

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – December 10, 2018

3:00 PM

**Board of Supervisors Chambers
707 Nevada Street
Susanville, CA.**

(Website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member
Joe Franco, Vice-Chair, City Member
Jeff Hemphill, County Member
Chris Gallagher, County Member

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Jim Chapman, Public Alt.

LAFCO Staff

John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Minutes for August 13, 2018

a. Consider minutes for August 13, 2018

3. Approval of Regular Meeting Schedule for 2019

a. Approve regular meeting schedule for 2019

4. Approval of Agenda (Additions and Deletions)

5. Correspondence:

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.

Action Items:

7. Review Third Draft Lassen Modoc County Flood Control and Water Conservation District LMCFC&WCD– Service Review (MSR) and Sphere of Influence (SOI)

- a. *Review Draft LMCFC&WCD MSR and SOI and provide comments to staff.*
- b. *Set hearing for adoption at the next available LAFCo meeting (Feb 25, 2018)*

8. Hold General Discussion regarding LAFCo's Jurisdiction and Districts subject to LAFCo's review - "definition of a district" and "change of organization"

9. Hold General Discussion regarding Municipal Service Reviews: Purpose, intent and content of Service Reviews.

10. Authorize payment of Claims for October 2018 and November 2018

- a) *Authorize payment of claims for October 2018 and November 2018.*

11. Executive Officer's Monthly Report

- a) *Fire Service Reviews and Spheres of Influence*
- b) *SB 929 Requirements for Independent Special District's Websites*

12. 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.

13. Adjourn to the next meeting to take place on Monday February 25, 2018 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
Board of Supervisors Chambers 707 Nevada Street Susanville, CA 96130

REGULAR MEETING
August 14, 2018 - 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Vice Chair Franco

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

Staff Present: John Benoit, Executive Officer, Jennifer Stephenson, Assistant Executive Officer and Ruth McElrath, Administrative Staff Assistant.

Election of Chair and Vice-Chair for FY 2018-2019

- a. Election of the LAFCo chair for FY 2018-2019 - Motion by Commissioner Hemphill, second by Commissioner Gallagher to table the item until Chair Eid was in attendance.
- b. Election of the LAFCo Vice Chair for FY 2018-2019 – Motion by Commissioner Hemphill to appoint Joe Franco as Vice-Chair; Commissioner Gallagher provided a second and the motion carried. Ayes: Hemphill, Wilson and Eid. Absent: Franco and Gallagher.

Approval of Agenda

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

Correspondence None.

Minutes

Motion by Commissioner Hemphill, second by Commissioner Gallagher to approve the minutes of the June 11, 2018 meeting; Motion carried. Ayes: Hemphill, Gallagher, and Franco. Absent: Eid. Abstain: Chapman.

Public Comments No comments.

Discussion regarding the Standish Litchfield Fire Protection District activities with Chief Mike Fuller

Chief Fuller was not in attendance and the matter was tabled.

Clear Creek Community Services District Commissioner Gallagher said he requested the item be placed on the agenda because there is currently a situation where there are four board members on the Clear Creek Community Services District Board who are split in their decisions. As a result, they aren't able to get any business done, nor is there an adopted budget. They are waiting for the election, but the question is, what can they do between now and November.

Commissioner Chapman stated he didn't believe it was LAFCo's role to intervene in squabbles between district members. He continued that the board has an obligation to govern the district and if it fails to do so, the only option, if the voters chose to do so, would be to dissolve the district. To side with one camp or the other goes outside the bounds of what LAFCo is about.

There was general discussion that the Board of Supervisors could send the same message, but the Board of Supervisors can't dissolve a district like LAFCo can.

Commissioner Franco stated that while he agreed LAFCo shouldn't interfere, he thought that sending a letter telling the board to do its job wasn't getting in the middle of the situation.

Kathy Hunter, CSD Board Director, stated they are seeking advice and assistance. She asked if LAFCo has the authority to assign a different board member to be the chair until the election.

Commissioner Chapman stated there are some instances where a seat can be declared vacant if a non-performing board member misses three consecutive meetings without a legitimate excuse. He continued that it's one thing for a board to be split two to two, but it is another matter when people don't show up to conduct business and there are remedies for that.

Mr. Benoit advised Ms. Hunter that the District should retain legal counsel.

Commissioner Wilson stated the easiest route would be to have the Board of Supervisors appoint someone to the position until the election.

Commissioner Chapman explained that there is a window of opportunity for when a seat is declared vacant. The District board has the chance to fill the vacancy, but if they fail to meet the time frame, then it goes to the Supervisors. If the Supervisors fails to act, then it goes to the next election.

Motion made by Commissioner Gallagher, second by Commissioner Hemphill to direct Mr. Benoit to write the District a letter weighing in on the options of what could occur if business doesn't go on regularly. Motion carried. Ayes: Gallagher, Hemphill, Wilson, Chapman and Franco. Absent: Eid.

There was discussion that all five seats are up for election due to appointed seats having to go to election and 11 people were running.

Mr. Benoit stated he will write the letter, but part of it will explain that LAFCo is limited in what it can do in this respect, but it does have a lot of authority in other aspects such as suggesting dissolution or a merger. He continued that there are also a lot of constraints for things to have to happen.

At this point, LAFCo could even require a protest hearing or an election to dissolve the District. He further explained that Senate Bill 244 was passed and requires the State Controller's Office to send LAFCo letters as a notification to declare districts inactive and ask them to dissolve a district if it does not have an annual audit. While SB 244 does allow for some considerations for LAFCo to determine a district is still active, on the other hand it states that districts failing to act on their corporate powers is grounds for LAFCo to cause a dissolution proceeding.

Mr. Benoit stated that ideally, we would like to see a board elected in November and work together.

He also advised that the District consult with counsel before adopting any bylaws because there are matters, such as the Brown Act and Conflict of Interest that need to be legal when they are adopted.

Review Draft Lassen Modoc County Flood Control and Water Conservation District (LMCFCWCD-Service Review (MSR) and Sphere of Influence (SOI))

Mr. Benoit explained the district was created by the legislature in the 1950s for the Alan Camp Reservoir. The District's boundaries incorporate all of Lassen County and a portion of Modoc County. The District has a 10-member board of directors consisting of both the Lassen and Modoc Boards of Supervisors, and over the years, zones have been created for the purposes of groundwater management. The District has taken on managing 85 groundwater meters, which costs money to monitor and change them out.

Both Counties generate the budget, with about 90 percent of the revenue coming from Lassen County and 10 percent coming from Modoc County. The district has provided minimal services and has a fund balance of \$144,000 based on his recent figures from last year.

Mr. Benoit stated that in the last several years, the state adopted groundwater legislation (SGMA) which allows Counties to enter into MOUs to manage these groundwater sustainability areas. He stated he found it interesting that the District is monitoring water in a tiny area of its boundaries, yet the District was formed for a different purpose.

Another issue Benoit said he has is why are the tax-payers' dollars of Susanville paying for the groundwater monitoring. Even though Susanville is part of the District, he didn't feel it was appropriate because SGMA allows approving a groundwater monitoring area that the people in that area pays for, not people outside of the area.

It was his recommendation that the Sphere of Influence be reduced to zero and that LAFCo entertain a resolution from the Lassen and Modoc Board of Supervisors to consider dissolution of the district and have a GSA or JPA monitor the area for groundwater management for the landowners because they are the ones that should be monitoring their own. He stated the District is not doing what it was intended to do.

Commissioner Franco questioned if the groundwater sustainability has recently changed quite a bit.

Mr. Benoit confirmed that it has.

Commissioner Franco asked Mr. Benoit if he anticipated any further groundwater monitoring.

Mr. Benoit confirmed and said there will have to be a lot of groundwater monitoring.

Vice Chair Franco responded that was his feeling as well and it was probably going to evolve into something more onerous than what has been done in the past and it could be pretty timely having this evolve into some other format such as a JPA.

Commissioner Chapman also provided a detailed history about the District. He stated he believed it would be a mistake to hijack the district for the purpose of groundwater management. The District was created to be a vehicle for building the Allen Camp Dam and managing the resources around that particular reservoir and those are the issues that the Board should be focusing on.

Commissioner Franco asked if the District fell under LAFCo jurisdiction.

Mr. Benoit responded that LAFCo has to do a service review and Sphere update.

The matter was continued to the next meeting and staff was directed to continue working on the item.

Biennial Conflict of Interest Review

Mr. Benoit explained that he wants to hold a public hearing at the October meeting to update the Conflict of Interest Code. Staff will then turn in the biannual review with the statement.

Motion by Commissioner Hemphill, second by Commissioner Chapman to schedule the matter for the next meeting. Motion carried. Ayes: Hemphill, Chapman, Wilson, Gallagher and Franco. Absent: No

Commissioner Chapman stated he thought it was an item that should be updated on a more frequent basis.

Designate Joe Franco to represent Lassen LAFCo to vote on matters at the CALFCo annual conference on October 3-5, 2018

Motion by Commissioner Gallagher, second by Commissioner Wilson authorizing Vice Chair Franco to serve as a voting member and Mr. Benoit to serve as the second at the CALFCo conference. Motion carried unanimously. Ayes: Gallagher, Wilson, Chapman, Hemphill and Franco. Absent: Eid.

Authorize Payment of Claims for June and July 2018 Motion by Commissioner Hemphill, second by Commissioner Wilson to approve the payment of claims for June and July 2018. Motion carried unanimously. Ayes: Gallagher, Wilson, Chapman, Hemphill and Franco. Absent: Eid.

Executive Officer's Monthly Report

A. Seating Special Districts on LAFCo - Mr. Benoit explained the law has changed regarding seating special districts on LAFCo. There are about 28 special districts in Lassen County and many are members of the California Special Districts Association. Mr. Benoit continued explaining that he has been developing a matrix to determine what it would cost for the special districts to come into LAFCo and assuming the current budget, they would have a round cost of about \$20,000. If a special district became LAFCo members, they would appoint two members and an alternate, just like the County and City do.

B. Fire and Ems Service Review – Mr. Benoit stated he wants to start on the review this year and he will send the old Service Review to all the districts for their review and update.

C. Big valley recreation District (Community Services District) Service Review – Mr. Benoit explained that he is working on a service review for the district. He continued that the district didn't send in an audit to the State Controller's office and he expected LAFCo would receive letters regarding districts that didn't file an audit and if they haven't done so, the State will LAFCo to dissolve them and then it will have to be determined if they meet the criteria to be dissolved.

Commissioner Chapman said a lot of the districts struggle to cover their normal operations and at the end of the day, an audit is going to cost \$3,000 to \$4,000. Those districts are caught between a rock and a hard place and that is why they don't see audits from them.

Commissioner Gallagher stated that is why special districts should be on LAFCo. He said there was a bill that addressed districts similar to this and it allowed a lesser of an audit every five

years. He continued that the problem is, these groups need to know what their responsibility and options are and they have to communicate those with the auditor or auditor's office.

In closing his report, Mr. Benoit stated he is working on the Big Valley Weed Abatement as there is a weed management area from Big Valley to the Modoc County line.

Commissioner Reports No business.

Adjournment Motion by Commissioner Hemphill, second by Commissioner Gallagher to adjourn until October 16, 2017; motion carried. Ayes: Hemphill, Gallagher, Chapman, Wilson and Franco. Absent: Eid.

Motion by Wilson, second by Chapman to adjourn the meeting.

Meeting adjourned at 4:25 p.m.

Joe Franco, Vice Chair

Approved _____
Ruth McElrath, Administrative Staff Assistant

LASSEN LAFCO

2019 - LAFCO Regular Meeting Schedule

3:00 p.m.
Board of Supervisors Room
707 Nevada Street
Susanville, California

Meeting Date

February 11th (Feb 12th is Lincoln's Birthday)

April 8th

June 10th

August 12th

October 21st (Oct 14th is Columbus Day)

December 9th

Regular meetings of the Commission are scheduled for the second Monday of every **other** month at 3:00 p.m. in the Board of Supervisors' Chambers, 707 Nevada 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.

The Chair or Executive Officer may call a special meeting of the Commission. The Chair shall call a special meeting if requested by two or more Commissioners. Any special meetings of the Commission shall be called in the manner provided by Section 54956 of the Government Code. The order calling the special meeting shall specify the time and place of the meeting and the business to be conducted and no other business shall be conducted at that meeting. The special meeting may be called for any day prior to the date established for the next regular meeting of the Commission. A minimum 24 -hour notice is required for a Special Meeting.

✓ **"Change of organization"**

56021. "Change of organization" means any of the following:

- (a) A city incorporation.
- (b) A district formation.
- (c) An annexation to a city.
- (d) An annexation to a district.
- (e) A detachment from a city.
- (f) A detachment from a district.
- (g) A disincorporation of a city.
- (h) A district dissolution.
- (i) A consolidation of cities.
- (j) A consolidation of special districts.
- (k) A merger of a city and a district.
- (l) Establishment of a subsidiary district.
- (m) The exercise of new or different functions or classes of services, or divestiture of the power to provide particular functions or classes of services, within all or part of the jurisdictional boundaries of a special district as provided in Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of this division).

"City"

56023. "City" means any incorporated chartered or general law city, including any city the name of which includes the word "town."

"City council"

56024. "City council" means the legislative body or governing board of a city.

"City officer"

56025. "City officer" means the mayor or a member of the city council.

"Clerk"

56026. "Clerk" means the clerk or secretary of a commission, county, city, or district, or the clerk or secretary of the legislative body of a county, city, or district. Where the office of county clerk is separate from the office of the clerk of the board of supervisors, "clerk" means the clerk of the board of supervisors. Where the office of county clerk is separate from the office of the registrar of voters, "clerk" means the registrar of voters with respect to all duties pertaining to the conduct of elections and the county clerk with respect to all other duties.

"Disincorporation"

56034. "Disincorporation" means the dissolution, extinguishment, or termination of the existence of a city and the cessation of its corporate powers, except for the purpose of winding up the affairs of the city.

"Dissolution"

56035. "Dissolution" means the disincorporation, extinguishment, or termination of the existence of a district and the cessation of all its corporate powers, except as the commission may otherwise provide pursuant to Section 56886 or for the purpose of winding up the affairs of the district.

✓ **"District" or "special district"**

56036. (a) "District" or "special district" are synonymous and mean an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries and in areas outside district boundaries when authorized by the commission pursuant to Section 56133.

(b) "District" or "special district" includes a county service area, but excludes all of the following:

- (1) The state.
- (2) A county.
- (3) A city.
- (4) A school district or a community college district.
- (5) An assessment district or special assessment district.
- (6) An improvement district.
- (7) A community facilities district formed pursuant to the Mello-Roos Community Facilities Act of 1982, (Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5).
- (8) A permanent road division formed pursuant to Article 3 (commencing with Section 1160) of Chapter 4 of Division 2 of the Streets and Highways Code.
- (9) An air pollution control district or an air quality maintenance district.
- (10) A zone of any special district.

✓ **Change of organization;
principal act**

56036.5. (a) For the purposes of Chapter 1 (commencing with Section 57000) to Chapter 7 (commencing with Section 57176), inclusive, of Part 4 or Part 5 (commencing with Section 57300), for each of the following entities proceedings for a change of organization shall be conducted pursuant to the principal act authorizing the establishment of that district:

- (1) A unified or union high school library district.
- (2) A bridge and highway district.
- (3) A joint highway district.
- (4) A transit or rapid transit district.

- (5) A metropolitan water district.
- (6) A separation of grade district.
- (7) For other districts, where the principal act provides, the procedures in the principal act shall supersede the procedures set forth in this division.

✓ **Non-districts**

56036.6. (a) For the purposes of Chapter 1 (commencing with Section 57000) to Chapter 7 (commencing with Section 57176), inclusive, of Part 4 or Part 5 (commencing with Section 57300), none of the following entities is a "district" or "special district" if the commission of the principal county determines, in accordance with Section 56127 and 56128, that the entity is not a "district" or "special district":

- (1) A flood control district.
 - (2) A flood control and floodwater conservation district.
 - (3) A flood control and water conservation district.
 - (4) A conservation district.
 - (5) A water conservation district.
 - (6) A water replenishment district.
 - (7) The Orange County Water District.
 - (8) A California water storage district.
 - (9) A water agency.
 - (10) A county water authority or a water authority.
- (b) If the commission determines that an entity described in this section is not a "district" or "special district," any proceedings pursuant to Part 4 (commencing with Section 57000) for a change of organization involving the entity shall be conducted pursuant to the principal act authorizing the establishment of that entity.

56037. [Repealed by Stats. 2011, Ch. 300]

✓ **"Divestiture of power"**

56037.2. "Divestiture of power" means the termination of the power and authority to provide particular functions or classes of services within all or part of the jurisdictional boundaries of a special district.

"Elections official"

56037.5. "Elections official" shall have the same meaning as in Section 320 of the Elections Code.

"Executive officer"

56038. "Executive officer" means the person appointed by a commission pursuant to Section 56384.

"Feasible"

56038.5. "Feasible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, legal, social, and technological factors.

Fee schedule	(h) Pursuant to Section 56383, the commission may establish a schedule of fees for the costs of carrying out this section.
Proponents pay expenses	(i) All proper expenses incurred in connection with removal of territory from a city's sphere of influence pursuant to this section shall be paid by the proponents.
Service reviews	56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following: <ol style="list-style-type: none"> (1) Growth and population projections for the affected area. (2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence. (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence. (4) Financial ability of agencies to provide services. (5) Status of, and opportunities for, shared facilities. (6) Accountability for community service needs, including governmental structure and operational efficiencies. (7) Any other matter related to effective or efficient service delivery, as required by commission policy.
Written determinations	
Disadvantaged unincorporated communities within or contiguous to sphere	
Needs or deficiencies	
Comprehensive service review	(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area. The commission may assess various alternatives for improving efficiency and affordability of infrastructure and service delivery within and contiguous to the sphere of influence, including, but not limited to, the consolidation of governmental agencies.
Alternatives	(c) In conducting a service review, the commission may include a review of whether the agencies under review, including any public water system as defined in Section 116275, are in compliance with the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116270) of Part 12 of Division 104 of the Health and Safety Code). A public water system may satisfy any request for information as to compliance with that act by submission of the
Compliance with California Safe Drinking Water Act	

Lassen Local Agency Formation Commission

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CLAIMS

October and November 2018

Authorize payment of the following claims (FY 2018-2019 Expenses):

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Dec 1, 2018	Staff Svcs & Expenses – October 2018	\$ 4,471.46
Dec 1, 2018	Nov 2018 Staff Svcs & Expenses	\$ 3,608.94
Oct 19, 2018	Reimb Joe Franco Calafco Conf Exp	\$ 933.83
	TOTAL:	\$ 9,014.23

DATED: December 10, 2018

APPROVED: December 10, 2018

Todd Eid, Chair or Joe Franco, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2018-2019 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communication:	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications
Account Number	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 926.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2018-2019						\$ (925.00)				
Staff Svcs June 2018			\$ (39.00)	\$ (67.08)	\$ (7.98)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs July 2018				\$ (67.77)				\$ (2,500.00)		
Calafco Conf. Registration- franco										
Staff Svcs August 2018			\$ (36.70)	\$ (67.05)	\$ (13.38)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs Sept 2018				\$ (67.77)				\$ (2,000.00)		
Feather Publishing Conflict of Int Update										\$ (36.40)
Susanville Invoice 1002749 6.30.18-Y 2017-2018 Expense										
Staff Svcs Oct 2018	\$		\$ (46.40)	\$ (88.53)	\$ (7.86)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs Nov 2018	\$		\$ (18.60)	\$ (62.84)				\$ (1,500.00)		
Joe Franco Conf. Reimb #1002830										

TOTAL EXPENDED	\$ -	\$ -	\$ (140.70)	\$ (421.04)	\$ (29.22)	\$ (925.00)	\$ -	\$ (13,500.00)	\$ (1,500.00)	\$ (36.40)
TOTAL REMAINING	\$ 1,000.00	\$ 250.00	\$ 609.30	\$ 578.96	\$ 270.78	\$ 1.00	\$ 2,500.00	\$ 16,500.00	\$ 2,000.00	\$ 363.60

Lassen LAFCO

[illegible]

\$	(1,735.00)	\$	-	\$	(8,681.25)	\$	-	\$	-	\$	(2,347.79)	\$	(833.70)	\$	-	\$	(30,150.10)
\$	(235.00)	\$	200.00	\$	5,318.75	\$	3,000.00	\$	2,000.00	\$	(625.49)	\$	566.30	\$	69,548.30	\$	39,398.20

INVOICE Oct 2018

John Benoit

Invoice number: 2018-0099

Invoice date: 1-Dec-18

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

Telephone:

Address: 66 North Lassen Street

Fax:

City, state, postal code: Susanville, CA 96130-3904

PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	53.50	Staff Svcs	Oct 1-31, 2018	\$4,047.50
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00

Total activity cost: \$4,047.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Oct 15 packets	\$46.40
Postage	Mail Oct 15 packets & corresp	\$7.86
Phone & Communications	Comm Oct 2018	\$ 88.53
Office Supplies		
Travel Exp. Calafco Conf share	mileage to Bieber for BVRD mtg	\$281.17
Web Domain		

Total materials cost: \$423.96

Total billing: \$ 4,471.46

TIMESHEET

for John Benoit

Lassen LAFCO

October 2018

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Oct-18	Admin and financials and LAFCo packet for Oct 15th			6.5	\$ 552.50
2-Oct-18					\$ -
3-Oct-18					\$ -
4-Oct-18	Calafco Misc km and jb general admin and packet info	comm	\$25.66		\$ -
5-Oct-18		comm att	\$19.14	7.5	\$ 637.50
6-Oct-18		1/5 share Calafc	\$185.80		\$ -
7-Oct-18		post	\$7.36		\$ -
8-Oct-18	packet distribution and LMFCWCD	print	\$36.40		\$ -
9-Oct-18				4	\$ 340.00
10-Oct-18					\$ -
11-Oct-18					\$ -
12-Oct-18					\$ -
13-Oct-18					\$ -
14-Oct-18	meeting prep and financials				
15-Oct-18	LAFCo meeting	print	\$10.00	5.5	\$ 467.50
16-Oct-18	Misc in County Big valley rec district meet with district in county travel to bieber	miles=175	\$95.37	10	\$ 600.00
17-Oct-18	misc post meeting corresp and financials and transmit conflict code to code reviewing body	post	\$0.50	10	\$ 600.00
18-Oct-18		Front ph	\$23.57	2	\$ 170.00
19-Oct-18	Transmittal and scanning for Big Valley Recreation District			2	\$ 170.00
20-Oct-18					\$ -
21-Oct-18		comm	\$20.16		\$ -
22-Oct-18					\$ -
23-Oct-18					\$ -
24-Oct-18					\$ -
25-Oct-18					\$ -
26-Oct-18					\$ -
27-Oct-18					\$ -
28-Oct-18					\$ -
29-Oct-18					\$ -
30-Oct-18					\$ -
31-Oct-18	Fire District MSR and SOI prep for letter mailout to districts			6	\$ 510.00
SUBTOTAL					\$423.96
TOTAL					\$ 4,047.50
					\$ 4,471.46

INVOICE NOVEMBER 2018

John Benoit

Invoice number: 2018-0100

Invoice date: 1-Dec-18

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	33.50	Staff Svcs	NOV 1-30, 2018	\$2,847.50
Jennifer Stephenson	8.00		OctLafco mtg & prep	\$ 680.00
Dennis Miller				0.00
Christy Leighton				0.00

Total activity cost: \$3,527.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	COPY DR #3 LMFCWCD MSR	\$18.60
Postage		
Phone & Communications	Comm NOV 2018	\$ 62.84
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$81.44

Total billing: \$ 3,608.94

TIMESHEET for John Benoit

Lassen LAFCO

November 2018

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Nov-18					\$ -
2-Nov-18	General Admin and financials			5	\$ 425.00
3-Nov-18	LAFco meeting Oct 15, 18 js	att comm	\$19.22	8	\$ 680.00
4-Nov-18					\$ -
5-Nov-18	Fire District MSR and SOI - cl writing			4	\$ 340.00
6-Nov-18	Fire District MSR and SOI - cl writing			4	\$ 340.00
7-Nov-18	Fire District MSR and SOI - cl writing 1 hour jb	Front Ph	\$23.46	4	\$ 340.00
8-Nov-18					\$ -
9-Nov-18					\$ -
10-Nov-18					\$ -
11-Nov-18					\$ -
12-Nov-18					\$ -
13-Nov-18					\$ -
14-Nov-18					\$ -
15-Nov-18					\$ -
16-Nov-18		comm Wv	\$20.16		\$ -
17-Nov-18					\$ -
18-Nov-18					\$ -
19-Nov-18					\$ -
20-Nov-18					\$ -
21-Nov-18					\$ -
22-Nov-18	General Admin				\$ -
23-Nov-18				4	\$ 340.00
24-Nov-18					\$ -
25-Nov-18	Mapping the HPUD Boundary - dim			1.5	\$ 127.50
26-Nov-18					\$ -
27-Nov-18					\$ -
28-Nov-18					\$ -
29-Nov-18	LAFco packets research and review LAFco law LMFCWCD				\$ -
30-Nov-18	LAFco Agenda SB 929 MSR's and Financials	COPY MSRS	\$18.60	4	\$ 340.00
1-Dec-18				7	\$ 595.00
					\$ -
					\$ -
SUBTOTAL					\$ 3,527.50
TOTAL					\$ 3,608.94

CITY OF SUSANVILLE
66 North Lassen Street
Susanville CA 96130-3904

INVOICE

Phone: (530) 252-5109 Fax: FAX (530) 257-4725

Date	Number	Page
10/19/2018	1002830	1

Bill To: LAFCo
JOHN BENOIT EXEC DIRECTOR
PO BOX 2694
GRANITE BAY CA 95746

Customer No. 3176

Due Date 30 DAYS FROM INVOICE DATE

Terms: NET 10 DAYS

Quantity	Description	Unit Price	Net Amount
1	REIM CITY FOR COUNCILMEMBER CONFERENCE	933.83	933.83

Thank You.

Amount 933.83

Past Due Amount

Balance Due 933.83

**CITY OF SUSANVILLE**66 North Lassen Street
Susanville, California 96130TRICOUNTIES BANK
2641 MIAN STREET
SUSANVILLE, CA 96130
90-3504/1211

202235

DATE	CHECK NO.	AMOUNT
09/20/2018	202235	**933.83**

Nine Hundred Thirty-Three and 83/100 Dollars

PAY
TO THE
ORDER
OF

JOE FRANCO

66 N LASSEN ST
SUSANVILLE CA 96130*Kerri Stafford**[Signature]*

VOID AFTER 6 MONTHS

⑈ 202235⑈ ⑆ 121135045⑆

258007062⑈

CITY OF SUSANVILLE • SUSANVILLE, CA 96130

202235

VENDOR: 1,063 FRANCO, JOE

INVOICE #	INV DATE	DESCRIPTION
091418 1	09/14/2018	TR EX TENYA LODGE YOSEMITE 10/2

09/20/2018
INV AMOUNT
933.83

Check No: 202235
PO #

TOTAL AMOUNT

933.83

VENDOR: 1,063 FRANCO, JOE

INVOICE #	INV DATE	DESCRIPTION
091418 1	09/14/2018	TR EX TENYA LODGE YOSEMITE 10/2

09/20/2018
INV AMOUNT
933.83

Check No: 202235
GL Number
1000-411-10-4580

TOTAL AMOUNT

933.83

Travel Request and Expense Report shall be submitted to City Administrator 3 weeks prior to travel

NAME: Joe France DEPARTMENT: City College
 DESTINATION: Tenaya Lodge Yosemite DEPARTURE DATE: Oct 2, 2018
 CODE: 1000 411-10 4986 RETURN DATE: Oct 5, 2018
 PURPOSE OF TRAVEL: Dakota Conference

Total Estimate 933.83

1. Travel Advance must be reconciled within 10 days of return or future travel may be denied.
2. Attach copy of registration to this form.
3. Attach agenda/course description to this form.
4. Attach all credit card requests, airfare and lodging receipts to this form

The figure is a flowchart illustrating the experimental design. It starts with a box labeled 'Stimulus' containing the word 'cat'. An arrow points to a box labeled 'Response' containing the word 'cat'. Another arrow points to a box labeled 'Evaluation' containing the word 'cat'. A feedback loop arrow returns from 'Evaluation' to 'Stimulus'. Below the 'Response' box, there is a box labeled 'Correct' with a checkmark, and a box labeled 'Incorrect' with an 'X'. The 'Correct' box leads to a box labeled 'Next trial', and the 'Incorrect' box leads to a box labeled 'Next trial'.

POSTED

NEEDED BY

Le Franco

\$ 922.83 net amt to 45% 420.15

* Councilmember being paid per diem. No receipts required for the City. Lateral will reimburse City for per diem.

Department Head

Date: _____

City Administrator.

Date _____

[illegible]

Commercial _____
City Vehicle _____
Private Automobile _____

I certify that this is the true and correct statement of my expenditures.

Traveler: W. J. 22 Date: 10/19/15

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

Approved Amount: _____ Date: _____

Finance Director: _____

(_____ Miles @ \$ _____)²⁰ _____
TOTAL EXPENSE _____

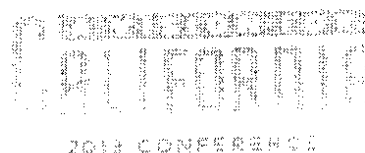
LESS EXPENSES PAID/CHARGED
BY CITY (✓) = City Credit Card

Registration	()	< _____
Transportation	()	< _____
Lodging	()	< _____
Meals	()	< _____
Other	()	< _____
Gasoline	()	< _____

DUE TRAVELER/CITY 2



Announcing The 2018 CALAFCO Annual Conference



Hosted by CALAFCO

October 3 – 5, 2018

Tenaya Lodge, Yosemite
Fish Camp, CA



Wednesday, October 3

7:30 am – 12:30 pm – Mobile Workshop (bus boards at 7:15 am)

10 am – Noon LAFCO 101

1:30 – 2:00 pm Conference opening session

2:00 – 3:30 General Session: *The natural disaster phenomenon: How they are changing the way LAFCOs plan and respond*

3:30 – 3:45 Break and time with Sponsors

3:45 – 5:00 General Session: *Municipal Service Reviews: Friend or foe? Using MSRs for more than a bookend*

5:30 – 7:00 CALAFCO Welcome Reception

Dinner on your own

Thursday, October 4

7:00 – 9:00 am Continental Breakfast Buffet

8:00 – 8:45 Regional Caucuses and Elections/Legal Counsel roundtable begins

9:00 – 10:00 General Session: *CALAFCO Annual Business Meeting*

10:00 – 10:30 Refreshment break with Sponsors

10:30 – 11:45 Regional and Legal Counsel Roundtables

Noon – 1:30 pm Lunch and Keynote Speaker – *Madera County Supervisor Tom Wheeler and Chief of Staff Brittany Dyer; Representatives from CalFire and CA Dept. of Forestry on Tree Mortality and the impacts*

1:45 – 3:15 Breakout Sessions:

▲ *Agriculture preservation: From vision to action*

▲ *LAFCOs role to encourage and support local agency accountability and transparency*

▲ *LAFCOs and affordable housing: What's the connection?*

3:15 – 3:30 Refreshment break

3:30 – 5:00 Breakout Sessions:

▲ *State tools for climate smart growth*

▲ *LAFCO in a perfect world: A facilitated creative discussion on making LAFCOs more effective*

▲ *LAFCOs and fire protection services: Synching up spheres, boundaries, contracts and auto-aid*

6:00 – 7:00 Pre-dinner no-host reception with Conference Sponsors

7:00 – 9:00 Dinner and Annual Achievement Awards Presentation

Friday, October 5

7:30 – 9:00 am Breakfast Buffet

7:30 – 8:45 CALAFCO Board of Directors Meeting

9:00 – 10:15 General Session: *Promoting adaptive change in a messy world featuring Dr. Frank Benest*

10:15 – 10:30 Light refreshment break

10:30 – Noon General Session: *CALAFCO Legislative update – a conversation with the Assembly Local Government Committee Chair, the Honorable Cecilia Aguilar-Curry and 2018 legislative impacts*

Tenaya Lodge, Yosemite



Mark your calendar and
plan to attend!



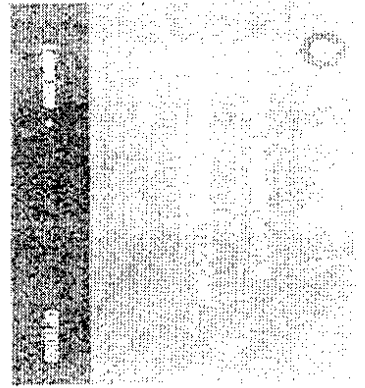
Conference registration
is open until 9/14.
Visit www.calafco.org

Tenaya Lodge still has a few rooms available, however all rooms at the \$179/night conference rate are sold out. However, you are encouraged to continue to check in with the hotel as cancellations are received and rooms are released by calling 888-514-2167.

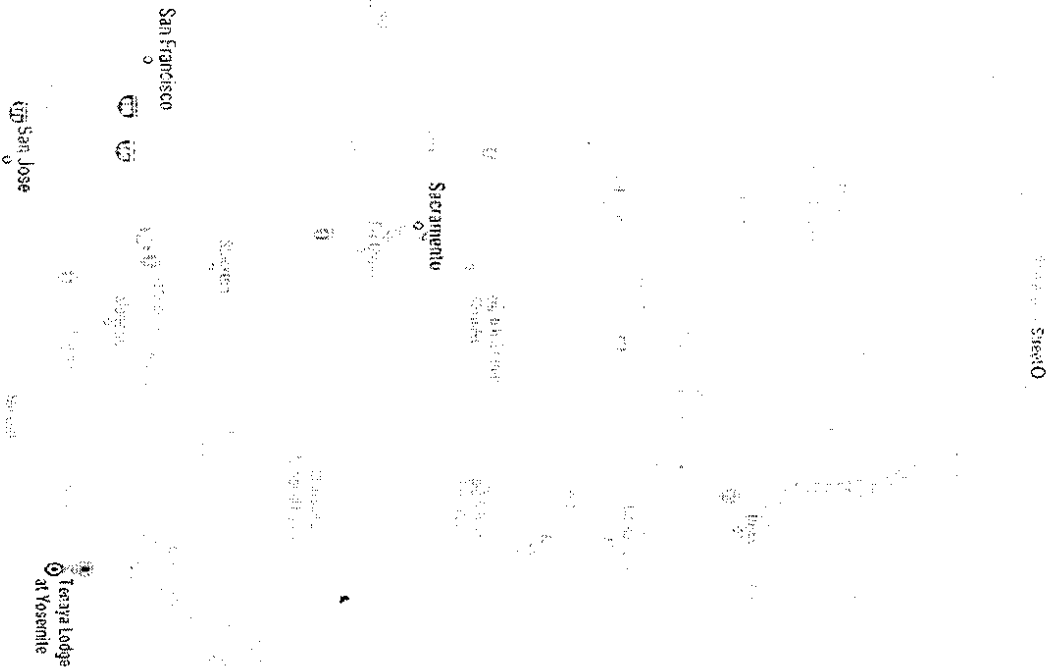
Nearby overflow hotels include Yosemite Gateway Inn (13 miles from Tenaya) at 559-683-2378. The Houndstooth Inn (11 miles from Tenaya) – only book by calling 559-642-6600, ask for Amy and say you are with CALAFCO. The Pines (16 miles from Tenaya) can be reached at 559-692-8838.

CALAFCO

Visit www.calafco.org for Conference details
including speakers or call us at 916-442-6536.



Average 368.46 miles
- 137.32 miles round trip
x .545 miles IRS Rate
= \$401.83



Meals & Incidentals (M&IE) Breakdown²

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ¹	County ¹	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ¹
Yosemite National Park	Mariposa	\$76	\$18	\$19	\$34	\$5	\$57.00

Tuesday Oct 2 Travel Day \$57.00

Wednesday Oct 3 \$0.00

Thursday Oct 4 Breakfast, Lunch + Dinner provided.

Friday, Oct 5 Travel Day 57.00 (Breakfast \$18) = \$39.00

57.00

0.00

39.00

\$17.00



FY 2019 Per Diem Rates for Yosemite National Park, California

Lodging by month (excluding taxes) | October 2018 - September 2019

Meals &
Incidentals (M&IE)
Rates

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2018 Oct	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Yosemite National Park	Mariposa	\$120	\$120	\$120	\$120	\$120	\$120	\$139	\$139	\$139	\$120

120 x 3 days = \$360