

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

REGULAR MEETING
Monday, June 12, 2023

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

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

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

Approval of Agenda: Motion by Commissioner Bridges, seconded by Commissioner Stafford to approve agenda as submitted. Motion carried. Ayes: Bridges, Neely, Stafford and Eid.

Correspondence: At Calafco's request, Ms. Stephenson said she submitted a letter supporting this year's omnibus bill.

Approval of the April 13, 2023, meeting minutes Motion by Commissioner Stafford, seconded by Commissioner Neely to approve the April 17, 2023, minutes. Motion carried: Ayes: Stafford, Neely, Bridges, and Eid.

Public Comment: None.

Public hearing regarding the final 2023-2024 LAFCo budget

Public hearing opened at 3:01 p.m.

Ms. Stephenson explained it is the same budget proposed that was proposed in April.

Chair Eid asked if the budget included costs for the deputy director position.

Ms. Stephenson responded no costs were included.

Public hearing closed at 3:03 p.m.

Motion by Commissioner Stafford, seconded by Commissioner Bridges to approve the budget. Motion carries: Ayes: Stafford, Bridges, Neely, and Eid.

What is a Municipal Service Review

Ms. Stephenson explained the purpose and process of a Municipal Service Review (MSR).

LAFCo's are legally required to do MSR's, which are done every five years or as necessary. The Commission comes to determinations on growth and population projections on the following: Location and characteristics of disadvantaged unincorporated communities (DUC) within or contiguous to an agency's Sphere of Influence (SOI); Present and plan capacity of public facilities and adequacies of public services including infrastructure needs or deficiencies related to sewers municipal and industrial water and structural fire protection in any DUC within a contiguous SOI; Financial abilities of agencies to provide services; Status and opportunities for shared facilities; Accountability for community service needs including governmental structure and operational efficiencies; and any other matter related to effective or efficient service delivery as required by Commission policy, however this Commission does not have any other special policies.

Commissioner McCourt arrives at 3:10 p.m.

Ms. Stephenson explained the process of working with agencies on the review before a draft is released to LAFCo, and for public review. The minimum time required for public review is 21 days, but because meetings are held every other month, they can be longer than 21 days. Edits are made based on comments, and then a red lined document will be provided for adoption at the following meeting.

She addressed a review she included from Santa Clara and recommended the Commission review it as it an exceptional review.

Addressing the Sphere of Influence (SOI), Ms. Stephenson explained it is a LAFCo approved plan that designates an agency's probable future boundary and service area. In determining a SOI, LAFCo is required to complete the MSR. The Sphere does not change the existing service structure. It is purely a communication tool from LAFCo. Anytime an annexation or change of organization comes to the Commission, the SOI and proposed change needs to align.

Ms. Stephenson addressed possible outcomes: Co-terminus sphere – no changes to boundaries; Annexable Sphere – a sphere includes area outside of an agency's boundaries; Detachable Sphere - if an area in the sphere were excluded; Provisional Sphere of Influences - LAFCo can adopt a SOI, but for a time period of one or two years, and the district has to come back and explain how they responded to identified issues. Service Specific SOI –generally happens to agencies providing fire and utilities. Zero SOI – LAFCo anticipates an agency to dissolve. In that case, a successor agency will have to be named.

CALAFCO Conference

- a) Nominate a County Member or a District Member for the CALAFCO Board of Directors
- b) Determine attendance at the CALAFCO Annual Conference in Monterey Oct. 18 – 20
- c) Requests for session topics
- d) Designate voting delegate and alternate to represent and vote on behalf of LAFCo at the conference
- e) Authorize expenditure of funds to attend the CALFSCO Annual Conference.
- f). Consider nominations for CALAFCO Annual Achievement Awards

The Commission held general discussion about the matter. No director volunteered to be on the CALAFCO Board of Directors.

There was general discussion regarding the benefits of attending the CALAFCO conference. Motion by Chair Eid, seconded by Commissioner Bridges to send Commissioner Neely to the CALAFCO conference. Motion carries: Ayes: Eid, Bridges, Stafford, McCourt, and Neely.

Ms. Stephenson stated she is on the planning committee for the conference and to let her know if the Commission had any topics they would be interested in.

She concluded that the funds to attend the conference have already been budgeted. If anyone Expenditure of funds is already budgeted. There are also nominations for achievement awards.

Authorize payment of claims

Motion by Commissioner Bridges, seconded by Commissioner Stafford to authorize payment of claims for April 2023 and May 2023. Motion carries: Ayes: Bridges, Stafford, Neely, McCourt, and Eid.

Executive Officers Monthly Report Ms. Stephenson provided an update on the Spalding CSD MSR status. She will be meeting with the ad hoc committee in a month to go over findings in the report. If everything goes as planned, she will be presenting in August.

She added LAFCo will be receiving an annexation application from the City of Susanville.

The state water resources board has made available millions of dollars for consolidation of water systems. The Commission held discussion regarding the matter.

Ms. Stephenson explained that over the next year she aims to make the LAFCo website a clearing house for district information. There will be broken down MSR information, as well as contact information for the districts. She explained one of the biggest requests she receives is for information on districts, usually from the state.

Commissioner Reports- Discussion: None

An unidentified gentleman spoke about issues regarding the Spalding CSD.

Ms. Stephenson commented there will be a lot of content in the Spalding MSR.

Adjourn to the next meeting on August 14, 2023: Motion by Commissioner Bridges, seconded by Commissioner Stafford to adjourn meeting at 3:56 p.m.

Todd Eid, Chair

Ruth McElrath, Building Permit Technician

Approved _____

