

**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – December 9, 2019**

**3:00 PM**

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

**(Website: [www.lassenlafco.org](http://www.lassenlafco.org))**

**1. Call to order: Pledge of Allegiance**

Commissioners

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

Alternate Members

David Teeter, County Member Alt.  
Kevin Stafford, City Member Alt.  
Vacant, Public Alt.

LAFCO Staff

John Benoit, Executive Officer  
Jennifer Stephenson, Deputy Executive Officer  
Gwenna MacDonald, Clerk  
John Kenny, LAFCO Counsel

**2. Approval of Minutes from June 10, 2019 and Aug 12, 2019**

*a. Consider the June 10, 2019 & Aug 12, 2019 minutes*

**3. Approval of Agenda (Additions and Deletions)**

**4. Correspondence:**

**5. Public Comment**

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments

concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

**PUBLIC HEARING**

**5. PUBLIC HEARING: Big Valley Recreation District Service Review (MSR) and Sphere of Influence(SOI)**

*(Commissioners are asked to bring the copy distributed for the October 21, 2019 LAFCo meeting. The MSR and SOI may be found on the LAFCo Website at [www.lassenlafco.org](http://www.lassenlafco.org))*

- a) *Conduct public hearing*
- b) *Consider Resolution 2019-0006 adopting a Service Review for the Big Valley Recreation District.*
- c) *Consider Resolution 2019-0007 adopting a Sphere of Influence for the Big Valley Recreation District.*

**7. Set Regular Meeting Schedule for Calendar Year 2020**

- a) **Set regular meeting schedule for 2020**

**8. WORKSHOP #2 POLICY, STANDARDS AND PROCEDURES UPDATE**

*(Commissioners are asked to bring the copy distributed for the August and October 2019 LAFCo meeting. A copy may be found at the LAFCo Website [www.lassenlafco.org](http://www.lassenlafco.org))*

- a) *Conduct Workshop*

**9. Authorize payment of Claims for October 2019 and November 2019**

- a) *Authorize payment of claims for October 2019 and November 2019.*

**10. General discussion regarding the 2019 Calafco Annual Conference in Sacramento**

**11. Executive Officer's Monthly Report**

- a) *Fire and EMS Service Reviews and Spheres of Influence status*

**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 10th , 2020 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](http://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](mailto:lafco@co.lassen.ca.us). Copies of reports are located on the LAFCo webpage at: [www.lassenlafco.org](http://www.lassenlafco.org)

#2

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

**REGULAR MEETING**  
**June 10, 2019 - 3:00 p.m.**

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

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

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

Approval of Minutes  
None.

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

Correspondence  
None to report.

Public Comments  
No comments.

Public Hearing: LAFCo Final Budget / Fiscal Year 2019-2020  
Mr. Benoit explained that a recommended budget was presented at the April 8, 2019 meeting, and he provided a brief overview of the revenue and expenses for the upcoming year.

At 3:02 p.m. Chairperson Eid opened the public hearing.

There being no comments, Chairperson Eid closed the public hearing at 3:03 p.m.

Motion by Commissioner Wilson, second by Commissioner Gallagher, to approve Resolution No. 2019-0002 approving the fiscal year 2019/2020 budget; motion carried unanimously. Ayes: Wilson, Gallagher, Franco, Teeter and Eid. Absent: Hemphill.

Lassen LAFCo Goal Setting  
Mr. Benoit reviewed the function of LAFCO as established by the State, and the importance of conducting Municipal Service Reviews and establish Spheres of Influence to ensure orderly growth. The goals in Lassen County are in part going to be based on the requirements set forth for MSR's and SOI Updates, however each week he receives emails or letters from failing districts. It is not LAFCO's role to make the districts viable, or even to initiate consolidations. The consolidation of HPUD and West Patton Village had a good outcome, but that is not always the case. Lassen County has 15 fire agencies, and questionnaires were sent. A lot of the districts have different chiefs or disconnected phone numbers, and this presents a significant difficulty in following up and attempting to gather the information needed to even conduct a service review.

Chairperson Eid asked if Lassen LAFCO were to be audited, are we behind on conducting MSR's.

Mr. Benoit responded that Lassen LAFCO is as current as other Districts, and given the size of the budget we are doing well for a small rural agency.

He continued to explain that all of these small Districts are experiencing increasing pressure from the State to do things such as maintain a website, increased training requirements. These are costly mandates for a District with no money. Mr. Benoit summarized the challenges presented to LAFCO, and he would be bringing forward a draft Policy and Standards sample to review at a future meeting.

#### MSR and SOL: Big Valley Recreation District

Mr. Benoit provided an update regarding the progress made on the Municipal Service Review and Sphere Update for the Big Valley Recreation District. The District receives a budget of \$20,000 each year from the County, and they are doing well with what they have. The facility is in need of facility upgrades, and there was a general discussion regarding funding opportunities for the District. The MSR has been drafted and would be available at the next meeting for review.

#### CALAFCO Annual Staff Workshop

Mr. Benoit provided an update to the Commission regarding the annual conference he attended in April in San Jose. There were a lot of new faces and younger people getting involved which is good. Mr. Benoit explained that there was a movement coming to make MSR's more complicated, which he did not support. The MSR should be a simple evaluation of services provided, make recommendations for improvement and let the Districts take steps to remedy any deficiencies. While there were a lot of attendees from rural areas, the conference was more urban focused.

Authorize Payment of Claims for April 2019 and May 2019 Mr. Benoit reviewed the claims presented for April and May 2019 in the amount of \$8,793.06.

Motion by Commissioner Teeter, second by Commissioner Franco, to approve payment of claims for April and May 2019; motion carried unanimously. Ayes: Teeter, Franco, Gallagher, Wilson and Eid. Absent: Hemphill.

#### Finance Policy Update

Mr. Benoit reviewed the proposed language adding Section 3.3 LAFCO Finance Policies to the Lassen LAFCO Bylaws. The proposed sections established the adoption of a work program, timely payment provision for the Commission's bi-monthly meeting schedule, business and travel expenses, expenditure policy, general finance policy and fixed asset policy. Many of the policies were outdated, and had been established during a time when the Commission met on a monthly basis. The meeting schedule now creates a situation where some claims for payment are very past due, and it is customary in other agencies to have the Chairperson authorize payments with a Commission ratification at the next meeting. The travel policy establishes standard practices to be mindful of the costs of attending conferences.

There was a lengthy general discussion regarding the Commission approval of payment of claims, an exception made for time-sensitive claims or contractor payment, and the issue of payment to contractors being made a few months after the services were provided. Mr. Benoit

thanked the Commission for their input, and would be making further modifications to the proposed language.

#### Executive Officer's Monthly Report

Mr. Benoit stated that he would be meeting with the Lassen/Modoc Flood Control District on June 25<sup>th</sup>, and there was a general discussion regarding the Fire and Emergency Medical Service Reviews and Sphere updates.

Ms. Stephenson provided a legislative update, specifically regarding the Assembly passage of AB1822 and AB1253 Mr. Benoit discussed the potential benefit of AB1253 which would provide grant funding for specified actions, including District consolidations.

#### Commissioner Reports

None.

Motion by Commissioner Gallagher, second by Commissioner Franco to adjourn until August 12, 2019; motion carried unanimously. Ayes: Gallagher, Franco, Teeter, Wilson and Eid. Absent: Hemphill.

The meeting adjourned at 3:45 p.m.

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Todd Eid, Chairperson

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

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

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

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

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

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

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

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

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

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

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

**Approval of Agenda**

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

**Correspondence**

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

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

**Public Comments**

No comments.

**Finance Policy Update (continued discussion)**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**CALAFCO 2019 Annual Achievement Awards**

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

Mr. Benoit returned to the meeting.

**CALAFCO Designation of Voting Member**

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

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

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

**Executive Officer's Monthly Report**

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

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

Commissioner Franco asked what the grants would be for.

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

**Commissioner Reports**

None.

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

The meeting adjourned at 4:06 p.m.

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Todd Eid, Chairperson

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

**Resolution 2019-0006 of the**  
**Lassen Local Agency Formation Commission**  
**Lassen County, California**

*Approving a Municipal Service Review of Services Provided by and within the Big Valley Community Services District (known as the Big Valley Recreation District) and Adopting Written Determinations Thereon*

WHEREAS, California Government Code Section 56425 requires a Local Agency Formation Commission ("LAFCO") to adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the municipal services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, the Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and,

WHEREAS, on June 14, 2004, the Commission adopted its Work Plan and included a schedule for completion of Municipal Service Reviews (MSRs) and Spheres of Influence; and

WHEREAS, the Commission adopted Resolution 2007-07 on July 9, 2007 establishing revised guidelines for conducting MSRs which applies to this MSR for services provided by the Big Valley Recreation District; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for the services provided by the Big Valley Recreation District, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the final draft of the Municipal Service Review for services provided by the Big Valley Recreation District and written determinations contained therein will provide information for updating the sphere of influence for the District, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing;

NOW, THEREFORE, the Lassen Local Agency Formation Commission hereby resolves, orders and determines the following:

- 1) The Municipal Service Review of Services provided by the Big Valley Recreation District, attached hereto as Exhibit A, is approved and the written determinations presented in the Municipal Service Review report are hereby adopted.
- 2) LAFCO staff is further ordered to proceed as appropriate with update to the Sphere of Influence Plan for the Big Valley Recreation District.
- 3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the Big Valley Recreation District.
- 4) This Resolution does not change or alter the Sphere of Influence for the District and does not change the District Boundary.

The foregoing resolution was duly passed by the Lassen Local Agency Formation Commission at a regular meeting held on the 9th day of December 2019 by the following roll call vote:

Ayes: -

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 9th day of December 2019.

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Todd Eid, Chair  
Lassen LAFCO

Attest:

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John Benoit, Executive Officer  
Lassen LOCAL AGENCY FORMATION COMMISSION,

**Resolution No. 2019-0007**

**LASSEN LOCAL AGENCY FORMATION COMMISSION**

*Approving a Sphere of Influence for the Big Valley Community Services District (known as the Big Valley Recreation District) and Adopting Written Determinations Thereon*

**WHEREAS**, Government Code Section 56425 requires each Local Agency Formation Commission to establish, periodically review and update a sphere of influence for each local governmental agency within its jurisdiction; and

**WHEREAS**, the Lassen Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for the Big Valley Recreation District; and

**WHEREAS**, the Commission has set the initial hearing date of December 9, 2019 for the establishment of the sphere of influence for the Big Valley Recreation District and has noticed this hearing at the time and place and as otherwise prescribed by Government Code Section 56427, *et seq.*; and

**WHEREAS**, the Commission has heard and adopted a Municipal Services Review of services provided by the Big Valley Recreation District in accordance with Gov. Code section 56430; and

**WHEREAS**, the Commission has reviewed and considered the proposed Sphere of Influence report and the proposed Sphere of Influence Map which are attached hereto and incorporated herein; and

**WHEREAS**, Lassen LAFCO has prepared a notice of exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence will not contain additional territory beyond the district’s existing Sphere of Influence (Section 21000 *et seq* of the Public Resources Code); and

**WHEREAS**, the Commission has considered those factors determined by it to be relevant to the proposed sphere of influence, including, but not limited to, those factors specified in Government Code Section 56425, *et seq.*, and has heard from interested parties and considered requests for amendment and/or revision of the proposed sphere boundary, if any;

**NOW, THEREFORE, BE IT RESOLVED** that the Lassen Local Agency Formation Commission does hereby find and determine as follows:

1. That the proposed sphere of influence with respect to Big Valley Recreation District complies with the provisions of Government Code Section 56000, *et seq.*
2. That the Commission has considered comments that have been received regarding the establishment of this Sphere of Influence.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Study are attached hereto and incorporated herein.

4. The Commission has reviewed and considered a Notice of Exemption pursuant to the Environmental Quality Act prepared for the establishment of this Sphere of Influence and makes a specific finding that there is no substantial evidence in light of the whole record before Lassen Local Agency Formation Commission that this Sphere establishment for the Big Valley Recreation District may have a significant adverse effect on the environment.
5. Pursuant to Government Code Section 56425 (i) the Big Valley Recreation District is authorized to provide Recreation Services within the territory set forth in Attachment "A". Other services a Recreation District may provide as stated in Sections 61100-61107 of the Government Code shall require LAFCO approval as a new and different service.
6. That the Sphere of Influence Report including a Sphere of Influence Map for the Big Valley Recreation District's Sphere of Influence is hereby adopted and approved as set forth in Attachment "A".
7. This Resolution does not change the District Boundary.

**PASSED AND ADOPTED** at a regular meeting of the Lassen Local Agency Formation Commission of the County of Lassen, State of California, on the 9<sup>th</sup> day of December 2019, by the following vote:

**AYES:** -

**NOES:** -

**ABSENT:** -

**ABSTAIN:** -

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Todd Eid, Chair  
Lassen Local Agency Formation Commission

**Attest:**

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John Benoit, LAFCO Executive Officer  
Lassen LAFCO

## NOTICE OF EXEMPTION

**TO:** County Clerk  
County of Lassen  
Susanville, CA

**FROM:** Lassen LAFCO  
P.O. Box 2694  
Granite Bay, CA 95746

**PROJECT TITLE:** Sphere of Influence Update: *Big Valley Recreation District*

**PROJECT LOCATION:** Northwest Area in Lassen County and Southwest Area in Modoc County

### DESCRIPTION OF PROJECT:

The proposed project involves the determination of a Sphere of Influence for the *Big Valley Recreation District (formed as a Community Services District)* with a coterminous Sphere of Influence signifying the district boundaries are the same as the Sphere of Influence.

### NAME OF PUBLIC AGENCY APPROVING PROJECT:

Lassen Local Agency Formation Commission

### NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

Lassen Local Agency Formation Commission

### EXEMPT STATUS:

Class 20 Categorical Exemption, "Changes in Organization of Local Agencies," CEQA Guidelines Section 15320, Changes in Organization of Local Agencies and 15061b (3) General Rule Exemption.

### REASONS WHY THIS PROJECT IS EXEMPT:

This action is Exempt from the California Environmental Quality Act pursuant to Section 15320 of the CEQA Guidelines (Class 20) as the Sphere of Influence would not result in any change in services being provided and 15061 b (3) whereby this activity is covered by the general rule that CEQA applies only to project which have the potential for causing a significant effect on the environment. Since this Sphere of Influence is only affirming the existing functions within the existing service area, there is no possibility that this activity may have a significant effect on the environment since the service is already provided and no conditions have changed nor could be changed as a result of establishing a coterminous Sphere of Influence. There is no unusual circumstances related to this Sphere of Influence Update.

**CONTACT PERSON:**  
**John Benoit**  
**LAFCO Executive Officer**

**TELEPHONE NUMBER:**  
**(530) 257-0720**

**By:** \_\_\_\_\_

**Date:** December 9, 2019

# LASSEN LAFCO

## 2020 - LAFCO Regular Meeting Schedule

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

### ***Meeting Date***

**February 10<sup>th</sup>**

**April 13<sup>th</sup>**

**June 8<sup>th</sup>**

**August 10<sup>th</sup>**

**October 19<sup>th</sup>**

**December 14<sup>th</sup>**

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

#9

## CLAIMS

October and November 2019

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2019-2020 Expenses:		
Dec 1, 2019	Oct 2019 Staff Svcs & Expenses	\$ 4,335.31
Nov 19, 2019	Feather Publishing BVRD hearing notice	\$ 57.20
October 1, 2019	November 2019 Staff Svcs and Expenses	\$ 2,464.70
TOTAL:		\$ 6,857.21

DATED: December 9, 2019

APPROVED: December 9, 2019

\_\_\_\_\_  
Todd Eid, Chair or Chris Gallagher, Vice-Chair  
Lassen Local Agency Formation Commission

Attest:

\_\_\_\_\_  
John Benoit  
Executive Officer

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
<b>Total Budgeted</b>	<b>\$ 1,000.00</b>	<b>\$ 250.00</b>	<b>\$ 750.00</b>	<b>\$ 1,000.00</b>	<b>\$ 300.00</b>	<b>\$ 1,077.00</b>	<b>\$ 2,500.00</b>	<b>\$ 30,000.00</b>	<b>\$ 3,500.00</b>	<b>\$ 400.00</b>
Calafco Dues 2019-2020						\$ (1,075.00)				
Staff Svcs July 2019		\$ (10.00)	\$ (15.00)	\$ (67.93)				\$ (2,635.00)		
Calafco Conference Registration 2019										
Staff Svcs August 2019 #84		\$	\$ (50.00)	\$ (66.94)				\$ (3,000.00)	\$ (500.00)	
Staff Svcs Sept. 2019 # 85		\$ (15.00)		\$ (74.35)				\$ (1,500.00)		
Hearing Notice LMFCWCD										
Staff Svcs Oct 2019			\$ (238.30)	\$ (73.81)	\$ (11.20)			\$ (3,420.00)	\$ (500.00)	\$ (57.20)
Staff Svcs Nov 2019			\$ (10.00)	\$ (74.70)				\$ (2,380.00)		
Hearing Notice Big Valley Rec. Dist.									\$	\$ (57.20)

<b>TOTAL EXPENDED</b>	<b>\$ -</b>	<b>\$ (25.00)</b>	<b>\$ (313.30)</b>	<b>\$ (357.73)</b>	<b>\$ (11.20)</b>	<b>\$ (1,075.00)</b>	<b>\$ -</b>	<b>\$ (12,935.00)</b>	<b>\$ (1,000.00)</b>	<b>\$ (114.40)</b>
<b>TOTAL REMAINING</b>	<b>\$ 1,000.00</b>	<b>\$ 225.00</b>	<b>\$ 436.70</b>	<b>\$ 642.27</b>	<b>\$ 288.80</b>	<b>\$ 2.00</b>	<b>\$ 2,500.00</b>	<b>\$ 17,065.00</b>	<b>\$ 2,500.00</b>	<b>\$ 285.60</b>

**Lassen LAFCO**

[illegible]

Unaudited	Agency	Reserve Fund
	Project Rev	City/CO Contrib
	CARROVER	Interest Revenue
		2019-2020
		from 18-19
		YTD Expens
		Cash Balance

# INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: November 19, 2019

2016

LAFCO-Lassen

Box 2694

Granite Bay, CA 95746

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Publish: hearing for Big Valley Rec. District

**TOTAL DUE: \$ 57.20**

**Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971**

Feather River Bulletin

Indian Valley Record

Chester Progressive

Portola Reporter

Lassen Co. Times

Westwood PinePress

# INVOICE October 2019

John Benoit

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

Invoice number: **2019-0094**

Invoice date: 1-Dec-19

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	45.00	Staff Svcs	October 1-31, 2019	\$3,665.00
Jennifer Stephenson				
Dennis Miller				0.00
Christy Leighton				
File Scanning project				
Cheryl Kolb	3.00		Misc admin services	255.00

Total activity cost: \$3,920.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Packets for Oct 19	\$238.30
Postage	packets for Oct	\$11.20
Phone & Communications	Comm October 2019	\$ 73.81
Office Supplies		
Travel Exp.	1/6 conf. share	\$92.00
Web Domain		

Total materials cost: \$415.31

**Total billing: \$ 4,335.31**

## Lassen LAFCO

Oct 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Oct-19					-
2-Oct-19		Att	\$19.58		\$ -
3-Oct-19	LMFCWCD resos and report finalize for Hearing				\$ -
4-Oct-19	Big Valley Rec district and finance policies for meeting			4.5	\$ 382.50
5-Oct-19				4.5	\$ 382.50
6-Oct-19					\$ -
7-Oct-19					\$ -
8-Oct-19					\$ -
9-Oct-19					\$ -
10-Oct-19					\$ -
11-Oct-19					\$ -
12-Oct-19		Front Ph	\$26.53		\$ -
13-Oct-19	LAFCo Packet for Oct 21, 2019				
14-Oct-19		copies	\$55.00	8	\$ 680.00
15-Oct-19		copies ck	\$183.30		\$ -
16-Oct-19	Packets Lassen LAFCo finalize info	post ck	\$11.20	3	\$ 255.00
17-Oct-19					\$ -
18-Oct-19					\$ -
19-Oct-19	Meeting prep for LAFCo meeting				\$ -
20-Oct-19				4.5	\$ 382.50
21-Oct-19	In County				\$ -
22-Oct-19	In county			9	\$ 600.00
23-Oct-19				7	\$ 600.00
24-Oct-19	Financials				\$ -
25-Oct-19				2.5	\$ 212.50
26-Oct-19					\$ -
27-Oct-19		wave	\$27.70		\$ -
28-Oct-19					\$ -
29-Oct-19	Gen Admin				\$ -
30-Oct-19				5	\$ 425.00
31-Oct-19		conf share	\$92.00		\$ -
					\$ -
SUBTOTAL			\$415.31	48	\$ 3,920.00
TOTAL					\$ 4,335.31

# INVOICE November 2019

John Benoit

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

Invoice number: **2019-0095**

Invoice date: 1-Dec-19

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	28.00	Staff Svcs	Nov 1-30, 2019	\$2,380.00
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				0.00

Total activity cost: \$2,380.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc copies	\$10.00
Postage		
Phone & Communications	Comm Nov 2019	\$ 74.70
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$84.70

**Total billing:** \$ 2,464.70



# TIMESHEET for John Benoit

Lassen LAFCO

Nov 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Nov-19	Admin				
2-Nov-19		Att	\$20.00	1	\$ 85.00
3-Nov-19					\$ -
4-Nov-19					\$ -
5-Nov-19					\$ -
6-Nov-19					\$ -
7-Nov-19					\$ -
8-Nov-19					\$ -
9-Nov-19					\$ -
10-Nov-19		front Ph	\$26.91		\$ -
11-Nov-19					\$ -
12-Nov-19					\$ -
13-Nov-19					\$ -
14-Nov-19					\$ -
15-Nov-19	misc admin and research				\$ -
16-Nov-19				3	\$ 255.00
17-Nov-19					\$ -
18-Nov-19					\$ -
19-Nov-19					\$ -
20-Nov-19					\$ -
21-Nov-19	misc financials and admin sb				\$ -
22-Nov-19				4.5	\$ 382.50
23-Nov-19					\$ -
24-Nov-19					\$ -
25-Nov-19	Resos for Big Valley Rec Dist				\$ -
26-Nov-19				6	\$ 510.00
27-Nov-19	Finalize LMFCWCD MSR and SOI				\$ -
28-Nov-19	mapping LMFCWCD dm	misc copies	\$10.00	4	\$ 340.00
29-Nov-19	LAFCo Packet for December 10th 2019	wave	\$27.70	1.5	\$ 127.50
30-Nov-19				8	\$ 680.00
1-Dec-19					\$ -
					\$ -
					\$ -
SUBTOTAL			\$84.70	28	\$ 2,380.00
TOTAL					\$ 2,464.70