

**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 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 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)