

LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION
Board of Supervisors Chambers 707 Nevada Street Susanville, CA 96130

REGULAR MEETING
June 10, 2019 - 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Vice Chairperson Joseph Franco.

Roll call of members present: Chris Gallagher, David Teeter, Brian Wilson, Joseph Franco and Chairperson Todd Eid. Absent: Jeff Hemphill.

Staff Present: John Benoit, Executive Officer, Jennifer Stephenson, Deputy Executive Officer and Gwenna MacDonald, Clerk.

Approval of Minutes

None.

Approval of Agenda

Motion by Commissioner Franco, second by Commissioner Gallagher to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Gallagher, Teeter, Wilson and Eid. Absent: Hemphill.

Correspondence

None to report.

Public Comments

No comments.

Public Hearing: LAFCo Final Budget / Fiscal Year 2019-2020

Mr. Benoit explained that a recommended budget was presented at the April 8, 2019 meeting, and he provided a brief overview of the revenue and expenses for the upcoming year.

At 3:02 p.m. Chairperson Eid opened the public hearing.

There being no comments, Chairperson Eid closed the public hearing at 3:03 p.m.

Motion by Commissioner Wilson, second by Commissioner Gallagher, to approve Resolution No. 2019-0002 approving the fiscal year 2019/2020 budget; motion carried unanimously. Ayes: Wilson, Gallagher, Franco, Teeter and Eid. Absent: Hemphill.

Lassen LAFCo Goal Setting

Mr. Benoit reviewed the function of LAFCO as established by the State, and the importance of conducting Municipal Service Reviews and establish Spheres of Influence to ensure orderly growth. The goals in Lassen County are in part going to be based on the requirements set forth for MSR's and SOI Updates, however each week he receives emails or letters from failing districts. It is not LAFCO's role to make the districts viable, or even to initiate consolidations. The consolidation of HPUD and West Patton Village had a good outcome, but that is not always the case. Lassen County has 15 fire agencies, and questionnaires were sent. A lot of the districts have different chiefs or disconnected phone numbers, and this presents a significant difficulty in following up and attempting to gather the information needed to even conduct a service review.

Chairperson Eid asked if Lassen LAFCO were to be audited, are we behind on conducting MSR's.

Mr. Benoit responded that Lassen LAFCO is as current as other Districts, and given the size of the budget we are doing well for a small rural agency.

He continued to explain that all of these small Districts are experiencing increasing pressure from the State to do things such as maintain a website, increased training requirements. These are costly mandates for a District with no money. Mr. Benoit summarized the challenges presented to LAFCO, and he would be bringing forward a draft Policy and Standards sample to review at a future meeting.

MSR and SOI: Big Valley Recreation District

Mr. Benoit provided an update regarding the progress made on the Municipal Service Review and Sphere Update for the Big Valley Recreation District. The District receives a budget of \$20,000 each year from the County, and they are doing well with what they have. The facility is in need of facility upgrades, and there was a general discussion regarding funding opportunities for the District. The MSR has been drafted and would be available at the next meeting for review.

CALAFCO Annual Staff Workshop

Mr. Benoit provided an update to the Commission regarding the annual conference he attended in April in San Jose. There were a lot of new faces and younger people getting involved which is good. Mr. Benoit explained that there was a movement coming to make MSR's more complicated, which he did not support. The MSR should be a simple evaluation of services provided, make recommendations for improvement and let the Districts take steps to remedy any deficiencies. While there were a lot of attendees from rural areas, the conference was more urban focused.

Authorize Payment of Claims for April 2019 and May 2019 Mr. Benoit reviewed the claims presented for April and May 2019 in the amount of \$8,793.06.

Motion by Commissioner Teeter, second by Commissioner Franco, to approve payment of claims for April and May 2019; motion carried unanimously. Ayes: Teeter, Franco, Gallagher, Wilson and Eid. Absent: Hemphill.

Finance Policy Update

Mr. Benoit reviewed the proposed language adding Section 3.3 LAFCO Finance Policies to the Lassen LAFCO Bylaws. The proposed sections established the adoption of a work program, timely payment provision for the Commission's bi-monthly meeting schedule, business and travel expenses, expenditure policy, general finance policy and fixed asset policy. Many of the policies were outdated, and had been established during a time when the Commission met on a monthly basis. The meeting schedule now creates a situation where some claims for payment are very past due, and it is customary in other agencies to have the Chairperson authorize payments with a Commission ratification at the next meeting. The travel policy establishes standard practices to be mindful of the costs of attending conferences.

There was a lengthy general discussion regarding the Commission approval of payment of claims, an exception made for time-sensitive claims or contractor payment, and the issue of payment to contractors being made a few months after the services were provided. Mr. Benoit thanked the Commission for their input, and would be making further modifications to the proposed language.

Executive Officer’s Monthly Report

Mr. Benoit stated that he would be meeting with the Lassen/Modoc Flood Control District on June 25th, and there was a general discussion regarding the Fire and Emergency Medical Service Reviews and Sphere updates.

Ms. Stephenson provided a legislative update, specifically regarding the Assembly passage of AB1822 and AB1253 Mr. Benoit discussed the potential benefit of AB1253 which would provide grant funding for specified actions, including District consolidations.

Commissioner Reports

None.

Motion by Commissioner Gallagher, second by Commissioner Franco to adjourn until August 12, 2019; motion carried unanimously. Ayes: Gallagher, Franco, Teeter, Wilson and Eid. Absent: Hemphill.

The meeting adjourned at 3:45 p.m.

Todd Eid, Chairperson

Gwenna MacDonald, Recording Secretary

Approved _____