

Lassen Local Agency Formation Commission

Special Meeting Agenda

MONDAY – April 12, 2021

3:00 PM

Note Location Change

**Lassen County Fairgrounds - Jensen Hall
195 Russell Avenue
Susanville, CA.**

(All meeting materials are available on LAFCo's Website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Mendy Schuster, City Member

Jeff Hemphill, County Member

Chris Gallagher, Vice-Chair, County Member

Alternate Members

Gary Bridges, 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 8, 2021 LAFCo minutes

a) Approve February 8, 2021 LAFCo minutes

6. 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.

7. **Public Member and Public Member Alternate Recruitment**
 - a) *Continue appointment of the Public Member and Alternate to the June 7, 2021 LAFCo meeting due to the pandemic*
8. **Continued Workshop regarding the Spalding and Stones-Bengard CSD Service Review and Sphere of Influence Update**
 - a. *Review DRAFT MSR and SOI and hold discussion with representatives from the Spalding CSD and Stones-Bengard CSD regarding Fire and EMS services*
9. **PUBLIC HEARING regarding the 2021-2022 Proposed LAFCo Budget.**
 - a) *Receive Executive Officer's Report*
 - b) *Conduct Public Hearing and consider adoption of LAFCo Resolution 2021-0001 adopting a proposed budget for Fiscal Year 2021-2022*
10. **Authorize payment of claims**
 - a) *Authorize payment of claims for February 2021 and March 2021.*
11. **LAFCo 101 - All about LAFCo - Part 1**
 - a) *Review how LAFCo is organized and its functions.*
12. **Executive Officer's Monthly Report**
 - a) *Public Member Recruitment*
13. **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.
14. **Adjourn to the next meeting on Monday June 7th, 2021 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) 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) 257-0720 or by email at lafco@co.lassen.ca.us. Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION
VIA ZOOM

REGULAR MEETING
February 8, 2021- 3:00 p.m.

Meeting was called to order at 3:04 p.m. by Chair Eid.

Roll call of members present Chris Gallagher, Jeff Hemphill, Kevin Stafford, Mendy Schuster, and Todd Eid.

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

Approval of December Minutes

Motion by Commissioner Stafford, second by Commissioner Gallagher to approve the December 7, 2020 minutes. Motion carries: Ayes: Gallagher, Hemphill, Stafford, and Schuster. Abstain: Eid.

Public Comment: None

Workshop regarding the Stones Bengard and Spalding Community Services District MSR and SOI.

Mr. Benoit said it has been a long time since service reviews have been done on the two districts, but he sent a draft to both agencies and they responded to him.

As with every small district, they are suffering from financial depravity and are doing the best they can, he explained. Continuing, Mr. Benoit stated that Spalding has a Capital Improvement Plan, the wastewater collection system is working and there are no findings in the audits. There is an issue with shared facilities, but districts cannot do anything about it except for sharing fire resources because there are times responses are going from Spalding to Stones.

Continuing to the Stones report, Mr. Benoit stated it is a small community, but it appears that people have moved up to the area even in the winter, but there is no data. Whether Stones is a Disadvantaged Community is questionable and both districts would have to go through a population growth survey to determine if they are a Disadvantaged Community.

Mr. Benoit continued Stones does not have a Capital Improvement Plan and while they should there is not a lot to be done there. However, if there is a growth spurt, a Capital Improvement Plan should be in place to accommodate growth.

Mr. Benoit recommended a public hearing be held at the next meeting to adopt the MSR and SOI.

Commissioner Hemphill asked when the last service reviews were done on the districts.

Commissioner Gallagher, who was the Spalding General Manager when the reviews were last done, said it was about seven or eight years ago.

Commissioner Gallagher provided some comments regarding the report. He also quoted a phrase about "pricing exceeding \$500,000.00," and said he did not believe there was a place in Spalding worth that much. He also believes it would be the same for Stones, too. Prices have plummeted and that is why more people are moving in.

Mr. Benoit stated he would check the real estate value.

Commissioner Gallagher also said he appreciated the comments that Spalding does not have money. He continued that the Stones Fire Department is almost non-existent, and they heavily depend on Spalding to respond. There should be some shared agreement, so Spalding gets paid when they respond to a Stones call.

Mr. Benoit stated he would add all the information as an addendum for the April meeting.

Workshop regarding the Work Program for FY 2020-2021 Fiscal Year

- a. Review draft MSR and SOI completion list and determine LAFCo MSR's and SOI's to be prepared during FY 2021-2022.

Mr. Benoit explained he has a list of Service Reviews that have been done and some of the older ones need to be updated including Westwood and Clear Creek CSD, Little Valley, which never responds and the Lassen Municipal Utility District.

Authorize payment of claims.

Motion by Commissioner Gallagher, second by Vice Chair Schuster to approve the claims for December 2020 and January 2021. Motion carries: Ayes: Gallagher, Schuster, Hemphill, Stafford, and Eid.

Executive Officer's Monthly report

Mr. Benoit state the public member recruitment was advertised in the Modoc Record because it is the adjudicated records and on Susanvillestuff.com.

He continued that LAFCo 101 will be tabled until there is an in-person meeting.

Regarding the Fee Schedule, Mr. Benoit said LAFCo fees are low, but he is more interested in catching loopholes rather than the dollar amount.

Commissioner Reports: None

Motion by Commissioner Hemphill, second by Commissioner Stafford to adjourn at 3:28 p.m.

Todd Eid, Chair

Approved _____
Ruth McElrath, Building Permit Technician

OPENING FOR CITIZENS TO SERVE AS THE PUBLIC MEMBER AND PUBLIC MEMBER ALTERNATE ON THE LAFCO COMMISSION

Due to expiring terms of office the Lassen Local Agency Formation Commission (LAFCo) has openings for Lassen County residents to serve as either a Public Member and Public Member Alternate. LAFCo is an agency created by state legislation to ensure that changes in governmental organization occur in a manner, which promotes efficient, quality services and preserves open space and agricultural land resources. LAFCo is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in its decisions regarding annexations, incorporations, reorganizations, and other changes of local government. LAFCo's webpage is: www.lassenlafco.org

LAFCo normally meets every other month at the Lassen County Board of Supervisor's chambers in Susanville, California.

This appointments are for both a Public Member and Public Member Alternate who reside anywhere within Lassen County including the territory in the city limits of Susanville for a term ending in May 2025. A Public Member must be able and available to attend Commission meetings. No officer or employee of the county or any city or independent special district whose boundaries include any territory within Lassen County is allowed to sit as a Public Member on the Commission. LAFCo's Public Members, as are all other Commissioners, are required to file an annual Statement of Economic Interest and complete mandated ethics training as a public official.

If you are interested, we invite you to send a letter or email describing your background and reasons for wanting to become the selected Public Member or Alternate to serve on the Lassen Local Agency Formation Commission no later than Friday March 26, 2021. If you have any questions, please do not hesitate to call John Benoit, Executive Officer at (530) 257-0720 or email lafco@co.lassen.ca.us Please send your letter of interest Lassen LAFCo, P.O. Box 2694 Granite Bay, CA 95746 or by email to lafco@co.lassen.ca.us . Potential applicants will be invited to the April 12, 2021 LAFCo meeting at 3:00 p.m. for an interview with the Commission at the Board of Supervisor's Chambers, 707 Nevada Street in Susanville or by Zoom if determined necessary. Selection will take place following the interviews.

Dated: January 27, 2021

Lassen LAFCO
John Benoit
EXECUTIVE OFFICER

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Lassen Local Agency Formation Commission

DATE: April 12, 2021
TO: Lassen Local Agency Formation Commissioners
FROM: John Benoit, Executive Officer
RE: Budget Justification and Proposed Budget for FY 2021-2022

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.

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 14th, 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.

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 2021-2022 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 \$1,077.00 to \$1,423.00 this year. This year, the dues have been reduced by \$20.00 to \$1,403.00. 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.

Executive Officer Services This line item was reduced to \$30,000 in FY 2012-2013, which is proposed to remain the same. 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.

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 Newport Beach. Estimated costs for each Commissioner to attend the Calafco Annual Conference (October 6-8, 2021) in Newport Beach is approximately \$2,200 per person including transportation, lodging for and conference registration and mileage to the Reno Airport and Flight to Newport Beach. 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. It is anticipated the fire and ems MSR and SOI will be adopted next fiscal year. During the next fiscal year LAFCO will be looking at the Lassen Municipal Utility District, the Clear Creek and Westwood CSD's and the Bieber Lighting District.

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 1st, 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 \$7,132.53.

Anticipated re-budgeting of funds

Notwithstanding unexpected expenses, at current expenditure rates the Commission will be able to re-budget approximately \$17,000.00 from the 2020-2021 fiscal year to the 2021-2022 fiscal year (see budget worksheet attached to Resolution 2022-0001).

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 \$17,000 is realized, a 10 percent LAFCO contingency is funded at \$7,132.53, the amount to be apportioned between the City and County would be \$61,457.83 for FY 2021-2022. The City as well as the County’s share would be \$30,729 each.

Recommendation:

Conduct a public hearing, review the proposed budget and work program and consider Resolution 2021-0001

Resolution 2021-0001
of the
Lassen Local Agency Formation Commission

A Resolution of Lassen Local Agency Formation Commission Adopting a Proposed Budget for 2021-2022

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; 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 2021-2022 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 2021-2022 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 12th day of April 2021 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 12th day of April, 2021.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

A	B	D	E	F	G	H
		2017-2018 FINAL BUDGET	2018-2019 Final Budget	2019-2020 Final Budget	2020-2021 Final Budget	2021-2022 PROPOSED BUDGET
1						
2						
3						
4						
5						
6	EXPENDITURES					
7						
8	Expenditure Classification					
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
12	8402-413.30 4610 OFFICE EXPENSE	\$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
14	8204-413.30 4530 COMMUNICATIONS	\$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
16	8402-413.30 4830 MEMBERSHIPS	\$899.00	\$926.00	\$1,077.00	\$1,423.00	\$1,403.00
17	8402-413.30 4310 LEGAL SERVICES	\$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
19	8402-413.30 4332 Brown Act/PRA Compliance	\$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
21	8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$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
23	8402-413.30 4342 Municipal Services Reviews	\$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
25	Total Services and Supplies	\$59,299.00	\$59,326.00	\$60,477.00	\$61,123.00	\$61,103.00
27	Other Charges					
28	8402-413.30 4344 SPECIAL DEP EXP (Mapping)	\$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
31	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
32	8402-413.30 4334LAFCO Clerk Reimbursement- City of Susanville	\$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
34						
35	Total Expenditures LAFCO	\$69,521.30	\$69,548.30	\$70,699.30	\$71,345.30	\$71,325.30
36						
37	8402-413.30 4451 Contingency Fund	\$6,952.13	\$6,954.83	\$7,069.93	\$7,134.53	\$7,132.53
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
41	Anticipated carryover including carryover of Contingency funds					
42	funds to be rebudgeted into the next year's budget	-\$24,000.00	-\$20,000.00	-\$22,000.00	-\$17,000.00	-\$17,000.00
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

Lassen Local Agency Formation Commission

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CLAIMS

February 2021 and March 2021

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2020-2021 Expenses:		
April 1, 2021	Feb 2021 Staff Services	\$ 3,028.48
Apr 1, 2021	March 2021 Staff Services	\$ 3,071.60
Mar 22, 2021	Budget Notice Proposed 21-22	\$ 48.00
	TOTAL:	\$ 6,148.08

DATED: April 12, 2021

APPROVED: April 12, 2021

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

Attest:

**John Benoit
Executive Officer**

2020-2021 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communication:	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications
Account Number	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,423.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2019-2020				\$ (68.14)		\$ (1,423.00)				
Staff Svcs July 2020			\$ (15.00)					\$ (2,000.00)		
Staff Svcs August 2020			\$ (15.00)	\$ (79.98)				\$ (2,500.00)	\$ (500.00)	
Staff Svcs September 2020			\$ (97.89)	\$ (73.14)				\$ (3,000.00)		
Staff Svcs October 2020			\$ (15.00)	\$ (76.50)	\$ (7.80)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs November 2020			\$ (15.00)	\$ (73.19)				\$ (2,000.00)		
Staff Svcs December 2020		\$ (64.00)	\$ (15.00)	\$ (95.60)				\$ (1,358.75)	\$ (500.00)	
StaffSvcs January 2021			\$ (5.00)	\$ (90.98)				\$ (2,432.50)	\$ (500.00)	
Staff Svcs February 2021			\$ (15.00)	\$ (81.60)				\$ (2,000.00)		
Staff Svcs March 2021										\$ (48.00)
Modoc Record Legal Prop Budget										



TOTAL EXPENDED	\$ 1,000.00	\$ 186.00	\$ 557.11	\$ 639.13	\$ (7.80)	\$ (1,423.00)	\$ 2,500.00	\$ 20,291.25	\$ (2,000.00)	\$ (48.00)
TOTAL REMAINING				\$ 360.87	\$ 292.20			\$ 9,708.75	\$ 1,500.00	\$ 352.00

Travel	Training	MSR's	SOI	Mapping	Tech SVCS	File Scan	Fin Svcs	Clerk-City	TOTAL	Total	Contingency
4580	4580	4342	4330	4340	4340	4340	4333	4334	BUDGET	Budget	4451
\$ 1,500.00	\$ 500.00	\$ 14,000.00	\$ 4,000.00	\$ 2,000.00	\$	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 71,345.30	\$ 69,548.30	\$ 6,954.83
		\$ (2,611.25)								(1,423.00)	
		\$ (1,946.88)								(4,679.39)	
		\$ (1,165.00)								(4,961.88)	
			\$ (877.50)							(4,259.98)	
		\$ (1,367.50)								(4,056.33)	
		\$ (1,165.00)		\$ (552.50)						(3,959.00)	
		\$ (1,000.00)		\$ (722.50)						(4,369.69)	
										(3,191.85)	
										(3,028.48)	
		\$ (975.00)								(3,071.60)	
										(48.00)	
											-\$7,561.54
											-\$6,148.08

\$ -	\$ -	\$ (10,230.63)	\$ (877.50)	\$ (1,275.00)	\$	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 71,345.30	\$ (37,049.20)	
\$ 1,500.00	\$ 500.00	\$ 3,769.37	\$ 3,122.50	\$ 725.00	\$	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 71,345.30	\$ 34,296.10	
											\$0.00
											\$30,740.00
											\$0.00
											\$21,541.38
											-\$37,049.20
											\$15,232.18

Reserve Fund
 City/CO Contrib
 Interest Revenue
 2020-2021
 from 19-20
 YTD Expens
 Cash Balance

Agency
 Project Rev
 CARROVER

Unaudited

THE MODOC COUNTY

RECORD

ESTABLISHED IN 1892

PO Box 531 - 201 W. Carlos St. - Alturas, CA 96101- (530) 233-2632

Bill To

Lassen LAFCO
John Benoit, Exec. Officer
PO Box 2694
Granite Bay, CA 96746

Invoice

Date	Invoice #
3/22/2021	68111

P.O. Number

Item Code	Quantity	Description	Price Each	Amount
Legal Notice	8	Legal Notice - LASSEN LAFCO - NOTICE OF PUBLIC HEARING - April 12 at 3:00 p.m. Published on March 25, 2021	6.00	48.00

Total \$48.00

INVOICE March 2021

John Benoit

Invoice number: 2021-0023

Invoice date: 1-Apr-21

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	35.00	Staff Svcs	March 1-31, 2021	\$2,975.00
Jennifer Stephenson				\$ -
Dennis Miller	8.50			
Christy Leighton				
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	43.50			
Total activity cost:				\$2,975.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$10.00
Postage		
Phone & Communications	Comm March 2021	\$ 81.60
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		
Total materials cost:		\$91.60
Total billing:		\$ 3,066.60

TIMESHEET
for John Benoit

Lassen LAFCO

March 2021

DATE	ACTIVITY	DIRECT EXPENSE	HOURS	AMOUNT
1-Mar-21	General Admin and 700 forms		3.5	\$ 297.50
2-Mar-21				\$ -
3-Mar-21				\$ -
4-Mar-21		\$30.31		\$ -
5-Mar-21				\$ -
6-Mar-21				\$ -
7-Mar-21				\$ -
8-Mar-21				\$ -
9-Mar-21	Calafco and misc admin jb		2	\$ 170.00
10-Mar-21				\$ -
11-Mar-21				\$ -
12-Mar-21		\$26.84		\$ -
13-Mar-21				\$ -
14-Mar-21				\$ -
15-Mar-21				\$ -
16-Mar-21				\$ -
17-Mar-21				\$ -
18-Mar-21	Comm re new supervisor alternate and misc Admin		3.5	\$ 297.50
19-Mar-21	Spalding CSD MSR and SOI changes		6	\$ 510.00
20-Mar-21				\$ -
21-Mar-21				\$ -
22-Mar-21	Budget legal notice		1	\$ 85.00
23-Mar-21				\$ -
24-Mar-21				\$ -
25-Mar-21	Financials and Admin sb	\$10.00	5	\$ 425.00
26-Mar-21				\$ -
27-Mar-21				\$ -
28-Mar-21				\$ -
29-Mar-21	Budget Report and Resolution for April 12th	\$24.45	7	\$ 595.00
30-Mar-21	misc filing and budget and comm re calafco		2.5	\$ 212.50
31-Mar-21	LAFCo packet for April 12th		4.5	\$ 382.50
				\$ -
SUBTOTAL		\$91.60	55	\$ 2,975.00
TOTAL				\$ 2,066.00

INVOICE February 2021

John Benoit

Invoice number: 2021-0022

Invoice date: 1-Apr-21

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

Vendor 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:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	34.50	Staff Svcs	Feb 1-28, 2021	\$2,932.50
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	34.50			
Total activity cost:				\$2,932.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$5.00
Postage		
Phone & Communications	Comm Feb 2021	\$ 90.98
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		
Total materials cost:		\$95.98
Total billing:		\$ 3,028.48

