

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

REGULAR MEETING  
June 13, 2016 - 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Chairperson Eid.

Roll call of members present: Jim Chapman, Jeff Hemphill, Brian Wilson, Kathie Garnier and Chairperson Todd Eid.

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

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

**Correspondence**

There was no correspondence.

**Minutes**

Motion by Commissioner Hemphill to approve the minutes of the April 11, 2016 meeting; Commissioner Wilson provided a second and motion carried with Commissioner Garnier abstaining. Ayes: Chapman, Hemphill, Wilson and Eid. Abstain: Garnier.

**Public Comments**

There were no public comments.

**6. PUBLIC HEARING: Final Lassen LAFCO Budget: 2016-2017** Mr. Benoit reported that a recommended 2016-2017 budget was presented at the April 11, 2016 meeting for review and was approved by the Commission. A budget justification report was prepared, and at this time, it is anticipated that there would be no changes to the final budget. Mr. Benoit invited questions and comments from the Commission.

Commissioner Garnier requested an explanation regarding the increase in the carry-over amount.

Mr. Benoit explained that at the end of the year, whatever remains unspent from the prior year is rolled over into the new budget, and the balance represents a savings that accumulates with each year.

Commissioner Chapman added that the carry over amount used to be quite large, and the Commission voted to use part of the carry over balance to reduce the contributions required from the City and County.

There were no further questions.

Motion by Commissioner Wilson to approve Resolution No. 16-0002 approving a Final Budget for Fiscal Year 2016-2017; Commissioner Garnier provided a second and the motion carried unanimously. Ayes: Chapman, Garnier, Hemphill, Wilson and Eid.

## **7. Payment of Claims: April 2016 and May 2016**

Mr. Benoit reviewed the claims presented for April and May, 2016.

Commissioner Chapman asked about the difference in costs for Executive Officer services, noting that April was higher than May.

Mr. Benoit explained that the resolution for the Herlong HPUD and WPVCSD consolidation took a significant amount of time. He noted that HPUD mailed the required notifications which resulted in savings to LAFCO.

Motion by Commissioner Hemphill, second by Commissioner Wilson, to authorize payment of claims for April 2016 and May 2016 in the amount of \$8,208.41; motion carried unanimously. Ayes: Hemphill, Garnier, Chapman, Wilson and Eid.

## **8. Records Retention Policy**

Mr. Benoit reviewed the Bylaw Amendment regarding the proposed Records Retention policy which was adopted December 2013, and discussed the process of digitalizing the existing records. He has procured the services of a qualified individual to implement the process and has budgeted \$5,000 to complete the update.

The Commission discussed the retention policy and the exceptions to maintenance of historic records. Commissioner Chapman provided an example of the foundation documents for the Honey Lake TV district that were given to him, and that any such documents should be provided to and maintained by the respective District as opposed to being digitized and shredded.

## **9. Executive Officer Report**

Mr. Benoit discussed the public hearing scheduled for June 27, 2016 at 6:00 p.m. in Herlong. The meeting would be held to provide an opportunity for residents to comment on the consolidation of the Herlong Public Utility District and the West Patton Village Community Services District.

Mr. Benoit provided the following updates:

- Fall River Mills FPD/McArthur FPD Consolidation: Mr. Benoit stated that he has talked with the Auditor's office, and the tax exchange agreement has held up the consolidation process. The agreement needs to show that there will be zero tax exchange, and Shasta County has to see in the agreement that Lassen County will not be paying any property taxes as a result of the consolidation.
- Honey Lake RCD: Mr. Benoit explained that he is waiting to receive comments on the proposed MSR and will be scheduling a workshop to review and discuss the document. The increase in water this year has created additional discussion within the District.
- Southern Cascades CSD status The process is moving forward now that the voters have approved the formation of the District and to assess a special tax to provide funding, and the certification will be recorded on Wednesday.

## **11. Commissioner Reports**

Commissioner Garnier noted that there was a resolution included in the packet regarding a bylaw amendment, but it was not listed on the agenda.

Mr. Benoit replied that it had been an oversight and the item would be continued to the next meeting.

Motion by Commissioner Chapman, second by Commissioner Hemphill to adjourn until June 27, 2016 in Herlong; motion carried unanimously. Ayes: Chapman, Hemphill, Garnier, Wilson and Eid.

The meeting adjourned at 3:19 p.m.

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Todd Eid, Chairperson

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Approved \_\_\_\_\_  
Gwenna MacDonald, Recording Secretary