

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

REGULAR MEETING  
April 14, 2014 - 3:00 p.m.

Meeting was called to order at 3:04 p.m. by Vice-Chairperson Wilson ~~Eid~~.

Roll call of members present: Larry Wosick, De Boer and Brian Wilson. Absent: Todd Eid and Jim Chapman

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

Motion by Commissioner De Boer to approve the agenda as submitted; Commissioner Wosick provided a second and the motion carried.

**Correspondence**

Mr. Benoit shared a leadership summit notification that he received from the California Special Districts Association.

**Minutes**

Commissioner De Boer noted that he was in attendance at the February 10, 2014 meeting, and requested a correction in the minutes to reflect his attendance.

Motion by Commissioner Wosick to approve the minutes of the February 10, 2014 meeting with the correction as requested; Commissioner De Boer provided a second and the motion carried.

**Public Comments**

There were no comments.

Commissioner Chapman entered the chambers at 3:07 p.m. and assumed his seat on the dais.

**6 Continued Public Hearing: Proposed amendment to LAFCO Policies, Standards and Procedures** Mr. Benoit explained that the public hearing regarding establishing policies as mandated by SB-244 Disadvantaged Unincorporated Communities was continued from December 9, 2013 and February 10, 2014, and he requested another continuance to June 9, 2014 in order to facilitate a meeting between himself, City and County staff.

Chairperson Eid opened the public hearing at 3:08 p.m. continued to June 9, 2014.

**7 Public Hearing: Proposed Work Plan and Budget for Fiscal Year 2014-2015**

Mr. Benoit explained that LAFCO always operated in a fiscally responsible manner, mindful of the budget constraints of the City and County. A few years prior, the Commission voted to reduce the amount of funding held in reserve, reduced their meeting schedule to bi-monthly meetings and the current budget reflects those decisions. He summarized the proposed budget relating to insurance, office expenses, memberships, legal services, executive officer and clerk services, Brown Act compliance including legal notices and publications, transportation and travel costs, MSR and SOI updates, mapping and financial services, and a contingency. He noted a few differences from the prior years' budget, including an increase in CaLAFCO membership and a reduction in travel cost. The budget would require a contribution of \$60,830.43, apportioned between the City and County.

Pat Williams, Herlong Water District, asked if the budget update included a line item for funding the website. Mr. Benoit confirmed that it did, and directed him to the URL for the Commission's new website.

Mr. Hancock, City of Susanville, City Administrator, asked what impact the requests for fee waivers have had on the budget.

Mr. Benoit explained that normally there is no charge for the completion of the studies, unless a District requests an update, such as the case with the Library District. The Commission agreed to waive the fee for the reorganization, and completed the SOI update at the same time.

At 3:21 p.m. Chairperson Eid entered the chambers, assumed his seat at the dais and resumed chairing of the meeting.

Mr. Benoit explained some of the circumstances that would warrant a waiver of application fees, stating that there are many costs that cannot be quantified, such as the case with the Health Care District where there is a lot of guiding and assistance through the process. If the District's ballot measure passes, it will be sometime before there is a revenue stream sufficient to pay for the process, and the Commission will have two years after the formation of the District to complete the MSR and SOI update.

Mr. Hancock commented that there seems to be a misconception that the State pays for LAFCO when the cost is funded entirely by the City and County. He suggested that it may be helpful to educate applicants that the fee waivers are coming out of local revenue streams that could be used for other purposes in the community.

Commissioner Chapman suggested adding a column to the MSR and SOI status sheet to track the fee waivers that have been granted.

Commissioner Wilson observed that the Commission has approved two fee waivers and it would be helpful to have guidelines to ensure that the waivers are granted based upon a consistent set of criteria.

The Commission discussed basic criteria that would warrant granting a fee waiver such as the formation of a new district with no resources, and a clear demonstration of need.

Mr. Hancock asked if the fund balance or carry-over was in the contingency fund.

Mr. Benoit suggested that the Commission budget for a carry-over in the \$10,000 to \$15,000 range, to monitor and adjust the budget accordingly in order to maintain that amount.

Commissioner Wilson requested clarification in the billing for Clerk services, noting that it was zero as of January 31<sup>st</sup>. Mr. Benoit responded that the billing cycle was changed from monthly to quarterly and created a lag in payment.

## **8 Payment of Claims: February 2014 and March 2014**

Motion by Commissioner Wosick, second by Commissioner De Boer to approve claims for February 2014 and March 2014 in the amount of \$5,588.95; motion carried.

## **9 Executive Officers Report**

Mr. Benoit provided an update regarding the Municipal Service Review and Sphere of Influence Update for the Herlong Area and City of Susanville. He was meeting with the Herlong PUD and has received written comments from West Patton Village. He would schedule a workshop and public

hearing in June and as part of the discussion would be closely examining the Sphere of Influence, and providing options for the most efficient provision of services to the residents. He reviewed issues with the Southern Cascades CSD, noting there were numerous problems with map boundaries and inconsistencies that were being taken care of.

Pat Williams, Herlong PUD, commented that he was anxious to see Mr. Benoit's findings and options for the provision of services by the District. He expressed concern regarding the liability his District would assume through a consolidation, but believes the situation as it exists is a disservice to the community.

Mr. Benoit explained the various steps involved in the process of District consolidation.

**10 Commissioner Reports**

Mr. Benoit shared with the Commission that there is a group in the north valley organized in opposition to the formation of a district to provide ambulance services. As a frequent traveler to Modoc County, he is bothered by the exposure to risk during those travels due to lack of emergency medical services.

At 4:11 p.m. motion by Commissioner Wosick, second by Commissioner De Boer to adjourn until June 9 ~~April 14~~, 2014; motion carried unanimously.

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Todd Eid, Chairperson

Approved

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Gwenna MacDonald, Recording Secretary