

Lassen Local Agency Formation Commission

Special Meeting Agenda

MONDAY – January 26, 2015

3:00 PM

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

(website www.lassenlafco.org)

1. Call to order

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member, Vice Chair
Rod De Boer, City Member
_____, County Member
Jim Chapman, County Member

Alternate Members

Bob Pyle, County Member Alt.
Kathie Garnier, City Member Alt.
Andrew Wellborn, Public Member Alt.

LAFCO Staff

John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Agenda (Additions and Deletions)

3. Correspondence:

4. Approval of 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.

PUBLIC HEARING

6. **Formation of the Southern Cascades Community Services District to provide Locally Based Ambulance, Emergency Medical Services and Training for territory located in Northwestern Lassen County and Southwestern Modoc County.**
 - a. *Receive Executive Officer's Report*
 - b. *Conduct Public Hearing*
 - c. *Consider Resolution 2015-0001 approving with terms and conditions the Formation of the Southern Cascades Community Services District to provide locally based ambulance, emergency medical services and training.*

Action Items:

7. **Establish Regular Meeting Schedule for 2015**
 - a. *Review and Discuss*
8. **Authorize staff to attend the Annual Calafco Workshop in Grass Valley –April 15-17, 2015**
 - a. **Authorize Staff to attend Staff Workshop – April 15-17, 2015**
9. **Authorize Payment of Claims for December 2014 and January 2015.**
 - a. *Approve payment of expenses for December 2014 and January 2015.*
10. **Executive Officer's Monthly Report – Information items and (or) Discussion with Commissioners**

Meyers Healthcare District Annexation
Fall River Mills FPD-McArthur FPD-Northwest Lassen FPD Sphere
700 Forms Due April 1, 2015 – file with County Clerk
City of Susanville Service Review – Status
Lassen Co. RCD Service Review and Sphere of Influence
Herlong PUD – Consolidation or Annexation
CSA #2 Dissolution
Policy Update. Current Policies were adopted on May 11, 2009.

11. **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.

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12. **Adjourn to the next Regular LAFCo Meeting: April 13, 2014**

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 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

LASSEN LAFCO

2015 - LAFCO Regular Meeting Schedule

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

Meeting Date

February 9th

April 13th

June 8th

August 10th

October 19th (Oct 12th is Columbus Day)

December 14th

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

CLAIMS December 2014 & Jan 1-17, 2015

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Jan 1, 2015	Staff Svcs & Expenses – December 2014	\$ 3,258.11
Dec 30, 2014	Feather Publishing SCCSD Notice	\$ 85.75
TOTAL: December 2014 Expenses:		\$ 3,343.86
Jan 17, 2015	January 1-17, 2015 Staff Expenses	\$ 1,938.13
Total January 1-17, 2015 Expenses		\$ 1,938.13

DATED: January 26, 2015

APPROVED: January 26, 2015

Todd Eid, Chair or Brian Wilson, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2014-2015 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communication	Postage	Memberships	Legal Svcs	Ex. Off. Svcs	Brown Act	Publications	Travel
Account Number	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540	4580
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 750.00	\$ 300.00	\$ 769.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calafco dues fy 14-15	\$ 1,000.00										
Staff Services - MSR July 1-31, 2014		\$ (17.00)	\$ (17.00)	\$ (74.15)							
Staff Services - MSR Aug 1-31, 2014		\$ (103.30)	\$ (103.30)	\$ (75.99)	\$ (37.10)						
Staff Svcs Sept 1-30, 2014	\$ (10.25)	\$ (6.50)	\$ (6.50)	\$ (76.10)	\$ (5.39)				\$ (500.00)		
Staff Services - MSR Oct 1-31, 2014		\$ (37.50)	\$ (37.50)	\$ (75.82)	\$ (19.32)						
Staff Svcs Nov 1-30, 2014		\$ (20.00)	\$ (20.00)	\$ (82.99)							
Staff Svcs and MSR Dec 1-31, 2014	\$ (36.43)	\$ (27.60)	\$ (27.60)	\$ (75.21)	\$ (6.37)						
Feather Publishing SCCSD Legal notice											
Staff Svcs Jan 1-17, 2015				\$ (23.44)							
								\$ (2,500.00)			
								\$ (2,000.00)	\$ (500.00)		
								\$ (2,380.00)			
								\$ (2,000.00)	\$ (500.00)		
								\$ (2,677.50)			
								\$ (2,000.00)	\$ (500.00)		
								\$ (1,914.69)	\$ (85.75)		

TOTAL BUDGETED	\$ 1,000.00	\$ 203.32	\$ 788.10	\$ 266.30	\$ 231.82	\$ -	\$ 2,500.00	\$ 14,527.81	\$ 2,000.00	\$ 314.25	\$ 1,500.00
TOTAL REMAINING											

John Benoit

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

Invoice number: 2015-0010

Invoice date: 1-Feb-15

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	38.50	Staff Svcs	Dec 1-31, 2014	\$3,112.50
				\$
Total activity cost:				\$3,112.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Dec 8, 14 LAFCo Meeting	\$27.60
Postage	Dec 8, 14 LAFCo Meeting Packets	\$6.37
Phone & Communications	Phone Internet and fax	\$75.21
Office Supplies	Toner and envelopes	\$36.43
Travel Exp.		
Total materials cost:		\$145.61
Total billing:		\$3,258.11

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: December 30, 2014

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

publish: Lafco File #2014-01 formation of SCES CSD

TOTAL DUE: \$ 85.75

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



Feather Publishing Co., Inc.

PO Box B

Quincy, CA 95971 • (530) 283-0800 • FAX (530) 283-3952

Feather River Bulletin • Lassen County Times • Chester Progressive
Portola Reporter • Indian Valley Record • Westwood PinePress

STATEMENT

BILLING DATE

TERMS OF PAYMENT

01/01/15

Standard terms

BILLED ACCOUNT

LAFCO-LASSEN COUNTY
P.O. BOX 2694
GRANITE BAY, CA 95746

BILLED ACCOUNT NO.

AGENCY / CLIENT

00001024

NAME OF AGENCY / CLIENT

LAFCO-LASSEN COUNTY
C/O John Benoit

DATE	REFERENCE #	CHARGE OR CREDITS DESCRIPTION	INS	SAU DIMENSIONS	BILLED UNITS	AMOUNT	TOTAL
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12/30/2014	01062655	#1234 Hearing - SCES CSD LEGAL ADVERTISING				85.75	85.75
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CURRENT

AGING

31-60 DAYS

61-90 DAYS

91- 120 DAYS

OVER 120 DAYS

TOTAL NET AMOUNT DUE

85.75

0.00

0.00

0.00

0.00

85.75

PLEASE DETACH HERE AND RETURN THIS PORTION WITH YOUR REMITTANCE

01/01/15

Feather Publishing Company, Inc.

Publishers of these hometown weekly newspapers serving Plumas and Lassen Counties:

Feather River Bulletin • Lassen County Times • Chester Progressive • Portola Reporter • Indian Valley Record • Westwood PinePress

**We appreciate
your business!**

BILLED ACCOUNT NO.

00001024

BILLED ACCOUNT NAME

LAFCO-LASSEN COUNTY

AMOUNT REMITTED



REMIT TO

Feather Publishing Company
P.O. Box B
Quincy, CA 95971

Phone: (530)283-0800

Fax: (530)283-3952

Payment in full is due upon receipt of this statement. A service charge on all balances over 30 days will be computed by a periodic rate of 1-1/2% per month, which is an annual percentage rate of 18%, this applies to the previous balance after deducting current payments and credits appearing on your statement. A minimum of \$1.00 will be charged on all balances less than \$33.00.

John Benoit

Invoice number: 2015-0011

Invoice date: 17-Jan-15

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

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:

Lafo Staff	Hours		Start / End Date	Amount
John Benoit	22.25	Staff Svcs	Jan 1-17, 2015	\$1,891.25

Total activity cost: \$1,891.25

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs:		
Postage		
Phone & Communications	Phone internet and fax	\$ 23.44
Office Supplies		
Travel Exp.		

Total materials cost: \$23.44

Total billing: \$ 1,914.69

TIMESHEET

for John Benoit

Lassen LAFCO

January 1-17, 2015

1-Jan-15				\$ -
2-Jan-15				\$ -
3-Jan-15				\$ -
4-Jan-15				\$ -
5-Jan-15				\$ -
6-Jan-15				\$ -
7-Jan-15	Resolution BOS for SCCSD encore and Research Hearing Requirements for CSA dissolution			\$ 2
8-Jan-15	Big Valley water master district			\$ 170.00
9-Jan-15				\$ 21.25
10-Jan-15				\$ 0.25
11-Jan-15				\$ -
12-Jan-15	SCCSD encore (2) and misc admin and LAFCo Agenda for Jan 26, 2015			\$ 3.5
13-Jan-15				\$ 297.50
14-Jan-15	Scdd issues with elections and comm			\$ -
15-Jan-15	LAFco Agenda and Packet and SCCSD Report and misc related comm with Committee Members			\$ 2
16-Jan-15	LAFCo Packet and posting for January 26th and complete staff report for SCCSD		Front Ph	\$ 170.00
17-Jan-15	copy and mail packets			\$ 552.50
18-Jan-15				\$ 6
19-Jan-15				\$ 510.00
20-Jan-15				\$ 2
21-Jan-15				\$ 170.00
22-Jan-15				\$ -
23-Jan-15				\$ -
24-Jan-15				\$ -
25-Jan-15				\$ -
26-Jan-15				\$ -
27-Jan-15				\$ -
28-Jan-15				\$ -
29-Jan-15				\$ -
30-Jan-15				\$ -
31-Jan-15				\$ -