

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

REGULAR MEETING  
August 12, 2019 - 3:00 p.m.

Meeting was called to order at 3:03 p.m. by Vice Chairperson Joseph Franco.

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

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

**Election of Chair and Vice-Chair for Fiscal Year 2019-2020**

Motion by Commissioner Hemphill, second by Commissioner Wilson, to appoint Public Member Representative Todd Eid to serve as Chairperson; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

Motion by Commissioner Hemphill, second by Commissioner Wilson, to appoint Commissioner Gallagher to serve as Vice Chairperson; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

**Approval of Minutes – April 8, 2019**

Motion by Commissioner Hemphill, second by Commissioner Wilson, to approve the April 8, 2019 minutes; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

**Approval of Agenda**

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

**Correspondence**

Mr. Benoit reviewed an invoice for Calafco member dues which is based upon population.

At 3:07 Todd Eid entered the meeting and assumed his seat on the dais.

**Public Comments**

No comments.

**Finance Policy Update (continued discussion)**

Mr. Benoit reviewed the updated proposed Section 3.2 Budgeting Policies that incorporated the suggested changes discussed at the June 10, 2019 meeting. The specific section refers to the payment of claims as follows:

*To pay bills in a timely manner, Monthly commission claim warrants or claims shall be approved by the commission during the months there is a regular or special meeting scheduled. The Chair or Vice-Chair shall be authorized to sign the claim warrants for the months the commission does not meet or fails to constitute a quorum at a regular or special meeting. The commission shall ratify the claim warrants at its next regular meeting.*

Chairperson Eid asked what percentage of the claims are paid late. Mr. Benoit responded that not many are paid late, however the Commission meets by-monthly, and if there is an occasion with no quorum, that potentially puts the payment out for two more months.

**Kurt Bonham** asked the Commission how many claims for payment are denied.

Mr. Benoit responded that to his knowledge, no claims have ever been denied for payment.

Mr. Bonham suggested that the Commission establish a practice that normal, existing expenditures be authorized for payment by the signature of two Commissioners, then the payment ratified by the Commission at the next regularly scheduled meeting.

There was a general discussion regarding the process of authorizing payment by Commissioner signature, the number of regular warrants and the importance of timely payments.

#### **Lassen-Modoc Flood Control District Update**

Mr. Benoit provided an update regarding the District's June 25, 2019 meeting. The Board voted to keep the District with a zero Sphere. The suggestion was made to transfer the District to Modoc, even though about 90 percent of the revenue comes from Lassen County, however staff at Lassen County does not seem to be interested in keeping it an active District. There will need to be effort made to meet, develop a work program, and explore revenue options. There will certainly be governance recommendations made in the Municipal Service Review, and it would be nice if the Districts were proactive in either providing services or making the determinations to consolidate, since it is the general consensus of the Commission to not be involved in the elimination of inactive Districts. The Board of Directors for the District should be involved in making those decisions.

There was a general discussion regarding the consolidation and elimination of inactive Districts, and the success of the consolidation of the West Patton Village with the Herlong Public Utility District. That was a positive outcome, but initiated by the Districts themselves.

#### **2018-2019 Lassen County Grand Jury Report**

Mr. Benoit reviewed the Lassen County Report from the Grand Jury regarding the website requirements for LAFCO. He is working to provide links on the LAFCO page for all special districts. Whether the Districts have websites as required will be a separate issue. Mr. Benoit reviewed the response letter that he would be forwarding to the Grand Jury as required.

Motion by Commissioner Hemphill, second by Commissioner Franco to approve submitting the response letter as drafted; motion carried. Ayes: Hemphill, Franco, Wilson and Eid. Absent: Gallagher.

#### **CALAFCO Annual Conference: Sacramento October 30 – November 1, 2019**

It was the consensus of the Commission to authorize Commissioner Jeff Hemphill to attend the annual conference in Sacramento.

#### **CALAFCO Board of Directors 2019-2020 Nominations**

It was the consensus of the Commission to not nominate a Lassen LAFCO representative to serve on the Calafco Board.

Mr. Benoit was asked to excuse himself from the room for a brief recess.

**CALAFCO 2019 Annual Achievement Awards**

It was the consensus of the Commission to nominate Mr. Benoit for the lifetime achievement award. Ms. Stephenson would author the letter of nomination.

Mr. Benoit returned to the meeting.

**CALAFCO Designation of Voting Member**

Motion by Commissioner Wilson, second by Commissioner Franco, to appoint Commissioner Hemphill as the voting member to represent Lassen LAFCO at the annual CALAFOC meeting; motion carried. Ayes: Wilson, Franco, Hemphill and Eid. Absent: Gallagher.

**Authorize Payment of Claims for June and July 2019** Mr. Benoit reviewed the claims presented for June and July 2019, CALAFCO dues for 2019-2020 and authorization of conference attendance for a total of \$7,735.58.

Motion by Commissioner Hemphill, second by Commissioner Wilson, to approve payment of claims as requested; motion carried. Ayes: Hemphill, Wilson, Franco and Eid. Absent: Hemphill.

**Executive Officer’s Monthly Report**

Mr. Benoit reported that he is working to obtain responses from the Districts to complete Fire and EMS Service Reviews and SOI Updates. Some of the Districts are really struggling with no revenue and it is difficult to get information from them. The updated Policies Procedures and Standards have been discussed, and an electronic copy of the draft would be circulated at the next meeting.

Ms. Stephenson provided a legislative update, stating that AB1822 has passed, and AB1253 regarding LAFCO grant funding has not passed yet, but hopefully it will soon.

Commissioner Franco asked what the grants would be for.

Ms. Stephenson stated that the grants would be a funding source for the dissolution of inactive Districts.

**Commissioner Reports**

None.

Motion by Commissioner Franco, second by Commissioner Hemphill to adjourn until October 21, 2019; motion carried. Ayes: Hemphill, Franco, Wilson and Eid. Absent: Gallagher.

The meeting adjourned at 4:06 p.m.

\_\_\_\_\_  
\_\_\_\_\_  
Todd Eid, Chairperson

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