

**Lassen Local Agency Formation Commission**

**Special Meeting Agenda**

**MONDAY – June 7, 2021**

**3:00 PM**

**Note Location Change**

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

*(All meeting materials are available on LAFCo's Website: [www.lassenlafco.org](http://www.lassenlafco.org))*

**1. Call to order: Pledge of Allegiance**

Commissioners

Todd Eid, Chair, Public Member

Kevin Stafford, City Member

Mendy Schuster, City Member

Jeff Hemphill, County Member

Chris Gallagher, Vice-Chair, County Member

Alternate Members

Gary Bridges, County Member Alt.

Quincy McCourt, City Member Alt.

Vacant, Public Alt.

LAFCO Staff

John Benoit, Executive Officer

Jennifer Stephenson, Deputy Executive Officer

Ruth McElrath, Clerk

John Kenny, LAFCO Counsel

**2. Approval of Agenda (Additions and Deletions)**

**3. Correspondence: *Calafco Awards***

**4. Approval of the April 12, 2021 LAFCo minutes**

*a) Approve April 12,, 2021 LAFCo minutes*

**6. 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.

7. **Public Member and Public Member Alternate Recruitment**
  - a) *Appointment of the Public Member to serve a four-year term on LAFCo*
  - b) *Appointment of the Public Member Alternate to serve a four-year term on LAFCo*
  
8. **Discussion with Fire Agencies regarding Fire services going forward in Lassen County.**
  - a) *Begin Discussion with Lassen Fire Agencies*
  
9. **Continued Workshop regarding the Spalding and Stones-Bengard CSD Service Review and Sphere of Influence Update**
  - a. *Review DRAFT MSR and SOI and hold discussion with representatives from the Spalding CSD and Stones-Bengard CSD regarding Fire and EMS services*
  
10. **PUBLIC HEARING regarding the 2021-2022 Final LAFCo Budget.**
  - a) *Receive Executive Officer's Report*
  - b) *Conduct Public Hearing and consider adoption of LAFCo Resolution 2021-0002 adopting a final budget for Fiscal Year 2021-2022*
  
11. **Authorize payment of claims**
  - a) *Authorize payment of claims for April 2021 and May 2021.*
  
12. **LAFCo 101 - All about LAFCo - Part 1 time permitting**
  - a) *Review how LAFCo is organized and its functions.*
  
13. **Executive Officer's Monthly Report**
  - a) *LAFCo Files*
  - b) *San Luis Obispo v. City of Pismo Beach*
  - c) *Meeting location change and zoom meetings*
  
14. **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.*
  
15. **Adjourn to the next meeting on Monday August 9<sup>th</sup>, 2021 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](http://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 (530) 257-0720 or by email at [lafco@co.lassen.ca.us](mailto:lafco@co.lassen.ca.us). Copies of reports are located on the LAFCO webpage at: [www.lassenlafco.org](http://www.lassenlafco.org)

**LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION**

**REGULAR MEETING**  
April 12, 2021- 3:00 p.m.

Meeting was called to order at 3:10 p.m. by Chair Eid.

Roll call of members present Kevin Stafford, Chris Gallagher, Jeff Hemphill, Mendy Schuster and Todd Eid.

Staff Present: John Benoit, Executive Officer, Jennifer Stephenson, Deputy Executive Officer, and Ruth McElrath, Building Permit Technician.

**Approval of Agenda**

Motion by Commissioner Gallagher, second by Commissioner Stafford to approve the agenda as submitted. Motion carries: Gallagher, Stafford, Hemphill, Schuster and Eid.

**Correspondence**

Mr. Benoit explained an issue arose over the fact LAFCo must pay attorney fees in a lawsuit brought against an applicant. Unless the Supreme Court reviews this, or there is a petition to be published approved by the Supreme Court, LAFCo may get stuck holding the bills for lawsuits brought forth by potential applicants. At this point, indemnity agreements have been ruled invalid for LAFCo.

Mr. Benoit stated this puts LAFCos in a very bad position, while there are provisions in the law for City and County Planning, they were overlooked when the LAFCo law was written in 1993 and changed over the years. There is a legislative solution to it, although that can be problematic if the League of California Cities or California Special Districts Association opposes.

So, it is quite the conundrum for LAFCo Mr. Benoit said. If it is finalized, LAFCo will have to have a substantial reserve, which it does not have. That means we will have to pass the hat around or require each applicant to get a bond.

He stated that fortunately, Lassen County LAFCo has never been sued, however, if we have to pay a bunch of attorneys' fees, the budget will be wiped out. LAFCo will have to ask the County for a loan and the City and County will have to pay it, so it is not a good situation.

Chair Eid asked if they had received a public member alternate application.

Mr. Benoit responded they only received one before he readvertised the notice and decided to postpone the matter.

**Approval of the February 8, 2021 LAFCo minutes**

Motion by Commissioner Hemphill, second by Commissioner Gallagher to approve the February 8, 2021 minutes. Motion carries: Ayes: Hemphill, Gallagher, Stafford, Schuster and Eid.

**Public Comment**

Paul Smith said he felt it was time to start looking at a county wide fire department. He cited numerous benefits, including the possibility of a better insurance rating for the community and the equipment, training and maintenance standards would be the same.

Chair Eid responded the matter is not for LAFCo to push forward, it is really something for each fire department to look at.

Mr. Benoit stated it would be interesting to see what the Fire Chief Association says.

Mr. Smith added it has also been a challenge trying to find competent people to sit on the fire district boards. The Standish Litchfield Fire Protection District is a five-member board, but there are currently three members. If one person misses a meeting, there isn't a quorum so no action can be taken.

He continued it would also help with grants as they go by population and area. We have a large county, with a lot of square footage, but not a big population. Writing grants independently is a struggle and takes a lot of time and effort.

The Commissioners held a general discussion regarding the matter.

Commissioner Gallagher stated it is going to have to go to the voters and questioned what kind of costs they are going to want to bear because this is going to be expensive.

Chair Eid said he did believe the county could benefit from consolidation and the comments were 100 percent valid, but he did not know if they could sell it.

Commissioner Gallagher stated he did not think voters would pass a tax increase. Susan River has tried three times to increase their fire fee, but it has not been voted in.

Mr. Smith stated he had been on the Standish board for more than 12 years. After not being on the board for four years, he was asked to come back because things were falling apart. He explained the district is up and running well, staff is getting trained, crews are responding to calls and bills are being paid.

Ms. Stephenson commented that Plumas County currently has six agencies that are trying to reorganize. They have established a study group through a Memorandum of Understanding and outlined the process they went through including identifying the costs to go full force because they are looking at forming an entire new district. She said Tom Cooley is on the Portola City Council and could provide that information.

#### **Public Member and Public Member Alternate Recruitment**

Mr. Benoit stated the matter will be continued to the next meeting.

#### **Continued workshops regarding the Spalding and Stones-Bengard CSD Service Review and Sphere of Influence update**

Mr. Benoit explained he received correspondence from Spalding, but he hadn't received anything from Stones-Bengard. He did speak with a representative who sent a punch list of items that need to be changed.

He continued the Spalding letter explained their crews responded to a call in the Stones area. Stones Bengard arrived, but then left and now there is a dispute going on about payment. Mr. Benoit said he advised them they need an agreement.

Mr. Benoit said he wants to have a special meeting on June 7 to get the districts talking.

Commissioner Gallagher stated that Spalding has the qualified firefighters and Stones has three to four firefighters left, and at times, there is nobody to respond to calls and Spalding makes the 20-minute drive to a medical call. He added that Mr. Benoit did a good job with both MSRs and what he suggested is appropriate.

**Public hearing regarding the 2021-2022 Proposed LAFCo Budget**

Mr. Benoit explained Calafco dues have been reduced to \$1,423 to \$1,403 and that is the only change he is proposing in the budget.

Public hearing open at 3:31 p.m.

Public hearing closed at 3:32 p.m.

Motion by Vice Chair Schuster, second by Commissioner Gallagher to adopt the 2021-2022 proposed LAFCO budget. Motion carries: Ayes: Schuster, Gallagher, Stafford, Hemphill, and Eid.

**Authorize payment of claims for February 2021 and March 2021**

Motion by Commissioner Commissioner Hemphill, second by Commissioner Gallagher, second by Vice Chair Schuster to approve the claims for February 2021 and March 2021. Motion carries: Ayes: Gallagher, Schuster, Hemphill, Stafford, and Eid.

**LAFCo 101 – All about LAFCo** The matter was continued until the next meeting

**Executive Officer's Monthly Report**

Mr. Benoit commented about the public member recruitment and stated the Commission does not have to select a candidate, and the vacancy can be readvertised.

He added that LAFCo will start with the MSRs in the next budget cycle, and one will be done on the Lassen Municipal Utility District.

**Commissioner Reports:** None

Motion by Commissioner Gallagher, second by Commissioner Stafford to adjourn at 3:35 p.m.

---

---

Todd Eid, Chair

---

Approved \_\_\_\_\_  
Ruth McElrath, Building Permit Technician

To the Members of LAFCO

My name is Todd Eid, manager of Susanville Supermarket. I have worked in retail for more than 38 years. During these years I have found part of providing quality customer service is taking the time to communicate with the public on a daily basis. This affords me the opportunity to speak with many local people about issues that affect us as residents of Lassen County.

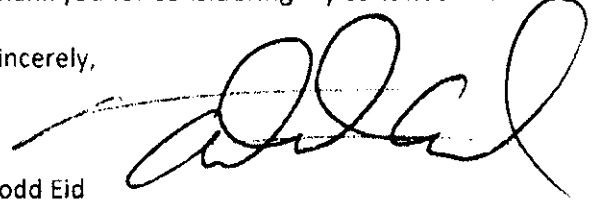
Since my family moved to Susanville in January of 2001, I have served the community in a variety of ways. In 2002 I served as a committee member for the passing of Bond Measure G which would have supplied needed funds to renovate Lassen High School. I have been an active member of Rotary since 2001. I served as a Board Member for three years before I was elected as President for the 2005-2006 year. I was appointed to LAFCO on August 11, 2006 and was reaffirmed in 2008, 2012 and 2016. I have served as Public Member for 15 years and as Chair for the past 14 years since 2008. I have served the Lassen County Board of Supervisors as a member of the Fair Advisory Board since 2007.

In the now 20 plus years I have been in Lassen County, I have had the opportunity to work closely with many of the leaders of this community and if surveyed I believe I would receive many of their endorsements to continue to fill the Public Member seat with LAFCO.

In summary I feel that since I have now served LAFCO for almost 16 years I would be the right choice for this seat. I would continue to serve with an open mind unencumbered with preconceived opinions about the future growth of our community, I come with no hidden agenda nor seeking any political gain. I offer a businessman's perspective on how the private sector can partner with the public sector to assure the orderly growth of Lassen County. I am still just a concerned citizen that is looking for ways to continue to serve the community I live in. Thank you for considering my continued service to LAFCO.

Sincerely,

Todd Eid



September 29, 2020

Mandy Smith  
PO Box 137  
Standish, CA 96128  
(530) 310-8877

Lassen LAFCo  
c/o John Benoit  
P.O. Box 2694  
Granite Bay, CA 95746

Dear Mr. John Benoit,

Please accept this as my letter of interest as it applies to joining Lassen LAFCo as a Public Member or Pubic Member Alternate. I am dedicated to helping the communities in Lassen County and to be able to serve on the LAFCo Commission is a great opportunity. I admire the objectives of LAFCo including the promotion of balance between urban growth and preservation of agricultural resources within our communities. I also believe it is important to ensure efficient resources for all Lassen County residents.

Along with my Master's Degree in Business, I have over twenty-five years of professional experience including nonprofit organization establishment as well as business and contractual law. It would be an honor to have the opportunity to utilize this knowledge as needed to serve the Lassen LAFCo Commission.

Thank you for your time and consideration.

Sincerely,

Mandy Smith



LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 2, 2021

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2021-2022

A "recommended" budget was presented at the April 12, 2021 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 \$61,457.83 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 \$ 1,403.00 this is for Calafco Dues voted upon by the Calafco membership. This year the Calafco dues were \$1,423.00

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 Last year the Calafco Conference was cancelled, the year before the Commission sent one Commissioner to the Calafco Annual Conference and paid for a portion of Staff's costs to attend the Calafco Conference in Sacramento. The Commission recommended in its proposed budget \$2,000 for this item. This includes miscellaneous mileage and lodging for the Calafco Annual Conference in Newport Beach on October 6-9, 2021 and the annual Staff Workshop to be in Orange County.

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 \$4,000.00 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. \$5,000 is budgeted for this effort for FY 2021-2022.

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 \$1,722.30. 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 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 \$7,132.53 for FY 2021-2022.

**Recommendation:**

- a. Review, discuss, amend, and consider the 2021-2022 Final Budget. A budget justification report for FY 2021-2022 was prepared by staff for the adopted proposed budget on April 12, 2021.
- b. Adopt LAFCO Resolution 2020-0002 approving a Final Budget for Fiscal Year 2021-2022.

**Resolution 2021-0002**  
**of the**  
**Lassen Local Agency Formation Commission**  
**Lassen County, California**

*Resolution of the Lassen Local Agency Formation Commission Adopting*  
*a Final Budget for 2021-2022*

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>; 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 2021-2022 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 2021-2022 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 2020-2021 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2021-2022 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 7<sup>th</sup> , 2020 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 7<sup>th</sup> day of June 2021

---

Todd Eid, Chair  
Lassen LAFCO

Attest:

---

John Benoit, Executive Officer  
Lassen LAFCO

A	B	D	E	F	G	H	I
		Final Budget 2017-2018	Final Budget 2018-2019	Final Budget 2019-2020	Final Budget 2020-2021	Proposed Budget 2021-2022	Final Budget 2021-2022
6	EXPENDITURES						
7	8 Expenditure Classification						
9	10 Services and Supplies						
	11 8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	12 8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
	13 8402-413.30 4550 COPIES	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
	14 8204-413.30 4530 COMMUNICATIONS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	15 8204-413.30 4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
	16 8402-413.30 4830 MEMBERSHIPS	\$899.00	\$926.00	\$1,077.00	\$1,423.00	\$1,403.00	\$1,403.00
	17 8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$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	\$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	\$3,500.00
	20 8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
	21 8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
	22 8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$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	\$14,000.00
	24 8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
	25 Total Services and Supplies	\$59,299.00	\$59,326.00	\$60,477.00	\$61,123.00	\$61,103.00	\$61,103.00
	26 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	\$2,000.00
	30 8402-413.30 4340 SPECIAL DEP Exp ( File Scanning)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	31 8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30
	32 8402-413.30 4334LAFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
	33 TOTAL OTHER CHARGES	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30	\$10,222.30
	34 Total Expenditures LAFCO	\$69,521.30	\$69,548.30	\$70,699.30	\$71,345.30	\$71,325.30	\$71,325.30
	36 8402-413.30 4451 Contingency Fund	\$6,952.13	\$6,954.83	\$7,069.93	\$7,134.53	\$7,132.53	\$7,132.53
	38 General Reserve Fund						
	39 Total Budget including Contingency	\$76,473.43	\$76,503.13	\$77,769.23	\$78,479.83	\$78,457.83	\$78,457.83
	40 Anticipated carryover including carryover of Contingency funds	-\$24,000.00	-\$20,000.00	-\$22,000.00	-\$17,000.00	-\$17,000.00	-\$17,000.00
	41 funds to be rebudgeted into the next year's budget						
	42 Amount to be apportioned between the City and the County	\$52,473.43	\$56,503.13	\$55,769.23	\$61,479.83	\$61,457.83	\$61,457.83
	43						

# Lassen Local Agency Formation Commission

11

## CLAIMS

April 2021 and May 2021

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2020-2021 Expenses:		
June 1, 2021	April 2021 Staff Services	\$ 4,024.74
June 1, 2021	May 2021 Staff Services	\$ 4,049.25
May 20, 2021	Budget Notice Final 21-22	\$ 45.00
	<b>TOTAL:</b>	<b>\$ 8,118.99</b>

DATED: June 7, 2021

APPROVED: June 7, 2021

---

**Todd Eid, Chair or Mendy Schuster, Vice-Chair  
Lassen Local Agency Formation Commission**

Attest:

---

**John Benoit  
Executive Officer**

2020-2021 Expenditures

Lassen LAFCO

Item	Account Number	Insurance 4521	Office Expens 4610	copies 4550	Communication: 4530	Postage 4641	Memberships 4830	Legal Svcs 4310	Ex. OFF. Svcs 4331	Brown Act 4332	Publications 4540
<b>Total Budgeted</b>		\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 1,423.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2019-2020							\$ (1,423.00)				
Staff Svcs July 2020				\$ (15.00)	\$ (68.14)				\$ (2,000.00)	\$ (500.00)	
Staff Svcs August 2020				\$ (15.00)	\$ (79.98)				\$ (2,500.00)	\$ (500.00)	
Staff Svcs September 2020				\$ (97.89)	\$ (73.14)	\$ (7.80)			\$ (3,000.00)		
Staff Svcs October 2020				\$ (15.00)	\$ (76.50)				\$ (2,500.00)	\$ (500.00)	
Staff Svcs November 2020				\$ (15.00)	\$ (73.19)				\$ (2,000.00)	\$ (500.00)	
Staff Svcs December 2020		\$ (64.00)		\$ (15.00)	\$ (95.60)				\$ (1,358.75)	\$ (500.00)	
StaffSvcs January 2021				\$ (5.00)	\$ (90.98)				\$ (2,432.50)	\$ (500.00)	
Staff Svcs February 2021				\$ (15.00)	\$ (81.60)				\$ (2,000.00)		
Staff Svcs March 2021											
Modoc Record Legal Prop Budget											\$ (48.00)
Modoc Record Pub Mem Recruitment 2021											\$ (108.00)
Staff Svcs April 2021				\$ (20.00)	\$ (81.89)	\$ (2.85)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs May 2021				\$ (15.00)	\$ (81.75)				\$ (3,000.00)		
Modoc Record Final 21-22 Budget											\$ (45.00)



<b>TOTAL EXPENDED</b>	\$ 1,000.00	\$ 64.00	\$ (227.89)	\$ (802.77)	\$ (10.65)	\$ (1,423.00)	\$ (25,791.25)	\$ (2,500.00)	\$ (201.00)
<b>TOTAL REMAINING</b>	\$ 1,000.00	\$ 186.00	\$ 522.11	\$ 197.23	\$ 289.35	\$ -	\$ 4,208.75	\$ 1,000.00	\$ 195.00





**INVOICE**

**John Benoit**

**Invoice number: 2021-0036**

**Invoice date: 1-Jun-21**

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

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville  
 Address: 66 North Lassen Street  
 City, state, postal code: Susanville, CA 96130-3904

Telephone:  
 Fax:  
 PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	46.50	Staff Svcs	May 1-31, 2021	\$3,952.50
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton				
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	46.50			

**Total activity cost: \$3,952.50**

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$15.00
Postage		
Phone & Communications	Comm March 2021	\$ 81.75
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		

**Total materials cost: \$96.75**

**Total billing: \$ 4,049.25**

**TIMESHEET**  
for John Benoit

Lassen LAFCO

May 2021

Date	Description	Rate	Amount	Notes
1-May-21			\$ -	
2-May-21			\$ -	
3-May-21			\$ -	
4-May-21			\$ -	
5-May-21			\$ -	
6-May-21			\$ -	
7-May-21	Stones Bengard Comm re MSR and Soi	2	\$ 170.00	
8-May-21	Financials and Adminjb reconcile financials	4	\$ 340.00	
9-May-21			\$ -	
10-May-21			\$ -	
11-May-21			\$ -	
12-May-21			\$ -	
13-May-21			\$ -	
14-May-21	Final Budget Notice for publication.	1.5	\$ 127.50	
15-May-21			\$ -	
16-May-21			\$ -	
17-May-21	Spalding MSR and SOI corrections re population	1.5	\$ 127.50	
18-May-21			\$ -	
19-May-21			\$ -	
20-May-21	Distribute budget to agencies and the auditor and misc. comm	4.5	\$ 382.50	
21-May-21	comm re Stones and Spalding MSR and SOI	2.5	\$ 212.50	
22-May-21			\$ -	
23-May-21			\$ -	
24-May-21	Calafco info for awards review	0.5	\$ 42.50	
25-May-21	RFI for LMFCWCDinformation	2	\$ 170.00	
26-May-21	Financials and Admin for budget	5.5	\$ 467.50	
27-May-21	misc comm county re files	1	\$ 85.00	
28-May-21	Final budget report and resolution for 21-22	8	\$ 680.00	
29-May-21	Calafco misc	1.5	\$ 127.50	
30-May-21	Admin and comm and financials sb	4.5	\$ 382.50	
31-May-21	LAFCo packets for June 7th and comm	7.5	\$ 637.50	
	att		\$ 330.31	
	Front PH		\$ 26.99	
	misc copy		\$ 15.00	
	wave		\$ 24.45	
			\$ -	

INVOICE April 2021

John Benoit

Invoice number: **2021-0035**

Invoice date: 1-Jun-21

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

Vender ID #

Client name: Lassen LAFCO c/o City of Susanville  
 Address: 66 North Lassen Street  
 City, state, postal code: Susanville, CA 96130-3904

Telephone:  
 Fax:  
 PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	45.00	Staff Svcs	Apr. 1-30, 2021	\$3,920.00
Jennifer Stephenson				\$ -
Dennis Miller				
Christy Leighton				
File Scanning project				
Cheryl Kolb				
MSR and SOI				
	45.00			

Total activity cost: \$3,920.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Print and copy packets	\$20.00
Postage	packet	\$2.85
Phone & Communications	Comm April 2021	\$ 81.89
Office Supplies		
Travel Exp.		
Web Domain		
Clerk		

Total materials cost: \$104.74

**Total billing: \$ 4,024.74**

**TIMESHEET**  
for John Benoit

Lassen LAFCO

April 2021

DATE	DESCRIPTION	DISC	TRAVEL	FOOD	OTHER	TOTAL
1-Apr-21	Packet distribution and posting and complete Spalding MSR and SOI					
2-Apr-21						
3-Apr-21						
4-Apr-21						
5-Apr-21						
6-Apr-21	Comm re Spalding and Stones					
7-Apr-21						
8-Apr-21	Meeting prep					
9-Apr-21						
10-Apr-21						
11-Apr-21						
12-Apr-21	LAFCo meeting					
13-Apr-21	in county					
14-Apr-21						
15-Apr-21	after meeting items and comm					
16-Apr-21						
17-Apr-21						
18-Apr-21						
19-Apr-21	Financials					
20-Apr-21	Spalding and Stones MSR and SOI					
21-Apr-21						
22-Apr-21						
23-Apr-21						
24-Apr-21						
25-Apr-21						
26-Apr-21	misc comm					
27-Apr-21						
28-Apr-21	Financials and Admin sb					
29-Apr-21	miac admin and budget issues					
30-Apr-21						
1-May-21						
<b>TOTAL</b>						

THE MODOC COUNTY

# RECORD

ESTABLISHED IN 1892

PO Box 531 - 201 W. Carlos St. - Alturas, CA 96101- (530) 233-2632

**Bill To**

Lassen LAFCO  
John Benoit, Exec. Officer  
PO Box 2694  
Granite Bay, CA 96746

## Invoice

Date	Invoice #
5/20/2021	68723

P.O. Number

Item Code	Quantity	Description	Price Each	Amount
Legal Notice	7.5	Legal Notice -NOTICE OF PUBLIC HEARING: 6/7/2021 Re: Consideration of the 2021-2022 final Lassen LAFCO budget Published on May 20, 2021	6.00	45.00

**Total** \$45.00