

**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – February 10, 2020**

**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 October 31, 2019 and December 10, 2019**

*a. Consider the October 31, 2019 & December 10, 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.

#### **WORKSHOPS**

**5. WORKSHOP: Fire District Service Review (MSR) and Sphere of Influence (SOI)**

- a) Review and Discuss Draft Fire MSR and SOI
- b) Set public hearing for April 13th , 2020

**6. WORKSHOP #3 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*

**7. Authorize payment of Claims for December 2019 and January 2020**

- a) *Authorize payment of claims for December 2019 and January 2020.*

**8. Authorize Staff to attend the Calafco Annual Staff Workshop on March 24-27 in Orange County**

- a) *Authorize Staff to attend the Calafco Annual Staff Workshop*

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

- a) *700 Forms due April 1, 2020*
- b) *Application Forms*

**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 April 13th, 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 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](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)

# Lassen Local Agency Formation Commission

## CLAIMS

December 2019 and January 2020

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2019-2020 Expenses:		
Jan 1, 2020	Dec 2019 Staff Svcs & Expenses	\$ 4,250.62
Jan 1, 2020	Fire and Leavitt Lake MSR and SOI	\$ 977.50
Nov 19, 2019	City Finance and Clerk Exp 7.1.19-112.31.19	\$ 1,807.41
Feb 1, 2020	Jan 2020 Staff Svcs and Expenses	\$ 1,328.56
Feb 1, 2020	Fire and Leavitt Lake MSR and SOI	\$ 3,995.00
	<b>TOTAL:</b>	<b>\$12,459.09</b>

DATED: Feb 10, 2020

APPROVED: Feb 10, 2020

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

Attest:

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John Benoit  
Executive Officer

2019-2020 Expenditures

Lassen LAFCO

Item	Insurance 4521	Office Expens 4610	copies 4550	Communication: 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540
<b>Account Number</b>										
<b>Total Budgeted</b>	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,077.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2019-2020										
Staff Svcs July 2019		\$ (10.00)	\$ (15.00)	\$ (67.93)		\$ (1,075.00)		\$ (2,635.00)		
Calafco Confernece Registration 2019										
Staff Svcs August 2019 #84		\$ (15.00)	\$ (50.00)	\$ (66.94)				\$ (3,000.00)	\$ (500.00)	
Staff Svcs Sept. 2019 # 85				\$ (74.35)				\$ (1,500.00)		
Hearing Notice LMFCWCD										
Staff Svcs Oct 2019		\$ (10.00)	\$ (238.30)	\$ (73.81)	\$ (11.20)			\$ (3,420.00)	\$ (500.00)	\$ (57.20)
Staff Svcs Nov 2019				\$ (74.70)				\$ (2,380.00)		
Hearing Notice Big Valley Rec. Dist.										
City finance and clerk bille 7.1.18-6.30.19										
Staff Svcs December 2019		\$ (33.90)	\$ (15.00)	\$ (69.22)				\$ (3,632.50)	\$ (500.00)	
Staff Svcs January 2020				\$ (68.56)				\$ (1,360.00)		
City finance and clerk bille 7.1.19-12.31.19										



<b>TOTAL EXPENDED</b>	\$ -	\$ (68.90)	\$ (318.30)	\$ (495.51)	\$ (11.20)	\$ (1,075.00)	\$ -	\$ (17,927.50)	\$ (1,500.00)	\$ (114.40)
<b>TOTAL REMAINING</b>	\$ 1,000.00	\$ 181.10	\$ 431.70	\$ 504.49	\$ 288.80	\$ 2.00	\$ 2,500.00	\$ 12,072.50	\$ 2,000.00	\$ 285.60

2019-2020 Expenditures

Lassen LAFCO

	Travel 4580	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS File Scan 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET	Total Budget	Contingency
\$	1,500.00	\$ 200.00	\$ 14,000.00	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 69,699.30	\$ 69,548.30	4451 \$6,954.83
\$	(520.00)		\$ (2,465.00)							(1,075.00)	
			\$ (1,610.00)							(5,192.93)	
			\$ (2,282.50)							(520.00)	
										(5,226.94)	-\$6,787.93
										(3,871.85)	
										(57.20)	
										(4,335.31)	-\$9,155.99
										(2,464.70)	
			\$ (765.00)				\$ (1,451.50)	\$ (755.41)		(57.20)	-\$6,857.21
			\$ (3,995.00)							(2,206.91)	
										(5,228.12)	
							\$ (1,212.78)	\$ (594.63)		(5,423.56)	
										(1,807.41)	-\$12,459.09
										-	
										-	
										-	-\$1,807.41
										-	
										-	\$0.00
										-	\$0.00
										-	\$0.00
										-	\$0.00
										-	\$0.00
\$	(612.00)	\$ -	\$ (11,117.50)	\$ -	\$ (212.50)	\$ -	\$ (2,664.28)	\$ (1,350.04)	\$ -	\$ (37,467.13)	
\$	888.00	\$ 200.00	\$ 2,882.50	\$ 3,000.00	\$ 1,787.50	\$ 5,000.00	\$ (941.98)	\$ 149.96	\$ 69,699.30	\$ 32,232.17	

Reserve Fund	\$0.00	Agency	Project Rev	
City/CO Contrib	\$55,769.24	Reserve Fund	CARROVER	
Interest Revenue	\$184.98	Project Rev		
2019-2020	\$0.00	CARROVER		
from 18-19	\$28,318.05	Audited		
YTD Expens	-\$37,467.13			
Cash Balance	\$46,805.14			

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

**INVOICE**

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

Date	Number	Page
12/31/2019	1003490	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	CLERK BILLING JULY 1-DEC 31, 2019	594.63	594.63
1	FINANCE BILLING JULY 1-DECEMBER 31, 2019	1,212.78	1,212.78
0			
Thank You.		<b>Amount</b>	1,807.41
		<b>Balance Due</b>	<u>1,807.41</u>

# INVOICE January 2020

John Benoit

Invoice number: 2020-0011

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

Invoice date: 1-Feb-20

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	21.50	Staff Svcs	January 1-31, 2020	\$1,360.00
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton	47.00		Fire MSR and SOI writing	3,995.00
File Scanning project				
Cheryl Kolb			Misc admin services	0.00
Total activity cost:				\$5,355.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc copies	
Postage		
Phone & Communications	Comm January 2020	\$ 68.56
Office Supplies		
Travel Exp.		
Web Domain		
Total materials cost:		\$68.56
<b>Total billing:</b>		<b>\$ 5,423.56</b>



**TIMESHEET**  
for John Benoit

Lassen LAFCO

Jan 2020

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Jan-20	Fire and EMS MSR (2)SLFPD and review Housing Element			4	\$ 340.00
2-Jan-20					\$ -
3-Jan-20	Aug-Dec Fire MSR-SOI invoice Fire MSR writing - cl	ATT	\$20.10	8	\$ 680.00
4-Jan-20	Aug-Dec Fire MSR-SOI invoice Fire MSR writing - cl			8	\$ 680.00
5-Jan-20	Aug-Dec Fire MSR-SOI invoice Fire MSR writing - cl			8	\$ 680.00
6-Jan-20					\$ -
7-Jan-20					\$ -
8-Jan-20	Leavitt Lake MSR - cl			1	\$ 85.00
9-Jan-20					\$ -
10-Jan-20					\$ -
11-Jan-20	Audit re: LLCSD comm			1	\$ 85.00
12-Jan-20					\$ -
13-Jan-20	Leavitt Lake CSD Audit and comm research SB 929	Front Ph	\$27.73	1	\$ 85.00
14-Jan-20					\$ -
15-Jan-20					\$ -
16-Jan-20	Project in S'ville and Leavit Lake MSR and SOI(1)			2	\$ 170.00
17-Jan-20					\$ -
18-Jan-20					\$ -
19-Jan-20	Leavitt Lake CSD misc audit, scann WDR DPH reports			1.5	\$ 127.50
20-Jan-20					\$ -
21-Jan-20	Leavitt Lake CSD			0.5	\$ 42.50
22-Jan-20					\$ -
23-Jan-20	Financials and calafco directory & airport annex misc comm			2.5	\$ 212.50
24-Jan-20					\$ -
25-Jan-20	Leavitt Lake CSD msr writing - cl			8	\$ 680.00
26-Jan-20	Leavitt Lake CSD msr writing - cl			8	\$ 680.00
27-Jan-20					\$ -
28-Jan-20	calafco items 56133 and directory			1	\$ 85.00
29-Jan-20					\$ -
30-Jan-20	Admin and Financials sb	wave	\$20.73	4.5	\$ 382.50
31-Jan-20	LAFCo Packet for February 10th 2020			4	\$ 340.00
					\$ -
<b>SUBTOTAL</b>			\$68.56	63	\$ 5,355.00
<b>TOTAL</b>					<b>\$ 5,423.56</b>

# INVOICE December 2019

John Benoit

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

Invoice number: **2020-0010**  
 Invoice date: 1-Feb-20

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	\$4,132.50
Jennifer Stephenson				
Dennis Miller	2.50		mapping LevettLake & fire	212.50
Christy Leighton	9.00		Leavitt Lake MSR SOI	765.00
File Scanning project				
Cheryl Kolb			Misc admin services	
Total activity cost:				\$5,110.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc	\$15.00
Postage		
Phone & Communications	Comm Dec 2019	\$ 69.22
Office Supplies		
Travel Exp.	website renewal	\$33.90
Web Domain		
Total materials cost:		\$118.12
<b>Total billing:</b>		<b>\$ 5,228.12</b>

**TIMESHEET  
for John Benoit**

Lassen LAFCO

Dec 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Dec-19	Packet for December 9th ck (2) and jt			6	\$ 510.00
2-Dec-19	Admin financials and misc comm	ATT	\$20.15	2.5	\$ 212.50
3-Dec-19					
4-Dec-19	comm re fire services and SRA lands			1	\$ 85.00
5-Dec-19	LCGJ call re meeting			0.5	\$ 42.50
6-Dec-19	Cmm GrandJury and meeting prep	copies	\$15.00	6	\$ 510.00
7-Dec-19					
8-Dec-19	meeting prep				
9-Dec-19	LAFCo meeting and Grand Jury			2	\$ 170.00
10-Dec-19	in county and meeting with Susanville			10	\$ 600.00
11-Dec-19				10	\$ 600.00
12-Dec-19	After meeting items CCA writing and				
13-Dec-19	follow up with the City of Susanville re annexation	webpage renewa	\$33.90	6	\$ 510.00
14-Dec-19	Leavitt Lake MSR and SOI finalize Big Valley MSR and SOI			0.5	\$ 42.50
15-Dec-19				3.5	\$ 297.50
16-Dec-19	Aug-Sept Fire MSR-SOI invoice Fire MSR writing - cl			8	\$ 680.00
17-Dec-19		Front ph	\$28.29		
18-Dec-19					
19-Dec-19					
20-Dec-19					
21-Dec-19					
22-Dec-19					
23-Dec-19	mapping dm Levitt Lake CSD Geo Database info from BOE dm			2.5	\$ 212.50
24-Dec-19					
25-Dec-19					
26-Dec-19					
27-Dec-19				2	\$ 170.00
28-Dec-19					
29-Dec-19		wave	\$20.78		
30-Dec-19	admin and financials - sb			5.5	\$ 467.50
31-Dec-19					
<b>SUBTOTAL</b>			\$118.12	66	\$ 5,110.00
<b>TOTAL</b>					<b>\$ 5,228.12</b>