



**Wednesday, January 21, 2026, 4:00 PM**

**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**

Colette Santsche  
Interim Executive  
Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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/95142854847>

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

Webinar ID: 951 4285 4847

**AGENDA**

1. CALL TO ORDER AND SALUTE TO THE FLAG
2. ROLL CALL
3. REPORTS FROM STAFF
  - A. Commissioner Terms for 2026
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 December 10, 2025
- B. Financial Report November 2025

7. BUSINESS ITEMS

- A. Mid-Year Budget and Workplan Update
- B. Update of the Executive Officer Recruitment Process and Review of Draft Scope of Services for Shared Services Agreement with Santa Cruz LAFCO
- C. CALAFCO Special Corporate Business Meeting—Voting Delegate Designation
- D. Executive Officer’s Report

8. CLOSED SESSION ATTENDANCE

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

9. CLOSED SESSION

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

10. CORRESPONDENCE

11. 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, February 11, 2026, 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.placerlafcoa.gov/>

LAFCO regular 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 \$500 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 \$500 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 \$500 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 the time the Commissioner or Alternate Commissioner makes any decision, or knows, or should have known, about the contribution and the proceeding, whichever comes last.



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

**COMMISSIONERS STAFF REPORT**

Joshua Alpine  
Chair  
(Special District)

**DATE:** January 21, 2026

Anthony DeMattei  
(County)

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

Whitney Eklund  
Vice Chair  
(City)

**FROM:** Colette Santsche, Interim Executive Officer  
Amy Engle, Commission Clerk/Analyst

Judy Friedman  
(Special District)

Cindy Gustafson  
(County)

**SUBJECT:** Commissioner Terms for 2026

Sean Lomen  
(City)

Susan Rohan  
(Public)

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Michael Walker  
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Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

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**SUMMARY**

In May 2026, several seats on the Placer LAFCO Commission are scheduled to expire:

- **Public Member seat:** Currently held by Commissioner Susan Rohan.
- **Special District Member seat:** Currently held by Commissioner Judy Friedman.
- **City Member seats:** The regular City seat held by Commissioner Sean Lomen (Colfax) and the alternate City seat held by Commissioner Stephanie Youngblood (Loomis).

The Public Member seat is filled via a recruitment and interview process conducted by the Commission. The Special District seat is filled by the Independent Special District Selection Committee via a formal nomination and mail-ballot election involving the 37 independent special districts within Placer County. The city member seats are filled by the City Selection Committee.

To ensure the seats are filled by the expiration date, staff is initiating or working with the selection committees to initiate the recruitment and election processes now.

## BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act requires LAFCO to establish specific procedures for filling vacancies. Placer LAFCO's Commission consists of seven regular members: two county members, two city members, two independent special district members, and one public member, with one alternate for each category (**Attachment A**).

Pursuant to Government Code section 56334, members serve four-year terms. Given the mandatory notification periods and the time required for local boards to meet and vote, the selection process must begin in January to meet the May deadline.

## DISCUSSION

### City Member Selection Process

City representatives are selected by the City Selection Committee, which consists of the Mayors of each city and town in Placer County. According to the Committee's Administrative Rules (**Attachment B**), seats follow a specific city rotation:

- **Primary Representative One:** The 2022–2026 term currently held by Colfax expires in May 2026. Per the rotation, Loomis is scheduled for the 2026–2030 term.
- **Alternate Representative:** The 2022–2026 term held by Loomis expires. Per the rotation, Rocklin is scheduled for the 2026–2028 term.

Regular meetings of the City Selection Committee are held on the fourth Thursday of January and May. Action requires an affirmative vote of a majority of the membership present.

### County Member Selection Process

County Member appointments are typically made annually at a Placer County Board of Supervisors meeting. This year's appointments were made on December 9, 2025, with no changes to county representation on LAFCO.

### Public Member Selection Process

The selection of the Public Member is governed by Government Code section 56325(d).

- **Notice of Vacancy:** Staff must post a notice of vacancy and notify the clerk of each local agency.
- **Waiting Period:** Appointment cannot occur until at least 21 days after the notice is posted.
- **Selection:** The appointment is made by the city, county, and special district members of the Commission.

### Special District Member Selection Process

The election of Special District representatives is conducted by the Independent Special District Selection Committee, composed of the presiding officers of all 37 independent districts. The process is governed by Government Code §56332.

- **Nominations:** A minimum 30-day period is required for districts to submit names.
- **Election:** If multiple candidates are nominated, a ballot election is held with a minimum 45-day return period.
- **Quorum:** At least 19 of the 37 independent special districts must participate for a valid election.

### STAFF RECOMMENDATION

Staff recommends the Commission receive and file this report.

### ATTACHMENTS

- A. Current Placer County LAFCO Membership and Terms
- B. Administrative Rules & Regulations of the City Selection Committee of Placer County



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

### Current Placer County LAFCO Membership and Terms

Member	Designation	Representative	Term Expiration
Anthony DeMattei	Regular	County	Annual Appointment
Cindy Gustafson	Regular	County	Annual Appointment
Shanti Landon	Alternate	County	Annual Appointment
Whitney Eklund	Regular	City/Lincoln	05/2028
Sean Lomen	Regular	City/Colfax	05/2026
Stephanie Youngblood	Alternate	City/Loomis	05/2026
Joshua Alpine	Regular	Special District	05/2028
Judy Friedman	Regular	Special District	05/2026
Scott Wilson	Alternate	Special District	05/2028
Susan Rohn	Regular	Public Member	05/2026
Cherri Spriggs	Alternate	Public Member	05/2027

# **ADMINISTRATIVE RULES & REGULATIONS OF THE CITY SELECTION COMMITTEE OF PLACER COUNTY**

## **RULE I**

### **COMMITTEE MEMBERS**

**SECTION 1:** The Membership of the City Selection Committee of Placer County shall consist of the Mayor of each City/Town within the County.

**SECTION 2:** The Mayor of each City/Town may designate a member of the City's/Town's Council to attend and vote in his/her absence.

**SECTION 3:** A majority of the committee members shall constitute a quorum, and no business may be conducted unless a quorum is present. Whenever a quorum is not present, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chairman. Action requires the affirmative vote of a majority of the membership then present.

## **RULE II**

### **OFFICERS**

**SECTION 1:** The Committee shall select a Chairman and Vice Chairman. The Chairman will serve a one year term, with the Vice Chairman automatically succeeding the Chairman the following year. Chairman and Vice Chairman will serve in alphabetical rotation (by city name): Auburn, Colfax, Lincoln, Loomis, Rocklin, Roseville. The Clerk of the Placer County Board of Supervisors, or designee, shall serve as the secretary to the Committee.

**SECTION 2:** The Chairman may appoint such Committees as he deems necessary.

## **RULE III**

### **MEETINGS**

**SECTION 1:** Regular meetings of the Committee shall be held the Fourth Thursday of January and May at 5:30 p.m. at the Placer County Administrative Center at 175 Fulweiler Avenue, Auburn, CA. Such regular meetings may be adjourned from day to day, or to any day prior to the next regular meeting day until the business before such Committee is disposed of.

**SECTION 2:** The Secretary shall give reasonable Notice to each Committee Member of the time, date and place at which a meeting of the Committee is continued.

## **RULE IV**

### **CONDUCT OF BUSINESS**

**SECTION 1:** All meetings shall be conducted by the Chairman or Vice Chairman.

**SECTION 2:** The Secretary shall attend all meetings of the Committee, and shall record in writing, all votes and action taken by the Committee, and shall include the name of each member voting and how he/she voted.

**SECTION 3:** The regular order of business of the Committee shall be:

- A. Roll Call
- D. Public Comment
- C. Adjournment

**SECTION 4:** The Agenda shall be prepared by the Secretary for each meeting of the Committee, and an abstract of all matters requiring action shall be set forth therein.

**SECTION 5:** Unless otherwise provided by law, any Rule may be amended, or repealed, at any time, by a majority vote of the entire membership.

**SECTION 6:** Unless otherwise provided by these Rules, all proceedings before the Committee shall be conducted with and pursuant to the Parliamentary Rules of Procedure, as prescribed in "Roberts Rules of Order", a copy of which is on file in the Office of the Clerk of the Board of Supervisors.

## **RULE V**

### **PROCEDURE FOR NOMINATING CITY REPRESENTATIVES**

#### **TO A COMMITTEE/COMMISSION**

**SECTION 1:** City Representative(s) shall be selected from nominations submitted by the mayors of each City.

**SECTION 2:** The City selection Committee shall appoint one alternate member in the same manner as it appoints a regular member. If one of the regular city members is absent from a commission meeting, or is disqualified from participating in a meeting, the alternate member may serve and vote in place of that regular city member for that meeting.

If the office of a regular city member becomes vacant, the alternate member may serve and vote in place of the former regular city member until the appointment and qualification of a regular city member to the vacancy.

**SECTION 3:** The City Representative to the Placer County Local Agency Formation Commission should be selected under the following rotations:

**Primary Representative One**

Colfax	2022-26
Loomis	2026-30
Auburn	2030-34
Colfax	2034-38

**Primary Representative Two**

Lincoln	2024-28
Rocklin	2028-32
Roseville	2032-36
Lincoln	2036-40

**Alternate Representative**

Loomis	2022-26
Rocklin	2026-28
Auburn	2028-30
Roseville	2030-32
Colfax	2032-34
Lincoln	2034-36
Loomis	2036-38

Thereafter the rotation shall restart from above.

**SECTION 4:** The City Representative to the Remote Access Network Board should be selected under the following rotations:

2025	Loomis
2026	Rocklin
2027	Roseville
2028	Auburn
2029	Colfax
2030	Lincoln
2031	Loomis
2032	Rocklin

Only the Mayor of the representative City may serve on this Board.

**SECTION 5:** The City Representative to the Truckee Tahoe Airport Land Use Commission should be selected under the following rotations:

<b>Year</b>	<b>Representatives</b>	<b>Alternates</b>
2025	Lincoln	Auburn
2026	Auburn	Lincoln
2027	Lincoln	Auburn
2028	Auburn	Lincoln
2029	Lincoln	Auburn
2030	Auburn	Lincoln
2031	Lincoln	Auburn
2032	Auburn	Lincoln



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Commission  
Clerk/Analyst

**MINUTES OF THE  
LOCAL AGENCY FORMATION COMMISSION  
OF PLACER COUNTY**

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

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

175 Fulweiler Avenue  
Auburn, CA 95603

Commissioner Friedman  
905 North Lake Boulevard, Suite 103,  
Tahoe City, CA

1. CALL TO ORDER AND SALUTE TO THE FLAG

Chair Alpine opened the meeting and led a salute to the flag at 4:00 PM.

2. ROLL CALL

Present Commissioners: Joshua Alpine, Anthony DeMattei (arrived at 4:08 PM, left at 5:15 PM), Whitney Eklund, Judy Friedman (remote), Cindy Gustafson, Sean Lomen, and Susan Rohan

Present Alternate Commissioners: Shanti Landon (voted as County member for items 10 and 12), Scott Wilson, and Stephanie Youngblood

Absent: Alternate Commissioner Cherri Spriggs

Present Staff: Amy Engle, Commission Clerk/Analyst; Amanda Ross, Acting Assistant Executive Officer; Colette Santsche, Interim Executive Officer (remote); and Michael Walker, Legal Counsel

3. REPORTS FROM STAFF

There were no reports from staff.

4. CHANGES AND APPROVAL OF THE AGENDA

There were no changes to the agenda.

**ACTION**

Commissioner Rohan motioned to approve the December 10, 2025, Agenda, second by Commissioner Lomen.

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

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

5. PUBLIC COMMENTS

- Jennifer Wight of Placer County provided public comments.

6. CONSENT ITEMS

- A. Minutes from the meeting of October 15, 2025, and November 5, 2025
- B. Financial Report October 2025
- C. 2026 Schedule Update
- D. South Fork Contract Extension

Chair Alpine invited Commissioner and Public Comments. There were none.

**ACTION**

Commissioner Gustafson motioned to approve the December 10, 2025, Consent Items, second by Commissioner Rohan.

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

Yes: Alpine, DeMattei, Eklund, Friedman, Gustafson, Lomen, Rohan

No: None  
Absent: None  
Abstain: None

## 7. BUSINESS ITEMS

### A. Placer LAFCO Memorandum of Understanding with Placer County

Interim Executive Officer Colette Santsche presented the Commission with an overview of the 25-year-old memorandum of understanding (MOU) between Placer LAFCO and Placer County. Ms. Santsche recommended discussions with County representatives to update the agreement.

Chair Alpine invited Commissioner questions. There were none.

Chair Alpine invited public comments.

- Andy Sisk, Placer County Auditor-Controller, provided comments and answered questions from Commissioners DeMattei and Gustafson.
- Michael Garabedian, Placer County Tomorrow, provided comments via Zoom.

Chair Alpine invited Commissioner Comments.

The Commission discussed the item.

Commission Clerk/Analyst Amy Engle provided comments.

Chair Alpine invited a motion.

### **ACTION**

Commissioner Gustafson motioned to direct the Chair, Interim Executive Officer, and LAFCO Counsel to begin coordinated discussions with County representatives to update the existing MOU, including modifying the termination clause from a fixed annual deadline to a rolling six-month notification period, and to review applicable policies, audit requests, and communication frameworks for future alignment. Second by Commissioner Lomen.

The motion passed unanimously by roll-call vote. (7,0,0,0)

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

## B. Executive Officer's Report

Interim Executive Officer Colette Santsche provided an update of ongoing projects and projects in the pre-application phase.

Chair Alpine invited Commissioner comments. There were none.

Chair Alpine invited public comments.

- Michael Garabedian, Placer County Tomorrow, provided public comments.

## 8. CLOSED SESSION ATTENDANCE

The Commission will determine whether the alternate commissioners have an "essential role to play" in the following closed session items and thus may attend the closed sessions.

Commissioner Lomen motioned to authorize the alternate Commissioners to attend closed session, second by Commissioner DeMattei.

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

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

## 9. CLOSED SESSION

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

The Commission recessed to closed session at 4:34 PM.

Chair Alpine called the meeting to order at 5:15 PM.

## 10. EXECUTIVE OFFICER RECRUITMENT AND SELECTION PROCESS

The Commission will discuss, and consider authorizing the Interim Executive Officer to enter into a contract for consultant services (at a not-to-exceed amount to be determined by the Commission) related to, the Executive Officer recruitment and selection process.

Commissioner DeMattei left the Dais at 5:15 PM.

Chair Alpine discussed entering into a contract with Santa Cruz LAFCO to assist in the recruitment of the Placer County LAFCO Executive Officer.

Legal Counsel Michael Walker provided comments.

Vice-Chair Eklund and Commissioner Gustafson provided comments.

Mr. Walker provided comments.

### **ACTION**

Vice-Chair Eklund motioned to direct the Interim Executive Officer to engage in discussions and to enter into a contract with Santa Cruz LAFCO and the County for consultant services for an amount not to exceed \$10,500, second by Commissioner Gustafson.

Chair Alpine invited public comments. There were none.

Chair Alpine requested a roll-call vote.

The motion passed by roll-call vote. (7,0,1,0)

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

### 11. CORRESPONDENCE

### 12. COMMISSIONER COMMENTS

Commissioner Gustafson provided comments.

Chair Alpine provided comments.

### 12. ADJOURNMENT

Commissioner Rohan motioned to adjourn the meeting at 5:21 PM, second by Commissioner Lomen.

The motion passed. (7,0,1,0)

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

The next Commission meeting is scheduled for Wednesday, January 21, 2026,  
at 4:00 PM.

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/Analyst  
Placer County Local Agency Formation Commission

Company: CO100 County of Placer  
 Budget Structure: Special District Budget - Detail Level  
 Period: FY2026 - Nov  
 Time Period: Current Period YTD  
 Cost Center(s): CC72000 Local Agency Formation Commission  
 Ignore Commitments: No  
 Fund(s): FD30154 Local Agency Formation Commission  
 Program: PG720000 Local Agency Formation Commission

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(1,304,728.00)	0	0	(483,924.16)	(\$820,803.84)	37.09%
42010:Investment Income	(26,557.00)	0	0	(14,041.04)	(\$12,515.96)	52.87%
46360:Other Fees and Charges	(1,278,171.00)	0	0	(469,883.12)	(\$808,287.88)	36.76%
Total Expenses	1,304,728.00	0.00	244,398.39	(108,273.85)	\$1,168,603.46	10.43%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses ( Non Capital Assets )	1,304,728.00	0.00	244,398.39	(108,273.85)	\$1,168,603.46	10.43%
51010:Salaries and Wages	494,684.00	0	0	146,683.21	\$348,000.79	29.65%
51040:Overtime and Call Back	0	0	0	714.73	(\$714.73)	0.00%
51080:Accrued Compensated Leave	0	0	0	(56,906.00)	\$56,906.00	0.00%
51090:Cafeteria Plans (Non-PERS)	24,468.00	0	0	1,825.27	\$22,642.73	7.46%
51210:Retirement	166,413.00	0	0	38,699.09	\$127,713.91	23.25%
51220:Payroll Tax	34,889.00	0	0	8,444.81	\$26,444.19	24.20%
51240:Other Postemployment Benefits (OPEB)	4,079.00	0	0	768.67	\$3,310.33	18.84%
51270:PERS Pension Expense	0	0	0	(590,276.00)	\$590,276.00	0.00%
51280:OPEB Expense	4,078.00	0	0	46,966.00	(\$42,888.00)	1,151.69%
51290:401 (k) Employer Match	1,500.00	0	0	0	\$1,500.00	0.00%
51310:Employee Group Insurance	117,250.00	0	0	20,576.83	\$96,673.17	17.55%
51360:Workers Comp Insurance	2,633.00	0	0	312.84	\$2,320.16	11.88%
52040:Communication Services Expense	4,092.00	0	0	0	\$4,092.00	0.00%
52060:Janitorial Supplies	0	0.00	0.00	20.38	(\$20.38)	0.00%
52080:Insurance	4,532.00	0	0	4,754.00	(\$222.00)	104.90%
52240:Professional / Membership Dues	12,200.00	0	0	12,528.00	(\$328.00)	102.69%
52250:Services and Supplies	409.00	0	0	0	\$409.00	0.00%
52260:Misc Expense	0	0	0	217.44	(\$217.44)	0.00%
52320:Printing	2,626.00	0	0	277.29	\$2,348.71	10.56%
52330:Other Supplies	6,990.00	0.00	0.00	1,404.12	\$5,585.88	20.09%
52340:Postage	2,995.00	0	0	819.56	\$2,175.44	27.36%

Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
52360:Professional and Special Services - General	185,625.00	0	244,659.89	152,179.09		(\$211,213.98)	213.79%
52370:Professional and Special Services - Legal	48,400.00	0	(261.50)	24,030.35		\$24,631.15	49.11%
52390:Professional and Special Services - County	8,314.00	0	0	0		\$8,314.00	0.00%
52400:Professional and Special Services - Information Technology	20,445.00	0	0	11,981.25		\$8,463.75	58.60%
52450:Short-Term Rents and Leases - Buildings & Improvements	31,384.00	0	0	29,106.70		\$2,277.30	92.74%
52470:Employee Benefits Systems	2,448.00	0	0	921.48		\$1,526.52	37.64%
52480:PC Acquisition	8,980.00	0	0	0		\$8,980.00	0.00%
52510:Commissioner's Fees	33,470.00	0	0	11,100.00		\$22,370.00	33.16%
52570:Advertising	5,829.00	0	0	359.28		\$5,469.72	6.16%
52580:Special Department Expense	18,414.00	0	0	12,420.00		\$5,994.00	67.45%
52630:Project Costs	1,452.00	0	0	50.00		\$1,402.00	3.44%
52790:Transportation and Travel	11,083.00	0	0	7,374.76		\$3,708.24	66.54%
53170:Contingencies - Judgement and Damages	36,300.00	0	0	0		\$36,300.00	0.00%
53390:Cost Plan Allocation Exp (A-87)	8,746.00	0	0	4,373.00		\$4,373.00	50.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0		0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0		0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0		0.00	0.00%



**COMMISSIONERS**

**STAFF REPORT**

Joshua Alpine  
Chair  
(Special District)

**DATE:** January 11, 2026

Anthony DeMattei  
(County)

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

Whitney Eklund  
Vice Chair  
(City)

**FROM:** Amanda Ross, Acting Assistant Executive Officer  
Colette Santsche, Interim Executive Officer

Judy Friedman  
(Special District)

Cindy Gustafson  
(County)

**SUBJECT:** Mid-Year Status Update of the Annual Workplan and  
Budget for Fiscal Year 2025-2026

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE  
COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
(Public)

Scott Wilson  
(Special District)

Stephanie  
Youngblood  
(City)

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LAFCO Staff have prepared the mid-year status update of the Fiscal Year 2025-2026 Annual Work Plan and Budget. The Mid-Year Work Plan Status Update can be found in Exhibit A and is divided into both current and pending applications, services reviews, and administrative tasks. The Mid-Year Budget Status can be found in Exhibit B. A summary of the budget shows that as of January 13, 2026, the Commission received over \$ 831,769.27 in revenue and incurred about \$ 524,955.26 in total expenses.

**Attachments**

Exhibit A - 2025-2026 Workplan – Mid-Year Update

Exhibit B - Mid-Year Budget Status Fiscal Year 2025-2026

**COUNSEL**

Michael Walker  
General Counsel

**STAFF**

Colette Santsche  
Interim Executive  
Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

## 2025-2026 Workplan – Mid-Year Update

This report provides an updated status on 2025-2026 Workplan divided by Active Applications (Requiring CKH Act statutory deadline tracking), Pending/Future Applications, Active/In Progress MSR/SOI Studies, Planned/Pending Studies, Active Administrative Projects, and On-going Administrative Projects as of January 14, 2026.

### 1. Applications

#### 1.1. Active Applications

**1. Project No. 2022-05: Placer Hills & Newcastle Fire Protection Districts Reorganization - Continued from Prior Year**

The Placer Hills and Newcastle FPD's filed joint resolutions and an application with Placer LAFCO in the fall of 2022 proposing the concurrent dissolution of the Newcastle FPD and annexation of its territory into the Placer Hills FPD. The purpose of the reorganization is to provide an improved level of fire protection and emergency response services (particularly with respect to Paramedic staffing levels) to approximately 6,200 residents within the 15 square mile Newcastle FPD service area.

**Status:** The public hearing for this project is scheduled for the Commission's February 11, 2026 meeting. In advance of the hearing, Placer Hills and Newcastle are holding town hall meetings to respond to community questions on January 31, 2026, at 2pm and February 3, 2026, at 6pm. Both meetings will be held at the Long Valley Community Hall (2008 Rattlesnake Road, Newcastle CA 95658).

LAFCO provided 21-day public hearing notice in the *Auburn Journal* (January 14 and January 21) and *Loomis News* (January 16). Public notice information and supplemental documents for this application, including the districts' joint resolution, transition plan, and updated fiscal study (Sept 2025), can be found on the Placer LAFCO website at <https://www.placerlafcoa.gov/2026-02-11-notice-of-public-hearing>.

**2. Project No. 2025-07: South Placer Municipal Utility District 2891 Swetzer Road Annexation**

South Placer Municipal Utility District (SPMUD) has requested annexation of the above referenced parcel to provide sewer services to a single-family residence being developed on the parcel. Placer LAFCO tasked RSG with management of this application.

**Status:** This application remains incomplete pending execution of an updated Resolution with CEQA exemption and remaining application forms that are expected sometime in January 2026.

#### 1.2. Pending / Future Applications

The following applications are anticipated by staff based on discussions with various agencies and other interested parties.

**1. Town of North Tahoe Incorporation**

The proposed incorporation of the Town of North Tahoe would establish a new city within the unincorporated area of Placer County, generally located along the north shore of Lake Tahoe, including Olympic Valley and extending north to the Nevada County boundary, encompassing approximately 59,443 acres. The proposal would not alter the boundaries or service responsibilities of existing special districts within the proposed incorporation area.

**Status:** Eastern Placer Future submitted a Notice of Intent to Circulate a Petition to incorporate the Town of North Tahoe to Placer LAFCO on September 4, 2025. The Petition was circulated and signatures were submitted on December 2, 2025. The Placer County Elections Office verified the petition and certified it was sufficient on December 31, 2025, and Placer LAFCO issued a Certificate of Sufficiency on January 6, 2026. The proponents provided a draft incorporation pre-application on January 9, 2026, which LAFCO staff are currently reviewing for comment prior to formal application submittal.

**2. City of Lincoln Village 5B/7B Reorganization**

Annexation of the Village 5B/7B area into the City of Lincoln with concurrent detachment from County Service Area 28.

**Status:** Staff have not yet received this application and have been in touch with city staff regarding pre-application assistance as needed.

**3. City of Rocklin West Oaks Apartments Highway 65 Reorganization**

Annexation into the City of Rocklin and the South Placer Municipal Utility District with concurrent detachment from County Service Area 28.

**Status:** Staff have not yet received this application. Placer LAFCO staff met with the City of Rocklin staff on January 8, 2026, to provide guidance to City staff.

**4. South Placer Municipal Utility District Annexation**

Potential annexation of areas currently served by South Placer Municipal Utility District within its Sphere of Influence.

**Status:** This project remains in concept.

**5. South Placer Fire Protection District Detachment**

Detachment of the Sierra Bluffs area from the South Placer Fire Protection District, as the City of Rocklin already services these properties.

**Status:** Staff have not yet received this application.

**6. City of Auburn PG&E Substation Out of Agency Agreement**

Authorization for the extension of sewer services from the City of Auburn to PG&E's substation in anticipation of a future annexation.

**Status:** This project remains in the early planning stages, with only preliminary inquiries received from PG&E and limited progress since that time.

**7. City of Lincoln Brar Property Reorganization**

Annexation of a portion of the "Island B" Village 5A Specific Plan area and concurrent detachment from County Service Area 28.

**Status:** City of Lincoln submitted documents for staff review as part of the pre-application process. Staff have not yet received this application.

8. City of Lincoln Moore Ranch East (Village 7) Property Reorganization

Annexation of a portion of the “Island B” Village 5A Specific Plan area and concurrent detachment from County Service Area 28.

**Status:** City of Lincoln submitted documents for staff review as part of the pre-application process. Staff have not yet received this application.

## 2. MSR/SOI Studies

### 2.1. Active / In Progress Studies

1. Project No. 2024-03: Town of Loomis MSR/SOI Study

Placer LAFCO tasked South Fork Consulting, LLC to complete an MSR/SOI Study for the Town of Loomis.

**Status:** The administrative draft of the Study is currently about 40% complete. Currently, progress towards completion of this report has been halted due to staffing changes with Placer LAFCO.

2. Project No. 2024-04: Placer County Cemetery Districts MSR/SOI Study

Placer LAFCO tasked RSG Consultants with creating an MSR/SOI Study for all of the cemetery districts in Placer County.

**Status:** The administrative draft of the report is complete. Technical edits are being made by LAFCO staff and RSG in response to district comments. LAFCO staff were made aware of a cemetery, the Gold Run Cemetery, maintained and operated by Placer County. LAFCO has requested clarifying information from County staff regarding this cemetery to be included in the report and has asked the County to provide a list of any other cemeteries where the County is providing services.

3. Project No. 2024-06: Eastern Placer County Fire and EMS MSR Study (Phase 1)

Placer LAFCO contracted ESCI to conduct Phase 1 of the Eastern Placer County Fire and EMS MSR Study. This service review will provide a comprehensive evaluation of fire protection and emergency medical services in Eastern Placer County and part of Nevada County. The study will concentrate on the services offered by five independent special districts: Alpine Springs County Water District, North Tahoe Fire Protection District, Northstar Community Services District, Olympic Valley Public Service District, and Truckee Fire Protection District. An analysis of possible future reorganizations and District Spheres of Influence will be reviewed in Phase 2.

**Status:** The administrative draft is still in review by the fire agencies for technical accuracy.

4. Project No. 2025-05: Heather Glen Community Services District, Meadow Vista County Water District, and Midway Heights County Water District MSR Study

Placer LAFCO contracted RSG to conduct the MSR Study for Heather Glen CSD, Meadow Vista CWD, and Midway Heights CWD. This service review will provide a comprehensive evaluation of each district.

**Status:** The administrative draft is still in progress.

**5. Project No. 2025-04: City of Colfax and Suburban Pines Water District MSR/SOI Study**

Placer LAFCO contracted RSG to conduct the MSR/SOI Study for the City of Colfax and Suburban Pines Water District. This service review will provide a comprehensive evaluation of the City and District and provide an SOI analysis with corresponding recommendations.

**Status:** The administrative draft is still in progress.

## **2.2. Planned / Pending Studies**

**1. County Service Area 28 (CSA 28), Placer County Fire Department**

LAFCO staff propose that this comprehensive Service Review of CSA 28 include Placer County Fire Department, fire service contracts between CSA 28 and other fire service providers in the County, and related zones of benefit.

**2. Alta Fire Protection District MSR Study**

This service review was rescheduled to the 2026-2027 workplan to evaluate reorganization options. The MSR/SOI update will include a review of the fire service contract between Alta Fire and CSA 28. Staff anticipates that this will be postponed to a future workplan.

**3. Foresthill Fire Protection District and Foresthill Public Utility District MSR/SOI Study**

LAFCO staff propose that this service review study include the other special districts in the immediate vicinity, such as the Foresthill Public Utility District.

**4. Penryn Fire Protection District Sphere of Influence**

LAFCO staff brought a Sphere of Influence recommendation to the Commission on August 13, 2025 along with three other fire protection Districts. The Commission struck Penryn Fire Protection District Sphere of Influence from the resolution. Staff needs direction on how to proceed.

**5. South Placer Fire Protection District Sphere of Influence**

LAFCO staff brought a Sphere of Influence recommendation to the Commission on August 13, 2025 along with three other fire protection Districts. The Commission struck South Placer Fire Protection District Sphere of Influence from the resolution. Staff needs direction on how to proceed.

## **3. Administrative Projects**

### **3.1. Active Projects**

**1. Project No. 2025-01: Tax Rate Area/Overlapping Boundaries Research Project**

On December 7, 1982, the Placer County Board of Supervisors (BOS) dissolved all County Service Areas (CSAs). It established CSA 28 through Resolution 83-14, with the second

reading and final approval at the BOS regular meeting on January 4, 1983. Placer LAFCO approved the formation of CSA 28 via Resolution 82-11 on March 1, 1983. CSAs can only exist within a city's jurisdiction if city councils agree. However, as Placer County has developed over the years, the CSA boundary has not been adjusted to reflect the city limits. So far, LAFCO staff has only found one agreement from the City of Auburn, permitting the CSA to remain within the Auburn Airport and surrounding area for fire protection services. Additionally, the CSA 28 has several zones of benefits (ZOB) that provide different services and collect different revenue levels through assessments, fees, and other special taxes.

**Status:** The mapping is complete; however, the project requires analysis before presenting it to the Commission.

**2. Project No. 2025-02: Disadvantaged Unincorporated Communities (DUC) Mapping Project.**

State law requires the identification and description of all disadvantaged unincorporated communities (DUCs) located within or contiguous to the existing Spheres of Influence of cities and special districts that provide structural fire protection, wastewater, and/or water services. One of the Commission's new policies is to establish and update DUC maps for all cities and special districts under LAFCO authority in Placer County.

**Status:** 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.

**3. Placer LAFCO Audit**

Placer LAFCO entered into an agreement with James Marta & Company, LLC on February 19, 2025, for the auditing of FY23 and FY24. This project is still ongoing.

**Status:** Placer LAFCO staff are continuing to interface with the auditor to provide additional information.

**4. EO Recruitment**

At the December 10, 2025 Commission meeting, the Commission directed the Interim Executive Officer to engage in discussions and consummate a contract with Santa Cruz LAFCO and the County for consultant services related to the Executive Officer recruitment and selection process.

**Status:** Staff has requested an updated status from Placer County Human Resources regarding contract preparation. In addition, staff has brought the draft recruitment scope to the Commission for review and discussion as part of another agenda item at the January 21, 2026 meeting.

**5. Placer County and Placer LAFCO MOU Update**

At the December 10, 2025 Commission meeting, the Commission directed the Chair, Interim Executive Officer, and LAFCO Counsel to begin coordinated discussions with County representatives to update the existing MOU, including modifying the termination clause from a fixed annual deadline to a rolling six-month notification period, and to review applicable policies, audit requests, and communication frameworks for future alignment.

**Status:** Placer LAFCO staff are coordinating with LAFCO Counsel to begin this process.

**6. Hiring two LAFCO Analysts**

On April 22, 2025, the Commission approved the funding for five full-time employees (FTEs), two of whom would be new positions. The Senior Analyst positions were opened on June 12, 2025, and will be open until filled. Eight resumes have been received for these positions.

**Status:** No progress has been made since the resumes were received.

### **3.2. On-Going Administrative Projects**

- 7. Strategic Plan:** Continue implementing the Commission's Strategic Plan (SP 28+).
- 8. Commissioner Onboarding:** Provide training to new Commissioners.
- 9. Outreach:** Continue outreach to local and regional agencies.
- 10. CALAFCO Central Region/CALAFCO:** Continue participating with other LAFCOs in the Central Region. Continue participating in CALAFCO committees, workshops, and conferences.
- 11. Local Agencies Directory:** Continue updating local agencies' directory on the Commission's website.
- 12. Administrative Files:** Continue improving admin files.

Project Status Color Code	
	Postponed / Needs to be scheduled
	Planned / Pending
	Active / In Progress
	Complete

### Applications (Active/Pending)

LAFCO Project No.	Task/Project	Time Frame / Status
2022-05	Placer Hills & Newcastle FPD Reorganization	February 2026
2025-06	City of Auburn Lincoln Way Out of Agency Agreement	Complete
2025-07	South Placer Municipal Utility District 2891 Swetzer Road Annexation	Incomplete
	Town of North Tahoe Incorporation	Pending
	City of Lincoln Village 5B/7B Reorganization	Pending
	West Oaks Apartments Highway 65 Reorganization	Pending
	South Placer Municipal Utility District Islands Annexation	Pending
	South Placer Fire Protection District Detachment	Pending
	City of Auburn PG&E Substation Out of Agency Agreement	Pending

### Administrative Projects (Active/Ongoing)

Task/Project	Actions	Time Frame / Status
No. 2025-01: Tax Rate Area/Overlapping Boundaries Research Project	Mapping is complete however the project requires analysis before presenting to the Commission	February/March 2026
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	February/March 2026
Placer LAFCO Audit	Staff continue to provide additional data to the auditor. County staff at the Office of the Auditor-Controller have been included to provide additional documentation	Ongoing
Policies	Final Update of Commission's Policies	Complete
EO Recruitment	Placer County HR is in negotiations with Santa Cruz LAFCO for the EO recruitment and selection process contract.	Ongoing
Placer County/LAFCO MOU		Ongoing
Hiring two LAFCO Analysts	No progress has been made since the resumes were received.	Pending
Commissioner Onboarding	Provide training to new Commissioners.	Ongoing
Strategic Planning	Continue implementing the Commission's Strategic Plan.	Ongoing
Outreach	Continue outreach to local and regional agencies.	Ongoing
CALAFCO	Continue participating in CALAFCO committees, workshops, and conferences.	Ongoing

Local Agencies Directory	Continue updating the local agency directories on the website.	Ongoing
Administrative Files	Continue organizing and improving administrative files.	Ongoing

## Service Review Schedule

This schedule provides a comprehensive overview of Placer LAFCO’s service review adoption status, organized by agency type. This list includes the specific adoption dates for service reviews pertaining to each city and special district to facilitate timely renewal and meet State code. Service Reviews occur every 5 years, with exceptions to improve governance at the discretion of LAFCO (e.g., proposed SOI updates, amendments, or jurisdictional boundary changes).

Service Review Adoption Status	
	Postponed / Needs to be scheduled
	Planned / Pending
	Active / In Progress
	Complete

### Cities and Towns

City or Town	Adoption Date	Service Review Status and Notes
Auburn	None	Postponed for City General Plan Update
Colfax	None	First study underway
Loomis	None	Postponed
Lincoln	2023	Complete: Update due 2028
Rocklin	2025	Complete: Update due 2030
Roseville	2025	Complete: Update due 2030

### Independent Special Districts

No.	Independent Special District	Adoption Date	Planned Service Review and Notes
1	Auburn Recreation & Park District	None	Needs to be scheduled
2	Auburn Valley Community Services District	None	Needs to be scheduled
3	Colfax Cemetery District	None	Admin Draft In Progress
4	Newcastle, Rocklin, Gold Hill Cemetery District	None	Admin Draft In Progress
5	Placer County Cemetery District 1	None	Admin Draft In Progress
6	Placer Mosquito Vector Control District	None	Needs to be scheduled
7	Roseville Cemetery District	None	Admin Draft In Progress
8	Suburban Pines Water District	None	Admin Draft In Progress
9	Tahoe Truckee Sanitation Agency	None	Needs to be scheduled
10	Christian Valley Park Community Services District	2006	Needs to be scheduled
11	Foresthill Public Utility District	2006	Planned for 2025-2026
12	Heather Glen Community Services District	2006	Admin Draft In Progress
13	Meadow Vista County Water District	2006	Admin Draft In Progress
14	Midway Heights County Water District	2006	Admin Draft In Progress
15	Placer County Resource Conservation District	2006	Needs to be scheduled

Service Review Schedule Updated as of October 1, 2025

No.	Independent Special District	Adoption Date	Planned Service Review and Notes
16	Placer County Water Agency	2006	Needs to be scheduled
17	Auburn Cemetery District	2013	Admin Draft In Progress
18	Alpine Springs County Water District	2017	Admin Draft In Progress fire only
			Full Agency MSR/SOI Needs to be scheduled
19	Alta Fire Protection District	2017	Planned for 2026-2027
20	Donner Summit Public Utility District	2017	Needs to be scheduled
21	Foresthill Fire Protection District	2017	Planned for 2025-2026
22	McKinney Water District	2017	Needs to be scheduled
23	North Tahoe Fire Protection District	2017	Admin Draft In Progress
24	North Tahoe Public Utility District	2017	Needs to be scheduled
25	Northstar Community Services District	2017	Admin Draft In Progress fire only
			Full Agency MSR/SOI Needs to be scheduled
26	Olympic Valley Community Service District	2017	Admin Draft In Progress fire only
			Full Agency MSR/SOI Needs to be scheduled
27	Sierra Lakes County Water District	2017	Needs to be scheduled
28	Tahoe Cemetery District	2017	Admin Draft In Progress
29	Tahoe City Public Utility District	2017	Needs to be scheduled
30	Talmont Resort Improvement District	2017	Needs to be scheduled
31	Truckee Tahoe Airport District	2017	Needs to be scheduled
32	Truckee Tahoe Forest Hospital District	2017	Needs to be scheduled
33	Newcastle Fire Protection District	2025	Complete: Update due 2030
34	Penryn Fire Protection District	2025	Complete: Update due 2030 (SOI not Adopted)
35	Placer Hills Fire Protection District	2025	Complete: Update due 2030
36	South Placer Fire Protection District	2025	Complete: Update due 2030 (SOI not Adopted)
37	South Placer Municipal Utility District	2025	Complete: Update due 2030

### Dependent Districts

MSRs play a crucial role for dependent special districts, those districts overseen by another board (in Placer County by the County BOS), by offering independent assessments of local accountability, governance, and transparency. They identify service delivery gaps, clarify financial matters related to County-managed funds and charges, and inform options for governance or reorganization when needed. Reviewing all dependent districts in a single cycle may streamline the process by consolidating information-gathering from the County.

1	County Service Area (CSA) 28	Planned for 2025-2026
2	County Sewer Districts No. 1-3 (upon further verification of their status)	Needs to be scheduled
3	Placer Vineyards Parks and Recreation District	Needs to be scheduled

**Placer LAFCO Mid-Year Budget Status Fiscal Year 2025-2026**

	Ledger	Description	FY 25/26 Final Budget	Encumbrances from Prior Year	Adjusted Budget (AD)	Mid-Year 12-31-25 (MY)	Balance (AD-MY)	Pct. at MY (MY/AD)	
Expenses		<b>EMPLOYEE SALARIES &amp; BENEFITS</b>							
	51010	Salaries and Wages	\$ 494,684.41		\$ 494,684.41	\$ 153,704.01	\$ 340,980.40	31.07%	
	51090	Cafeteria Plans (Non-PERS)	\$ 24,467.84		\$ 24,467.84	\$ 1,825.27	\$ 22,642.57	7.46%	
	51210	Retirement	\$ 166,412.82		\$ 166,412.82	\$ 40,925.37	\$ 125,487.45	24.59%	
	51220	Payroll Tax	\$ 34,888.78		\$ 34,888.78	\$ 8,935.62	\$ 25,953.16	25.61%	
	51240	Other Postemployment Benefits (OPEB)	\$ 4,078.84		\$ 4,078.84	\$ 844.89	\$ 3,233.95	20.71%	
	51280	OPEB Expense	\$ 4,078.84		\$ 4,078.84	\$ -	\$ 4,078.84	0.00%	
	51290	401(k) Employer Match	\$ 1,500.00		\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	
	51310	Employee Group Insurance	\$ 117,249.89		\$ 117,249.89	\$ 22,667.66	\$ 94,582.23	19.33%	
	51360	Workers Comp Insurance	\$ 2,633.02		\$ 2,633.02	\$ 318.56	\$ 2,314.46	12.10%	
			<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL</b>	<b>\$ 849,994.45</b>	<b>\$ -</b>	<b>\$ 849,994.45</b>	<b>\$ 229,221.38</b>	<b>\$ 620,773.07</b>	<b>26.97%</b>
			<b>SERVICES &amp; SUPPLIES</b>						
		52040	Communication Services Expense	\$ 4,091.94		\$ 4,091.94	\$ -	\$ 4,091.94	0.00%
		52060	Janitorial Supplies	\$ -		\$ -	\$ 20.38	\$ (20.38)	N/A
		52080	Insurance	\$ 4,532.24		\$ 4,532.24	\$ 4,754.00	\$ (221.76)	104.89%
		52240	Professional / Membership Dues	\$ 12,199.99		\$ 12,199.99	\$ 12,528.00	\$ (328.01)	102.69%
		52250	Services and Supplies	\$ 408.79		\$ 408.79	\$ -	\$ 408.79	0.00%
		52260	Misc Expense	\$ -		\$ -	\$ 124.60	\$ (124.60)	N/A
		52320	Printing	\$ 2,626.10		\$ 2,626.10	\$ 554.58	\$ 2,071.52	21.12%
		52330	Other Supplies	\$ 6,990.15		\$ 6,990.15	\$ 1,780.83	\$ 5,209.32	25.48%
		52340	Postage	\$ 2,995.14		\$ 2,995.14	\$ 1,610.69	\$ 1,384.45	53.78%
		52360	Professional and Special Services - General	\$ 185,625.00	\$ 223,307.16	\$ 408,932.16	\$ 158,518.76	\$ 250,413.40	38.76%
		52370	Professional and Special Services - Legal	\$ 48,400.00	\$ 261.50	\$ 48,661.50	\$ 26,640.35	\$ 22,021.15	54.75%
		52390	Professional and Special Services - County	\$ 8,313.73		\$ 8,313.73	\$ 6,000.00	\$ 2,313.73	72.17%
		52400	Professional and Special Services - Information Technology	\$ 20,445.08		\$ 20,445.08	\$ 14,312.70	\$ 6,132.38	70.01%
		52450	Short-Term Rents and Leases - Building Improvements	\$ 31,384.10		\$ 31,384.10	\$ 29,106.70	\$ 2,277.40	92.74%
		52470	Employee Benefits Systems	\$ 2,447.68		\$ 2,447.68	\$ 1,842.96	\$ 604.72	75.29%
		52480	PC Acquisition	\$ 8,980.00		\$ 8,980.00	\$ -	\$ 8,980.00	0.00%
		52510	Commissioner's Fees	\$ 33,469.64		\$ 33,469.64	\$ 11,850.00	\$ 21,619.64	35.41%
		52570	Advertising	\$ 5,829.37		\$ 5,829.37	\$ 359.28	\$ 5,470.09	6.16%
		52580	Special Department Expense	\$ 18,414.00		\$ 18,414.00	\$ 12,420.00	\$ 5,994.00	67.45%
		52630	Project Costs	\$ 1,452.00		\$ 1,452.00	\$ 50.00	\$ 1,402.00	3.44%
		52790	Transportation and Travel	\$ 11,082.50		\$ 11,082.50	\$ 8,887.05	\$ 2,195.45	80.19%
	53390	Transfer Out A-87 Costs	\$ 8,746.00		\$ 8,746.00	\$ 4,373.00	\$ 4,373.00	50.00%	
	53170	Appropriation for Contingencies	\$ 36,300.00		\$ 36,300.00	\$ -	\$ 36,300.00	0.00%	
		<b>SERVICES &amp; SUPPLIES TOTAL</b>	<b>\$ 454,733.43</b>	<b>\$ 223,568.66</b>	<b>\$ 678,302.09</b>	<b>\$ 295,733.88</b>	<b>\$ 382,568.21</b>	<b>43.60%</b>	
		<b>TOTAL EXPENSES</b>	<b>\$ 1,304,727.88</b>	<b>\$ 223,568.66</b>	<b>\$ 1,528,296.54</b>	<b>\$ 524,955.26</b>	<b>\$ 1,003,341.28</b>	<b>34.35%</b>	
Revenue	42010	Investment Income	\$ 26,557.09		\$ 26,557.09	\$ 16,552.61	\$ 10,004.48	62.33%	
	46360	Other Fees and Charges	\$ 1,278,170.79		\$ 1,278,170.79	\$ 815,216.66	\$ 462,954.13	63.78%	
		<b>TOTAL REVENUES</b>	<b>\$ 1,304,727.88</b>	<b>\$ -</b>	<b>\$ 1,304,727.88</b>	<b>\$ 831,769.27</b>	<b>\$ 472,958.61</b>	<b>63.75%</b>	



**STAFF REPORT**

**COMMISSIONERS**

Joshua Alpine  
Chair  
*(Special District)*

Anthony DeMattei  
*(County)*

Whitney Eklund  
Vice Chair  
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Judy Friedman  
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*Acting Assistant Executive Officer*

Amy Engle  
*Commission Clerk/Analyst*

**DATE:** January 21, 2026

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

**FROM:** Colette Santsche, Interim Executive Officer  
Amy Engle, Commission Clerk/Analyst

**SUBJECT:** Update of the Executive Officer Recruitment Process and Review of Draft Scope of Services for Shared Services Agreement with Santa Cruz LAFCO

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**SUMMARY**

Placer LAFCO is coordinating with Santa Cruz LAFCO and Placer County Human Resources (HR) to establish a shared services arrangement for the recruitment of a permanent Executive Officer. Staff is working with County HR to ensure the formal contract aligns with applicable requirements. This report provides the proposed Scope of Services for Commission feedback and outlines a phased recruitment schedule.

**BACKGROUND**

Placer LAFCO has been led by an Interim Executive Officer since September 2025. On December 10, 2025, the Commission directed the Interim Executive Officer to enter into a contract for the Executive Officer recruitment consultant services with Santa Cruz LAFCO and Placer County in an amount not to exceed \$10,500.

**ANALYSIS**

Because Placer County HR informed Placer LAFCO that the County needed to be a party to the shared services agreement, staff forwarded

the Placer LAFCO Recruitment Process (Attachment A) to Placer County HR to initiate the contract process. Staff will work with Placer County HR and Santa Cruz LAFCO to develop a final agreement that meets all applicable legal requirements and achieves Placer County LAFCO's objectives.

While the formal contract undergoes final legal and HR review, the operational framework for the recruitment has been established to ensure readiness. The following Scope of Services, derived from the recruitment process document, serves as the roadmap for specific tasks and milestones that will be managed by Santa Cruz LAFCO once the agreement is executed.

### Draft Scope of Services

The proposed recruitment process is organized into five structured phases managed by Santa Cruz LAFCO:

- **Phase 1 – Preparation:** Confirming job descriptions, salary ranges, and developing recruitment brochures.
- **Phase 2 – Outreach:** Advertising the position across professional networks such as CALAFCO, CSDA, and LinkedIn.
- **Phase 3 – Screening:** Verifying qualifications and creating a structured evaluation matrix.
- **Phase 4 – Interviews:** Coordinating logistics, preparing questions, and conducting reference checks.
- **Phase 5 – Appointment:** Supporting the Commission during final interviews and delivering a final report.

### Phased Timeline

The recruitment schedule follows a "phased duration" model. The 12-week timeline will begin upon the full execution of the contract.

Phase	Estimated Duration	Description
Contract Execution	TBD	Review by Placer County HR and Commission approval
Phase 1: Preparation	2 Weeks	Finalize job announcement and interview panel selection
Phase 2: Outreach	4 Weeks	Conclusion of advertising and application period
Phase 3: Screening	2 Weeks	Review of qualifications and semi-finalist recommendations

Phase 4: Interviews	2 Weeks	Completion of initial interviews and finalist identification
Phase 5: Appointment	2 Weeks	Final interviews and adoption of employment contract

**NEXT STEPS**

1. Incorporate Commission feedback into the final Scope of Services.
2. Continue working with Placer County HR and Santa Cruz LAFCO to obtain the final draft contract for legal review and execution.

**STAFF RECOMMENDATION**

Staff recommends the Commission take the following actions:

1. Receive and file this update regarding the recruitment process and coordination with Santa Cruz LAFCO.
2. Provide feedback on the proposed draft Scope of Services.
3. Acknowledge that staff will continue to work with Santa Cruz LAFCO and Placer County HR to finalize a contract and that timelines will start once the contract is executed.

**ATTACHMENT**

- A. Placer LAFCO Recruitment Process (Revised 12-29-25)

**OVERVIEW**

Santa Cruz LAFCO will provide a series of deliverables to ensure a clear, transparent, and well-documented recruitment process for Placer LAFCO as part of the Multi-LAFCO Shared Services Agreement. The deliverables will include a detailed recruitment timeline and plan outlining key milestones and responsibilities, along with the finalized job announcement and outreach materials used to attract qualified candidates. Throughout the process, Santa Cruz LAFCO will develop and utilize a candidate evaluation matrix to ensure consistent and objective screening of applicants based on established qualifications and selection criteria.

Following the initial review, Santa Cruz LAFCO will prepare semi-finalist recommendations for Placer LAFCO’s consideration and coordinate all interview logistics, including schedules, interview materials, and summary reports of results. Upon completion of the process, a final recruitment report will be provided to Placer LAFCO summarizing the overall process, outreach efforts, candidate evaluation outcomes, and final recommendations to support the appointment of a new Executive Officer.

**RECRUITMENT OBJECTIVES**

The recruitment effort is designed to identify and attract highly qualified candidates with strong LAFCO and local government experience while maintaining a fair, equitable, and transparent process throughout. By applying consistent evaluation criteria and structured screening methods, the process will yield well-supported recommendations for top candidates for Placer LAFCO’s interviews and final selection. All activities will be carried out within an efficient and cost-effective timeframe to ensure a smooth and timely completion of the recruitment.

**ROLES AND RESPONSIBILITIES**

The recruitment for the Executive Officer will be carried out through a shared services arrangement that outlines the respective roles of Santa Cruz LAFCO and Placer LAFCO. Under this collaboration, each party contributes distinct responsibilities to ensure a smooth, transparent, and well-coordinated process. The table below summarizes these responsibilities and highlights how the shared services agreement structures the effort, from defining the scope and timeline to overseeing key decision points in the hiring process.

Party	Responsibilities
Santa Cruz LAFCO	Lead and manage recruitment process, prepare materials, advertise position, screen applicants, coordinate interviews, provide staff support.
Placer LAFCO	Approve job description and salary range, participate in vetting candidates and final interviews, make final hiring decision.
Shared Services Agreement	Defines scope, timeline, and reimbursement for staff time and any work-related expenses.

## RECRUITMENT PROCESS STEPS

The recruitment process is organized into five structured phases designed to ensure a clear, thorough, and collaborative approach to selecting Placer LAFCO's next Executive Officer. Each phase outlines specific tasks, timelines, and deliverables - from early preparation and outreach through candidate evaluation, interviews, and final appointment. The goal of the following section is to provide an overview of the proposed framework for the entire hiring effort.

### Phase 1 – Preparation (Weeks 1-2)

The recruitment begins with foundational setup work to ensure the process is clear, accurate, and aligned with Placer LAFCO's expectations. During this phase, the job description, qualifications, and compensation range are confirmed, and a recruitment brochure and job announcement are developed. A full timeline with milestones is established, and Placer LAFCO determines who will serve on its interview panel. By the end of this phase, the approved job posting and recruitment schedule are finalized.

### Phase 2 – Advertising and Candidate Outreach (Weeks 3-6)

Once the materials are ready, the position is broadly advertised across key professional networks, including CALAFCO, CSDA, the League of California Cities, the County Associations, GovernmentJobs.com, and LinkedIn. Santa Cruz LAFCO conducts targeted outreach to attract qualified professionals with LAFCO and local government experience and responds to inquiries from potential applicants. This phase concludes with a record of all outreach postings and a list of confirmed applications received.

### Phase 3 – Screening and Evaluation (Weeks 7-8)

During this stage, Santa Cruz LAFCO performs the initial screening of applicants to verify minimum qualifications, assess relevant experience, and identify desirable attributes such as LAFCO familiarity, leadership skills, and regional knowledge. Staff create a structured evaluation matrix to ensure consistent scoring and present semi-finalist recommendations to the Placer LAFCO Chair or ad hoc committee for concurrence. The key deliverables are the completed evaluation matrix and the list of recommended semi-finalists.

### Phase 4 – Interviews (Weeks 9-10)

Santa Cruz LAFCO coordinates and schedules the first round of interviews, preparing structured questions and scoring tools to promote fairness and consistency. These interviews, conducted virtually or in person, help narrow the field to finalists for consideration by the full Placer LAFCO Board. Reference checks are conducted as appropriate. This phase results in a summary of interview findings and recommendations for finalists.

### Phase 5 – Final Selection and Appointment (Weeks 11-12)

In the final phase, Placer LAFCO conducts interviews with the top candidates and deliberates to select the new Executive Officer. Santa Cruz LAFCO provides logistical support and assists with reference verification as needed. The process concludes with Placer LAFCO's appointment of the successful candidate and delivery of a final report, along with transition assistance if requested.

**ESTIMATED TIMELINE**

Based on the phases discussed in the previous section, the recruitment is structured around a month-by-month timeline that guides the process from preparation through final appointment. Beginning with two weeks of foundational setup, the schedule moves into a four-week advertising and outreach period, followed by focused phases for screening, interviews, and final selection. Each phase has defined target completion dates to keep the effort on track, culminating in the appointment of the new Executive Officer by the end of April 2026. The following table provides a general description of the proposed timeline.

Phase	Duration	Target Completion
Preparation	2 weeks	Early-February 2026
Advertising & Outreach	4 weeks	Mid-February 2026
Screening & Evaluation	2 weeks	Mid-March 2026
Interviews	2 weeks	Late-March 2026
Selection & Appointment	2 weeks	Early-April 2026

Footnote: Total estimated duration is approximately 78 weeks (9 months)

The following table outlines key dates in the recruitment process:

Phase	Dates	Notes
Commission Action	Placer LAFCO – 1/14/26; SC LAFCO – 2/4/26	Adoption of the draft contract between both LAFCOs; Formation of Ad-Hoc Committee
Outreach Effort	February 5, 2026	Advertise Job Opportunity
Review Applications	March 6, 2026	Ad-Hoc Committee reviews and identifies qualified candidates
Conduct First Round of Interviews	March 22 – 26, 2026	Ad-Hoc Committee conducts initial interviews
Conduct Final Round of Interviews	March 29 – 31, 2026	Full Commission interview with top two candidates
Selection & Appointment	April 8, 2026	Placer LAFCO considers the hiring of the most qualified candidate and adopts an employment contract

Footnote: Dates subject to change

**ESTIMATED COST**

The estimated cost for conducting the Executive Officer recruitment through the shared services arrangement is outlined in the table below, providing a transparent breakdown of staff time, advertising, and miscellaneous expenses. This all-inclusive estimate reflects a cost-effective approach, coming in at less than half the typical price of hiring an external recruitment consultant, who often charges between \$20,000 and \$25,000.

Item	Description	Estimated Cost
Staff Time	Coordination, screening, etc. (appx. 60 - 80 hours)	\$7,000 – \$9,000
Advertising	Posting fees, outreach materials	\$500 – \$1,000
Misc. Expenses	Printing, scheduling, administrative support	\$300 – \$500
Estimated Total	All-inclusive estimate (shared services)	\$7,800 – \$10,500

#### CLOSING REMARKS

Santa Cruz LAFCO is pleased to offer its support and expertise to assist Placer LAFCO in conducting this important Executive Officer recruitment. Before services can begin, both commissions must indicate their support for the arrangement, and Placer LAFCO must enter into the Mult-LAFCO Shared Services Agreement establishing the roles, responsibilities, and cost structure for the process. A subsequent contract will also ensure that all parties share a clear understanding of expectations, deliverables, and timelines, providing a strong foundation for a successful collaboration. Santa Cruz LAFCO looks forward to the opportunity to partner with Placer LAFCO in a way that is efficient, transparent, and mutually beneficial.

DRAFT



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

## STAFF REPORT

### 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

Colette Santsche  
Interim Executive  
Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission  
Clerk/Analyst

DATE: January 21, 2025

TO: Chair Alpine and members of the Commission

FROM: Colette Santsche, Interim Executive Officer  
Amy Engle, Commission Clerk/Analyst

SUBJECT: CALAFCO 2026 Special Corporate Business Meeting— Voting Delegate

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## SUMMARY

The California Association of Local Agency Formation Commissions (CALAFCO) has issued a formal notice for a Special Corporate Business Meeting to be held virtually on Monday, February 23, 2026, from 10:00 AM to 11:30 AM. Pursuant to CALAFCO Bylaws, each Member LAFCO must designate a voting delegate in writing prior to the meeting.

## BACKGROUND

The primary purpose of the meeting is to consider and approve recommended changes to the Association Bylaws. The meeting will also include a report on the Association's future work and updates from the Transition Team. Commissioner Eklund was elected to the CALAFCO Board of Directors on October 23, 2025 to represent the Central Region.

- **Selection:** The Commission must designate one individual as the official voting delegate.
- **Submission:** The delegate's name, title, and email address must be submitted to Pamela Miller (pmiller@millermcg.com) no later than January 30, 2026, at 5:00 PM.

## DISCUSSION

It is recommended that Commissioner Eklund be designated as the voting delegate for this special meeting. As she is currently serving on the CALAFCO Board of Directors, she possesses direct insight into the recommended changes to the Association Bylaws and the Association's work ahead. Her dual role ensures that our Commission's vote is informed by the internal discussions held at the state level and maintains continuity between local interests and CALAFCO's corporate governance.

### Meeting Details

- **Date:** February 23, 2026
- **Time:** 10:00 AM-11:30AM
- **Location:** Virtual via Zoom
- **Agenda Items:** Approval of Bylaw changes and a report on the Association's work ahead

## STAFF RECOMMENDATION

Staff recommends the following actions to the Commission:

1. Appoint Commissioner Eklund to serve as the primary voting delegate for the February 23, 2026, Special Corporate Business Meeting.
2. Direct staff to submit the required delegate information to CALAFCO by the January 30, 2026, deadline.

## ATTACHMENT

- A. CALAFCO 2026 Special Meeting Notice and Agenda



SUPPORTING SUSTAINABLE  
COMMUNITY GROWTH

## MEMORANDUM

**DATE:** December 9, 2025

**TO:** Member LAFCOs, Officers of Member LAFCOs, and Associate Members

**CC:** CALAFCO Board of Directors

**FROM:** Michelle McIntyre, Interim Executive Director

**RE:** **CALAFCO 2026 Special Corporate Business Meeting Notice and Agenda**

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CALAFCO Bylaws (Section 3.4) require the Association to notify each Member LAFCO and Associate Member of the Corporation of meetings, not less than 30 days prior to that meeting.

### NOTICE

A Special Meeting of the California Association of Local Agency Formation Commissions will be held:

**DATE:** Monday, February 23, 2026  
**TIME:** 10:00 a.m. – 11:30 a.m.  
**LOCATION:** Virtual via Zoom  
**Meeting Access:**  
<https://us02web.zoom.us/j/87609758294?pwd=NNdzOU0B9qrp2nVx6KiOqVxZh2iWyl.1>  
**Meeting ID:** 876 0975 8294  
**Passcode:** 639868  
**Phone:** 669-444-9171

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Attached is the agenda for the special meeting, which is also posted in the Members section of the CALAFCO website.

CALAFCO Bylaws (Section 3.7.1) also require each Member LAFCO designate in writing their voting delegate prior to the meeting. Please e-mail the name, title, and email address of your voting delegate to Pamela Miller at [pmiller@millermcg.com](mailto:pmiller@millermcg.com) **by January 30, 2026 at 5:00 p.m.** *If your LAFCO is unable to provide your voting delegate information by this date due to your meeting schedule, please email Pamela with the date your LAFCO will provide that information in advance of the special meeting.* An updated list of voting delegates will be posted in the Members section of the website. The full meeting packet will be distributed in advance of the meeting.



## 2026 Special Corporate Business Meeting

Monday, February 23, 2026  
10:00 a.m. to 11:30 a.m.

### Meeting Access

<https://us02web.zoom.us/j/87609758294?pwd=NNdz0U0B9qrp2nVx6KiOqVxZh2iWyl.1>

Meeting ID: 876 0975 8294

Passcode: 639868

Phone: 669-444-9171

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## SPECIAL MEETING AGENDA

1. Call to Order/Roll Call of Member LAFCOs  
Wendy Root Askew, Chair  
José Henríquez, CALAFCO Executive Officer
  
2. New Business  
Wendy Root Askew, Chair  
2.1. Consider and Approve recommended changes to the Association Bylaws  
Michelle McIntyre, Interim Executive Director  
Pamela Miller, Transition Team Consultant
  
3. Report on the Association's work ahead  
Wendy Root Askew, Chair  
Michelle McIntyre, Interim Executive Director  
Pamela Miller, Transition Team Consultant
  
4. Announcements/Comments

**Adjourn** to the 2026 Annual Business Meeting, to be held on Thursday, October 22, 2026, at 9:00 a.m. at the Sheraton Grand Sacramento Hotel, located at 1230 J Street, Sacramento, CA, 95814.



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

**COMMISSIONERS**

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Chair  
*(Special District)*

Anthony DeMattei  
*(County)*

Whitney Eklund  
Vice Chair  
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*Interim Executive  
Officer*

Amanda Ross  
*Acting Assistant  
Executive Officer*

Amy Engle  
*Commission  
Clerk/Analyst*

**CORRESPONDENCE ITEMS**

- A. Letter from Jilbert Re: Request for Clarification and Assistance  
Regarding Cemetery District Boundaries and Plot Eligibility

Subject: Request for Clarification and Assistance Regarding Cemetery District Boundaries and Plot Eligibility

Dear Board Members,

I hope this message finds you well. I am writing to bring to your attention an issue I have been experiencing over the past few months concerning cemetery district boundaries and the process for purchasing pre-need burial plots within Placer County.

I am a long-time resident of Rocklin in Placer County, and as a homeowner and taxpayer, I have always appreciated the services and structure provided by our local districts. Recently, my family and I began planning ahead for future arrangements, and our preferred location is the Newcastle Cemetery. In an effort to move forward responsibly with this pre-planning, I attempted to inquire about purchasing available plots in that cemetery.

However, despite numerous attempts, I have been unable to obtain consistent or actionable guidance. The district manager for Newcastle Cemetery referred me to other locations; Auburn Cemetery then redirected me back to Rocklin and Newcastle; and Newcastle ultimately referred me to LAFCO. Each point of contact provided different information, resulting in a cycle of referrals without any clear resolution. At this point, I am uncertain which agency, district, or board has the definitive authority to explain eligibility based on district mapping or to help me proceed with purchasing plots.

Given this confusion, I am respectfully requesting the Board's assistance in the following areas:

1. Clarification of District Boundaries:

A clear explanation of which residential areas of Placer County are eligible for burial plots in each cemetery district, particularly Newcastle Cemetery.

2. Identification of the Correct Point of Contact:

Guidance on which entity—district management, LAFCO, or another authority—is responsible for making eligibility determinations and facilitating plot purchases for residents.

3. Expected Timeline for Updates:

If boundary reviews or district mapping updates are currently under evaluation, I kindly request information on the status of that process and when residents can expect clear public guidance.

4. Assistance in Moving Forward:

Any support or direction the Board can provide to help resolve this matter so that my family can complete our pre-planning in a timely and informed manner.

This matter is important to us not only for logistical reasons but also for peace of mind. After several months of attempting to obtain straightforward information, I am turning to the Board with the hope that you can help bring clarity to an issue that appears to be impacting residents seeking long-term planning options.

Thank you very much for your time, attention, and public service. I appreciate your consideration and kindly request a response at your earliest convenience.

Warm regards,

Jilbert

209 678 5987