

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – December 11, 2017

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, City Member, Vice-Chair
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 Agenda (Additions and Deletions)

3. Correspondence:

3. Approval of Minutes: *Approval of the Minutes of the October 16, 2017 LAFCo meeting*

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.

5. **Continued Public Hearing regarding the City of Susanville Sphere of Influence update.**
 - a. Conduct Continued Public Hearing regarding the City of Susanville's Sphere of Influence Update and consider resolution 2017-0002 adopting a Sphere of Influence Update for the City of Susanville.
6. **Review of the Calafco Annual Conference by those present.**
 - a. *Conduct a Review of the Calafco Annual Conference*
7. **LAFCo Regular Meeting Schedule for 2018**
 - a) *Approve LAFCo Meeting schedule for 2018*
8. **Authorize Payment of Claims for October and November 2017**
 - a. *Authorize Payment of Claims for October and November 2017*
9. **Executive Officer's Monthly Report**
 - a. *Lassen Modoc Flood Control and Water Conservation District – Service Review and Sphere of Influence Update*
 - b. *Southern Cascades CSD MSR and SOI Update*
 - c. *Big Valley Weed Abatement*
 - d. *Legislation of significance*
10. **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.
11. **Adjourn to the next meeting to take place on Monday February 26, 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 area 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

November 8, 2017

Lassen LAFCo
221 Roop Street, Suite 4
Susanville, CA 96130

Dear Chair and Commission:

On behalf of the California Association of Local Agency Formation Commissions (CALAFCO), I would like to thank your commission for allowing some of your members and/or staff the opportunity to attend the CALAFCO 2017 annual conference in San Diego.

We know that resources remain tight and understand that prioritizing expenditures can be difficult. Ensuring you and your staff have access to ongoing professional development and specialized educational opportunities, allows all of you the opportunity to better serve your commission and fulfill the mission of LAFCo. The sharing of information and resources among the LAFCo commissioners and staff statewide serves to strengthen the LAFCo network and creates opportunities for rich and value-added learning that is applied within each LAFCo.

Thank you again for your participation in the CALAFCO 2017 annual conference, I hope you found it a valuable experience. We truly appreciate your membership and value your involvement in CALAFCO.

Yours sincerely,



Pamela Miller
Executive Director

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

REGULAR MEETING
October 16, 2017 - 3:00 p.m.

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

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

Staff Present: John Benoit, Executive Officer, Jennifer Stevenson, Assistant Executive Officer, and Gwenna MacDonald, Clerk.

Approval of Agenda

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

Correspondence Mr. Benoit reviewed correspondence received from the County regarding Williamson Act Land notification.

Minutes

Motion by Commissioner Gallagher to approve the minutes of the August 14, 2017 meeting; Commissioner Wilson provided a second and the motion carried. Ayes: Gallagher, Wilson, Franco and Eid. Absent: Hemphill.

Public Comments No comments.

Continued Public Hearing: City of Susanville Sphere of Influence Update

Mr. Benoit introduced Jennifer Stevenson, and stated that she would be presenting the report.

Jennifer Stevenson reported that a map and memo had been provided in the packet. The map is a culmination of the discussions to date regarding the Sphere of Influence (SOI). Ms. Stevenson described the proposed and existing sphere on the map, noting the recommended reduction in the North, and the expansion in the south, to include areas already zoned for urban land uses. None of the areas in the proposed SOI are Williamson Act Lands. The proposed SOI is one idea of how LAFCo could move forward. There are several considerations that are odds; LAFCo is charged with the preservation of agricultural lands and promoting efficient services and logical boundaries. The focus on agricultural preservation is creating some illogical boundaries. Generally cities are the municipal service providers so it is recommended that the entirety of the Johnstonville area is included. Williamson Act lands provide a barrier between the northern and southern Johnstonville area. There are several instances of cities that have included agricultural land within their boundaries, with a developed agricultural land preservation policy prior to that inclusion that was determined by LAFCo to meet the responsibility to preserve agricultural land.

Ms. Stevenson explained that there were a few concerns with water service at the airport, and noted that the southern portion of the airport was not included in the proposed SOI. The City has indicated an interest to expand the water system to include the airport and that they are precluded from doing so because the area is not included in the Sphere. If LAFCo wanted to support the City in that expansion,

then it could either include that area in the SOI or develop a policy to make an exception given the agricultural land barrier.

Commissioner Gallagher asked if there was a possibility for the City and County to provide the service without it being included in the Sphere.

Mr. Benoit responded that the area has to be located in the Sphere unless it is a health or safety issue, then there is a method by which LAFCo could grant an out of area service agreement, making the finding that it is a health and safety issue. In that case, the City should be the applicant to LAFCo.

Mayor pro tem Franco asked what would be the determining factor or authorization to prove that it is a health and safety issue.

Mr. Benoit answered that a determination by the Lassen County Health Department and probably input from the State would be adequate determination. He added that the out of area service agreement would not be implemented to facilitate development, but rather to remedy an existing condition.

There was a general discussion regarding the water systems in place in Johnstonville, the opportunity to expand the existing system to serve area residents and the process to include new users into the system.

Ms. Stevenson continued by discussing island annexations, probable boundaries, and the establishment of a SOI that would include probable boundaries that indicate an anticipation that the territory would be annexed to the City at some point. There are concerns with extending the Sphere as far as it is depicted in the proposed map, and the importance of initiating discussion within the City and County to look to the future and come to some agreement about how the area will look. At this point, the County could uniformly decide to develop the area outside of the City's boundaries, and the City does not have a say in how that development would look and it would impact the ability of the City to extend infrastructure and future services to the area. It is not something that is likely to happen in the next 10 or 15 years, based upon current growth, but certainly in the next 20 to 30 years it could occur.

Commissioner Franco asked if the SOI remains as it is, could the City move forward and provide water services within the Sphere, without annexation of the property to the City first.

Mr. Benoit explained that LAFCo could grant an out of area services agreement, but it has to be in anticipation of annexation. LAFCo's adopted policies state that it has to be within a two year period.

Ms. Stevenson responded that generally when adopting a SOI, there is some type of pre-planning or zoning that has occurred. In this case, the City has not planned for these areas and the concern is that the SOI would be adopted to include areas prior to putting in that effort. LAFCo could adopt a provisional sphere, have the City come back with a General Plan update or some other steps taken to establish a zone for these areas, or if that has not occurred, roll back the SOI to what it had been before.

Commissioner Wilson stated that he is not in favor of that.

Chairperson Eid asked if there was any reason for the City to look at expanding the existing Sphere of Influence.

Commissioner Gallagher commented that with decreasing population in the City and County, there does not appear to be any urgency to expand the SOI.

Maury Anderson, Planning Director, stated that the County has half as many houses being built in the County than the previous year, and there is currently no development pressure that exists to warrant an increase in the SOI. It is important to be good stewards of the land, and the expansion of the SOI should start with looking at the Area Plan, and go through the planning process first.

Commissioner Wilson commented that a previous discussion indicated that the City SOI should mirror the SOI adopted by the Susanville Sanitary District.

Jim Chapman, Public Member alternated, commented that the law requires that LAFCo have the discussion regarding the SOI, it does not require that it be expanded or changed. He discussed growth rates in the region, the expansion of services and the impact that annexations have on existing customers. The planning process is important and should occur first.

Chairperson Eid thanked him for his comments and asked Mr. Benoit what the next steps should be.

Mr. Benoit stressed the importance of the City and County coming together to conduct joint planning for the Susanville Area. They should update the Area Plan, the City should then utilize that information to update the General Plan, and at that time, LAFCo would expand the SOI based upon the results of that planning effort. It is essential to not put the cart before the horse, and have a strategy and plan for development. It would be vetted through the CEQA process, the City and County would be in agreement on how it is supposed to progress, and he said that the point cannot be stressed enough.

Commissioner Wilson stated that the City has a priority list of projects and activities and he personally does not feel as if the planning effort is at the top of the list at this time, given the need for funding other priorities.

It was the general direction of the Commission to remove the parcel that was a portion of the Bartley Ranch from the SOI, and to bring it back for approval at the December meeting.

Chairperson Eid thanked Ms. Stevenson for her presentation, stating it was very thorough, readable, and understandable. He wanted to recognize the efforts. He thanked everyone for their comments.

Commissioner Franco stated that the discussion was important, valuable, and the Commission accomplished what it was supposed to.

At 3:57 p.m. Chairperson Eid continued the Public Hearing to December 11, 2017.

Appointment of Deputy Executive Officer Mr. Benoit explained that he has relied on the assistance of Ms. Stevenson in the past year to complete an increasing amount of his LAFCO duties, and in the interest of succession planning, it would be prudent for the Board to appoint her as the Deputy Executive Officer. The LAFCO law allows for that, and there would be no increase to the budget to make that appointment, and he discussed the value of having a back-up executive officer. Upon his retirement from the position, the Board would be under no obligation to appoint Ms. Stevenson to the position of Executive Officer.

Motion by Commissioner Franco to appoint Jennifer Stevenson to the position of Deputy Executive Officer for Lassen LAFCo; Commissioner Gallagher provided a second and the motion carried. Ayes: Franco, Gallagher, Wilson, and Eid. Absent: Hemphill.

Authorize Payment of Claims for August and September 2017 Mr. Benoit reviewed the claims presented for August and September, 2017 in the amount of \$9,463.39.

Motion by Commissioner Wilson to approve the claims for August and September, 2017 in the amount of \$9,463.39, Commissioner Gallagher provided a second and the motion carried. Ayes: Wilson, Gallagher, Franco and Eid. Absent: Hemphill.

Executive Officer's Monthly Report Mr. Benoit stated that he would be meeting with Tony Shaw and Bob Burns regarding the Lassen Modoc Floor Control District. He anticipated contact from the Southern Cascade CSD regarding additional information related to the MSR and SOI update. He was also meeting with the Agricultural Commissioner's office regarding the Big Valley Weed Abatement issue, and he discussed legislation that was relevant to the region, including SB448 which provides a definition of Inactive Districts. He discussed legislation that provides a mechanism for Special Districts to be represented on the LAFCo board.

Commissioner Reports

There was a general discussion regarding attendance at the upcoming CalLAFCo conference and it was the determination that Commissioner Gallagher or Commissioner Franco would attend.

Motion by Commissioner Gallagher, second by Commissioner Wilson to adjourn until December 11, 2017; motion carried. Ayes: Gallagher, Wilson, Franco and Eid. Absent: Hemphill.

The meeting adjourned at 4:13 p.m.

Todd Eid, Chairperson

Gwenna MacDonald, Recording Secretary

Approved _____

2017 CALAFCO Annual Conference Summary

Conference presentation materials are all available on the CALAFCo Website at www.calafco.org.

1. LAFCO 101 is a presentation to assist LAFCO Commissioners, the Public and LAFCO Staff with an overview of LAFCo. This presentation includes LAFCO's intent and purpose, history, organization, powers, Service Reviews and Spheres of Influence and perspective on applying the basics.
2. There was a presentation on a statewide poll on Accountability, Consolidation, Local Control, Transparency and Communicating with the public. The results were: Poverty/Homelessness is the most important issue, Majority of respondents know nothing about LAFCo, Most respondents know nothing or are unsure of the how LAFCo is doing its job. Many LAFCo's use social media to get the word out and most believe it would be the most effective way for LAFCo to communicate with the public. Most agree LAFCo does not seem to be a very transparent agency; LAFCo's should focus on local government efficiency.
3. There was a presentation entitled "Your LAFCo Story: Don't Let Someone Else Tell it!" This was a presentation regarding LAFCo's creating the LAFCo message or brand. Many times LAFCo's are reacting to situations rather than being proactive.
4. Local Agencies' Fiscal Health: What is LAFCo's role. This panel took a macro view of what is going on in California i.e. local governments are facing severe financial strain due to a number of reasons: i.e. PERS obligations, natural disasters, recessions, etc. How can LAFCo's react? This session examined changing revenue streams for local governments over time. The essential problem is revenues cannot keep up. Causes are an unsustainable real estate recovery; loss of RDA's, Contract cost inflation exceeds revenue growth, deferred maintenance, shift of VLF, etc.

The major causes are increasing services and demands, maximizing tax increases, retirement costs, local government tax share, taxable retail threats, redevelopment, inefficiencies and political expectations.

How this might affect LAFCo?

How do MSR's address these issues?

1. Potential for Disincorporation, bankruptcies
 2. Encounter resistance from cities and districts to annex
 3. Decreases in level of service particularly in poorer areas of state
 4. Pressures from communities to incorporate, even when not feasible
 5. Perpetuation of sprawl without a viable long-term municipal service solution
- Solutions?

Solutions may include:

1. Sharing or consolidating service delivery for economies of scale,

2. Demonstrating accountability and transparency to build support for revenue measures or service delivery changes

Solutions involve:

1. Finding other service delivery approaches which reduce costs
2. Explaining local government economics in a credible and transparent manner to maximize support for revenue increases
3. LAFCo MSR Determination Areas are uniquely attuned to this effort; consider the wording of CKH

Some LAFCo's are moving to illuminate Fiscal and Service Issues in the MSR process sample determination criteria may include:

1. Shared services, facilities and staff; duplication of services or facilities and excess capacity
2. Anticipated service level deficiencies, and
3. Financial metrics* aimed at gauging the ability to provide services
4. Multiple quantitative service level statistics for municipalities

Metrics* may include:

1. Operating General Fund deficit and surplus trends for the past 5 years
2. Balanced General Fund Budgets using one time revenues, deferred expenditures or borrowing
3. Unreserved General fund reserves as a percent of operating expenditures
4. Unfunded pension liability
5. Debt and Debt ratios
6. Liquidity as measured when comparing cash and short-term investments over current liabilities.
7. Timeliness and accuracy of financial reporting by ensuring that the State Controllers Financial Transactions Report was filed on a timely basis and that the CAFR received a clean opinion and was issued within 6 months of the fiscal year's end.

5. Show me the Money Humboldt, Imperial, Santa Clara and Calaveras LAFCo's

16% of LAFCo Annual Budgets are less than \$50K
16% of LAFCo Annual Budgets are between 50K and 100K
18% of LAFCo Annual Budgets are between 101K and 300K
38% of LAFCo Annual Budgets are between 300K and 700K
13% of LAFCo Annual Budgets are over 700K

Most of the LAFCo Budgets allow LAFCo's to meet all the LAFCo functions (54.5%) and 34.5% of the LAFCo's say Yes, but only minimal

78% of LAFCo's receive between 0 and 10% percent of their revenue from Application Fees.

49% of the LAFCo's believe it is somewhat difficult to sustain LAFCo funding

Some of the cost savings ideas discussed are:

Practice conservative budget approach – Imperial

Maintain Positive relationships with funding agencies – Imperial, Calaveras and Humboldt

Have your own building and you don't have to pay rent and income from renting office space. Imperial

Update Fee Schedule regularly - Santa Clara

Curtail the granting of application fee waivers – Santa Clara

Share services with another local agency, where feasible – Santa Clara

Recognize that even small increases in apportionment can hit some members much harder than others - Santa Clara

Effective Management - Calaveras

Contracting out - Calaveras

Weigh the cost of utilizing County/City Services – Calaveras

Have Empathy, Listen to constituents, work with the Press – Calaveras

Use existing tools more effectively i.e. technology -Calaveras

Reduce Bureaucracy – Calaveras

Pay attention to financials and bills paid out - Calaveras

Some of the challenging situations mentioned:

Moving out of the County facility and leasing private office space – Santa Clara

Initiating litigation to address inadequate CEQA Documents - Santa Clara

Paying for the dissolution of special districts that are unable to pay costs. - Imperial

6. Avoiding an Ethical Crisis:

The purpose of this session is to decrease the odds that you or your organization will suffer an ethical crisis and help to better understand what ethics actually mean.

Some of the suggestions discussed;

1. Prevention first: Talk about it, training, Don't assume it will happen?
2. Just because it is legal doesn't mean it is ethical
3. The greatest challenge is the R word (Rationalization)
4. Beware of the no one will find out rationalization
5. The Google Rule now everyone can judge your conduct.
6. The Taxpayer Rule What would the average taxpayer think.
7. You are only tested when choices are tough
8. A test for a leader: What you did. What others did and you knew about it, and what did others do that you did not know about it.
9. Responding to an ethical lapse
10. 3 questions you must be prepared to answer: What did you know? When did you know about it? And what did you do about it?

7. LEGISLATIVE UPDATE:

In 2017 there were 2980 Bills in the legislature (1982 in the Assembly and 998 in the Senate). Of these bills 1189 became law and 118 were vetoed and the remaining 1,673 did not make it through the legislature.

There were six bills were chaptered related to LAFCo

AB 464 (Gallagher) affecting annexation proceedings and out of area services being provided.

AB 979 (Lackey) streamlines the process of seating special districts

AB 1361 (E. Garcia) Authorizes a Municipal Water District to apply to LAFCo to extend services to Indian lands and prohibits LAFCo from denying the application

AB 1725 The CALAFCO Omnibus bill. Minor changes to non-controversial sections of CKH

SB 130 Provides certain cities incorporated between 1/1/2004 to 1/1/2012 to receive property tax in lieu of VLF

SB 448 Requires the State Controller to publish a list of inactive districts and establishes a process for LAFCo's to dissolve inactive special districts.

Look forward to the legislature taking up Healthcare Districts, Water and Contracting issues in the next legislative session.

LASSEN LAFCO

2018 - LAFCO Regular Meeting Schedule

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

Meeting Date

February 26th (Feb 12th is Lincoln's Birthday and Feb 19th is President's Day)

April 9th

June 11th

August 13th

October 15th (Oct 8th is Columbus Day)

December 10th

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.

Lassen Local Agency Formation Commission

8

CLAIMS

October and November 2017

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Dec 1, 2017	Staff Svcs & Expenses – October 2017	\$ 5,739.61
Dec 1, 2017	November 2017 Staff Svcs & Expenses	\$ 4,449.01
Nov 1, 2017	Conf Reimbursement C. Gallagher	\$ 977.27
TOTAL:		\$11,165.89

DATED: Dec 11, 2017

APPROVED: Dec 11, 2017

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

Attest:

John Benoit
Executive Officer

2017-2018 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	\$ 899.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2017-2018						\$ (899.00)				
Staff Svcs June 2017		\$ (57.61)	(125.60)	(66.19)	(8.19)			(2,330.00)	(500.00)	
Staff Svcs July 2017		\$ (43.35)	(7.50)	(69.95)				(1,872.50)		
Calafco Conf. Registration										
Staff Svcs August 2017			(58.00)	(83.63)	(14.00)			(1,000.00)	(500.00)	
Staff Svcs September 2017				(65.01)				(1,381.25)		
City of S'ville Ck -fin Svcs 11,16 to 6,17										
Chris Gallagher Reimb Calafco 25-27 Oct 2017										
Staff Svcs October 2017			(13.70)	(75.34)	(4.20)			(3,717.50)	(500.00)	
Staff Svcs November 2017			(4.00)	(66.33)	(1.18)			(2,507.50)		

TOTAL EXPENDED	\$ -	\$ (100.96)	\$ (208.80)	\$ (426.45)	\$ (27.57)	\$ (899.00)	\$ -	\$ (12,808.75)	\$ (1,500.00)	\$ -
TOTAL REMAINING	\$ 1,000.00	\$ 149.04	\$ 541.20	\$ 573.55	\$ 272.43	\$ -	\$ 2,500.00	\$ 17,191.25	\$ 2,000.00	\$ 400.00

Lassen LAFCO

12/1/17

INVOICE October 2017

John Benoit

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

Invoice number: 2017-0102

Invoice date: 1-Dec-17

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	35.50	Staff Svcs	Oct 1-31, 2017	\$4,217.50
Jennifer Stephenson				\$ -
Dennis Miller	1.50			127.50
Christy Leighton	14.00			1,190.00

Total activity cost: \$5,535.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc Copy-Print	\$13.70
Postage		\$4.20
Phone & Communications	CommJuly 2017	\$ 75.34
Office Supplies		
Travel Exp.	1/6 share Calafco conf	\$111.37
Web Domain		

Total materials cost: \$204.61

Total billing: \$ 5,739.61

TIMESHEET for John Benoit

Lassen LAFCO

October 2017

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Oct-17					\$ -
2-Oct-17					\$ -
3-Oct-17	Misc admin and agendas for October 16th - Big Valley Pest research			3	\$ 255.00
4-Oct-17					\$ -
5-Oct-17	LAFCo packets prepare and review documents and financials			7	\$ 595.00
6-Oct-17	LAFCo packets email and website and finalize and post		\$13.70		\$ 297.50
7-Oct-17			\$4.20	3.5	\$ -
8-Oct-17	LMFCD cl writing LMFCD			6	\$ 510.00
9-Oct-17	mappimg dm Susanville SOI			1.5	\$ 127.50
10-Oct-17					\$ -
11-Oct-17			\$22.98		\$ -
12-Oct-17	Cof C and comm re NWLFPD				\$ -
13-Oct-17	prepare two CofC's for NWLFPD for recording and Admin and financials and Meeting prep			1	\$ 85.00
14-Oct-17				5.5	\$ 467.50
15-Oct-17					\$ -
16-Oct-17					\$ -
17-Oct-17			\$33.69		\$ -
18-Oct-17	misc after meeting activites and Calafco			8	\$ 600.00
19-Oct-17				8	\$ 600.00
20-Oct-17	Records request re city annex west of SR 139 County structures			2	\$ 170.00
21-Oct-17					\$ -
22-Oct-17				1	\$ 85.00
23-Oct-17	Admin				\$ -
24-Oct-17	Calafco and Admin misc legislation			1	\$ 85.00
25-Oct-17				5.5	\$ 467.50
26-Oct-17					\$ -
27-Oct-17					\$ -
28-Oct-17	LMFCD cl writing LMFCD				\$ -
29-Oct-17				6	\$ 510.00
30-Oct-17					\$ -
31-Oct-17	LMFCD cl writing and comm jb (2) Conference Summary				\$ -
			\$18.67		\$ -
			\$111.37	8	\$ 680.00
					\$ -
SUBTOTAL					\$ 5,535.00
TOTAL					\$ 5,729.61

INVOICE November 2017

John Benoit

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

Invoice number: 2017-0103

Invoice date: 1-Dec-17

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	29.50	Staff Svcs	Oct 1-31, 2017	\$2,507.50
Jennifer Stephenson	20.00			\$ 1,700.00
Dennis Miller	2.00			170.00
Christy Leighton				0.00

Total activity cost: \$4,377.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc Copy-Print	\$4.00
Postage	mail maps and misc	\$1.18
Phone & Communications	CommJuly 2017	\$ 66.33
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$71.51

Total billing: \$ 4,449.01

Lassen LAFCO

November 2017

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Nov-17	gen admin			1	\$ 85.00
2-Nov-17	js Mapping management S'ville SOI presentation prep updating SOI document (oct2)			7.5	\$ 637.50
3-Nov-17	js Comm and SOI presentation and update SOI paper (Oct 17)			8.5	\$ 722.50
4-Nov-17	Admin and misc (oct 25th) js			4	\$ 340.00
5-Nov-17					\$ -
6-Nov-17	Comm Harold Kimbriel and others re Susanville Soi	comm	\$22.98	1	\$ 85.00
7-Nov-17	Lassen Modoc Flood Control and misc comm re: susanville SOI			2	\$ 170.00
8-Nov-17		copy misc	\$4.00		\$ -
9-Nov-17	Financials - Calafco and Comm Harold Kimbriel re Susanville Soi area	post	\$1.18	1.5	\$ 127.50
10-Nov-17					\$ -
11-Nov-17	SCCSD MSR and SOI questionnaire info			2	\$ 170.00
12-Nov-17					\$ -
13-Nov-17					\$ -
14-Nov-17					\$ -
15-Nov-17					\$ -
16-Nov-17					\$ -
17-Nov-17					\$ -
18-Nov-17					\$ -
19-Nov-17					\$ -
20-Nov-17					\$ -
21-Nov-17	SCCSD MSR responses and Flood Control MSR			5	\$ 425.00
22-Nov-17					\$ -
23-Nov-17					\$ -
24-Nov-17					\$ -
25-Nov-17		Front ph	\$24.65		\$ -
26-Nov-17	mapping Susanville Soi dm			2	\$ 170.00
27-Nov-17	NWLEPD Mc Arthur Corresp to shasta LAFCO and Agenda draft			2.5	\$ 212.50
28-Nov-17	AgendaPacket for Dec 11, 17 and City of Susanville Soi report revisions and maps	comm	\$18.70	6.5	\$ 552.50
29-Nov-17	meeting schedule and items for December packet			3.5	\$ 297.50
30-Nov-17	4 Susanville SOI dox for december meeting			4.5	\$ 382.50
1-Dec-17					\$ -
					\$ -
SUBTOTAL					\$ 4,377.50
TOTAL					\$ 4,449.01