

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 12, 2023

3:00 PM

**City of Susanville City Hall
66 North Lassen St.
Susanville, CA.**

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

1. Call to order: Pledge of Allegiance

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Quincy McCourt, City Member

Tom Neely, County Member

Chris Gallagher, Vice Chair, County Member

Alternate Members

Gary Bridges, County Member Alt.

Mendy Schuster, City Member Alt.

Barbara Willard, Public Alt.

LAFCO Staff

Jennifer Stephenson, Executive Officer

John Benoit, Deputy Executive Officer

Ruth McElrath, Clerk

John Kenny, LAFCO Counsel

1. Approval of Agenda (Additions and Deletions)

2. Correspondence:

a) *Request for Action by CALAFCO to support AB 1753 (omnibus bill)*

3. Approval of the April 17, 2023 LAFCo minutes

a) *Approve the April 17, 2023 LAFCo minutes*

4. 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 HEARINGS and ACTION ITEMS:

5. Public Hearing regarding the Final 2023-2024 LAFCo Budget

- a) *Review Executive Officer's report.*
- b) *Conduct public hearing and consider LAFCo Resolution 2023-0002 adopting a final LAFCo Budget for Fiscal Year 2023-2024.*

6. What is a Municipal Service Review?

- a) *Receive Executive Officer presentation on Municipal Service Reviews*

7. CALAFCO Conference

- a) *Nominate a County Member or a District Member for the CALAFCO Board of Directors.*
- b) *Determine attendance at the CALAFCO Annual Conference in Monterey Oct. 18-20.*
- c) *Requests for session topics.*
- d) *Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the Conference.*
- e) *Authorize the expenditure of funds to attend the CALAFCO Annual Conference.*
- f) *Consider nominations for CALAFCO Annual Achievement Awards.*

7. Authorize payment of claims

- a) *Authorize payment of claims for April 2023 and May 2023.*

8. Executive Officer's Monthly Report

- a) *Spalding CSD MSR Status*
- b) *City Annexation*
- c) *SWRCB Consolidation Grants*
- d) *LAFCO Website*
- e) *Leg. Committee Report*

9. 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.

10. Adjourn to the next meeting on August 14, 2023 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 (310)936-2639 or by email at lafco@co.lassen.ca.us. Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

Agenda Item #2

Good morning, EOs.

As many of you already know, AB 1753 (the CALAFCO sponsored omnibus bill) has passed out of the Assembly and is now set for hearing in the Senate Governance and Finance Committee on June 7th. Consequently, this is a **CALL FOR ACTION** and a request for your letters of support.

To facilitate this request, you will find a Word template Letter of Support attached for your use.

1. Please highlight and copy everything on the template, and paste it on to your own letterhead. Fill in the blanks appropriately, and sign.
2. Submit a scanned copy of the signed letter into the legislative portal located at:

<https://calegislation.lc.ca.gov/Advocates/faces/index.xhtml>

(The Committee, staff, and consultants who are copied on the letter have access to the portal.)

3. Send a copy to me at rlaroche@calafco.org

Of course, another quick shout out has to go out to Joe Serrano for his help and efforts getting this bill to this point. Thank you, Joe!

As usual, please feel free to contact me if you have any questions.

Thank you, all!

René LaRoche
Executive Director

California Association of Local Agency Formation Commissions

1020 12th Street, Suite 222

Sacramento, CA 95814

916-442-6536

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AB 1753 LAFCo
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LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION

City Council Chambers 66 N. Lassen St. Susanville, CA 96130

REGULAR MEETING

Monday, April 17, 2023

Meeting called to order at 3:11 p.m. by Vice Chair Gallagher.

Members present: Commissioner Stafford, Commissioner Neely, and Vice Chair Gallagher. Absent: Chair Eid and Commissioner McCourt.

Staff Present: Jennifer Stephenson, executive Officer, and Ruth McElrath, Building Permit Tech.

1. Approval of Agenda: Ms. Stephenson commented that Gary Bridges is now the alternate and Tom Neely is the regular board member. Motion by Commissioner Stafford, seconded by Commissioner Neely to approve the agenda. Motion carries. Ayes: Stafford, Neely, and Gallagher. Absent: McCourt and Eid.

2. Correspondence: Ms. Stephenson responded that other than communications from Spalding residents regarding CSD, nothing else was received.

3. Approval of the meeting minutes Motion by Commissioner Stafford, seconded by Commissioner Neely to approve the Feb. 13, 2023, minutes. Motion carried: ayes: Stafford, Neely and Gallagher. Absent: McCourt and Eid.

4. Public Comment: None.

5. Public hearing regarding the proposed 2023-2024 LAFCo budget

Ms. Stephenson provided an overview on slight budget adjustments. Her recommendations are Costs staying the same for insurance; increasing offices expenses by \$50; reducing printing from \$750 to \$500 due to agendas and reports being distributed electronically; Reducing communications to \$500; Calafco membership costs have increased based off the CPI of 8.27 percent.

Commissioner Neely asked what the membership is for.

Ms. Stephenson responded Calafco offers training opportunities and staff workshops. There is also an online university offering various types of content important for commissioners and staff. It also tracks legislation and often sponsors its own omnibus bill to correct the government code that oversees LAFCo.

Ms. Stephenson continued the legal services budget has been \$2,500. Generally, it's not used. It is there as a contingency for legal issues, and she recommends reducing the budget from \$2,500 to \$2,000. There is a contingency fund for legal advice and support.

She added that Commissioner Neely asked about doing Brown Act training, and the training could also come out of this line item.

Commissioner Neely responded he learned that some members receive Brown Act training on a regular basis, he didn't think they should spend that much money on the several people who do need it.

Ms. Stephenson responded there are two things - Brown Act training and public records requests. Requests can oftentimes put a demand on staff that is exceptional beyond what is in the contract. That is budgeted to account for something like that. There was further discussion regarding Brown Act training options.

Other budget items addressed were Ms. Stephenson's flat rate monthly contract in the amount of \$42,000.

Legal notices and publications have been budgeted at \$400 every year but they have not made use of that. Application fees are used for processing applications. Public notices will be limited to the proposed and final budget. If there is a vacancy in the public member or public member alternate, it will be posted. She recommends budgeting \$300 for next year.

Typically, transportation and travel are budgeted at \$1,500. Given the increase in Calafco costs, it covers a single commissioner. Ms. Stephenson explained \$3,000 would cover one commissioner and 50 percent of her participation in a conference. Plumas LAFCo pays the other 50 percent.

Ms. Stephenson explained \$14,000 has been consistently budgeted for Municipal Service Reviews. Due to a slow start, only \$4,900 has been used. Given the upcoming Spalding and Susanville Sanitary District's Municipal Service Reviews, she anticipates they will be close to using up that budget.

She recommends a reduction of \$3,000 for Sphere of Influence (SOI) updates for the current year. An increase may be needed for future updates.

Mapping services are recommended to stay at \$2,000, while reducing the scanning budget by \$5,000 because it is not something they generally make use of. She recommends a reduction until they can find someone to do that scanning.

There is no change for the contract amount for the City of Susanville in the amount of \$2,050, and clerk services of \$1,500.

For the contingency fund, Ms. Stephenson explained In the policies you can have a 10 percent contingency fund. Ultimately there will likely be a carryover of about \$25,000 from this current year, which reduces the portion between the City and County to about \$63,488. Split evenly, the cost is \$31,744.

The public hearing opened at 3:30 p.m.

No comments received.

Public hearing closed at 3:31 p.m.

Motion by Commissioner Stafford, seconded by Commissioner Neely to approve Resolution 2023-001. Motion carries: Stafford, Neely, and Gallagher. Absent: McCourt and Eid.

6. Consider selection of a public member alternate to fill a vacancy per Government Code Section 56331

Ms. Stephenson said she received a letter of interest from Barbara Willard to be the public member alternate. The Commission can consider Ms. Willard, or table it until the next meeting and direct staff to put a public notice in the newspaper to ensure we have adequately spread the word.

There was general discussion on how the position was previously noticed, with no applications received. Ms. Stephenson discussed online advertising on lassennews.com. While it doesn't meet Brown Act requirements, it does help spread the word.

Commissioner Stafford said he would like it to come back and have a full board making the decision.

Ms. Willard stated she first attended a LAFCo meeting in October 2021. She is interested in the scope of things done in MSRs and Sphere of Influences. It reminds her of when she was a manager for Stanislaus County.

Vice Chair Gallagher said they worked on a committee together and he was impressed by the amount of knowledge she has. His concern, however, is it is Chair Eid's alternate, and he's not here to voice his opinion.

Commissioner Neely asked if Ms. Willard sat on any other boards or is paid by any other County or district.

She responded no.

Chair Eid calls in via phone and has a brief conversation with Vice Chair Gallagher.

There was a brief general discussion regarding the position.

Commissioner Stafford states he is comfortable nominating Ms. Willard as the public member alternate.

Motion by Commissioner Stafford, seconded by Commissioner Neely to appoint Ms. Willard as an alternate. Motion carries. Ayes: Stafford, Neely, and Gallagher. Absent: McCourt and Eid.

7. Authorize payment of claims

Motion by Commissioner Stafford, seconded by Commissioner Neely to approve the February and March payment of claims.

8. Executive Officer's Monthly Report

- a) Form 700s due April 3 to County - Ms. Stephenson states Ms. Willard will have to submit a Form 700.
- b) Staff Workshop – A staff workshop will be held in Murphys, CA and will be hosted by Calaveras County.
- c) Leg. Committee Report - She represents the northern counties for LAFCo's Leg Committee. So far, there is nothing significant she wanted to bring to the Commission's attention, but they are watching several legislation bills. There is an Omnibus bill they are putting together which is small adjustments, and non-contentious. The most important one she hopes goes through is changing the mail to transmit to be able to go to more electronic communication.

She concluded she will be doing a site visit with the Spalding CSD tomorrow and will also be meeting with some community members one-on-one to discuss their concerns.

9. Commissioner Reports- Discussion: None

10. Adjourn to the next meeting on June 12, 2023, Meeting adjourned at 3:45 p.m.

Chris Gallagher, Vice Chair

Ruth McElrath, Building Permit Technician

Approved_____

LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 12, 2023

TO: Local Agency Formation Commission
FROM: Jennifer Stephenson, Executive Officer
RE: Final Budget for FY 2023-2024

A "recommended" budget was presented at the April 17, 2023 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.

Inflation for last calendar year was 8.27%. Over the past 20 years the LAFCo Budget has been rather consistent but going into the future, unless inflation is addressed, substantial increases in the LAFCo budget will have to occur. Many of the other items in the budget remain adequate this time, and every effort was made to keep any increase in the apportionments of the County and City minimal, with a 6.6% increase from last year's allocation.

ANTICIPATED REVENUE:

There is no anticipated revenue stated.

The apportionment to the City and County is recommended to be \$63,488.11. 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 fund 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 \$300.00. Depending upon LAFCO activity this could be augmented by an increased appropriation from unanticipated revenue.

Copies This amount is proposed to be \$500.00 to be used for general copying of reports and packets. Copy costs are expensive and the Commission would be encouraged to be sent electronic reports and packets instead.

Communications This is proposed to be \$500.00 for general communications for phone, Internet and fax.

Postage This is proposed to be \$200.00 for public notices and mailings.

Memberships The Commission recommended in its proposed budget \$ 1,593.73 this is for Calafco Dues voted upon by the Calafco membership.

Legal Services The Commission recommended in its proposed budget \$2,000.00 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 \$42,000 to fulfill the contract flat rate for services of \$3,500 per month. This category can 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.

Brown Act The Brown Act Compliance category is based on 6 meetings at \$3,000.00.

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 sent once Commissioner to the CALAFCO Conference. The amount allocated in the budget for the current year had to be augmented by contingency funds. The Commission recommended in its proposed budget an increase to \$3,500 for this item. This includes miscellaneous mileage and lodging for the CALAFCO Annual Conference in Monterey on October 18-20, 2023 and the annual Staff Workshop.

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.

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. A significant cost of Sphere of Influence updates is mapping.

File Management and Scanning: It is becoming increasingly important for the LAFCo files to be put into electronic format to become accessible. \$3,000 is budgeted for this effort for FY 2023-2024.

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

Financial Services LAFCO has a contract with the City of Susanville to provide financial services which were budgeted for \$2,050. LAFCo does not participate in the County's A-87 program.

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 requires the contingency be 10 percent of the operating budget and carryover should be used to fund the contingency. This amount is \$8,044.37 for FY 2023-2024.

Recommendation:

- a. Review, discuss, amend, and consider the 2023-2024 Final Budget. A budget justification report for FY 2023-2024 was prepared by staff for the adopted proposed budget for the April 17, 2023 meeting.
- b. Adopt LAFCO Resolution 2023-0002 approving a Final Budget for Fiscal Year 2023-2024.

Resolution 2023-0002
of the
Lassen Local Agency Formation Commission
Lassen County, California

*Resolution of the Lassen Local Agency Formation Commission Adopting
a Final Budget for 2023-2024*

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 2023-2024 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 Exhibit "A" final 2023-2024 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 future years.
5. The Commission desires to use carryover funds remaining from the 2022-2023 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2023-2024 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 12th , 2023 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 12th day of June 2023

Todd Eid, Chair
Lassen LAFCO

Attest:

Jennifer Stephenson, Executive Officer
Lassen LAFCO

	A	B	C	D	E	F	G	H	I
		EXPENDITURES	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
			Final Budget	Final Budget	Final Budget	FINAL Budget	FINAL Budget	YTD (6-1-23)	FINAL Budget
		Expenditure Classification							
6		Services and Supplies							
7	8402-413.30	4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
8	8402-413.30	4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$159.99	\$300.00
9	8402-413.30	4550 COPIES	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$500.00
10	8204-413.30	4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$78.07	\$500.00
11	8204-413.30	4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$200.00
12	8402-413.30	4830 MEMBERSHIPS	\$926.00	\$1,077.00	\$1,423.00	\$1,403.00	\$1,472.00	\$1,472.00	\$1,593.73
13	8402-413.30	4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,000.00
14	8402-413.30	4331 Exec. Off. Svcs.	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$40,000.00	\$39,994.48	\$42,000.00
15	8402-413.30	4332 Brown Act/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,066.49	\$3,000.00
16	8402-413.30	4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$300.00
17	8402-413.30	4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,007.12	\$3,000.00
18	8402-413.30	4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$500.00	\$500.00	\$500.00	\$615.00	\$500.00
19	8402-413.30	4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$9,830.00	\$14,000.00
20	8402-413.30	4330 Sphere of Influence Updates	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$3,000.00
22		Total Services and Supplies	\$59,326.00	\$60,477.00	\$61,123.00	\$61,103.00	\$71,172.00	\$58,223.15	\$71,893.73
24		Other Charges							
25	8402-413.30	4344 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
26	8402-413.30	4340- SPECIAL DEP Exp (File Scanning)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$3,000.00
27	8402-413.30	4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$2,050.00	\$2,050.00
28	8402-413.30	4334LAFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
29		TOTAL OTHER CHARGES	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$3,550.00	\$8,550.00
31		Total Expenditures LAFCO	\$69,548.30	\$70,699.30	\$71,345.30	\$71,325.30	\$81,394.30	\$61,773.15	\$80,443.73
33	8402-413.30	4451 Contingency Fund	\$6,954.83	\$7,069.93	\$7,134.53	\$7,132.53	\$8,139.43	\$1,000.00	\$8,044.37
34		General Reserve Fund							
36		Total Budget Including Contingency	\$76,503.13	\$77,769.23	\$78,479.83	\$78,457.83	\$89,533.73	\$62,773.15	\$88,488.11
37		Anticipated carryover including carryover of Contingency funds	-\$20,000.00	-\$22,000.00	-\$17,000.00	-\$17,000.00	-\$30,000.00		-\$25,000.00
38		funds to be rebudgeted into the next year's budget							
39		Amount to be apportioned between the City and the C	\$56,503.13	\$55,769.23	\$61,479.83	\$61,457.83	\$59,533.73		\$63,488.11
40		Member Apportionment	\$28,251.57	\$27,884.62	\$30,739.92	\$30,728.92	\$29,766.87		\$31,744.05

SAVE THE DATE!

Join us for the 2023 CALAFCO Annual Conference

On **October 18-20, 2023**, network with other members and participate in sessions exploring policy issues related to growth, sustainability, and preservation.

Our diverse speakers will explore current issues and solutions on topics such as climate change effects and response, housing, water availability, public education about LAFCo and much more. The Annual Conference is an unmatched opportunity to leverage your role in bringing community stakeholders together!

No other event like this brings together such a diverse group of elected officials.

Past topics have included:



Access to water and affordable housing – the ongoing issues and LAFCos' involvement



Preparing for the unexpected and how LAFCo can support escalating disaster preparedness



LAFCo as a partner in creative solutions to governance and service issues



Understanding and dealing with looming pension liabilities



Groundwater management

And more!

Hyatt Regency Monterey
1 Old Golf Course Road,
Monterey, CA 93940



www.calafco.org

CALAFCO | 1129 Firehouse Alley, Sacramento, CA 95814
Phone: (916) 442-6536 | Email: info@calafco.org

May 5, 2023

To: Local Agency Formation Commission
Members and Alternate Members

From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

CALAFCO
2023
ELECTIONS

RE: Nomination Period Now Open for 2023/2024 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION
City Member	City Member	County Member	County Member
Public Member	Public Member	District Member	District Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

MONDAY, SEPTEMBER 18, 2023 at 5:00 PM

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, with half of the meetings currently held virtually and the rest being held at alternate sites around the state.

Board seats span a two-year term, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat. Elections are conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 19, 2023 at the Hyatt Regency Hotel in Monterey, California.

Should your Commission nominate a candidate, please return a completed Nomination Form and Candidate's Résumé Form by the deadline.



Please note that completed nomination forms and all materials must be RECEIVED by the CALAFCO Executive Director no later than **Monday, September 18, 2023 at 5:00 p.m.**

Returning the completed nomination and resume forms prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received.

Electronic filing of nomination forms is **highly encouraged** to facilitate the recruitment process (please email to info@calafco.org). However, hard copy forms and materials may also be mailed to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1129 Firehouse Alley
Sacramento, CA 9581

Nominations received by the September 18th deadline will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 5, 2023, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than 5:00 pm on Monday, September 18, 2023, with completed absentee ballots returned by 5:00 p.m. on Thursday, October 12, 2023.**

NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **May 5** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 18** – Completed Nomination packet due
- **September 18** – Request for an absentee/electronic ballot due
- **September 18** – Voting delegate name due to CALAFCO
- **October 5** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 5** – Distribution of requested absentee/electronic ballots.
- **October 12** – Absentee ballots due to CALAFCO
- **October 19** – Elections

If you have any questions about the election process, please contact CALAFCO Executive Director René LaRoche at rlaroche@calafco.org or by calling 916-442-6536.

Members of the 2023/2024 CALAFCO Election Committee are:

Wendy Root Askew, Chair
district4@co.monterey.ca.us

Monterey LAFCo (Coastal Region)
831-883-7570

Rodrigo Espinosa
Rodrigo.Espinosa@countyofmerced.com

Merced LAFCo (Central Region)
209-398-4340

Derek McGregor
dmcgregor@dmceng.com

Orange Co. LAFCo (Southern Region)
530-538-6834

Josh Susman
jsusman@calafco.org

Nevada LAFCo (Northern Region)
530-559-1725

Additionally, you will also find attached for your reference a copy of the CALAFCO Board of Directors Nomination and Election Procedures, as well as the current listing of Board Members and corresponding terms of office.

I sincerely hope that you will consider joining us!

Enclosures



1129 Firehouse Alley
Sacramento, CA 95814
(916) 442-6536

2023 CALAFCO VOTING DELEGATE

The Local Agency Formation Commission of the below named county, hereby names and appoints the following Commissioners to be its duly authorized voting delegate and alternate for purposes of the 2023 CALAFCO Board of Directors election to be held on Thursday, October 19, 2023, during the CALAFCO Regional Caucus and Annual Meeting in Monterey, California.

County Name:

Delegate:

Alternate:

Appointment Authorized by:

Name of individual completing form on behalf of the LAFCo:

Will your delegate or alternate be attending the CALAFCO Annual Conference?

Yes:

No:

PLEASE RETURN COMPLETED FORM BY 5:00 PM ON SEPTEMBER 18, 2023

TO: René LaRoche via email to: rlaroch@calafco.org

Late submissions will NOT be accepted.



Nominations are now open for the 2023 **CALAFCO Achievement Awards**

Recognizing those who have gone above and beyond this last year to advance the principles and goals of the Cortese-Knox-Hertzberg Act

NOMINATION CATEGORIES:

Outstanding CALAFCO Volunteer
Outstanding CALAFCO Associate Member
Outstanding Commissioner
Outstanding LAFCo Professional
Lifetime Achievement Award
Legislator Of The Year



Mike Gotch Excellence In Public Service Award

AWARD CATEGORIES:



Protection of agricultural and open space lands and prevention of sprawl



Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services

For nomination and selection criteria and the nomination form, please visit bit.ly/23AAwards.
For questions, please contact Steve Lucas at slucas@buttecounty.net.

Nomination deadline: Friday, August 18, 2023 · 5 p.m.

For most categories, nominations may be made by any individual, LAFCo, CALAFCO Associate Member, or any other organization. The Lifetime Achievement Award may only be nominated by a member LAFCo or an Associate Member in good standing with the Association.

Winners will be announced at the CALAFCO Awards Banquet to be held during the Annual Conference on October 19, 2023, at the Hyatt Regency Hotel in Monterey, California.

Lassen Local Agency Formation Commission

Agenda Item #7

CLAIMS

April 2023 and May 2023

Authorize payment of the following claims:

FY 2022-2023 Expenses:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
April 14, 2023	County Insurance	\$ 1,000.00
May 7, 2023	Apr. 2023 Staff Services (Stephenson)	\$ 5,439.48
May 31, 2023	Susanville Finance and Clerk Services	\$ 3,550.00
June 4, 2023	May 2023 Staff Services (Stephenson)	\$ 6,025.00
TOTAL:		\$16,014.48

DATED: June 12, 2023

APPROVED: June 12, 2023

Todd Eid, Chair
Lassen Local Agency Formation Commission

Attest:

Jennifer Stephenson
Executive Officer

Invoice #LASSEN-2023-5
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: June 4, 2023

Lassen LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates


	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	25.25	\$ 100.00	\$2,525.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Subtotal			\$2,525.00

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Mileage			\$0.00
Transportation and Travel			\$0.00
Subtotal			\$0.00

Amount Due	\$6,025.00
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

6/4/23

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

20-Jun-23

Date Submitted

6/5/23

Fiscal Year

2022-2023

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for May 2023

Inv LASSEN 2023-5

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	
8402	413-30	4331	\$250.00
8402	413-30	4332	\$2,500.00
8402	413-30	4342	\$3,275.00
8402	413-30	4330	
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$6,025.00

Invoice #LASSEN-2023-4
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: May 7, 2023

Lassen LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects - SSD MSR, SCSD MSR	16.50	\$ 100.00	\$1,650.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 70.00	\$0.00
Subtotal			\$1,650.00

Reimbursements

Reproduction Costs			\$0.00
Postage			\$0.00
Phone and Communications			\$0.00
Office Supplies			\$0.00
Mileage (Mileage to Staff Workshop 50% 432 miles)			\$141.48
Transportation and Travel (Staff Workshop meal per diem \$74 50%)			\$148.00
Subtotal			\$289.48

Amount Due	\$5,439.48
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

5/7/23

Date

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

20-May-23

Date Submitted

5/7/23

Fiscal Year

2022-2023

Payable To:

Policy Consulting Associates

39774 Via Careza

Murrieta, CA 92563

Finance Use Only:

PO #

Invoice #

Description/Justification:

Lafco Staff Svcs and expenses for April 2023

Inv LASSEN 2023-4

Special Instructions:

Mail Check to Jennifer Stephenson

39774 Via Careza

Murrieta, CA 92563

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4550	
8402	413-30	4641	
8402	413-30	4530	
8402	413-30	4610	
8402	413-30	4331	\$3,789.48
8402	413-30	4332	
8402	413-30	4342	\$1,650.00
8402	413-30	4330	
8402	413-30	4340	
8402	413-30	4580	
8402	413-30	4344	

TOTAL

\$5,439.48



CITY OF SUSANVILLE

66 North Lassen Street
Susanville CA 96130-3904
Phone: 530-252-5100 Fax: 530-257-4725

INVOICE

Date	Number	Page
05/31/23		1

Bill To: LASSEN LAFCO
C/O JENNIFER STEPHENSON
5050 LAGUNA BLVD #112-711
ELK GROVE, CA 95758

Customer No. 9001

Due Date: 30 DAYS FROM INVOICE DATE

Terms: NET 30 DAYS

Quantity	Description	Unit Price	Net Amount
1	LAFCO CLERK BILLINGS FY 22/23	\$ 1,500.00	\$ 1,500.00
1	LAFCO FINANCE BILLINGS FY 22/23	\$ 2,050.00	\$ 2,050.00

Please direct any questions regarding this invoice to Stefanie Steward at:
ssteward@cityofsusanville.org or 530-252-5109.

Amount \$ 3,550.00

Balance Due \$ 3,550.00

Chandra Jabbs, City of Susanville Finance Manager
Phone: 530-252-5112
Fax: 530-257-4725
Email: cjabbs@cityofsusanville.org

CHECK REQUEST

LASSEN LAFCO

(City of Susanville-Finance Dept)

Local Agency
Formation Commission

Due Date

26-Jun-23

Date Submitted

6/12/23

Fiscal Year

2022-2023

Payable To:

City of Susanville

66 North Lassen St

Susanville, CA 96130

Finance Use Only:

PO #

Invoice #

Description/Justification:

Finance and clerk services

Special Instructions:

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

Fund	Dept-Div	Object	
8402	413-30	4334	1,500.00
8402	413-30	4333	2,050.00

TOTAL

3550.00

County of Lassen
Auditor



Nancy Cardenas
*Auditor Controller,
Treasurer, Tax Collector*
County Administration Center
221 South Roop Street, Suite 1
Susanville, CA 96130-4339
☎ (530) 251-8233
FAX: (530) 251-2664

INVOICE

April 14, 2023

Local Agency Formation Commission
PO Box 2694
Granite Bay, Ca 95745

Attention: John Benoit

Re: 2022-2023 Fiscal Year Insurance

CSAC – Excess Insurance Agency's Coverage for Public Entity:

ANNUAL PREMIUM: \$1,000.00

TOTAL DUE \$1,000.00

Make Payment to: Lassen County
 c/o Auditor's Office
 221 S. Roop Street Suite #1
 Susanville, Ca 96130

If you have any questions please call the Auditor's Office.

Thank you.

Due Date

(City of Susanville-Finance Dept)

*Local Agency
Formation Commission*

Date Submitted

4/23/23

Fiscal Year

2022-2023

Payable To:	
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Lassen County

c/o Auditor's Office

221 S. Roop St. Suite #1

Susanville, CA 96130

Finance Use Only:

PO #

Invoice #

Description/Justification:

Liability insurance - CSAC

Special Instructions:

Please mail check to address above.

Budget Responsible Signature:

Jennifer Stephenson

ACCOUNT CODING

AMOUNT

[illegible]

TOTAL

1000.00

2022-2023 Expenditures

Lassen LAFCO

Item	Insurance	Office Expense	copies	Communications	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	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,472.00	\$ 2,500.00	\$ 40,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calafco Dues 2022-2023						\$ (1,472.00)					
JB Staff Svcs July 2022				\$ (34.00)				\$ (2,200.00)			
JS Staff Svcs July 2022								\$ (3,500.00)			
JS Staff Svcs August 2022								\$ (3,500.00)			\$ (307.50)
JB Staff Svcs August 2022				\$ (44.07)				\$ (2,255.00)			\$ (125.00)
JS Staff Svcs September 2022								\$ (3,500.00)			
Conference Registration											
Conference Reimbursement											\$ (959.62)
JS Staff Svcs Oct 2022								\$ (3,500.00)			
JS Staff Svcs Nov 2022								\$ (3,500.00)			
JS Staff Svcs Dec 2022								\$ (3,500.00)			
JS Staff Svcs Jan 2023		\$ (148.25)						\$ (3,500.00)			
JB Staff Svcs Jan 2023		\$ (11.74)									
JS Staff Svcs Feb 2023								\$ (3,500.00)	\$ (566.49)		
JS Staff Svcs Mar 2023								\$ (3,500.00)			
JS Staff Svcs Apr 2023								\$ (3,789.48)			
JS Staff Svcs May 2023								\$ (250.00)	\$ (2,500.00)		
County Insurance	\$ (1,000.00)										
Susanville Contract Services											
TOTAL EXPENDED	\$ (1,000.00)	\$ (159.99)	\$ -	\$ (78.07)	\$ -	\$ (1,472.00)	\$ -	\$ (39,994.48)	\$ (3,066.49)	\$ -	\$ (1,392.12)
TOTAL REMAINING	\$ -	\$ 90.01	\$ 750.00	\$ 921.93	\$ 300.00	\$ -	\$ 2,500.00	\$ 5.52	\$ 433.51	\$ 400.00	\$ 107.88

2022-2023 Expenditures

Lassen LAFCO

Item Account Number	Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Tech SVCS File Scar 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET
Total Budgeted	\$ 500.00	\$ 14,000.00	\$ 4,000.00	\$ 2,000.00	\$ 5,000.00	\$ 1,722.30	\$ 1,500.00	\$ 81,394.30
Calafco Dues 2022-2023								\$ (1,472.00)
JB Staff Svcs July 2022								\$ (2,234.00)
JS Staff Svcs July 2022								\$ (3,500.00)
JS Staff Svcs August 2022								\$ (3,807.50)
JB Staff Svcs August 2022								\$ (2,424.07)
JS Staff Svcs September 2022								\$ (3,500.00)
Conference Registration	\$ (615.00)							\$ (615.00)
Conference Reimbursement								\$ (959.62)
JS Staff Svcs Oct 2022								\$ (3,500.00)
JS Staff Svcs Nov 2022								\$ (3,500.00)
JS Staff Svcs Dec 2022								\$ (3,500.00)
JS Staff Svcs Jan 2023		\$ (350.00)						\$ (3,998.25)
JB Staff Svcs Jan 2023		\$ (880.00)						\$ (891.74)
JS Staff Svcs Feb 2023		\$ (1,150.00)						\$ (5,216.49)
JS Staff Svcs Mar 2023		\$ (2,525.00)						\$ (6,025.00)
JS Staff Svcs Apr 2023		\$ (1,650.00)						\$ (5,439.48)
JS Staff Svcs May 2023		\$ (3,275.00)						\$ (6,025.00)
County Insurance								\$ (1,000.00)
Susanville Contract Services						\$ (2,050.00)	\$ (1,500.00)	\$ (3,550.00)
TOTAL EXPENDED	\$ (615.00)	\$ (9,830.00)	\$ -	\$ -	\$ -	\$ (2,050.00)	\$ (1,500.00)	\$ (61,158.15)
TOTAL REMAINING	\$ (115.00)	\$ 4,170.00	\$ 4,000.00	\$ 2,000.00	\$ 5,000.00	\$ (327.70)	\$ -	\$ 20,236.15