

Lassen Local Agency Formation Commission

Special Meeting Agenda

MONDAY – August 9, 2021

3:00 PM

Note Location Change

**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

Mendy Schuster, City Member

Jeff Hemphill, County Member

Chris Gallagher, Vice-Chair, County Member

Alternate Members

Gary Bridges, County Member Alt.

Quincy McCourt, City Member Alt.

Vacant, Public Alt.

LAFCO Staff

John Benoit, Executive Officer

Jennifer Stephenson, Deputy Executive Officer

Ruth McElrath, Clerk

John Kenny, LAFCO Counsel

2. Election of Chair and Vice-Chair for FY 2021-2022

a. Election of Chair

b. Election of Vice-chair

3. Approval of Agenda (Additions and Deletions)

4. Correspondence: Calafco Conference

5. Approval of the June 7, 2021 LAFCo minutes

a) Approve June 7, 2021 LAFCo minutes

6. 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.

7. Public Member Alternate Recruitment (continued)

a) *Appointment of the Public Member Alternate to serve a four-year term on LAFCo*

8. Discussion with Fire Agencies regarding Fire services going forward in Lassen County.

a) *Continued Discussion with Lassen Fire Agencies*

9. Continued Workshop regarding the Spalding and Stones-Bengard CSD Service Review and Sphere of Influence Update

a. *Review DRAFT MSR and SOI and hold discussion with representatives from the Spalding CSD and Stones-Bengard CSD regarding Fire and EMS services*

b. *Set public hearing at the next available LAFCo meeting*

10. Resolution changing location for Lassen LAFCo regular meetings

a. *Consider Resolution 2021-0003 changing the regular meeting location to the Susanville City Council Chambers for Lassen LAFCo regular meetings.*

11. Discussion regarding Policy Amendments: Indemnification Agreements and Application processing timelines and provide direction to staff.

12. Authorize Commissioners to attend the Calafco Annual Conference October 6-8 at the John Wayne Airport in Newport Beach.

13. Authorize payment of claims

a) *Authorize payment of claims for June 2021 and July 2021.*

14. LAFCo 101 - All about LAFCo - Part 1 time permitting

a) *Review how LAFCo is organized and its functions.*

15. Executive Officer's Monthly Report

a) *LAFCo Files*

b) *Meeting location change and zoom meetings*

16. 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.

17. Adjourn to the next meeting on Monday October 11th, 2021 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 (530) 257-0720 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

66 N. Lassen St. Susanville, CA 96130

SPECIAL MEETING

Monday, June 7, 2021

Meeting called to order at 3:00 p.m.

Members present: Kevin Stafford, Mendy Schuster and Chris Gallagher. Absent: Hemphill and Eid.

Staff Present: John Benoit, Executive Officer and Ruth McElrath, Building Permit Technician.

Correspondence: Mr. Benoit gave a brief presentation regarding Calafco Awards.

Approval of April minutes Motion by Commissioner Stafford, second by Commissioner Schuster to approve the April 12 minutes. Motion carries: Ayes: Stafford, Schuster and Gallagher. Absent: Hemphill and Eid.

Public Comment: None

Public Member and Public Member Alternate Recruitment

Mr. Benoit explained that Chair Eid's term is expiring and was advertised in the newspaper and various other places. Mr. Eid responded, and his letter was in the board packet. He stated that there is an alternate vacancy and Mandy Smith applied in the Fall 2020. Mr. Benoit stated he sent an email asking if she was still interested, but he never received a response.

Commissioner Gallagher stated he was comfortable with appointing Mr. Eid and holding off on the alternate vacancy.

Motion by Commissioner Schuster, second by Commissioner Stafford to appoint Mr. Eid to a four-year term. Motion carries. Ayes: Schuster, Stafford, and Gallagher.

Discussion with Fire Agencies regarding fire services going forward in Lassen County

Mr. Benoit explained LAFCo's role is to do changes of organizations and service review on the fire districts' capabilities. There are various alternatives on how to manage fire districts, many of which were formed in the 1940s and 1950s. He continued there is a lot of fear about LAFCos consolidating fire districts, but LAFCo does not have that power, the people have the power in the vote.

He continued there are various types of associations that fire districts may have, such as a joint power authority for EMS, which is the most common. Mr. Benoit said he has worked with a few cities who have JPAs with adjacent fire districts, which is one alternative.

One advantage is there is only one board of directors, one disadvantage is there is a perception you lose local control, but it depends on how the fire districts are organized.

Mr. Benoit stated a MSR was done for Lassen County and LAFCo took the position that while the districts are small, they're independent, and in remote areas, it is hard to have a large fire protection district. He further explained LAFCo suggested that one of the adjacent fire districts take over Herlong, but no one was interested, and as a Public Utility District, Herlong recently formed its own fire department several years ago.

He added that he has done quite a few consolidations because the people and boards of directors wanted it, forcing the issue would be futile. They are also inundated with a tremendous number of state laws and if anyone read the grand jury report on the Standish-Litchfield Fire Department, the grand jury did a good job listing all of them.

Commissioner Gallagher stated the discussion came up after doing a review for the Spalding/Stones MSR and Paul Smith, of the Standish-Litchfield Fire Protection District, suggested there was a need for a county-wide fire department.

Michael Patrick, a public member, asked who would make the decision for getting the item on the ballot. Mr. Benoit explained the process which would include each districts' board of directors passing a resolution, filing an application and business plan with LAFCo, noticing other county agencies, holding a public hearing for the Commission to review. If more than 1000 voters and properties are involved, a protest hearing is set and there requires 25 percent of the registered voters to cause an election.

Mr. Benoit also said another way to consolidate fire districts is if 25 percent of the registered voters file an application with LAFCo, however, it is very expensive and time consuming.

Mr. Smith provided a brief narrative regarding the consolidation going on with Eastern Plumas County's fire districts.

Mr. Gallagher asked Mr. Smith to elaborate on why he brought the recommendation to the board.

Mr. Smith explained volunteers go up and down and all the fire districts have an opportunity to make money. If the money were put into the County coffers, there could be an opportunity to hire several full-time firefighters. Some outlying districts may suffer, whether training, grant writing, and equipment, but Mr. Smith they would have help and there are still things that would benefit those districts.

There was general discussion regarding noticing and Mr. Benoit stated notices have to be published in the Modoc Record since the local newspaper is no longer open.

Tony Shaw, Assistant County Administrator Officer, explained a person can ask the elected body to send a notice of the regular, special and emergency agendas and the clerk of that body is obligated to send an agenda to that person.

Sandy Raffleson, of the Herlong Public Utility District, provided a scenario of what a consolidation would look like if several fire district boards signed resolutions. While the process can get quite hairy, there could be benefits. She continued that if Herlong were to lose its Fire Department, it would lose Prop. 218 funding. People don't like paying more taxes but having a fire department also helps the ISO rating, which helps property insurance.

Commissioner Gallagher told the audience that hopefully that was enough information they could bring back to their boards.

Continued Workshop regarding the Spalding and Stones-Bengard Service Review and Sphere of Influence Update

Mr. Benoit stated both districts provided responses to the draft MSR, and the purpose is to discuss the payment of medical calls when one district goes into another district.

Bob Larivee, Stones-Bengard Vice Chair, cited a list of concerns he had with the report and provided some recommendations. He stated that the recommendation for consolidation would be counter-productive, and he would like to see it removed.

Mr. Benoit said it is a service review of the service district and not the extemporaneous stuff.

Commissioner Gallagher explained he was the general manager for two community services districts and it's that person's responsibility to review the report and correct any inaccuracies.

Martin Balding, former Stones-Bengard General Manager, said he did receive a copy of the report, marked it up and returned it to the board prior to his retirement.

Ken Coffey, of Spalding, stated it is not their intent to infringe or combine fire personnel and he wants to make sure their partnership remains open and helping each other with fire coverage.

Cheryl McCormick, Stones-Bengard president, also provided a few clarifications.

Ryan Barney, Stones-Bengard Fire Department Assistant Fire Chief, explained they have a very small fire department with six volunteers. He opened dialogue with Spalding as they are neighbors in a remote area and they intend to move forward in acting as neighbors.

Cliff Spediacci confirmed the dialogue with Stones-Bengard, and offered to help them anyway they can.

Commissioner Gallagher said the matter came up because LAFCo had received complaints about Spalding responding to calls in Stones because there was no one trained to respond. These special districts have difficulty getting money to respond out of their area especially as far as Stones is from Spalding. The discussion about consolidation had more to do about costs and getting some reimbursement.

Mr. Balding stated it's extremely challenging, with state mandates, rules and regulations it is impossible to operate in this county with the funds we have and actually meet every legal requirement, but we need to meet the public needs as best we can. He thanked Spalding for all the times it showed up to help. The goal is to serve the community to the best of our ability.

Kay Orring, a former Stones Bengard board member, also provided some comments regarding the report. She added she thought it would be difficult to combine the fire districts without first separating out the service district which provides wastewater.

Public hearing 2021-2022 LAFco budget.

Mr. Benoit explained there were no changes from the proposed budget and final notices were sent to the City and County. The only change is a \$20 decrease in Calafco dues.

Public hearing opened at 4:30 p.m.

No comments.

Public hearing closed at 4:31 p.m.

Motion by Commissioner Schuster, second by Commissioner Stafford to approve the 2021 budget. Motion carries: Ayes: Schuster, Stafford, and Gallagher. Absent: Hemphill and Eid.

Authorize payment of claims for April and May 2021

Motion by Commissioner Hemphill, second by Commissioner Schuster to approve claims for April and May 2021. Motion carries: Ayes: Schuster, Stafford and Gallagher. Absent: Hemphill and Eid.

LAFCo 101 – All about LAFCo – Part 1

The matter was tabled.

Executive Officer’s Monthly Report

Mr. Benoit stated there are LAFCo files that need to be scanned and purged and there is money in the budget for it.

He provided an update on the case San Luis Obispo v. Pismo Beach. He explained LAFCo will not be able to use the indemnity clause anymore because there is legislative authority to do that. The Supreme Court is determining if it will review it and it puts a stay on it. Lassen LAFCo doesn’t have a reserve fund to it wouldn’t get through a year of litigation.

There was a brief discussion regarding where to hold LAFCo meetings. Commissioners were in favor of moving to City Council Chambers.

Commissioner Items: None

Meeting adjourned at 4:35 p.m.

Chris Gallagher, Commissioner

Ruth McElrath, Building Permit Technician

Approved _____

July 14, 2021

Dear LAFCO,

Lassen County is often depicted as a wagon wheel with the many communities as spokes on the wheel interconnected by the rim and centralized with the city of Susanville. Many communities as seen with our school districts are close together, but each have developed their own unique characteristics making Lassen County strong and viable.

The Stones Bengard Community Service District is an example of an area that has developed a unique kinship of individually spirited residents working together for a common good. We enjoy collaborating with Spalding, but do not want to combine with Spalding. We believe that each of our districts have specialties to offer and through the years have relied upon.

Many residents spoke at our last public meeting about not wanting to combine with Spalding also. With this in mind, we do not believe it is necessary to have our LAFCO report look as if it is combined with Spalding. We would appreciate a separate report from LAFCO.

Thank you,

Stones Bengard Community District Board

Cheryl McCormack, Robert Larivee, Linda Attaway, Tonya Pedicord

**Resolution 2021-0003
of the**

Lassen Local Agency Formation Commission

*Resolution of the Lassen Local Agency Formation Commission
Amending Section 5.1 of the Lassen LAFCO Operational Bylaws –
Regular Meeting Time*

RESOLVED, the Lassen Local Agency Formation Commission, State of California, that

WHEREAS, the Lassen Local Agency Formation Commission adopted Bylaws on November 10, 2003 and has subsequently amended its bylaws on August 9, 2004, November 14, 2005, June 13, 2011, December 9, 2013 and June 27, 2016; and

WHEREAS, there is a need to amend the Bylaws to modify the regular meeting location for regular commission meetings; and

WHEREAS, this Commission called for and held a public meeting on the proposed Bylaw amendment on August 9, 2021 and at the meeting, this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposed Bylaw amendment and the Report of the Executive Officer.

NOW, THEREFORE, the Lassen Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

1. The attached Bylaw amendment shall guide the Commission in complying with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
2. That the Bylaw amendment attached as Exhibit "A" is hereby adopted and incorporated into LAFCO's Bylaws.
3. Any previously adopted conflicting Bylaws are hereby repealed in favor of this amendment.

PASSED AND ADOPTED at a regular meeting of the Lassen Local Agency Formation Commission, State of California, on the 9th day of August 2021 by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

Todd Eid, Chair
LASSEN LOCAL AGENCY
FORMATION COMMISSION

ATTEST:

JOHN BENOIT
Executive Officer

Exhibit A

5.1 Regular Meetings

Regular meetings of the Commission are scheduled for the second Monday of every *other* month at 3:00 p.m. in the City of Susanville City Council Chambers, 66 North Lassen Street, Susanville, California. *Regular meetings are scheduled during the months of June, August, October, December, February and April. Alternate regular meeting dates are scheduled in July, September, November, January, March and May at the same time and location as regular meetings.* In the event of a scheduled holiday, the regular meeting shall be held at the same place upon the first succeeding Monday which is not a holiday, commencing at the same hour, in which event all hearings, applications, petitions and other matters before the Commission are continued to the same hour of the next succeeding day which is not a holiday. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Open Meeting Law, Government Code Section 54954 and applicable provisions of the LAFCO Act.

Lassen LAFCo

MEMORANDUM

August 9, 2021

TO: Lassen LAFCo Commissioners

FROM: John Benoit, Executive Officer

RE: Proposed policy Amendments regarding Indemnification agreements- application options and expiration of applications

1. Indemnification Agreements

Historically, applications to Lassen LAFCo have required the applicant, either an agency or a private party, to indemnify LAFCo as a component of the LAFCo "Agreement to Pay" form. The Agreement clearly indicates that should a LAFCo action be legally challenged, the applicant will be required to defend the LAFCo action or reimburse LAFCo for all related costs.

Most LAFCo's throughout the state also use various forms of indemnification agreements and have successfully managed legal challenges to the local LAFCo decision. This was an effective tool until this year when the San Luis Obispo LAFCo's use of an indemnification agreement was successfully challenged by the City of Pismo Beach (*San Luis Obispo LAFCo v. City of Pismo Beach, et.al.* 2021 WL 803740) (the SLO case).

Defendants challenged LAFCo's right to attorney's fees on a variety of grounds. Their primary focus was on the validity of the requirement they indemnify LAFCo for their own suit challenging LAFCo's action. They argued this was a basic violation of due process and their right to petition for redress.

The Court of Appeal did not, however, limit its decision to this one situation. Rather the Court held that an agreement to pay indemnification requires consideration. LAFCo has a statutory duty to process applications, so absent statutory authority, it cannot require indemnification as a condition for processing an application. The Court found that the existing statutory authority for LAFCos to charge fees, Gov't C § 56383 of the Cortese-Knoz-Hertzberg Local Government Reorganization Act of 2000 (CKH) only applied to costs associated with the administrative process and ended once a certificate of completion was filed. Costs incurred after the completion of the administrative process were not authorized by §56383. Hence there was no authority to require payment of the fees incurred after completion of the administrative process.

LAFCo's will need to adopt an alternative process for addressing the use of indemnification agreements as they are 1) critical to the integrity and implementation of a LAFCo decision and 2) to appropriately place the costs on the applicant and not the LAFCo member agencies who fund the budget.

Alternatives that have been brought forth is having an applicant post a bond or deposit in lieu of indemnification, providing the option for an applicant to voluntarily indemnify LAFCo, which if an applicant refuses to sign then LAFCo will not defend its decision or creating a significant LAFCo reserve. However, each of these has a downside. The courts may not agree with the legality of a voluntary indemnification agreement or requiring a bond or additional fee deposit. Establishing a reserve will require the City and County to pay more for the cost of LAFCo. Meanwhile, CALAFCo is pursuing legislation giving LAFCo's the authority to enter into indemnification agreements. Nobody is sure what the outcomes may be.

While Lassen LAFCo has historically not been involved in significant litigation, one single legal challenge could create a budget crisis for future years.

2. Expiration of Applications

All applications that have not been to hearing and completed within two years of initial submittal shall automatically terminate, unless extended by the Commission. Staff shall notify the applicant at least 30 days before termination and give them an opportunity to request an extension. If no extension is requested and granted the application shall terminate.

Policies, Standards and Procedures Amendment Needed. It is apparent a policy amendment is needed. The procedure for a Policy Amendment is the same as for a Bylaw Amendment as follows:

Section 9 of LAFCo's amendment procedure

- a) The full text of any proposed amendment shall be sent to all members in the same manner as agenda packets, as specified in Section 5.3 c), above.
- b) At the meeting, the proposed amendment shall be read aloud in its entirety by the Chair, unless such reading is waived by the Commission. Discussion may occur and modifications be made to the proposed amendment, but it may not be approved at that first reading.
- c) The proposed amendment to LAFCo's policies, with any Commission modifications, shall then be circulated to the following entities for their review and comment prior to adoption:
 - City of Susanville
 - County of Lassen
 - Special Districts requesting notification
- d) The proposed amendments, with any modifications, shall be agendaized and read a second time at the next regular meeting of the Commission, unless the Commission waives such reading. Any comments received from local agencies shall be presented. Further discussion and modifications may be made to the proposed amendment(s) and it may be adopted at a second reading.

Recommendation:

1. Provide direction to staff regarding having a voluntary indemnification agreement and a policy amendment regarding the expiration of proposals before LAFCo.

2. Discuss and review the proposed policy amendments
3. Circulate the proposed amendment(s) for comments.
4. Set the proposed amendment at next available LAFCo meeting for a second reading.

11

2021 ANNUAL CONFERENCE OCTOBER 6 - 8 IN NEWPORT BEACH REGISTRATION FORM

For Registration by Check

To pay with credit cards please visit www.calafco.org
REGISTRATION DEADLINE IS SEPTEMBER 17, 2021

LAFCo
Received
Check #

CONFERENCE REGISTRATION RATES

	PAYMENT Received by August 31	PAYMENT Received after August 31	Amount Due
Member – Full Conference	\$520	\$560	
Non-member – Full Conference	\$620	\$660	
Guest/Spouse* – All Meals	\$270	\$300	
Guest/Spouse* – Wed Reception/Thu Banquet Only	\$155	\$200	
Member – One Day (<input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$350	\$370	
Non-Member – One Day (<input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$450	\$470	
LAFCo 101 (no charge for those with full conf. registration. \$40 for those just attending this session.)	\$40	\$40	
TOTAL REGISTRATION RATE DUE			\$

*Guests at meals must purchase their meal. Conference registration meals are non-transferable to guests.

Payment must accompany registration. Early registration rate payments **MUST** be received by August 31 in order for that rate to apply. **NO EXCEPTIONS.** Please make checks payable to "CALAFCO."

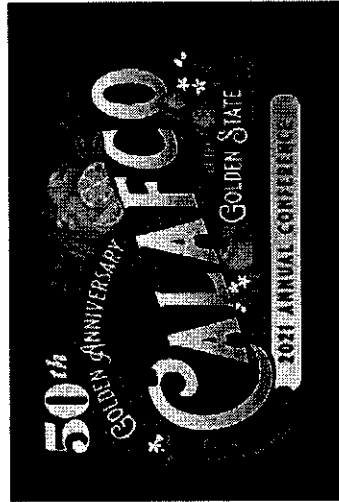
Mail completed forms and payment to:

CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Hotel information: **Hyatt Regency Newport Beach conveniently located at the John Wayne Airport**

ROOMS STARTING AT \$194 PER NIGHT. CUT-OFF DATE IS SEPTEMBER 6, 2021. Special rate 3 days pre and post conference based on availability. Rate includes parking and excludes taxes.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:
<https://www.hyatt.com/en-US/group-booking/SNARJ/G-CAL2> or call directly at 949-975-1234 and reference CALAFCO event.



Please submit one form for each person registering

FIRST NAME _____ LAST NAME _____

NAME ON NAME TAG _____

LAFCO/ORGANIZATION _____ POSITION _____

GUEST NAME (For guest/spouse registration) _____

MAILING ADDRESS _____

CITY _____ ZIP _____

PHONE # _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME: _____

PHONE # _____



CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by September 21, 2021 receive a 100% refund less \$25 handling fee and any transaction fees.
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing. Deadline to transfer registrations is September 30, 2021.
5. Registration fees for guests and special events are not transferable and are fully refundable (minus any transaction fees) if requests are made in writing and received by September 21, 2021 or if the special event is cancelled.
6. Cancellation requests must be made by e-mail (the CALAFCO office).
7. Cancellation requests made after September 21, 2021 are not eligible for a refund.

Lassen Local Agency Formation Commission

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CLAIMS

June 2021 and July 2021

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2020-2021 Expenses:		
July 1, 2021	June 2021 Staff Services	\$ 4,396.49
	Total:	\$ 4,396.49
FY 2021-2022 Expenses:		
Aug 1, 2021	July 2021 Staff Services	\$ 4,204.67
July 1, 2021	Calafco Dues FY 21-22	\$ 1,403.00
	TOTAL:	\$ 5,607.65

DATED: August 9, 2021

APPROVED: August 9, 2021

Todd Eid, Chair or Mendy Schuster, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

C/O John Benoit, Executive Officer - P.O. Box 2694, Granite Bay, CA. 95746 530.257.0720 ph.
lafco@co.lassen.ca.us

2021-2022 Expenditures

Lassen LAFCO

Item	Insurance	Office Expense	copies	communication	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications	Travel
Account Number	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540	4580
Total Budgeted	\$1,000.00	\$ 250.00	\$ 750.00	\$1,000.00	\$ 300.00	\$ 1,403.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calafco Dues 2021-2022						\$ (1,403.00)					
JB Staff Svcs July 2021		\$ (24.98)	\$ (15.00)	\$ (84.67)				\$ (2,580.00)	\$ (500.00)		



TOTAL EXPENDED	\$	\$ (24.98)	\$ (15.00)	\$ (84.67)	\$	\$ (1,403.00)	\$	\$ (2,580.00)	\$ (500.00)	\$	\$
TOTAL REMAINING	\$1,000.00	\$ 225.02	\$ 735.00	\$ 915.33	\$ 300.00	\$	\$ 2,500.00	\$ 27,420.00	\$ 3,000.00	\$ 400.00	\$ 1,500.00

2021-2022 Expenditures

Lassen LAFCO

Training	MSR's	SOI	Mapping	Tech SVCS	File Scar	Fin Svcs	Clerk-City	TOTAL	Contingency
4580	4342	4330	4340	4340	4333	4334	BUDGET	4451	
\$500.00	\$14,000.00	\$4,000.00	\$2,000.00	\$5,000.00	\$1,722.30	\$1,500.00	\$71,325.30	\$6,954.83	
		\$ (1,000.00)					(1,403.00)		
							(4,204.65)		

\$0.00

\$0.00

\$0.00

\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,607.65)
\$500.00	\$14,000.00	\$3,000.00	\$2,000.00	\$5,000.00	\$1,722.30	\$1,500.00	\$65,717.65		

\$0.00
\$61,457.83

\$0.00
\$33,348.70
\$0.00
\$94,806.53

Agency

Project Rev
CARROVER

Unaudited

2020-2021 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communications	Postage	Memberships	Legal Svcs	Ex. Off. Svcs	Brown Act	Publications	Travel
Account Number	4521	4610	4550	4530	4641	4630	4310	4331	4332	4540	4580
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,423.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calafco Dues 2019-2020						\$ (1,423.00)					
Staff Svcs July 2020				\$ (68.14)				\$ (2,000.00)			
Staff Svcs August 2020			\$ (15.00)					\$ (2,500.00)	\$ (500.00)		
Staff Svcs September 2020			\$ (15.00)	\$ (79.98)				\$ (3,000.00)			
Staff Svcs October 2020			\$ (97.89)	\$ (73.14)	\$ (7.80)			\$ (2,500.00)	\$ (500.00)		
Staff Svcs November 2020			\$ (15.00)	\$ (76.50)				\$ (2,500.00)			
Staff Svcs December 2020		\$ (64.00)	\$ (15.00)	\$ (73.19)				\$ (2,000.00)	\$ (500.00)		
Staff Svcs January 2021			\$ (15.00)	\$ (95.60)				\$ (1,358.75)			
Staff Svcs February 2021			\$ (5.00)	\$ (90.98)				\$ (2,432.50)	\$ (500.00)		
Staff Svcs March 2021			\$ (15.00)	\$ (81.60)				\$ (2,000.00)			
Modoc Record Legal Prop Budget									\$ (48.00)		
Modoc Record Pub Mem Recruitment 2021					\$ (2.85)				\$ (108.00)		
Staff Svcs April 2021			\$ (20.00)	\$ (81.89)	\$ (2.85)			\$ (2,500.00)	\$ (500.00)		
Staff Svcs May 2021			\$ (15.00)	\$ (81.75)				\$ (3,000.00)			
Modoc Record Final 21-22 Budget										\$ (45.00)	
Staff Svcs June 2021			\$ (11.00)	\$ (82.24)	\$ (0.75)			\$ (1,802.50)	\$ (500.00)		

TOTAL EXPENDED	\$ 1,000.00	\$ (64.00)	\$ (238.89)	\$ (885.01)	\$ (11.40)	\$ (1,423.00)	\$ 2,500.00	\$ (27,593.75)	\$ (3,000.00)	\$ (201.00)	\$ 1,500.00
TOTAL REMAINING	\$ 1,000.00	\$ 186.00	\$ 511.11	\$ 114.99	\$ 288.60	\$ -	\$ 2,500.00	\$ 2,406.25	\$ 500.00	\$ 199.00	\$ -

INVOICE June 2021

John Benoit

Invoice number: 2021-0051

Invoice date: 1-Jul-21

P.O. Box 2694
 Granite Bay, CA 95746
 Tel: (530) 257-0720
 Fax (530) 797-7631

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville
 Address: 66 North Lassen Street
 City, state, postal code: Susanville, CA 96130-3904

Telephone:
 Fax:
 PO number:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	45.50	Staff Svcs	June 1-30, 2021	\$3,835.00
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton	11.00		Spalding and Stones	467.50
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	56.50			
Total activity cost:				\$4,302.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$11.00
Postage		\$0.75
Phone & Communications	Comm March 2021	\$ 82.24
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		
Total materials cost:		\$93.99
Total billing:		\$ 4,396.49

TIMESHEET
for John Benoit

Lassen LAFCO

June 2021

DATE	DESCRIPTION	DIRECT COSTS	HOURS	AMOUNT
1-Jun-21	finalize packet and meet with CSDA Rep and email, post and webiste agenda packets	\$30.31	8	\$ 680.00
2-Jun-21	Spalding and Stones MSR writing (may 18th hours) cl	\$11.00	5.5	\$ 467.50
3-Jun-21	Meeting prep lassen LAFCo	\$0.75	4	\$ 340.00
4-Jun-21				\$ -
5-Jun-21	in County LAFCo meeting		10	\$ 600.00
6-Jun-21	in County LAFCo meeting		10	\$ 600.00
7-Jun-21				\$ -
8-Jun-21				\$ -
9-Jun-21				\$ -
10-Jun-21				\$ -
11-Jun-21	After meeting itemes budget discussion w Jenn re LAFCo		4	\$ 340.00
12-Jun-21				\$ -
13-Jun-21				\$ -
14-Jun-21	Cheryl Kolb invoices for Jan and Feb Packet distribution	\$27.48	3	\$ 255.00
15-Jun-21				\$ -
16-Jun-21	Admin and Finances jb		4	\$ 340.00
17-Jun-21				\$ -
18-Jun-21				\$ -
19-Jun-21				\$ -
20-Jun-21				\$ -
21-Jun-21	Admin re:Stones		1	\$ 85.00
22-Jun-21				\$ -
23-Jun-21				\$ -
24-Jun-21	Misc re: LMUD MSR and SOI update		2.5	\$ 212.50
25-Jun-21				\$ -
26-Jun-21				\$ -
27-Jun-21				\$ -
28-Jun-21	Financials and Admin sb		4.5	\$ 382.50
29-Jun-21				\$ -
30-Jun-21				\$ -
1-Jul-21	wave	\$24.45		\$ -

TOTAL \$ 4,396.49

INVOICE July 2021

John Benoit

Invoice number: 2021-0052

Invoice date: 1-Aug-21

P.O. Box 2694
 Granite Bay, CA 95746
 Tel: (530) 257-0720
 Fax (530) 797-7631

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville
 Address: 66 North Lassen Street
 City, state, postal code: Susanville, CA 96130-3904

Telephone:
 Fax:
 PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	46.50	Staff Svcs	July 1-31, 2021	\$3,400.00
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton	8.00		Lmud MSR	680.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	54.50			
Total activity cost:				\$4,080.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$15.00
Postage		
Phone & Communications	Comm July 2021	\$ 84.67
Office Supplies	zoom subscription	\$24.98
Travel Exp.		
Web Domain		
Clerk		
Total materials cost:		\$124.65
Total billing:		\$ 4,204.65

TIMESHEET
for John Benoit

Lassen LAFCO

July 2021

DATE	ACTIVITY	DIRECT EXPENSES	OURS	AMOUNT
1-Jul-21		Att	\$30.32	\$ -
2-Jul-21				\$ -
3-Jul-21				\$ -
4-Jul-21				\$ -
5-Jul-21	Financials and spreadsheet Spalding MSR update and editing		4.5	\$382.50
6-Jul-21	LUMD MSR update coordination	Att	3.5	\$297.50
7-Jul-21	Set up financials for FY 2021-2022		3.5	\$297.50
8-Jul-21	LUMD mapping direction and set up financials		1	\$85.00
9-Jul-21	lmud mapping dm		2	\$170.00
10-Jul-21				\$ -
11-Jul-21				\$ -
12-Jul-21	Admin	Front Ph	1	\$85.00
13-Jul-21				\$ -
14-Jul-21				\$ -
15-Jul-21				\$ -
16-Jul-21				\$ -
17-Jul-21				\$ -
18-Jul-21	LMUD MSR research cl		4	\$340.00
19-Jul-21	LMUD MSR research and writing cl		4	\$340.00
20-Jul-21				\$ -
21-Jul-21				\$ -
22-Jul-21	Spalding and Stones correspondence		2	\$170.00
23-Jul-21				\$ -
24-Jul-21	Indemnification Agreements	zoom	4	\$340.00
25-Jul-21	Financials		1	\$85.00
26-Jul-21	lafco items for August 9th meeting reports and draft agenda	wave	8	\$680.00
27-Jul-21				\$ -
28-Jul-21		print		\$ -
29-Jul-21	Admin and finances sb		4	\$340.00
30-Jul-21				\$ -
31-Jul-21	LAFCo packets for August 9th and Comm re Spalding and Stones		5.5	\$467.50

SUBTOTAL	\$522.65
TOTAL	\$4,204.65