

**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – April 11, 2022**

**3:00 PM**

**City of Susanville City Hall  
66 North Lassen St.  
Susanville, CA.**

*(All meeting materials are available on LAFCo's Website: [www.lassenlafco.org](http://www.lassenlafco.org))*

**1. Call to order: Pledge of Allegiance**

Commissioners

Todd Eid, Chair, Public Member  
Kevin Stafford, City Member  
Mendy Schuster, Vice-Chair City Member  
Gary Bridges, County Member  
Chris Gallagher, County Member

Alternate Members

Jeff Hemphill, County Member Alt.  
Quincy McCourt, City Member Alt.  
Vacant, Public Alt.

LAFCO Staff

John Benoit, Executive Officer  
Jennifer Stephenson, Deputy Executive Officer  
Ruth McElrath, Clerk  
John Kenny, LAFCO Counsel

**2. Approval of Agenda (Additions and Deletions)**

**3. Correspondence:**

**4. Approval of the February 14, 2022 LAFCo minutes**

*a) Approve the February 14, 2022 LAFCo minutes*

**5. Public Comment**

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

6. **Discussion with Fire Agencies regarding Fire and EMS services going forward in Lassen County (Continued).**
  - a) *Continued Discussion with Lassen Fire and EMS Agencies and Discussion regarding Joint Powers Agencies and Agreements.*
7. **Public Hearing regarding the 2022-2023 Lassen LAFCo Budget**
  - a) *Conduct Public Hearing regarding the 2022-2023 Proposed Lassen LAFCo Budget*
  - b) *Consider Resolution 2021-0004 adopting a Proposed 2022-2023 Lassen LAFCo Budget*
8. **Discussion and possible action regarding the storage of LAFCo Files**
  - a) *The County CD department is asking LAFCo to remove the LAFCo files from their present Location at 707 Nevada Street.*
  - b) *Provide direction to staff regarding in-county storage of LAFCo Files.*
9. **Authorize payment of claims**
  - a) *Authorize payment of claims for February 2022 and March 2022..*
10. **Executive Officer's Monthly Report**
11. **Commissioner Reports - Discussion**

*This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.*
12. **Adjourn to the next meeting on Monday June 13, 2022 at 3:00 P.M.**

***Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1***

*The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.*

**Public Comment**

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

**Public Hearings**

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

**Agenda Materials**

*Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville*

CA. [such documents are also available on the Lassen LAFCo website ([www.lassenlafco.org](http://www.lassenlafco.org) ) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCo all political contributions and expenditures with respect to a proposal that exceeds \$1,000. LAFCO has adopted policies to implement the law, which are available on the Commission's webpage. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained by calling the calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff

LAFCO staff may be contacted at (530) 619.5128 or by email at [lafco@co.lassen.ca.us](mailto:lafco@co.lassen.ca.us). Copies of reports are located on the LAFCO webpage at: [www.lassenlafco.org](http://www.lassenlafco.org)

**LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION**  
City Council Chambers      66 N. Lassen St.      Susanville, CA 96130

REGULAR MEETING  
Monday, February 14, 2022

Meeting called to order at 3:05 p.m.

Members present: Commissioner Gallagher, Commissioner Bridges, Vice Chair Schuster, and Chair Eid.  
Absent: Commissioner Stafford.

Staff Present: John Benoit, Executive Director and Ruth McElrath, Building Permit Technician.

**Approval of Agenda** Motion by Commissioner Gallagher, second by Commissioner Bridges, to approve the agenda as submitted. Motion carries: Ayes: Gallagher, Bridges, Schuster, and Eid.

**Correspondence:** Mr. Benoit stated he received communication from the Rural Telecommunications JPA; a notice for a new Williamson Act in Bieber, and a letter from Lassen County addressing a CEQA report being conducted by the State for the closure of the California Correctional Center.

**Approval of December 13, 2021, minutes** Motion by Vice Chair Schuster, second by Commissioner Bridges to approve the December 13, 2021, minutes. Motion carries: Ayes: Schuster, Bridges, Gallagher, and Eid.

**Public Comment:** None

**Discussion with Fire Agencies regarding Fire and EMS services going forward in Lassen County (Continued)**

At the Commission's request, Mr. Benoit researched the matter and explained LAFCo does not regulate JPA's. The exception is if an agency within the County enters a JPA, then it must be sent to LAFCo.

A JPA can take on several forms, but Mr. Benoit added it does not absolve a district from preparing an annual audit and a board of directors will be required. JPAs are useful for training, seeking grant funding, etc., and it is a creative approach for providing public services in a cost-effective manner.

Mr. Benoit stated it is highly recommended that counsel reviews documents when forming a JPA. Initially, a committee with members from each district will be formed to determine who are the participating agencies, what are the boundaries, when are services going to start, who the governing body will be, who is going to maintain the books, etc.

Mr. Benoit explained there also must be termination provisions. If a district wants to remove itself from a JPA, it can take five to ten years to do it because immediately dropping out can put other agencies in peril.

There was general discussion about what the steps would be in moving forward - interest, forming a committee, and determining the JPA's powers.

Paul Smith, Standish-Litchfield Fire Protection District Chief, said organization within the leadership, being on the same page, and having shared equipment and training is important. In conclusion, he stated it is difficult getting trained board members.

Commissioner Gallagher commented that it is complicated to get exactly what you want in a JPA and who is going to be involved.

Irene Doyle, of the Milford Fire Protection District, asked what the funding mechanism is, because that would be a big item for districts.

James Moore, Susanville Fire Department Chief, explained each participating district contracts with and pays the JPA. He stated a JPA increases a district's buying power for equipment, staffing, and valuable training.

Ms. Doyle explained that Milford Fire District's income is \$16,000 in assessments.

Chief Moore responded Milford may not want to contract into a JPA but explained it could leverage that \$16,000.

Ms. Doyle asked what it would do for people's power to elect their representatives.

Commissioner Gallagher responded the district would appoint whatever member it wanted to serve on the JPA board.

The Commission held further discussion regarding how a JPA would function including administrative duties.

Chief Moore concluded that this is information for options, it is not being driven. What they are seeing are districts who want to provide a service but are unable to and this is a great solution, it does not change boundaries or districts and you can get out. We wanted to bring it forward so districts understand there are solutions that might help.

#### **LAFCo Policy Amendment regarding proposed language regarding MSR follow up as part of the MSR review process**

Mr. Benoit explained he drafted a policy amendment which requires agencies to come back and explain how they are progressing and addressing any issues that LAFCo highlighted in the MSR report. He continued the MSRs were recently completed in other counties, and districts are woefully missing the mark, so we want to follow-up with them.

Commissioner Gallagher questioned whether it would be more beneficial to have a pre-MSR meeting rather than a meeting after the report is approved. He added he would hate to do a five-year review, pass it then find out it is not what a district is currently doing.

Motion by Commissioner Gallagher, second by Vice Chair Schuster to approve Resolution 2022-003, adopting an amendment to LAFCo's polices, standards and procedures and adding Section 3.33e, regarding a new policy regarding MSR follow up. motion carries. Ayes: Gallagher, Schuster, Bridges, and Eid. Absent: Stafford.

#### **Public hearing regarding the Lassen Municipal Utility District MSR and SOI update**

Public hearing opened at 3:50 p.m.

Mr. Benoit commented a change needed to be made in the report and that is LMUD does not provide electricity to the prison. He further explained LMUD is up to date on its audits, and he included a cost-comparison report.

Public hearing closed at 3:55 p.m.

Motion by Commissioner Gallagher, second by Vice Chair Schuster to approve Resolutions 2021-001 and 2022-002. Motion carries: Ayes: Gallagher, Schuster, Bridges and Eid. Absent: Stafford.

**Discussion and action regarding the storage of LAFCo files**

Mr. Benoit stated Lassen County is wanting the files removed from their present location at 707 Nevada St. There’s about 50 years of stuff in 16 boxes that he is trying to reduce by half, but they need a place to store them.

There was brief discussion about contacting the County regarding the matter.

**Authorize payment of claims**

Motion by Commissioner Bridges, second by Vice Chair Schuster, to approve payment of claims for December 2021 and January 2022. Motion carries. Ayes: Bridges, Schuster, Gallagher, and Eid. Absent: Stafford.

**Executive Officer’s Monthly Report:**

Commissioners were informed 700 forms are due April 1, 2022.

Mr. Benoit gave an update on the service reviews and that the Commission can look at what reviews they are going to do during the budget hearing at the next meeting.

**Commissioner Reports None**

Motion by Commissioner Bridges to adjourn meeting at 3:46 p.m. Motion carries.

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Todd Eid, Commissioner

\_\_\_\_\_  
Ruth McElrath, Building Permit Technician

Approved \_\_\_\_\_

## Lassen Local Agency Formation Commission

DATE: April 11, 2022  
TO: Lassen Local Agency Formation Commissioners  
FROM: John Benoit, Executive Officer  
RE: Budget Justification and Proposed Budget for FY 2022-2023

### Budget Justification

While LAFCO is mindful of the budget constraints of the City and County the following proposed activity report reflects substantial limitations in the upcoming fiscal year. The proposed budget suggests using staff as much as possible in the preparation of the MSR's and SOI's including using funds from staff services to augment this activity when LAFCO project activity is less than anticipated has been successful. Several years ago the budget was reduced by \$12,911 (18% approximately) with reductions in Executive Officer Services, Clerk Services many services and supplies (since LAFCo has gone to 6 meetings a year), mapping, legal and a substantial reduction in the travel budget.

Inflation for last calendar year was \$6.4% and current year over year is now 7.9% and increasing daily. Over the past 20 years the LAFCo Budget has been rather consistent but going into the future unless inflation is addressed substantial increases in the LAFCo budget will occur in future years. For example, the going rate for a LAFCo Executive Officer is around \$105 an hour and that was five years ago. A consulting planner upwards of \$130.00+ per hour. For example, I have not requested a raise for 20 years. As I am retiring from Lassen LAFCo during the first few months of the 22-23 fiscal year, the Commission needs to rethink the funds allocated to staff services as well as several line items. Although for now many costs are under control especially since packets are provided electronically. However, memberships continue to rise.

Since the passage of AB-2838, based on the recommendations of the Commission for Local Governance, LAFCO has become an independent agency. Many of the start-up activities have been completed; many more activities need to take place such as the mandated Municipal Service Reviews and Sphere of Influence updates and continuing increases in unfunded mandates.

The legislature continues to empower LAFCO's through legislation since there is no other vehicle available to them.

On November 14<sup>th</sup>, 2005 Lassen LAFCO adopted expanded budgeting policies as part of its operational bylaws. These policies are as follows:

#### **3.2 Budget**

- a) *The Commission shall serve as the LAFCO Budget Committee and shall prepare and submit a budget to the Commission for review each spring in coordination with the Lassen County and City of Susanville budgeting process. When the Commission has finalized the budget, the Executive Officer shall promptly send it on to the County and the City as provided by the LAFCO Act, Section 56381.*
- b) *The Commission may at any time and at its own discretion modify its approved budget.*
- c) *The LAFCO Executive Officer shall be responsible for managing the day-to-day business of the Commission and for directing expenditures for that purpose within the guidelines established by the adopted budget.*

- d) *LAFCO's budget for the next fiscal year shall normally be set at level that allows the agency to complete the essential tasks of the approved work program. If the Commission determines that it cannot reasonably require funding at the level necessary to fund the work program, the Commission shall eliminate or modify items in the work program to reflect the reductions in funding prior to approval of the reduced budget. The proposed and final budget shall be equal to or greater than the budget adopted for the previous fiscal year unless the commission finds that there is a diminished work load and reduced staffing or program costs will nevertheless allow the commission to fulfill its purposes and programs as required by the LAFCO Law. (§56381)*
- e) *Where feasible, LAFCO shall re-budget rollover from the prior fiscal year to reduce costs to the funding agencies. Alternatively, LAFCO may wish to use rollover monies to fund a Contingency Fund not exceeding 10% of LAFCO's total expenditures for a given fiscal year. Appropriations and Expenditures from the Contingency shall require Commission approval.*
- f) *Since Government Code 56381 ( c ) does not expressly require the City of Susanville (City) share of LAFCO's operating expenses to be deposited with the County Auditor. As long as the City is managing LAFCO's finances it is the policy of LAFCO to allow the City to transfer the City's share of LAFCO's operating costs, as apportioned by the County Auditor, to the LAFCO fund account. The City shall notify the auditor of the date and amount of the transfer.*

In the sheet attached to the resolution, I have provided a "Proposed" budget based on the costs to provide LAFCO.

*The overall goal of this budget is to conduct LAFCO business in a proactive manner involving the Community and to meet the overall requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost.*

#### **Summary of the Proposed Budget:**

**Insurance:** LAFCO is required to carry insurance as an independent agency. Fortunately, the Board of Supervisors has approved that LAFCO be covered under the County's insurance program. LAFCO's share of insurance costs continues to be \$1,000.00 per year and I have not been advised of a cost increase.

**Office Expense** This covers copy costs, postage, communication and publications. In FY 2013-14 and FY 14-15, FY 15-16, and FY 15-16 \$2,100 was budgeted for this item. Due to public noticing this budget was increased. Office Expenses since FY 2016-17 and again in this budget have been split into 4 budget categories as follows: For FY 2022-2023 General Office Expenses are proposed to be \$250.00, Copies at \$750.00, Communications at \$1,000.00 and Postage at \$300.00 .

**Memberships** The Calafco membership voted to increase CALAFCO dues for all LAFCOs including an increase from \$1,403.00 to \$1,472.00 this year. It is important LAFCO remain in its statewide professional organization and participate in LAFCO issues of common concern for the benefit of Lassen LAFCO and its agencies.

**Legal Services** This year I am recommending this item remain the same as last year at \$2,500.00. Fortunately, LAFCO has not needed Counsel present at its meetings and costs have been very minimal. In most cases, the need for Counsel to attend a meeting would be directly billable to a project applicant. Since the Legislature has made LAFCO independent, separate LAFCO Counsel is necessary to represent LAFCO's interest as distinct from the County, independent special districts and the City. Project related legal costs would be billed to the project proponent through LAFCO's adopted fee structure. LAFCO has been fortunate during the past 20 years by not having to raise this amount due to litigation.

**Executive Officer Services** This line item was reduced to \$30,000 in FY 2012-2013, which is proposed to remain the same. This year it is proposed to raise this amount to \$40,000. Other administrative and activity costs have been placed into the Brown Act Budget Item below as well as MSR and SOI activities. Project activity may consist of a City Annexations. This category includes general administrative work, project processing, meeting with Special Districts, the Grand Jury and environmental review on Spheres of Influence updates and the staff activities enumerated in the “activities” report. Notwithstanding a very complex reorganization (application), controversial service review, sphere of influence or incorporation project for Lassen LAFCO, this amount should also cover LAFCO administration and potentially also allow time to work to continue on the Municipal Services Reviews and Sphere Studies. Since I will be leaving Lassen LAFCo during the first part of the next fiscal I am requesting this rate to be raised from \$85.00 per hour to \$105.00 an hour, which was the going rate for an Executive Officer 5 years ago. With the cost of fuel which was slightly less than \$1.75 per gallon 20 years ago to slightly less than \$6.00 per gallon I recommend the Commission pay the IRS rate for travel.

Note: project related cost overruns relating to an application would normally be fee supported if an augmentation is needed in this category. A project proponent will pay all project related costs including legal costs.

**Brown Act Compliance** In FY 2012-2013, this item was reduced to \$3,500. This item has been requested by the Commission in previous years to be included in the budget by the Commission. This includes staff and legal time for compliance with the Brown Act and Public Records Act. LAFCO is required to comply with these laws as a part of its normal operation. Funds have been taken from Legal and Executive Officer Services since these could be considered administrative (and) or legal services.

**Legal Notices/Publications** I am recommending \$400 for this item the same as last year. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the commission and protest hearings. Public hearing notices are required for many LAFCO actions.

**Transportation/Travel/Conf. Registration** I am recommending \$2,000 combined for these two items. This represents funding for one commissioner to attend the annual conference in Santa Ana. Estimated costs for each Commissioner to attend the Calafco Annual Conference (October 19-21, 2022) in Santa Ana is approximately \$2,200 per person including transportation, lodging for and conference registration and mileage to the Reno Airport and Flight to Santa Ana. The justification for this expense is LAFCO Commissioners need to be informed decision makers. Commissioners need the tools to carry out their statutory responsibilities in a responsible manner. Training and interaction with Commissioners from other LAFCO's will assist those Commissioners in attendance to bring back ideas to be shared with the remainder of the Commission. Training is necessary to remain informed of changes in LAFCO law and procedures. This item also includes funds for a portion of Staff's expense to represent Lassen LAFCO at CALAFCO Activities.

**Sphere of Influence Updates and Municipal Service Reviews** I am recommending \$14,000 to cover the costs of working on Municipal Service Reviews and \$4,000 for Spheres of Influence Updates as required by the LAFCO Act. This includes funding for working on MSR and SOI updates. The Commission will need to review the MSR-SOI Status Sheet and determine which MSR's and SOI's are to be initiated.

**Mapping** LAFCo has set aside funds for mapping Spheres of Influence and District Boundaries. The amount set aside has been \$2,000 to provide GIS service in a timely manner. A LAFCo map book is being created. LAFCo has most of the maps in electronic format.

**File Scanning and Retention** Lassen LAFCo has generated several files over the years. Lassen LAFCo adopted a File Retention Policy on December 9, 2013. To implement the policy, the files need to be scanned and placed into electronic format, as are files in most county and city departments. This is a one-time expense estimated to be \$5,000. The immediate tasks are to review and dispose of files consistent with LAFCo's adopted Records Retention Policy and to scan and index these files for accessibility to agencies, the public and LAFCo staff. Once the files are scanned, these files will then be made more accessible. It will be later determined if LAFCo will need to prepare a Microsoft Access database for LAFCo. This item is rebudgeted from this fiscal year.

**Financial Services** LAFCo is no longer in the A-87 program. The total cost of City financial services is projected to be \$1,722.30. This is a fixed cost and unless an agreement is renegotiated, this amount will not be changed.

**LAFCo Clerk Services:** The City has proposed \$2,377.72 be budgeted for use of city staff for LAFCo minute taking services. Since the LAFCo Commission will only meet 6 times next year, I propose continuing this item with a budget of \$1,500.00. This represents the minimum costs of clerking services to LAFCo to be paid to the City of Susanville. This assumes LAFCo will meet 6 times this year and possibly a seventh time.

**Contingency** LAFCo established a contingency budget policy in November 2005 which states: *"Where feasible, LAFCO shall re-budget rollover from the prior fiscal year to reduce costs to the funding agencies. Alternatively, LAFCO may wish to use carryover monies to fund a Contingency Fund not exceeding 10% of LAFCO's total expenditures for a given fiscal year."* In the event there is no cash on hand at the commencement of the next fiscal year the LAFCo statute calls for the County Auditor to follow the regulations in the Cortese-Knox Act and advance the Commission for two-months operational costs of LAFCo as of July 1<sup>st</sup>, 2009. This will not be the case this year.

Gov Code Section 56381(c) in part states *"...Between the beginning of the fiscal year and the time the auditor receives payment from each affected city and district, the board of supervisors shall transmit funds to the commission sufficient to cover the first two months of the commission's operating expenses as specified by the commission. When the city and district payments are received by the commission, the county's portion of the commission's annual operating expenses shall be credited with funds already received from the county ....."*

The above section also states as follows: *"If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget."*

As a practical matter and as stated in LAFCo's policies, the Commission should consider retaining a portion (10%) of its carryover funds from one fiscal year to another to fund a contingency budget and develop a reserve as would any special district in the event of cost overruns such as litigation. As shown in this budget, this figure would be \$10,222.30.

**Anticipated re-budgeting of funds**

Notwithstanding unexpected expenses, at current expenditure rates the Commission will be able to re-budget approximately \$30,000.00 from the 2021-2022 fiscal year to the 2022-2023 fiscal year (see budget worksheet attached to Resolution 2022-0004).

**Costs to City and County**

The City and County uses accrual accounting so all LAFCo activities during this fiscal year should be paid from this year's budget. Assuming a carryover of \$30,000. is realized, the amount to be apportioned between the City and County would be \$533,739.5 for FY 2022-2023. The City as well as the County's share would be \$26,879.76 each slightly less than the 30,728.92 for this fiscal year.

**Recommendation:**

Conduct a public hearing, review the proposed budget and work program and consider Resolution 2022-0004.

**Service Review and Sphere Status - LASSEN LAFCo Aor 2022**

<b>AGENCY NAME</b>	<b>Service Review Completed</b>	<b>Sphere Completed</b>
<b>Community Services Districts</b>		
Spalding CSD	6.25.07 & 2.14.2011&10.18.21	12.11.2007 ; 12.12.2011 &10.18.21
Stones-Bengard	4.9.2007&10.18.21	11.12.2007&10.18.21
Leavitt Lake CSD	7-Dec-20	7-Dec-20
WPVCSO	Dissolved	Dissolved
Westwood CSD	8.8.2005 & 8.12.2013	2.12.07 & 8.12.2013
Clear Creek CSD	3.31.04 & 8.12.13	4.9.2007 & 8.12.2013
Little Valley CSD	9.10.12	9.10.12
Southern Cascades CSD	9-Apr-18	9-Apr-18
Big Valley Recreation District (CSD)	9-Dec-19	9-Dec-19
<b>Sanitary District</b>		
Susanville Sanitary	2.14.05 & 2.11.2013	2.14.05 & 2.11.2013
<b>Library District</b>		
Lassen Library	8.8.2011	9.11.06 & 8.8.2011
<b>City</b>		
City of Susanville	3.13.2006 & 6.8.2015	12.10.2007 & updated 12.11-17
<b>Fire and EMS Districts</b>		
Susan River FPD	7-Dec-20	7-Dec-20
Lake Forest FPD	7-Dec-20	7-Dec-20
Standish Litchfield FPD	7-Dec-20	7-Dec-20
Doyle FPD	7-Dec-20	7-Dec-20
Big Valley FPD	7-Dec-20	7-Dec-20
Hallelujah Junction FPD	7-Dec-20	7-Dec-20
Janesville FPD	7-Dec-20	7-Dec-20
Little Valley FPD	7-Dec-20	7-Dec-20
Madeline FPD	7-Dec-20	7-Dec-20
Milford FPD	7-Dec-20	7-Dec-20
Northwest Lassen	Shasta County	Shasta County
Spalding CSD Fire	7-Dec-20	7-Dec-20
Herlong PUD Fire	7-Dec-20	7-Dec-20
Westwood Fire	7-Dec-20	7-Dec-20
Stones Bengard Fire	7-Dec-20	7-Dec-20
<b>Public Utility</b>		
HPUD	8.11.2014	10.6.2014
<b>Municipal Utility</b>		
LMUD	9.14.09;2.14.22	9.14.09;2.14.22
<b>County Waterworks District</b>		
LCWWD #3 Bieber	12.9.2013	12.9.13
<b>County Service Areas</b>		
Johnstonville CSA #2(dissolved)	8.8.2011	8.8.2001
CSA #1 Lassen TV CSA	5.14.2012	5.14.2012
<b>Resource Conservation</b>		
Honey Lake RCD	10.17.2016	10.17.2016
<b>Flood Control</b>		
Lassen Modoc FCWCD	21-Oct-19	21-Oct-19
<b>Street Lighting</b>		
Bieber Lighting District		

**Resolution 2022-0004**  
**of the**  
**Lassen Local Agency Formation Commission**

*A Resolution of Lassen Local Agency Formation Commission Adopting a Proposed Budget for 2022-2023*

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>; and,

WHEREAS, the Commission has prepared a proposed budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2022-2023 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, Lassen Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Lassen LAFCO hereby adopts the attached 2022-2023 proposed budget (Exhibit A).
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by Lassen Local Agency Formation Commission at a regular meeting of said Commission held on the 11th day of April 2022 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 11th day of April, 2022.

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Todd Eid, Chair  
Lassen LAFCO

Attest:

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John Benoit, Executive Officer  
Lassen LAFCO

A	B	D	E	F	G	H	I
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
		FINAL Budget	Final Budget	Final Budget	Final Budget	FINAL Budget	PROPOSED Budget
1							
2							
3							
4							
5							
6	EXPENDITURES						
7	8 Expenditure Classification						
8							
9							
10	Services and Supplies						
11	8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
12	8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
13	8402-413.30 4550 COPIES	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
14	8204-413.30 4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
15	8204-413.30 4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
16	8402-413.30 4830 MEMBERSHIPS	\$899.00	\$928.00	\$1,077.00	\$1,423.00	\$1,403.00	\$1,472.00
17	8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
18	8402-413.30 4331 Exec. Off. Svcs.	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
19	8402-413.30 4332 Brown Act/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
20	8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
21	8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
22	8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
23	8402-413.30 4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
24	8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
25							
26	Total Services and Supplies	\$59,299.00	\$59,325.00	\$60,477.00	\$61,123.00	\$61,103.00	\$71,172.00
27							
28	Other Charges						
29	8402-413.30 4344 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
30	8402-413.30 4340- SPECIAL DEP Exp ( File Scanning)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
31	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
32	8402-413.30 4334LFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
33	TOTAL OTHER CHARGES	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30
34							
35	Total Expenditures LAFCO	\$69,521.30	\$69,548.30	\$70,699.30	\$71,345.30	\$71,325.30	\$81,394.30
36							
37	8402-413.30 4451 Contingency Fund	\$6,952.13	\$6,954.83	\$7,069.93	\$7,134.53	\$7,132.53	\$8,139.43
38	General Reserve Fund						
39							
40	Total Budget Including Contingency	\$76,473.43	\$76,503.13	\$77,769.23	\$78,479.83	\$78,457.83	\$89,533.73
41	Anticipated carry over including carry over of Contingency funds	\$24,000.00	\$20,000.00	\$22,000.00	\$17,000.00	\$17,000.00	\$30,000.00
42	Anticipated carry over including carry over of Contingency funds	\$24,000.00	\$20,000.00	\$22,000.00	\$17,000.00	\$17,000.00	\$30,000.00
43	Amount to be apportioned between the City and the County	\$52,473.43	\$56,503.13	\$55,769.23	\$61,479.83	\$61,457.83	\$59,533.73

# Lassen Local Agency Formation Commission

## CLAIMS

Item # \_\_\_\_

February 2022 and March 2022

Authorize payment of the following claims:

FY 2021-2022 Expenses:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Apr 1, 2022	February 2022 Staff Services	\$ 4,834.86
Apr 1, 2022	March 2022 Staff Services	\$ 2,742.69
Feb 9, 2022	FY 2021-2022 Liability Insurance	\$ 1,000.00
	<b>TOTAL:</b>	<b>\$ 8,577.55</b>

DATED: April 11, 2022

APPROVED: April 11, 2022

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**Todd Eid, Chair or Mendy Schuster, Vice-Chair**  
**Lassen Local Agency Formation Commission**

Attest:

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**John Benoit**  
**Executive Officer**

2021-2022 Expenditures

Lassen LAFCO

Item	Insurance 4521	Office Expense 4610	copies 4550	communicator 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. Off. Svcs 4331	Brown Act 4332	Publications 4540	Travel 4580
<b>Total Budgeted</b>	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,403.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calafco Dues 2021-2022						\$ (1,403.00)					
JB Staff Svcs July 2021		\$ (24.98)	\$ (15.00)	\$ (84.67)				\$ (2,580.00)	\$ (500.00)		
JB Staff Svcs August 2021			\$ (5.00)	\$ (129.72)	\$ (1.40)			\$ (2,547.00)	\$ (500.00)		
JB Staff Services Sept 2021		\$ (10.00)	\$ (25.00)	\$ (59.99)	\$ (2.00)			\$ (2,250.00)			
JB Staff Svcs October 2021			\$ (10.00)	\$ (60.06)				\$ (3,335.00)	\$ (500.00)		
JB Staff Svcs Nov 2021				\$ (60.79)				\$ (2,082.50)			
JB Staff Svcs Dec 2021		\$ (33.90)	\$ (19.00)	\$ (66.33)	\$ (2.01)			\$ (2,500.00)	\$ (500.00)		
JB Staff Svcs Jan 2022		\$ (33.14)		\$ (103.28)	\$ (2.36)			\$ (1,500.00)	\$ (500.00)		
JB Staff Svcs Feb 2022			\$ (20.00)					\$ (2,000.00)			
JB Staff Svcs March 2022		\$ (83.33)		\$ (66.86)				\$ (2,592.50)			
2021-2022 Liability Insurance	\$ (1,000.00)										



<b>TOTAL EXPENDED</b>	\$ (1,000.00)	\$ (185.35)	\$ (94.00)	\$ (631.70)	\$ (7.77)	\$ (1,403.00)	\$ 2,500.00	\$ (21,387.00)	\$ (2,500.00)	\$ -	\$ -
<b>TOTAL REMAINING</b>	\$ -	\$ 64.65	\$ 656.00	\$ 368.30	\$ 292.23	\$ -	\$ -	\$ 8,613.00	\$ 1,000.00	\$ 400.00	\$ 1,500.00



# INVOICE February 2022

John Benoit

Invoice number: **2022-0023**

Invoice date: 1-Apr-22

P.O. Box 2694  
 Granite Bay, CA 95746  
 Tel: (530) 257-0720  
 Fax (530) 797-7631

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville  
 Address: 66 North Lassen Street  
 City, state, postal code: Susanville, CA 96130-3904

Telephone:  
 Fax:  
 PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	59.00	Staff Svcs	Feb 1-28, 2022	\$4,812.50
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	59.00			
<b>Total activity cost:</b>				<b>\$4,812.50</b>

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	200 copies MSR	\$20.00
Postage	packets	\$2.36
Phone & Communications	Comm Feb 2021	
Office Supplies	misc office supplies	
Travel Exp.		
Web Domain		
Clerk		
<b>Total materials cost:</b>		<b>\$22.36</b>
<b>Total billing:</b>		<b>\$ 4,834.86</b>

TIMESHEET  
for John Benoit

Lassen LAFCO

February 2022

DATE	Activity	Direct Expense Cost	Hours	Amount
1-Feb-22	Finalize Resolutions for the Feb 14th LAFCo meeting		3.5	\$ 297.50
2-Feb-22	JPA memo and misc regarding LAFCO files		8	\$ 680.00
3-Feb-22	LAFCO financials and packets for Feb 14th and comm re files		3.5	\$ 297.50
4-Feb-22	lassen lafco packets and reports financials		5	\$ 425.00
5-Feb-22	lassen lafco packets		4	\$ 340.00
6-Feb-22		200 copies		
7-Feb-22	post, webpage and distribute Agendas - Lassen	post	3	\$ 255.00
8-Feb-22				
9-Feb-22	File management		3	\$ 255.00
10-Feb-22	File management		2	\$ 170.00
11-Feb-22				
12-Feb-22				
13-Feb-22				
14-Feb-22	In county LAFCo		10	\$ 600.00
15-Feb-22	LAFCo meeting		10	\$ 600.00
16-Feb-22				
17-Feb-22	Misc after meeting items and scanning and indexing completion of LMUD MSR - SOI		6.5	\$ 552.50
18-Feb-22				
19-Feb-22				
20-Feb-22				
21-Feb-22				
22-Feb-22				
23-Feb-22				
24-Feb-22				
25-Feb-22				
26-Feb-22				
27-Feb-22	financials and admin misc sb		4	\$ 340.00
28-Feb-22				
1-Mar-22				
2-Mar-22				
3-Mar-22				

SUBTOTAL	\$22,336	59	\$ 4,812.50
TOTAL			\$ 4,834.86

# INVOICE March 2022

John Benoit

Invoice number: **2022-0024**

Invoice date: 1-Apr-22

P.O. Box 2694  
 Granite Bay, CA 95746  
 Tel: (530) 257-0720  
 Fax (530) 797-7631

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville  
 Address: 66 North Lassen Street  
 City, state, postal code: Susanville, CA 96130-3904

Telephone:  
 Fax:  
 PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	30.50	Staff Svcs	March 1-31, 2022	\$2,592.50
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	30.50			

Total activity cost: \$2,592.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		
Postage	packets	
Phone & Communications	Comm Dec 2021	\$ 66.86
Office Supplies	misc office supplies	\$83.33
Travel Exp.		
Web Domain		
Clerk		

Total materials cost: \$150.19

**Total billing: \$ 2,742.69**





Julie Morgan  
Auditor  
Lori Pearce  
Assistant Auditor

County Administration Center  
221 South Roop Street, Suite 1  
Susanville, CA 96130-4339

(530) 251-8233

FAX: (530) 251-2664

e-mail: [jmorgan@co.lassen.ca.us](mailto:jmorgan@co.lassen.ca.us)

e-mail: [lpearce@co.lassen.ca.us](mailto:lpearce@co.lassen.ca.us)

INVOICE

February 9, 2022

Local Agency Formation Commission  
PO Box 2694  
Granite Bay, Ca 95745

Attention: John Benoit

Re: 2021-2022 Fiscal Year Insurance

CSAC – Excess Insurance Agency’s Coverage for Public Entity:

ANNUAL PREMIUM: \$1,000.00

TOTAL DUE \$1,000.00

Make Payment to: Lassen County  
c/o Auditor’s Office  
221 S. Roop Street Suite #1  
Susanville, Ca 96130

If you have any questions please call the Auditor’s Office.

Thank you.