

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 12, 2017

3:00 PM

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

(website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member, Vice Chair
Joe Franco, City Member
Jeff Hemphill, County Member
Chris Gallagher, County Member

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Jim Chapman, Public 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: *Approval of the February 27th, 2017 and April 10, 2017 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.

6. Public Hearing regarding the City of Susanville Sphere of Influence update.

- a. Review and Discuss the Hearing Draft Sphere of Influence report prepared for the City of Susanville including comments received to date.
- b. Conduct Public Hearing regarding the City of Susanville's Sphere of Influence Update and consider Resolution 2017-0002.

7. Public Hearing regarding the Final 2017-2018 LAFCo Budget for Lassen LAFCo

- a. *Review Final Budget report and spreadsheet, Conduct Public Hearing and consider Resolution 2017-0003 adopting a final 2017-2018 LAFCo Budget.*

8. Authorize Payment of Claims for April and May 2017

- a. *Authorize Payment of Claims for April and May 2017*

9. Executive Officer's Monthly Report

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.

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11. Adjourn to the next meeting to take place on Monday August 14, 2017 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 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 COUNTY LOCAL AGENCY FORMATION COMMISSION
Board of Supervisors Chambers 707 Nevada Street Susanville, CA 96130

REGULAR MEETING
April 10, 2017 - 3:00 p.m.

Meeting was called to order at by Vice Chair Brian Wilson.

Members present: Joe Franco, David Teeter, Jeff Hemphill and Vice Chair Brian Wilson.
Absent: Todd Eid, Chairperson

Staff Present: John Benoit, Executive Officer and Ruth Ellis, Administrative Staff Assistant.

2. Approval of Agenda

Motion by Commissioner Franco to approve the agenda as submitted; Commissioner Hemphill provided a second and the motion carried unanimously. Ayes: Franco, Hemphill, Teeter and Wilson. Absent: Eid.

3. Correspondence None.

4. Minutes None.

5. Public Comment None.

6. Selection of Public Member and Public Member Alternate for a term ending in May 2021.

a. Selection of Public Member

b. Selection of Public Member Alternate

Mr. Benoit stated there were two applicants, Todd Eid applied for the Public Member At Large seat, and Jim Chapman applied for the Public Member alternate.

Motion by Commissioner Hemphill, second by Commissioner Franco to appoint Todd Eid as the Public Member and Jim Chapman as the Public Member Alternate for a four-year term. Motion carried unanimously. Ayes: Hemphill, Franco, Teeter and Wilson. Absent: Eid

Mr. Chapman was seated on the Commission.

7. Workshop regarding the City of Susanville Sphere of Influence

a. Review and Discuss the Draft 2 Sphere of Influence report prepared for the City of Susanville including comments received to date.

b. Review Map of Sphere areas as reviewed by the City.

c. Set Public Hearing date for 3 p.m. June 12, 2016.

Mr. Benoit shared that he prepared a new draft document, which included comments received from City Administrator Jared Hancock, the Commission and the City Council's map. He explained, however, that an issue has now come up regarding Williamson Act land contracts and some Farmland Security Zone. He wanted to get those exact locations because Farmland Security Zone land is absolutely forbidden from being in the Sphere of Influence, however, Williamson Act land can be in the Sphere under certain provisions. He added a lot of the

contracts may be under non-renewal status and if they are, the prohibitions are lifted. Before the Sphere of Influence is adopted, Mr. Benoit said he needs to overlay the map with the Williamson Act land and look at the status of all the contracts.

Vice Chair Wilson asked why it would matter if the properties were under Williamson Act contracts and how does it prevent the City from having them in its Sphere of Influence?

Mr. Benoit responded that Government Code 56426.6 has prohibitions for Williamson Act lands.

Vice Chair Wilson asked if the City could recognize the same restrictions as the County.

Mr. Benoit responded the City could do that, but the Commission would have to make some findings in the Resolution that would approve the Sphere of Influence. It is an issue the City needs to be aware of, but there are no prohibitions for the City to have open space land within its jurisdiction. For example, the City of San Luis Obispo has been doing it for years, but has the tools to restrict development. Mr. Benoit said he didn't think the City has tools in place at this time.

Commissioner Chapman asked what the definitions are for near-term and long-term spheres.

Mr. Benoit responded short-term is one to 10 years and long-term spheres are 10 to 20 years.

Commissioner Chapman pointed out most of the Williamson Act contracts are for 10 years and he didn't think there were a lot of 20 year contracts in the County. He explained the County began subsidizing the existing contracts when the State defunded the Williamson Act several years ago. About a dozen of the contracts fell below the minimum objectives for what qualifies as a Williamson Act contract and the Lassen County Board of Supervisors terminated them, which allowed the 10 year cycle to wind down to the point where once expired, those people would not have a Williamson Act contract.

At the same time, the Board of Supervisors determined to go ahead and cover for the State in hopes it would refund the Williamson Act contracts. The board drew a line in the sand, however, and said those contemplating entering into new contracts would probably not be looked upon with favor.

If it is incompatible to have a Williamson Act contract within a City environment, it becomes a moot point with the ability to phase out the contracts and eventually the two are going to reach a point where they can have that as part of the City.

Vice Chair Wilson stated that Mr. Benoit said the Williamson Act itself was not going to be a problem.

Mr. Benoit responded that it's not, but there are some requirements that would have to be met. The City will never be able to develop it or extend services or water to that area if the land is under contract. In addition, if the contracted area went from the County to the City, it would need the permission of the County and the land owner.

Commissioner Franco said he thought one of the priorities of LAFCo was to maintain Ag land and why would it condone the development of Ag land.

Mr. Benoit said it is and that is why there are prohibitions for Williamson Act land to go into a City. He continued that just because it's in the City doesn't mean it's going to be developed and if there are conservation easements on it, the City will have no choice but to keep it as open space, but there could be costs associated with having open space lands in the City.

Jared G. Hancock, City Administrator, said he believes there is only one Williamson Act property that is currently in the Sphere at the north end of town just below the hospital. He said the intent of the City would be to adopt some open space and agricultural policies. In the event some of that property were to be annexed in the future, it would remain in its current form and able to be farmed.

He continued that the discussion hasn't been so much on total land mass and availability of land for growth, but on the logistics of the services the City already provides. One service that is going to get a lot of attention is water because it is considered a growth-inducing service.

Mr. Hancock said the City wants to have a meaningful discussion with LAFCo about the current lands in the Sphere, such as the land to the north above the Susanville Indian Rancheria, and the ability to provide efficient services. The City would like to look at opportunities to bring the Sphere in to where the growth is really occurring and where there are demands for water, sewer and natural gas.

City staff is working on the water infrastructure going into the north and west of town and there's significant interest from those people to be able to tie into the water. Keeping those properties in the Sphere of Influence for a long-term scenario is dictating the overall boundary as significant annexations in the near-term are not expected.

There was general discussion about the map, which Mr. Benoit said is about five years old and that is why he wants a current one.

The map was able to be displayed on the screen in the boardroom and Mr. Hancock confirmed there is only one Williamson Act property in the Sphere of Influence.

Mr. Hancock talked about the existing Sphere of Influence and one of the issues that has been discussed is when the Sanitary District Sphere updated its Sphere of Influence, it came down into the Johnstonville area. It made sense that if sewer services were going to be made available, then the City's sphere should mirror the Sanitary District's because sewer and water go together hand in hand.

He added there are Williamson Act properties to the southeast on the revised Sphere of Influence and according to Mr. Benoit, they wouldn't create any issues in the long-term Sphere unless they were in the 20 year contracts. It also wouldn't mean they would automatically go into non-renewal it would be OK for them to be in a long-term Sphere if they were 10 years out.

Craig Sanders, City of Susanville Planner, explained the way he determined the Williamson Act contracts was looking at the assessor's code for the parcel and there is a letter that indicates Williamson Act inclusion.

Commissioner Chapman stated it was important to note some of the contracts have a split parcel with a larger piece and the contract would only pertain to that large portion.

Mr. Hancock said he was also aware there were a couple of Williamson Act contracts that were in the non-renewal process that were still marked on the map.

Commissioner Chapman asked what the City General Plan says about having agricultural land.

Mr. Hancock responded the City is currently updating its open space element, and one of the things staff would be doing is pre-zoning the properties. Currently, the City doesn't have any zoning for large property agriculture use, it is more for transitional agriculture.

Commissioner Chapman shared about a defacto policy the County put in place in the 1970s. He said the area that circles from Richmond Road, to Center Road and loops back into town has the prime agricultural soils in Lassen County. When it comes to the Sphere of Influence and talking about potential growth, creating that doughnut hole is something that should be considered as a policy if they are going to sustain the policy that has been in the community for the past 50 years. If the City has updated its policy to reflect something different than that, the Commission needs to know.

Mr. Hancock said Commissioner Chapman had come to a similar conclusion the City had about the soils and that they need to be preserved. It would entail pre-zoning them to keep them agricultural and developing in the rocky areas up on the bluff on Richmond Road makes more sense.

Commissioner Chapman stated knowing the pressure the County has experienced he is concerned about the pressure the City will have once it annexes some of that area. He said there is going to be a push to put housing in and even if it's a house here and there, that would be the east side of Richmond Road, opposite of Susan Hills, which would start impacting the ag operation.

Vice Chair Wilson asked about the area where the Skyline bypass will go through and the land behind the Veterans Hospital and Western Nevada Supply. He assumed there is a lot of good soil there and sees that as a place where there is going to be a lot of pressure for commercial development.

Commissioner Chapman said it has already been written off as ag land and they've already eliminated half of the class 2 soils in that area.

Commissioner Franco said he felt it boils down to how important it is to maintain the ranching legacy.

Commissioner Chapman asked where you would want to see the City grow. He said it could go south or east toward Johnstonville and going toward Center Road makes a lot more sense. The City could incorporate the Richmond Road area, but the question is, do they even want to be part of the City.

He added that 1,000 houses have been built to the south of Susanville in the last 30 years and they are all on septic systems. There is the Susanville Sanitary District to the north and it doesn't make sense for another entity to come into place. The Lahontan Water Board has looked at Johnstonville and Janesville and when there is that type of intense residential development and concentration, at some point, Lahontan is going to step in and say you will have to look at putting the system on a sewer. At that point, those communities are going to have to develop their own sewer or the Sanitary District is looking at that for their future. The

Johnstonville area especially, is in the most danger of having to have sewer services in their area.

Commissioner Teeter responded the map portrays that because the newest growth is toward Johnstonville.

Commissioner Franco said not only were they talking about the classification of soils, but the abundance of water because there are ditches that move a lot of water through the area and it's good for growing hay.

Chapman responded that even during the drought there seemed to be enough for at least two cuttings.

Commissioner Franco asked if there was a proposal to rezone the area east of the Skyline bypass.

Mr. Hancock stated the property is already in the Sphere of Influence.

Commissioner Franco asked if the property was zoned for development.

Commissioner Chapman said it was multiple zoned for some commercial, some high density and it was going to be like a planned community.

Mr. Hancock confirmed his statement.

Referring to the soil discussion, Mr. Benoit said there is not a National Resource Conservation Service soil survey in Lassen County. He would have to get that and go through the criteria to see what it would take to put it in the Sphere of Influence.

There was discussion about conservation easements and Mr. Benoit said it is another thing that will need to be looked at because if there is a conservation easement in place, nothing can be done with the property whether it's incorporated or not.

Vice Chair Wilson asked Mr. Benoit if he was suggesting they draw a line around the conservation easement.

Mr. Benoit responded no, he was suggesting they have knowledge about the conservation easement. In the Sacramento Valley there are agencies that require land and the conservation easements or fee title and he would like to get a feeling for what the status is for the easement.

Mr. Hancock said in his research of the LAFCo requirements, a lot of the information is based at the state level and he hasn't found anything specific about conservation easements. He believes most of the conservation easements are done through the federal agencies and locally, it's typically along the river corridors and part of the wetland areas coming off the river. LAFCo looks at if there are appropriate protections put in place to limit the premature conversion of Ag land. The document in itself is locking the property owner in so the premature conversion is addressed through the conservation easement and wouldn't necessarily have to be addressed through the Sphere of Influence.

Mr. Benoit said it's curious that the law doesn't really address conservation easements, it was either an oversight or the Legislature purposefully left it out.

Mr. Hancock responded that some communities, such as Butte County, have set up their own structure to do wetland banking and have a plan for habitat and species that they are doing at a county level and those mechanisms exist.

Mr. Benoit added there are private organizations as well.

Mr. Hancock stated that LAFCo seems to be on board for the text changes in the Sphere of Influence document as far as updating the population numbers and City services. He said the City is looking for feedback on how to define new development and there were some requirements put in that the new development would require a concurrent application with the Sanitary District.

Mr. Benoit said some development didn't necessarily require annexation to the district.

Mr. Hancock said the way the document currently reads is that any annexation to the City would require the Sanitary District to annex that property at the same time. In certain situations that makes sense such as if there is a new development or subdivision being built and as part of that process, capital infrastructure would have to be put in place.

However, he explained it doesn't make sense for areas that are already developed or partially developed. It seems like an unnecessary obstacle from the standpoint that people who are part of the annexation have a perfectly good septic system and there is no immediate need for them to hook up to the Sanitary District. In addition, the Sanitary District may not want to cover the costs and it would be passed over to the land owner.

Commissioner Franco asked if it would be realistic for the Sanitary District to create a sub-system.

Mr. Hancock responded that would be a question for them and in some cases it was a practice that was done more in the past. With all of the required permitting and the secondary and tertiary treating going on makes the process less feasible and more difficult.

Mr. Benoit said those changes have been added.

Commissioner Chapman asked if the City has a Right to Farm ordinance. He expressed concern about swallowing the doughnut hole and 20 years from now it is part of the City and they are allowing encroachments on ag land. He explained the County wound up adopting a Right to Farm ordinance about 25 to 30 years ago to settle domestic disputes. When people are living next door to ag land that is creating noise, dust and has pesticides, it became a critical document to those working in real estate and it was something that had to be disclosed.

Mr. Hancock stated the City does not have a Right to Farm Ordinance in place.

Commissioner Chapman said that is something that might need to be in the report because if there is an open space definitions and the ability for an existing farm operation to remain actively involved, there at least needs to be a buffer around that in which people are given that courtesy.

There was general discussion about the Right to Farm and Mr. Benoit said it just has to be enforceable.

Commissioner Chapman stated he wanted to have more discussion about the population data. He said that from the 2010 Census to 2016, the County population lost about 6,000 people. He noted the prison reform with Proposition 47, Proposition 57 and Assembly Bill 109 and stated that when you lose inmates, there is a collateral effect where you have less workers because there are less people to take care of.

He continued that when he looks at the population numbers for the City, he is puzzled because they seem to be different than the numbers he is used to seeing in the last two to three years at the County level.

Mr. Sanders stated he tries to consistently use the household population. The City does lose a few people who are living in group quarters such as Eagle Lake Village, but there is generally around 150 people in those types of quarters.

Commissioner Chapman stated it is startling that it shows there are 423 vacant units, 1,974 owner-occupied units and 1,859 renters. He said he knew people who came here for a job, but couldn't find a place to live. He said to have that kind of dwelling vacancy inside the City is startling and if the number was 150 to 200 that would sound more reasonable.

Mr. Sanders said there is a disconnect with the numbers from the Census, which was still 9.5 percent in 2010, but it has crept up with the State Department of Finance. However, listening to those in property management, realtors and people looking for places to rent, it's a different story.

Commissioner Chapman said when the State's numbers are embedded in our documents, it skews the policies in place. He told Mr. Benoit the population, demographics and sub division needs to be looked at to see if it's real or something that is skewed.

Mr. Benoit said he looked at the County CEDS report, but it was dated and the City's Housing Element had the most recent data.

Mr. Hancock explained the City had gotten to the bottom of the issue and that in 2010, the City released numbers it had received from the State, but those numbers were off. The State had taken the overall population, then called the prisons to see how many inmates they had and then subtracted that number out. CCC's numbers also include the inmates in the camps and even though they are on the books, when the census is taken and they are out in the camps, it results in a lower number. As a result, the City was getting a population around 6,800 to 6,900.

There was general discussion about County staff's work on the population information and getting a uniform demographic in the past year.

Vice Chair Wilson noted the Age Distribution breakdown on page 11 did not add up correctly. There was general discussion about the numbers and Vice Chair Wilson concluded that if the chart is not necessary it could be removed, rather than spending more time on it. He also added to remove the line in the next paragraph which said, "Since 2010 the City's total population decreased from 14,614, an 18 percent reduction in Population," as it includes the prison population and the following sentence clears it up.

Commissioner Chapman said recommended working with City and County staff and come up with realistic numbers that exist today because that is what we need to be basing our decisions on.

Commissioner Hemphill made a motion to set a public hearing date for 3 p.m. on June 12, 2017.

8. Public Hearing regarding the proposed 2017-2018 LAFCo Budget for Lassen LAFCo

Mr. Benoit stated the proposed budget is almost identical to last year with the exception that the Calafco dues have gone up from \$840 to \$899.

Motion by Commissioner Hemphill and second by Chapman to adopt the proposed budget.

9. Authorize payment of claims for February and March 2017

Motion made by Commissioner Teeter, second by Hemphill to authorize payment of claims for February and March 2017 in the amount of \$7,514.50. Ayes: Teeter, Hemphill, Franco and Wilson.

10. Executive Officer's Monthly report

Mr. Benoit stated the CSDA's magazine had a good article about LAFCo in it. He said he would email it to the Commissioners.

Mr. Benoit shared the Legislature is going to take up the health care districts again, which is a big problem throughout California in their eyes. Mr. Benoit explained they have an issue having a health care district that doesn't provide a hospital, but that's not necessarily the purpose of a health care district.

Mr. Benoit also addressed inactive districts, which he said every county in the State has. As a result of the Little Hoover Commission hearings held last summer, Calafco wrote a letter asking why more districts aren't being consolidated. Mr. Benoit said trying to consolidate two districts is not as easy as waving a magic wand and referenced the Herlong consolidation, which is almost near the end, and the Little Hoover Commission will probably hold another hearing.

Commissioner Chapman said when discussions are held it is important to note that County Service Area Number 2 was abolished. The process that took longer was transferring the Johnstonville water tank to the City and what happened with Herlong is an exception rather than the norm. There is also a health care district that was formed 20 years ago by the voters for the purpose of building the hospital. However, the assessment needed to pursue that never materialized and in the meantime, the private sector came in and that is when Banner eventually acquired the facility. If anything, it would be worth looking at abolishing that district because it never really functioned in the 20 years since it was created.

Mr. Benoit stated he did some research and he could not find it on the Board of Equalization roster. He did find information about it being dissolved, whether in fact it was, he couldn't find a recorded document. It would depend what the Health Care District wanted to do.

Another item addressed was the special districts, which would require every county to have a special districts advisory committee. The committee would make recommendations whether special districts should be seated on LAFCo. If seated on LAFCo, the special district would have to pay a third and the City and County would each pay a third.

Mr. Benoit stated there are several districts around the County that want to be seated on LAFCo, but not everyone does. He did share a concern that the special districts wouldn't have to pay a dime to get a service review done, but the City and County would have to pay for it.

11. Commission Reports There was no discussion

12. Adjournment

Meeting adjourned at 4:26 p.m.

Todd Eid, Chairperson

Approved _____
Ruth Ellis, Recording Secretary

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

REGULAR MEETING
February 27, 2017 - 3:00 p.m.

Meeting was called to order at 3:02 p.m. by Chairperson Eid.

Roll call of members present: Jeff Hemphill, Joe Franco, Chris Gallagher, Brian Wilson and Chairperson Todd Eid.

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

2. Approval of Agenda

Motion by Commissioner Wilson to approve the agenda as submitted; Commissioner Hemphill provided a second and the motion carried unanimously. Ayes: Wilson, Hemphill, Franco, Gallagher and Eid.

3. Correspondence

Mr. Benoit referred to a Department of Water Resources Control Board letter which was included on the agenda for discussion as Item 9.

4. Minutes

Motion by Commissioner Franco to approve the minutes of the December 12, 2016 meeting; Commissioner Wilson provided a second and motion carried. Ayes: Franco, Wilson, Hemphill and Eid. Abstain: Gallagher.

5. Public Comments No comments.

6. Resolution 2016-0003 approving Terms and Conditions of the Dissolution of West Patton Village Community Services District: Consider Amendments Mr. Benoit explained that the approval of Resolution 2016-0003 on August 8, 2016 authorized the dissolution of the West Patton Village Community Services District and the Herlong Public Utility District, and approved the formation of the Herlong Public Utility District as the successor and consolidating agency. Two sections of the authorizing resolution established terms and conditions related to the repair and replacement of all of the utility systems as set forth in Section 15, and the temporary establishment of a 7-member supervisorial board as set forth in Section 31.

Mr. Benoit stated that there has been a change in circumstances since the conditions were proposed, and HPUD is requesting that the following revisions be made to these sections prior to the consolidation:

15. Prior to the effective date of Consolidation, WPVCSD shall: (a) have completed preliminary engineering and financing applications to replace its utility systems (water, sewer and streetlights) to the reasonable satisfaction of HPUD such that they meet HPUD's development standards as outlined in HPUD Policy 60610, a copy of which is attached to HPUD Initiating Resolution 2016-04 as Exhibit "E".

31. The Board of Directors of the Consolidated District shall comprise of five (5) members, which shall be the five (5) seated directors of the Herlong Public Utility District Board of Directors.

Mr. Benoit invited Pat Williams, HPUD General Manager, to comment.

Mr. Williams explained that the District has received a Directive from the Lahontan Regional Water Quality Board. The Directive is a step up from a Notice of Violation, and it is not requiring that a groundwater study be conducted, however there is a potential for fines to be levied unless the corrective action is taken. The preliminary engineering study has been completed, and HPUD has a concern regarding assuming liability for the system given the recent Directive issued by Lahontan. The District is at a point to move forward, and is requesting that the completion of preliminary engineering and financing applications to replace the utility systems to the satisfaction of the successor agency be required prior to the effective date of the consolidation. The Ad Hoc Committee is supportive of this action, recognizing that running two Districts with the same staff is a challenge administratively and from an efficiency standpoint, this makes better sense.

Mr. Benoit continued, explaining that the request for the 5-member Board is requested because the WPV have declined to accept an offer to have members of the board serve initially on the HPUD Board of Directors. There is no current agreement to have a 7-member Board of Directors, and it is allowed by the Public Utility District law, the proposed Board would be 5-members.

Commissioner Wilson commented that it sounded as if this would move the process forward a bit faster than originally expected, and asked if there was an anticipated general timeline for continuing towards the consolidation of the Districts.

Mr. Benoit responded that it requires that the maps be updated to include legal descriptions, have it recorded and filed with the Board of Equalization, and it would be soon.

Commissioner Wilson commended the West Patton Village and Herlong Public Utility Boards for coming together to an agreement that will benefit the area residents.

Eula Johnson, West Patton Village CSD Board President, agreed, stating that it has been a blessing for both Districts to be able to come together and with the contracting of HPUD to manage and operate the WPV District since August 2016, the WPV Board saw no reason to continue with a 7-member Board during the transition period.

The Commission discussed the advantages of the successor agency operating as a Public Utility District and not a Community Services District.

Motion by Commissioner Gallagher, second by Commissioner Wilson, to approve the amendment to Term and Condition #15 and #31 of Resolution No. 2016-0003 as proposed; motion carried unanimously. Ayes: Gallagher, Wilson, Hemphill, Franco and Eid.

7. WORKSHOP: City of Susanville Sphere of Influence Update Mr. Benoit explained that the workshop for discussion of the City of Susanville Sphere of Influence Update has been scheduled for this agenda, however the City Council would be considering the matter at the March 1st meeting. He would like to give the opportunity for the Council to discuss and provide comments and feedback before going any further. Mr. Benoit recommended continuing the discussion to the April LAFCO meeting, as it is important to have the City Council give feedback for the Draft. It was the consensus of the Commission to continue the discussion to the April 10, 2017 meeting.

8. 2017-2018 Work Program Mr. Benoit discussed upcoming projects for the 2017-2018 year, including the City of Susanville Sphere of Influence. He stated that the work load gives consideration to a limited budget, and some of the smaller Districts, such as the Big Valley Pest abatement and Bieber Lighting districts could be looked at. The Stones-Bengard CSD has not been updated since 2007, and some of the Fire Districts could be reviewed again as the process is less labor intensive than the work

involved in completing the initial MSR. The Municipal Service Review and Sphere of Influence Update for the Modoc County Flood Control District is one that may be beneficial to complete jointly with Modoc LAFCO. The LAFCO Policies/Procedures that were adopted in 2009 should also be reviewed and updated to reflect changes in LAFCO law that have occurred since 2009.

9. State Water Resources Control Board Mr. Benoit referred to a letter received from the State Water Resources Control Board regarding the Pineview Mobile Home Park which is located within the City of Susanville. The letter recommends initiating a consolidation with the City's water system, and advising of funding assistance opportunities for small water system providers. Mr. Benoit described the process that the State follows when encountering failing water service providers and the requirement to consolidate and merge by State-ordered annexation. Mr. Benoit reviewed the legislation affecting water systems.

Chairperson Eid thanked him for providing the update.

10. Authorize Payment of Claims for December 2016 and January 2017 Mr. Benoit reviewed the claims presented for December 2016 and January 2017.

Motion by Commissioner Wilson to approve the claims for December 2016 and January 2017 in the amount of \$11,119.16; Commissioner Hemphill provided a second and the motion carried unanimously. Ayes: Wilson, Hemphill, Franco, Gallagher and Eid.

11. Calafco Workshop – Fresno / April 5-7, 2017 Mr. Benoit reported that he was scheduled to attend the Calafco Workshop in April, and the Commission discussed the upcoming Annual Conference that is scheduled to be held in San Diego on October 25 – 27, 2017.

12. Executive Officer's Monthly Report

Mr. Benoit reported that the recruitment for Public Member and Public Member alternate is in progress due to expiring terms, and current Public Member Todd Eid has indicated that he will be submitting his letter of interest to continue serving on the Board.

13. Commissioner Reports – Discussion.

Commissioner Wilson asked Mr. Benoit if any new information or determination had been received from the IRS regarding his status as an independent contractor. Mr. Benoit responded that he had not.

Motion by Commissioner Franco, second by Commissioner Hemphill to adjourn until February 27, 2017; motion carried unanimously. Ayes: Chapman, Hemphill, Franco, Wilson and Eid.

The meeting adjourned at 4:00 p.m.

Todd Eid, Chairperson

Approved

Gwenna MacDonald, Recording Secretary

Resolution No. 2017-0002**LASSEN LOCAL AGENCY FORMATION COMMISSION**

Approving the adoption of a Sphere of Influence Update for the City of Susanville and Adopting Written Determinations Thereon

WHEREAS, Government Code Section 56425 requires each Local Agency Formation Commission to adopt and periodically review and update a sphere of influence for each local governmental agency within its jurisdiction; and

WHEREAS, the Lassen Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for the City of Susanville; and

WHEREAS, the Commission has set the initial hearing date of June 12, 2017 for the update of the sphere of influence for the City of Susanville and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56427, *et seq.*; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of services provided by the City of Susanville on June 8th, 2015 in accordance with Gov. Code section 56430; and

WHEREAS, the Commission has reviewed and considered the proposed Sphere of Influence update report and the proposed Sphere of Influence Map which are attached hereto and incorporated herein; and

WHEREAS, Lassen LAFCO has prepared a notice of exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence will not contain additional territory beyond the City’s existing Sphere of Influence (Section 21000 *et seq* of the Public Resources Code); and

WHEREAS, the Commission has considered those factors determined by it to be relevant to the proposed sphere of influence, including, but not limited to, those factors specified in Government Code Section 56425, *et seq.*, and has heard from interested parties and considered requests for amendment and/or revision of the proposed sphere boundary, if any;

NOW, THEREFORE, BE IT RESOLVED that the Lassen Local Agency Formation Commission does hereby find and determine as follows:

1. That the proposed sphere of influence update with respect to the City of Susanville complies with the provisions of Government Code Section 56000, *et seq.*
2. That the Commission has considered objections that have been received regarding the update of this Sphere of Influence.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Study are attached hereto and incorporated herein.
4. The Commission has reviewed and considered a Notice of Exemption pursuant to the Environmental Quality Act prepared for the update of this Sphere of Influence and makes a

specific finding that there is no substantial evidence in light of the whole record before Lassen Local Agency Formation Commission that this Sphere update for the City of Susanville may have a significant adverse effect on the environment.

5. That the Sphere of Influence Report including a Sphere of Influence Map for the City of Susanville Sphere of Influence is hereby adopted and approved as set forth in Attachment "A".

PASSED AND ADOPTED at a regular meeting of the Lassen Local Agency Formation Commission on the 12th day of June 2017, by the following vote:

AYES: -

NOES: -

ABSENT: -

ABSTAIN: -

Todd Eid, Chair
Lassen Local Agency Formation
Commission

Attest:

John Benoit, LAFCO Executive Officer
Lassen LAFCO

#7

LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 12, 2017

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2017-2018

A "recommended" budget was presented at the April 10th, 2017 meeting, and adopted. A Budget Justification Report was prepared for that Budget Hearing. Please refer the Budget Justification Report for information on each of the items below.

ANTICIPATED REVENUE:

There is no anticipated revenue stated.

The apportionment to the City and County is recommended to be \$52,473.43. This is slightly increased from this year. In the event of an emergency, the Commission may request a loan from the County to complete a given fiscal year. The County is not obligated to funds such a loan. In that case, LAFCo may be able to budget funds in a subsequent fiscal year.

SUMMARY OF EXPENSES:

Insurance The Commission recommended in its proposed budget \$1,000.00 for that item to pay the County Auditor for LAFCO's share of County Insurance.

Office Supplies The Commission recommended in its proposed budget \$250.00. Depending upon LAFCO activity this could be augmented by an increased appropriation from unanticipated revenue.

Copies This amount is proposed to be \$750.00 to be used for general copying of reports and packets. *Copy costs are expensive and the Commission would be encouraged to be sent electronic packets instead.*

Communications This is proposed to be \$1,000.00 for general communications for phone, Internet and fax.

Postage This is proposed to be \$300.00 for public notices and mailings.

Memberships The Commission recommended in its proposed budget \$899.00 for Calafco dues.

Legal Services The Commission recommended in its proposed budget \$2,500.00 for this item. LAFCO Counsel attends LAFCO meetings as requested by the Commission. Some of the Brown Act Compliance funds may be used for legal services, if required. It is anticipated if budget augmentations were needed in this category, additional appropriation would come from unanticipated revenue.

Executive Officer Services The Commission recommended in its proposed budget \$30,000 for this item. This translates into an average of \$2,500.00 per month average for LAFCO administration. This category may be augmented from the Brown Act Compliance category (\$3,500.00) since Brown Act compliance requires administrative time. Notwithstanding a very complex reorganization or incorporation project for Lassen LAFCO, this amount should cover LAFCO administration. Complex projects should be fee supported thereby increasing revenue to LAFCO. It is anticipated if budget augmentations were needed in this category, additional appropriation would come from unanticipated revenue. The Brown Act Compliance category is based on 7 meetings at \$3,500.00.

Legal Notices/Publications The Commission recommended in its proposed budget \$400.00 for legal notices. Given the cost of legal advertising and the projected workload this amount remains reasonable.

Transportation/Mileage/Training/Conferences This year, the Commission did not send a Commissioner and paid for a portion of Staff's costs to attend the Calafco Conference. Next year \$1,700.00 is recommended the budget for this item. This amount includes a portion of the costs of staff to attend the Calafco Annual Conference and Annual Staff Workshop and for one member to attend the Calafco Annual Conference in San Diego.

Municipal Service Reviews The Commission recommended in its proposed budget \$14,000.00 for this effort, which would cover additional costs of preparing Reviews as required by the LAFCO Act.

Sphere of Influence Updates The Commission recommended in its proposed budget \$3,000.00 to cover the costs of updating Spheres of Influence as required by the LAFCO Act. A significant cost of Sphere of Influence updates is mapping.

Special Departmental Expense (MAPPING) The Commission allocated \$2,000.00 for GIS mapping for continuing Sphere of Influence Update mapping. Lassen County has no GIS program and GIS mapping is now the standard mapping method and also eliminates the vague unusable maps of the past.

File Management and Scanning: It is becoming increasingly important for the LAFCO files to be put into electronic format to become accessible. \$5,000 is budgeted for this effort for FY 2017-2018.

Audit The Commission appropriated no funds in this category since this item is covered under Financial Services, below.

Other Charges A-87 This item has been replaced by City Financial Services.

Financial Services LAFCO has a contract with the City of Susanville to provide financial services which were budgeted for \$1,722.30.

Clerk Support The Commission recommended in its proposed budget \$1,500.00 for this item to be paid to the City of Susanville for this service.

Contingency/Carryover The Commission policy recommends the contingency should be no more than 10 percent of the operating budget and carryover should be used to fund the contingency. This amount is \$6,952.13 for FY 2017-2018.

Recommendation:

- a. Review, discuss, amend, and consider the 2017-2018 Final Budget. A budget justification report for FY 2017-2018 was prepared by staff for the adopted proposed budget on April 10, 2017.
- b. Adopt LAFCO Resolution 2017-0003 approving a Final Budget for Fiscal Year 2017-2018.

Resolution 2017-0003
of the
Lassen Local Agency Formation Commission
Lassen County, California

Resolution of the Lassen Local Agency Formation Commission Adopting

a Final Budget for 2017-2018

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; and,

WHEREAS, the Commission has prepared a final budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of both the proposed and final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2017-2018 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Final Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Lassen Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Lassen LAFCO hereby adopts the attached final 2017-2018 budget.
2. Directs the Executive Officer to transmit the final budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
3. The Commission hereby requests the Auditor to collect the funds in accordance with Government Code Section 56381 (c). In the event of non-payment of LAFCO funds by any entity subject to the LAFCO's apportionment, the Commission hereby requests and authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.
4. Due to the fiscal constraints of funding agencies, the Commission no longer maintains a reserve fund. In the event emergency funds are needed the County will be asked to loan LAFCO funds, alternatively, LAFCO will budget funds in a future year.
5. The Commission desires to use carryover funds remaining from the 2016-2017 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2017-2018 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 12th , 2017 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 12th day of June 2017

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

A	B	D	E	F	G	H
		2014-2015 Final Budget	2015-2016 Final Budget	2016-2017 Final Budget	2017-2018 Proposed Budget	2017-2018 FINAL Budget
1						
2						
3						
4						
5						
6	EXPENDITURES	Final BUDGET 2014-2015	Final BUDGET 2015-2016	Final Budget 2016-2017		Final Budget 2017-2018
7						
8	Expenditure Classification					
9						
10	Services and Supplies					
11	8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
12	8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
13	8402-413.30 4550 COPIES	\$1,000.00	\$750.00	\$750.00	\$750.00	\$750.00
14	8204-413.30 4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
15	8204-413.30 4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
16	8402-413.30 4830 MEMBERSHIPS	\$769.00	\$765.00	\$840.00	\$899.00	\$899.00
17	8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
18	8402-413.30 4331 Exec Off Svcs	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
19	8402-413.30 4332 Brown Act/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
20	8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
21	8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
22	8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
23	8402-413.30 4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
24	8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
25						
26	Total Services and Supplies	\$59,169.00	\$59,165.00	\$59,240.00	\$59,299.00	\$59,299.00
27						
28	Other Charges					
29	8402-413.30 4344 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
30	8402-413.30 4340- SPECIAL DEP Exp (File Scanning)			\$5,000.00	\$5,000.00	\$5,000.00
31	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
32	8402-413.30 4334LAFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
33	TOTAL OTHER CHARGES	\$5,222.30	\$5,222.30	\$10,222.30	\$10,222.30	\$10,222.30
34						
35	Total Expenditures LAFCO	\$64,391.30	\$64,407.30	\$69,462.30	\$69,521.30	\$69,521.30
36						
37	8402-413.30 4451 Contingency Fund	\$6,439.13	\$6,440.73	\$6,946.23	\$6,952.13	\$6,952.13
38	General Reserve Fund					
39						
40	Total Budget Including Contingency	\$70,830.43	\$70,848.03	\$76,408.53	\$76,473.43	\$76,473.43
41	Anticipated carryover including carryover of Contingency funds	-\$10,000.00	-\$20,000.00	-\$24,500.00	-\$24,000.00	-\$24,000.00
42	funds to be rebudgeted into the next year's budget					
43	Amount to be apportioned between the City and the County	\$60,830.43	\$50,848.03	\$51,908.53	\$52,473.43	\$52,473.43

Lassen Local Agency Formation Commission

#8

CLAIMS

April and May 2017

Authorize payment of the following claims (FY 2016-2017):

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
June 1, 2017	Staff Svcs & Expenses – April 2017	\$ 3,799.14
June 1, 2017	May 2017 Staff Svcs & Expenses	\$ 3,791.09
May 16, 2017	Feather Pub Fin Budget Hearing & Susanville SOI	\$ 44.10
	TOTAL:	\$ 7,634.33

DATED: June 12, 2017

APPROVED: June 12, 2017

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

Attest:

John Benoit
Executive Officer

2016-2017 Expenditures

Lassen LAFCO

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	\$ 840.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2016-2017						\$ (840.00)				
Staff Svcs July 2016		\$ (10.00)	\$ (110.75)	\$ (67.41)				\$ (442.50)		
Staff Svcs August 2016		\$	\$ (78.48)	\$ (63.83)	\$ (26.43)			\$ (1,000.00)	\$ (500.00)	
Staff Svcs September 2016		\$ (19.50)	\$ (37.00)	\$ (64.14)	\$			\$ (2,552.50)		
Feather Publishing Sept 13, 2016										\$ (46.55)
Calafco Annual Conf. Regis. Franco										
Staff Svcs Oct 2016 # 0087		\$ (10.00)	\$ (48.99)	\$ (65.11)	\$ (9.42)			\$ (1,165.00)	\$ (500.00)	
Staff Svcs Nov 2016 #0088			\$	\$ (64.07)				\$ (2,592.50)		
Feather Pub 15-02 NWLassen							\$ (546.00)			\$ (78.40)
KSN Law #93613 Oct 18, 2016							\$ (252.00)			
KSN Law #93795 Nov 16, 2016		\$ (15.00)	\$ (31.00)	\$ (60.40)	\$ (13.68)			\$ (2,000.00)	\$ (500.00)	
Staff Svcs December 2016										
Liability Insurance FY 16-17	\$ (1,000.00)			\$ (63.33)				\$ (1,500.00)		
Staff Svcs Jan 2017		\$ (15.00)								
Joe Franco Calafco Conf. Expenses										
Clerk Services March-Oct 2016 4 Mtgs										
Finance Svcs April, June Aud, and Oct										
Budget TransCont. To Travel Franco Reimb										
Staff Svcs Feb 2017			\$ (58.40)	\$ (63.46)	\$ (10.92)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs March 2017		\$	\$ (10.00)	\$ (73.27)				\$ (2,500.00)		
Feather Pub Public Member recruit										\$ (75.95)
Feather Pub Prop Budg Hearing										\$ (30.00)
Staff Svcs April 2017		\$	\$ (61.00)	\$ (64.72)	\$ (10.92)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs May 2017		\$ (30.00)	\$ (25.00)	\$ (70.04)	\$ (11.05)			\$ (2,500.00)		
Feather Pub. Sville SOI and 17-18 Budget										\$ (44.10)
TOTAL EXPENDED	\$ (1,000.00)	\$ (99.50)	\$ (460.62)	\$ (719.78)	\$ (82.42)	\$ (840.00)	\$ (798.00)	\$ (21,252.50)	\$ (2,500.00)	\$ (275.00)
TOTAL REMAINING	\$ -	\$ 150.50	\$ 289.38	\$ 280.22	\$ 217.58	\$ -	\$ 1,702.00	\$ 8,747.50	\$ 1,000.00	\$ 125.00

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: May 16, 2017

LAFCO-Lassen

Box 2694

Granite Bay, CA 95746

—

Publish: Budget and SOI update for City of Svl

TOTAL DUE: \$ 44.10

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

INVOICE April 2017

John Benoit

Invoice number: 2017-0048

Invoice date: 1-Jun-17

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:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	46.50	Staff Svcs	April 1-30, 2017	\$3,662.50
				\$ -

Total activity cost: \$3,662.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	April 10 Packets	\$61.00
Postage	Mail April 10 Packets	\$10.92
Phone & Communications	Comm April 2017	\$ 64.72
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$136.64

Total billing: \$ 3,799.14

TIMESHEET

for John Benoit

Lassen LAFCO

April 2017

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Apr-17	LAFco packets - HPUD prelim Map	copy	\$57.00	7.5	\$ 637.50
2-Apr-17		post	\$10.92		-
3-Apr-17					-
4-Apr-17	Meeting prep and misc admin and Comm			5.5	\$ 467.50
5-Apr-17					-
6-Apr-17					-
7-Apr-17	HPUD map review	comm	\$18.49	0.5	\$ 42.50
8-Apr-17	misc meeting prep and financials			2.5	\$ 212.50
9-Apr-17		copies	\$4.00		-
10-Apr-17	In county LAFco meeting	Front Ph	\$23.28	10	\$ 600.00
11-Apr-17	In county misc meeting			8	\$ 600.00
12-Apr-17	meeting with City	comm	\$22.95	1.5	\$ 127.50
13-Apr-17	Request for Shape files dm			0.5	\$ 42.50
14-Apr-17					-
15-Apr-17					-
16-Apr-17					-
17-Apr-17	Review HPUD map and misc comm map for city			2	\$ 170.00
18-Apr-17					-
19-Apr-17				2	\$ 170.00
20-Apr-17	City Soi map review and research soil map				-
21-Apr-17					-
22-Apr-17					-
23-Apr-17					-
24-Apr-17	HPUD CofC and mail to HPUD for recording			2	\$ 170.00
25-Apr-17					-
26-Apr-17					-
27-Apr-17					-
28-Apr-17					-
29-Apr-17					-
30-Apr-17	misc finances and Admin and S'ville SOI and HPUD			4.5	\$ 382.50
1-May-17					-
SUBTOTAL			\$186.64	46.5	\$ 3,622.50
TOTAL					\$ 9,759.14

INVOICE 2017**John Benoit****Invoice number: 2017-0049****Invoice date:** 1-Jun-17

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:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	43.00	Staff Svcs	May 1-31, 2017	\$3,655.00
				\$ -

Total activity cost: \$3,655.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc Copy-Print	\$25.00
Postage	mail budget notices- HPUD notices	\$11.05
Phone & Communications	Comm May 2017	\$ 70.04
Office Supplies	toner	\$30.00
Travel Exp.		
Web Domain		

Total materials cost: \$136.09

Total billing: \$ 3,791.09

TIMESHEET

for John Benoit

Lassen LAFCO

May 2017

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-May-17	Northwest Lassen Reorg and Susanville SOI				
2-May-17		comm	\$18.68	3.5	\$ 297.50
3-May-17	Northwest Lassen Reorg. And LMFCWD and HPUD C of C	Toner	\$30.00		-
4-May-17				3.5	\$ 297.50
5-May-17					-
6-May-17					-
7-May-17					-
8-May-17	legal notice final budget			1.5	\$ 127.50
9-May-17					-
10-May-17					
11-May-17	misc Herlong PUD comm and misc	comm	\$19.97	1	\$ 85.00
12-May-17	Proposed Budget notices	Post	\$2.45	1	\$ 85.00
13-May-17	misc comm	copy	\$2.00	0.5	\$ 42.50
14-May-17					
15-May-17		Front Ph	\$31.39		-
16-May-17	SBOE form and distribute CofC for HPUD consolidation	copy	\$11.00	2.5	\$ 212.50
17-May-17		post	\$8.60		-
18-May-17					-
19-May-17	Big Valley Water Formation of a district Rita Cardoza and Mapping for Susanville Sphere			2	\$ 170.00
20-May-17					-
21-May-17					-
22-May-17	Big Valley Water Users response to questions			1	\$ 85.00
23-May-17	Susanville Area Soils map review and SOI report			6.5	\$ 552.50
24-May-17	Mapping Susanville Soils and revised SOI plan dm			4	\$ 340.00
25-May-17	research SWRCB Letter and misc comm			0.5	\$ 42.50
26-May-17					-
27-May-17	Final 2017-2018 Budget report and Resolution			4	\$ 340.00
28-May-17					-
29-May-17	comm HPUD mapping from BOE Research			1.5	\$ 127.50
30-May-17	LAFco Packets for June 12, 2017, S'ville SOI report			6.5	\$ 552.50
31-May-17	Finalize Packet for June 12th and financials	printing	\$12.00	3.5	\$ 297.50
					-
SUBTOTAL:			\$18,610.9	43	\$ 3,655.00
TOTAL					\$ 3,791.09