

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 13, 2016

3:00 PM

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

(website www.lassenlafco.org)

1. Call to order

Commissioners

Todd Eid, Chair, Public Member
Brian Wilson, City Member, Vice Chair
Rod De Boer, City Member
Alt.
Jeff Hemphill, County Member
Jim Chapman, County Member

Alternate Members

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

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: *April 11, 2016*

5. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

PUBLIC HEARING

6. **Public Hearing regarding the Final Lassen LAFCo 2016-2017 annual budget.**
 - a. *Discuss and conduct public hearing on regarding the final 2016-2017 fiscal year annual budget.*
 - b. *Consider Resolution 2016-0002 making determinations regarding the final FY 2016-2017 LAFCo Budget*

7. **Authorize Payment of Claims for April 2016 and May 2016.**

- a. *Approve payment of expenses for April 2016 and May 2016.*

8. **Review adopted Records Retention Policy adopted on December 9, 2013**

- a. *Review Lassen LAFCo's records retention policy as adopted on December 9, 2013, provide direction to staff as needed regarding implementation.*

9. **Executive Officer's Monthly Report – Information items and (or) Discussion items with Commissioners. No decisions will be made regarding the following:**

*Fall River Mills FPD-McArthur FPD Consolidation – ongoing
Honey Lake RCD to the district for review. Set hearing or workshop for
August 8th, 2016
Southern Cascades CSD to be completed.*

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.

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.

11. **Adjourn to the next meeting to take place at the Herlong Chapel, 160 DS Hall Avenue, Herlong, CA on Monday June 27th, 2016 at 6:00 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 11, 2016 - 3:00 p.m.

Meeting was called to order at 3:19 p.m. by Chairperson Eid.

Roll call of members present: Jim Chapman, Jeff Hemphill, Brian Wilson, Rod E. De Boer and Chairperson Todd Eid.

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

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

Correspondence

There was no correspondence.

Minutes

Motion by Commissioner Wilson to approve the minutes of the February 8, 2016 meeting; Commissioner Chapman provided a second and motion carried with Commissioner De Boer abstaining. Ayes: Chapman, Hemphill, Wilson and Eid. Abstain: De Boer.

Public Comments

There were no public comments.

6. PUBLIC HEARING: LAFCO Initiation and Consolidation of West Patton Village CSD and Herlong Public Utility District Mr. Benoit explained that since the February 8, 2016 meeting, the West Patton Village CSD and HPUD Boards both passed resolutions requesting that LAFCo initiate the process for the consolidation of the Districts. The Commission will be required to approve the consolidation, and will have the authority to establish conditions that it finds to be necessary. Mr. Benoit stated that he would be meeting with Pat Williams, HPUD General Manager, to review the application and develop a timeline to include the public notice requirements and deadlines, including those required to include a property tax measure on the November ballot. The reorganization of the Districts include a dissolution of the West Patton Village CSD and a restructure. There are tax sharing issues to discuss, and it would be prudent to schedule a meeting in Herlong to allow citizens more opportunity to participate in the public hearing process. Until the application is received, there is really no need to continue the hearing, and he would continue moving forward with the process.

Erik Neesen expressed his concern that the process might drag out for months.

Chairperson Eid asked Mr. Benoit if there were any anticipated issues that would hold up the process.

Mr. Benoit responded that the process of consolidation and restructuring of special districts is subject to State-mandated timelines, and there is not anything that can be done to simplify or speed up that process.

An unidentified member of the audience asked how the citizens would be kept informed of the protest hearing time and process.

Mr. Benoit explained that the Public Hearing will be held at a public venue, and notices would be mailed to all affected land owners and registered voters. The notice would include the purpose and intent of the consolidation and the process to submit a written objection to the Commission which would have to be received prior to the closure of the public hearing. If there are no protests received, then the Commission could waive conducting the protest hearing process which would eliminate between 60 and 90 days from the timeline. The law requires that at least 25 percent of the property owners in the area protest the consolidation in order to conduct the hearing.

Commissioner Chapman remarked that the issue has created a lot of contention among the residents in the area, however with both Boards voting to support a LAFCo-initiated consolidation it is questionable as to whether or not there was much opposition to the process.

Eula Johnson, President/Board member, West Patton Village CSD stated that there were very few people who attend the meetings, with the exception of Mr. Neesen, and she is unaware if there were any citizens in strong opposition.

Chairperson Eid commented that from the outside looking in, it seems to be a solution that will be beneficial to all of the residents.

Chairperson Wilson asked how soon the consolidation could be completed.

Mr. Benoit stated that there would likely be a special meeting scheduled in June or July, and it depends on how quickly issues such as tax-sharing can be addressed.

It was the consensus of the Commission to complete the process as expediently as possible.

7. PUBLIC HEARING: Proposed 2016-2017 LAFCo Budget Mr. Benoit reported that the proposed budget reflects substantial limitations in the upcoming year. The budget reflects utilizing staff as much as possible in the preparation of Municipal Service Reviews and Sphere of Influence updates. Four years ago, the budget was reduced by approximately eighteen percent, with reductions in many services and supplies since the Commission only meets 6 times per year. Since the passage of AB-2838, many of the required start-up activities have been completed however many activities such as MSR and SOI updates must be completed. Legislation is continually passed that empowers LAFCo and imposes additional unfunded mandates for County and City governments.

Mr. Benoit reviewed budget highlights, including an increase in Calafco membership dues to \$840 from \$785. The cost of travel and conference registration will be more expensive this year, as the conference is scheduled to be held in Santa Barbara, and it is estimated to cost approximately \$1,600 to send one Commissioner. It was the general consensus of the Commission that Commissioner Wilson would be the appointed delegate, and the recommended travel and registration budget was set at \$2,500.

Mr. Benoit reviewed the budgeted amount for file scanning and retention, discussing the benefit of an electronic format to provide convenient access to city and county departments as well as members of the public. The estimated cost for implementation of LAFCo's File Retention Policy

is \$5,000. He complimented County and City staff for having implemented an electronic records retention system.

Jared Hancock, City Administrator, reviewed the services currently provided to LAFCo by the City of Susanville, including financial services, clerk services and website hosting. He thanked Mr. Benoit for his conservative budget approach and for a prudent and responsible management of City and County resources. He added that Mr. Benoit provides a good service for both agencies.

Commissioner Chapman asked what file format was anticipated for digitalization of LAFCo files.

Mr. Benoit responded that a PDF format was planned, and the indexing system is still being evaluated.

Mr. Benoit explained that the first round of MSR's has been completed for all Districts, and for the second round, he will be requesting that the Districts provide updated information which will be a simpler process. The big variable is always District cooperation, and when there is non-cooperation, the cost will increase.

Mr. Hancock suggested including a line item in the budget identifying the Executive Officer's time to complete Municipal Service Reviews to provide an example of what those documents cost and then putting together a tentative list of which Districts are scheduled for review in the upcoming year, to give the Districts an idea of the cost involved so that they can see the value of the document that is prepared for their District. The consultant based MSR model that is used in other counties is expensive and Mr. Benoit's approach is a much better value for the Special Districts. Mr. Hancock commented that the Commission has been very prudent to utilize staff resources whenever possible, giving the example of the South County district consolidation. The two Districts came together, cooperated and saved potentially thousands of dollars for a process that may end up costing \$5,000 instead of \$55,000 which is an average price for a private consultant.

Mr. Benoit added that the application fee for the South County is \$2,000 and most likely the majority of the costs will be related to noticing requirements.

At 3:46 p.m., Chairperson Eid opened the public hearing and requested comments or questions from the public.

There being no questions or comments, Chairperson Eid closed the public hearing at 3:47 p.m.

Motion by Commissioner Wilson to approve Resolution No. 2016-0001 making determinations regarding the proposed 2016-2017 LAFCo Budget; Commissioner Hemphill provided a second and the motion carried unanimously. Ayes: Hemphill, De Boer, Chapman, Wilson and Eid

8. Payment of Claims: February 2016 and March 2016

Motion by Commissioner Hemphill, second by Commissioner De Boer, to authorize payment of claims for February 2016 and March 2016 in the amount of \$8,820.77; motion carried unanimously. Ayes: Hemphill, De Boer, Chapman, Wilson and Eid.

9. CALAFCO Workshop: March 30 – April 1, 2016, Burbank, CA

Mr. Benoit provided an update to the Commission regarding workshops and discussions from the 3-day Calafco Workshop held in Burbank. He discussed legislative items relevant to Lassen

LAFCO, including the proposal to involve LAFCo's in the JPA process, the effect of SB1318 which would force cities to annex any Disadvantage Unincorporated Communities whenever processing an annexation, the challenges related to implementation of SB 88.

10. Executive Officer Report

Mr. Benoit provided the following updates:

- Fall River Mills FPD/McArthur FPD Consolidation: Mr. Benoit reported that he has received the information necessary for the dissolution of Fall River Mills and the annexation of territory to the McArthur Fire Protection District, adding that it is a similar process to the consolidation taking place in Herlong.
- Honey Lake RCD: Mr. Benoit provided the MSR to the Board for review, and discussed the benefits to the District by completing the Municipal Service Review, including eligibility to secure grant funding.
- Southern Cascades CSD status The process is moving forward to the election and certification of results by the Modoc County Clerk.

11. Commissioner Reports None.

Motion by Commissioner Chapman, second by Commissioner Hemphill to adjourn until June 13, 2016; motion carried unanimously. Ayes: Chapman, Hemphill, Garnier, Wilson and Eid.

The meeting adjourned at 4:02 p.m.

Todd Eid, Chairperson

Approved _____
Gwenna MacDonald, Recording Secretary

LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 13, 2016

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2016-2017

A "recommended" budget was presented at the April 11th, 2016 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 \$51,908.53. 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 \$840.00 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 and sent staff to the Staff workshop. 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 Santa Barbara.

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 2016-2017.

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 eliminated.

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 \$6,946.23 for FY 2016-2017.

Recommendation:

- a. Review, discuss, amend, and consider the 2016-2017 Final Budget. A budget justification report for FY 2016-2017 was prepared by staff for the adopted proposed budget on April 11, 2016.
- b. Adopt LAFCO Resolution 2016-0002 approving a Final Budget for Fiscal Year 2016-2017.

Resolution 2016-0002
of the
Lassen Local Agency Formation Commission
Lassen County, California

Resolution of the Lassen Local Agency Formation Commission Adopting
a Final Budget for 2016-2017

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 2016-2017 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 2016-2017 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 2015-2016 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2016-2017 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 13th, 2016 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 13th day of June 2016

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

LASSEN LAFCo
F.Y. 2016-2017
FINAL Budget
Fund 8402-413-30

EXHIBIT "A"

A	B	D	E	F	G	H
		2013-2014 Final Budget	2014-2015 Final Budget	2015-2016 Final Budget	2016-2017 Proposed Budget	2016-2017 Final Budget
1						
2						
3	REVENUES					
4						
5						
6	EXPENDITURES					
7		Final BUDGET 2013-2014	Final BUDGET 2014-2015	Final BUDGET 2015-2016		
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	\$1,000.00	\$750.00	\$750.00	\$750.00
14	8204-413.30 4530 COMMUNICATIONS	\$750.00	\$750.00	\$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	\$758.00	\$769.00	\$785.00	\$840.00	\$840.00
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)	\$2,500.00	\$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	\$60,158.00	\$59,169.00	\$59,185.00	\$59,240.00	\$59,240.00
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
31	8402-413.30 4330 AUDIT					
32	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
33	A-87					
34	8402-413.30 4334 LAFCo Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
35	TOTAL OTHER CHARGES	\$5,222.30	\$5,222.30	\$5,222.30	\$10,222.30	\$10,222.30
36						
37	Total Expenditures LAFCo	\$65,380.30	\$64,391.30	\$64,407.30	\$69,462.30	\$69,462.30
38						
39	8402-413.30 4451 Contingency Fund	\$5,538.00	\$6,439.13	\$6,440.73	\$6,946.23	\$6,946.23
40	General Reserve Fund					
41						
42	Total Budget including Contingency	\$71,918.30	\$70,830.43	\$70,848.03	\$76,408.53	\$76,408.53
43	Anticipated carryover including carryover of Contingency funds					
44	funds to be rebudgeted into the next year's budget	-\$15,000.00	-\$10,000.00	-\$20,000.00	-\$24,500.00	-\$24,500.00
45	Amount to be apportioned between the City and the County	\$56,918.30	\$60,830.43	\$50,848.03	\$51,908.53	\$51,908.53

Lassen Local Agency Formation Commission

#7

CLAIMS April 2016 and May 2016

Authorize payment of the following claims (FY 2015-2016):

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
June 1, 2016	Staff Svcs & Expenses –April 2016	\$ 4,432.77
June 1, 2016	May 2016 Staff Svcs & Expenses	\$ 3,667.84
May 22, 2016	Feather Publishing Final Budget Hearing	\$ 34.30
May 31, 2016	Feather Pub. HPUD and WPVCSD Consolid	\$ 73.50
TOTAL:	April 2016 and May 2016 Expenses	\$ 8,208.41

Authorize the following from FY 2016-2017 Budget:

7.1.16	Calafco Dues for FY 2016-2017 Inv 2016-18	\$ 840.00
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DATED: June 13, 2016

APPROVED: June 13, 2016

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

Attest:

John Benoit
Executive Officer

2015-2016 Expenditures

Lassen LAFCO

Item	Account Number	Insurance	Office Expns	copies	Communication:	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications
	Total Budgeted	4521	4610	4550	4530	4641	4830	4310	4331	4332	4540
Staff Svcs June 2015 #0065 FY 14-15		\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 785.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Staff Svcs July 2015 #0066											
Final Budget notice #1024											
Dissolution of CSA #2 Notice											
Calafco Dues 2015-2016											
Calafco reg Chapman and Hemphill											
Staff Svcs August 2015											
Staff Svcs September 2015											
Notice Consolidation intention HPUD WPV											
Chapman Confil travel reimbursement											
Revenue NWLFDP Reorg.											
Staff Svcs October 2015											
Notice SCCSD 3rd time											
City of Susanville Apr-Sept Invoice1000591											
Staff Svcs November 2015											
Staff Svcs December 2015											
Staff Svcs January 2016											
Liability Insurance for FY 15-16											
Staff Svcs Feb 16 Inv#0025											
Staff Svcs March 16 Inv 0026											
City of Susanville Oct Feb 2016											
Feather Pub 16-17PropBud&Herlong											
REVENUE HPUD-WPVCSD Reorg 16-01											
Staff Services Apr 16 Inv #16-43											
Staff Svcs May 16 Inv #16-44											
Feather Pub 16-17 Final Budget											
Feather Pub WPVCSDHPUD Consolid notice											
		\$ (1,000.00)	\$ (195.65)	\$ (402.46)	\$ (704.66)	\$ (215.46)	\$ (785.00)	\$ -	\$ (25,315.00)	\$ (2,500.00)	\$ (299.50)
		\$ -	\$ 54.35	\$ 347.54	\$ 295.34	\$ 84.54	\$ -	\$ 2,500.00	\$ 4,685.00	\$ 1,000.00	\$ 100.50
TOTAL EXPENDED											
TOTAL REMAINING											

Lassen LAFCO

6/3/16

INVOICE May 2016

John Benoit

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

Invoice number: 2016-0044

Invoice date: 1-Jun-16

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	42.00	Staff Svcs	May 1-31, 2016	\$3,570.00
				\$ -

Total activity cost: \$3,570.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc HPUD and NWLFPD	\$20.00
Postage		
Phone & Communications	Comm May 2016	\$ 62.84
Office Supplies	toner	\$15.00
Travel Exp.		
Web Domain		

Total materials cost: \$97.84

Total billing: \$ 3,667.84

TIMESHEET for John Benoit

Lassen LAFCO

May 2016

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-May-16					
2-May-16	HLVRCD MSR cl writing			7	\$ 595.00
3-May-16	HLVRCD MSR cl writing			6	\$ 510.00
4-May-16					
5-May-16					
6-May-16	City of Susanville SOI writing cl (1) HPUD misc comm Assessor's office review information and maps			4.5	\$ 382.50
7-May-16					
8-May-16					
9-May-16					
10-May-16		toner	\$15.00		
11-May-16					
12-May-16	HPUD Annex Comm Clerk's office, SCCSD Bob Burns and misc admin	comm	\$22.11	2	\$ 170.00
13-May-16					
14-May-16	Final budget dox reso and report & Admin	front Ph	\$22.33		
15-May-16				6	\$ 510.00
16-May-16	Admin and final Budget notice				
17-May-16	HPUD WPVCSD Notice and research and comm			3.5	\$ 297.50
18-May-16	Misc Comm re SCCSD Modoc and lassen Co.			1	\$ 85.00
19-May-16	Misc Comm re SCCSD Modoc and lassen co. and HPUD notice			0.5	\$ 42.50
20-May-16	HPUD Notice and comm and misc			3.5	\$ 297.50
21-May-16		copies	\$20.00	2.5	\$ 212.50
22-May-16					
23-May-16	misc admin and finances			1.5	\$ 127.50
24-May-16					
25-May-16	Misc comm and research			1	\$ 85.00
26-May-16					
27-May-16					
28-May-16					
29-May-16		comm	\$18.40		
30-May-16	Misc SCCSD, WPVCSD, HPUD and Admin			3	\$ 255.00
31-May-16					
SUBTOTAL					\$ 3,570.00
TOTAL					\$ 3,667.84

INVOICE April 2016

John Benoit

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

Invoice number: 2016-0043

Invoice date: 1-Jun-16

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	Staff Svcs	Start / End Date	Amount
John Benoit	51.50		April 1-30, 2016	\$4,217.50
				\$ -

Total activity cost: \$4,217.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	April 11, 2016 Packets	\$105.03
Postage	April 11, 2016 Packets/HPUD	\$34.13
Phone & Communications	Phone Internet and fax	\$ 61.11
Office Supplies	toner	\$15.00
Travel Exp.		
Web Domain		

Total materials cost: \$215.27

Total billing: \$ 4,432.77

TIMESHEET for John Benoit

Lassen LAFCO

April 2016

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Apr-16					
2-Apr-16	LAFCO Packets for April 11th	Copies	\$30.03	5.5	\$ 467.50
3-Apr-16					
4-Apr-16	Distribution packet , website, finalize	post	\$11.36	2.5	\$ 212.50
5-Apr-16					
6-Apr-16					
7-Apr-16	Misc comm re: HPUD and Northwest lassen fire				
8-Apr-16					
9-Apr-16	meeting Prep financials Bylaw	comm	\$18.61	3	\$ 255.00
10-Apr-16					
11-Apr-16					
12-Apr-16					
13-Apr-16					
14-Apr-16	After meeting filing and resolutions financials (Hpud 2016-0001 Letter)				
15-Apr-16	HPUD 2016-0001 letters	comm	\$24.26	4	\$ 340.00
16-Apr-16	NW Lassen Letters				
17-Apr-16	copies HPUD and NW Lassen				
18-Apr-16	North west Lassen and HPUD letters to agencies and AB-8 and Budget Letters	Copy	\$75.00	4.5	\$ 340.00
19-Apr-16		Post	\$22.77	2	\$ 382.50
20-Apr-16		toner	\$15.00	6	\$ 170.00
21-Apr-16	comm re: HPUD consolidation misc.				
22-Apr-16					
23-Apr-16					
24-Apr-16					
25-Apr-16	HPUD consolidation misc comm				
26-Apr-16					
27-Apr-16					
28-Apr-16		comm	\$18.23	1	\$ 85.00
29-Apr-16					
30-Apr-16					
1-May-16					
SUBTOTAL			\$215.26	51.5	\$ 4,217.50
TOTAL					\$ 4,432.76

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: May 24, 2016

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

—

Publish: Budget hearing

TOTAL DUE: \$ \$34.30

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

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date May 31, 2016

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

—

Publish: Hearing File # 2016-0001 consolidation of the WPVCSD

TOTAL DUE: \$ \$73.50

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

CALAFCO

Sacramento, CA 95814
1215 K Street

CALAFCO Membership Invoice

Date	Invoice #
7/1/2016	2016-18

Bill To
Lassen LAFCo PO Box 2694 Granite Bay, CA 95746

Renewal Month	Due Date	Joined Date
July	7/31/2016	

Description	Amount
2016-17 LAFCo Member Dues	840.00
Total 840.00	

Thank you for helping to make
CALAFCO even better!

CALAFCO Federal Tax ID 94-3312376

Phone #	Fax #	E-mail	Web Site
(916) 442-6536	(916) 442-6535	pmiller@calafco.org	www.calafco.org

LASSEN LAFCO RECORDS RETENTION POLICY BYLAW AMENDMENT

Section 5.11 Records Retention Policy:

Records must be kept indefinitely in original, photographic, or electronic form pursuant to Government Code section 56382.

The Commission authorizes the destruction of original records more than two years old, if a photographic or electronic copy of the original record is made and preserved in compliance with Government Code section 56382, which shall be considered permanently retained pursuant to the Records Retention Schedule. Documents that are not herein defined as “records” are not “records” pursuant to Government Code section 56382 and will be retained and disposed of according to the Records Retention Schedule in Exhibit A.

For purposes of compliance with Government Code §56382 and implementation of the Commission’s Records Retention Schedule as set forth in pages 2-5 of this Exhibit A, “records” include the following:

- LAFCO Meeting Minutes
- LAFCO Resolutions
- Documents related to LAFCO proposals such as the:
 - Application, petition or other initiating documents
 - Assessor’s Statement of Property Valuation
 - Agreement to Pay / Indemnification
 - Certificate of Completion
 - Certificate of Filing
 - Environmental Review/CEQA documents such as Initial Study, Exemptions, Notices of Completion and Determination, Comments and Response to Comments, Negative Declaration, mitigation monitoring, Statements of Overriding Consideration
 - Map and Legal Description
 - Notices
 - Order for Change of Organization
 - Staff Reports
 - Statement of Boundary Change
 - Statement of Tax Rate Area

*** After 2 years, records may be imaged for permanent preservation and original destroyed.**

CCP Code of Civil Procedure (CA)
GC Government Code (CA)
CFR Code of Federal Regulations

EXHIBIT A

RECORDS RETENTION SCHEDULE

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Administrative Documents			
Accounts Payable	Invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, check requests, receipt books, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation	Until audited + 4 years
Accounts Receivable	Invoices, checks, reports, investments, receipt books	26 CFR 31.6001-1(e)(2)	4 years
Agreements/ Contract	Original contracts and agreements and back-up materials, including leases, rentals and any amendments	CCP 337 CCP 337.2	4 years after termination/ completion
Annual Reports			2 years
Audit Reports	Financial services; internal and/or external reports; independent auditor analyses		2 years
Brochures/ Publications			2 years or longer for historical value
Budget, Annual	Adjustments, journal entries, account transfers, budget preparation documents including adopted budgets,		Until audited + 2 years
Claims Against the Commission	Paid/denied		Until settled + 2 years
Correspondence (General)	General correspondence, including letters, and; various files not otherwise specifically covered by the retention schedule; compliments, complaints and inquiries; transmittal letters; requests for comments and responses		90 days, recommended longer if useful. (complaints and inquiries should be kept until matter resolves)
Economic Interest Statements - Form 700 (copies)	Copies of statements forwarded to Fair Political Practices Commission	GC 81009(f), (g)	4 years (can image after 2 years)

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CCP Code of Civil Procedure (CA)
GC Government Code (CA)
CFR Code of Federal Regulations

EXHIBIT A

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Economic Interest Statements - Form 700 (originals)	Originals of statements of designated employees	GC 81009(c), (g)	7 years (can image after 2 years)
Email (other than those exempt under PRA 6254(a))	General correspondence		90 days, recommended longer if useful. (complaints and inquiries should be kept until matter resolves)
Ethics Training Compliance	Note: records should contain date of training and name of training provider	GC 53235.2	5 years after receipt of training
Forms	Administrative - blank		Until superseded
General Ledgers	All annual financial summaries	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Permanent
Gifts/Bequests	Receipts or other documentation		Until completed + 2 years
Grants Federal, State, or other grants	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Applications not entitled		2 years
Newsletters	May wish to retain permanently for historic reference		2 years
Political Support or Opposition	Related to legislation		2 years
Press Releases	Related to Commission actions/activities		2 years
Procedure Manuals	Administrative		Current + 2 years
Public Records Request	Requests from the public to inspect or copy public documents		2 years

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CCP Code of Civil Procedure (CA)

GC Government Code (CA)

CFR Code of Federal Regulations

EXHIBIT A

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
Purchasing, Requisitions, Purchase Orders	Original documents	CCP 337	Until audited + 4 years
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Requests for Qualifications (RFQs) and Requests for Proposals (RFPs)	Requests for Qualifications, Requests for Proposals, and related responses		Current + 2 years
Records relating to LAFCO Meetings or Applications			
Affidavits of Publication/Post ing	Proof of publication of legal notices for public hearings		2 years
Agenda / Agenda Packets	Agendas, agenda packets, staff reports and related attachments, supplemental items and documentation submitted by staff/public in relation to agenda items.		2 years
Audio Recording of LAFCO Meetings			30 days after the LAFCO meeting minutes are approved
Elections	Impartial analysis		2 years
Environmental Review (for projects without a LAFCO application)	Correspondence, consultants, issues, comments and responses.		Completion + 2 years
Mailing Lists for Public Hearing Notices	Owners/voter		1 year after filing Notice of Completion or Commission action, whichever is later
Minutes	Meeting minutes		*Permanent
Notices /Agenda	Regular and Special meetings		2 years
Policies & Procedures	All policies and procedures adopted by the Commission		Current + 2 years

* After 2 years, records may be imaged for permanent preservation and original destroyed.

CCP Code of Civil Procedure (CA)

GC Government Code (CA)

CFR Code of Federal Regulations

EXHIBIT A

Type of Record/ Document	Description or Example of Record/Document	Legal Authority	Minimum Legal Retention Period
LAFCO Proposals- Annexations, Reorganizations, or other proposals	Application, petition or other initiating documents, Assessor's Statement of Property Valuation, Agreement to Pay / indemnification, Certificate of Completion, Environmental Review / CEQA documents (such as Initial Study, Exemptions, Notices of Completion and Determination, Comments and Response to Comments, Negative Declaration, mitigation monitoring, Statements of Overriding Consideration), Map and Legal Description, Notices, Order for Change of Organization, Staff Reports, Statement of Boundary Change, Statement of Tax Rate Area		*Permanent
Resolutions			*Permanent
Other Misc. Records / Documents			
Demographic/ Statistical Data			Current + 2 years
Legal Opinions	Confidential - not for public disclosure (attorney-client privilege)		Until superseded + 2 years
Litigation	Case files, including matters in mediation and/or arbitration		Until settled or adjudicated + 2 years and the time for appeal has expired
Reference Files	reports, procedures, research, pre-application research and correspondence		2 years minimum, recommended longer if useful
Exempt Records: Documents and writings that are not public records because they are exempt from disclosure under the Public Records Act shall be subject to special Retention rules as follows.			
Deliberative Process Documents	GC 6254(a)	Documents, including documents solely in electronic format such as emails which come within the scope of G.C. 6254(a) "Preliminary drafts, notes, or interagency or intra agency memoranda" shall be deleted or destroyed as soon as they are no longer needed in the deliberative process.	

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- CCP Code of Civil Procedure (CA)
- GC Government Code (CA)
- CFR Code of Federal Regulations

EXHIBIT A

Attorney Client Privileged Communication. Documents		Includes documents solely in electronic format such as emails from or to LAFCo counsel shall be retained or destroyed as determined by the Executive Officer in consultation with LAFCo legal counsel.
Documents of Historic Significance to Lassen LAFCo		Permanent, Do not destroy originals

*** After 2 years, records may be imaged for permanent preservation and original destroyed.**

CCP Code of Civil Procedure (CA)

GC Government Code (CA)

CFR Code of Federal Regulations

**BEFORE THE LASSEN LOCAL AGENCY FORMATION COMMISSION
COUNTY OF LASSEN, STATE OF CALIFORNIA**

IN RE:

**RESOLUTION AMENDING BYLAWS)
TO ADOPT A POLICY FOR)
LEGISLATIVE PROCESS)
PARTICIPATION)**

RESOLUTION NO. 2016-0005

WHEREAS, the Lassen Local Agency Formation Commission has determined that it is in the best interest of the public for the Commission to operate in accordance with approved Bylaws and therefore has adopted Bylaws on November 10, 2003 by adopting Resolution #2003-0008 and has subsequently amended its Bylaws on August 9, 2004 by adopting Resolution #2004-0006; on November 14, 2005 by adopting Resolution #2005-0008; on June 13, 2011 by adopting Resolution #2011-0004; and on December 9, 2013 by adopting Resolution 2013-0013.

WHEREAS, the Lassen Local Agency Formation Commission believes it is important to develop and implement a policy for participating in the legislative process.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Lassen Local Agency Formation Commission as follows:

1. The Lassen Local Agency Formation Commission hereby amends its Bylaws to adopt a new policy on Legislative Policy Participation
2. Section 5.11, in LAFCo's Bylaws is hereby added to include a policy to participate in the legislative Process to read as follows:

Section 5.11 Legislative Process Participation

- a. In situations when a legislative bill affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer, in consultation with the Chair, is authorized to provide written or email comments communicating the Commission's position.*
- b. The Chair would review the letter or email prior to it being submitted for consideration.*
- c. The Executive Officer will forward the email or letter to the Commissioners as soon as possible.*

- d. *The item will be discussed at the Commission's next regular meeting.*
3. The Lassen Local Agency Formation Commission finds this action exempt based on the General Rule exemption 15061 (b) 3 and 15308 activities for the protection of the environment since these bylaws are for internal management purposes only so LAFCo may carry out its functions.
 4. Any previously adopted conflicting Bylaws are hereby repealed in favor of this amendment.
 5. This bylaw amendment is hereby adopted.

PASSED AND ADOPTED at a regular meeting of the Lassen Local Agency Formation Commission in the County of Lassen, State of California, on June 13, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Todd Eid, CHAIR
LASSEN LOCAL AGENCY FORMATION
COMMISSION

ATTEST:

John Benoit
LAFCO Executive Officer