developing areas. Also, the county, cities, and those districts providing urban services, are encouraged to develop and implement plans and policies which will provided for well-planned, orderly and efficient urban development patterns, with consideration of preserving permanent open space lands within those urban patterns.
2. Development of existing vacant non open space, and nonprime agricultural land within an agency's boundaries is encouraged prior to further annexation and development. However, where open land adjacent to the agencies are of low agricultural, scenic, or biological value, annexation of those lands may be considered over development of prime agricultural land already existing within an agency's jurisdiction.
3. Proposals to annex undeveloped or agricultural parcels to cities or districts providing urban services shall demonstrate that urban development is imminent for all or a substantial portion of the proposal area; that urban development will be contiguous with existing or proposed development; and that a planned, orderly, and efficient urban development pattern will result. Proposals resulting in a leapfrog, non-contiguous urban pattern will be discouraged.
4. Consideration shall be given to permitting sufficient vacant land within each city and/or agency in order to encourage economic development, reduce the cost of housing, and allow timing options for physical and orderly development.

V. POLICIES ENCOURAGING CONSERVATION OF PRIME AGRICULTURAL LANDS AND OPEN SPACE AREAS

1. Proposals which would conflict with the goals of maintaining the physical and economic integrity of open space lands, agricultural lands, or agricultural preserve areas in open space uses, as indicated on the city or county general plan, shall be discouraged.
2. Annexation and development of existing vacant non-open space lands, and nonprime agricultural land within an agency's sphere of influence is encouraged to occur prior to development outside of an existing sphere of influence.
3. A sphere of influence revision or update for an agency providing urban services where the revision includes prior agricultural land shall be discouraged. Development shall be guided towards areas containing nonprime agricultural lands, unless such action will promote disorderly, inefficient development of the community or area.

4. Loss of agricultural lands should not be a primary issue for annexation where city and county general plans both indicate that urban development is appropriate and where there is consistency with the agency's sphere of influence. However, the loss of any primer agricultural soils should be balanced against other LAFCO policies and a LAFCO goal of conserving such lands.

#### COMMISSION STANDARDS FOR REVIEW OF PROPOSALS

As authorized by State law, the Commission has adopted the following standards for review of city annexations, district annexation, city incorporation and district formation proposals. Factors are given for both approval and disapproval. The presence of individual positive or negative factors do not dictate approval or denial, but a preponderance of positive or negative factors should be the determinant of approval or denial.

#### VI. STANDARDS FOR ANNEXATIONS TO CITIES

##### Factors Favorable to Approval:

1. Proposal would eliminate islands, corridors, or other distortion of existing boundaries.
2. Proposed area is urban in character or urban development is imminent, requiring municipal or urban-type services.
3. Proposed area can be provided all urban services by agency as shown by agency service plan and proposals would enhance the efficient provision of urban services.
4. Proposal is consistent with the adopted spheres of influence and adopted general plans.
5. Request is by an agency for annexation of its publicly-owned property, used for public purposes.

##### Factors Unfavorable to Approval:

6. Proposal would create islands, corridors or peninsulas of city or district area or would otherwise cause or further the distortion of existing boundaries.
7. The proposal would result in a premature intrusion of urbanization into a predominantly agricultural or rural area.

8. For reasons of topography, distance, natural boundaries, or like considerations, the extension of services would be financially infeasible, or another means of supplying services by acceptable alternatives is preferable.
9. Annexation would encourage a type of development in an area which due to terrain, isolation, or other economic or social reason, such development is not in the public interest.
10. The proposal appears to be motivated by inter-agency rivalry, land speculation, or other motives not in the public interest.
11. Boundaries of proposed annexation do not include logical service area or are otherwise improperly drawn.
12. The proposal is inconsistent with adopted spheres of influence and adopted general plans.

## VII. STANDARDS FOR CITY INCORPORATION

### Factors Favorable to Approval:

1. Need for organized municipal or urban-type services.
2. A relatively dense population in a well-defined reasonably compact area.
3. Adequate property tax revenue and a sufficiently high base for sales tax, highway users tax, motor vehicle in lieu tax, and similar State-collected and disbursed funds, in relation to anticipated costs of required services as to make incorporation financially feasible.
4. The likelihood of continued substantial growth within the proposed area and adjacent areas during the next ten years.
5. Remoteness from other highly populated areas and particularly from an existing city to which the area proposed for incorporation could be annexed.
6. Alternate means of furnishing required services are infeasible or undesirable.
7. No adverse effect upon long-range provision for adequate local governmental services by other agencies to a larger region of which the area proposed for incorporation is an integral part.
8. Is consistent with adopted spheres of influence and the county adopted general plan.

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Factors Unfavorable to Approval:

9. Relatively low population density.
10. No or slight need for municipal urban-type services.
11. Population not in a reasonably compact or defined community.
12. Low property tax revenue, low retail sales of gasoline and other retail sales in relation to anticipated costs of services as to make incorporation financially infeasible.
13. Area proposed for incorporation is in close proximity to an existing city to which it could be annexed.
14. Incorporation is premature in view of lack of anticipated substantial growth within the next ten years.
15. Property boundaries do not include all urbanized areas or are otherwise improperly drawn.
16. Incorporation would have an adverse effect upon the long-range provision of local governmental services to a larger region of which the area proposed for incorporation forms an integral part.
17. The proposal is not consistent with adopted spheres of influence and adopted general plans.

VIII. STANDARDS FOR DISTRICT FORMATION

Factors Favorable to Approval:

1. Development requires one or more urban-type services, and by reason of location or other consideration such service or services may not be provided by any of the following means in descending order of preference:
  - a) Annexation to an existing city.
  - b) Annexation to an existing district of which the Board of Supervisors is the governing body.
  - c) Annexation to an existing district with an independent governing body.
2. The proposal is for a primarily rural or agricultural area and is for a limited non-urban type services which cannot be provided by an existing dependent or independent district.
3. The proposal is consistent with adopted spheres of influence and does not conflict with city or county general plans.

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Factors Unfavorable to Approval:

4. Slight need for urban-type services or required services may be provided by alternates in descending order of preference:
  - a) Annexation to an existing city.
  - b) Annexation to an existing district of which the Board of Supervisors is the governing body.
  - c) Annexation to an existing district with an independent governing body.
5. By reason of relatively low revenue base in relationship to the cost of desired services, the proposal is financially infeasible and not in the public interest.
6. Due to topography, isolation from existing developments, premature intrusion or urban-type developments into a predominantly agricultural area or other pertinent economic or social reasons, urban-type development which would be fostered by proposal is not in the public interest.
7. Boundaries of the proposal do not include all of the service areas or potential service area or are otherwise improperly drawn.
8. Proposal would result in a multiplication of public districts making difficult the ultimate provision of adequate full local governmental services to a larger region of which the area proposed is an integral part.
9. District proposed is not the best suited to the purpose and better alternate types are not available.
10. Proposal is inconsistent with adopted spheres of influence and adopted general plans.

**IX. STANDARDS FOR OUT-OF-AGENCY SERVICE AGREEMENTS**Considerations for Approving Agreements

Annexations to cities and special districts are generally preferred for providing public services, however, out-of-agency service agreements can be an appropriate alternative.

While each proposal must be decided on its own merits, the Commission may favorably consider such agreements in the following situations:

1. Services will be provided to a small portion of a larger parcel and annexation of the entire parcel would be inappropriate in terms of orderly

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boundaries, adopted land use plans, open space/greenbelt agreements or other relevant factors.

2. Lack of contiguity makes annexation infeasible given current boundaries and the requested public service is justified based on adopted land use plans or other entitlements for use.
3. Where public agencies have a formal agreement defining service areas, provided LAFCO has formally recognized the boundaries of the agreement area
4. Emergency or health related conditions mitigate against waiting for annexation.
5. Other circumstances which are consistent with the statutory purposes and the policies and standards of the Santa Barbara LAFCO.

#### Agreements Consenting to Annex

Whenever the affected property may ultimately be annexed to the agency, a standard condition for approval of an out-of-agency service agreement is recordation of an agreement by the landowner consenting to annex the territory, which agreement shall inure to future owners of the property.

#### Approval by Chair

The Chair may authorize cities and special districts to provide services outside of their boundaries as specified herein.

1. A request and application is received from the affected local agency, including the requisite processing fee.
2. The situation involves public health, safety or welfare to such a degree that delaying the approval of the service agreement until the next LAFCO meeting is deemed by the Chair to represent an intolerable delay or risk to the public health, safety or welfare.
3. The property to which the out-of-agency services will be extended or provided is within the sphere of influence of the affected agency.
4. If the affected property may ultimately be annexed to the service agency, the landowner shall execute and record an agreement consenting to annex the territory to the affected district and shall deposit with LAFCO or the service agency funds sufficient to process said future annexation.
5. In the absence of the Chair or if the Chair is not available to act, the Vice Chair is authorized to exercise the authorities set forth in this resolution.

6. The Executive Officer shall provide a report to the Commission at the next LAFCO meeting of any out-of-agency service agreements that were approved.

It is intended that the authority delegated to the Chair or Vice-Chair to approve out-of-agency service agreements be exercised in a manner consistent with the Commission's adopted standards.

## X. RECONSIDERATION OF LAFCO DECISIONS

### Content of requests for reconsideration

Requests for reconsideration of LAFCO resolutions making determinations will be evaluated for approval only when the applicant meets the statutory deadline for submitting the request, the request sets forth the specific modification being sought, a processing fee is paid and

- a) Reconsideration is required to correct a procedural defect in its earlier action; or
- b) Newly discovered evidence, material to the request for reconsideration and relevant to the Commission's decision on the boundary change, is available which could not, with reasonable diligence, have been discovered and produced at the time of initial LAFCO consideration.

### Payment and Refund of Processing Fee

A request for reconsideration shall not be accepted as being complete until a processing fee is received. The fee to request reconsideration shall be as set forth in the LAFCO fee schedule, as it is amended from time to time.

The fee paid shall be returned to an applicant for reconsideration in the event the Commission determines that reconsideration is required to correct a procedural defect in its earlier action.

## XI. STATE REVIEW OF COMPREHENSIVE FISCAL ANALYSIS (CFA)

### Request for Review

Requests for State Controller review of a Comprehensive Fiscal Analysis (CFA) filed pursuant to Government Code §56833.3 must be made in writing not later than 30 calendar days from the date notice is published that the CFA is available for public review. Requests shall specify in writing the elements of the CFA the Controller is requested to review and the reasons the Controller is requested to review them.

Persons requesting the review shall be responsible for costs incurred in obtaining the review and shall deposit with the Executive Officer, at the time the request is filed and before it is found to be valid, the amount estimated by the



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Executive Officer as necessary to cover the costs of the State Controller's review.

Within 30 days of issuance of the State Controller's report, the Executive Officer shall refund any amount of the deposit remaining after costs have been paid. In the event the amount to be paid exceeds the deposit, the requesting party shall be liable for the balance due.

XII. EXTENDING URBAN UTILITY SERVICES TO AGRICULTURAL PARCELS

It is the policy of the Commission to protect and preserve agriculture by avoiding the extension of potable water or wastewater services (sewers) to agriculturally zoned land because this fosters uses other than agriculture.

Any LAFCO approval of a change of organization or out of agency service agreement that allows the extension of potable water or wastewater services to a parcel zoned for agricultural use will only be approved, if at all, if the approval is limited to that portion of the parcel that includes an approved use that needs potable water or wastewater services, provided the use does not compromise agricultural viability.

This policy shall not be construed as indicating the Commission will approve proposals that lead to non-agricultural uses on agricultural parcels but rather indicates that should such approval be granted it is to be restricted to the specific area in which an approved land use requiring potable water or wastewater services is to occur.

XIII. LAPSED OR ABANDONED PROPOSALS

When the Executive Officer deems an application to be incomplete he/she shall notify the applicant in writing either by personal service or via certified mail. The applicant shall have 180 days from receipt of such notice to submit additional information and/or revised documents. If the applicant does not resubmit the application to the Executive Officer within 180 days, the application shall be considered abandoned. The proposal may be reinitiated through a new application consistent with the requirements of applicable law and LAFCO policies and fee schedule.

XIV. COST ACCOUNTING AND INDEMNIFICATION AGREEMENT

- A. As part of any application, the Executive Officer is authorized and shall require any applicant and/or jurisdiction to execute a Cost Accounting and Indemnification Agreement.
- B. The following policy shall be applied to any applicant and/or jurisdiction that is not in compliance with an existing LAFCO Cost Accounting and Indemnification Agreement as determined by the Executive Officer and Legal Counsel:

1. The Executive Officer, in consultation with Legal Counsel, shall determine, on review of an application, whether an applicant and/or jurisdiction has previously failed to comply with the LAFCO Indemnification Policy and/or the LAFCO Cost Accounting and Indemnification Agreement.
2. Prior to acceptance for processing of an application from an applicant and/or jurisdiction, which the Executive Officer determines to have failed to comply with the Policy and Agreement referenced in paragraph 1 of this policy above, the LAFCO Executive Officer shall advise the Commission at a regularly scheduled meeting regarding the applicant's prior breach of the obligations of the Policy, Agreement, or both. The Executive Officer, in consultation with Legal Counsel, shall make a recommendation to the Commission regarding the amount of a bond or other commercially reasonable undertaking to be required of the applicant before the application will be accepted.
3. On the basis of the Executive Officer's recommendation, the Commission shall establish a bond or other commercially reasonable undertaking as a condition for acceptance of the application. The purpose of this security requirement is to indemnify LAFCO from future liability in connection with the application. In addition, the applicant shall be required to satisfy any past due obligation owed to LAFCO from previous applications, prior to processing any new application.

Compliance with this policy does not relieve the applicant of responsibility to submit other information as requested by LAFCO to process the application, to otherwise comply with applicable law and these policies, or cure any outstanding non-compliance with the Policy and Agreement referenced in paragraph a. of this policy above.

*Adopted June 16, 1988  
Revised December 13, 1996  
Revised November 4, 1999  
Revised September 3, 2009  
Revised July 7, 2011  
Revised August 7, 2014*

CONFLICT OF INTEREST CODE

- A. The Political Reform Act, Government Code Sections 81,000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes.
- B. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices to conform to amendments to the Political Reform Act after public notice and hearing.
- C. The provisions Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix "A" in which officials and employees are designated and Appendix B which sets forth disclosure categories, constitute the Conflict of Interest Code of the Santa Barbara Local Agency Formation Commission.
- D. Pursuant to Section 4 of the standard Code, designated officers and employees shall file statements of economic interest with the Executive Officer. Upon receipt of the statements filed, a copy shall be retained and the original shall be forwarded to the Elections Division of the Santa Barbara County Clerk-Recorder.

*Adopted April 7, 1994*

APPENDIX A

Persons occupying the following positions are designated employees and must disclose financial interests in those categories described in Appendix B which are listed opposite their respective designated positions.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Commissioners and Alternate Commissioners	1,2,3,4
Executive Officer	1,2,3,4
Legal Counsel	1,2,3,4

## APPENDIX B

CATEGORIES OF DISCLOSURE

Officers and employees shall report investments, interest in real property, income, and any business entity in which the person is an owner, director, officer, partner, trustee, employee, or holds any position of management which materially by any decision made or participated in by an officer or employee by virtue of his or her position with the Commission.

Category 1

Interests in real property which is located in whole or in part within the jurisdiction of Santa Barbara County, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is \$1,000 or more.

Category 2

Business positions or investments in or income from persons or business entities engaged in the appraisal, acquisition, or disposal of real property within the jurisdiction of the Commission.

Category 3

Business positions or investments in business entities and income from any source or sources of income, if the business entities or the source of sources of income are of the type which, within the previous two years, have provided or contracted to provide, or in the future with reasonable foreseeability might provide or contract to provide services, supplies, materials, machinery or equipment to or for the use of the Commission.

Category 4

Business positions or investments in business entities and income from any source or sources of income, if the business entities or source or sources of income are of the type which are subject to the regulation or supervision of the Commission and the designated officer or employee's duties involve the supervision or regulation (including, but not limited to, the issuance or granting or franchise, building permits or other use or business permits or any other land use control or regulation) of that type of business entity or source of income.

LAFCO BUDGET AND FINANCIAL PROCEDURES

A. Authority to Develop and Adopt the Budget

The Cortese/Knox/Hertzberg Act creates the funding relationship between the County, cities, special districts and LAFCO. Pertinent sections of the Government Code are appended as Exhibit A to this section of the Commissioner Handbook:

B. LAFCO as a Separate Fund

For administrative purposes the LAFCO budget is a separate fund within the County's financial accounting system. Unspent appropriations are retained in the fund as available financing for the following year.

C. Processing Fee Schedule

The Act permits LAFCO to levy processing fees to cover the cost of verifying petitions, processing boundary change requests, amending spheres of influence and so forth.

The fee schedule is reviewed in conjunction with adoption of the annual budget.

D. Financial Status Reports

The budget adopted by LAFCO is an estimate of expenditures and revenues. The staff keeps the Commission informed of aspects of the financial program that deserve review and adjustment through periodic financial status reports.

E. Per Diem Stipends for Commission members

Members and alternative members are eligible to receive a stipend of \$150 for attendance at the following meetings:

1. Regular and special meetings of the Commission.
2. Meetings of standing committees and ad hoc committees of the Commission when appointed by the Commission or the Chair of the Commission.
3. Meetings of governmental agencies and committees when appointed to such entities by the Commission or the Chair of the Commission.
4. Meetings of the Board of Directors of the California Association of LAFCOs when the Commissioner is a member of the Board of Directors having been nominated to that position by the Commission.

Payment of stipends is limited to no more than five (5) per member in any month.

#### F. Reimbursement of Commissioner Expenses

Commission members and alternates may claim reimbursement for reasonable and necessary expenses incurred in performing the duties of their office. This includes:

1. Attending the annual CALAFCO Conference and CALAFCO University classes.
2. Attending CALAFCO committee meetings such as the Legislative Committee or Conference Planning Committee if they are a member of the committee.
3. Attending the annual UCLA Extension Land Use Law and Planning Conference.
4. Attending other LAFCO-related conferences, meeting and events with preapproval by the Commission or the Chair of the Commission.
5. Commission members and alternates shall be reimbursed for expenses in the same manner as staff. The Executive Officer is responsible for reviewing and approving each request for Commission reimbursement. Disputed reimbursements may be appealed to the Commission.

The Commission will not generally reimburse Commissioners for workshops or training that is directed or oriented primarily for LAFCO staff and only with prior approval.

#### G. Reimbursement of Staff and Legal Counsel Expenses

1. The Executive Officer and Legal Counsel shall be reimbursed for all reasonable and necessary expenses in connection with the conduct of LAFCO business including but not limited to office expenses, training, travel, lodging, meals, gratuities and other related costs.
2. The Executive Officer is responsible for reviewing and approving requests for Legal Counsel reimbursement.
3. The Chair, Vice Chair, or other Commissioners authorized to sign claim forms with the County Auditor Controller are responsible for reviewing and approving requests for Executive Officer reimbursement.

#### H. Reimbursement Policies

1. Expense reimbursement requests should be submitted monthly, although flexibility is permitted if the claimable amount is not deemed to be significant.
2. Claims for reimbursement of costs related to LAFCO meetings, conferences and seminars should be submitted not later than 60 days following completion of the event for which reimbursement is being claimed.

3. Expense claims for costs incurred in one fiscal year should be, whenever practical, submitted for reimbursement during the same fiscal year.
4. Reimbursement for Private Automobiles
  - a. Use of private automobiles to conduct LAFCO business shall be reimbursed at the IRS allowable rate.
  - b. This rate shall be considered full and complete payment for actual expenses for use of private automobiles, including insurance, maintenance and all other automobile-related costs.
  - c. LAFCO does not provide insurance for private automobiles used for LAFCO business. The owner is responsible for personal liability and property damage insurance when vehicles are used on LAFCO business.
5. Receipts or vouchers which verify the claimed expenses are required for reimbursement of all items of expense except private automobile mileage and taxis or streetcars, buses, bridge and road tolls and parking fees
6. Reimbursement of expenses is not allowed for personal items such as, but not limited to, entertainment, clothing, laundering, etc.
7. The general rule for selecting a mode of transportation for reimbursement is that method which represents the lowest reasonable expense to LAFCO and the individual Commissioner or staff member.

I. Recognition by the Commission

Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

J. LAFCO Credit Card

The Executive Officer is authorized to secure a credit card in the name of the Commission for the purchase of travel and expenses for Commissioners and staff. All unauthorized charges placed on the card must be reimbursed within 15 calendar days of the date the credit card statement is received.

K. Investment Policy

It is the policy of the Santa Barbara Local Agency Formation Commission to keep its funds in the County Treasury as the basis to implement and manage a prudent, conservative investment program.



It is the practice of the County Treasurer to invest public funds in a manner which provides the maximum security of principal invested with secondary emphasis on achieving the highest return, while meeting the daily cash flow needs of the Investment Pool participants and conforming to all applicable State statutes and County resolutions governing the investment of public funds.

L. Disclosure of Budget and Compensation

Documentation shall be posted on the Commission website and made available to members of public who submit requests for information showing:

1. Most recently adopted Commission budget
2. Authorized Commissioner stipend per meeting. Members of the Commission do not receive pensions, deferred compensation, vehicle allowance or health/dental/vision programs or insurance.
3. Total compensation paid to staff as shown on the most recent W-2 form or 1099 plus any pensions and/or contributions for deferred compensation, health/dental/vision programs or insurance and vehicle allowance.

*Revised October 10, 2002  
Adopted July 7, 1994  
Revised May 8, 2003  
Revised December 4, 2003  
Revised February 2, 2006  
Revised April 5, 2007  
Revised March 3, 2011  
Revised November 1, 2012*

## LAFCO STAFFING

### A. Executive Officer Appointment

The manner of recruiting and appointing the Executive Officer is a matter of Commission discretion. The position serves at the pleasure of the Commission who may choose an Executive Officer whenever a vacancy occurs or at any time the services of the incumbent are not deemed satisfactory.

The Santa Barbara Executive Officer is employed under contract to the Commission and provides all immediate managerial, analytical and clerical support.

### B. Executive Officer Responsibilities

The Executive Officer implements the policies and directives established by the Commission, manages the LAFCO office, prepares and administers the budget, represents the Commission at meetings, et cetera.

The Cortese/Knox Act sets forth the following specific statutory responsibilities:

- Conduct and perform the day-to-day business of the Commission.
- Review each application which is filed and prepare a report, including recommendations thereon, and
- Prepare impartial analyses of ballot propositions for approval by the Commission when required.

### C. Other Commission Support

The County Counsel provides legal advice and support for LAFCO. If a conflict of interest ever occurs between LAFCO and the County the Commission can obtain outside counsel.

In addition, the Cortese/Knox Act directs the County Surveyor (or other such County officer or employee as the Board of Supervisors may designate), to examine and report on the boundaries of applications submitted to LAFCO, on request by the Commission or Executive Officer.

*Adopted July 7, 1994*

CALIFORNIA ASSOCIATION OF LAFCOS (CALAFCO)

A. General Provisions

The California Association of LAFCOs, or CALAFCO, was formed in 1971 as a voluntary association. It provides a means of sharing information, coordinating LAFCO activities and representing LAFCO interests before the Legislature.

Commissioners are encouraged to participate in CALAFCO activities depending upon their interests to ensure closer coordination and information exchange with the Statewide association.

B. CALAFCO Board of Directors, Staff and Dues

In accordance with its Bylaws, the Association is governed by a Board composed of 13 LAFCO Commissioners -- there are four City members, four County members, three Public members and two Special District members.

A CALAFCO Executive Director manages Association affairs with assistance from staff volunteers from individual LAFCOs.

Annual membership dues are specified in the Association Bylaws according to CSAC's classification system for Rural, Suburban and Urban counties.

C. CALAFCO Newsletter "The Sphere"

The Association's quarterly newsletter details matters of interest to LAFCOs including significant legislative changes, litigation and activities in individual LAFCOs. Copies are distributed to all members of the Commission.

CALAFCO encourages newsletter articles by Commissioners and staff and is interested in knowing what subjects would be of interest for future articles.

D. Conferences and Workshops

The CALAFCO Annual Conference is held in the Fall alternating between locations in northern and southern California. There are discussions, workshops, presentations and informal activities.

The Association also sponsors an annual Staff Workshop, special issue workshops and other classes and seminars as needed.

E. Annual Business Meeting

The annual business meeting is held in conjunction with the Annual Conference. Each LAFCO in good standing has one vote when members of the Board are selected and other items of Association business decided.

*Adopted July 7, 1994*

## HISTORY OF SANTA BARBARA LAFCO MEMBERSHIP since 1963

City Members and Alternates

Roger Aceves (Goleta)	Thomas N. Lewis (Carpinteria)
John F. Adam, Jr. (Santa Maria)	Sheila Lodge (Santa Barbara)
Lupe Alvarez (Guadalupe)	Marvin D. Loney (Lompoc)
Carol Anders (Solvang)	W. Don Macgillivray (Santa Barbara)
Ed Andrisek (Solvang)	Mark Martinez (Carpinteria)
Sam Arca (Guadalupe)	James A. May (Santa Maria)
Joe Armendariz (Carpinteria)	Ray Okamoto (Guadalupe)
Allen R. Coates (Carpinteria)	Robert Orach (Santa Maria)
George L. Cotsenmeyer (Lompoc)	Victoria Pointer (Buellton)
Dick DeWees (Lompoc)	Vince Pollard (Santa Maria)
Charles Draper (Guadalupe)	Jim Richardson (Solvang)
Gerald Firestone (Santa Barbara)	Andrew Salazar (Lompoc)
Jeanne Graffy (Santa Barbara)*	Raymond E. Seider (Carpinteria)
Jack Hawxhurst (Goleta)	David T. Shiffman (Santa Barbara)
George Hobbs, Jr. (Santa Maria)	David Smyser (Solvang)
Mark King (Carpinteria)	Eugene Stevens (Lompoc)
Casey Kyle (Santa Maria)	Thomas Urbanske (Santa Maria)*
Elinor Langer (Santa Barbara)	Ernest Wullbrandt (Carpinteria)

County Members and Alternates

Francis Beattie	David Grant	Susan Rose
Veril Campbell	Robert L. Hedlund	James M. Slater
Joe Centeno	DeWayne Holmdahl	Timothy Staffel
William B. Chamberlin**	Robert E. Kallman	Michael B. Stoker
George Clyde	Steve Lavagnino	Tom Urbanske*
Doreen Farr	Gail Marshall	William Wallace
Brooks Firestone	Toru Miyoshi	Janet Wolf
Harrell Fletcher	Gloria Ochoa	David Yager
Frank Frost	Dianne Owens	
Jeanne Graffy*	Tom Rogers	

Public Members and Alternates

Richard Carl Brenneman	Carol Nash (Lompoc)
William B. Chamberlin (Santa Ynez)**	Janet B. Severson (Santa Ynez)
Bess Christensen	Bob Short (Montecito)
Paul Floyd	Bernice Stableford (Goleta)
Rita Green (Santa Maria)	J. Tim Terry (Santa Barbara)
Donald Lahr (Santa Maria)	R. Lockwood Tower
Penny Leich (Santa Maria)	Thomas Umenhofer (Goleta)
Marty Mariscal (Santa Maria)	Roger Welt (Santa Maria)

Special District Members and Alternates

Walter Burnett (Mission Hills CSD)	Carey Rogers (Goleta Water District)
Tim Campbell (Montecito Water District)	Cathy Schlottmann (Mission Hills CSD)
Craig Geyer (Goleta West Sanitary District)	Phyllis White (Vandenberg Village CSD)
John Fox (Goleta Sanitary District)	Larry Wilson (Montecito Water District)
Jeff Moorhouse (Carpinteria Sanitary District)	

\* Commissioners who as both City and County Members \*\* Commissioner who has served as both a County and Public Member

**CITY OF BUELLTON**  
***General Law City***

Location of office	107 West Highway 246 Buellton, CA
Mailing address (if different)	P.O. Box 1819 Buellton, CA 93427
Telephone number	686-0137
FAX number	686-0086
Web page	<a href="http://www.cityofbuellton.com">www.cityofbuellton.com</a>
E-mail address	<a href="mailto:johnk@cityofbuellton.com">johnk@cityofbuellton.com</a>

City Council: (Self-governing, elected in November of even-numbered years, 4-year terms)

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month, 6:00 PM, City Council Chambers

**STAFF**

John Kunkel	City Manager x5
Linda Reid	City Clerk x5
Ralph Hansen	City Attorney
Marc Bierdzinski	Planning Director

**INFORMATION**

<u>Incorporated</u>	1992
<u>Population</u>	4,740 (Calif. Dept. of Finance -1/09)
<u>Registered Voters</u>	2,513 registered voters as of 1/19/10

**CITY OF CARPINTERIA**  
***General Law City***

Location of office and mailing address	5775 Carpinteria Avenue Carpinteria, CA 93013
Telephone number	684-5405
FAX number	684-5304
Web page	<a href="http://www.carpinteria.ca.us">www.carpinteria.ca.us</a>
E-mail address	<a href="mailto:daved@ci.carpinteria.ca.us">daved@ci.carpinteria.ca.us</a>

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, 5:30 PM, City Council Chambers

**STAFF**

Dave Durflinger	City Manager
Jayne Diaz	City Clerk
Peter Brown	City Attorney
Jackie Campbell	Community Development Director

**INFORMATION**

<u>Incorporated</u>	1965
<u>Population</u>	14,409 (Calif. Dept. of Finance -1/09)
<u>Registered Voters</u>	6,597 registered voters as of 1/19/10

**CITY OF GOLETA**  
***General Law City***

Location of office and Mailing Address	130 Cremona Drive, Suite B Goleta, CA 93117
Telephone number	961-7500
FAX number	685-2635
Web page	www.cityofgoleta.org
E-mail address	cityhall@cityofgoleta.org

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 1:30 PM and 6:00 PM  
City Council Chamber

**STAFF**

Dan Singer	City Manager
Deborah Constantino	City Clerk
Tim Giles	City Attorney
Steve Chase	Planning Director

**INFORMATION**

<u>Incorporation</u>	2002
<u>Population</u>	30,476 (Calif. Dept. of Finance - 1/09)
<u>Registered Voters</u>	16,116 registered voters as of 1/19/10

**CITY OF GUADALUPE**  
***General Law City***

Location of office and mailing address	918 Obispo Street Guadalupe, CA 93434
Telephone number	356-3891
FAX number	343-5512
E-mail address	rc@ci.guadalupe.ca.us

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, monthly, 6:00 PM, City Council Chambers

**STAFF**

Andrew Carter	City Administrator
Brenda Hoff	City Clerk and Clerk of the Board
Dave Fleishman	City Attorney
Rincon Associates	Contract Planning Director
Jaime Casso	Legal Counsel

**INFORMATION**

<u>Incorporated</u>	1946
<u>Population</u>	6,534 (Calif. Dept. of Finance - 1/09)
<u>Registered voters</u>	1,894 registered voters as of 1/19/10



**CITY OF LOMPOC**  
***General Law City***

Location of office	100 Civic Center Plaza Lompoc, CA
Mailing address (if different)	P.O. Box 8001 Lompoc, CA 93438
Telephone number	736-1261
FAX number	736-5347
Web page	<a href="http://www.ci.lompoc.ca.us">www.ci.lompoc.ca.us</a>
E-mail address	

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 7:00 PM, City Council Chambers

**STAFF**

Laurel Barcelona	City Administrator
Stacey Alvarez	City Clerk
Joe Pannone	Acting City Attorney
Arleen Pelster	Community Development Director

**INFORMATION**

<u>Incorporation</u>	1888
<u>Population</u>	42,892 (Calif. Dept. of Finance - 1/09)
<u>Registered voters</u>	15,000 registered voters as of 1/19/10

**CITY OF SANTA BARBARA**  
***Charter City***

Location of office	735 Anacapa St, Santa Barbara
Mailing address (if different)	P.O. Box 1990 Santa Barbara, CA 93102-1990
Telephone number	564-5301
FAX number	897-1993
Web page	<a href="http://www.ci.santa-barbara.ca.us">www.ci.santa-barbara.ca.us</a>
E-mail address	

City Council: Self-governing, elected in November of even-numbered years, taking office in January, 4-year terms

Meets: Weekly on Tuesdays, 2:00 PM, City Council Chambers

**STAFF**

James L. Armstrong	City Manager
Cyndi Rodriguez	City Clerk
Steve Wiley	City Attorney
Paul Casey	Planning Director

**INFORMATION**

<u>Incorporation</u>	1850
<u>Population</u>	90,308 (Calif. Dept. of Finance - 1/09)
<u>Registered voters</u>	46,712 registered voters as of 1/19/10

**CITY OF SANTA MARIA**  
***General Law City***

Location of office and mailing address	110 East Cook Street Santa Maria, CA 93454
Telephone number	925-0951 Ext. 200
FAX number	349-0657
Web page	<a href="http://www.ci.santa-maria.ca.us">www.ci.santa-maria.ca.us</a>
E-mail address	<a href="mailto:prodriguez@ci.santa-maria.ca.us">prodriguez@ci.santa-maria.ca.us</a>

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, 6:30 PM, City Council Chambers

**STAFF**

Rick Haydon	City Manager
Patti M. Rodriguez	City Clerk
Gil Trujillo	City Attorney
Larry Appel	Director of Community Development

**INFORMATION**

<u>Incorporation</u>	1905
<u>Population</u>	92,542 (Calif. Dept. of Finance - 1/09)
<u>Registered voters</u>	26,832 registered voters as of 1/19/10

**CITY OF SOLVANG**  
***Charter City***

Location of office and mailing address	1644 Oak Street Solvang, CA 93463
Telephone number	688-5575
FAX number	686-2049
E-mail address	BradV@cityofsolvang.com

City Council: Self-governing, elected in November of even-numbered years, 4-year terms, elected mayor serving 2 year terms)

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Mondays, 7:00 PM, City Council Chambers

**STAFF**

Brad Vidro	City Manager
Mary Ellen Rio	City Clerk
Roy A. Hanley	City Attorney
Arlene Pelster	Community Development Director

**INFORMATION**

<u>Incorporation</u>	1985
<u>Population</u>	5,446 (Calif. Dept. of Finance - 1/09)
<u>Registered voters</u>	3,100 registered voters as of 1/19/10

**Public Airport District**

**SANTA MARIA PUBLIC AIRPORT DISTRICT**

*(California Airport District Act, Public Utilities Code §22001 et seq.)*

Location of office and mailing address	3217 Terminal Drive Santa Maria, CA 93455
Telephone number	922-1726
FAX number	922-0677
Web page	www.fly2SMX.com
E-mail address	santamariaairport@santamariaairport.com

Board of Directors: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month, 7:00 PM, District Board Room

**STAFF**

Chris Hastert	General Manager
Christine C. Freitas	Clerk of the Board
Ray Beiring	Legal Counsel

**INFORMATION**

Formation: 1962

Services provided:

The District owns and operates Santa Maria Airport, a commercial and general aviation airport located within the City of Santa Maria.

**Cemetery District**

**CARPINTERIA CEMETERY DISTRICT**

*(Health and Safety Code §8890 et seq.)*

Location of office and mailing address	1501 Cravens Lane Carpinteria, CA 93013
Telephone number	684-2466
FAX number	566-0898
Web page	www.carpcemetry.com
E-mail address	carpcemetery@yahoo.com

Board of Directors: Five member board of directors appointed by the Board of Supervisors

Meets: 1<sup>st</sup> Monday of November, February, May and August; 4:00 PM

**STAFF**

Michael Damron	General Manager
Michael Damron	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1914

Services provided:

The District owns and maintains a public cemetery and provides burial services.

**Cemetery District**

**GOLETA CEMETERY DISTRICT**

*(Health and Safety Code §8890 et seq.)*

Location office and mailing address	44 South San Antonio Road Santa Barbara, CA 93110
Telephone number	967-3608
FAX number	964-8268
Web page	www.goletacemetery.com
E-mail address	Rdbower52@aol.com

Board of Directors: Three member board of directors appointed by the Board of Supervisors

Meets: 2<sup>nd</sup> Tuesday, monthly, 4:00 PM, District Office

**STAFF**

Rick Bower	General Manager
Rick Bower	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation 1910

Services provided:

The District owns and maintains a public cemetery and provides burial services.

**Cemetery District****GUADALUPE CEMETERY DISTRICT***(Health and Safety Code §8890 et seq.)*

Location of office and mailing address	4655 West Main Street Guadalupe, CA 93434
Telephone numbers	343-1415
FAX number	343-6495
Web page	
E-mail address	Guadcem@verizon.net

Board of Directors: Five member board of directors appointed by the Board of Supervisors

Meets: 2<sup>nd</sup> Tuesday, Monthly, 8:30 AM, District Office

**STAFF**

Anthony Zarate	Superintendent
Mary Delgado	Office Manager
Karen A. O'Neil	Legal Counsel

**INFORMATION**

Formation 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.



**Cemetery District**

**LOMPOC CEMETERY DISTRICT**

*(Health and Safety Code §8890 et seq.)*

Location of office	600 South C Street Lompoc, CA
Mailing address	P.O. Box 972 Lompoc, CA 93438
Telephone number	735-1817
FAX number	735-4977
E-mail address	mpowers@dslextreme.com

Board of Directors: Five member board of directors appointed by the Board of Supervisors

Meets: 4<sup>th</sup> Wednesday, monthly, 11:45 AM

**STAFF**

Mark E. Powers	Superintendent
Carrie Troup	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation 1909

Services provided:

The District owns and maintains a public cemetery and provides burial services.

**Cemetery District**

**LOS ALAMOS CEMETERY DISTRICT**

*(Health and Safety Code §8890 et seq.)*

Location of office 4777 Drum Canyon Road  
Los Alamos, CA

Mailing address P.O. Box 702  
Los Alamos, CA 93440

Telephone number Cemetery:  
344-4441  
George Shaw:  
868-9944  
Kerry (Secretary):  
937-0511

E-mail address losalamoscem@sbceo.org

Board of Directors: Five member board of directors appointed by the Board of Supervisors

Meets: Quarterly

**STAFF**

George Shaw	Director
Candayce Clark	Clerk of the Board
Richard Battles, Howell Moore & Gough LLP	Legal Counsel

**INFORMATION**

Formation 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.

***Cemetery District******OAK HILL CEMETERY DISTRICT***

*(Health and Safety Code §8890 et seq.)*

Location of office and mailing address 2560 Baseline Avenue  
Ballard, CA 93463

Telephone number 688-4035

FAX number 693-8635

E-mail address

Board of Directors: Three member board of directors appointed by the Board of Supervisors.

Meets: 3<sup>rd</sup> Thursday, monthly, District Office

**STAFF**

David Jakkola General Manager

David Jakkola Clerk of the Board

County Counsel Legal Counsel

**INFORMATION**

Formation 1914

Services provided:

The District owns and maintains a public cemetery and provides burial services.

**Cemetery District**

**SANTA MARIA CEMETERY DISTRICT**

*(Health and Safety Code §8890 et seq.)*

Location of office	1501 South College Drive Santa Maria
Mailing address	P. O. Box 684 Santa Maria, CA 93456
Telephone number	925-4595
FAX number	928-9665
E-mail address	

Board of Directors: Five member board of directors appointed by the Board of Supervisors

Meets: Monthly, District Office, Time and date varies

**STAFF**

Becky Badenell	General Manager
Karen O’Neil Twitchell & Rice	Legal Counsel

**INFORMATION**

Formation: 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.

**Community Services District**

**CASMALIA COMMUNITY SERVICES DISTRICT**

*(Community Services District Law, Government Code §61000 et seq.)*

Location of office and mailing address	3325 Point Sal Road Casmalia, CA 93429
Telephone number	937-6151
FAX number	
E-mail address	Terri2@ix.netcom.com

Board of Directors: Five member board of directors elected at-large

Meets: 2<sup>nd</sup> Thursdays, 5:00 PM, Casmalia School

**STAFF**

Luis Meza	General Manager
Terri Stricklin	Clerk of the Board
Richard Adam	Legal Counsel

**INFORMATION**

Formation: 1981

Services provided:

The District provides water service for the community of Casmalia, serving approximately 50 water connections.

**Community Services District**

**CUYAMA COMMUNITY SERVICES DISTRICT**

*(Community Services District Law, Government Code §61000 et seq.)*

Location of office	4885 Primero Street New Cuyama, CA
Mailing address	P.O. Box 368 New Cuyama, CA 93254-0368
Telephone number	(661) 766-2780 (Office) (661) 619-1873 (Cell phone)
FAX number	(661) 766-2632
E-mail address	ccsd@inreach.com

Board of Directors: Five member board of directors elected at-large

Meets: 2<sup>nd</sup> Wednesday, monthly, 7:00 PM, Montgomery Hall, New Cuyama

**STAFF**

U. S. Wilson	General Manager
Vivian Vickery	Clerk of the Board

**INFORMATION**

Formation: 1977

Services provided:

The District provides water service and wastewater collection and treatment for the New Cuyama area, serving approximately 240 water and wastewater connections.

**Community Services District**

**LOS ALAMOS COMMUNITY SERVICES DISTRICT**

*(Community Services District Law, Government Code §61000 et seq.)*

Location of office	82 North Saint Joseph Street Los Alamos, CA
Mailing address (if different)	P.O. Box 675 Los Alamos, CA 93440
Telephone number	344-4195
FAX number	344-2908
E-mail address	kbarnard@dock.net

Board of Directors: Five member board of directors elected at-large

Meets: 4<sup>th</sup> Wednesday of each month, 7:30 PM, District Office

**STAFF**

Kevin M. Barnard	General Manager
Candyce J. Clark	Office Manager
Richard Battles Howell Moore & Gough LLP	Legal Counsel

**INFORMATION**

Formation: 1956

Services provided:

The District provides water treatment and distribution, the collection and treatment of wastewater serving approximately 550 water and wastewater connections and maintenance and operation of a park.

**Community Services District****MISSION HILLS COMMUNITY SERVICES DISTRICT***(Community Services District Law, Government Code §61000 et seq.)*

Location of office and mailing address	1550 East Burton Mesa Blvd. Lompoc, CA 93436
Telephone number	733-4366 x201
FAX number	733-4188
E-mail address	mr@mhcsd.org

Board of Directors: Five member board of directors elected at-large

Meets: 2<sup>nd</sup> Wednesday, monthly, 7:00 PM, District office

**STAFF**

Michael Riley	District Manager
Casey Fowler	District Secretary
Timothy C. Carmel, Lyon and Carmel	Legal Counsel

**INFORMATION**

Formation: 1979

Services provided:

The District provides retail water service, wastewater collection and treatment, and street sweeping, serving approximately 1,100 water and 1,070 wastewater connections.



**Community Services District**

**SANTA RITA HILLS COMMUNITY SERVICES DISTRICT**

*(Community Services District Law, Government Code §61000 et seq.)*

Location of office and mailing address	P.O. Box 991 Buellton, CA 93427
Telephone number	544-4011
FAX number	544-4294

Board of Directors: Five member board of directors elected at-large

Meets: 1st Thursday of each month, 7:00 PM  
Santa Barbara County Administrative Office Building, Lompoc

**STAFF**

John Wallace	General Manager johnw@wallacegroup.us
Casey Fowler	Secretary to the Board
Michael Seitz	Legal Counsel

**INFORMATION**

Formation: 2009

Services provided:

The District is authorized to construct, improve, and maintain roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks and incidental works, convert overhead electric and communications facilities to underground locations, and install underground electric and communications facilities within its boundaries.

**Community Services District**

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**

*(Community Services District Law, Government Code §61000 et seq.)*

Location of office	1070 Faraday Street Santa Ynez, CA 93460
Mailing address	P.O. Box 667 Santa Ynez, CA 93460-0667
Telephone number	688-3008
FAX number	688-3006
E-mail address	Jeff Hodge <a href="mailto:jhodge@sycsd.com">jhodge@sycsd.com</a> Wendy Berry <a href="mailto:wendy@sycsd.com">wendy@sycsd.com</a>

Board of Directors: Five member board of directors elected at-large

Meets: 3<sup>rd</sup> Wednesday, monthly, 7:00 PM, District Office

**STAFF**

Jeff Hodge	General Manager
Wendy Berry	Board Secretary
Richard G. Battle, Howell Moore & Gough LLP	Legal Counsel

**INFORMATION**

Formation: 1971

Services provided:

The District provides wastewater collection and transportation and street lighting, serving approximately 688 wastewater connections. Effluent collected by the District is treated at the City of Solvang's wastewater treatment plant.

**Community Services District****VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT***(Community Services District Law, Government Code §61000 et seq.)*

Location of office and mailing address	3757 Constellation Lompoc, CA 93436
Telephone number	733-2475
FAX number	733-2109
Web page	vvcsd.org
E-mail address	administration@vvcsd.org jbarget@vvcsd.org

Board of Directors: Five member board of directors elected at-large

Meets: 1<sup>st</sup> Tuesday, monthly, 7:00 PM, District Office

**STAFF**

Joe Barget	General Manager
Stephanie Vlahos	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1988

Services provided:

The District provides water service and wastewater collection and transportation for the Vandenberg Village area, serving approximately 2,400 water and wastewater connections. The effluent is treated at the City of Lompoc's regional wastewater treatment plant.

**Fire Protection District**

**CARPINTERIA/SUMMERLAND FIRE PROTECTION DISTRICT**

*(Fire Protection District Law of 1987, Health & Safety Code §13800 et seq.)*

Location of office and mailing address	1140 Eugenia Place, Suite A Carpinteria, CA 93013
Telephone number	684-4591
FAX number	684-8242
E-mail address	m.mingee@csfd.net

Board of Directors Five member board of directors elected at-large

Meets: 3<sup>rd</sup> Tuesday, monthly, District Office

**STAFF**

Michael Mingee	Fire Chief
Joyce Reed	Clerk of the Board
Mark Manion Price, Postel & Parma	Legal Counsel

**INFORMATION**

Formation: 1934

Services provide:

The District provides fire prevention, suppression and emergency medical services. It operates two fire stations, in Carpinteria and in Summerland.

**Fire Protection District****MONTECITO FIRE PROTECTION DISTRICT**

*(Fire Protection District Law of 1987, Health & Safety Code §13800 et seq.)*

Location of office and mailing address	595 San Ysidro Road Montecito, CA 93108
Telephone number	969-7762
FAX number	969-3598
Web page	www.montecitofire.com
E-mail address	kwallace@montecitofire.com

Board of Directors: Three member board of directors elected at-large

Meets: 3<sup>rd</sup> Monday, monthly, 8:30 AM, District Office

**STAFF**

Chip Hickman	Fire Chief
Geri Ventura	Clerk of the Board
Eric Hvolboll, Price, Postel & Parma	Legal Counsel

**INFORMATION**

Formation: 1917

Services provided:

The District provides fire prevention and suppression, search and rescue, paramedic services, plan review, business and residential inspections, public education and wild land fire protection planning. It operates two fire stations.

**Fire Protection District**

**SANTA BARBARA COUNTY FIRE PROTECTION DISTRICT**

*(Fire Protection District Law of 1987, Health and Safety Code §13800 et seq.)*

Location of office and mailing address	4410 Cathedral Oaks Road Santa Barbara, CA 93110
Telephone number	681-5500
FAX number	681-5563
Web page	<a href="http://www.countyofsb.org">www.countyofsb.org</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors for the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Michael Dyer	Fire Chief
Michael Brown	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation 1957

Services provided:

The District provides fire prevention, suppression, emergency medical services and hazardous materials response. It operates fifteen fire stations.

**Health Care District****LOMPOC VALLEY MEDICAL CENTER***(A California Health Care District)**(Local Health Care District Act, Health and Safety Code §32000 et seq.)*

Location of office and mailing address	1515 East Ocean Avenue Lompoc, CA 93436
Telephone number	737-3301
FAX number	737-3326
Web page	www.lompocvmc.com
E-mail address	raggioJ@lompocvmc.com

Board of Directors: Five member board of directors elected at-large

Meets: 4<sup>th</sup> Thursday, monthly, 5:30 PM, Board Room

**STAFF**

Jim Raggio	Chief Executive Officer
	Clerk of the Board
Les Johnson	Legal Counsel

**INFORMATION**

Formation: 1946

Services provided:

The District provides health care services. It owns and operates a 60-bed acute care hospital and a 110-bed skilled nursing facility.

***Lighting District***

**GUADALUPE LIGHTING DISTRICT**

*(Highway Lighting District Act, Streets & Highways Code §19000 et seq.)*

Location of office and mailing address                      Guadalupe City Hall  
918 Obispo Street  
Guadalupe, CA 93434

Telephone number                      356-3889

FAX number                              343-5512

E-mail address

Board of Directors: Governed by the Guadalupe City Council

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, monthly, 6:00 PM, City Council Chambers

**STAFF**

Michael Peña, Public Works Director	General Manager
Christine Estorga	Clerk of the Board
Alexander F. Simas	Legal Counsel

**INFORMATION**

Formation: \_\_\_\_\_ 1920

Services provided:

The District provides street lighting for the City of Guadalupe and some adjacent lands.



**Lighting District**

**NORTH COUNTY LIGHTING DISTRICT**

*(Highway Lighting District Act, Streets & Highways Code §19000 et seq.)*

Location of office and mailing address	620 West Foster Road Santa Maria, CA 93455
Telephone number	739-8750
FAX number	739-8753
Web page	<a href="http://www.publicworkssb.org/swud/streetlight.html">www.publicworkssb.org/swud/streetlight.html</a>
E-mail address	

Board of Directors: Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1994

Services provided: The District provides street lighting and energizes 2,816 street lights in the unincorporated Casmalia, Los Alamos, Mission Hills, Orcutt, Santa Maria and Vandenberg Village areas.

**Municipal Improvement District****EMBARCADERO MUNICIPAL IMPROVEMENT DISTRICT**

*(Embarcadero Municipal Improvement District Act, Chapter 81, Stats. 1960)*

Location of office and mailing address	224 Vereda Leyenda Goleta, CA 93117
Telephone number	968-5885
FAX number	685-1081
E-mail address	emid@emidsb.org

Board of Directors: Five member board of directors elected at-large

Meets: 2<sup>nd</sup> Wednesday, monthly, 7:30 PM, District office

**STAFF**

Susan Paxton	General Manager
Susan Paxton	Clerk of the Board
Richard Battles, Howell Moore & Gough LLP	Legal Counsel

**INFORMATION**

Formation: 1960

Services provided:

The District collects and transports wastewater, provides local recreation services, conducts architectural plan approval, enforces development standards (i.e. CC&Rs) and addresses community needs such as undergrounding utilities, animal control, and abatement of road and drainage hazards.

**Vector Control District**

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF  
SANTA BARBARA COUNTY**

*(Pest Abatement District Law, Health & Safety Code §2200 et seq.)*

Location of office	2450 Lillie Ave Summerland, CA
Mailing address	P.O. Box 1389 Summerland, CA 93067
Telephone number	969-5050
FAX number	969-5643
Web page	<a href="http://www.mvmdistrict.org">www.mvmdistrict.org</a>
E-mail address	<a href="mailto:mvmdistrict@mvmdistrict.org">mvmdistrict@mvmdistrict.org</a>

Board of Directors: Eight member Board of Trustees appointed by the Board of Supervisors and/or City Councils.

Meets: 2<sup>nd</sup> Thursday, monthly, Hope School District Board Room

**STAFF**

Brian Passaro	General Manager
Jessica Sprig	Clerk of the Board
Richard Battles	Legal Counsel

**INFORMATION**

Formation: 1959

Services provided:

The District provides abatement of mosquitoes and other disease vectors and routine surveillance of vector-borne disease.

**Recreation and Park District**

**CUYAMA VALLEY RECREATION AND PARK DISTRICT**

*(Recreation and Park District Act, Public Resources Code §5780 et seq.)*

Location of office	4885 Primero Street, New Cuyama
Mailing address	P.O. Box 270 New Cuyama, CA 93254
Telephone number	(661) 766-2270
FAX number	(661) 766-2632
E-mail address	cuyamarec@gmail.com

Board of Directors: Five member board of directors elected at large

Meets: Third Thursday, Monthly, 6:00 PM, District Office

**STAFF**

Dorothy Batiste	General Manager
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1958

Services provided:

The District provides local recreation and park services.

**Recreation and Park District**

**ISLA VISTA RECREATION AND PARK DISTRICT**

*(Recreation and Park District Act, Public Resources Code §5780 et seq.)*

Location of office and mailing address	961 Embarcadero Del Mar Isla Vista, CA 93117
Telephone number	968-2017
FAX number	968-2829
Web page	<a href="http://www.ivparks.org">www.ivparks.org</a>
E-mail address	<a href="mailto:plesage@ivparks.org">plesage@ivparks.org</a>

Board of Directors: Five member board of directors elected at large

Meets: 2<sup>nd</sup> Thursday, monthly, 6:30 PM, District Office

**STAFF**

Jeff Lindgren	General Manager x27
Jeff Lindgren	Clerk of the Board
Roxanne Diaz	Legal Counsel

**INFORMATION**

Formation: 1972

Services provided:

The District provides local recreation and park services.

**Resource Conservation District**

**CACHUMA RESOURCE CONSERVATION DISTRICT**

*(Public Resources Code §9074 et seq.)*

Location of office and mailing address	920 East Stowell Road Santa Maria, CA 93454
Telephone number	928-9269 Ext. 110
FAX number	928-9644
Web page	www.carcd.org
E-mail address	Tom.lockhart@ca.nacdnet.net

Board of Directors: Nine member board of directors, appointed by the Board of Supervisors

Meets: 2<sup>nd</sup> Thursday, monthly, 1:00 PM, Swiss Chalet  
Santa Maria

**STAFF**

Anne Coates	Executive Board
Anne Coates	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1992

Services provided:

The District provides technical assistance to landowners and services related to the improvement of land capabilities, conservation of resources, conservation of water through services of the Irrigation Mobile Lab, prevention and control of soil erosion and public education.

**Sanitary District**

**LAGUNA COUNTY SANITATION DISTRICT**

*(County Sanitation Law, Health & Safety Code §4700 et seq.)*

Location of office and mailing address	620 West Foster Road Santa Maria, CA 93455
Telephone number	739-8750
FAX number	739-8753
Web page	<a href="http://www.publicworkssb.org/swud/streetlight.html">www.publicworkssb.org/swud/streetlight.html</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1958

Services provided:

The District collects, treats and disposes of wastewater.

**Sanitary District****CARPINTERIA SANITARY DISTRICT**

*(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)*

Location of office and mailing address	5300 Sixth Street Carpinteria, CA 93013
Telephone number	684-7214
FAX number	684-7213
E-mail address	craigm@carpsan.com

Board of Directors: Five member board of directors elected at large

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 5:30 PM, District Office

**STAFF**

Craig Murray	General Manager - ext 12
Jeff Moorhouse	Board Secretary
Tony Trembly Nordman, Cormany, Hair & Compton	Legal Counsel

**INFORMATION**

Formation: 1928

Services provided:

The District provides wastewater collection and treatment for the greater Carpinteria area, serving approximately 4,200 wastewater connections.



**Sanitary District****GOLETA SANITARY DISTRICT**

*(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)*

Location of office and mailing address	One William Moffett Place, Goleta, CA 93117
Telephone number	967-4519
FAX number	964-3583
Web page	goletasanitary.org
E-mail address	kazoury@goletasanitary.org

Board of Directors: Five member board of directors elected at large

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Mondays, 7:30 PM, District Board Room

**STAFF**

Kamil S. Azoury	General Manager
Kamil Azoury	Clerk of the Board
Richard Battles, Howell Moore & Gough LLP	Legal Counsel

**INFORMATION**

Formation: 1942

Services provided:

The District provides wastewater collection, treatment and reclamation serving approximately 10,700 wastewater connections within its boundaries.

It also treats wastewater from more than 4,800 connections in Goleta West Sanitary District, UCSB campus and Santa Barbara Airport.

**Sanitary District****GOLETA WEST SANITARY DISTRICT***(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)*

Location of office	Campus, Parking Lot 32 Santa Barbara CA 93106
Mailing address	P.O. Box 4 Goleta, CA 93116-0004
Telephone number	968-2617
FAX number	562-8987
Web page	goletawest.com
E-mail address	info@goletawest.com

Board of Directors: Five member board of directors elected at large

Meets: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays (odd numbered months)  
1<sup>st</sup> Tuesday (even numbered months)  
7:15 PM, District Office

**STAFF**

Mark Nation	General Manager/Superintendent
Diane P. Powers	Clerk of the Board
Steven A. Amerikaner Brownstein, Hyatt, Farber, Schreck	Legal Counsel

**INFORMATION**

Formation: 1954

Services provided:

The District provides wastewater collection and street sweeping services. It serves approximately 5,000 wastewater connections.

**Sanitary District**

**MONTECITO SANITARY DISTRICT**

*(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)*

Location of office and mailing address	1042 Monte Cristo Lane Santa Barbara, CA 93108
Telephone number	969-4200
FAX number	969-9049
E-mail address	<a href="mailto:tmcdonald@montsan.org">tmcdonald@montsan.org</a>

Board of Directors: Five member board of directors elected at large

Meets: 2<sup>nd</sup> and last Mondays, monthly, 1:15 PM, District Office

**STAFF**

Diane Gabriel	General Manager/ District Engineer
Toni McDonald	Office Manager/ Clerk of the Board
Mark Manion	Legal Counsel
Price, Postel & Parma	

**INFORMATION**

Formation: 1947

Services provided:

The District provides wastewater collection, treatment and disposal, serving approximately 3,050 wastewater connections.

**Sanitary District****SUMMERLAND SANITARY DISTRICT***(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)*

Location of office	2435 Wallace Avenue Summerland, CA
Mailing address	P.O. Box 417 Summerland, CA 93067
Telephone number	969-4344
FAX number	969-5794
E-mail address	msouza@summerland.org

Board of Directors: Five member board of directors elected at large

Meets: 2<sup>nd</sup> Thursday, monthly, 5:00 PM, District Office

**STAFF**

Michael J. Sullivan (Mike)	General Manager
Marjon Souza	Office Manager/Clerk of the Board
Nordman, Compton, Cormany & Hair	Legal Counsel

**INFORMATION**

Formation: 1957

Services provided:

The District provides wastewater collection, treatment and disposal for the Summerland area, serving approximately 472 wastewater connections.

**Metropolitan Transit District****SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

*(Santa Barbara Metropolitan Transit District Act of 1965,  
Public Utilities Code §95000 et seq.)*

Location of office and mailing address	550 Olive Street Santa Barbara, CA 93101
Telephone number	963-3364
FAX number	963-3365
Web page	www.sbmtd.gov
E-mail address	administration@sbmtd.gov

Board of Directors: Seven member board of directors – two appointed by Board of Supervisors, one by the Carpinteria City Council, one by the Goleta City Council and two by the Santa Barbara City Council and one by the other six members

Meets: Every other Tuesday, 8:30 AM, District Board Room

**STAFF**

Sherrie Fisher	General Manager
Imelda Martin	Clerk of the Board
_____	Legal Counsel

**INFORMATION**

Formation: 1966

Services provided:

The District provides public transit services.

**Water District****CARPINTERIA VALLEY WATER DISTRICT**

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address                      1301 Santa Ynez Avenue  
Carpinteria, CA 93013

Telephone number    684-2816

FAX number    684-3170

E-mail address

Board of Directors: Five member board of directors elected at large

Meets: 2<sup>nd</sup> Wednesday, 5:30 PM, Carpinteria City Hall

**STAFF**

Charles B. Hamilton    General Manager                      Ext. 112

Charles B. Hamilton    Clerk of the Board

Chip Wullbrandt    Legal Counsel

Price Postel and Parma

Kathy Stone    Conflicts Counsel

**INFORMATION**

Formation:    1941

Services provided:

The District provides retail water service, serving approximately 4,136 water connections.

**Water District**

**GOLETA WATER DISTRICT**

*(County Water District Law, Water Code §30000 et seq.)*

Location of office and mailing address	4699 Hollister Avenue Goleta, CA 93110-1999
Telephone number	964-6761
FAX number	964-7002
Web page	www.goletawater.com
E-mail address	info@goletawater.com

Board of Directors: Five member board of directors elected at large

Meets: 2<sup>nd</sup> Tuesday, monthly, 5:30 PM, District Board Room

**STAFF**

John McInnes	General Manager ext
Beth Horn	Board Secretary ext 621
Francis M. Farina	Legal Counsel

**INFORMATION**

Formation: 1944

Services provided:

The District provides retail water service, serving approximately 14,385 water connections.

**Water District**

**MONTECITO WATER DISTRICT**

*(County Water District Law, Water Code §30000 et seq.)*

Location of office and mailing address	583 San Ysidro Road Montecito, CA 93108-2124
Telephone number	969-2271
FAX number	969-7261
Web page	<a href="http://www.montecitowater.com">www.montecitowater.com</a>
E-mail address	<a href="mailto:webmaster@montecitowater.com">webmaster@montecitowater.com</a>

Board of Directors: Five member board of directors elected at large

Meets: 3<sup>rd</sup> Tuesday, monthly, 2:00 PM, District Board Room

**STAFF**

Thomas R. Mosby	General Manager
Thomas R. Mosby	Clerk of the Board
C.E. Chip Wullbrandt Price, Postel & Parma	Legal Counsel

**INFORMATION**

Formation: 1921

Services provided:

The District provides domestic and agricultural water service, serving approximately 4,500 water connections.



***Flood Control and Water Conservation District***

***SANTA BARBARA COUNTY FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT***

*(Santa Barbara County Flood Control and Water Conservation District  
Act, California Water Code, Chapter 74)*

Location of office and mailing address	123 East Anapamu Street Santa Barbara, CA 93101
Telephone number	568-3440
FAX number	568-3434
Web page	<a href="http://www.publicworkssb.org/water/flood.html">www.publicworkssb.org/water/flood. html</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1955

Services provided:

The District provides flood control and water conservation services and flood control zones both within and outside of cities.

**Water Agency**

**SANTA BARBARA COUNTY WATER AGENCY**

*(Santa Barbara County Water Agency Act, California Water Code, Chapter 51)*

Location of office and mailing address	123 East Anapamu Street Santa Barbara, CA 93101
Telephone number	568-3440
FAX number	568-3434
Web page	<a href="http://www.publicworkssb.org/water/agency.html">www.publicworkssb.org/water/agency.html</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1945

Services provided:

The District provides water project contracting, water conservation, hydrologic data collection, assessment and dissemination and cloud seeding.

**Water Conservation District**

**SANTA MARIA VALLEY WATER CONSERVATION  
DISTRICT**

*(Water Conservation District Law, Water Code §74000 et seq.)*

Location of office	110 South Lincoln, Suite 101 Santa Maria, CA
Mailing address (if different)	P.O. Box 364 Santa Maria, CA 93456
Telephone numbers	925-5212
FAX number	739-0763
E-mail address	Smv.waterconservation@verizon.net

Board of Directors: Seven member board of directors elected by division

Meets: 3<sup>rd</sup> Thursday, monthly, 6:00 PM, District Office

**STAFF**

	General Manager
Christy Griesemer	Board Secretary
Kevin O'Brien, Downey Brand	Legal Counsel

**INFORMATION**

Formation: 1937

Services provided:

The District provides water conservation and groundwater basin recharge, flood control, groundwater recharge, operations at Twitchell Dam

**Water Conservation District**

**SANTA YNEZ RIVER WATER CONSERVATION DISTRICT**

*(Water Conservation District Law, Water Code §74000 et seq.)*

Location of office	3669 Sagunto Street, Suite 108 Santa Ynez, CA
Mailing address	P.O. Box 719 Santa Ynez, CA 93460
Telephone number	693-1156
FAX number	688-8065
E-mail address	bwales@syrwcd.com

Board of Directors: Five member board of directors elected by division

Meets: 1<sup>st</sup> Wednesday – March, June, September, December, 6:30 PM

**STAFF**

Bruce A. Wales	General Manager
Bruce A. Wales	Board Secretary
Ernest Conant	Legal Counsel
Young Wooldridge	

**INFORMATION**

Formation: 1939

Services provided:

The District protects water rights and supplies within the Santa Ynez River watershed, manages releases of water from Bradbury Dam to replenish downstream basins along the River and on the Lompoc Plain and provides water management throughout the area.

**Water Conservation District**

**SANTA YNEZ RIVER WATER CONSERVATION DISTRICT  
IMPROVEMENT DISTRICT NO. 1**

*(Water Conservation District Law, Water Code §74000 et seq.)*

Location of office	3622 Sagunto Street Santa Ynez
Mailing address	P.O. Box 157 Santa Ynez, CA 93460
Telephone number	688-6015
FAX number	688-3078
E-mail address	general@syrwd.org

Board of Trustees: Five member board of trustees elected by division

Meets: Third Tuesday, District office Conference Room  
November –March meetings begin at 5:30 PM  
April – October meetings begin at 6:30 PM

**STAFF**

Chris Dahlstrom	General Manager
Chris Dahlstrom	Secretary of the Board
Gary Kvistad Brownstein, Hyatt, Farber, Schreck	Legal Counsel

**INFORMATION**

Formation: 1959

Services provided:

The District provides retail water service, serving approximately 2,596 water connections.

**County Service Area**

**COUNTY SERVICE AREA NO. 32  
(Unincorporated Area)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office	4436 Calle Real Santa Barbara, CA 93110
Telephone number	681-4190
FAX number	681-4322
Web page	<a href="http://www.sbsheriff.org">www.sbsheriff.org</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

County Sheriff	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1979

Services provided:

The District helps fund extended police services for the unincorporated area of Santa Barbara County.

**County Service Area**

**COUNTY SERVICE AREA NO. 11  
(Summerland and Carpinteria Area)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office	620 West Foster Road Santa Maria, CA 93455
Telephone number	739-8750
FAX number	739-8753
Web page	<a href="http://www.publicworkssb.org/swud/streetlight.html">www.publicworkssb.org/swud/streetlight.html</a>
E-mail address	

Board of Directors: Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1962

Services provided:

The District provides street lighting and currently energizes 73 street lights.

**County Service Area**

**COUNTY SERVICE AREA NO. 3  
(Goleta Valley)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office            620 West Foster Road  
   Santa Maria, CA 93455

Telephone number            739-8750

FAX number                    739-8753

Web page                      [www.publicworkssb.org/swud/streetlight.html](http://www.publicworkssb.org/swud/streetlight.html)

E-mail address

Board of Directors: Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation:                    1962

Services provided:

The District provides street lighting, acquisition and maintenance of parks and open space, special tax support for enhanced library services. It currently energizes 1,387 street lights.



**County Service Area**

**COUNTY SERVICE AREA NO. 31  
(Isla Vista)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office            620 West Foster Road  
   Santa Maria, CA 93455

Telephone number            739-8750

FAX number                    739-8753

Web page                      [www.publicworkssb.org/swud/streetlight.html](http://www.publicworkssb.org/swud/streetlight.html)

E-mail address

Board of Directors: Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation:                    1963

Services provided:

The District provides street lighting, currently energizing 272 street lights, maintains and repairs of sidewalks, curbs and gutters and is responsible for planting, maintenance and care of street trees.

**County Service Area**

**COUNTY SERVICE AREA NO. 4  
(North Lompoc)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office	300 Goodwin Road Santa Maria, CA 93455
Telephone number	934-6145
FAX number	934-6213
E-mail address	www.sbparks.org

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

County Parks Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1962

Services provided:

The District maintains approximately 52 acres of open space.

**County Service Area**

**COUNTY SERVICE AREA NO. 5  
(Orcutt)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office	300 Goodwin Road Santa Maria, CA 93455
Telephone number	934-6145
FAX number	934-6213
Web page	www.sbparks.org
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

County Parks Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1962

Services provided:

The District maintains approximately 104 acres of parks and open space, including a portion of Waller Park.

**County Service Area**

**COUNTY SERVICE AREA NO. 41  
(Rancho Santa Rita)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office	620 West Foster Road Santa Maria, CA 93455
Telephone number	739-8750
FAX number	739-8753
Web page	<a href="http://www.publicworkssb.org/swud/streetlight.html">www.publicworkssb.org/swud/streetlight.html</a>
E-mail address	

Board of Directors: The Board of Supervisors as ex officio board of directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation: 1984

Services provided:

The District provides maintenance of roadways in the large-lot Rancho Santa Rita subdivision.

**County Service Area**

**COUNTY SERVICE AREA NO. 12  
(Mission Canyon)**

*(County Service Area Law, Government Code §25210 et seq.)*

Location of office            620 West Foster Road  
   Santa Maria, CA 93455

Telephone number            739-8750

FAX number                    739-8753

Web page                      [www.publicworkssb.org/swud/streetlight.html](http://www.publicworkssb.org/swud/streetlight.html)

E-mail address

Board of Directors: Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

**STAFF**

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

**INFORMATION**

Formation:                    1986

Services provided:

The CSA provides collection of sewage effluent and inspection of septic tanks. The City of Santa Barbara, by contract, maintains the roadway, sewer system, 2 lift stations and disposes of the effluent.