

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – August 14, 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)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Quincy McCourt, City Member

Tom Neely, County Member

Chris Gallagher, Vice Chair, County Member

Alternate Members

Gary Bridges, County Member Alt.

Mendy Schuster, City Member Alt.

Barbara Willard, 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:

a)

3. Approval of the June 12, 2023 LAFCo minutes

a) *Approve the June 12, 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. Seating Special Districts on LAFCO

- a) *Discussion regarding process to seat special districts on Lassen LAFCO*

6. Authorize payment of claims

- a) *Authorize payment of claims for June 2023 and July 2023*

7. Executive Officer's Monthly Report

- a) *Spalding CSD MSR Status*
b) *City Annexation*
c) *Leg. Committee Report*
d) *Conference*

8. 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.

9. Adjourn to the next meeting on October 16, 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) 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. Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION

City Council Chambers 66 N. Lassen St. Susanville, CA 96130

REGULAR MEETING

Monday, June 12, 2023

Meeting called to order at 3:00 p.m. by Chair Eid

Members present: Commissioner Bridges, Commissioner Neely, Commissioner Stafford, and Chair Eid.

Absent: Commissioner McCourt and Vice Chair Gallagher.

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

Approval of Agenda: Motion by Commissioner Bridges, seconded by Commissioner Stafford to approve agenda as submitted. Motion carried. Ayes: Bridges, Neely, Stafford and Eid.

Correspondence: At Calafco's request, Ms. Stephenson said she submitted a letter supporting this year's omnibus bill.

Approval of the April 13, 2023, meeting minutes Motion by Commissioner Stafford, seconded by Commissioner Neely to approve the April 17, 2023, minutes. Motion carried: Ayes: Stafford, Neely, Bridges, and Eid.

Public Comment: None.

Public hearing regarding the final 2023-2024 LAFCo budget

Public hearing opened at 3:01 p.m.

Ms. Stephenson explained it is the same budget proposed that was proposed in April.

Chair Eid asked if the budget included costs for the deputy director position.

Ms. Stephenson responded no costs were included.

Public hearing closed at 3:03 p.m.

Motion by Commissioner Stafford, seconded by Commissioner Bridges to approve the budget. Motion carries: Ayes: Stafford, Bridges, Neely, and Eid.

What is a Municipal Service Review

Ms. Stephenson explained the purpose and process of a Municipal Service Review (MSR).

LAFCo's are legally required to do MSR's, which are done every five years or as necessary. The Commission comes to determinations on growth and population projections on the following: Location and characteristics of disadvantaged unincorporated communities (DUC) within or contiguous to an agency's Sphere of Influence (SOI); Present and plan capacity of public facilities and adequacies of public services including infrastructure needs or deficiencies related to sewers municipal and industrial water and structural fire protection in any DUC within a contiguous SOI; Financial abilities of agencies to provide services; Status and opportunities for shared facilities; Accountability for community service needs including governmental structure and operational efficiencies; and any other matter related to effective or efficient service delivery as required by Commission policy, however this Commission does not have any other special policies.

Commissioner McCourt arrives at 3:10 p.m.

Ms. Stephenson explained the process of working with agencies on the review before a draft is released to LAFCo, and for public review. The minimum time required for public review is 21 days, but because meetings are held every other month, they can be longer than 21 days. Edits are made based on comments, and then a red lined document will be provided for adoption at the following meeting.

She addressed a review she included from Santa Clara and recommended the Commission review it as it an exceptional review.

Addressing the Sphere of Influence (SOI), Ms. Stephenson explained it is a LAFCo approved plan that designates an agency's probable future boundary and service area. In determining a SOI, LAFCo is required to complete the MSR. The Sphere does not change the existing service structure. It is purely a communication tool from LAFCo. Anytime an annexation or change of organization comes to the Commission, the SOI and proposed change needs to align.

Ms. Stephenson addressed possible outcomes: Co-terminus sphere – no changes to boundaries; Annexable Sphere – a sphere includes area outside of an agency's boundaries; Detachable Sphere - if an area in the sphere were excluded; Provisional Sphere of Influences - LAFCo can adopt a SOI, but for a time period of one or two years, and the district has to come back and explain how they responded to identified issues. Service Specific SOI –generally happens to agencies providing fire and utilities. Zero SOI – LAFCo anticipates an agency to dissolve. In that case, a successor agency will have to be named.

CALAFCO Conference

- a) Nominate a County Member or a District Member for the CALAFCO Board of Directors
- b) Determine attendance at the CALAFCO Annual Conference in Monterey Oct. 18 – 20
- c) Requests for session topics
- d) Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the conference
- e) Authorize expenditure of funds to attend the CALFSCO Annual Conference.
- f). Consider nominations for CALAFCO Annual Achievement Awards

The Commission held general discussion about the matter. No director volunteered to be on the CALAFCO Board of Directors.

There was general discussion regarding the benefits of attending the CALAFCO conference. Motion by Chair Eid, seconded by Commissioner Bridges to send Commissioner Neely to the CALAFCO conference. Motion carries: Ayes: Eid, Bridges, Stafford, McCourt, and Neely.

Ms. Stephenson stated she is on the planning committee for the conference and to let her know if the Commission had any topics they would be interested in.

She concluded that the funds to attend the conference have already been budgeted. If anyone Expenditure of funds is already budgeted. There are also nominations for achievement awards.

Authorize payment of claims

Motion by Commissioner Bridges, seconded by Commissioner Stafford to authorize payment of claims for April 2023 and May 2023. Motion carries: Ayes: Bridges, Stafford, Neely, McCourt, and Eid.

Executive Officers Monthly Report Ms. Stephenson provided an update on the Spalding CSD MSR status. She will be meeting with the ad hoc committee in a month to go over findings in the report. If everything goes as planned, she will be presenting in August.

She added LAFCo will be receiving an annexation application from the City of Susanville.

The state water resources board has made available millions of dollars for consolidation of water systems. The Commission held discussion regarding the matter.

Ms. Stephenson explained that over the next year she aims to make the LAFCo website a clearing house for district information. There will be broken down MSR information, as well as contact information for the districts. She explained one of the biggest requests she receives is for information on districts, usually from the state.

Commissioner Reports- Discussion: None

An unidentified gentleman spoke about issues regarding the Spalding CSD.

Ms. Stephenson commented there will be a lot of content in the Spalding MSR.

Adjourn to the next meeting on August 14, 2023: Motion by Commissioner Bridges, seconded by Commissioner Stafford to adjourn meeting at 3:56 p.m.

Todd Eid, Chair

Ruth McElrath, Building Permit Technician

Approved _____

CLAIMS

June 2023 and July 2023

Authorize payment of the following claims from the FY 2022-2023 Budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
July 7, 2023	June 2023 Staff Services	\$ 5,650.00
	TOTAL:	\$ 5,650.00

Authorize payment of the following claims from the FY 2023-2024 Budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
July 1, 2023	CALAFCO Dues	\$ 1,593.00
August 2, 2023	July 2023 Staff Services (Stephenson)	\$ 7,405.70
	TOTAL:	\$ 8,998.70

DATED: August 14, 2023

APPROVED: August 14, 2023

Todd Eid, Chair
Lassen Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

CALAFCO

CALAFCO Membership Invoice

1020 12th Street, Suite 222
Sacramento, CA 95814

Date	Invoice #
7/1/2023	2023-17

Bill To
Lassen LAFCo PO Box 2694 Granite Bay, CA 95746

Renewal Month	Due Date	Joined Date
July	7/31/2023	

Description	Amount
2023-24 LAFCo Member Dues	1,593.00

Total	\$1,593.00
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Thank you for helping to make
CALAFCO even better!

CALAFCO Federal Tax ID 94-3312376

Phone #	Fax #	E-mail	Web Site
(916) 442-6536	(916) 442-6535	jtickler@calafco.org	www.calafco.org

Invoice #LASSEN-2023-7
Policy Consulting Associates, LLC

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

Date: August 2, 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
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	8.75	\$ 100.00	\$875.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Melat Assefa, Research Assistant - SCSD MSR	42.75	\$ 70.00	\$2,992.50
Subtotal			\$3,867.50

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies - Toner			\$38.20
Mileage			\$0.00
Transportation and Travel			\$0.00
Subtotal			\$38.20

Amount Due **\$7,405.70**

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

8/2/23

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

22-Jul-23

Date Submitted

8/2/23

Fiscal Year

2022-2023

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for July 2023

Inv LASSEN 2023-7

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	\$38.20
8402	413-30	4331	\$3,500.00
8402	413-30	4332	
8402	413-30	4342	\$3,867.50
8402	413-30	4330	
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$7,405.70

Invoice #LASSEN-2023-6
Policy Consulting Associates, LLC

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

Date: July 7, 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
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	21.50	\$ 100.00	\$2,150.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Subtotal			\$2,150.00

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
Subtotal			\$0.00

Amount Due **\$5,650.00**

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

7/7/23

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

*Local Agency
Formation Commission*

Due Date

21-Jul-23

Date Submitted

7/7/23

Fiscal Year

2022-2023

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for June 2023

Inv LASSEN 2023-6

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING			AMOUNT
Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	
8402	413-30	4331	
8402	413-30	4332	
8402	413-30	4342	\$4,170.00
8402	413-30	4330	\$1,480.00
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$5,650.00

2022-2023 Expenditures

Lassen LAFCO

Item Account Number	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
Total Budgeted	\$ 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
Calafco Dues 2022-2023						\$ (1,472.00)					
JB Staff Svcs July 2022				\$ (34.00)				\$ (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)									
JS Staff Svcs Feb 2023								\$ (3,500.00)	\$ (566.49)		
JS Staff Svcs Mar 2023								\$ (3,500.00)			
JS Staff Svcs Apr 2023								\$ (3,789.48)			
JS Staff Svcs May 2023								\$ (250.00)	\$ (2,500.00)		
County Insurance	\$ (1,000.00)										
Susanville Contract Services											
JS Staff Svcs Jun 2023											
TOTAL EXPENDED	\$ (1,000.00)	\$ (159.99)	\$ -	\$ (78.07)	\$ -	\$ (1,472.00)	\$ -	\$ (39,994.48)	\$ (3,066.49)	\$ -	\$ (1,392.12)
TOTAL REMAINING	\$ -	\$ 90.01	\$ 750.00	\$ 921.93	\$ 300.00	\$ -	\$ 2,500.00	\$ 5.52	\$ 433.51	\$ 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
Total Budgeted	\$ 500.00	\$ 14,000.00	\$ 4,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 81,394.30	
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)	
JS Staff Svcs Apr 2023		\$ (1,650.00)						\$ (5,439.48)	
JS Staff Svcs May 2023		\$ (3,275.00)						\$ (6,025.00)	
County Insurance								\$ (1,000.00)	
Susanville Contract Services						\$ (2,050.00)	\$ (1,500.00)	\$ (3,550.00)	
JS Staff Svcs Jun 2023		\$ (4,170.00)	\$ (1,480.00)						
TOTAL EXPENDED	\$ (615.00)	\$ (14,000.00)	\$ (1,480.00)	\$ -	\$ -	\$ (2,050.00)	\$ (1,500.00)	\$ (61,158.15)	
TOTAL REMAINING	\$ (115.00)	\$ -	\$ 2,520.00	\$ 2,000.00	\$ 5,000.00	\$ (327.70)	\$ -	\$ 20,236.15	

2023-2024 Expenditures

Lassen LAFCO

Item Account Number	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
Total Budgeted	\$ 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
Calafco Dues 2023-2024						\$ (1,593.00)					
Staff Svcs July 2023		\$ (38.20)						\$ (3,500.00)			
TOTAL EXPENDED	\$ -	\$ (38.20)	\$ -	\$ -	\$ -	\$ (1,593.00)	\$ -	\$ (3,500.00)	\$ -	\$ -	\$ -
TOTAL REMAINING	\$ 1,000.00	\$ 211.80	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ (121.00)	\$ 2,500.00	\$ 36,500.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00

2023-2024 Expenditures

Lassen LAFCO

Item Account Number	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS 4340	File Scar 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET
Total Budgeted	\$ 500.00	\$ 14,000.00	\$ 4,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$	81,394.30
Calafco Dues 2023-2024									\$ (1,593.00)
Staff Svcs July 2023		\$ (3,867.50)							\$ (7,405.70)
									\$ -
									\$ -
									\$ -
									\$ -
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									\$ -
									\$ -
									\$ -
TOTAL EXPENDED	\$ -	\$ (3,867.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,998.70)
TOTAL REMAINING	\$ 500.00	\$ 10,132.50	\$ 4,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$	72,395.60