

**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – April 17, 2023**

**3:00 PM**

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

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

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

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Quincy McCourt, City Member

Gary Bridges, County Member

Chris Gallagher, Vice Chair, County Member

Alternate Members

Tom Neely, County Member Alt.

Mendy Schuster, City Member Alt.

Vacant, Public Alt.

LAFCO Staff

Jennifer Stephenson, Executive Officer

John Benoit, Deputy Executive Officer

Ruth McElrath, Clerk

John Kenny, LAFCO Counsel

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

**2. Correspondence:**

**3. Approval of the February 13, 2023 LAFCo minutes**

*a) Approve the February 13, 2023 LAFCo minutes*

**4. 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 and ACTION ITEMS:**

### **5. Public Hearing regarding the Proposed 2023-2024 LAFCo Budget**

- a) *Review Executive Officer's report.*
- b) *Conduct public hearing and consider LAFCo Resolution 2023-0001 adopting a proposed LAFCo Budget for Fiscal Year 2023-2024.*

### **6. Consider selection of a Public Member Alternate to fill a vacancy per Government Code Section 56331**

- a) *Consider selection of a Public Member Alternate*

### **7. Authorize payment of claims**

- a) *Authorize payment of claims for February 2023 and March 2023.*

### **8. Executive Officer's Monthly Report**

- a) *Form 700s due April 3rd to County*
- b) *Staff Workshop*
- c) *Leg. Committee Report*

### **9. 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.*

### **10. Adjourn to the next meeting on June 12, 2023 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 are available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen*

Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville CA. [such documents are also available on the Lassen LAFCo website ([www.lassenlafco.org](http://www.lassenlafco.org) ) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]

Accessibility

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

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

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

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

Contact LAFCO Staff

LAFCO staff may be contacted at (310)936-2639 or by email at [lafco@co.lassen.ca.us](mailto:lafco@co.lassen.ca.us). Copies of reports are located on the LAFCO webpage at: [www.lassenlafco.org](http://www.lassenlafco.org)

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

REGULAR MEETING  
Monday, February 13, 2023

Meeting called to order at 3 p.m.

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

Staff Present: Jennifer Stephenson Executive Officer, and Ruth McElrath, Building Permit Tech.

**1. Approval of Agenda:** Motion by Commissioner Bridges, seconded by Commissioner Stafford, to approve the agenda. Motion carries: Bridges, Stafford, McCourt and Gallagher. Absent: Eid.

**2. Correspondence:** Ms. Stephenson said two of the items are covered under Agenda Item 7 – the request for Vice Chair Gallagher to recuse himself on items pertaining to Spalding CSD and a letter from Spalding CSD members regarding concerns about the CSDs operations, matter and governance.

Another is a public record request for the recording of the Dec. 12, 2022, meeting, which was provided.

**3. Approval of the meeting minutes** Motion by Commissioner Stafford, seconded by Commissioner Bridges, to approve the December 12, 2022, minutes. Motion carries: Ayes: Stafford, Bridges, McCourt and Gallagher. Absent: Eid.

**4. Public Comment:** William Turner, Spalding resident, thanked the board and staff for addressing the issues. Due to the evidence and materials submitted, he believes the board has an idea of the problems at hand. He stated laws have been broken, and there has been no resolution since he filed his first complaint several years ago. He continued there have been numerous violations by staff and board members. Due to the illegal aspects of the violations, they should be submitted to the District Attorney for a complete investigation along with Brown Act violations. There is no faith in the board and staff whatsoever.

Vicki Shoemaker, Spalding resident, stated she has repeatedly requested training records and certifications for all volunteers and employees. The records indicate that fire responders meet the National Fire Protection Association Standards. Spalding is an aging and isolated community and having adequately trained medical and first responders is vital to us. She said staff responded that the information would not be provided because it is an invasion of privacy to the volunteers. We are requesting LAFCo ask for these documents from the district.

Tammy LoBue, Spalding resident, said based on the recommendations in the agenda packet, it appears LAFCo is going to move forward on the issues. She asked how they can move on with citizens pointing out

unethical and illegal actions by the board. She stated a new Municipal Service Review (MSR) is critically needed.

Addressing Vice Chair Gallagher, Ms. LoBue said anytime the board, chairman, or current general manger can't answer a question, his name is always brought up. It brings up the question of whether he's a sacrificial victim or has he been advising them. She said his recusal would really help things.

#### **5. Discussion regarding Spalding CSD**

- (a) Consider request for recusal of Commissioner Gallagher from discussions regarding Spalding CSD
- (b) Report from Executive Officer
- (c) Review/discuss letter from community group regarding concerns
- (d) Review/discuss response from CSD regarding concerns identified in audit
- (e) Review/discuss previous Municipal Service Review
- (f) Provide direction to staff regarding next steps

Vice Chair Gallagher said he has given a lot of thought to the matter and appointed an ad hoc committee of Commissioners McCourt and Stafford to review the matter including the current MSR. They will come back with an updated review for recommendation by the August meeting.

He explained the review would include looking into the current and future running of the district - how things aren't running correctly, changes, and updates to the MSR. The end-result will be a new MSR in August which will be presented to the entire board with recommendations.

Ms. Stephenson clarified she would be drafting the MSR, collecting the information and doing most of the drafting. The board can go through findings as they come up, as well as the recommendations that will be included in the report and will be able to see the process as she goes through the information.

She also received correspondence from the district, as well as a voluminous amount of information from public members regarding their items of concerns, however, she didn't want to delve into the specifics at this meeting.

The idea is to determine whether an update from the 2021 MSR is warranted, Ms. Stephenson explained. There are certainly struggles the district is facing, and the new general manager said she would welcome an MSR update. The MSR is used as an educational tool, and might be quite informative to a new employee to delve into that much detail.

At the end, there will be some solid recommendations on where improvements might be made, Ms. Stephenson said. The intent will be focusing on existing issues and challenges. She explained the management and board members changed multiple times, and the most productive use of time is what is going on right now. She recommends the MSR be limited in its scope and not go back multiple years.

She appreciates the information provided today, at this part of the process she will be developing a questionnaire, preparing a request for information and interviewing district members. It can become time

consuming and overwhelming for a small district to receive multiple requests for information so we will try to limit and work with them with information the do have.

Vice Chair Gallagher said the last MSR was in 2021 and the general manager was not there very long. While he was in that job, he worked with Mr. Benoit quite extensively. It's always good for the general manager or staff to go over this document and ensure it's accurate before being brought back to LAFCo to be passed.

Commissioner McCourt stated he and Commissioner Stafford would be doing exactly what they were appointed to do and look at the MSR. Their main focus would be on what was and what Ms. Stephenson provides. He added we don't want to make anyone feel left out.

Ms. Stephenson said part of the process is collecting information. She would schedule an hoc committee meeting, compile a draft for public review, which will be open to the public for a certain period. She would also discuss the possibility of meeting with the community members to discuss the report prior to it becoming a public review document and to get feedback on higher level findings. She ensured they could communicate with her during the process.

**6. Authorize payment of claims** Motion by Commissioner Bridges, seconded by Commissioner Stafford to authorize payment of claims for December 2022 and January 2023. Motion carried: Ayes: Bridges, Stafford, McCourt, and Gallagher. Absent: Eid.

**7. Executive Officer's Monthly Reports**

- (g) Fire Reorganization Townhall/LAFCo website
- (h) Public member alternate recruitment
- (i) AB 2449 Process
- (j) Form 700s due April 3 to County

Ms. Stephenson shared about the fire reorganization townhall meeting held in December. About 30 members of the community, including firefighters, staff and officers, were in attendance. They seemed receptive to her presentation, and they had a lot of questions. During that meeting she explained this was LAFCo's final attempt in supporting the conversation and whatever happened next was up to them. Overall, she felt the outcome was good. There were several requests for additional information after the meeting but nothing about the status.

There was general discussion about the next steps.

Ms. Stephenson said those interested are primarily in the South county area. Based on the pros and cons, a joint power authority is the most feasible option for restructuring. They don't have to go through LAFCo and they can make it what they want it to be. The only out of pocket cost is legal counsel to draft the Joint Powers Authority.

There was further discussion regarding the matter, and clarification of what LAFCo's jurisdiction is and Sphere of Influences.

There is still a need to fill the public alternate member seat. Ms. Stephenson said a person cannot be an officer of any district in the county. community member alternate.

Ms. Stephenson explained AB 2449 is less applicable to Lassen County because we have not been holding virtual meetings. However, if it became a necessity - emergency circumstances, or just cause - then meetings can be set up so Commissioners can access the meeting remotely. It's a little bit different than how it's been done under the State of Emergency. She went over the processes for how Commissioners can participate virtually, but can only do two annually.

Regarding Form 700s, Ms. Stephenson stated all forms should be given to her, and her form goes to the County.

**8. Commissioner Reports-** Commissioner McCourt stated there are discussions regarding potential growth and future annexations, but nothing is definitive.

**9. Adjourn:** Meeting adjourned at 3:51 p.m.

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Todd Eid, Chair

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Ruth McElrath, Building Permit Technician

Approved \_\_\_\_\_

**Lassen Local Agency Formation Commission**

DATE: April 17, 2023  
TO: Lassen Local Agency Formation Commissioners  
FROM: Jennifer Stephenson, Executive Officer  
RE: Budget Justification and Proposed Budget for FY 2023-2024

**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. Several years ago, the budget was reduced by \$12,911 (18% approximately) with reductions in Executive Officer Services, Clerk Services many services and supplies, mapping, legal and a substantial reduction in the travel budget, since LAFCO has gone to 6 meetings a year.

Inflation for last calendar year was 8.27% and current year over year is now 6.0% and increasing daily. Over the past 20 years, the LAFCO Budget has been rather consistent but going into the future unless inflation is addressed substantial increases in the LAFCO budget will occur in future years. Although certain budget items require additional funds to cover inflation, in particular for staffing and other professional services, other budget areas have seen a decrease in use, such as printing since agendas and reports are generally provided electronically.

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 October 17, 2022 Lassen LAFCO adopted expanded budgeting policies as part of its operational bylaws. These policies are as follows:

**3.2 Budget**

- a) *Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee. The Executive Officer shall prepare and submit to the Commission a draft budget for review not later than the April meeting of the Commission. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget at the April Meeting and adopt a preliminary budget at that meeting. The Commission shall adopt its final budget after noticed public hearing at the June meeting. When the Commission has finalized the budget, the Executive Officer shall promptly send it on to the County and the City of Susanville as provided by the LAFCO Act, Section 56381.*
- b) *The Commission may at any time and at its own discretion modify its approved budget.*
- c) *The LAFCO Executive Officer shall be responsible for managing the day-to-day business of the Commission and for directing expenditures for that purpose within the guidelines established by the adopted budget.*



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

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

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

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

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

**Office Expense:** This covers copy costs, postage, communication and publications. In FY 2013-14 and FY 14-15, FY 15-16, and FY 15-16 \$2,100 was budgeted for this item. Due to public noticing this budget was increased. Since FY 2016-17, office expenses have been split into 4 budget categories – General Office Expenses, Copies, Communications, and Postage. The budget for these items over the last five years has remained fairly constant; however, with the use of electronic communication and distribution of agendas and any reports, there appears to be less of a need for expenses in these areas. Consequently, reduced budgets are recommended as follows for FY 2023-2024 General Office Expenses are proposed to be \$300.00, Copies at \$500.00, Communications at \$500.00 and Postage at \$200.00.

**Memberships:** The CALAFCO membership voted to increase CALAFCO dues for all LAFCOs in accordance with the CPI of 8.27%, which constitutes and increase from \$1,472.00 to \$1,593.73 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 be reduced to \$2,000.00. Fortunately, LAFCO has not needed Counsel present at its meetings and costs have been very minimal. In most cases, the need for Counsel to attend a meeting would be directly billable to a project applicant. Since the Legislature has made LAFCO independent, separate LAFCO Counsel is necessary to represent LAFCO's interest as distinct from the County, independent special districts and the City. Project related legal costs would be

billed to the project proponent through LAFCO's adopted fee structure. LAFCO has been fortunate during the past 20 years by not having to raise this amount due to litigation. Should litigation occur requiring additional funds, the contingency fund could be used.

**Executive Officer Services:** To accommodate the Executive Officer's contract monthly flat rate of \$3,500, it is recommended that this item be raised to \$42,000 in FY 23-24. 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. It is recommended that this item be reduced to \$3,000 for FY 23-24, given the minimal use of this fund in the current fiscal year. However, time consuming Public Records Requests are unpredictable, and there is a continued need to budget for any unforeseen demand.

**Legal Notices/Publications** I am recommending a reduction to \$300 for this item. 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; however, and application related public notices would be covered by application costs.

**Transportation/Travel/Conf. Registration** I am recommending an increase for these budget items from \$2,000 combined to \$3,500. This represents funding for one commissioner and one staff member (50% of cost) to attend the annual conference in Monterey. Estimated costs for each Commissioner to attend the CALAFCO Annual Conference is approximately \$2,200 per person including transportation, lodging for and conference registration and mileage to the Reno Airport and Flight to Santa Ana. Additionally, this covers half of the costs of one staff member to go to the annual Staff Workshop and represent Lassen LAFCO at CALAFCO activities. 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.

**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 includes funding for working on MSR and SOI updates. It is assumed that the current MSRs for Susanville Sanitary District and Spalding Community Services District will be continued into the next fiscal year.

**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 \$3,000. 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 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 \$2,050.00.

**LAFCO Clerk Services:** Since the LAFCO Commission will only meet 6 times next year, I propose continuing this item with a budget of \$1,500.00. This represents the minimum costs of clerking services to LAFCO to be paid to the City of Susanville. This assumes LAFCO will meet 6 times this year and possibly a seventh time.

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

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

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

As a practical matter and as stated in LAFCO's policies, the Commission should consider retaining a portion (10%) of its carryover funds from one fiscal year to another to fund a contingency budget and develop a reserve as would any special district in the event of cost overruns such as litigation. As shown in this budget, this figure would be \$8,044.37.

### **Anticipated re-budgeting of funds**

Notwithstanding unexpected expenses, at current expenditure rates the Commission will be able to re-budget approximately \$25,000.00 from the 2022-2023 fiscal year to the 2023-2024 fiscal year (see budget worksheet attached to Resolution 2023-0001).

### **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 \$30,000. is realized, the amount to be apportioned between the City and County would be \$63,488.11 for FY 2023-2024. The City as well as the County's share would be \$31,744.05, which is an increase of 6.6% from this fiscal year and is in line with the CPI of 8.27% over the last year.

### **Recommendation:**

Conduct a public hearing, review the proposed budget and work program and consider Resolution 2023-0001.

**Resolution 2023-0001**  
**of the**  
**Lassen Local Agency Formation Commission**

*A Resolution of Lassen Local Agency Formation Commission Adopting a Proposed Budget for 2023-2024*

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

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

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2023-2024 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 2023-2024 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 17th day of April 2023 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 17th day of April, 2023.

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Todd Eid, Chair  
Lassen LAFCO

Attest:

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Jennifer Stephenson, Executive Officer  
Lassen LAFCO

	A	B	D	E	F	G	H	I	J
1			2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
2			Final Budget	Final Budget	Final Budget	FINAL Budget	FINAL Budget	YTD (4-10-23)	PROPOSED Budget
3									
4									
5									
6		<b>EXPENDITURES</b>	Final Budget	Final Budget	Final Budget	Final Budget	FINAL	YTD	PROPOSED
7			2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
8		Expenditure Classification							
9									
10		<b>Services and Supplies</b>							
11		8402-413.30 :4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
12		8402-413.30 :4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$159.99	\$300.00
13		8402-413.30 :4550 COPIES	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$500.00
14		8204-413.30 :4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$78.07	\$500.00
15		8204-413.30 :4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$200.00
16		8402-413.30 :4830 MEMBERSHIPS	\$926.00	\$1,077.00	\$1,423.00	\$1,403.00	\$1,472.00	\$1,472.00	\$1,593.73
17		8402-413.30 :4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,000.00
18		8402-413.30 :4331 Exec.Off. Svcs	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$40,000.00	\$35,955.00	\$42,000.00
19		8402-413.30 :4332 Brown Act/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$566.49	\$3,000.00
20		8402-413.30 :4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$300.00
21		8402-413.30 :4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,007.12	\$3,000.00
22		8402-413.30 :4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$500.00	\$500.00	\$500.00	\$615.00	\$500.00
23		8402-413.30 :4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$4,905.00	\$14,000.00
24		8402-413.30 :4330 Sphere of Influence Updates	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$3,000.00
25									
26		<b>Total Services and Supplies</b>	\$59,326.00	\$60,477.00	\$61,123.00	\$61,103.00	\$71,172.00	\$45,758.67	\$71,893.73
27									
28		<b>Other Charges</b>							
29		8402-413.30 :4344 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$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	\$0.00	\$3,000.00
31		8402-413.30 :4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$0.00	\$2,050.00
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	\$0.00	\$1,500.00
33		<b>TOTAL OTHER CHARGES</b>	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$0.00	\$8,550.00
34									
35		<b>Total Expenditures LAFCO</b>	\$69,548.30	\$70,699.30	\$71,345.30	\$71,325.30	\$81,394.30		\$80,443.73
36									
37		8402-413.30 :4451 Contingency Fund	\$6,954.83	\$7,069.93	\$7,134.53	\$7,132.53	\$8,139.43	\$1,000.00	\$8,044.37
38		General Reserve Fund							
39									
40		<b>Total Budget including Contingency</b>	\$76,503.13	\$77,769.23	\$78,479.83	\$78,457.83	\$89,533.73	\$46,758.67	\$88,488.11
41		<b>Anticipated carryover including carryover of Contingency funds</b>	-\$20,000.00	-\$22,000.00	-\$17,000.00	-\$17,000.00	-\$30,000.00		-\$25,000.00
42		<i>funds to be rebudgeted into the next year's budget</i>							
43		<b>Amount to be apportioned between the City and the County</b>	\$56,503.13	\$55,769.23	\$61,479.83	\$61,457.83	\$59,533.73		\$63,488.11
44		<b>Member Apportionment</b>	\$28,251.57	\$27,884.62	\$30,739.92	\$30,728.92	\$29,766.87		\$31,744.05

March 1, 2023

To Whom It May Concern:

I am interested in becoming the Alternate Public Member Representative on the Lassen County LAFCO Board.

My name is Barbara Willard, and I purchased a home up at Eagle Lake in the Community of Spalding in July 2016. I lived in Modesto, California prior to this time. I retired from Stanislaus County Department of Social Services in 2007 after over 25+ years of service. I started as a typist clerk, then an Eligibility Worker, as a Supervisor and then as a Manager. I have been responsible for Supervising over 200+ employees at one time with various classifications and was involved in hiring and firing of personnel. I oversaw a multi-million-dollar budget. I was responsible for a multi-million-dollar automated project with 3 other counties on a unified automated system for all the Eligibility programs. We were called C-IV and it was very successful.

I have an AA degree from Modesto Junior College in Liberal Studies.

Thank you for considering me for this position.

Barbara Willard

501-275 The Strand

Susanville, CA 96130

(209) 872-0703

# Lassen Local Agency Formation Commission

Agenda Item #7

## CLAIMS

February 2023 and March 2023

Authorize payment of the following claims:

FY 2022-2023 Expenses:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
March 10, 2023	Feb. 2023 Staff Services (Stephenson)	\$ 5,216.49
April 3, 2023	Mar. 2023 Staff Services (Stephenson)	\$ 6,025.00
	<b>TOTAL:</b>	<b>\$11,241.49</b>

**DATED:** April 17, 2023

**APPROVED:** April 17, 2023

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**Todd Eid, Chair**  
**Lassen Local Agency Formation Commission**

**Attest:**

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**Jennifer Stephenson**  
**Executive Officer**



**Invoice #LASSEN-2023-2**  
*Policy Consulting Associates, LLC*

39774 Via Careza  
Murrieta, CA 92563  
(310) 936-2639  
EIN #: 27-2523069

Date: March 11, 2023

Lassen LAFCO  
5050 Laguna Blvd #112-711  
Elk Grove, CA 95758

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
<b>Subtotal</b>			<b>\$3,500.00</b>

**Projects: Applications, MSRs and SOI Updates**

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	11.50	\$ 100.00	\$1,150.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
<b>Subtotal</b>			<b>\$1,150.00</b>

**Reimbursements**

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Mileage			\$0.00
Transportation and Travel (50% Staff Workshop Registration and Hotel)			\$566.49
<b>Subtotal</b>			<b>\$566.49</b>

**Amount Due** **\$5,216.49**

*Please remit invoices to Policy Consulting Associates, LLC*

*Jennifer Stephenson*

Jennifer Stephenson, Principal

3/11/23

Date

**Invoice #LASSEN-2023-3**  
*Policy Consulting Associates, LLC*

39774 Via Careza  
Murrieta, CA 92563  
(310) 936-2639  
EIN #: 27-2523069

Date: April 3, 2023

Lassen LAFCO  
5050 Laguna Blvd #112-711  
Elk Grove, CA 95758

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
<b>Subtotal</b>			<b>\$3,500.00</b>

**Projects: Applications, MSRs and SOI Updates**

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	25.25	\$ 100.00	\$2,525.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
<b>Subtotal</b>			<b>\$2,525.00</b>

**Reimbursements**

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Mileage			\$0.00
Transportation and Travel			\$0.00
<b>Subtotal</b>			<b>\$0.00</b>

**Amount Due** **\$6,025.00**

*Please remit invoices to Policy Consulting Associates, LLC*

*Jennifer Stephenson*

Jennifer Stephenson, Principal

4/3/23

Date

2022-2023 Expenditures

Lassen LAFCO

Item Account Number Total Budgeted	Insurance 4521	Office Expense 4610	copies 4550	Communications 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540	Travel 4580
Calafco Dues 2022-2023	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,472.00	\$ 2,500.00	\$ 40,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
JB Staff Svcs July 2022				\$ (34.00)		\$ (1,472.00)		\$ (2,200.00)			
JS Staff Svcs July 2022								\$ (3,500.00)			
JS Staff Svcs August 2022								\$ (3,500.00)			\$ (307.50)
JB Staff Svcs August 2022				\$ (44.07)				\$ (2,255.00)			\$ (125.00)
JS Staff Svcs September 2022								\$ (3,500.00)			
Conference Registration											
Conference Reimbursement											\$ (959.62)
JS Staff Svcs Oct 2022								\$ (3,500.00)			
JS Staff Svcs Nov 2022								\$ (3,500.00)			
JS Staff Svcs Dec 2022								\$ (3,500.00)			
JS Staff Svcs Jan 2023		\$ (148.25)						\$ (3,500.00)			
JB Staff Svcs Jan 2023		\$ (11.74)						\$ (3,500.00)			
JS Staff Svcs Feb 2023								\$ (3,500.00)	\$ (566.49)		
JS Staff Svcs Mar 2023								\$ (3,500.00)			
<b>TOTAL EXPENDED</b>	\$ -	\$ (159.99)	\$ -	\$ (78.07)	\$ -	\$ (1,472.00)	\$ -	\$ (35,955.00)	\$ (566.49)	\$ -	\$ (1,392.12)
<b>TOTAL REMAINING</b>	\$ 1,000.00	\$ 90.01	\$ 750.00	\$ 921.93	\$ 300.00	\$ -	\$ 2,500.00	\$ 4,045.00	\$ 2,933.51	\$ 400.00	\$ 107.88

2022-2023 Expenditures

Lassen LAFCO

Item Account Number	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS 4340	File Scar 4333	Fin Svcs 4334	Clerk-City 4334	TOTAL BUDGET
<b>Total Budgeted</b>	<b>\$ 500.00</b>	<b>\$ 14,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,722.30</b>	<b>\$ 1,500.00</b>	<b>\$ 81,394.30</b>	
Calafco Dues 2022-2023								\$ (1,472.00)	
JB Staff Svcs July 2022								\$ (2,234.00)	
JS Staff Svcs July 2022								\$ (3,500.00)	
JS Staff Svcs August 2022								\$ (3,807.50)	
JB Staff Svcs August 2022								\$ (2,424.07)	
JS Staff Svcs September 2022								\$ (3,500.00)	
Conference Registration	\$ (615.00)							\$ (615.00)	
Conference Reimbursement								\$ (959.62)	
JS Staff Svcs Oct 2022								\$ (3,500.00)	
JS Staff Svcs Nov 2022								\$ (3,500.00)	
JS Staff Svcs Dec 2022								\$ (3,500.00)	
JS Staff Svcs Jan 2023		\$ (350.00)						\$ (3,998.25)	
JB Staff Svcs Jan 2023		\$ (880.00)						\$ (891.74)	
JS Staff Svcs Feb 2023		\$ (1,150.00)						\$ (5,216.49)	
JS Staff Svcs Mar 2023		\$ (2,525.00)						\$ (6,025.00)	
<b>TOTAL EXPENDED</b>	<b>\$ (615.00)</b>	<b>\$ (4,905.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (45,143.67)</b>	
<b>TOTAL REMAINING</b>	<b>\$ (115.00)</b>	<b>\$ 9,095.00</b>	<b>\$ 4,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,722.30</b>	<b>\$ 1,500.00</b>	<b>\$ 36,250.63</b>	