#### **Lassen Local Agency Formation Commission**

#### **Regular Meeting Agenda**

MONDAY - October 16, 2017

#### 3:00 PM

Board of Supervisors Chambers 707 Nevada Street Susanville, CA.

(website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

#### Commissioners

Todd Eid, Chair, Public Member Brian Wilson, City Member Joe Franco, City Member, Vice-Chair Jeff Hemphill, County Member Chris Gallagher, County Member

#### **Alternate Members**

David Teeter, County Member Alt. Kevin Stafford, City Member Alt. Jim Chapman, Public Alt.

#### LAFCO Staff

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

- 2. Approval of Agenda (Additions and Deletions)
- 4. Correspondence:
- 5. Approval of Minutes: Approval of the August 14, 2017 LAFCo meeting
- 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. Continued Public Hearing regarding the City of Susanville Sphere of Influence update.
  - a. Conduct Continued Public Hearing regarding the City of Susanville's Sphere of Influence Update and provide directions to staff regarding the final sphere of Influence document for consideration at the December 11, 2017 meeting.
- 8. Consider appointment of Jennifer Stephenson as Deputy Executive Officer for Lassen LAFCo
  - a) Adopt minute order appointing Jennifer Stephenson as the LAFCo Deputy Executive Officer for Lassen LAFCo
- 9. Authorize Payment of Claims for August and September 2017
  - a. Authorize Payment of Claims for August and September 2017
- 10. Executive Officer's Monthly Report
  - a. Lassen Modoc Flood Control and Water Conservation District Service Review and Sphere of Influence
  - b. Southern Cascades CSD MSR and SOI
  - c. Big Valley Weed Abatement
  - d. Legislation of significance
  - e. Little Hoover Commission Final Report
- 11. 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.

12. Adjourn to the next meeting to take place on Monday December 11, 2017 at 3:00 P.M.

Any member appointed on behalf of local government shall represent the interests of the public as a whole <u>and not solely the interest of the appointing authority</u> 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 <u>not</u> 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 (<a href="www.lassenlafco.org">www.lassenlafco.org</a>) 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 <a href="mailto:lafco@co.lassen.ca.us">lafco@co.lassen.ca.us</a>. Copies of reports are located on the LAFCO webpage at: <a href="mailto:www.lassenlafco.org">www.lassenlafco.org</a>

## **Lassen Local Agency Formation Commission**

#### **CLAIMS**

#### August and September 2017

Authorize payment of the following claims:

Date of Claim	Description	Amount
Oct 1, 2017 Oct 1, 2017 June 30, 17	Staff Svcs & Expenses – August 2017 September 2017 Staff Svcs & Expenses Finance Clk Svcs Nov 16- June 2017	\$ 3,225.63 \$ 4,017.51 \$ 2,220.25
	TOTAL:	\$ 9,463.39

DATED: October 16, 2017

APPROVED: October 16, 2017

Attest:

Todd Eid, Chair or Joe Franco, Vice-Chair Lassen Local Agency Formation Commission

John Benoit
Executive Officer

Lassen LAFCO

Publications		
Brown Act 4332 \$ 3,500.00	(2,330.00) \$ (500.00) (1,872.50)	(1,000.00) \$ (500.00) (1,381.25)
vcs B	3.00) \$ 2.50)	).00) <b>\$</b> 1.25)
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Memberships Legal Svcs E 4830 4310 \$ 899.00 \$ 2,500.00 \$	₩ ₩	₩ ₩
Memberships 4830 \$ 899.00	(889.00)	
Postage Me 4641 \$ 300.00 \$		(14.00)
	(66.19) \$ (8.19) (69.95)	(83.63) \$ (65.01)
30mmun 453 \$ 1,0		
pies 550 750.0	(125.60) \$ (7.50) \$	(58.00) <b>\$</b>
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Insurance 4521 \$ 1,000.00		
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(22,19)		\$ 18.777
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•	1,000.00	
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Lassen LAFCO

Contingency \$4,451.00 \$6.857.13							\$0.00	\$0.00	
Cont									
Total Budget 69,462.30	(899.00) (5,027.59) (4,328.30) (490.00) (3,225.63)	(4,017.51) (2,220.25) -	1 1 1		1 1			•	
TOTAL BUDGET 69,521.30 \$	<del>፡› የ</del> የ የ የ የ የ የ የ የ የ የ የ የ የ የ የ የ የ የ	<del>A (A</del> (A	<del>ሃ ነ</del> ተ	<del>^                                    </del>	<del>∨1</del> • 0 •	<del>በ ዕን ዕን</del> ፅ	<del>ሃ</del> ቀ	₩.	
Clerk-City 4334 \$ 1,500.00 \$		\$ (655.05)							
Fin Svcs 4333 \$ 1,722.30		\$ (1,565.20) \$			4				
Tech SVCS File Scan 4340 \$ 5,000.00									
Mapping 4340 \$ 2,000.00	(170.00) (297.50) (255.00)								
	(1,000.00) \$ (770.00) \$ (1,037.50) \$ (1,037.50) \$ (2,316.25)								
MSR's SOI 4342 4330 \$ 14,000.00 \$ 3,000.00	\$ (1,000.00) \$ (1,000.00) \$ (2,316.25)								
Training <i>4580</i> \$ 200.00									
Travel 4580 1,500.00	(490.00)								

	\$0.00	\$0.00 \$34,412.35 -\$20,208.28 \$14,204.07
\$ (20,208.28) \$ 49,313.02	Reserve Fund City/CO Contrib	Interest Revenue 17-18 17-18 17-18 YTD Expens Cash Balance
(655.05) \$ -844.95 \$ 69,521.30	Agency	Project Rev CARROVER
\$ (1,565.20) \$ (655 \$ 157.10 \$ 844		Unaudited
5,000.00		
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(490.00) \$ - 1,010.00 \$ 200.00		

<del>\$\$</del>

#### **CITY OF SUSANVILLE**

Bill To:

66 North Lassen Street Susanville CA 96130-3904

Phone: (530) 252-5109 Fax: FAX (530) 257-4725

JOHN BENOIT EXEC DIRECTOR

PO BOX 2694

LAFCo

GRANITE BAY CA 95746

#### INVOICE

Date	Number	Page
06/30/2017	1001660	1

Customer No. 3176

Due Date 10 DAYS FROM INVOICE DATE

Terms: NET 10 DAYS

Quantity	Description	Unit Price	Net Amount
1	CITY CLERK SERVICES NOV 2016- JUNE 2017	655.05	655.05
1	FINANCE SERVICES NOV 2016-JUNE 2017	1,565.20	1,565.20
:			
Thank You.		Amount	2,220.25
		Past Due Amount	
		Balance Due	2,220.25

#### fileshare/finance/DEBI/lafco/monthlycharges 8/15/2017 15:11

#### November 2016-June 2017

	hours	rate/hour	
City Clerk	1	1 \$59.55	\$655.05
			\$0.00
			\$0.00
		·	\$655.05
Finance Dept		•	
Account Tech 1	1.2	3 44.64	\$53.50
Account Tech	0.8	1 28.73	\$23.27
Finance Manager	0.9	5 76.99	\$73.28
Account Tech 2	0.9	3 44.70	\$41.43
Supplies		_	\$4.17
			\$195.65
		x 8 months	\$1,565.20
	Total Cl	narge	\$2,220.25

	Estimated	Monthly	
	Annual Fee	Charge	
Account Tech 1	\$535.68	\$44.64	1.20
Account Tech	\$344.76	\$28.73	0.81
Finance Manager	\$923.88	\$76.99	0.95
Account Tech 2	\$536.40	\$44.70	0.93
Supplies	\$50.00	\$4.17	\$4.17
	\$2,390.72	\$199.23	

#### November 16- June 17

30-Nov	2	Minutes
12-Dec	2	meeting
19-Jan	1	Minutes
27-Feb	2	meeting
9-May	1	Minutes
12-Jun	2	meeting
22-Jun	1	Minutes

## PNVOICE August 2017

John Benoit

Invoice number: 2017-0087

Invoice date:

1-Oct-17

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

Fax: PO number:

Telephone:

Lafco Staff John Benoit Jennifer Stephenson Dennis Miller

Start / End Date 38.00 Staff Svcs

Aug 1-31, 2017

Amount \$3,070.00

Total activity cost: \$3,070.00

\$

Materials / Other Expenses Reproduction Costs Postage Phone & Communications Office Supplies Travel Exp. Web Domain

Reason / Vendor Packet copies & maps \$58.00 mail agenda packets \$14.00 Comm Aug 2017 \$ 83.63

> Total materials cost: \$155.63 Total billing: \$ 3,225.63

DATE	Activity	Difect Expense Cos	st Ho	urs An	1uno
1-Aug-17			SOURCE THE THE PROPERTY OF THE		amonto actal communica
2-Aug-17	Finalize report for Susanville SOI and work on packet and financials	***		₩	1
3-Aug-17	Mail packets and admin Packets	post	\$14,00	4.5 \$	382,50
4-Aug-17		Collin	\$18.67	<del>ა</del>	255.00
5-Aug-17		Map copies	\$30.00	₩	1
6-Aug-17		packet copies	\$28.00	₩-	1
7-Aug-17				€	1
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9-Aug-17		сотт	\$22,94	₩	ı
10-Aug-17				₩	ı
11-Aug-17	misc meeting prep	tront Ph	\$23,36	₩	ı
12-Aug-17	-			<b>⇔</b>	255.00
13-Aug-17				₩	ı
14-Aug-17	LAFco meeting			₩	ı
15-Aug-17	LAFco meeting city financials			<del>4</del> ≯ ⊗	00.009
16-Aug-17				<b>\$</b>	00.009
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23-Aug-17	Admin and financials Calafco conf. and after meeting info			₩	ı
24-Aug-17				6.5 \$	552.50
25-Aug-17				₩.	1
26-Aug-17				↔	
27-Aug-17				₩	•
28-Aug-17	map for SOI			₩	,
29-Aug-17	comm re Big Valley Pest			₩	85.00
30-Aug-17			(	<b>⊕</b>	85.00
31-Aug-17	mapping susanville SOI & Admin Financials	comm	\$18.66	<del>49-</del> -	1
				<del>⇔</del> m	255.00

### INVOICE September 2017

John Benoit

Invoice number: 2017-0088

Invoice date:

1-Oct-17

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	A
John Benoit	16.25 Staff Sycs	Sept 1-31, 2017	Amount
Jennifer Stephenson	27.25	3ept 1-31, 2017	\$1,381.25
Dennis Miller	3.00		\$ 2,316.25
	3.00	mapping	255.00

Total activity cost:

\$3,952.50

Materials / Other Expenses	Reason / Vendor		Amount
Reproduction Costs	Trouberty Veridor		Amount
Postage			
Phone & Communications	Comm Sept 2017	\$	65.01
Office Supplies			65.01
Travel Exp.			
Web Domain			

Total materials cost:	 \$65.01
Total billing:	\$ 4,017.51

# TIMESHEET for John Benoit

SUBTOTAL

\$65,01 46.5 4

# Memorandum October 16, 2017

To:

Lassen LAFCo Commission

From:

Jennifer Stephenson

Subject:

Sphere of Influence for Susanville & Policies (continued Public Hearing)

Staff has developed a proposed sphere of influence (SOI) for the City of Susanville as shown on the attached map. The proposed SOI is a combination of several iterations of comments received and a conservative middle ground for competing responsibilities of LAFCo, effective planning practices, and stakeholder interests. The proposed SOI includes a sphere reduction to the north of the City where there are constraints to growth as the Rancheria owns the property. To the south, the proposed SOI outlines territory for an SOI expansion to areas where there are higher density land use designations, including low density urban residential, estate residential, rural residential, some upland residential, and planned development. The proposed SOI expansion area does not include any property designated as agricultural. However, the Commission may determine that proper agricultural preservation policies on the part of the City would be sufficient mitigation to ensure logical growth and choose to include the entirety of the Johnstonville area.

In order for the Commission to come to a decision regarding the City's future SOI, several issues should be considered and discussed to determine LAFCo's options and preferences for long-term future development.

#### <u>Issues for the Commission's consideration:</u>

#### Importance of a Long-Term SOI for a City

LAFCo law does not define the timeline for a sphere of influence. The Commission can choose to define the planning horizon of the SOI or not. In the case of the City of Susanville, the SOI Plan states that there is sufficient land within the City's existing limits to accommodate approximately 10-15 years of projected growth. While it is clear that the City will likely not expand to include the entirety of its existing or proposed SOI within the next two decades, it is essential to remember the importance of the SOI as a tool to encourage long-term development and infrastructure planning for the City and essential communication between the two land use authorities (the City and the County) within the County.

It is generally considered a best management practice to have a long-term plan for services, which requires a farsighted vision of what areas will eventually be within the municipality. Without this idea of future service area, an agency cannot appropriately plan to meet anticipated demand and ensure sufficient capacity for all services. Additionally, a longer planning horizon allows the City to plan and create policies for well-organized growth and development.

A city's SOI also ensures that necessary communication occurs between the land use authorities. At present, there is the potential for the County to uniformly approve proposed development that may impact city services and growth but is in the area outside the City's adopted SOI without first conferring with the City. For all areas within the City's SOI, the County must consult with the City regarding proposed development. Also, the City has no decision-making power regarding land use designations and planning for areas outside its SOI that it will likely be annexing and serving in the future. It should be noted that counties are generally not in the municipal service business and urbanized areas are recommended to be within a city's bounds whenever possible. The City and the County have failed to conduct joint planning in recent years, and the SOI could be used to safeguard that this lack of coordination between the two entities does not continue.

#### **Need for City Pre-planning for Proposed SOI**

While not legally required, it is generally recommended that a city plan for the area to be included in its SOI in its General Plan prior to LAFCo adopting the SOI. Due to the lack of a plan for the proposed SOI expansion to the south, it has been recommended that the City and County conduct joint planning prior to approval of the SOI expansion. However, no efforts at joint planning have been initiated by either party to date. Another option is preplanning through the City's General Plan. The General Plan is a multi-year process, and the City has expressed concerned about wasting time and money planning for an area that has not yet been confirmed to be in its SOI. An option that is open to the Commission is adopting a provisional SOI with set conditions (i.e., initiation of a General Plan update) to be completed within a defined time period (i.e., one or two years), at which time LAFCo can review the City's progress towards meeting the set conditions and choose whether to maintain the SOI or rollback the SOI.

#### **Long-term Planning for Infrastructure and Services**

The City expressed its desire to expand certain municipal services in areas outside of its bounds and existing SOI. The City recently acquired a water system in Johnstonville that serves only the Cal Trans maintenance facility and has the capabilities of serving more than its current single customer. The City intends to expand the system to provide improved water service to the airport in the future. However, the City cannot add additional connections to the water system outside of its SOI as required by Government Code Section 56133. Should the Commission choose to adopt an SOI for the City that does not include the airport and surrounding areas, LAFCo could adopt a policy allowing for expansion of the water system for this case, if it so desired.

The City has also has a looped natural gas system ideal for efficiency purposes and provides this service in parts of its current sphere. The Commission should keep in consideration that if an SOI were adopted that made a loop along Richmond Road and the territory were ultimately annexed, then an unincorporated island would be created in the center of the loop. Government Code 56744 precludes LAFCo from approving an annexation that would create an

island; however, Government Code 56375(m) empowers LAFCo to make exceptions to this restriction should it be detrimental to orderly development.

#### <u>Preservation of Ag Vs. Logical Boundaries and Organized Growth</u>

LAFCo is charged with several responsibilities, including the preservation of agricultural lands, ensuring logical boundaries, and promoting orderly growth. These duties are, at times, at odds with one another, as is clear in this case. LAFCo needs to determine how it will prioritize these responsibilities with regard to the City's SOI.

Agricultural lands lie between the City and the urbanized Johnstonville area around the airport. These properties are under Williamson Act contracts. Should the Commission desire to that the urbanized areas be served by the City which is indicative of logical boundaries and organized growth, then these agricultural lands would need to be included in the City's SOI. There are options available to LAFCo to ensure the agricultural properties are protected from conversion. There is precedent for agricultural lands/open space within a City, such as in San Luis Obispo, and many examples of agricultural preservation policies that could be adopted by both LAFCo and the City. LAFCo could also adopt an SOI policy that will prohibit annexations in agricultural areas until the City adopts agricultural preservation policies.

Should the Commission determine that the agricultural properties should remain outside of the City and its SOI, then it may wish to consider policies that address the City's needs with regard to water and natural gas services.