

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – June 8, 2015

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
Jeff Hemphill, County Member
Jim Chapman, County Member

Alternate Members

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

LAFCO Staff

John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

- 2. Approval of Agenda (Additions and Deletions)**
- 3. Correspondence: CSDA Letter regarding Drought Water System Consolidation Trailer Bill 825**
- 4. Approval of Minutes: *April 13, 2015***
- 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 HEARINGS

- 6. Public Hearing regarding the Service Review for Services provided by the City of Susanville**
 - a) Conduct Public Hearing regarding the City of Susanville Municipal Service Review*
 - b) Continue Public Hearing or consider resolution 2015-0003 adopting a Service Review for services provided by the City of Susanville.*
- 7. Public Hearing regarding LAFCo's Final Budget for FY 2015-2016**
 - a. Receive Executive Officer's Report*
 - b. Conduct Public Hearing*
 - c. Discuss and Consider Resolution 2015-0004 approving the final budget for FY 2015-2016.*

Action Items:

- 8. At the request of Chief Cassidy of the Northwest Lassen FPD (NWLFPD) assume Exclusive Jurisdiction for the reorganization, merger or consolidation of the NWLFPD with the McArthur FPD in Shasta County.**
 - a) Agree Lassen LAFCo shall assume exclusive jurisdiction pursuant to Government Code Section 56388 (c) contingent upon the Shasta LAFCo Commission agreeing, vesting and designating Lassen LAFCo with the authority to exercise exclusive jurisdiction for the above mentioned change of organization as required by Government Code 56388 (a & b).*
- 9. Authorize Payment of Claims for April and May 2015.**
 - a. Approve payment of expenses for April and May 2015.*
- 10. Authorize Commission and Staff to attend the Calafco Annual Workshop in Sacramento on September 2-4, 2015.**
 - a. Authorize Commissioners and Staff to attend the Calafco Annual Conference in Sacramento*
- 11. Appoint voting member to vote on behalf of Lassen LAFCo at Calafco's Annual Conference**
 - a. Appoint voting member and voting member alternate to vote on behalf of Lassen LAFCo.*
- 12. Consider Nominations for Calafco Executive Board of Directors**
 - a. Consider Nomination for a County Member or a Special District Member (Not applicable in Lassen County).*
- 13. Consider Nomination for Calafco Achievement Awards**

a. *Consider a Nomination for a Calafco Achievement Awards.*

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

*Meyers Healthcare District Annexation
Fall River Mills FPD-McArthur FPD-Northwest Lassen FPD Sphere
Big Valley Water Users Legislation
Honey Lake Valley RCD Service Review and Sphere of Influence
CSA #2 Dissolution*

15. 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.

16. Adjourn to the next Regular LAFCo Meeting: August 10, 2015

***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 area 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

**CSDA****California Special
Districts Association***Districts Stronger Together*

Item # 3

May 21, 2015

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol Building
Sacramento, CA 95814

RE: Drought Water System Consolidation Budget Trailer Bill 825 – COMMENTS

Governor Brown:

We appreciate the opportunity to have met with your staff on May 20 regarding your proposed drought water system consolidation budget trailer bill 825, which was posted May 18. We thank your staff for taking the time to hear from a delegation of CSDA members who have extensive first-hand experience in consolidations of water systems. Due to the imminent June 15 deadline associated with this proposal, we have placed our initial feedback in writing for further consideration by you and your staff. We are continuing to vet this proposal with our membership and would like to continue our dialogue with your staff as the legislative process moves forward.

Process

In this letter, we have outlined both policy principles regarding local agency consolidation and our initial feedback as to the specific language used for the trailer bill. However, prior to that discussion, we must share our strong concerns with regard to the avenue through which this policy is currently proposed. Consolidation of essential local services, such as water systems, is a highly complex endeavor with a multitude of long-lasting health, fiscal and legal consequences. Ill-conceived alterations to this area of law could lead to years of legal wrangling that could exacerbate the plight of communities already struggling with a lack of resources.

Existing law in this area, under Cortese-Knox-Hertzberg, has taken decades to develop. The most appropriate place for considering changes to such policy is through the deliberative legislative policy process, not the truncated budget process. To the extent it requires urgent action, the legislature has the authority to enact the policy through urgency, rather than budget language.

Principles

In approaching this challenge, CSDA encourages the administration to consider the following principles:

1. **Key Distinction**—In terms of both democratic accountability and performance, public water systems managed by public agencies, like special districts, are distinct from those managed by private agencies, like mutual water companies. This distinction is borne out in terms of the number of systems identified as failing to provide potable water as well as the transparency and accountability provisions required under current law.

California Special Districts Association

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A proud California Special Districts Alliance partner

Special District Risk Management Authority
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CSDA Finance Corporation
11121 Street, Suite 200
Sacramento, CA 95814
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We encourage the administration to recognize this distinction in how it approaches the consolidation of water systems. Consolidations affecting public agencies should recognize and allow for a local democratic process.

2. **A Local Process**—No two water systems, no two consolidations and no two communities are the same. Only a local process at the local level will adequately assess the unique, case-by-case nature of these circumstances. Local Agency Formation Commissions (LAFCOs) include the representation to provide a local process.
3. **Stakeholder Involvement**—Any consideration of reorganization or process for facilitating reorganization should be balanced and include consultation with representatives of all affected agencies. LAFCOs provide the forum to facilitate stakeholder involvement.
4. **Objective Analysis**—Reorganizations involve complex managerial, legal and engineering feats. Bigger is not always better, and combining a failing system with a non-failing system may not achieve savings. It may even exacerbate challenges. An objective analysis and feasibility study is important to provide guidance to decision-makers and transparency to the process. LAFCOs possess the experience and expertise in conducting and contracting for such analyses.
5. **Voter Rights**—Ultimately, the residents receiving a local service and paying for the service should choose the service. CSDA respects and values the role of the public in self-determining the local government entities that deliver its services. LAFCOs allow for public protest and vote on actions related to public agency consolidations.

Proposal

While CSDA is still in the process of vetting the proposal with our membership, we wanted to enumerate the initial concerns we shared in our meeting with your staff due to the approaching deadline:

1. **Sunset Date**—As stated above, this proposal seeks to urgently address a highly complex area of law. Therefore, we encourage the administration consider adding a sunset date to allow for an evaluation as to the consequences and potentially unintended consequences of the new policy. Consolidations in the process at the time of the sunset should be permitted to continue under the proposal.
2. **Backstop**—We appreciate the administration's intent this proposal serve as a backstop to existing processes for the consolidation of water systems. We encourage the addition of language to make it clear the exercise of this proposal would serve as a last resort. Before authorizing the State Water Resources Control Board (Water Board) to consolidate water systems, it should require the local LAFCO to conduct an objective analysis and attempt to address the failed system through its recommended course of action using the LAFCO process. This LAFCO action may occur through an enhanced Government Code Section 56133 process, as discussed in the next section of this letter.
3. **Definition of "Public Water System"**—This term should be cross-referenced with the appropriate code sections to facilitate clarification and understanding of the proposed process.
4. **Definitions of "Fails" and "Adequate Supply"**—These definitions are critical as they trigger the new powers afforded the Water Board. How would the failure be measured? What is considered an adequate supply? How long and/or how many and how severe must the failures be? Would there be opportunity for prior notification or warning?

5. **Consultation of All Stakeholders**—Subsection (a) of the proposal requires consultation with the LAFCO. We encourage this consultation requirement be expanded to all affected stakeholders, including the receiving agency, the subsumed agency and the Public Utilities Commission where appropriate.
6. **Definition of "Feasible"**—The proposed paragraph (1) of subsection (c) requires a finding that consolidation is "feasible." We encourage the administration define feasibility in a manner that encompasses economic and technical feasibility. We further suggest the proposal require use of the existing LAFCO process for conducting a feasibility study.
7. **Standard for "Best Means Available"**—The proposed paragraph (2) of subsection (c) requires a finding that consolidation is the best means of water provision. We encourage the inclusion of standards for this determination.
8. **Adequate and Affordable Financial Assistance**—We appreciate the inclusion of language in subsection (d) to provide the receiving agency with adequate and affordable financial assistance for the infrastructure needed to complete the consolidation. However, the proposal is unclear as to who will make this determination and what standard will be used in that determination. We encourage the amount of assistance be determined by the receiving agency and the feasibility study conducted by the LAFCO.
9. **Fair Market Value**—We appreciate the inclusion of language in proposed subsection (e) to provide state funding to pay privately held companies fair market value when their failed water systems are subsumed. We encourage the administration to clarify the funding source within the proposal. Furthermore it is important that liabilities, outstanding fees and penalties and the degraded state of the system are all factored into the assessed valuation.

Existing Solutions

In addressing the challenges facing failing water systems, CSDA encourages the administration to first and foremost work within the framework of existing solutions:

1. **Government Code Section 56133**—This is an existing remedy to circumstances where there exists a threat to public health and safety. To the extent this remedy is inadequate or underutilized, we encourage the administration to enhance this section or incentivize its use to address the concern as effectively as possible through the existing framework. This would be preferable to creating an entirely new process through the Water Board.
2. **Integrated Regional Water Management**—The IRWM process provides an ideal framework for identifying and addressing failing water systems. The North Coast IRWM is an example of a successful plan making real progress. We encourage the administration build off of existing successful models, such as this, and work within an existing framework.
3. **Joint Powers Agreements**—The establishment of a JPA may be preferable to a direct consolidation as it would allow for the region to share technical support and spread financial risk.
4. **Functional Consolidations**—Authorizing for the management of a system and the sharing of resources, while maintaining local control and fiscal autonomy can sometimes mitigate drawbacks of standard consolidations while improving results.

5. **Simple Fixes**—There are times when simple fixes, such as funding wellhead treatment for small agencies will resolve circumstances threatening public health and safety. Funding and technical support for these simple fixes may be the most effective emergency solution.

Additional Critical Considerations

Before forcing consolidations, the State could reduce the existing barriers to consolidation. Without eliminating these barriers, forced consolidations may lead to unintended consequences. Among the considerations CSDA members have identified:

1. **Liability and Indemnification**—The liability a receiving agency—both retail and wholesale—must assume. We encourage the inclusion of language similar to what was provided for in SB 1130 of 2014 in order to protect agencies associated with the receiving of a failed water system.
2. **Litigation**—The litigation public agencies may face when taking on a failed system. The administration may want to consider avenues for providing legal support to receiving local agencies or LAFCOs. There may also need to be reforms to the legal process.
3. **Grant Funding Caps**—Consolidations under emergency circumstances typically require the receiving public agency to make significant infrastructure investments to bring the failing system into compliance and incorporate them into the public system. Examples of cost could include the establishment of a "lifeline" system, engineering and design, final system construction, well abandonment and closure, as well as annexation of the failed system into the public agency sphere of influence. The funding caps on existing grant opportunities can make these projects infeasible for the assuming agency. Providing state agencies with the flexibility to assess the needs of the system and make the appropriate funding award based on the demand for system improvements and water quality concerns would better facilitate the process.
4. **Receivership**—Consolidations can be a lengthy process and are rarely linear in nature, as negotiations may take a number of avenues. The receivership process is an available resource that can assist with resolving complicated issues and facilitating the transfer of the failing system to the assuming agency. As a result, reforms to streamline access to the court system in a timely manner may be appropriate.
5. **Operations and Maintenance Funding**—Operations and maintenance costs in disadvantaged communities. Most grant programs and revolving fund programs cover only design and construction costs. Two appropriate funding sources might include:
 - a. Restore local property tax revenues, diverted away from these communities since 1992 under the Educational Revenue Augmentation Fund (ERAF), to a public agency that takes on a failing water system. This would provide a sustainable funding source for operations and maintenance.
 - b. Dedicate a portion of the Cap and Trade Expenditure Plan to public agencies that take on a failing water system for purposes of assisting with the associated ongoing operations and maintenance costs.

Once again, CSDA is thankful for the opportunity to share the experience of our membership with your administration as you continue your efforts to address the challenge of failing water systems. We look forward to ongoing dialogue and wish to continue serving as a resource to you and the Legislature.

Sincerely,



Kyle Packham

Advocacy & Public Affairs Director

CC: The Honorable Mark Leno, Chair Senate Budget and Fiscal Review Committee
The Honorable Shirley Weber, Chair Assembly Budget Committee
Martha Guzman-Aceves, Deputy Legislative Secretary, Office of Governor Brown
Liz Haven, Deputy Director Division of Financial Assistance, State Water Resources Control Board
Debbie Franco, Community and Rural Affairs Advisor, Office of Planning and Research
Chris Calfee, Senior Counsel, Office of Planning and Research
Cindy Forbes, Deputy Director, Division of Drinking Water, State Water Resources Control Board
Mark Ibele, Staff Director, Senate Budget and Fiscal Review Committee
Catherine Freeman, Consultant, Senate Budget and Fiscal Review Committee
Rocel Bettencourt, Senate Republican Consultant
Christian Griffith, Chief Consultant, Assembly Budget Committee
Gabrielle Meindl, Consultant, Assembly Budget Committee
Chris Holtz, Consultant, Assembly Republican Consultant

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

SPECIAL MEETING
April 13, 2015 - 3:05 p.m.

Meeting was called to order at 3:01 p.m. by Vice Chairperson Wilson.

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

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

Mr. Benoit introduced Jennifer Stevenson to the Commission, stating that Ms. Stevenson would be working with him on various projects related to Lassen Lafco.

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

Correspondence

Mr. Benoit noted that he included a letter written on behalf of Lassen LAFCO to Shasta LAFCO regarding the Meyers Health Care Annexation and he would discuss further under the Executive Officer report.

Vice Chairperson Wilson noted that consideration of the minutes from December 8, 2014 would be tabled due to lack of a quorum of members who were present at the December 8, 2014 meeting.

Minutes

Motion by Commissioner Chapman to approve the minutes of January 26, 2015; Commissioner Hemphill provided a second and the motion carried. Ayes: Chapman, Hemphill and Wilson. Absent: De Boer and Eid.

Public Comments

There were no public comments.

At 3:14 p.m. Chairperson Eid arrived and assumed his seat at the dais.

Mr. Benoit asked that the Commission consider the minutes from the December 8, 2014 meeting, as Chairperson Eid was now present.

Motion by Commissioner Chapman to approve the minutes of the December 8, 2014 meeting; Chairperson Eid provided a second and the motion carried. Ayes: Chapman, Wilson and Eid. Abstain: Hemphill. Absent: De Boer.

6 Public Hearing: Fiscal Year 2015/2016 Budget

Mr. Benoit reviewed the goal of the budget, which is to conduct business in a manner that meets the requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost. He explained that the budget was restructured a few years ago to allow the Commission to maintain operations in a fiscally responsible manner, thereby reducing the annual funding contribution required from the City and County. The proposed budget relies upon the utilization of staff services in the preparation of Municipal Service Reviews and Sphere of Influence Updates, and the reduction in meetings to six per year has also resulted in substantial savings. Mr. Benoit reviewed the line items and noted that there was an increase in annual Calafco dues of two percent, and that assuming a carry-over from 2014/2015, the total budget would be \$60,848.03, to be apportioned between the City and County.

Commissioner Chapman commented that he appreciated Mr. Benoit's efforts to bring the budget back in line, and that it is important for the City and County to have budget numbers available as early as possible.

Mr. Benoit pointed out that the carry-over figure would likely be adjusted somewhat, and that at the June meeting he would have an update for the Commission. He stated that the Calafco annual conference would be held in Sacramento this year and not Southern California, which would reduce the costs and allow additional members to attend.

At 3:25 p.m. Chairperson Eid opened the public hearing and requested comments from the public. There being no comments, Chairperson Eid closed the public hearing at 3:26 p.m.

Motion by Commissioner Wilson to approve Resolution No. 2015-0002; Commissioner Chapman provided a second and the motion carried. Ayes: Wilson, Chapman, Hemphill and Eid. Absent: De Boer.

7 Workshop: Municipal Service Review and Sphere of Influence Update: City of Susanville

Mr. Benoit reviewed the draft Municipal Service Review for the City of Susanville. He explained that the MSR was the precursor to updating the Sphere of Influence, and stated the document represented a tremendous amount of work put forth by the City Administrator, Jared Hancock, and City Planner, Craig Sanders. In addition they provided an opportunity to tour various sites around the City and he stated that he found the experience helpful in preparing the document. The proposed Sphere of Influence would include the consideration of many factors, including areas that were historically looked at as the logical areas of growth north and west of the Rancheria, the preservation of agricultural land and he anticipated that the discussions would be continuing in the weeks ahead.

Commissioner Chapman stated that the discussion over the probable growth areas and expansion of the City had been occurring for the past fifty years, and when the City grows south and west, you have to be very careful. There are people in those neighboring areas who do not want the level of service provided to City residents, as was discovered during the Fitzgerald annexation, and the proposed growth north of the City was proposed as a means to steer growth away from the agricultural lands. Another consideration is that City planners operate with a different mindset than County planners, and City building standards should be considered when considering development. The question of how to move the Sphere out to include the airport property without encroaching into agriculture land is also a critical question and one that should not be entered into lightly. It is also important to make sure the Sphere of Influence is in agreement with the Susanville Area Plan as adopted by the County. It may be an old document, but outdated doesn't mean invalid and it may be a good opportunity to overhaul that document as well.

Vice Chairperson Wilson requested the following corrections to the Draft:

Page 25: Section 4.4 Auxiliary Funding: It should be clarified that the High School Resource Officer is funded by Lassen High School.

Page 33: Section 5.7, second paragraph, fifth line: The X's listed should be replaced with of an actual dollar amount.

Page 66: Parks and Recreation: the section states that the City Council sets rates semi-annually and they are not updated that frequently.

Commissioner Chapman suggested adding amount for the remaining balance in the Water CIP fund.

Page 68: Number 6 Current Water Demand states that the demand for water will outweigh supply by the year 2025, and that statement is incorrect.
Number 2 Parks and Recreation: Request clarification on the determination that the City has unmet park needs.

Commissioner Chapman observed that #2 is probably true if you remove the Susan Ranch Park property.

There was a general discussion regarding areas of possible expansion of City boundaries including Johnstonville, the Skyline extension area, and avoiding agricultural areas, particularly those with Class 2 soils.

Vice Chairperson Wilson suggested that a conservative approach be taken with a document, which is updated every five years. The City does not anticipate any large development within the next few years, and being too ambitious with expanding the five-year Sphere of Influence could be misconstrued.

Commissioner Chapman stated that there were five, ten, fifteen and twenty-year boundaries and suggested avoiding leap frogging, islands, and focus developing the short-term areas first. He also suggested that consideration be given to pulling the SOI line back from areas like Lake Forest and the Rancheria and encourage development on areas that are already annexed.

Vice Chairperson Wilson requested a qualification on the assertion that there is not enough land for housing that the City needs per the Housing Element. The discussion has come up in the past regarding developers who are looking at the area, and not wanting to develop on land with rocky soil is not the same issue as having inadequate land available for housing.

Chairperson Eid observed that it was likely that a lot of time would be spent hammering out the details.

Commissioner Chapman stated that it was a fifty-year discussion that was worth having.

Vice Chairperson Wilson added that it was likely that water issues would bring the matter to the forefront of discussions.

8 Payment of Claims: January 18 – February 28, 2015 and March 2015

Motion by Commissioner Hemphill to approve claims for January 18 – February 28, 2015 and March 2015 in the amount of \$8,401.77; Commissioner Wilson provided a second and the motion carried. Ayes: Chapman, Hemphill, Wilson and Eid. Absent: De Boer.

9 Executive Officer Report

Mr. Benoit provided the following updates:

The Meyers Healthcare District Annexation the process is moving along and there is a new executive officer at Shasta LAFCO. He referred to the letter he submitted to Shasta LAFCO regarding the proposed annexation of territory and the ability for landowners within the healthcare district to vote on any special assessments or taxes.

He explained that he has been working on the Fall River Mills, McArthur, and Northwest Lassen Fire Protection Districts Sphere of Influence there was a big blow up, and Chief Brent Cassidy has requested that that Lassen LAFCO be the principal LAFCO for the process.

The Big Valley water users have been affected by decree in Modoc Superior Court. Supervisor Aaron Albaugh has been working with Assemblyman Brian Dahle and the general issue involves a landowner who takes exception to the Water Master's action and will be appealing to Modoc and Lassen LAFCO to form water districts.

The consolidation of the Herlong PUD and West Patton Village is scheduled to be going before the Board of Supervisors soon.

The question has been asked by the Standish/Litchfield fire protection district regarding the establishment of an assessment district which was related to a development project led by Everd McCain. The Fire Protection District has not received any of the money collected, however a service still has to be provided for residents in the area. He has been asked to follow up with the County to identify if the assessment has been implemented and collected from the property owners in the area.

10 Commissioner Reports No business.

Motion by Commissioner De Boer, second by Commissioner Wilson to adjourn until June 8, 2015; motion carried unanimously. Ayes: Chapman, De Boer, Hemphill, Wilson and Eid.

The meeting adjourned at 4:20 p.m.

Todd Eid, Chairperson

Gwenna MacDonald, Recording Secretary

Approved _____

MEMORANDUM

June 8, 2015

TO: LAFCo Commission

FROM: John Benoit, Executive Officer

RE: Addendum to the Susanville MSR

ATTACHMENT: Resolution 2015-0003

PLEASE BRING YOUR COPY OF THE DRAFT SUSANVILLE SERVICE REVIEW WITH YOU TO THE LAFCO MEETING.

1. Page 25 Section 4.4 Auxiliary Funding: Include that the high school resource officer is funded by the Lassen High School (move School Resource Officer from Section 4.5 to Section 4.4)
2. Page 33 / 5.7 Second paragraph, fifth line down, the dollar amount shows \$XXXXX and not a number. Eliminate sentence "Since 2008 \$XXX has been spent on improvement projects".
3. Information regarding fees
4. Page 66 Fourth paragraph down says that the City sets the natural gas rates semi-annually, and the Council does not do that as a routine matter of business. Change sentence to read: "Convening as the Susanville Municipal Energy Commission, City Council members review natural gas rates once a year pursuant to Government Code Sec 66018 and 6062a after conclusion of a noticed public hearing".

Page 68 / #6 the statement that the projection is that the demand for water will outweigh the supply by the year 2025 was disagreed with by Commissioners.

With respect to the statement that "water supply will outweigh the demand in 2025" it is based on data in the 2010 urban water management plan. In that plan projected water usage for 2015 is 1.21 billion gallons for a population of 9,886 people. The projected water usage for 2025 is 1.23 billion gallons for a population of 11,224. The most recent population data shows that the City's population in 2014 has been declining each year since the 2010 census to approximately 540 less people. When the downward trend will reverse is unknown but to reach a projected 2025 population of 11,224 in the 2010 urban water management plan, the trend would have to reverse and the City would have to experience an annual growth at twice the historic rate for the next 11 years.

Given the population decline, a more realistic projected population for 2025 is now approximately 10,050 people. In addition, the actual water usage for 2014 was 1.01 billion gallons, far less than the 2015 projected demand of 1.21 billion gallons. The water usage for 2014 was less than the water usage in the any of the previous 10 years except for 2006. Additionally the City has the ability to increase groundwater pumping in all of its wells and has additional wells that it could utilize to increase water supply. Furthermore the City is subject to the Governor's recent executive order requiring a 25% water use curtailment.

Therefore, the statement on page 68 #6 is incorrect and should read as follows:

#6 Current water demand and supply projections estimate that demand will NOT outweigh supply for the City of Susanville water system.

Add two new MSR Determinations (Determinations #8 and #9) shall be added to the MSR, as follows:

#8 Water Code Section 10621 requires an Urban Water Management Plan update every five years on years ending with five (5) and Zero (0). The City needs to update its Urban Water Management Plan based on updated water and population data

#9 The last comprehensive update of the City's General Plan (Susanville General Plan 1990-2010) occurred in August 1991. This plan has been amended from time to time. In light of old or conflicting data and many new state mandates for General Plans, the City should consider a new comprehensive General Plan update reflecting current needs and values of the Community. Ideally, the City's planning efforts should be reconciled with the County's Susanville Area Plan, where appropriate.

Page 68 Determinations #2. Clarification is need why the City has unmet parkland facility needs.

5. An inventory of City Parkland is as follows: According to the table below the amount of parkland facilities within the City limits, excluding the golf course, totals 146.92 acres.

Facility	Type	Acreage
Memorial Park	Community	12.2
Little League Park	Community	8
Riverside Park	Community	6.3
Skyline Park	Trail/Open Space	61.92

Inspiration Point	Open Space	19.25
Roop's Fort/Community Center	Community	0.45
Susan River Parkway	Trail/Open Space	38.8

The City has not adopted a planning standard for acres of recreation land per 1,000 population nor has a Parks Master Plan, with the exception of several policies in the Susanville General Plan 1990-2010). There are some specific unmet needs with respect to certain facilities as suggested by NRPA standards shown in Table 7.4.1 on page 54. However there shouldn't be an unmet need for acreage. For a city population of 9,000 people there is 16.3 acres of recreation/open space land per 1,000 population, which exceeds any acreage standard that might be used.

Determination #2 on Page 68 should be changed to read as follows:

#2 The City should prepare a Parks Facilities master plan taking into account NPRA (National Park and Recreation Association) standards as determined relevant to the City. Local Standards could be developed in coordination with the County, which manages large parkland facilities in the unincorporated area) and adopted standards used as a benchmark to assess local parkland needs. County and State park facilities need be taken into account when determining local parkland needs.

RECOMMENDATION:

Conduct Public Hearing regarding the City of Susanville Municipal Service Review

Continue Public Hearing or consider Resolution 2015-0003 adopting a Service Review for services provided by the City of Susanville.

**Resolution 2015-0003 of the
Lassen Local Agency Formation Commission
Lassen County, California**

*Approving a Municipal Service Review of Services Provided by and within the City of Susanville area
and Adopting Written Determinations Thereon*

WHEREAS, California Government Code Section 56425 requires a Local Agency Formation Commission ("LAFCO") to adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the municipal services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, LAFCo has no authority to directly regulate land use, dictate internal operations or administration of any local agency, or set rates; and,

WHEREAS, LAFCo promotes logical and orderly development of communities as it considers and decides individual proposals; and,

WHEREAS, LAFCo has a role in reconciling differences between agency plans so that the most efficient urban service arrangements are created for the benefit of current and future area residents and property owners.

WHEREAS, a Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by the LAFCo Commission; and,

WHEREAS, on June 14, 2004, the Commission adopted its Work Plan and included a schedule for completion of Municipal Service Reviews (MSRs) and Spheres of Influence; and

WHEREAS, the Commission adopted Resolution 2007-07 on July 9, 2007 establishing revised guidelines for conducting MSRs which applies to this MSR for services provided by the City of Susanville; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for the services provided by the City of Susanville, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the hearing draft of the Municipal Service Review for services provided by the City of Susanville and written determinations contained therein will provide information for updating the sphere of influence for the City, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing;

NOW, THEREFORE, the Lassen Local Agency Formation Commission hereby resolves, orders and determines the following:

- 1) The Municipal Service Review of Services provided by the City of Susanville, attached hereto as Exhibit A, is approved and the written determinations presented in the Municipal Service Review report are hereby adopted.
- 2) LAFCO staff is further ordered to proceed as appropriate with update to the Sphere of Influence Plan for the City of Susanville LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the City of Susanville.
- 3) This Resolution does not change or alter the Sphere of Influence for the City and does not change the City's Boundary.

The foregoing resolution was duly passed by the Lassen Local Agency Formation Commission at a regular meeting held on the 8th day of June 2015 by the following roll call vote:

Ayes:

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 8th day of June 2015.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LOCAL AGENCY FORMATION COMMISSION,

LASSEN LAFCO

EXECUTIVE OFFICER'S REPORT

June 8, 2015

TO: Local Agency Formation Commission
FROM: John Benoit, Executive Officer
RE: Proposed Final Budget for FY 2015-2016

Since the passage of AB-2838 in 2000, LAFCO has become independent from the County. Costs for the operation of LAFCO were entirely paid by the County including costs for the annual audit, staff time, legal services, miscellaneous office expenses, and insurance.

I provided a "recommended" budget at the April 14, 2014 meeting, which was 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 \$50,848.03, a reduction of \$10,000.00 since the proposed budget was adopted in April. This is slightly decreased 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 \$7,50.00 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 \$785.00 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 has been reduced in past years and 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 sent two Commissioner attendees and pays for a portion of Staff's costs to attend the Calafco Conference and sends staff to the Staff workshop. Next year \$1,500.00 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 Ontario.

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.

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 \$5,222.30 for FY 2015-2016.

Recommendation:

- a. Review, discuss, amend, and consider the 2015-2016 Final Budget. A budget justification report for FY 2015-2016 was prepared by staff for the adopted proposed budget on April 13, 2015.
- b. Adopt LAFCO Resolution 2015-0004 approving a Final Budget for Fiscal Year 2015-2016.

Resolution 2015-0004
of the
Lassen Local Agency Formation Commission
Lassen County, California

Resolution of the Lassen Local Agency Formation Commission Adopting
a Final Budget for 2015-2016

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 2015-2016 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 2015-2016 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 2013-2014 budget to help fund its contingency and to prepare service reviews and sphere updates in the amounts specified on the attached 2015-2016 final budget.

PASSED AND ADOPTED by the Lassen Local Agency Formation Commission at a regular meeting of said Commission held on June 8, 2015 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 8th day of June 2015

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

A	B	C	E	F	G	H	I	J
			2012-2013 FINAL Budget	2013-2014 Final Budget	2014-2015 Final Budget		2015-2016 Proposed Budget	2015-2016 Final Budget
		REVENUES						
		EXPENDITURES						
		Expenditure Classification	Final BUDGET 2012-2013	Final BUDGET 2013-2014	Final BUDGET 2014-2015	Expended as of 5.31.15	Proposed BUDGET 2015-2016	Final BUDGET 2015-2016
		Services and Supplies						
		8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
		8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$143.07	\$250.00	\$250.00
		8402-413.30 4550 COPIES	\$1,000.00	\$1,000.00	\$1,000.00	\$411.85	\$750.00	\$750.00
		8402-413.30 4630 COMMUNICATIONS	\$1,000.00	\$750.00	\$750.00	\$656.72	\$1,000.00	\$1,000.00
		8402-413.30 4641 POSTAGE	\$500.00	\$300.00	\$300.00	\$177.46	\$300.00	\$300.00
		8402-413.30 4630 MEMBERSHIPS	\$741.00	\$756.00	\$766.00	\$769.00	\$785.00	\$785.00
		8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00	\$2,500.00
		8402-413.30 4331 Exec Off. Svcs.	\$30,000.00	\$30,000.00	\$30,000.00	\$25,007.19	\$30,000.00	\$30,000.00
		8402-413.30 4332 Brown Ag/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$2,500.00	\$3,500.00	\$3,500.00
		8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$201.50	\$400.00	\$400.00
		8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$1,500.00	\$2,500.00	\$1,500.00	\$195.61	\$1,500.00	\$1,500.00
		8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$200.00		\$200.00	\$200.00
		8402-413.30 4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$17,897.25	\$14,000.00	\$14,000.00
		8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00	\$3,000.00
		Total Services and Supplies	\$60,291.00	\$60,156.00	\$59,169.00	\$43,053.59	\$59,185.00	\$59,185.00
		Other Charges						
		8402-413.30 4340 SPECIAL DEP EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00	\$2,000.00
		8402-413.30 4330 AUDIT						
		8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,288.59	\$1,722.30	\$1,722.30
		A-87						
		8402-413.30 4334 AFCC Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$445.00	\$1,500.00	\$1,500.00
		TOTAL OTHER CHARGES	\$5,222.30	\$5,222.30	\$5,222.30		\$5,222.30	\$5,222.30
		Total Expenditures LAFCO	\$65,513.30	\$65,378.30	\$64,391.30	\$44,827.18	\$64,407.30	\$64,407.30
		8402-413.30 4451 Contingency Fund	\$6,551.00	\$6,538.00	\$6,438.13		\$6,440.73	\$6,440.73
		General Reserve Fund						
		Total Budget Including Contingency	\$72,064.30	\$71,916.30	\$70,830.43		\$70,848.03	\$70,848.03
		Anticipated carryover including carryover of Contingency funds	\$20,000.00	\$15,000.00	\$10,000.00		\$10,000.00	\$20,000.00
		funds to be rebudgeted into the next year's budget						
		Amount to be apportioned between the City and the County	\$52,064.30	\$56,916.30	\$60,830.43		\$60,848.03	\$50,848.03



From: brentcassity@frontiernet.net
Subject: NW Lassen VFD Merger with McArthur VFD
Date: April 23, 2015 at 1:03 PM
To: johnbenoit@surewest.net
Cc: maricich1@gmail.com

To: John Benoit, Executive officer Lassen County Lafco

Hi John,

This is a formal request for you to handle the Merger of the NW Lassen Volunteer Protection District with the McArthur Volunteer Protection District. I have mentioned this request to the Shasta Co Lafco at their last meeting. I was directed to their legal council, Jim Underwood. Mr. Underwood suggested that you contact him regarding the possibility of this merger being conducted by you instead of Shasta County Lafco. I look forward to working with you on this. As you are very aware, we have been trying to get this merger done for over five years. We have considerable resources, all of which can be brought to bear if necessary to accomplish this merger.

Thank you,

Brent Cassity - Executive Officer - NW Lassen Fire Protection District

530-355-7307

Jim Underwood, Shasta Co Lafco Counsel 530-739-9791

From: jim@underwoodwetzellaw.com
Subject: NW Lassen/McArthur Fire Protection District Proposal
Date: May 29, 2015 at 9:05 AM
To: John Benoit johnbenoit@surewest.net



John,

Following our brief conversation last month I apprised the Shasta County LAFCO Commissioners of the conceptual proposal to have Lassen LAFCO take the lead role per Gov. Code 56388 if a formal application to dissolve Northwest Lassen and annex that territory into McArthur FPD were to come forward. No formal action was taken then and I advised that this matter would likely be brought to my Commission as a formal proposal at its June 4th meeting.

I assume that there is no pending formal application in support of the conceptual proposal. If not, I'll need something to provide to the Shasta Commission that will be sufficient to move this process from the conceptual to a more concrete proposal, and am thinking that a letter from you indicating Lassen LAFCO has been approached about this and would agree to take the lead if Shasta LAFCO consents. This proposal presents somewhat of a chicken and egg problem, but so long as there is something defining the proposed application scope (i.e., NW Lassen dissolution and annexation *only* of the existing NW Lassen area into McArthur) and providing that Shasta LAFCO will incur not associated costs, I would be comfortable in requesting formal Shasta LAFCO Commission action next Thursday. If that were to require the adoption of a formal resolution then, reflecting these expectations but otherwise granting "exclusive jurisdiction" to Lassen LAFCO to proceed, I can do that but would ask that you prepare such a draft proposed resolution. Otherwise, we can get a policy determination to be followed by more formal actions once a formal agency proposal is presented.

I'll be discussing this with the Shasta LAFCO Executive Committee this afternoon, so if you can provide some feedback on this by reply e-mail I'd appreciate it.

Best Regards,

Jim Underwood

James M. Underwood
UNDERWOOD & WETZEL LAW OFFICES, P.C.
Courthouse Square
121 Forest Avenue, Suite A
P.O. Box 2428
Weaverville, CA 96093
(530) 623-2200 (Weaverville Office)
(530) 276-8246 (Redding Office)
(530) 739-9791 (Cell)

E-mail: Jim@UnderwoodWetzelLaw.com

ATTENTION:

The information contained in this message may be legally privileged and confidential. It is intended to be read only by the individual or entity to whom it is addressed or by their designee. If the reader of this message is not the intended recipient, you are on notice that any distribution of this message, in any form, is strictly prohibited. If you have received this message in error, please immediately notify the sender at (530) 623-2200 or (530) 276-8246 and delete or destroy any copy of this message.

Lassen Local Agency Formation Commission

Item #9

CLAIMS April and May 2015

Authorize payment of the following claims:

FY 2014-2015 Expenses:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
June 1, 2015	Staff Svcs & Expenses – April 2015	\$ 4,032.67

TOTAL: April 2015 Expenses: \$ 4,032.67

June 1, 2015	May 2015 Staff Expenses	\$ 3,032.67
May 15, 2015	Liability Insurance FY 14-15	\$ 1,000.00
May 12, 2015	Final Budget Susanville MSR Hearing Notice	\$ 79.00

TOTAL: May 2015 Expenses \$ 4,111.67

FY 2015-2016 Expenses:

Calafco Dues for FY 2015-2016	\$ 785.00
Commissioner Calafco Conference Registration (FY15-16)	\$ 425.00

DATED: June 8, 2015

APPROVED: June 8, 2015

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

Attest:

**John Benoit
Executive Officer**

2014-2015 Expenditures

Lassen LAFCO

Item	Insurance	Office Expens	copies	Communication	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications	Travel
Account Number	4521	4510	4550	4530	4641	4830	4310	4331	4332	4540	4580
Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 750.00	\$ 300.00	\$ 760.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00	\$ 1,500.00
Calaico dues fy 14-15											
Staff Services - MSR July 1-31, 2014			\$ (17.00)	\$ (74.15)							
Staff Services - MSR Aug 1-31, 2014			\$ (103.30)	\$ (75.99)							
Staff Svcs Sept 1-30, 2014		\$ (10.25)	\$ (6.50)	\$ (76.10)	\$ (37.10)				\$ (500.00)		
Staff Services - MSR Oct 1-31, 2014			\$ (37.50)	\$ (75.82)	\$ (5.39)						
Staff Svcs Nov 1-30, 2014			\$ (20.00)	\$ (82.99)	\$ (19.32)				\$ (500.00)		
Staff Svcs and MSR Dec 1-31, 2014		\$ (36.43)	\$ (27.60)	\$ (75.21)	\$ (6.37)				\$ (500.00)		
Feather Publishing SCCSD Legal notice											
Staff Svcs Jan 1-17, 2015											
City Invoice 41449 July1-Dec 31, 2014				\$ (23.44)						\$ (85.75)	
Staff Exp Jan 18-Feb 28, 2015		\$ (86.33)	\$ (75.29)	\$ (131.70)	\$ (13.44)				\$ (500.00)		
Staff Exp March 2015				\$ (85.42)							
City Invoice # 100188 3.31.15											
Feather Publishing Prop15-16 Notice											
Staff SVCS April 2015											
Staff Services May 2015		\$ (10.00)	\$ (114.66)	\$ (77.69)	\$ (33.88)				\$ (500.00)	\$ (36.75)	
Liability Insurance for FY 14-15	\$ (1,000.00)		\$ (10.00)	\$ (78.21)	\$ (1.96)						
Feather Pub final budget notice and MSR											
Budget Transfer June 8, 2015			\$ (250.00)	\$ 250.00						\$ (79.00)	

TOTAL EXPENDITURES	\$ -	\$ 106.99	\$ 338.15	\$ 143.28	\$ 182.54	\$ -	\$ 2,500.00	\$ 4,992.81	\$ 1,000.00	\$ 198.50	\$ 1,500.00
TOTAL REMAINING											

Lassen LAFCO

5/29/2015

INVOICE MAY 2015

John Benoit

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

Invoice number: **2015-0049**

Invoice date: 1-Jun-15

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	34.50		May 1-31, 2015	\$2,932.50

Total activity cost: \$2,932.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		\$10.00
Postage		\$1.96
Phone & Communications	Phone Internet and fax	\$78.21
Office Supplies	Toner	\$10.00
Travel Exp.		

Total materials cost: \$100.17

Total billing: \$ 3,032.67

Lassen LAFCO

April 2015

Date	Activity	Project Length	Account
1-Apr-15			
2-Apr-15	General Comm and LAFco Budget report and finances		
3-Apr-15	LAFco packet for April 13th finances, Budget and Service Review finalize edits		
4-Apr-15	LAFco Packet mailing		
5-Apr-15			
6-Apr-15	posting emailing and website agendas and packets		
7-Apr-15			
8-Apr-15			
9-Apr-15			
10-Apr-15	Meeting Prep lassen		
11-Apr-15			
12-Apr-15			
13-Apr-15	LAFco meeting in county		
14-Apr-15			
15-Apr-15	Gen admin and misc comm		
16-Apr-15			
17-Apr-15			
18-Apr-15			
19-Apr-15			
20-Apr-15	After meeting misc resolutions and filing and admin and Susanville MSR		
21-Apr-15	Soi for Susanville misc comm and research		
22-Apr-15			
23-Apr-15			
24-Apr-15	Brent Cassidy Jim Underwood re: Shasta LAFco and Assuming Jurisdiction for NWLFPPD		
25-Apr-15			
26-Apr-15			
27-Apr-15			
28-Apr-15			
29-Apr-15			
30-Apr-15			
1-May-15			

INVOICE April 2015

John Benoit

Invoice number: 2015-0048

Invoice date: 1-Jun-15

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	Staff Svcs	Start / End Date	Amount
John Benoit	44.00		April 1-30, 2015	\$3,720.00
				\$
Total activity cost:				\$3,720.00
Materials / Other Expenses			Reason / Vendor	Amount
Reproduction Costs				\$114.66
Postage				\$33.88
Phone & Communications			Phone Internet and fax	\$ 77.69
Office Supplies				
Travel Exp.			1/6 share Calafco Staff Wkshp	\$86.23
Total materials cost:				\$312.46
Total billing:				\$ 4,032.46

Lassen LAFCO

May 2015

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1-May-15	Comm Craig Sanders re S'ville MSR			
2-May-15		0.5	\$	42.50
3-May-15			\$	-
4-May-15	Susanville MSR comm regarding dissolution costs			
5-May-15		1	\$	85.00
6-May-15	Public notice Sville msr and budget and general admin			
7-May-15		3.5	\$	297.50
8-May-15			\$	-
9-May-15			\$	-
10-May-15			\$	-
11-May-15			\$	-
12-May-15			\$	-
13-May-15			\$	-
14-May-15	Notices for Final Budget to city-county and auditor cao			
15-May-15		2	\$	170.00
16-May-15			\$	-
17-May-15			\$	-
18-May-15	Notice of Termination SCCSD and Comm			
19-May-15		2	\$	170.00
20-May-15			\$	-
21-May-15			\$	-
22-May-15	S'ville MSR misc research			
23-May-15		3.5	\$	297.50
24-May-15			\$	-
25-May-15			\$	-
26-May-15	LAFCo Agenda and packet misc.			
27-May-15		6.5	\$	552.50
28-May-15	Comm re: City detachment. And Susanville MSR			
29-May-15	LAFCo Packets for June 8th. Finances, Budget report comm	4.5	\$	382.50
30-May-15	Packet Distribution and posting	8.5	\$	722.50
31-May-15		2.5	\$	212.50
			\$	-
			\$	-

THE CITY

County of Lassen
Auditor



Diana Wemple

Auditor

Judy Davis

Assistant Auditor

County Administration Center

221 South Roop Street, Suite 1

Susanville, CA 96130-4339



(530) 251-8233

FAX: (530) 251-2864

e-mail: dwemple@co.lassen.ca.us

e-mail: jdavis@co.lassen.ca.us

INVOICE

May 15, 2015

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

Attention: John Benoit

Re: 2014/2015 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.

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: May 12, 2015

LAFCO-Lassen

Box 2694

Granite Bay, CA 95746

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Publish: Budget hearing

TOTAL DUE: \$ 30.00

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

**Feather Publishing Co., Inc.****PO Box B****Quincy, CA 95971 • (530) 283-0800 • FAX (530) 283-3952**Feather River Bulletin • Lassen County Times • Chester Progressive
Portola Reporter • Indian Valley Record • Westwood PinePress**STATEMENT**

1

BILLED ACCOUNTLAFCO-LASSEN COUNTY
P.O. BOX 2694
GRANITE BAY, CA 95746**BILLING DATE**

04/30/15

TERMS OF PAYMENT

Standard terms

BILLED ACCOUNT NO.

00001024

AGENCY / CLIENT**NAME OF AGENCY / CLIENT**LAFCO-LASSEN COUNTY
C/O John Benoit

DATE	REFERENCE #	CHARGE OR CREDITS DESCRIPTION	INS	SAU DIMENSIONS	BILLED UNITS	AMOUNT	TOTAL
03/03/2015	01086270	ADJD 1/27/15 pymt applied in err				49.00	49.00
04/01/2015	01094535	#400 3/31 Lafco budget LEGAL ADVERTISING				36.75	
04/27/2015	01094916	PAYMENT-THANKS!				-36.75	
CURRENT		AGING				TOTAL NET AMOUNT DUE	
		31-60 DAYS	61-90 DAYS	91- 120 DAYS	OVER 120 DAYS		
36.75		0.00	12.25	0.00	0.00	49.00	

PLEASE DETACH HERE AND RETURN THIS PORTION WITH YOUR REMITTANCE

Feather Publishing Company, Inc.

04/30/15

Publishers of these hometown weekly newspapers serving Plumas and Lassen Counties:

Feather River Bulletin • Lassen County Times • Chester Progressive • Portola Reporter • Indian Valley Record • Westwood PinePress

**We appreciate
your business!****BILLED ACCOUNT NO.**

00001024

BILLED ACCOUNT NAME

LAFCO-LASSEN COUNTY

AMOUNT REMITTED**REMIT TO**Feather Publishing Company
P.O. Box B
Quincy, CA 95971

Phone: (530)283-0800

Fax: (530)283-3952

Payment in full is due upon receipt of this statement. A service charge on all balances over 30 days will be computed by a periodic rate of 1-1/2% per month, which is an annual percentage rate of 18%, this applies to the previous balance after deducting current payments and credits appearing on your statement. A minimum of \$1.00 will be charged on all balances less than \$33.00.



**Feather Publishing Co., Inc.****PO Box B****Quincy, CA 95971 • (530) 283-0800 • FAX (530) 283-3952**Feather River Bulletin • Lassen County Times • Chester Progressive
Portola Reporter • Indian Valley Record • Westwood PinePress**STATEMENT**

1

BILLING DATE**TERMS OF PAYMENT**

03/26/15

Standard terms

BILLED ACCOUNT

LAFCO-LASSEN COUNTY

P.O. BOX 2694

GRANITE BAY, CA 95746

BILLED ACCOUNT NO.**AGENCY / CLIENT**

00001024

NAME OF AGENCY / CLIENT

LAFCO-LASSEN COUNTY

C/O John Benoit

DATE	REFERENCE #	CHARGE OR CREDITS DESCRIPTION	INS	SAU DIMENSIONS	BILLED UNITS	AMOUNT	TOTAL
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03/03/2015	01086270	ADJD 1/27/15 pymt applied in err				49.00	49.00
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CURRENT**AGING**

31-60 DAYS

61-90 DAYS

91-120 DAYS

OVER 120 DAYS

0.00

49.00

0.00

0.00

0.00

TOTAL NET AMOUNT DUE

49.00

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03/26/15

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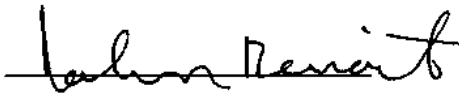


BUDGET TRANSFER REQUEST FORM

DATE: June 8, 2015

Account Description	Account Number	Decrease	Increase
copies	8402-413-30-4550	-250.00	
Communications	8402-413-30-4530		250.00
Total		-250.00	250.00

Requested by:
(Dept. Head's Signature)



Approved by:
Finance Dept.

CONFLUENCE...

CALAFCO 2015 CONFERENCE
★ SACRAMENTO ★

Announcing The 2015 CALAFCO Annual Conference

Hosted by Sacramento LAFCo

September 2 – 4, 2015

Downtown Sacramento, California
at the Hyatt Regency



Value-Added General and Breakout Session Topics

- Sustainable Groundwater Management Act Implementation – Where Do We Go From Here?
- Planning, Agriculture and Natural Resources – a Confluence of Ideas for LAFCo Solutions
- Urban Growth Boundaries and SOIs
- Leadership Practices in an Era of VUCA (volatility, uncertainty, complexity, ambiguity)
- The Impact of Climate Change on Land Use Planning
- Community Services Districts 101
- Fiscal Tools to Sustain Services
- LAFCo Technology for the 21st Century
- Exploring the New World of Broadband
- LAFCo Staff: The Magic Behind the Curtain

Plus many others!

Note: The Program is still being put together. The topics noted above represent only a portion of the program to be offered. All sessions are subject to change.

**Mark your calendar and
plan to attend!**

Registration is now open!
Visit www.calafco.org

Special Highlights

Mobile Workshop

A special look at the physical confluence of the Sacramento & American rivers, followed by a tour of the largest and most progressive inland Waste Water Treatment Plant west of the Mississippi, and close with a tour of the Delta levy & habitat. Lunch at the historic Old Sugar Mill included.

*Wednesday from
8:00 a.m. to 12:30 p.m.
(times approx.)*

LAFCo 101

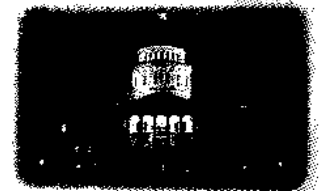
An introduction to LAFCo and LAFCo law for commissioners, staff, and anyone interested in learning more about LAFCo.

*Wednesday from
10:00 a.m. to Noon*

Leadership Roundtable

Featuring Ted Gorbler, Co-author of the National Best Seller *Principles of Government*.

Thursday from 10:00 a.m. to Noon



Invaluable Networking Opportunities

- Commissioner Roundtable discussions on current issues
- Roundtable discussions for LAFCo staff, LAFCo counsel, and Associate members
- 9th CALAFCO Beer & Wine Competition and Reception
- Networking breakfasts
- Receptions

Hyatt Regency Downtown



Make your reservations now at the Hyatt Regency at the CALAFCO special rate of \$126. Find the link at www.calafco.org.

CONFLUENCE...



CALAFCO 2015 CONFERENCE
★ SACRAMENTO ★

Please submit one form for each person registering

FIRST NAME _____ LAST NAME _____

NAME ON NAME TAG _____

LAFCO/ORGANIZATION _____ POSITION _____

GUEST NAME (For guest/spouse registration) _____

MAILING ADDRESS _____

CITY _____ ZIP _____

PHONE # _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME: _____

PHONE # _____

2015 ANNUAL CONFERENCE SEPTEMBER 2 - 4 REGISTRATION FORM

For Registration by Check
To pay with credit cards please visit www.calafco.org
REGISTRATION DEADLINE IS AUGUST 21, 2015

LAFCo _____
Received _____
Check # _____

CONFERENCE REGISTRATION RATES

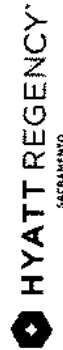
	PAYMENT Received by July 20 th	PAYMENT Received after July 20 th	Amount Due
Member - Full Conference	\$425	\$485	
Non-member - Full Conference	\$525	\$550	
Guest/Spouse* - All Meals	\$210	\$225	
Guest/Spouse* - Wed Reception/ Thu Banquet Only	\$130	\$150	
Member - One Day (<input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$265	\$275	
Non-Member - One Day (<input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$325	\$335	
Mobile Workshop - Wednesday	\$48	\$48	
Attorney MCLE Credit (LAFCo counsel only)	\$50	\$50	
LAFCo 101 (no charge for those with full conf. registration. \$35 for those just attending this session.)	\$35	\$35	
TOTAL REGISTRATION RATE DUE			\$

Payment must accompany registration. Early registration rate payments **MUST** be received by July 20, 2015 in order for that rate to apply. Please make checks payable to "CALAFCO."

Mail completed forms and payment to:

CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Hotel Information:



ROOMS STARTING AT \$126 PER NIGHT. CUT-OFF DATE IS AUGUST 11, 2015.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:
<https://resweb.passkey.com/go/2015LAF>

NEW CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by August 13, 2015 receive a 100% refund less \$20 handling fee and any transaction fees.
3. Credits are no longer issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing.
5. Registration fees for guests and special events are not transferable and are fully refundable (minus any transaction fees) if requests are made in writing and received by August 13, 2015 or if the special event is cancelled.
6. Cancellation requests received after August 13, 2015 will be handled by the Registration Office.
7. Cancellation requests received after August 13, 2015 will be handled by the Registration Office.





Date: 14 May 2015

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: CALAFCO Achievement Awards Committee



Subject: 2015 CALAFCO Achievement Award Nominations

Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition.

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to summarize the most important points of your nomination.
3. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Endorsement letters from third parties are optional. Please limit supporting documentation to a file no larger than 5 mg. If necessary, a CD or thumb drive will be accepted for supporting documentation exceeding 5 mg. Should you submit a CD or thumb drive for consideration, you will need to provide 10 copies.
5. **Nominations and supporting materials must be received no later than 5:00 p.m., Monday, July 20, 2015.** Send nominations via e-mail, or U.S. mail to:

Marjorie Blom
Stanislaus LAFCo
1010 Tenth Street, 3rd Floor, Suite 3600
Modesto, CA 95354
E-mail: blomm@stancounty.com

Please contact Marjorie with any questions at (209) 525-7660. A list of the previous Achievement Award recipients is attached to this announcement.



2015 Achievement Award Nominations

Nomination Form

NOMINEE

Person or Agency Being Nominated:

Name:

Organization:

Address:

Phone/E-mail:

NOMINATION CATEGORY (check one – see category detail on attached sheet)

- ☐ Outstanding CALAFCO Member
- ☐ Distinguished Service Award
- ☐ Most Effective Commission
- ☐ Outstanding Commissioner
- ☐ Outstanding LAFCo Professional
- ☐ Outstanding LAFCo Clerk
- ☐ Outstanding CALAFCO Associate Member
- ☐ Project of the Year
- ☐ Government Leadership Award
- ☐ Legislator of the Year (must be selected by the full CALAFCO Board)
- ☐ Mike Gotch Courage and Innovation in Local Government Award
- ☐ Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Address:

Phone:

E-mail: