



**Inyo Local Agency Formation Commission**  
168 North Edwards Street  
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Independence, California 93526

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## INYO LOCAL AGENCY FORMATION COMMISSION AGENDA

May 13, 2026, at 4:00 p.m.

To be held at:

Clint Quilter County Consolidated Office Building  
1360 N. Main Street, Conference Room 103  
Bishop, CA. 93514

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Commissioners: Scott Marcellin (Inyo County)  
Jeff Griffiths (Inyo County)  
Stephen Muchovej (City of Bishop) (Vice Chair)  
Karen Kong (City of Bishop) (Chair)  
Alan Tobey (Public)

Alternates: Trina Orrill (Inyo County), Jose Garcia (City of Bishop)

Executive Officer: Cathreen Richards  
Staff Analyst/Clerk: Sally Faircloth  
Counsel: John Vallejo

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Items will be heard in the order listed on the agenda unless the Inyo Local Agency Formation Commission (LAFCO) rearranges the order or the items are continued.

The LAFCO Chairperson will announce when public testimony can be given for items on the agenda. Please be aware that the Commission will consider testimony on both the project and related environmental documents.

If you challenge in Court any findings, determination or decision made following any Public Hearing announced in this agenda in Court, you may be limited to raising only those issues you or someone else rose at the Public Hearing, or in written correspondence delivered to the Inyo LAFCO at, or prior to, the Public Hearing.

**Public Notice:** In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Inyo LAFCO at (760) 878-0263 (28 CFR 35.102-3.104 ADA Title II). Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify Inyo LAFCO at least 72 hours prior to the meeting to enable the Commission to make the agenda available in a reasonable alternative format (Government Code Section 54954.2).

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- ITEM 1: Pledge of Allegiance**
- ITEM 2: Roll Call** – Roll call will be taken by staff.
- ITEM 3: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject that is not scheduled on the agenda.
- ITEM 4: Election of the Chair (Action Item)** – the Commission will entertain motions and conduct an election for the Chair.
- ITEM 5: Election of the Vice-Chair (Action Item)** – the Commission will entertain motions and conduct an election for the Vice-Chair.

- ITEM 6: Approval of Minutes (Action Item)** – the Commission will consider the minutes from, June 4, 2025.
- ITEM 7: Approval of the 2026-2027 Preliminary Budget (Public Hearing & Action Item - Requires 3/5 vote)** – The Inyo LAFCO Executive Officer’s FY 2026-2027 Preliminary Budget will be presented for discussion and Commission approval.
- ITEM 8: Municipal Service Reviews** – Additional discussion and direction for staff as necessary.
- ITEM 9: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject that is not scheduled on the agenda.
- ITEM 10: Executive Officer’s and Commissioners’ Reports**
- ITEM 11: Adjournment**



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**Commissioners:**

Karen Kong - City of Bishop (Chair)  
Stephen Muchovej – City of Bishop (Vice-Chair)  
Scott Marcellin– Inyo County (Chair)  
Jeff Griffiths – Inyo County  
Allen Tobey – Public

**Alternates:**

Trina Orrill (Inyo County)  
Jose Garcia (City of Bishop)

**LAFCO Staff:**

Cathreen Richards – Inyo County - (Executive Officer)  
John C Vallejo - (Counsel)  
Sally Faircloth – Inyo County – (Lafco Analyst/Clerk)

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## Minutes for Wednesday, June 04, 2025

These Minutes are for consideration for approval by Inyo LAFCO at its next meeting.

The Inyo Local Agency Formation Commission met on Wednesday, June 04, 2025, Vice-Chair Muchovej opened the meeting at 8:34 a.m.

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**ITEM 1: Pledge of Allegiance** – All recited the Pledge of Allegiance.

**ITEM 2: Roll Call** – Commissioners Present: Stephen Muchovej, Scott Marcellin, Jeff Griffiths, Allen Tobey  
Alternate Commissioner Present: Jose Garcia  
Chair Karen Kong – Absent

Staff present: Cathreen Richards, Executive Officer, John Vallejo, County Counsel and Sally Faircloth, LAFCo Analyst/Clerk.

**ITEM 3: Public Comment Period** – This is the opportunity for anyone in the audience to address the Commission on any relevant subject not scheduled on the agenda.

No members of the public were in attendance. Public comment ended at 8:36 a.m.

**ITEM 4: Approval of Minutes (Action Item)** – the Commission will consider the minutes from May 14, 2025.

Motion to approve the minutes was made by Commissioner Jeff Griffiths and seconded by Commissioner Scott Marcellin. Motion passed 5-0.

**ITEM 5: Continuation of Item #6 from May 14, 2025 - 2025-2026 Budget (Public Hearing & Action Item -Requires 3/5 vote)** – The Inyo LAFCO Executive Officer's FY 2025-2026 Final Budget will be presented for discussion and Commission approval.

Cathreen Richards, Executive Officer, presented the staff report and subsequently deferred to Sally Faircloth, LAFCO Analyst/Clerk, to explain the budget adjustment regarding the allocation of \$70,000 from the LAFCO fund balance, previously discussed and approved with the Commissioners, to cover the costs required for six Municipal Service Reviews (MSRs).

Commissioner Allen Tobey commented about the Sierra Highlands water district possibly consolidating the district with the City of Bishop.

Vice-Chair Muchovej was able to explain and answer Commissioner Tobey's question.

Commissioner Griffiths proposed increasing the allocation from the fund balance to \$90,000, rather than the previously approved \$70,000, to support the upcoming required Municipal Service Reviews (MSRs), noting that Requests for Proposals (RFPs) had not yet been formally sent out. He further stated that any unused portion of the \$90,000 would revert back to the fund balance.

Vice-Chair Muchovej, seeking clarification from Commissioner Griffiths' statement, noted that the budget line item under 5265 – Expenses for Professional & Special Services now reflects a total amount of \$111,698.00.

In response to Vice-Chair Muchovej's clarification, Commissioner Griffiths confirmed that the increase in Expenses for Professional & Special Services to \$111,698.00 includes the allocation of \$90,000 from the LAFCO fund balance, with any unused portion to be reverted back to the fund balance.

Commissioner Tobey inquired about the six potential districts under consideration for the Municipal Service Review (MSR) process and requested clarification on which specific districts were being considered.

Vice-Chair Muchovej stated that the six districts under discussion for the Municipal Service Review (MSR) process were Sierra Highlands, Indian Creek, Eastern Sierra Community Services District, Bishop Rural Fire District, Pioneer Cemetery District, and Brookside.

Commissioner Scott Marcellin asked, if the consultant were to recommend including the City of Bishop in the Municipal Service Review (MSR) process in place of one of the six designated districts, would the Commission consider removing the Pioneer Cemetery District in order to offset the associated cost.

Vice-Chair Muchovej stated that, due to the scale of work required for the City of Bishop and the uncertainty of the timeline and expense, he, as the City's representative, believed it would be best to defer the City's inclusion until the next round of Municipal Service Reviews (MSRs).

Vice-Chair Muchovej asked Ms. Richards how she would approach consulting with potential firms when developing the Request for Proposals (RFPs) to initiate the Municipal Service Review (MSR) process for six selected districts.

Ms. Richards stated that the RFP would indicate a set number of districts, including one city, to help guide LAFCO staff in identifying which districts require priority attention. This process would also help determine whether any changes are needed to existing sphere of influence maps.

The Commissioners agreed to revisit the selection of districts to initiate the Municipal Service Review (MSR) process after the Requests for Proposals (RFPs) have been received and reviewed.

**MOTION:** Vice-Chair Muchovej motioned to open the Public Hearing at 9:00 a.m.

No members of the public were in attendance. Public hearing was closed at 9:02 a.m.

**MOTION:** Moved by Commissioner Marcellin to change object code 5265 -Professional & Special Services from \$91,698 to \$111,698 for Fiscal Year 2025-2026. Alternate Commissioner Jose Garcia provided the second.

The Motion passed 5-0

**ITEM 6: Executive Officer's and Commissioners' Reports**

No reports were provided.

**ITEM 7: Determine Time and Location for the Next Meeting of Inyo LAFCO**

Cathreen Richards, Executive Director scheduled the next meeting to be determined (TBD).

**ITEM 8: Adjournment**

Vice-Chair Muchovej adjourned meeting at 9:03 a.m.



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### LAFCO STAFF REPORT

**AGENDA ITEM No.**            7 (Action Item & Public Hearing)  
**DATE OF MEETING:**        May 13, 2026  
**SUBJECT:**                    Inyo LAFCO Fiscal Year 2026-2027 Preliminary Budget

#### EXECUTIVE SUMMARY

This report presents the Executive Officer's budget recommendations for adoption of a budget for the Fiscal Year (FY) 2026-2027. The proposed budgeted expenditures for FY 2026-2027 are \$39,453 an increase of \$5,279 from the FY 2025-2026 budget. This increase is due to increases in insurance, Cal LAFCo fees, county cost plan, and staff costs increases. The Inyo LAFCO Budget for FY 2026-2027, to maintain the status quo, proposes funding from the County of Inyo and the City of Bishop in the amount of \$15,000 each, the same as 2025-2026, for a total contribution of \$30,000.

The total budget recommended by staff reflects the general regular revenues of \$39,500 and expenditures of \$39,453, leaving a cash fund balance of \$32,802. There is also \$90,000 in fund balance left for a grand total of \$122,755. The \$90,000 was set aside to begin working on Municipal Service Reviews (MSR). Staff is still proposing to use the \$90,000 of fund balance fund balance to begin preparing MSRs.

**Recommended Action:**        Conduct a public hearing and adopt the attached budget as recommended by staff for FY 2026-2027 and find that the proposed staffing and program costs will allow the Commission to fulfill the purposes and programs of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 and authorize the Chairperson to sign.

**Alternatives:**                1)     Amend for the Final budget for FY 2026-2027.  
   2)     Continue the public hearing and provide direction to staff regarding changes to the final budget for FY 2026-2027. This is not recommended as the final budget is required to be adopted by June 15th.

#### BACKGROUND INFORMATION

The Inyo Local Agency Formation Commission (LAFCO) is a state-mandated program. The Commission's five members include one public representative; two Inyo County Board of Supervisors' representatives; and, two Bishop City Council representatives. The objectives of

LAFCO include the encouragement of orderly growth and development, the preservation of prime agricultural lands, discouragement of sprawl through coordination of local governmental boundaries, and establishment of spheres of influence and community service priorities that reflect local circumstances, conditions, and financial resources. LAFCO is funded jointly by the City of Bishop and Inyo County pursuant to Government Code 56381(a) and 56381 (b) (2), which state:

*(a) The commission shall adopt annually, following noticed public hearings, a final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter. The commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district.*

*(b) (2) In counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs. The cities' share shall be apportioned in the manner described in paragraph (1).*

Inyo LAFCO does not include independent special district representation, therefore, the City and County are each responsible for half of the commission's operation costs, unless the County and City agree under the conditions set forth in 56381 (b) (4).

Presently, the Commission contracts with the Inyo County Planning Department for the services of LAFCO Executive Officer and support staff. The Commission also contracts with the Inyo County Office of the County Counsel for legal services. An annual single contract between LAFCO and Inyo County covers both staff and counsel services.

### **Inyo LAFCO Accomplishments for FY 2025-2026**

- Sent Clerk/Analyst to the annual LAFCo Workshop.
- Entered into a contract with the Inyo County Planning Department/Inyo County Office of the County Counsel that provided staff and legal services to the Commission.
- Maintained the Inyo LAFCO website in compliance with Government Code Section 56661.
- Maintained membership in the California Association of LAFCOs (CALAFCO).
- Completed the dissolution of the Independence Community Service District.
- Worked on the Independent Special District information.
- Provided a high level of customer service.
- Reviewed districts for inactivity.

## **Inyo LAFCO Goals for FY 2026-2027**

- Continue to monitor issues with the Keeler Community Service District.
- Send the Executive Officer or one Commissioner to the Annual Conference.
- Hire a consultant and begin MSR's.
- Enter into a contract with the Inyo County Planning Department/Office of County Counsel to provide staff and legal services to the Commission.
- Maintain Inyo LAFCO membership and participation in CALAFCO, which provides training to LAFCO Commissioners and staff at annual and staff conferences.
- Replace any vacant seats on LAFCO as necessary to keep LAFCO active.
- Process and consider applications for special district formations, annexations, reorganizations, out-of-area service agreements, and others in compliance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act.
- Continue to maintain the Inyo LAFCO website in compliance with Government Code Section 56661.
- Continue to update the Independent Special District information.
- Provide a high level of customer service.
- Continue to review non-active districts for possible dissolution.

### **EXECUTIVE OFFICER'S BUDGET REQUEST FOR FY 2025-2026**

Staff recommends contributions from the County of Inyo and the City of Bishop to \$15,000 each for FY 2026-2027 the same as FY 2025-2026, with the exception of an additional \$10,000 from Inyo County for MSR's. This level of contribution meets the budgeted expenses for FY 2026-2027, provides a reliable budget and, allows for the Executive Officer or a Commissioner to attend the annual Conference (Attachment – recommended budget supporting tables). If the Commission decides to direct staff to begin conducting MSR's, staff recommends that LAFCo begin financing these with the approximate \$90,000 in fund balance. If the Commission wishes to prepare MSR's for every district in the County, LAFCo will have to ask for additional funds from the City and/or County.

Several years ago, staff sent out a request to other LAFCos in the state to see what their costs per district for a MSR have been. There are both in-depth MSR's and a MSR checklist type of review. Since Inyo LAFCo has not prepared MSR's since 2007, staff believe that the in-depth review would be best, although a review of Sphere of Influences (part of an in-depth review) may not be necessary for every district. The average cost is about \$10,000 per district and \$30,000 for a city. Districts/jurisdictions in Inyo LAFCo are:

- 1 city - Bishop
- 5 cemetery – Big Pine, Independence, Mount Whitney, Pioneer, Tecopa
- 11 community service – Big Pine, Darwin, Eastern Sierra, Indian Creek, Independence, Keeler, Lone Pine, Mesa, Sierra Highlands, Sierra North, Starlite
- 6 Fire Protection – Big Pine, Bishop Rural, Independence, Lone Pine, Southern Inyo, Olancho
- 2 Hospital – Northern Inyo, Southern Inyo
- 9 Mutual Water Companies – Aspendell, Brookside, Cartago, Northern Lone Pine, Parks West, Ranch Road Estates, Rawson, Rocking K, Sierra Grande, Valley vista
- 1 Regional Conservation District
- 1 Sanitary District – East Independence

This is 36 total cities/districts. At an average of \$10,000 each (35 not counting Bishop), it would be \$350,000, plus \$30,000 for Bishop for a total of 380,000. Moving forward would mean either selecting about 9 of these districts for MSR's and the use of the fund balance to conduct them or asking either/or both the city and county for additional funding.

During the 2025-2026 budget cycle to date, staff continued to try to get additional informal quotes for MSR's but were unsuccessful. All of the firms that responded indicated that they needed a formal Request for Proposal to prepare a quote. They also indicated that if LAFCo was going to do some but not all of their MSR's at a time, it would be best to do all of a certain type at each step. Staff is, therefore, also recommending that LAFCo begin with all the county's fire districts as several have requested MSR's over the past year.

## **Expenditures**

### Applications

There is a dissolution application on the horizon for Sierra North CSD and although the exact timing is still unknown, staff recommends keeping the status quo (\$7,000) for 2026-2027 budget. If no applications are submitted, these funds will not be utilized – no revenues or expenses will be realized.

### Annual Audit

Inyo LAFCo's cost for the annual mandated agency audit has gone down by \$362. The amount for FY 2026-2027 for Inyo LAFCo is \$4,100. This is due a new contract being put in place that was less than the previous one.

### LAFCo Meetings

The FY 2026-2027 budget assumes three Inyo LAFCo meetings, which is the same number as 2025-2026. Staff has again estimated based on the three meetings and budgeted approximately \$3,112 for LAFCo meetings (staff and commissioners). This is \$855 more than 2025-2026 due to an increase in staff costs.

### CALAFCO Conferences

Participation in the CALAFCO annual conference by the Executive Officer or a Commissioner has been included in the 2026-2027 budget proposal at \$5,170, which is \$888 more than the 2025-

2026 amount. The increase is due to the difference in sending the clerk/analyst compared to a commissioner or executive officer to a workshop/conference. In 2022, staff changed the allocation of workshops/ conferences to sending one person a year instead of two to either the conference or the workshop to reduce this cost overall. Since the Executive Officer or a Commissioner is attending next year's conference, it has been programed into the budget to reflect it.

### **Proposed expenditures by Object Code for FY 2026-2027**

1. Advertising (Object Code 5263)

The recommended amount in this object code is \$300 which is the same as the FY 2025-2026 Budget and is included to reflect any possible applications. For FY 2026-2027, this cost also includes public notices for the three anticipated LAFCo meetings.

2. Professional and Special Service (Object Code 5265)

The recommended amount in this object code is \$24,902 which is approximately \$3,204 more than the FY 2025-2026 Budget. The increase is mostly from the increased difference in conference costs versus the staff workshop and staff costs as budgeted in 2025-2026. The recommended amount includes: the conference \$5170; staff time for meetings \$2,362; processing projects and conducting regular LAFCo administrative duties \$10,519; the annual audit \$4,100; and Commissioner payments for meetings \$750.

3. General Operating Expense (Object Code 5311)

The recommended amount in this object code is \$1,859, which is \$50 more than in the FY 2025-2026 Budget. This is due to an increase in the CALAFCO Membership. This category of expenditure also includes purchases of supplies and miscellaneous supplies, which has not changed.

4. County Cost Plan (Object Code 5315)

The estimated amount in this object code is \$2,108, which \$508 more than it was in the 2025-2026 budget amount and is a given amount by the County Auditor to cover expenses from that department.

Travel Expenses (Object Code 5331)

This object code includes expenses for CALAFCO annual conference travel and travel mileage for the Inyo LAFCo meetings. The recommended amount in this object code is \$3,077, which is an increase of \$611 from the FY 2025-2026 budget. The increase is due to an estimated increase in registration fees for the Conference.

6. Motor Pool (Object Code 5333)

Expenditures in this object code include Motor Pool travel to LAFCo Meetings in Bishop and to conferences. The recommended amount in this object code is \$404 which is \$62 lower than it was in the FY 2025-2026 budget. The decrease is due to money not being put into motor pool for the Conference since personal vehicles will be used due to a motor pool vehicle shortage. The cost estimate for staff vehicle travel is included in 5331 instead.

7. Public Liability Insurance (Object Code 5155)

The expenditure in this object code is \$6,028. It covers the cost to provide LAFCo its own insurance policy as required by the County Risk Manager. This amount was increased by the insurance company by \$188 compared to the 2025-2026 amount.

## Revenues

All revenues received are the result of LAFCo fees for services and payments from the County of Inyo and the City of Bishop. LAFCo's fee schedule provides for the recovery of actual costs in processing applications for changes in organization under the Cortese-Knox-Hertzberg Act and environmental review and processing under the California Environmental Quality Act. Beyond the recovery of fees for services, Government Code Section 56381(b)(2) provides "in counties where there is no special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs."

Details for each revenue category are as follows:

1. LAFCO Fees (Object Code 4817)

The recommended amount in this revenue code is \$7,000 which is the same as the FY 2025-2026 Budget. This is for possible applications in the 2026-2027 FY and estimated for one large project at \$5,000 and one small project at \$2,000. The amount includes staff time.

2. Aid from Other Governmental Agencies (Object Code 4562 and 4599)

The recommended amount in these revenue codes is \$30,000, which is the same as the 2025-2026 Budget, except that Inyo County added an additional \$10,000 to LAFCo for the 2025-2026 budget for MSR. This \$10,000 is within the current fund balance of \$32,755. The total revenues from both the County of Inyo and the City of Bishop for FY 2026-2027 are \$15,000 each. This level of funding is generally cost neutral based on the programed expenses, but fund balance could be used if necessary.

3. Interest from Treasury (Object Code 4301)

The recommended amount in this revenue code is \$1,760, which is \$740 more than the 2025-2026 amount. This is due to an increase from the treasury.

## Alternatives

Government Code Section 56425(g) requires that the Commission, **as necessary**, review and update spheres of influence every five years. Government Code Section 56425 indicates that the Commission shall conduct Municipal Service Reviews (MSR) to prepare and update spheres of influence. In 2007 Inyo LAFCo updated spheres of influence, including conducting MSRs. More than five years have passed since the last round of sphere updates and MSRs were completed, and if the Commission finds it necessary to review and update any spheres of influence, another round of sphere studies and/or MSRs could be undertaken. Funding for MSRs would need to be provided from Inyo LAFCo (the City and County) and a healthy fund balance would help to offset these costs. Also, the Commission, County officials, and several Fire Districts have indicated they believe it is time for MSRs to be prepared. .

The FY 2026-2027 budget includes expected revenues and expenses for anticipated applications. The Commission could choose not to include these funds in its budget. This is not recommended, however, because it may increase costs to process the application if a budget amendment becomes necessary.

As with budgets adopted by a county or city government, adoption of the annual budget for Inyo LAFCO requires adoption at a noticed public hearing by a three-fifths vote. Amendment of the adopted budget requires a four-fifths vote of the Commission.

**STAFF RECOMMENDATION**

Staff recommends following a public hearing the Commission approve the final budget for FY 2026-2027 by taking the following action:

*"Move to approve the Inyo Local Agency Formation Commission budget for fiscal year 2025-2026 as recommended by the Executive Officer and find that the proposed program costs will allow for the Commission to fulfill the purposes and programs of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000."*

Respectfully Submitted  
Cathreen Richards, Executive Officer

- Attachment: Budget Worksheet

# FY 2026-2027

## Budget

Revenues		\$	
4301 - Interest from Treasury		\$	2,500
4562 - County Contributions		\$	15,000
4599 - Other Agencies		\$	15,000
4817 - LAFCO Fees		\$	7,000
4998 - Operating Transfer		\$	-
<b>Total</b>		<b>\$</b>	<b>39,500</b>
<b>Total plus \$90,000 Fund Balance (FB)</b>		<b>\$</b>	<b>129,500</b>
Expenses			
5001 - Salaried Employees		\$	750 *
5021 - Retirement & Social Security		\$	16
5022 - PERS Retirement		\$	9
5031 - Medical Insurance		\$	-
5043 - Other Benefits		\$	-
5155 - Public Liability -		\$	6,028 *
5263 - Advertising		\$	300 *
<b>5265 - Professional &amp; Special Services</b>		\$	24,902 *
<b>5265 - Professional &amp; Special Services (MSRS)</b>		\$	90,000
5311 - General Operating Expense		\$	1,859 *
5331 - Travel Expense		\$	3,077 *
5315 - County Cost Plan		\$	2,108
5333 - Motor Pool		\$	404 *
<b>Total (less the \$90k for MSR's)</b>		<b>\$</b>	<b>39,453</b>
<b>Total (Including the already added \$90,000 FB )</b>		<b>\$</b>	<b>129,453</b>
<b>Revenue vs. Expenses with additional 10k in-kind county contribution</b>		<b>\$</b>	<b>47</b>
FY 2025-2026 Fund Balance		\$	122,755
FY 2025-26 END Fund Balance after \$90K in MSR's		\$	32,755
Projected Balance as of 06/30/2027.			
This is the \$ 32,755 plus the \$10,047 In kind contribution that will be left at the end of the next budget cycle in 6/30/2027		\$	32,802
COB Fees & County In-Kind Contribution		\$	30,000

**Note: 5265 inc. \$10k est. for 6 MSRs Approved by Commission**