

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

REGULAR MEETING  
April 11, 2016 - 3:00 p.m.

Meeting was called to order at 3:19 p.m. by Chairperson Eid.

Roll call of members present: Jim Chapman, Jeff Hemphill, Brian Wilson, Rod E. De Boer and Chairperson Todd Eid.

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

Motion by Commissioner Hemphill to approve the agenda as submitted; Commissioner De Boer provided a second and the motion carried unanimously. Ayes: Hemphill, De Boer, Chapman, Wilson and Eid.

**Correspondence**

There was no correspondence.

**Minutes**

Motion by Commissioner Wilson to approve the minutes of the February 8, 2016 meeting; Commissioner Chapman provided a second and motion carried with Commissioner De Boer abstaining. Ayes: Chapman, Hemphill, Wilson and Eid. Abstain: De Boer.

**Public Comments**

There were no public comments.

**6. PUBLIC HEARING: LAFCO Initiation and Consolidation of West Patton Village CSD and Herlong Public Utility District** Mr. Benoit explained that since the February 8, 2016 meeting, the West Patton Village CSD and HPUD Boards both passed resolutions requesting that LAFCo initiate the process for the consolidation of the Districts. The Commission will be required to approve the consolidation, and will have the authority to establish conditions that it finds to be necessary. Mr. Benoit stated that he would be meeting with Pat Williams, HPUD General Manager, to review the application and develop a timeline to include the public notice requirements and deadlines, including those required to include a property tax measure on the November ballot. The reorganization of the Districts include a dissolution of the West Patton Village CSD and a restructure. There are tax sharing issues to discuss, and it would be prudent to schedule a meeting in Herlong to allow citizens more opportunity to participate in the public hearing process. Until the application is received, there is really no need to continue the hearing, and he would continue moving forward with the process.

**Erik Neesen** expressed his concern that the process might drag out for months.

Chairperson Eid asked Mr. Benoit if there were any anticipated issues that would hold up the process.

Mr. Benoit responded that the process of consolidation and restructuring of special districts is subject to State-mandated timelines, and there is not anything that can be done to simplify or speed up that process.

An unidentified member of the audience asked how the citizens would be kept informed of the protest hearing time and process.

Mr. Benoit explained that the Public Hearing will be held at a public venue, and notices would be mailed to all affected land owners and registered voters. The notice would include the purpose and intent of the consolidation and the process to submit a written objection to the Commission which would have to be received prior to the closure of the public hearing. If there are no protests received, then the Commission could waive conducting the protest hearing process which would eliminate between 60 and 90 days from the timeline. The law requires that at least 25 percent of the property owners in the area protest the consolidation in order to conduct the hearing.

Commissioner Chapman remarked that the issue has created a lot of contention among the residents in the area, however with both Boards voting to support a LAFCo-initiated consolidation it is questionable as to whether or not there was much opposition to the process.

**Eula Johnson**, President/Board member, West Patton Village CSD stated that there were very few people who attend the meetings, with the exception of Mr. Neesen, and she is unaware if there were any citizens in strong opposition.

Chairperson Eid commented that from the outside looking in, it seems to be a solution that will be beneficial to all of the residents.

Chairperson Wilson asked how soon the consolidation could be completed.

Mr. Benoit stated that there would likely be a special meeting scheduled in June or July, and it depends on how quickly issues such as tax-sharing can be addressed.

It was the consensus of the Commission to complete the process as expediently as possible.

**7. PUBLIC HEARING: Proposed 2016-2017 LAFCo Budget** Mr. Benoit reported that the proposed budget reflects substantial limitations in the upcoming year. The budget reflects utilizing staff as much as possible in the preparation of Municipal Service Reviews and Sphere of Influence updates. Four years ago, the budget was reduced by approximately eighteen percent, with reductions in many services and supplies since the Commission only meets 6 times per year. Since the passage of AB-2838, many of the required start-up activities have been completed however many activities such as MSR and SOI updates must be completed. Legislation is continually passed that empowers LAFCo and imposes additional unfunded mandates for County and City governments.

Mr. Benoit reviewed budget highlights, including an increase in Calafco membership dues to \$840 from \$785. The cost of travel and conference registration will be more expensive this year, as the conference is scheduled to be held in Santa Barbara, and it is estimated to cost approximately \$1,600 to send one Commissioner. It was the general consensus of the Commission that Commissioner Wilson would be the appointed delegate, and the recommended travel and registration budget was set at \$2,500.

Mr. Benoit reviewed the budgeted amount for file scanning and retention, discussing the benefit of an electronic format to provide convenient access to city and county departments as well as members of the public. The estimated cost for implementation of LAFCo's File Retention Policy

is \$5,000. He complimented County and City staff for having implemented an electronic records retention system.

**Jared Hancock**, City Administrator, reviewed the services currently provided to LAFCo by the City of Susanville, including financial services, clerk services and website hosting. He thanked Mr. Benoit for his conservative budget approach and for a prudent and responsible management of City and County resources. He added that Mr. Benoit provides a good service for both agencies.

Commissioner Chapman asked what file format was anticipated for digitalization of LAFCo files.

Mr. Benoit responded that a PDF format was planned, and the indexing system is still being evaluated.

Mr. Benoit explained that the first round of MSR's has been completed for all Districts, and for the second round, he will be requesting that the Districts provide updated information which will be a simpler process. The big variable is always District cooperation, and when there is non-cooperation, the cost will increase.

Mr. Hancock suggested including a line item in the budget identifying the Executive Officer's time to complete Municipal Service Reviews to provide an example of what those documents cost and then putting together a tentative list of which Districts are scheduled for review in the upcoming year, to give the Districts an idea of the cost involved so that they can see the value of the document that is prepared for their District. The consultant based MSR model that is used in other counties is expensive and Mr. Benoit's approach is a much better value for the Special Districts. Mr. Hancock commented that the Commission has been very prudent to utilize staff resources whenever possible, giving the example of the South County district consolidation. The two Districts came together, cooperated and saved potentially thousands of dollars for a process that may end up costing \$5,000 instead of \$55,000 which is an average price for a private consultant.

Mr. Benoit added that the application fee for the South County is \$2,000 and most likely the majority of the costs will be related to noticing requirements.

At 3:46 p.m., Chairperson Eid opened the public hearing and requested comments or questions from the public.

There being no questions or comments, Chairperson Eid closed the public hearing at 3:47 p.m.

Motion by Commissioner Wilson to approve Resolution No. 2016-0001 making determinations regarding the proposed 2016-2017 LAFCo Budget; Commissioner Hemphill provided a second and the motion carried unanimously. Ayes: Hemphill, De Boer, Chapman, Wilson and Eid

**8. Payment of Claims: February 2016 and March 2016**

Motion by Commissioner Hemphill, second by Commissioner De Boer, to authorize payment of claims for February 2016 and March 2016 in the amount of \$8,820.77; motion carried unanimously. Ayes: Hemphill, De Boer, Chapman, Wilson and Eid.

**9. CALAFCO Workshop: March 30 – April 1, 2016, Burbank, CA**

Mr. Benoit provided an update to the Commission regarding workshops and discussions from the 3-day Calafco Workshop held in Burbank. He discussed legislative items relevant to Lassen

LAFCO, including the proposal to involve LAFCo's in the JPA process, the effect of SB1318 which would force cities to annex any Disadvantage Unincorporated Communities whenever processing an annexation, the challenges related to implementation of SB 88.

**10. Executive Officer Report**

Mr. Benoit provided the following updates:

- Fall River Mills FPD/McArthur FPD Consolidation: Mr. Benoit reported that he has received the information necessary for the dissolution of Fall River Mills and the annexation of territory to the McArthur Fire Protection District, adding that it is a similar process to the consolidation taking place in Herlong.
- Honey Lake RCD: Mr. Benoit provided the MSR to the Board for review, and discussed the benefits to the District by completing the Municipal Service Review, including eligibility to secure grant funding.
- Southern Cascades CSD status The process is moving forward to the election and certification of results by the Modoc County Clerk.

**11. Commissioner Reports** None.

Motion by Commissioner Chapman, second by Commissioner Hemphill to adjourn until June 13, 2016; motion carried unanimously. Ayes: Chapman, Hemphill, Garnier, Wilson and Eid.

The meeting adjourned at 4:02 p.m.

---

Todd Eid, Chairperson

---

Approved \_\_\_\_\_  
Gwenna MacDonald, Recording Secretary