

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – April 9, 2018

3:00 PM

**Board of Supervisors Chambers
707 Nevada Street
Susanville, CA.**

(website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member
Joe Franco, City Member, Vice-Chair
Jeff Hemphill, County Member
Chris Gallagher, County Member

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Jim Chapman, Public Alt.

LAFCO Staff

John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Agenda (Additions and Deletions)

3. Correspondence:

- a) *Call for legislative action by CALAFCO to support AB 3254 (annual omnibus bill)*
- b) *Call for legislative action by CALAFCO to support AB 2258 (grant funding for LAFCOs)*
- c) *Call for legislative action by CALAFCO to support AB 2600 (adds option of resolution application for Regional Park and Open Space Districts)*
- d) *Call for legislative action by CALAFCO to support AB 2491 (seeks to reinstate VLF funding for future City incorporations)*

4. Approval of Minutes: *Approval of the Minutes of the December 11, 2017 LAFCo meeting.*

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.

PUBLIC HEARINGS:

- 6. Public Hearing regarding the Service Review and establishment of a Sphere of Influence for the Southern Cascades Community Services District**
 - a. Discuss and open Public Hearing regarding the Service Review and establishment of a Sphere of Influence for the Southern Cascades Community Services District.
 - b. Consider Resolution 2018-0001 adopting a Service Review for the Southern Cascades CSD.
 - c. Consider Resolution 2018-0001 adopting a Sphere of Influence for the Southern Cascades CSD.
- 7. Proposed LAFCo Budget for FY 2018-2019**
 - a. *Discuss and open public hearing for the LAFCo Proposed 2018-2019 LAFCo Budget.*
 - b. *Consider Resolution 2018-0003 adopting a Proposed LAFCo Budget for Fiscal Year 2018-2019*

OTHER ITEMS:

- 8. Legislative Support Letters: Authorize the Chair to sign letters of support for:**
 - a) *Calafco's Annual Omnibus Bill (AB 3254) minor changes to definitions; and*
 - b) *AB 2258 legislation seeking grant funding for LAFCo's.*
- 9. Authorize payment of Claims for February 2018 and March 2018**
 - a) *Authorize payment of claims for February 2018 and March 2018.*
- 10. Executive Officer's Monthly Report**
 - a. *Lassen Modoc Flood Control and Water Conservation District – Service Review and Sphere of Influence Update.*
 - b. *Big Valley Pest Abatement Service Review and Sphere of Influence Update.*
- 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 to take place on Monday June 11, 2018 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

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

REGULAR MEETING
December 11, 2017 - 3:00 p.m.

Meeting was called to order at 3:12 p.m. by Chairperson Eid.

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

Staff Present: John Benoit, Executive Officer, Jennifer Stevenson, Assistant Executive Officer, and Gwenna MacDonald, Clerk.

Approval of Agenda

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

Correspondence None.

Minutes

Motion by Commissioner Wilson to approve the minutes of the October 16, 2017 meeting; Commissioner Franco provided a second and the motion carried. Ayes: Wilson, Franco and Eid. Abstain: Hemphill and Teeter. Absent: Gallagher.

Public Comments No comments.

Continued Public Hearing: City of Susanville Sphere of Influence Update

Jennifer Stevenson reviewed the updated Sphere of Influence and map that provided four SOI Update options: a SOI that is similar to the Susanville Sanitary District boundary; a SOI that is coterminous to the current Susanville General Plan; extend the SOI boundary to include Johnstonville and a portion of the area south of Johnstonville; and finally, to leave the SOI boundary as is, with the removal of the Bartley parcel. This fourth option was the preference of the Commission at the October 2017 meeting, and the map has been update to reflect that direction. Until such time that the City and County have conducted the joint planning process to identify and designate uses for future expansion, the proposed Sphere of Influence will remain as is.

Chairperson Eid opened the continued public comment at 3:15 p.m. and requested comments either for or against the proposed sphere. There being no comments, Chairperson Eid closed the public hearing at 3:16 p.m.

Motion by Commissioner Wilson to approve the Sphere of Influence presented as Option 4; Commissioner Franco provided a second and the motion carried. Ayes: Wilson, Franco, Hemphill, Teeter and Eid. Absent: Gallagher.

Calafco Annual Conference Mr. Benoit provided an update regarding his attendance at the Calafco Annual Conference. He reviewed the topics and highlights that are relative to Lassen Lafo. He added that Commissioner Gallagher also attended the conference and found it to be a valuable training opportunity.

Lafco Regular Meeting Schedule 2018

Mr. Benoit reviewed the proposed meeting schedule for 2018, noting that the meetings are held on the second Monday of every other month, with the exception of February and October due to holidays. Those meetings were scheduled for February 26th and October 15th.

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

Authorize Payment of Claims for October and November 2017 Mr. Benoit reviewed the claims presented for October and November, 2017 in the amount of \$11,165.89.

Motion by Commissioner Wilson to approve payment for claims; Commissioner Hemphill provided a second and the motion carried. Ayes: Wilson, Hemphill, Franco, Teeter and Eid. Absent: Gallagher.

Executive Officer's Monthly Report Mr. Benoit provided an update regarding the Municipal Service Review and Sphere of Influence Update for the Lassen Modoc Flood Control and Water Conservation District and Southern Cascades CSD. He discussed the Big Valley Weed Abatement, challenges facing County Fire Districts, and legislation that was relevant to the region.

Commissioner Reports No Reports.

Motion by Commissioner Teeter, second by Commissioner Wilson to adjourn until February 26, 2018; motion carried. Ayes: Gallagher, Wilson, Hemphill, Teeter and Eid. Absent: Gallagher.

The meeting adjourned at 3:59 p.m.

Todd Eid, Chairperson

Approved
Gwenna MacDonald, Recording Secretary

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Lassen Local Agency Formation Commission

LASSEN LAFCO

MEMORANDUM
April 9, 2018

TO: Commissioners

FROM: John Benoit, Executive Officer

RE: Southern Cascades Service Review and Sphere

Attachments:

1. Notice of Exemption for the Southern Cascades SOI
2. Resolution 2018-0001, a resolution adopting a MSR for the Southern Cascades Community Services District
3. Resolution 2018-0002, a resolution adopting a SOI for the Southern Cascades CSD

The Southern Cascades CSD Service Review (MSR) and SOI Draft report has been circulated to the district for review and distributed for the February 26, 2018 Lassen LAFCo meeting. **PLEASE BRING THE SOUTHERN CASCADES MSR AND SOI DOCUMENT TO THE APRIL 9, 2018 LAFCO MEETING.** This document is available on the LAFCo Website at www.lassenlafco.org. Staff has received no changes since the February meeting. The district has been invited to attend the LAFCO meeting. The attached Notices of Exemption have been prepared for the establishment of a Sphere of Influence for the Southern Cascades CSD under Class 20 Categorical Exemption, "Changes in Organization of Local Agencies," CEQA Guidelines Section 15320, Changes in Organization of Local Agencies and 15061b and the General Rule Exemption.

Recommendation:

Conduct the public hearing on the Municipal Service Review and the Sphere of Influence for the Southern Cascades CSD and consider Resolution 2018-0001 adopting a Municipal Service Review for services provided by the Southern Cascades CSD and Resolution 2018-0002 adopting a Sphere of Influence for the Southern Cascades Community Services District.

NOTICE OF EXEMPTION

TO: County Clerk
County of Lassen
Susanville, CA

FROM: Lassen LAFCO
P.O. Box 2694
Granite Bay, CA 95746

PROJECT TITLE: Sphere of Influence Update: *Southern Cascades CSD*

PROJECT LOCATION: Northwest Area in Lassen County and Southwest Area in Modoc County

DESCRIPTION OF PROJECT:

The proposed project involves the determination of a Sphere of Influence for the *Southern Cascades CSD* with a coterminous Sphere of Influence signifying the district boundaries are the same as the Sphere of Influence.

NAME OF PUBLIC AGENCY APPROVING PROJECT:

Lassen Local Agency Formation Commission

NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

Lassen Local Agency Formation Commission

EXEMPT STATUS:

Class 20 Categorical Exemption, "Changes in Organization of Local Agencies," CEQA Guidelines Section 15320, Changes in Organization of Local Agencies and 15061b (3) General Rule Exemption.

REASONS WHY THIS PROJECT IS EXEMPT:

This action is Exempt from the California Environmental Quality Act pursuant to Section 15320 of the CEQA Guidelines (Class 20) as the Sphere of Influence would not result in any change in services being provided and 15061 b (3) whereby this activity is covered by the general rule that CEQA applies only to project which have the potential for causing a significant effect on the environment. Since this Sphere of Influence is only affirming the existing functions within the existing service area, there is no possibility that this activity may have a significant effect on the environment since the service is already provided and no conditions have changed nor could be changed as a result of establishing a coterminous Sphere of Influence. There is no unusual circumstances related to this Sphere of Influence Update.

CONTACT PERSON:
John Benoit
LAFCO Executive Officer

TELEPHONE NUMBER:
(530) 257-0720

By: _____

Date: April 9, 2018

Resolution 2018-0001 of the
Lassen Local Agency Formation Commission
Lassen County, California

*Approving a Municipal Service Review of Services Provided by and within the Southern Cascades
Community Services District and Adopting Written Determinations Thereon*

WHEREAS, California Government Code Section 56425 requires a Local Agency Formation Commission ("LAFCO") to adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the municipal services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, the Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and,

WHEREAS, on June 14, 2004, the Commission adopted its Work Plan and included a schedule for completion of Municipal Service Reviews (MSRs) and Spheres of Influence; and

WHEREAS, the Commission adopted Resolution 2007-07 on July 9, 2007 establishing revised guidelines for conducting MSRs which applies to this MSR for services provided by the Southern Cascades Community Services District; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for the services provided by the Southern Cascades Community Services District, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the final draft of the Municipal Service Review for services provided by the Southern Cascades Community Services District and written determinations contained therein will provide information for updating the sphere of influence for the District, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing;

NOW, THEREFORE, the Lassen Local Agency Formation Commission hereby resolves, orders and determines the following:

- 1) The Municipal Service Review of Services provided by the Southern Cascades Community Services District, attached hereto as Exhibit A, is approved and the written determinations presented in the Municipal Service Review report are hereby adopted.
- 2) LAFCO staff is further ordered to proceed as appropriate with update to the Sphere of Influence Plan for the Southern Cascades Community Services District.
- 3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the Southern Cascades Community Services District.
- 4) This Resolution does not change or alter the Sphere of Influence for the District and does not change the District Boundary.

The foregoing resolution was duly passed by the Lassen Local Agency Formation Commission at a regular meeting held on the 9th day of April 2018 by the following roll call vote:

Ayes: -

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 9th day of April 2018.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LOCAL AGENCY FORMATION COMMISSION,

Resolution No. 2018-0002

LASSEN LOCAL AGENCY FORMATION COMMISSION

Approving a Sphere of Influence for the Southern Cascades Community Services District and Adopting Written Determinations Thereon

WHEREAS, Government Code Section 56425 requires each Local Agency Formation Commission to establish, periodically review and update a sphere of influence for each local governmental agency within its jurisdiction; and

WHEREAS, the Lassen Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for the Southern Cascades Community Services District; and

WHEREAS, the Commission has set the initial hearing date of April 9, 2018 for the establishment of the sphere of influence for the Southern Cascades Community Services District and has noticed this hearing at the time and place and as otherwise prescribed by Government Code Section 56427, *et seq.*; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of services provided by the Southern Cascades Community Services District in accordance with Gov. Code section 56430; and

WHEREAS, the Commission has reviewed and considered the proposed Sphere of Influence report and the proposed Sphere of Influence Map which are attached hereto and incorporated herein; and

WHEREAS, Lassen LAFCO has prepared a notice of exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence will not contain additional territory beyond the district’s existing Sphere of Influence (Section 21000 *et seq* of the Public Resources Code); and

WHEREAS, the Commission has considered those factors determined by it to be relevant to the proposed sphere of influence, including, but not limited to, those factors specified in Government Code Section 56425, *et seq.*, and has heard from interested parties and considered requests for amendment and/or revision of the proposed sphere boundary, if any;

NOW, THEREFORE, BE IT RESOLVED that the Lassen Local Agency Formation Commission does hereby find and determine as follows:

1. That the proposed sphere of influence with respect to Southern Cascades Community Services District complies with the provisions of Government Code Section 56000, *et seq.*
2. That the Commission has considered comments that have been received regarding the establishment of this Sphere of Influence.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Study are attached hereto and incorporated herein.

4. The Commission has reviewed and considered a Notice of Exemption pursuant to the Environmental Quality Act prepared for the establishment of this Sphere of Influence and makes a specific finding that there is no substantial evidence in light of the whole record before Lassen Local Agency Formation Commission that this Sphere establishment for the Southern Cascades Community Services District may have a significant adverse effect on the environment.
5. Pursuant to Government Code Section 56425 (i) the Southern Cascades Community Services District is authorized to provide Ambulance Response, EMS services, health education and emergency and first responder related services within the territory set forth in Attachment "A". Other services a Community Services District may provide as stated in Sections 61100-61107 of the Government Code shall require LAFCO approval as a new and different service.
6. That the Sphere of Influence Report including a Sphere of Influence Map for the Southern Cascades Community Services District's Sphere of Influence is hereby adopted and approved as set forth in Attachment "A".
7. This Resolution does not change the District Boundary.

PASSED AND ADOPTED at a regular meeting of the Lassen Local Agency Formation Commission of the County of Lassen, State of California, on the 9th day of April 2018, by the following vote:

AYES: -

NOES: -

ABSENT: -

ABSTAIN: -

Todd Eid, Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit, LAFCO Executive Officer
Lassen LAFCO

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Lassen Local Agency Formation Commission

DATE: April 9, 2018

TO: Lassen Local Agency Formation Commissioners

FROM: John Benoit, Executive Officer

RE: Budget Justification and Proposed Budget for FY 2018-2019

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 18-19 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 members voted to increase CALAFCO dues. Therefore the Calafco Dues in 2018-2019 will be \$926.00 from \$899.00 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.

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 \$1,700 unless the commission wishes to send more than one Commissioner to the annual conference in Yosemite on October 3rd to 5th 2018. The estimated cost to send one Commissioner is around \$1,400 for this year. This also includes cost to cover 1/7 of staff to attend the Calafco workshops and bring back information.

Sphere of Influence Updates and Municipal Service Reviews I am recommending \$14,000 to cover the costs of working on Municipal Service Reviews and \$3,000 for Spheres of Influence Updates as required by the LAFCO Act. This amount is the same as the several past years. This includes funding for working on MSR and SOI updates.

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 should also be 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 cannot 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 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 \$6,954.83.

Anticipated re-budgeting of funds

Notwithstanding unexpected expenses, at current expenditure rates the Commission will be able to re-budget approximately \$20,000.00 from the 2017-2018 fiscal year to the 2018-2019 fiscal year (see budget worksheet attached to Resolution 2018-0001).

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 \$24,000 is realized, a 10 percent LAFCO contingency is funded at \$6,954.83, the amount to be apportioned between the City and County would be **\$56,503.13** for FY 2018-2019, which is slightly higher than last year due to the increase in the CALAFCO Dues.

Recommendation:

Conduct a public hearing, review the proposed budget and work program and consider Resolution 2018-0003

Resolution 2018-0003
of the
Lassen Local Agency Formation Commission

A Resolution of Lassen Local Agency Formation Commission Adopting a Proposed Budget for 2018-2019

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 2018-2019 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 2018-2019 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 9th day of April 2018 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 9th day of April, 2018.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

LASSEN LAFCO
F.Y. 2018-2019
Proposed Budget

EXHIBIT "A"

A	B	D	E	F	G	H
		2014-2015 Final Budget	2015-2016 Final Budget	2016-2017 Final Budget	2017-2018 Final Budget	2018-2019 PROPOSED Budget
1						
2						
3						
4						
5						
6	EXPENDITURES					
7		Final BUDGET 2014-2015	Final BUDGET 2015-2016	Final Budget 2016-2017	Final Budget 2017-2018	Proposed Budget 2018-2019
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	\$1,000.00	\$750.00	\$750.00	\$750.00	\$750.00
14	8204-413.30 4530 COMMUNICATIONS	\$750.00	\$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	\$769.00	\$785.00	\$840.00	\$899.00	\$926.00
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	\$3,000.00	\$3,000.00	\$3,000.00
25						
26	Total Services and Supplies	\$59,169.00	\$59,185.00	\$59,240.00	\$59,299.00	\$59,326.00
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
30	8402-413.30 4340- SPECIAL DEP Exp (File Scanning)			\$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	\$5,222.30	\$5,222.30	\$10,222.30	\$10,222.30	\$10,222.30
34						
35	Total Expenditures LAFCO	\$64,391.30	\$64,407.30	\$69,462.30	\$69,521.30	\$69,548.30
36						
37	8402-413.30 4451 Contingency Fund					
38	General Reserve Fund	\$6,439.13	\$6,440.73	\$6,946.23	\$6,952.13	\$6,954.83
39						
40	Total Budget Including Contingency	\$70,830.43	\$70,848.03	\$76,408.53	\$76,473.43	\$76,503.13
41	Anticipated carryover including carryover of Contingency funds					
42	funds to be rebudgeted into the next year's budget	-\$10,000.00	-\$20,000.00	-\$24,500.00	-\$24,000.00	-\$20,000.00
43	Amount to be apportioned between the City and the County	\$60,830.43	\$50,848.03	\$51,908.53	\$52,473.43	\$56,503.13

LASSEN LOCAL AGENCY FORMATION COMMISSION

April 9, 2018

Honorable Cecilia Aguiar-Curry, Chair
Assembly Local Government Committee
California State Assembly
State Capitol, Room 5144
Sacramento, CA 95814

RE: **SUPPORT of AB 3254: Local Government Committee Omnibus Bill**

Dear Chair Aguiar-Curry:

The Lassen Local Agency Formation Commission (LAFCo) is pleased to support the Assembly Local Government Committee Bill **AB 3254** which makes technical, non-substantive changes to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the Act).

This annual bill includes technical changes to the Act which governs the work of LAFCos. These changes are necessary as Commissions implement the Act and small inconsistencies are found or clarifications are needed to make the law as unambiguous as possible. **AB 3254** currently makes minor technical corrections to language used in the Act.

Lassen LAFCo is grateful to your Committee and staff, and the members of the California Association of Local Agency Formation Commissions (CALAFCO) Legislative Committee, all of whom worked diligently on this language to ensure there are no substantive changes while creating a significant increase in the clarity of the Act for all stakeholders.

This legislation helps insure the Cortese-Knox-Hertzberg Act remains a vital and practical law that is consistently applied around the state. We appreciate your Committee's authorship and your support of the mission of LAFCos. Please feel free to contact me should you have any questions about our support of **AB 3254**.

Yours sincerely,

Todd Eid,
Chair, Lassen LAFCo

cc: Members, Assembly Local Government Committee
Debbie Michel, Chief Consultant, Assembly Local Government Committee
William Weber, Consultant, Assembly Republican Caucus
Pamela Miller, Executive Director, CALAFCO

c/o John Benoit, Executive Officer P.O.Box 2694 Granite Bay, California 95746- ph.
(530) 257.7631 email: lafco@co.lassen.ca.us

LASSEN LOCAL AGENCY FORMATION COMMISSION

April 9, 2018

The Honorable Anna Caballero
California State Assembly
State Capital Room 5158
Sacramento, CA 95814

Subject: *Support of AB 2258* (as amended March 15, 2018)

Dear Assemblymember Caballero:

The Lassen Local Agency Formation Commission (LAFCo) is pleased to join the California Association of Local Agency Formation Commissions (CALAFCO) in support for **Assembly Bill 2258**. Sponsored by CALAFCO, the bill establishes a funding program to provide grants to LAFCos for conducting in-depth studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of local government services and completing the dissolution of inactive special districts. The grant program would be administered by the Strategic Growth Council and sunset on December 31, 2023.

The Legislature established LAFCos in 1963 to encourage the orderly formation of local government agencies. Since that time, the regulatory role and responsibilities of LAFCos has substantially increased without additional funding. Operating in all 58 California counties, LAFCos are responsible for meeting important statutory directives to maintain orderly boundaries and seek greater efficiencies in delivering local services, and yet these directives often times cannot be met under current funding mechanisms. As a result, much needed LAFCo activities are sometimes delayed or rejected.

In August 2017, the Little Hoover Commission published a report on special districts and their oversight by LAFCos, which contained several recommendations directly related to LAFCo. One recommendation was for the Legislature to provide one-time grant funding to pay for specified LAFCo activities, particularly to incentivize LAFCos or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes.

In recent years Lassen LAFCo has reviewed several independent special districts and found many are not able to maintain traditional service levels for several reasons. LAFCo does not have the funding to initiate consolidations or other types of changes of organization nor the ability to provide technical assistance.

By establishing this one-time grant funding, **AB 2258** provides an additional tool for LAFCos to conduct detailed studies and implement greater efficiencies in delivering local

c/o John Benoit, Executive Officer P.O.Box 2694 Granite Bay, California 95746- ph.
(530) 257.7631 email: lafco@co.lassen.ca.us

services based on local circumstances and conditions. For these reasons, Lassen LAFCo is pleased to support **AB 2258**.

Thank you for authoring this important piece of legislation. Please feel free to contact me should you have any questions about Lassen LAFCo's position.

Sincerely yours,

Todd Eid
Chair, Lassen LAFCo

Cc: Members, Assembly Local Government Committee
Debbie Michel, Chief Consultant, Assembly Local Government Committee
William Weber, Consultant, Assembly Republican Caucus
Pamela Miller, Executive Director, CALAFCO



OFFICE OF ASSEMBLYMEMBER

Anna Caballero

THIRTIETH ASSEMBLY DISTRICT

ASSEMBLY BILL 2258

PURPOSE

AB 2258 establishes a funding program to provide grants to Local Agency Formation Commissions (LAFCo) to conduct studies and analyses of local government agencies and services for the purposes of creating improved efficiencies in the delivery of services and to complete the process to terminate inactive special districts.

Grant funds will be used specifically to conduct special studies to identify and fund projects which create greater efficiencies in the provision of municipal services and initiate actions based on those studies that remove or reduce local costs, thus incentivizing local agencies to work with the LAFCo in developing and implementing reorganization plans, and the dissolution of inactive districts (pursuant to SB 448, Wieckowski, 2017). The grant program would be administered by the Strategic Growth Council and would sunset on December 31, 2023.

PROBLEM

LAFCos are responsible for meeting important statutory directives to maintain orderly boundaries and seek greater efficiencies in delivering local services, and yet these directives cannot be regularly met under current funding mechanisms. As a result, much-needed LAFCo activities are sometimes delayed or rejected because of the lack of funds. There is an increasing call for LAFCos to conduct more in-depth studies of local agency service providers that would consider options for greater efficiencies in the delivery of public services and improved governance models. AB 2258, as a pilot program, will provide for a small amount of one-time grant funding to assist LAFCos in performing these special studies.

BACKGROUND

The Legislature established LAFCos in 1963 to encourage the orderly formation of local government agencies. Since that time, the role and responsibilities of LAFCos have substantially increased to include preserving agricultural and open space land resources, discourage urban sprawl, and to ensure the efficient and sustainable provision of public services. Operating in all 58 California counties, LAFCos are responsible for assisting in the provision of effective local government services through its explicit authority to conduct boundary changes, approve spheres of influence, conduct municipal service reviews, and initiate changes of organization and reorganization for special districts.

Recently, some critics have become frustrated with the deliberative LAFCo process that was not designed to yield immediate results, but rather to ensure all parties are actively engaged and the citizens' right to protest is not infringed. This has resulted in legislation that often overrides local LAFCo processes in favor of a more streamlined approach that removes some or many of the deliberative safeguards imposed on LAFCos. An August 2017 Little Hoover Commission report on special districts outlined such concerns and recommended the Legislature consider one-time grant funding to pay for specified activities, suggesting that a small amount of funds (\$1-\$3 million) could save taxpayers money if local government services are streamlined and efficiency is improved.

The California Association of Local Agency Formation Commissions (CALAFCO) surveyed its members to assist in developing a grant funding program. For a relatively small cost, LAFCos would be able to address known service and governance concerns that could potentially save California taxpayers additional money

through the reorganization of local government agencies and improved efficiencies in service delivery.

SOLUTION

AB 2258 establishes a grant funding program, administered by the Strategic Growth Council, to provide LAFCOs with funding to initiate and complete dissolution of inactive districts, prepare special studies, and potentially initiate actions based on determinations contained in the study. The grant program includes specific eligible activities and a requirement to report to the Strategic Growth Council as to the use of grant funds.

CONTACT

Adriana Zerio | Legislative Director
adriana.zerio@asm.ca.gov | 916.319.2030

Pamela Miller | California Association of Local Agency
Formation Commissions (CALAFCO)
pmiller@calafco.org | 916.442.6536

Lassen Local Agency Formation Commission

9

CLAIMS

February 2018 and March 2018

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
April 1, 2018	Staff Svcs & Expenses – February 2018	\$ 5,508.40
April 1, 2018	March 2018 Staff Svcs & Expenses	\$ 3,181.15
March 20, 2018	Lassen County Times SCCSD & 18-19 Budget	\$ 49.00
	TOTAL:	\$ 8,738.55

DATED: April 9, 2018

APPROVED: April 9, 2018

Todd Eid, Chair or Joe Franco, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2017-2018 Expenditures

Lassen LAFCO

Item	Account Number	Insurance	Office Expens	copies	Communication:	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications
		4521	4610	4550	4530	4641	4830	4310	4331	4332	4540
	Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 899.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2017-2018											
Staff Svcs June 2017			\$ (57.61)	\$ (125.60)	\$ (66.19)	\$ (8.19)	\$ (899.00)		\$ (2,330.00)	\$ (500.00)	
Staff Svcs July 2017			\$ (43.35)	\$ (7.50)	\$ (69.95)				\$ (1,872.50)		
Calafco Conf. Registration											
Staff Svcs August 2017				\$ (58.00)		\$ (14.00)			\$ (1,000.00)	\$ (500.00)	
Staff Svcs September 2017					\$ (83.63)				\$ (1,381.25)		
City of S'ville Ck -fin Svcs 11,16 to 6.17					\$ (65.01)						
Chris Gallagher Reimb Calafco 25-27 Oct 2017											
Staff Svcs October 2017											
Staff Svcs November 2017				\$ (13.70)	\$ (75.34)	\$ (4.20)			\$ (3,717.50)	\$ (500.00)	
Budg Transfer Dec 11, 2017				\$ (4.00)	\$ (66.33)	\$ (1.18)			\$ (2,507.50)		
Staff Svcs December 2017											
Staff Svcs January 2018			\$ (67.90)	\$ (31.10)	\$ (67.73)	\$ (14.45)			\$ (2,782.50)	\$ (500.00)	
Insurance - County Auditor 2017-2018			\$ (20.00)		\$ (67.19)				\$ (892.50)		
Staff Svcs. February 18 Inv 18-27		\$ (1,000.00)		\$ (29.10)	\$ (66.28)	\$ (5.52)			\$ (3,000.00)	\$ (500.00)	
Staff Svcs March 2018 Inv 18-28				\$ (10.20)	\$ (66.40)	\$ (2.05)			\$ (2,602.50)		
Lassen Co times 18-19 Budget SCCSD											\$ (49.00)

TOTAL EXPENDED	\$ (1,000.00)	\$ (188.86)	\$ (279.20)	\$ (694.05)	\$ (49.59)	\$ (899.00)	\$ -	\$ 2,500.00	\$ (22,086.25)	\$ (2,500.00)	\$ (49.00)
TOTAL REMAINING	\$ -	\$ 61.14	\$ 470.80	\$ 305.95	\$ 250.41	\$ -	\$ -	\$ -	\$ 7,913.75	\$ 1,000.00	\$ 351.00

Lassen LAFCO

[illegible]

INVOICE March 2018

John Benoit

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

Invoice number: 2018-0028

Invoice date: 1-Apr-18

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	36.50	Staff Svcs	March 1-31, 2018	\$3,102.50
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00

Total activity cost: \$3,102.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	NW Lassen BOE filings	\$10.20
Postage	NW Lassen BOE filings	\$2.05
Phone & Communications	Comm March 2018	\$ 66.40
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$78.65

Total billing: \$ 3,181.15

TIMESHEET

for John Benoit

Lassen LAFCO

March 2018

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Mar-18					\$ -
2-Mar-18					\$ -
3-Mar-18					\$ -
4-Mar-18					\$ -
5-Mar-18					\$ -
6-Mar-18	Admin and Financials				\$ -
7-Mar-18	misc comm			2	\$ 170.00
8-Mar-18			\$24.16	0.5	\$ 42.50
9-Mar-18	Inquiry regarding Ravendale becoming a CSD to provide water to 4 customers				\$ -
10-Mar-18				0.5	\$ 42.50
11-Mar-18					\$ -
12-Mar-18	Public Notice for 18-19 budget			1.5	\$ 127.50
13-Mar-18	Admin		\$23.54	1	\$ 85.00
14-Mar-18					\$ -
15-Mar-18					\$ -
16-Mar-18					\$ -
17-Mar-18					\$ -
18-Mar-18					\$ -
19-Mar-18					\$ -
20-Mar-18					\$ -
21-Mar-18	Reconcile Financials with City and misc comm				\$ -
22-Mar-18	Prop budget report for April 9th hearing and proposed budget analysis			3.5	\$ 297.50
23-Mar-18	Prop budget report for April 9th hearing and proposed budget analysis Resolution and Comm			6	\$ 510.00
24-Mar-18				2.5	\$ 212.50
25-Mar-18					\$ -
26-Mar-18	LAFCo Agendas and Resolutions and report NOE for SCCSD MSR and SOI				\$ -
27-Mar-18	NW lassen BOE filing and agenda and legislative letters		\$10.20	6.5	\$ 552.50
28-Mar-18	Review minutes and finalize Agenda		\$2.05	4.5	\$ 382.50
29-Mar-18	Comm and LAFCo Packet			2	\$ 170.00
30-Mar-18	Finalize financials and packet and distribution		\$18.70	2	\$ 170.00
31-Mar-18				4	\$ 340.00
					\$ -
					\$ -
SUBTOTAL			\$78.65	36.5	\$ 3,102.50
TOTAL					\$ 3,181.15

INVOICE February 2018

John Benoit

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

Invoice number: 2018-0027

Invoice date: 1-Apr-18

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	65.50	Staff Svcs	Feb 1-28, 2018	\$5,407.50
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00

Total activity cost: \$5,407.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Feb 18 Packets	\$29.10
Postage	Feb 18 Packets	\$5.52
Phone & Communications	Comm Feb 2018	\$ 66.28
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$100.90

Total billing: \$ 5,508.40

February 2018

[illegible]

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: March 20, 2018

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

—

Publish: Hearing

1. budget
2. SOI fir Southern cascades CSD

TOTAL DUE: \$ 49.00

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971
Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress







(530) 283-0800

FEATHER PUBLISHING CO., INC.

P.O. BOX B, QUINCY, CA 95971

STATE OF CALIFORNIA }
County of Plumas } ss.
and/or Lassen

Keri B. Taborski deposes and says: That she is the principal clerk for the publisher of the

<input type="checkbox"/> FEATHER RIVER BULLETIN Quincy, Plumas County Adjudication Decree #4644	<input type="checkbox"/>  RECORD Greenville, Plumas County Adjudication Decree #5462
<input type="checkbox"/>  Chester Progressive Chester, Plumas County Adjudication Decree #5956	<input type="checkbox"/>  PORTOLA REPORTER Portola, Plumas County Adjudication Decree #2497
<input checked="" type="checkbox"/>  Times Susanville, Lassen County Adjudication Decree #15466	

**LASSEN LOCAL AGENCY FORMATION COMMISSION
NOTICE OF PUBLIC HEARING**

Notice is hereby given by the Lassen Local Agency Formation Commission that a public hearing will be held on Monday April 9th, 2018 at 3:00 pm at the Board of Supervisor's Chambers, at 707 Nevada Street, Susanville, CA regarding the following items:

1. Consideration of the 2018-2019 proposed LAFCo budget. The Commission will consider the proposed 2018-2019 budget and make a preliminary determination thereon by the Commission. Any person may be heard regarding the increase, decrease, or omission of any item from the budget or for the inclusion of additional items.

2. Consideration of a **Municipal Service Review and Sphere of Influence** for the Southern Cascades Community Services District

LAFCO is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Act to its determinations regarding Municipal Service Reviews and Spheres of Influence. LAFCO is required to conduct a Municipal Service Review and Update a Sphere of Influence consistent with the policies and procedures of Lassen LAFCO and the LAFCO Act.

Please call LAFCo staff at (530) 257-0720 for more information. A copy of the Executive Officer Reports will be available 5 days prior to the hearing at the LAFCo website at www.lassenlafco.org or at Susanville City Hall.

LOCAL AGENCY FORMATION COMMISSION

JOHN BENOIT, EXECUTIVE OFFICER

Published LCT

March 20, 2018

that the Lassen Local Agency Formation Commission

Hearing

of which the attached is a true printed copy, was published in the weekly issue of said newspaper(s) as indicated above (and not in a supplement thereof) for One

consecutive week(s), beginning March 20, 2018 and ending March 20, 2018, both dates inclusive, to wit: March 20, 2018

Date: March 20, 2018 /s/ Keri B. Taborski

Keri B. Taborski