

Lassen Local Agency Formation Commission

Special Meeting Agenda

MONDAY – February 8, 2021

3:00 PM

Welcome to the Lassen LAFCo special meeting. This meeting will be via Zoom (conference call) only due to the COVID-19 virus. A roll call vote is required for all items on the agenda.

You may use your phone for this meeting and no computer is required. There will be video if you choose to use it.

The complete agenda, including backup materials and materials related to items on this Agenda submitted to the Commission after distribution of the Agenda Packet, is available for public inspection on the Lassen LAFCo website.

(All meeting materials are available on LAFCo's Website: www.lassenlafco.org)

LASSEN LAFCO IS INVITING YOU TO A ZOOM MEETING:

Topic: Lassen LAFCo

Time: Feb 8, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84832091565?pwd=aVY3TnBiNmxE5IzHcm9kWTVHWEx0UT09>

Meeting ID: 848 3209 1565

Passcode: 078468

One tap mobile

+16699006833,,84832091565#,,,,*078468# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Agenda Items:

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Mendy Schuster, Vice-Chair, City Member

Jeff Hemphill, County Member

Chris Gallagher, County Member

Alternate Members

_____, County Member Alt.

Quincy McCourt, City Member Alt.

Vacant, Public Alt.

LAFCO Staff

John Benoit, Executive Officer
Jennifer Stephenson, Deputy Executive Officer
Ruth McElrath, Clerk
John Kenny, LAFCO Counsel

2. **Approval of Agenda (Additions and Deletions)**
3. **Correspondence:** *Calafco Calendar*
4. **Approval of the December 7, 2020, LAFCo minutes**
 - a) *Approve the December 7, 2020 LAFCo minutes*

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:

6. **Workshop regarding the Stones Bengard and Spalding Community Services District MSR and SOI**
 - a. *Conduct workshop and schedule a Public Hearing regarding the Stones Bengard and Spalding Community Services District MSR and SOI at the April 12, 2021 LAFCo meeting.*
7. **Workshop regarding the Work Program for FY 2020-2021 Fiscal Year**
 - a. *Review DRAFT MSR and SOI completion list and determine LAFCo MSR's and SOI's to be prepared during FY 2021-2022.*
8. **Authorize payment of claims**
 - a) *Authorize payment of claims for December 2020 and January 2021.*
9. **Executive Officer's Monthly Report**

*Public Member Recruitment 2021
LAFCo 101
LAFCo Budget Schedule for 2021-2022 Budget
LAFCo Fee Schedule - 2003
LAFCo Records Retention Policy – 2013
LAFCo Application Forms - 2012*

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 12, 2021 at 3:00 P.M.

Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda are available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville CA. [such documents are also available on the Lassen LAFCo website (www.lassenlafco.org) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCO all political contributions and expenditures with respect to a proposal that exceeds \$1,000. LAFCO has adopted policies to implement the law, which are available on the Commission's webpage. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained by calling the 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



21 Events Calendar

JANUARY

- 8 CALAFCO Legislative Committee (Virtual)
- 19 CALAFCO Monthly EO meeting (Virtual)
- 21 CALAFCO Board of Directors Strategic Planning Session (Virtual)
- 22 CALAFCO Board of Directors Meeting (Virtual)
- 21-22& 28-29 League New Mayor & Council Academy (Virtual)
- 27-28 CA Assn. of Sanitation Agencies Conference (Virtual)

FEBRUARY

- 16 CALAFCO Monthly EO meeting (Virtual)
- 19 CALAFCO Legislative Committee (Virtual)

MARCH

- 17-19 CALAFCO Staff Workshop (Newport Beach)
- 26 CALAFCO Legislative Committee (Virtual)

APRIL

- 19 CALAFCO Monthly EO meeting (Virtual)
- 30 CALAFCO Board of Directors Meeting (Virtual)

MAY

- 7 CALAFCO Legislative Committee (Virtual)
- 11-14 Assn. of CA Water Agencies Conference (Monterey)
- 17 CALAFCO Monthly EO meeting (Virtual)

JUNE

- 18 CALAFCO Legislative Committee (Virtual)
- 28 CALAFCO Monthly EO meeting (Virtual)

JULY

- 23 CALAFCO Legislative Committee (Virtual)
- 30 CALAFCO Board of Directors Meeting (Sacramento)

AUGUST

- 11-13 CA Assn. of Sanitation Agencies Annual Conference (San Diego)
- 30 CA Special Districts Assn. Conference (Monterey)

SEPTEMBER

- 1-2 CA Special Districts Assn. Conference (Monterey)
- 22-24 League Annual Conference (Sacramento)
- 29-30 Regional Council of Rural Counties Annual Conference (Monterey)

OCTOBER

- 22 CALAFCO Legislative Committee (2022) (Virtual)
- 6-8 CALAFCO Annual Conference (Newport Beach)
- 7 CALAFCO Annual Business Meeting (Newport Beach)
- 8 CALAFCO Board of Directors Meeting (Newport Beach)

NOVEMBER

- 5 CALAFCO Legislative Committee (Sacramento)
- 12 CALAFCO Board of Directors Meeting (Sacramento)
- 30 CA State Assn. of Counties Annual Conference (Monterey)
- 30 Assn. of CA Water Agencies Conference (Pasadena)

DECEMBER

- 1-3 CA State Assn. of Counties Annual Conference (Monterey)
- 1-3 Assn. of CA Water Agencies Conference (Pasadena)
- 3 CALAFCO Legislative Committee (San Diego)

For more information and resources:
CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS
 1020 12th Street, Suite 222
 Sacramento, CA 95814
 916-442-6536

For current information and other CALAFCO resources please visit www.calafco.org



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LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION

66 N. Lassen St. Susanville, CA 96130

SPECIAL MEETING
December 7, 2020 - 3:00 p.m.

Meeting was called to order at 3:04 p.m. by Vice Chair Schuster.

Staff Present: John Benoit, Executive Officer, Officer and Ruth McElrath, Building Permit Technician.

Approval of Agenda

Motion by Commissioner Stafford, second by Commissioner Hemphill to approve the agenda. Motion carries. Ayes: Stafford, Hemphill and Vice Chair Schuster.

Approve LAFCo meeting schedule for 2021

Motion by Commissioner Hemphill, second by Commissioner Stafford to approve the LAFCo meeting schedule for 2021. Motion carries. Ayes: Hemphill, Stafford and Schuster. Absent: Gallagher and Eid.

Correspondence: None.

Approval of the August 10, 2020 and October 19, 2020 LAFCo minutes

Motion by Commissioner Hemphill, second by Commissioner Stafford to approve the August 10 and October 19, 2020 minutes Motion carries: Ayes: Hemphill, Stafford and Schuster. Absent: Gallagher and Eid.

Public Comment: None

Public Hearing regarding the Leavitt Lake Community Services District MSR and SOI

Public Hearing opened at 3:06 p.m.

Mr. Benoit explained there weren't any concerns with the district and that the \$30,000 in taxes that the district paid was for payroll taxes.

Motion by Commissioner Stafford, second by Commissioner Hemphill, to approve Resolution 20-0004 adopting a Service Review for services provided by the Leavitt Lake CSD. Roll Call. Stafford: Yes; Hemphill: Yes; Schuster: Yes. Absent. Gallagher and Eid.

Motion by Commissioner Hemphill, second by Commissioner Stafford, to approve Resolution 20-0005 approving Sphere of Influence for the Leavitt Lake CSD. Roll Call: Hemphill Yes; Stafford: Yes; Vice Chair Schuster: Yes. Absent: Gallagher and Eid.

Public Hearing closed at 3:10 p.m.

Continued Public Hearing regarding the Fire District Service Review (MSR) and Sphere of Influence (SOI)

Mr. Benoit stated there wasn't much to report since the last meeting and they would not be proposing that Janesville or the County take over the Standish Litchfield Fire District. It wants to be an independent district and the sphere should stay the same as it is now.

Mr. Benoit continued that the bigger problem in Lassen County is that the fire districts are woefully under-funded and Standish Litchfield Fire District is one of them. The best way is to help each other out with JPAs and agreements.

Motion by Commissioner Hemphill, second by Stafford to approve Resolution 2020-2006 adopting a Service Review for services provided by the Fire Services providers in Lassen County. Roll Call: Hemphill: Yes; Stafford: Yes; Vice Chair Schuster: Yes. Absent: Gallagher and Eid.

Mayor Schuster stated had there been a quorum, she was going to abstain from the next item as she had property in the Stones-Bengard area.

Mr. Benoit responded there was not a conflict.

Motion by Commissioner Hemphill, second by Commissioner Stafford to approve Resolution 2020-2007 Roll Call: Hemphill: Yes; Stafford: Yes; Vice Chair Schuster. Absent: Gallagher and Eid.

Payment of Claims

Motion by Commissioner Hemphill, second by Commissioner Stafford to authorize payment of claims. Motion carries: Hemphill, Stafford and Vice Chair Schuster. Absent: Gallagher and Eid.

LAFCo 101

Motion by Commissioner Hemphill, second by Commissioner Stafford to table the matter until all commissioners were present.

Motion Carries: Ayes: Hemphill, Stafford and Vice Chair Schuster. Absent: Gallagher and Eid.

Executive Officer Reports

Mr. Benoit started his report by stating that staff would be bringing the Stones-Bengard and Spalding CSD MSRs in the spring.

He continued that Calafco is having a regional roundtable meeting via zoom and he provided a flyer in the board packet.

Mr. Benoit explained that CSDA now has a pay as you go membership available to districts with budgets of less than \$250,000. He highlighted the benefits of being a member. He listed the eligible fire districts in Lassen County and stated that districts can learn a lot from each other and having the resources of the CSDA so they can comply with the laws.

He ended the report by addressing the LAFCo fee schedule that needs to be updated, as well as the record retention policy which can be updated the same time the bylaws are. The application form also needs to be updated and if they have a more efficient application form, they wouldn't need to ask for items that are not needed.

Commissioner Reports

None

Adjournment

Motion by Commissioner Hemphill, second by Commissioner Stafford to adjourn at 3:28 p.m. Motion carries. Ayes: Hemphill, Stafford and Vice Chair Schuster. Absent: Gallagher and Eid.

Mendy Schuster, Vice Chair

Approved _____
Ruth McElrath, Secretary

#7

Service Review and Sphere Status - LASSEN LAFCo Feb 2021

AGENCY NAME Service Review Completed Sphere Completed

Community Services Districts

Spalding CSD	6.25.07 & 2.14.2011	12.11.2007 & 12.12.2011
Stones-Bengard	4.9.2007	11.12.2007
Leavitt Lake CSD	7-Dec-20	7-Dec-20
WPVCSD	Dissolved	Dissolved
Westwood CSD	8.8.2005 & 8.12.2013	2.12.07 & 8.12.2013
Clear Creek CSD	3.31.04 & 8.12.13	4.9.2007 & 8.12.2013
Little Valley CSD	9.10.12	9.10.12
Southern Cascades CSD	9-Apr-18	9-Apr-18
Big Valley Recreation District (CSD)	9-Dec-19	9-Dec-19

Sanitary District

Susanville Sanitary	2.14.05 & 2.11.2013	2.14.05 & 2.11.2013
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Library District

Lassen Library	8.8.2011	9.11.06 & 8.8.2011
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City

City of Susanville	3.13.2006 & 6.8.2015	12.10.2007 & updated 12.11-17
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Fire and EMS Districts

Susan River FPD	7-Dec-20	7-Dec-20
Lake Forest FPD	7-Dec-20	7-Dec-20
Standish Litchfield FPD	7-Dec-20	7-Dec-20
Doyle FPD	7-Dec-20	7-Dec-20
Big Valley FPD	7-Dec-20	7-Dec-20
Hallelujah Junction FPD	7-Dec-20	7-Dec-20
Janesville FPD	7-Dec-20	7-Dec-20
Little Valley FPD	7-Dec-20	7-Dec-20
Madeline FPD	7-Dec-20	7-Dec-20
Milford FPD	7-Dec-20	7-Dec-20
Northwest Lassen	Shasta County	Shasta County
Spalding CSD Fire	7-Dec-20	7-Dec-20
Herlong PUD Fire	7-Dec-20	7-Dec-20
Westwood Fire	7-Dec-20	7-Dec-20
Stones Bengard Fire	7-Dec-20	7-Dec-20

Public Utility

HPUD	8.11.2014	10.6.2014
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Municipal Utility

LMUD	9.14.09	9.14.09
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County Waterworks District

LCWWD #3 Bieber	12.9.2013	12.9.13
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County Service Areas

Johnstonville CSA #2(dissolved)	8.8.2011	8.8.2001
CSA #1 Lassen TV CSA	5.14.2012	5.14.2012

Resource Conservation

Honey Lake RCD	10.17.2016	10.17.2016
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Flood Control

Lassen Modoc FCWCD	21-Oct-19	21-Oct-19
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Street Lighting

Bieber Lighting District

PENDING UPDATES

Spalding CSD
Stones CSD

Lassen Local Agency Formation Commission

#8

CLAIMS

December 2020 and January 2021

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2020-2021 Expenses:		
Jan 1, 2021	December 2020 Staff Services	\$ 4,369.99
Feb 1, 2021	January 2021 Staff Services	\$ 3,191.85
	TOTAL:	\$ 7,561.54

DATED: February 8, 2021

APPROVED: February 8, 2021

**Todd Eid, Chair or Mendy Schuster, 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
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,423.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2019-2020						\$ (1,423.00)				
Staff Svcs July 2020			\$ (15.00)	\$ (68.14)				\$ (2,000.00)		
Staff Svcs August 2020			\$ (15.00)	\$ (79.98)				\$ (2,500.00)	\$ (500.00)	
Staff Svcs September 2020			\$ (97.89)	\$ (73.14)	\$ (7.80)			\$ (3,000.00)		
Staff Svcs October 2020			\$ (15.00)	\$ (76.50)				\$ (2,500.00)	\$ (500.00)	
Staff Svcs November 2020		\$ (64.00)	\$ (15.00)	\$ (73.19)				\$ (2,000.00)	\$ (500.00)	
Staff Svcs December 2020			\$ (15.00)	\$ (95.60)				\$ (2,000.00)		
StaffSvcs January 2021								\$ (1,358.75)		



TOTAL EXPENDED	\$	\$ (64.00)	\$ (172.89)	\$ (466.55)	\$ (7.80)	\$ (1,423.00)	\$	\$ (15,856.75)	\$ (1,500.00)	\$
TOTAL REMAINING	\$ 1,000.00	\$ 186.00	\$ 577.11	\$ 533.45	\$ 292.20	\$	\$ 2,500.00	\$ 14,141.25	\$ 2,000.00	\$ 400.00

INVOICE

John Benoit

Invoice number: 2021-0010

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

Invoice date: 1-Feb-21

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:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	27.75	Staff Svcs	January 1-31, 2021	\$2,358.75
Jennifer Stephenson				\$ -
Dennis Miller	8.50			722.50
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	36.25			
Total activity cost:				\$3,081.25

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$15.00
Postage		
Phone & Communications	Comm January 2021	\$ 95.60
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		
Total materials cost:		\$110.60
Total billing:		\$ 3,191.85

INVOICE December 2020

John Benoit

Invoice number: **2021-0009**

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

Invoice date: 1-Feb-21

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	46.50	Staff Svcs	December 1-31, 2020	\$3,665.00
Jennifer Stephenson				\$ -
Dennis Miller	6.50			552.50
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	53.00			
Total activity cost:				\$4,217.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$15.00
Postage		
Phone & Communications	Comm Dec 2020	\$ 73.19
Office Supplies	misc xoom and software	\$64.00
Travel Exp.		
Web Domain		
Clerk	misc admin svcs	
Total materials cost:		\$152.19
Total billing:		\$ 4,369.69

**OPENING FOR CITIZENS TO SERVE AS THE PUBLIC MEMBER AND PUBLIC
MEMBER ALTERNATE ON
THE LAFCO COMMISSION**

Due to expiring terms of office the Lassen Local Agency Formation Commission (LAFCo) has openings for Lassen County residents to serve as either a Public Member and Public Member Alternate. LAFCo is an agency created by state legislation to ensure that changes in governmental organization occur in a manner, which promotes efficient, quality services and preserves open space and agricultural land resources. LAFCo is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in its decisions regarding annexations, incorporations, reorganizations, and other changes of local government. LAFCo's webpage is: www.lassenlafco.org

LAFCo normally meets every other month at the Lassen County Board of Supervisor's chambers in Susanville, California.

This appointments are for both a Public Member and Public Member Alternate who reside anywhere within Lassen County including the territory in the city limits of Susanville for a term ending in May 2025. A Public Member must be able and available to attend Commission meetings. No officer or employee of the county or any city or independent special district whose boundaries include any territory within Lassen County is allowed to sit as a Public Member on the Commission. LAFCo's Public Members, as are all other Commissioners, are required to file an annual Statement of Economic Interest and complete mandated ethics training as a public official.

If you are interested, we invite you to send a letter or email describing your background and reasons for wanting to become the selected Public Member or Alternate to serve on the Lassen Local Agency Formation Commission no later than Friday March 26, 2021. If you have any questions, please do not hesitate to call John Benoit, Executive Officer at (530) 257-0720 or email lafco@co.lassen.ca.us Please send your letter of interest Lassen LAFCo, P.O. Box 2694 Granite Bay, CA 95746 or by email to lafco@co.lassen.ca.us . Potential applicants will be invited to the April 12, 2021 LAFCo meeting at 3:00 p.m. for an interview with the Commission at the Board of Supervisor's Chambers, 707 Nevada Street in Susanville or by Zoom if determined necessary. Selection will take place following the interviews.

Dated: January 27, 2021

Lassen LAFCO
John Benoit
EXECUTIVE OFFICER