



**AMENDED STAFF REPORT FOR ITEM 6B**

**COMMISSIONERS**

Joshua Alpine  
Chair  
(Special District)

Anthony DeMattei  
(County)

Whitney Eklund  
Vice Chair  
(City)

Judy Friedman  
(Special District)

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
(Public)

Scott Wilson  
(Special District)

Stephanie  
Youngblood  
(City)

**COUNSEL**

Michael Walker  
General Counsel

**STAFF**

Michelle McIntyre  
Executive Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

**Wednesday, September 10, 2025, 4:00 PM**

This meeting will be open to in-person and virtual attendance.

Commission members may attend the meeting in person or remotely.

Placer County Administrative Building – Board of Supervisors’  
Chambers  
175 Fulweiler Avenue Auburn, CA 95603

To attend remotely via Zoom:

Online: <https://placer-ca-gov.zoom.us/j/95089252094>

By telephone: +1 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 950 8925 2094

**AGENDA**

1. CALL TO ORDER AND SALUTE TO THE FLAG
2. ROLL CALL
3. REPORTS FROM STAFF
4. CHANGES AND APPROVAL OF THE AGENDA
5. PUBLIC COMMENTS

This is an opportunity for the public to speak to the Commission on any subject within its jurisdiction that is not on today’s agenda. You *may* (but are not required to) submit a speaker card before the first speaker is called, and comments are limited to 3 minutes. Items from the public will be considered without discussion by the Commission and may be referred to staff.

6. CONSENT ITEMS

- A. Minutes from the meeting of August 13, 2025
- B. On-Call Staffing Contract Amendment for South Fork Consulting, LLC

7. CLOSED SESSION ATTENDANCE

The Commission will determine whether the alternate commissioners have an “essential role to play” in the following closed session item and thus may attend the closed session.

8. CLOSED SESSION

PUBLIC EMPLOYMENT (Gov. Code § 54954.5(e))  
Title: Executive Officer

9. BUSINESS ITEMS

- A. Executive Officer Recruitment – The Commission will consider processes for recruiting and hiring an interim Executive Officer, a permanent Executive Officer or both, and whether to authorize the Chair (or Vice Chair, in the Chair’s absence) to enter into one or more contracts with consultants to conduct the Executive Officer recruitment/search at not-to-exceed amounts set by the Commission.
- B. Check-Signing Authority – The Commission will consider authorizing the Chair (or Vice Chair, in the Chair’s absence) to sign checks or otherwise authorize payment of Placer County Local Agency Formation Commission’s ongoing financial obligations in the absence of an interim or a permanent Executive Officer.
- C. Executive Officer’s Report – The Commission will receive a report on the progress of LAFCO's workplan for the first quarter.

10. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, if the subject matter falls within the Commission's jurisdiction. No discussion or action may take place unless the item is scheduled for a future meeting and approved by the majority of the Commission.

12. ADJOURNMENT

The next Commission meeting is scheduled for Wednesday, October 8, 2025, at 4:00 PM.

## **PUBLIC ACCESS AND PUBLIC COMMENTS INSTRUCTIONS**

Materials related to an item on this agenda are available for public inspection at the LAFCO office, 110 Maple Street, Auburn, CA, during regular business hours and on LAFCO's website at <https://www.placerlafcoca.gov/>

LAFCO meetings are held in person and virtually. Meeting recordings are posted online within a week following the LAFCO meeting.

Members of the public may submit their comments in written form to the Commission via U.S. mail to Placer LAFCO's office or via email to [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov). Please indicate the agenda item number, if any. If you want your comments read into the record, please indicate so in the subject line and limit the comments to no more than 500 words. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for oral public comments. Please limit your comments to 3 minutes.

## **AMERICAN DISABILITY ACT COMPLIANCE**

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting fully, please contact Amy Engle, Commission Clerk, at (530) 889-4602 or [aengle@placer.ca.gov](mailto:aengle@placer.ca.gov). Requests must be made as early as possible and at least two business days before the start of the meeting.

## **CAMPAIGN CONTRIBUTION DISCLOSURE**

If you wish to participate in any proceeding involving a change of organization, reorganization, or other entitlement, you are prohibited from making a campaign contribution of more than \$250 to any Commissioner or Alternate Commissioner as described in Government Code section 84308. This prohibition begins on the date you begin to actively support or oppose an application pending before LAFCO and continues for 12 months after LAFCO renders a final decision. No Commissioner or Alternate Commissioner may solicit or accept a campaign contribution of more than \$250 from you or your agent during this period if the Commission or Alternate Commissioner knows or has reason to know that you will participate in the proceeding. If you or your agent have contributed more than \$250 to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify himself or herself from the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns the campaign contribution within 30 days from when the Commissioner or Alternate Commissioner knows, or should have known, about the contribution and that you are a participant in the proceeding.



Placer County Local Agency Formation Commission  
110 Maple Street Auburn, CA 95603 | (530) 889-4097  
Visit our new website: [www.placerlafcoa.gov/](http://www.placerlafcoa.gov/)

**COMMISSIONERS**

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MINUTES OF THE  
LOCAL AGENCY FORMATION COMMISSION  
OF PLACER COUNTY

August 13, 2025

PLACER COUNTY ADMINISTRATIVE BUILDING  
BOARD OF SUPERVISORS' CHAMBERS  
AND VIA REMOTE CALL-IN

175 Fulweiler Avenue  
Auburn, CA 95603

1. CALL TO ORDER AND SALUTE TO THE FLAG

Chair Alpine opened the meeting and led the salute to the flag at 4:01 PM.

2. ROLL CALL

Present Commissioners: Joshua Alpine, Anthony DeMattei, Whitney Eklund, Judy Friedman, Cindy Gustafson, Sean Lomen, and Susan Rohan

Present Alternate Commissioners: Shanti Landon and Stephanie Youngblood

Absent: Alternate Commissioner Cherri Spriggs

Staff Present: Amy Engle, Commission Clerk, Michelle McIntyre, Executive Officer, Amanda Ross, Acting Assistant Executive Officer, and Michael Walker, Legal Counsel (remote)

3. REPORTS FROM STAFF

There were no reports from Staff.

4. CHANGES AND APPROVAL OF THE AGENDA

There were no changes to the agenda.

Commissioner Rohan motioned to approve the August 13, 2025, agenda, second by Commissioner Gustafson.

The motion passed unanimously. (7:0:0:0)

Yes: Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan  
No: None  
Abstain: None  
Absent: None

5. PUBLIC COMMENTS

- Spencer Pearson of Newcastle provided public comments.
- Patty Neifer of Penryn provided public comments.

Executive Officer Michelle McIntyre provided comments.

6. CONSENT ITEMS

A. Minutes from the meeting of July 9, 2025

B. Senate Bill (SB) 777 (Richardson, 2025) – Revised Legislation and Change in Position from Opposition to Neutral. The Commission will consider authorizing the Chair to sign a letter removing the Commission’s opposition to SB 777 (Richardson, 2025) and moving to a neutral position.

C. SB 858 (Senate Local Government Committee, 2025) – Support Position  
The Commission will consider authorizing the Chair to sign a letter in support of SB 858, the 2025 Omnibus Bill from the Senate Local Government Committee.

D. Personnel Committee – Appointment Change

Chair Alpine invited Commissioner comments. There were none.

Chair Alpine invited public comments. There were none.

Commissioner Gustafson motioned to approve the August 13, 2025, consent items, second by Commissioner Lomen.

The motion passed unanimously. (7:0:0:0)

Yes: Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan  
No: None  
Abstain: None  
Absent: None

7. PUBLIC HEARING ITEM

**LAFCO Project No. 2025-03: Sphere of Influence Update: Newcastle, Penryn, Placer Hills, and South Placer Fire Protection Districts.** CEQA Lead Agency: Placer LAFCO; Exempt pursuant to State CEQA Guidelines section 15061(b)(3) (Cal. Code Regs., tit. 14, §§15061(b)(3)).

Executive Officer Michelle McIntyre gave the Commission a summary of the sphere of influence process before introducing Carol Ieromnimon and Marcus Mekhael of RSG. Ms. Ieromnimon and Mr. Mekhael provided a PowerPoint presentation of the Sphere of Influence update report and recommendations for the Newcastle, Penryn, Placer Hills, and South Placer Fire Protection Districts.

Chair Alpine invited Commissioner questions.

Commissioners Gustafson and Rohan, and Chair Alpine asked questions and received answers from the Executive Officer.

Chair Alpine opened the public hearing for public comments.

Public comments were received from the following speakers:

- Cheryl Hotaling, Penryn Fire Protection District (FPD) Chair
- Wes Moody, Meadow Vista resident
- Ian Gow, Newcastle FPD, Penryn FPD, and Placer Hills FPD Fire Chief
- Vic, Penryn resident
- Jennifer Wight, Newcastle resident
- Stephanie Barger, Penryn resident
- Vicki Cole, Penryn resident
- Pam Asai, Penryn resident
- Dennis Bergstrom, Penryn resident
- Faye Zwakenberg, Penryn resident
- Patty Neifer, Penryn resident
- Aaron Hardesty, Penryn resident
- Brian Myers, Penryn resident
- Cord Lamphere, Penryn resident
- John Amacker, Newcastle resident

- Cheryl Berkema, Granite Bay resident
- Alex Harvey, Placer Hills FPD Director
- Jim Heisterkamp, Newcastle FPD Director
- Spencer Pearson, Newcastle FPD
- Nicole Paskey, Placer Hills FPD Director
- Tracy Randall, South Placer FPD President
- Randy Neifer, Penryn resident
- JP Miller, Penryn resident
- Wayne Nader, Placer County resident
- Diane Louise, Christian Valley Park, CSD Director, via Zoom
- Sandra Harris, South Placer FPD resident, via Zoom

Chair Alpine closed public comments.

At 5:40 PM Chair Alpine recessed for a short break.

At 5:47 PM Chair Alpine reopened the meeting.

Executive Officer Michelle McIntyre provided more details to the sphere of influence process addressing questions raised during the public comments portion of the public hearing.

The Commission asked questions and received answers from the Executive Officer.

Chair Alpine invited Commissioner discussion and action.

Commissioner Rohan motioned to approve Resolution 25-10 approving the Newcastle and Placer Hills Fire Protection Districts, while striking Penryn and South Placer Fire Protection Districts from the resolution.

The Commission discussed the item.

Legal Counsel Michael Walker provided comments.

Commissioner DeMattei seconded the motion.

The Commission discussed the motion.

Legal Counsel Michael Walker provided comments.

A roll call vote was called.

The motion passed unanimously. (7:0:0:0)

Yes: Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan  
No: None  
Abstain: None  
Absent: None

## 8. BUSINESS ITEMS

- A. Fiscal Study to Evaluate the Consolidation Options for the South Placer Fire Protection District (FPD), Newcastle FPD, and Penryn FPD – The Commission will consider authorizing the Executive Officer to enter into a contract with Ridgeline Municipal Strategies, LLC, in an amount not to exceed \$37,745, to conduct a fiscal study to evaluate the financial feasibility of consolidation options for the South Placer, Newcastle, and Penryn Fire Protection Districts.

Executive Officer Michelle McIntyre provided the Commission with some background information on the item before introducing Acting Assistant Executive Officer Amanda Ross.

Commissioner Gustafson provided comments and motioned to table the item.

Chair Alpine and Legal Counsel Michael Walker provided comments.

Ms. Ross provided the Commission with a presentation on the proposed fiscal study.

Commissioner Rohan provided comments.

Chair Alpine invited public comments.

The speakers listed below provided public comments.

- Cheryl Hotaling, Penryn FPD Chairman
- Dennis Bergstrom, Penryn Resident
- Brian Myers, Penryn Resident
- Jim Heisterkamp, Newcastle FPD Director
- Patty Neifer, Penryn Resident
- Aaron Hardesty, Penryn Resident
- Nicole Paskey, Placer Hills FPD Director
- Pam Asai, Penryn Resident
- Spencer Pearson, Newcastle FPD

- Cheryl Berkema, Granite Bay Resident
- JP Miller, Penryn Resident
- Randall Neifer, Penryn Resident
- Mark Duer, South Placer FPD Fire Chief
- Sandra Harris, South Placer FPD Resident via Zoom
- Stephanie Barger, Penryn resident via Zoom
- Tara Morgan-King, Penryn resident via Zoom

Chair Alpine closed public comments.

Chair Alpine invited Commissioner comments.

The Commission discussed the item.

Commissioner Friedman seconded Commissioner Gustafson's motion.

The Commission discussed the motion.

Commissioner Gustafson withdrew the motion and Commissioner Friedman withdrew the second.

The Commission discussed the motion.

Commissioner DeMattei motioned to deny the funding for the proposed fiscal study by Ridgeline, second by Commissioner Rohan.

The motion passed unanimously. (7:0:0:0)

Yes: Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan  
No: None  
Abstain: None  
Absent: None

- B. Executive Officer's Report – The Executive Officer will give an oral update on ongoing projects, including the service review for the cemetery districts and the Commission's financial audit.

The Executive Officer had nothing to add to her report.

## 9. CORRESPONDENCE

## 10. COMMISSIONER COMMENTS

Chair Alpine requested that the record reflect that the Executive Officer submitted a letter of resignation to the Commission. Chair Alpine congratulated her on the move to CALAFCO and thanked her for her time at Placer LAFCO.

Chair Alpine requested that a special meeting be scheduled within the next few weeks to discuss the Executive Officer's upcoming departure and plan a transition strategy..

11. ADJOURNMENT

Commissioner Rohan motioned to adjourn the meeting, second by Commissioner Lomen.

The motion was passed unanimously. (7:0:0:0)

Yes:	Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan
No:	None
Abstain:	None
Absent:	None

The Commission adjourned at 7:29 PM.

The next *regular* Commission meeting is scheduled for Wednesday, September 10, 2025, at 4:00 PM.

The Commission is scheduled to hold a Policy Workshop (special meeting) on August 28, 2025, at 9:00 AM, 120 Grass Valley Highway, Auburn, CA.

A complete video recording of this meeting is posted to:  
<https://www.placerlafcocca.gov/lafco-meetings>

Submitted by:

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Amy Engle, Commission Clerk



Placer County Local Agency Formation Commission  
110 Maple Street Auburn, CA 95603 | (530) 889-4097

Check out our new website!: <https://www.placerlafcoa.gov/>

**COMMISSIONERS** AMENDED **STAFF REPORT**

Joshua Alpine  
Chair  
(Special District)

**DATE:** September 10, 2025

Anthony DeMattei  
(County)

**TO:** Chair Alpine and members of the Commission

Whitney Eklund  
Vice Chair  
(City)

**FROM:** Michelle McIntyre, Executive Officer

Judy Friedman  
(Special District)

**SUBJECT:** On-Call Staffing Contract Amendment for South Fork Consulting, LLC

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

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Executive Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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**SUMMARY**

On June 12, 2024, the Commission authorized the Executive Officer to enter into a contract with South Fork Consulting, LLC, to provide on-call staffing support until the Assistant Executive Officer position is filled. The original contract was set at a maximum amount of \$30,000. Subsequent actions by the Commission increased the contract authority to \$60,000 and then to \$90,000, with the contract now past its expiration date of September 1, 2025.

The Executive Officer and South Fork now seek to modify the contract in accordance with the proposal set forth in the attached letter from South Fork dated September 8, 2025 (Attachment 1). As detailed below, under the proposed modifications, the contract term would be extended through December 1, 2025; Amanda Ross, South Fork's principal, would serve as the Commission's Acting Assistant Executive Officer for up to 20 hours per week at a rate of \$165 per hour; and the contract's not-to-exceed amount would be increased to \$145,000.

**DISCUSSION**

South Fork, through Ms. Ross, has provided valuable staff support over the last 14 months as the Commission has sought to hire additional full-time staff members. With the announcement of the Executive Officer's

resignation, the proposed amendment would ensure the continuity of that staffing assistance for the next two months as the Commission seeks a new Executive Officer.

The proposed modifications would include the following:

- Ms. Ross would serve as the Commission’s Acting Assistant Executive Officer for up to 20 hours per week at a rate of \$165 per hour;
- All services would be performed at the direction of the Commission Chair, Vice Chair and/or General Counsel until an Executive Officer or Interim Executive Officer is appointed, after which the services will be performed at the direction of the Executive Officer or Interim Executive Officer;
- While serving as Acting Assistant Executive Officer, Ms. Ross would provide administrative and advisory support to the Commission, subject to specified limitations (for example, South Fork and Ms. Ross would not enter into contracts, approve procurements or make personnel decisions on behalf of the Commission);
- The term of the contract would be extended from September 1, 2025, to December 1, 2025;
- The contract’s not-to-exceed amount would be increased to \$145,000; and
- The contract’s indemnification and termination provisions would be revised, and a limitation of liability provision would be added, consistent with South Fork’s request.

In addition, South Fork has requested guidance from the Commission regarding the Loomis municipal service review/sphere of influence (MSR/SOI) study. About 40% of the work has been completed. However, South Fork notes that with the changes to the staff support to be provided by South Fork under the proposed amendment, progress will be greatly limited. Abandoning the study at this point is not advisable, as delays could make the current work obsolete and necessitate a complete rewrite. South Fork recommends that after December 1, 2025, the Commission consider entering into a separate, scoped amendment focused solely on completing the Loomis MSR/SOI.

## **RECOMMENDATION**

The Executive Officer recommends the Commission:

1. Authorize the Chair (or his designee) to enter into an amendment to the contract with South Fork Consulting, LLC, subject to legal counsel approval as to legal form, consistent with the attachment in South Fork’s September 8, 2025, letter to the Commission (Attachment 1)
2. Provide direction to South Fork on the approach to the Loomis MSR/SOI study, considering a follow-up contract amendment after December 1, 2025, to ensure project completion.

**ATTACHMENT**

- 1) Letter from South Fork Consulting, LLC – On-Call Staffing Amendment (dated September 8, 2025)



**South Fork Consulting, LLC**

PO Box 850  
Folsom, CA 95673

O: (916) 938-1134  
aross@southforkconsulting.com  
[www.southforkconsulting.com](http://www.southforkconsulting.com)

September 8, 2025  
Project Number 25-0003  
Attn: Michelle McIntyre | Executive Officer  
Placer Local Agency Formation Commission  
110 Maple St, Auburn, CA 95603

**Subject: On-call Staffing Amendment for Placer LAFCO**

Dear Mrs. McIntyre,

South Fork Consulting, LLC (SFC) would like to amend the existing contract with Placer LAFCO to extend the provision of staff support for Placer LAFCO staff during this transition period to December 1, 2025. SFC will provide a maximum of 20 hours per week to assist Placer LAFCO with Amanda Ross as Acting Assistant Executive Officer. Please see the attachment to this letter for an update to the project scope and requested amendments to the existing contract.

In addition, please provide direction on SFC's ongoing assigned task of the Town of Loomis MSR/SOI study. With the limited hours available in this amended contract, SFC anticipates work on this MSR/SOI study to be severely limited if not halted. However, SFC does not recommend that Placer LAFCO abandon this MSR/SOI study at this time. This is the first MSR/SOI study to be completed for the Town of Loomis. SFC has already completed 40% of the work for the MSR/SOI. Delaying the project could necessitate an entire re-write of the existing work due to the data becoming obsolete. SFC recommends Placer LAFCO consider amending SFC's contract on December 1, 2025, to transition to work exclusively on the MSR/SOI study for Loomis with a specified timeline and budgeted scope to bring the project to completion.

Sincerely,



Amanda Ross  
Principal, South Fork Consulting  
Phone: 916-938-1134  
Email: [aross@southforkconsulting.com](mailto:aross@southforkconsulting.com)

## Project Scope/Understanding

South Fork Consulting (SFC) provides on-call staff support services to public agencies, including California Local Agency Formation Commissions. Placer LAFCO seeks to continue services with SFC. Amanda Ross will serve as Acting Assistant Executive Officer in a staff support capacity during the transition to the Commission hiring an Executive Officer or Interim Executive Officer. All services will be performed at the direction of the Commission Chair and/or Vice Chair, and Legal Counsel until an Executive Officer or Interim Executive Officer is appointed. After that appointment, services will be performed at the direction of the Executive Officer or Interim Executive Officer or their designee.

SFC submits this scope as a vendor proposal. SFC understands that LAFCO will manage all agency-side steps for review, negotiation, and approval without participation by Ms. Ross. SFC further understands that SFC and Ms. Ross will perform no work on behalf of LAFCO on any item in which SFC or Ms. Ross has a conflict. SFC will not advise LAFCO on the making of this agreement.

## Project Tasks & Deliverables

While serving as Acting Assistant Executive Officer, Ms. Ross will provide administrative and advisory support to keep operations moving at the direction of the Commission Chair and/or Vice Chair, subject to the limits below. Example tasks include:

1. Agenda preparation support, records routing, and routine correspondence.
2. Application intake support, calendaring of statutory deadlines as directed, and preparation of draft staff materials for review by counsel or the EO or Interim EO once appointed.
3. Public meeting logistics and support staff for the Commission during public meetings.
4. Routine sign-offs that are ministerial in nature if directed in writing by the Chair or EO or Interim EO once appointed, such as transmitting notices or filing previously approved documents.

### Limits and Conflict-of-Interest Safeguards

- Ms. Ross will not participate in any agency-side step to make, amend, extend, or approve this agreement or her compensation. She will not draft staff reports, recommendations, or routing for that item.
- Ms. Ross will not approve or sign her own invoices. Invoices will be submitted to the Clerk, reviewed by Legal Counsel, and approved by the Commission Chair or EO or Interim EO.
- Ms. Ross will not enter into contracts, approve procurements, or make personnel decisions. Any such items will be handled by the EO or Interim EO or the Commission.
- Ms. Ross will file Form 700 as required and will recuse from any item in which she has a financial interest.
- Direction will come from the Commission Chair and/or Vice Chair and Legal Counsel until an EO or Interim EO is appointed, then from the EO or Interim EO or designee.

## Term, Time, and Compensation

**Term:** Effective upon Commission approval retroactive to September 1, 2025 through December 1, 2025.

**Availability:** Up to 20 hours per week

**Rate:** \$165 per hour.

**Not-to-Exceed:** \$145,000 for the Term, unless increased by Commission action.

**Billing:** Monthly in arrears with task detail. No invoice is effective unless approved by the Commission Chair or EO or Interim EO.

## Transition on Appointment of EO or Interim EO

Upon appointment of an EO or Interim EO, Ms. Ross will continue as Acting Assistant EO. She will take day-to-day direction from the EO or Interim EO and focus on work the EO or Interim EO assigns. Any new or revised scope or compensation will be handled by the EO or Interim EO and approved by the Commission.

## Point of Contact

Until appointment of the EO or Interim EO the Commission Chair and/or Vice Chair, and Legal Counsel will provide all direction.

## Contract Amendment Request

SFC requests the existing contract with Placer LAFCO be amended to include indemnification language under Article 6, Section 6.3. SFC provides the following language for Placer LAFCO and legal counsel to consider:

### 6.3. ~~Indemnity~~ Indemnification and Hold Harmless Provision/ Limitation of Liability

~~Consultant agrees to indemnify LAFCO and its commissioners, officials, officers, staff members, employees, volunteers, attorneys and agents and hold LAFCO and its commissioners, officials, officers, staff members, employees, volunteers, attorneys and agents harmless from all claims, losses, expenses, fees (including attorney fees), costs and judgments that may be asserted against LAFCO or its commissioners, officials, officers, staff members, employees, volunteers, attorneys or agents to the extent caused, in part or in whole, by the negligent or willful acts, errors or omissions of Consultant and Consultant's employees, subconsultants and agents.~~

**6.3.1. Indemnification by LAFCO.** LAFCO agrees to indemnify, defend and hold Consultant harmless against any claims brought against Consultant to the extent those claims are based upon allegations that LAFCO (a) infringed intellectual property rights or other rights to proprietary business information, (b) breached an agreement (if any) with any third party, (c) took any action that would constitute a breach of this Agreement, (d) violated any law, regulation, or other legal duty. Notwithstanding the foregoing, LAFCO shall have no indemnification obligations hereunder to the extent that Consultant is ruled by a court or

arbitrator of competent jurisdiction to have (a) committed gross negligence, (b) violated any law or legal obligation to a third party, or (c) committed willful misconduct related to the claim. To the extent Consultant performs duties on behalf of LAFCO in an interim AEO capacity, Consultant shall be treated as an officer or employee of LAFCO for purposes of defense and indemnification under applicable law, and LAFCO shall indemnify Consultant for any claims arising from such duties. LAFCO should carry insurance and provide defense at its expense for any claim arising out of her AEO duties, unless there is a final determination of Consultant's willful misconduct or fraud.

**6.3.2. Indemnification by Consultant.** Consultant agrees to indemnify, defend and hold LAFCO harmless against any claims brought against LAFCO to the extent those claims are based upon allegations that Consultant (a) breached an agreement (if any) with any third party, (b) took any action that would constitute a breach of this Agreement, (c) violated any law, regulation, or other legal duty. Notwithstanding the foregoing, Consultant shall have no indemnification obligations hereunder to the extent that LAFCO is ruled by a court or arbitrator of competent jurisdiction to have (a) committed gross negligence, (b) violated any law or legal obligation to a third party, or (c) committed willful misconduct related to the claim. Consultant's total liability, including any indemnification obligations, shall in all cases be limited as set forth in Section 6.3.3.

**6.3.3. LIMITATION OF LIABILITY.** THE PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT IN NO EVENT WILL EITHER PARTY, OR THEIR EMPLOYEES, OWNERS, DIRECTORS OR AGENTS (COLLECTIVELY "PROTECTED PARTIES") BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES OR OTHER RELIEF ARISING OUT OF, OR RELATED TO, THE AGREEMENT INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST BUSINESS OR LOST OPPORTUNITY, GOODWILL, OR OTHER INTANGIBLE LOSSES.

IN THE EVENT OF DIRECT DAMAGES SUFFERED BY A PARTY IN CONNECTION WITH A BREACH OF THIS AGREEMENT, OR TO THE EXTENT THE FOREGOING LIMITATION OF LIABILITY IS, FOR ANY REASON, HELD TO BE INAPPLICABLE OR UNENFORCEABLE IN WHOLE OR IN PART, THEN THE CONSULTANT'S AGGREGATE LIABILITY, FOR ANY REASON AND FOR ANY CAUSE OF ACTION AND ANY THEORY OF LIABILITY, ARISING OUT OF OR RELATED TO THE AGREEMENT SHALL BE LIMITED TO THE LESSER OF DAMAGES ACTUALLY INCURRED OR THE AMOUNT OF FEES ACTUALLY PAID TO THE CONSULTANT BY LAFCO UNDER THE AGREEMENT.

IN NO EVENT WILL THE CONSULTANT HAVE ANY LIABILITY TO LAFCO TO THE EXTENT THAT LAFCO PROVIDED INACCURATE OR INCOMPLETE INFORMATION TO THE CONSULTANT IN THE COURSE OF THE CONSULTANT'S PERFORMANCE OF THE SERVICES.

In addition, SFC also requests the following changes to Article 7, Section 7.2

7.2 Termination by Consultant.

~~Consultant acknowledges and agrees that due to the nature of the work encompassed by this Agreement, the damage and loss to LAFCO if Consultant does not complete the work required by this Agreement, and LAFCO's reliance on Consultant and the professionals that it has employed and assembled to perform all work, Consultant shall not be allowed to terminate this Agreement without the written consent of LAFCO; provided, however, if LAFCO shall, without good cause, have failed to pay Consultant for a period of 30 days from the date any such payment was due, and any such payment is not tendered within 5 days of a written demand and notice of termination by Consultant to LAFCO, then and only then may Consultant terminate this Agreement.~~ Consultant may terminate this Agreement for convenience upon thirty (30) days written notice to LAFCO. If LAFCO fails to pay any undisputed amount within thirty (30) days of its due date and does not cure within five (5) days after written notice, Consultant may terminate by written notice. LAFCO will pay for services performed through the date of the termination and reasonable, documented, non-cancellable commitments.



Placer County Local Agency Formation Commission  
110 Maple Street Auburn, CA 95603 | (530) 889-4097

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**COMMISSIONERS STAFF REPORT**

Joshua Alpine  
Chair  
(Special District)

**DATE:** September 10, 2025

Anthony DeMattei  
(County)

**TO:** Chair Alpine and members of the Commission

Whitney Eklund  
Vice Chair  
(City)

**FROM:** Michelle McIntyre, Executive Officer

Judy Friedman  
(Special District)

**SUBJECT:** Executive Officer Recruitment

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
(Public)

Scott Wilson  
(Special District)

Stephanie  
Youngblood  
(City)

**COUNSEL**

Michael Walker  
General Counsel

**STAFF**

Michelle McIntyre  
Executive Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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**BACKGROUND**

On August 13, 2025, Executive Officer Michelle McIntyre submitted her resignation. With the upcoming vacancy in the Executive Officer role, the Commission must decide how to ensure leadership continuity. Options include appointing an interim Executive Officer, conducting a recruitment for a permanent one, or pursuing both options sequentially.

**DISCUSSION**

The Commission must establish the process for recruiting and hiring its next Executive Officer. Considerations include:

- **Interim Executive Officer:** Appointing an interim may offer immediate stability and give the Commission time to conduct a full search for a permanent Executive Officer.
- **Permanent Executive Officer:** Starting a direct recruitment process for a permanent Executive Officer can speed up the transition and ensure long-term leadership stability.
- **Recruitment Support:** The Commission might want to hire one or more consultants to lead the search, considering the specialized nature of the role and the importance of attracting qualified candidates across the state.

To streamline the process, the Commission may consider authorizing the Chair (or Vice Chair in the Chair's absence) to sign contracts with recruitment consultants for amounts within limits set by the Commission.

### **STAFF RECOMMENDATION**

Staff recommends the Commission discuss and provide guidance on the recruitment process, including whether to appoint an interim Executive Officer, start a search for a permanent Executive Officer, or both. Staff also suggests the Commission consider authorizing the Chair (or Vice Chair) to enter into one or more consultant contracts to conduct the recruitment, with amounts not to exceed those set by the Commission.



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## COMMISSIONERS STAFF REPORT

Joshua Alpine  
Chair  
(Special District)

DATE: September 10, 2025

Anthony DeMattei  
(County)

TO: Chair Alpine and members of the Commission

Whitney Eklund  
Vice Chair  
(City)

FROM: Michelle McIntyre, Executive Officer

Judy Friedman  
(Special District)

SUBJECT: Check-Signing Authority

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

### ALTERNATE COMMISSIONERS

Shanti Landon  
(County)

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Stephanie  
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### COUNSEL

Michael Walker  
General Counsel

### STAFF

Michelle McIntyre  
Executive Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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## BACKGROUND

On August 13, 2025, Executive Officer Michelle McIntyre submitted her resignation. With the upcoming vacancy in the Executive Officer position, there may be a period during which no interim or permanent Executive Officer is in place. To ensure continuity of operations, the Commission must provide for the signing of checks and authorization of payments to vendors to meet ongoing financial obligations.

## DISCUSSION

LAFCO's financial transactions, including payment of invoices and routine expenses, are typically reviewed and authorized by the Executive Officer. In the absence of an interim or permanent Executive Officer, this responsibility would require temporary reassignment.

The Commission may authorize the Chair, or the Vice Chair in the Chair's absence, to sign checks and approve payments until an interim or permanent Executive Officer is appointed. This action will help ensure that the Commission meets its financial obligations in a timely and consistent manner.

## STAFF RECOMMENDATION

Staff recommends the Commission authorize the Chair (or Vice Chair, in the Chair's absence) to sign checks and authorize payments on behalf of Placer LAFCO until an interim or permanent Executive Officer is appointed.



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**COMMISSIONERS STAFF REPORT**

Joshua Alpine  
Chair  
(Special District)

**DATE:** September 10, 2025

Anthony DeMattei  
(County)

**TO:** Chair Alpine and members of the Commission

Whitney Eklund  
Vice Chair  
(City)

**FROM:** Michelle McIntyre, Executive Officer

Judy Friedman  
(Special District)

**SUBJECT:** Executive Officer's Report – 2025-2026 Workplan  
First Quarter Progress Report

Cindy Gustafson  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
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Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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**BACKGROUND**

This progress report provides the Commission with a first-quarter update on the status of projects adopted for the 2025-2026 Workplan. The progress report begins with several new projects that have been initiated to meet statutory obligations and respond to emerging applications. The first section highlights these new projects, followed by updates on workplan priorities, special studies, reorganizations, and administrative tasks. Charts and tables are included to provide a clear overview of overall progress.

**DISCUSSION**

The reporting period coincides with a significant transition for the Commission. Elsewhere on today's agenda, the Commission will review processes for recruiting and hiring an interim and/or permanent Executive Officer. At the same time, the Commission is actively recruiting for two Analyst positions, with candidate résumés already received. These leadership and staffing considerations will directly impact how projects are assigned and advanced in the coming months.

Given these organizational changes, the Commission should view the first-quarter status report not only as an update on project progress but

also as a tool to help prioritize tasks and assign responsibilities to interim and incoming staff.

## STAFF RECOMMENDATION

The Executive Officer recommends that the Commission receive and file this report.

## 2025-2026 Workplan – First Quarter Progress Report

### New Projects:

These projects were not part of the 2025-2026 Workplan approved in June 2025 but were added by the Executive Officer to meet the Commission's statutory obligations.

1. **Project No. 2025-01:** Tax Rate Area/Overlapping Boundaries Research Project. The mapping is complete; however, the project requires analysis before presenting it to the Commission. Consider assigning this task to the Interim Executive Officer.
2. **Project No. 2025-02:** Disadvantaged Unincorporated Communities (DUC) Mapping Project. The mapping is complete, and the maps are now available for use in all service reviews and sphere of influence projects. However, the project requires analysis before a presentation can be made to the Commission. Consider assigning this task to the Interim Executive Officer. The Commission is scheduled to adopt a DUC policy at its meeting on October 8, 2025.
3. **Town of North Tahoe Proposed Incorporation.** The Commission received an Intent to Circulate a Petition on September 4, 2025. Consider assigning this project to the Interim Executive Officer.
4. **Project No. 2025-06:** City of Auburn Out of Area Service Agreement for 85 Lincoln Way. LAFCO has received an application packet, including the required fees, but still needs the map exhibit from the applicant. Consider assigning this project to staff.
5. **2891 Swetzer Road Proposed Annexation to the South Placer Municipal Utility District (SPMUD).** SPMUD plans to submit the annexation application to LAFCO in September 2025. Consider assigning this project to the Interim Executive Officer.

## Statutory Required Projects

Item No.	Agencies	Status	
<b>HIGH PRIORITY</b>			
<b>Service Reviews and Sphere of Influence Updates</b>	1	City of Colfax	<b>Project No. 2025-04:</b> Study in progress. Contractor: RSG, Inc. Anticipated draft Winter 2026.
	2	Heather Glen Community Service District	<b>Project No. 2025-05</b> Study in progress. Contractor: RSG, Inc. Anticipated draft Spring 2026.
	3	Meadow Vista County Water District	<b>Project No. 2025-05</b> Study in progress. Contractor: RSG, Inc. Anticipated draft Spring 2026.
	4	Midway Heights County Water District	<b>Project No. 2025-05</b> Study in progress. Contractor: RSG, Inc. Anticipated draft Spring 2026.
	5	Suburban Pines Water District	<b>Project No. 2025-04</b> Study in progress. Contractor: RSG, Inc. Anticipated draft Winter 2026.
	6	Town of Loomis	<b>Project No. 2024-03</b> Study in progress. Contractor: South Fork LLC. The study is 40% complete, but requires additional hours.
	7	Auburn Cemetery District	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.
	8	Colfax Cemetery District	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.
	9	Newcastle, Gold Hill, Rocklin Cemetery District	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.
	10	Placer County Cemetery 1	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.
	11	Rocklin Cemetery District	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.

Item No.	Agencies	Status	
<b>HIGH PRIORITY</b>			
	12	Roseville Cemetery District	<b>Project No. 2024-04</b> Study in progress. Contractor: RSG, Inc., Anticipated draft study to the Commission in November 2025.
	13	County Service Area 28	
	14	Foresthill Fire Protection District	Incomplete
<b>Special Studies</b>	15	Alpine Springs County Water District	<b>Project No. 2024-06</b> Study in progress. Contractor: ESCI, Anticipated to submit Phase 1 of the draft study to the Commission in November 2025.
	16	North Tahoe Fire Protection District	<b>Project No. 2024-06</b> Study in progress. Contractor: ESCI, Anticipated to submit Phase 1 of the draft study to the Commission in November 2025.
	17	Northstar Community Service District	<b>Project No. 2024-06</b> Study in progress. Contractor: ESCI, Anticipated to submit Phase 1 of the draft study to the Commission in November 2025.
	18	Olympic Valley Public Service District	<b>Project No. 2024-06</b> Study in progress. Contractor: ESCI, Anticipated to submit Phase 1 of the draft study to the Commission in November 2025.
	19	Truckee Fire Protection District	<b>Project No. 2024-06</b> Study in progress. Contractor: ESCI, Anticipated to submit Phase 1 of the draft study to the Commission in November 2025.
<b>Reorganizations</b>	20	Placer Hills and Newcastle Fire Protection Districts	<b>Project No. 2022-05</b> Incomplete. Pending Tax Transfer Agreement.
	21	City of Lincoln (SUD-B NEQ Remnant Parcel Annexation)	<b>Project No. 2023-02</b> Complete. Effective date of August 2025.
	22	City of Lincoln (Village 5B/7B)	Waiting for Application.
	23	City of Rocklin (West Oaks Apt Highway 65)	Waiting for Application.

Item No.	Agencies	Status	
<b>HIGH PRIORITY</b>			
Changes of Organizations	24	South Placer Municipal Utility District (Cleanup of islands within District's SOI)	Waiting for Application.
	25	South Placer Fire Protection District (Detachment of Sierra Bluffs in Rocklin)	District's SOI was continued to a future meeting. Waiting for Application.
<b>Moderate Priority</b>			
Out of Area Service Agreement	26	City of Auburn (PG&E Substation contract for sewer services)	Waiting for Application.

## Administrative Projects

Administrative Projects		
Item No.	Task/Project	Actions
<b>HIGH PRIORITY</b>		
27	Hiring two LAFCO Analysts	The Commission has received resumes. Consider assigning to the Interim Executive Officer and Personnel Committee.
<b>Moderate Priority</b>		
28	Commissioner Onboarding	LAFCO 101 training is available through the CALAFCO conference in October 2025. For Commissioners not attending the conference, consider assigning this task to the Interim Executive Officer.
29	Strategic Planning	The Commission held a Policy Workshop on August 26, 2025.
30	Policies	The Commission will consider adopting the Final Policy Manual at its meeting on October 8, 2025.
31	Outreach	Continue outreach to local and regional agencies.
32	CALAFCO	Continue participating in CALAFCO committees, workshops, and conferences.
33	Local Agencies Directory	The directory should be updated in January 2026.
34	Administrative Files	Continue organizing and improving administrative files.