

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

REGULAR MEETING
December 9, 2013 - 3:00 p.m.

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

Roll call of members present: Jim Chapman, Cheryl McDonald, Larry Wosick and Brian Wilson
Absent: Todd Eid.

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

Motion by Commissioner De Boer to approve the agenda as submitted; Commissioner Wosick provided a second and the motion carried.

Correspondence

There was no correspondence.

Minutes

Motion by Commissioner Chapman to approve the minutes of the October 21, 2013 meeting; Commissioner De Boer provided a second and the motion carried.

At 3:02 p.m. Chairperson Eid entered the chambers and assumed his seat on the dais.

Public Comments

There were no comments.

6 Big Valley Ambulance Committee Presentation LAFCO Fee Deposit Waiver

Valene Endacott and Dan Bouse, Big Valley residents, represented a committee formed for the purpose of creating a Community Services District to provide Ambulance Services in the Big Valley area. They updated the Commission regarding the progress of the committee. The proposed district would provide emergency medical transportation and advanced life support with district boundaries to include only the service area boundaries. Mr. Benoit was assisting with the process, and they were working on a plan for services, and have also kept Modoc County LAFCO involved. They are continuing to work on developing a budget and are gathering information in preparation for submitting a resolution before the Board of Supervisors for consideration. There has been a significant amount of interest from the area residents to serve on the Board, and the committee is working towards building momentum from the community to support the District. The committee requested a fee deposit waiver from LAFCO, in consideration of their current revenue restrictions. The Commission discussed the logistics of adopting authorizing resolutions and conducting the required public hearing through LAFCO.

Motion by Commissioner Wosick to support the LAFCO fee deposit waiver; Commissioner De Boer provided a second and the motion carried unanimously.

7 Public Hearing: Lassen County Waterworks District #1 Bieber MSR and SOI Update

Mr. Benoit explained that the Municipal Service Review draft prepared for Lassen County Waterworks District #1 was reviewed at the October 21, 2013 workshop. The District primarily serves the area of Bieber, and he reviewed determinations regarding capacity, infrastructure, financial considerations, shared facilities, and the suggested long range plans for improvement. Input from the workshop has

been included in the final draft, and the recommendation for the Sphere of Influence was a coterminous boundary. He invited questions and comments from the Commission.

Motion by Commissioner Chapman to approve the MSR and SOI update; Commissioner De Boer provided a second and motion carried unanimously.

8 Public Hearing: Establishing SB-244 Disadvantaged Unincorporated Communities

Mr. Benoit explained that at the previous meeting, the Commission reviewed the proposal to add Section 2.19 to Lassen LAFCO's Policies, Standards and Procedures, defining Disadvantaged Unincorporated Communities (DUCs). He described the Section as reflecting the intent of the mandates established by law and referred to Exhibit A, Section R. 3 which defines what constitutes a Disadvantaged Unincorporated Community. He reviewed the criteria and observed that in the Susanville area, it is unlikely that many of the areas adjacent to the City would be classified as a DUC.

Commissioner Chapman clarified that no DUC's have been identified at this time, but cited examples of several neighborhoods adjacent to Susanville that most likely would meet the criteria of disadvantaged. He does not support a policy that would unilaterally impose standards without first identifying where these isolated pockets of qualifying DUCs exist.

Chairperson Eid opened the public hearing at 3:32 p.m. and requested comments.

Jared G. Hancock, City Administrator, appreciated Mr. Benoit's effort to respond to the legislation which has been initiated to address the issue of DUC's. Overall he believed the intent of the proposed policy amendment is on track, and suggested a few options to streamline the policy section for improved clarity.

Mr. Benoit responded that since the City of Susanville is the principle jurisdiction that will be affected by this law, that he continue working with the City to refine the verbiage and re-address with the Commission. He stressed the importance of clearly defining what a DUC is, and he is looking for consistency and predictability in moving forward.

The Commission discussed the lack of census data available and other options for determining the income level of the fringe neighborhoods. They discussed the areas adjacent to the City that would not support becoming part of the City through an annexation, and the scenarios which occur in larger jurisdictions that are not applicable to the City of Susanville and Lassen County.

There being no further comments, Chairperson Eid closed the public hearing at 3:45 p.m. It was the consensus of the Commission to bring the item back after further revisions.

9 Bylaw Amendment: Records Retention Policy

Mr. Benoit reviewed the proposed amendment to the bylaws regarding records retention, noting that in the instance of records or information with potential historic significance, the retention would be adjusted accordingly. The Commission discussed options for the preservation of those types of records, including donation to the historic societies, schools or educational groups.

Motion by Commissioner Chapman to approve the Records Retention Policy; Commissioner De Boer provided a second and the motion carried unanimously.

10 Bylaw Amendment: Rosenberg's Rules of Order

Mr. Benoit explained that proposed amendment was the result of a presentation at the Calafco conference regarding Rosenberg's Rules of Order which are essentially a simplified version of Robert's Rules of Order. He reviewed the

responsibilities of the Chairperson, various types of motions, and stated that the majority of it is the manner by which LAFCO meetings are already conducted.

Mayor pro tem Wilson observed that it would be preferable to unilaterally adopt the same standard for all of the local agencies. Commissioner Chapman stated that he was going to be presenting the idea for consideration by the Board of Supervisors. He provided an explanation regarding the background of Rosenberg's Rules of Order, and how it presents the content of Robert's Rules of Order in a more concise manner. He suggested conducting a workshop for local agencies, and the consideration of adoption was tabled pending the conduction of the workshop.

11 Payment of Claims: October and November 2013

Motion by Mayor pro tem Wilson to approve claims for October and November in the amount of \$9,958.02; motion carried unanimously.

12 LAFCO Webpage

Mr. Benoit explained the need for LAFCO to have an accurate and up to date website, and discussed the development of a site that he is using successfully in Lake County. He requested authorization to use the same host for Lassen LAFCO. The Commission directed Mr. Benoit to proceed with a new website.

13 Policy regarding fiscal impact analyses: changes of organization before LAFCO

Mr. Benoit reviewed the proposed language regarding annexations and the requirement to conduct a fiscal impact analysis prior to approving the annexation. The items of consideration would include the impact to the City or County's General Fund, the ability of the affected agency to provide services, and the applicable transportation-related funds. He cited examples in other communities that benefited from the fiscal impact analyses, and expressed his concern over situations where a larger annexation is approved without understanding the true costs to the existing tax payers. It was the consensus of the Commission for Mr. Benoit to work with City of Susanville staff and revisit at the February meeting.

Executive Officers Report

Mr. Benoit reported that a workshop to discuss the Herlong Area Municipal Service Review and Sphere of Influence Update would be conducted at the next meeting, and the City of Susanville MSR and SOI Update was moving along through the process.

Commissioner Reports

Commissioner Chapman reported that the Honey Lake Valley Recreation Authority JPA had been approved by the City and County, and they would be holding their first meeting on December 11, 2013.

At 4:45 p.m. motion by Commissioner Chapman, second by Commissioner Wilson to adjourn until December 9, 2013; motion carried.

Todd Eid, Chairperson

Approved: Gwenna MacDonald, Recording Secretary