

LASSEN COUNTY LOCAL AGENCY FORMATION COMMISSION
City Council Chambers 66 N. Lassen St. Susanville, CA 96130

REGULAR MEETING
Monday, April 17, 2023

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

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

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

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

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

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

4. Public Comment: None.

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

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

Commissioner Neely asked what the membership is for.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No comments received.

Public hearing closed at 3:31 p.m.

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

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

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

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

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

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

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

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

She responded no.

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

There was a brief general discussion regarding the position.

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

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

7. Authorize payment of claims

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

8. Executive Officer's Monthly Report

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

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

9. Commissioner Reports- Discussion: None

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

Chris Gallagher, Vice Chair

Ruth McElrath, Building Permit Technician

Approved_____