**Lassen Local Agency Formation Commission**

**Regular Meeting Agenda**

**MONDAY – October 17, 2016**

**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
Joe Franco, City Member
Jeff Hemphill, County Member
Jim Chapman, County Member

Alternate Members

Bob Pyle, County Member Alt.
Kevin Stafford, City Member Alt.
Andrew Wellborn, Public Alt.

LAFCO Staff

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

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

3. **Correspondence:**

   a. *Report from Calafco to the Little Hoover Commission regarding Special Districts*
   b. *Letter from Kronick Moskovitz re: 1099 Issues and IRS dispute*

4. **Approval of Minutes**: *August 8, 2016*

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 HEARING**

6. **Service Review and Sphere of Influence Update for the Honey Lake Valley Resource Conservation District.**

   a) *Review service review and sphere of influence update report and conduct public hearing.*
   b) *Consider Resolution 2016-0005 adopting a service review for services provided by the Honey Lake Valley Resource Conservation District*
   c) *Consider Resolution 2016-0006 adopting a sphere of influence update for the Honey Lake Valley Resource Conservation District*

7. ***Review* Lassen LAFCo's conflict of interest code and authorize Chair to sign and file the 2016 Local Agency Biennial Notice for filing.**

   a. *Review Lassen LAFCo's Conflict of Interest and authorize chair to sign the 2016 Biennial Notice for filing.*

8. **Authorize Payment of Claims for August 2016 and September 2016**

   a. *Authorize Payment of Claims for August 2016 - September 2016*

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

   *Fall River Mills FPD-McArthur FPD Consolidation – December 12th*
   *Susanville Sphere of Influence*
   *Ethics Training - November 3rd Veterans Hall 10:00 AM -12:00 noon*
   *Calafco Conference in Santa Barbara: October 25th – October 28th*

10. **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.

11. **Adjourn to the next meeting to take place on Monday December 12, 2016 at 3:00 P.M.**

***Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1***

*The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.*

*Public Comment*

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

*Public Hearings*

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

*Materials related to an item on this agenda submitted to the Commission after distribution of the agenda 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**

KRONICK
MOSKOVITZ TIEDEMANN & GIRARD

400 Capitol Mall, 27th Floor
Sacramento, CA 95814

T | 916.321.4500
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Kristianne T. Seargeant
kseargeant@kmtg.com

September 16, 2016

**VIA FACSIMILE**

Lassen LAFCO
C/O John Benoit
66 North Lassen Street
Susanville, California 96130
Facsimile: (916) 797-7631

Richard Egan
Lassen County Administrative Officer
221 South Roop Street, Suite 4
Susanville, California 96130
Facsimile: (530) 251-2663

**Re: IRS Audit of City of Susanville**

Dear Lassen LAFCO & Mr. Egan:

I am writing on behalf of the City of Susanville (the "City") to notify you of the conclusion of the IRS's examination of the City's federal tax returns for the tax year 2013. The IRS is proposing adjustments that have implications on the City and Lassen LAFCO.

On August 23, 2016, the IRS concluded its audit of the City's federal tax returns for the tax year 2013. The IRS concluded that the LAFCO Executive Director and the City's Airport Manager should be legally classified as employees of the City, rather than independent contractors as they have been historically classified. As a result, the IRS has proposed an assessment of $30,036.40 against the City in delinquent taxes for 2013. The City has until September 23, 2016, to respond to the proposed changes, and it intends on filing an appeal. Enclosed for your consideration is a copy of the IRS's "30-day Letter" which sets forth the details of the IRS's proposed assessment.

The 30-day Letter includes an Explanation of Items which outlines the IRS's basis for its proposed adjustments with regard to the LAFCO Executive Director, John Benoit. Of the $30,036.40 in proposed delinquent taxes, $20,731.53 represents a combination of tax adjustments and income tax withholdings on wages paid to the LAFCO Executive Director in 2013. The IRS contends that the LAFCO Executive Director is a "public official" and a "common law" employee of LAFCO because LAFCO has the right to control the performance of his duties and responsibilities in managing the day-to-day operations of LAFCO. Additionally, the IRS contends that the City is also an "employer" of the LAFCO Executive Director pursuant to Internal Revenue Code 3401(d)(1)[1] "because the City has control of the actual 'payments' of the LAFCO Executive Director's wages."

[1] Pursuant to Internal Revenue Code 3401(d)(1), the term "employer" means "the person having control of the payment of such wages."

As you will recall, pursuant to the May 9, 2005 agreement between Lassen LAFCO and the City, the City agreed to serve as LAFCO's treasury agent, taking over that role for Lassen County. However, as the City has explained to the IRS, LAFCO controls the finances since it must approve all warrants before the City pays them. Additionally, the City noted that the LAFCO Executive Director is an independent contractor pursuant to Mr. Benoit's Agreement for Executive Officer Services with Lassen County LAFCO which expressly designates him as such, and because he provides the same services to LAFCOs of other counties. Furthermore, the City has contended that it reasonably relied upon a long-standing industry practice in treating the Lassen LAFCO Executive Director as an independent contractor: (1) the City has been classifying the LAFCO Executive Officer as an independent contractor since 2005, (2) Lassen County had applied the same treatment as the previous fiscal agent for LAFCO, (3) the six other counties where Mr. Benoit also serves as the LAFCO Executive Director apply the same treatment, and (4) in total, sixteen counties in California treat their respective LAFCO Executive Officers as independent contractors. The City has also asserted that the California Court of Appeal's decision in *Hofman Ranch v. Yuba County Local Agency Formation Commission* (2009) 172 Cal.App.4th 805, supports the City's worker classification, as that decision affirmed the trial court's finding that Mr. Benoit was an independent contractor who was contractually delegated certain functions in furtherance of the day-to-day business of Yuba County LAFCO. Unfortunately, the IRS agent who conducted the audit has been unreceptive to the City's arguments and appeared determined on making this determination from the outset of the examination.

This firm will be assisting the City in disputing the IRS's proposed adjustments by filing a Formal Protest with the IRS Appeals Office which works independently of the IRS agent who conducted the audit. This is the last opportunity to challenge the proposed adjustment before the IRS issues its final determination. If the City and the IRS Appeals Office do not reach an agreement, the IRS will issue a Letter 3523 Notice of Determination of Worker Classification which will formally adopt the proposed adjustments. At that point, the LAFCO Executive Director will be legally classified as an employee of Lassen LAFCO and the City, and an assessment of delinquent taxes will be due, plus interest from the date that the tax liability was originally due (i.e. 2013) until the date payment is received by the IRS. At that point, the City will have 90 days from the issuance of the Notice of Determination to file a petition with the United States Tax Court and challenge the IRS's decision before a federal judge.

It is critical to timely dispute the proposed adjustments. Failing to do so, or agreeing with the proposed adjustments, will not only impose tax liability for tax year 2013, but it will have implications for each subsequent tax year to date. Agreement with the proposed adjustments, or failure to respond before September 23, 2016, will automatically and legally classify the LAFCO Executive Director as an employee of Lassen LAFCO and the City for tax year 2013. The City would then be obligated to

furnish Form W-2s for Mr. Benoit to correct tax year 2013 and subsequent years. Moreover, if the IRS decided to audit tax years 2014 and 2015, which the IRS agent had previously indicated during the audit, the IRS can rely on that classification for tax year 2013 and make the same adjustments in 2014 and 2015 as the exact same facts and circumstances are present in those tax years with respect to Mr. Benoit.

The City requests the assistance of Lassen LAFCO and Lassen County in the Formal Protest to the IRS. Your support is critical in challenging the IRS's contentions that Mr. Benoit is a "public official" and "common law" employee of LAFCO and that the City is Mr. Benoit's "employer" for purposes of employment tax withholdings pursuant to Internal Revenue Code 3401(d)(1). Specifically, with regard to Lassen LAFCO, this request is consistent with the City's indemnification rights as set forth in Section 5 of the agreement between LAFCO and the City dated May 9, 2005. Accordingly, the City requests your participation in the Formal Protest.

Please contact me at your earliest convenience so that we can discuss your participation in preparing the City's Formal Protest with the IRS.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
A Professional Corporation

KRISTIANNE T. SEARGEANT

KTS/ECD/bx
Enclosure

cc: Jared Hancock, City Administrator
Jessica Ryan, City Attorney
Deborah Savage, Finance Director

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

REGULAR MEETING
August 8, 2016 - 6:00 p.m.

Meeting was called to order at 3:02 p.m. by Chairperson Eid.

Roll call of members present: Jim Chapman, Jeff Hemphill, Joe Franco and Vice Chairperson Brian Wilson. Absent: Todd Eid.

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

**2. Approval of Agenda**
Motion by Commissioner Hemphill to approve the agenda as submitted; Commissioner Franco provided a second and the motion carried. Ayes: Chapman, Hemphill, Franco and Wilson.

**3. Election of Chair and Vice-Chair for FY 2016-2017**
Motion by Commissioner Hemphill to appoint Todd Eid to serve as Chairperson for Fiscal Year 2016-2017; Commissioner Chapman provided a second and the motion carried. Ayes: Chapman, Hemphill, Franco and Wilson. Absent: Eid.

Motion by Commissioner Chapman to appoint Brian Wilson to the position of Vice Chairperson for Fiscal Year 2016-2017; Commissioner Hemphill provided a second and the motion carried. Ayes: Chapman, Hemphill, Franco and Wilson. Absent: Eid.

**4. Correspondence** There was no correspondence.

**5. Minutes**
Motion by Commissioner Chapman to approve the minutes of the June 27, 2016 special meeting; Commissioner Hemphill provided a second and motion carried. Ayes: Chapman, Hemphill and Wilson. Abstain: Franco. Absent: Eid.

**6. Public Comments** There were no comments.

**7. Consolidation of Herlong Public Utility District and West Patton Village Community Services District** Mr. Benoit reported that since the June 27th special meeting, West Patton Village has entered into a contract with Herlong Public Utility District to provide operations and management services to WPV. The public hearing to consider the consolidation of the two districts was closed at the last meeting, and staff has prepared the resolution to effect the consolidation of the functions and merge the existing service district boundaries. The terms and conditions of the resolution must be met before the districts can merge. As a Public Utility District, HPUD is authorized by law to provide the services currently provided by West Patton Village and there is no proposed change to the property taxes.

Commissioner Wilson asked if the West Patton Village Board was still intact.

**Pat Williams**, HPUD General Manager, responded that the WPV Board has four members, with two seats available at the next election.

Commissioner Chapman stated that he was glad to know progress was being made for the consolidation and improvement of services for the West Patton Village customers.

Mr. Benoit noted that with one party responsible for management and operations, it was anticipated that the process of consolidating the two districts would go smoothly.

Commissioner Wilson asked if there was a timeline anticipated for the consolidation.

Pat Williams responded that one year was a safe assumption. The contract for operations and management services has been valid for one week, and engineering work will begin soon on the WPV system.

Mr. Benoit noted that approvals enacted by the resolution before the Commission are generally for one year. If it is found that an extension is requested, the HPUD Board will notify him in ample time to present a request for extension for the Commission's review and authorization.

There were no comments from the public.

Motion by Commissioner Chapman to approve Resolution No. 16-0003 approving the dissolution of the West Patton Village Community Services District and the Herlong Public Utility District and authorizing the formation of the Herlong Public Utility District as a successor and consolidated agency; Commissioner Hemphill provided a second and the motion carried. Ayes: Chapman, Hemphill, Franco and Wilson. Absent: Eid.

8. **Workshop: Honey Lake Valley RCD Service Review and Sphere Update** Mr. Benoit reviewed the draft MSR for the Honey Lake Valley RCD. He stated that the District received recommendations from the Grand Jury and those corrections have been made, but the manager has resigned so there is still a lot of controversy within the District. As such, the MSR is a snapshot only, it is not recommended to dissolve the District, and the Sphere of Influence should be coterminous with the District boundary. The District is looking for a new manager, and consideration of the MSR and SOI Update should be set for an October public hearing. The challenge for the District seems to be the Water Master program which can be a very controversial program. The draft MSR was circulated to the District, and they were notified of the workshop. They had a few comments regarding the draft, but no representatives were present.

Commissioner Franco asked if there was any way to separate the District function and the Water Master Program.

Mr. Benoit responded that it is not a LAFCO process. There was a general discussion regarding the program and potential agencies who would assume the program if the RCD drops it. The program could also be eliminated by petition of the landowners in the area and turned back over to the Department of Water Resources.

The public hearing was scheduled for October 17, 2016.

9. **Calafco Annual Conference / Santa Barbara October 26 -28, 2016** Mr. Benoit indicated that the annual Calafco Conference was scheduled for Santa Barbara this year, and it was a valuable opportunity for the Commissioners who may want to attend. It is normally included in the budget for two Commissioners and himself to attend the conference. It was the

consensus of the Commission that Commissioner Franco would attend, and Chairperson Eid may also attend if his schedule allows.

**10. Calafco Achievement Award Nominations** It was the consensus that no nominations would be submitted for the annual Achievement Award.

**11. Calafco Board of Directors Nominations – FY 2016-2017** Mr. Benoit discussed the opportunity to serve on the Calafco Board of Directors, and clarified that representatives who attended the Calafco Conference would be serving as the appointed voting delegate and voting member alternate at the annual conference.

**12. Authorize Payment of Claims for June 2016 and July 2016** Mr. Benoit reviewed the claims presented for June and July 2016. He explained that Lassen LAFCo's share of the expenses for registration and lodging is $460.00 for his attendance at the annual conference.

Motion by Commissioner Hemphill to approve the claims for June and July 2016 in the amount of $9,928.37 and Calafco Conference registration and lodging in the amount of $460.00; Commissioner Chapman provided a second and the motion carried. Ayes: Chapman, Hemphill, Franco and Wilson. Absent: Eid.

**Executive Officer's Monthly Report**

Mr. Benoit provided an update regarding the consolidation of Fall River Mills Fire Protection District and the McArthur Fire Protection District, explaining that Lassen LAFCo assumed the lead role in effecting the consolidation due to dysfunction that was occurring with Shasta LAFCo. He stated that he was waiting on the tax exchange resolution prepared by the County.

Mr. Benoit announced that ethics training as required by AB1234 would be scheduled for the first week in November and he would provide announcements to local agencies so that the elected officials could take advantage of this training opportunity.

Motion by Commissioner Hemphill, second by Commissioner Chapman to adjourn until October 17, 2016; motion carried. Ayes: Chapman, Hemphill, Franco and Wilson. Absent: Eid.

The meeting adjourned at 3:47 p.m.

_____

Brian Wilson, Vice Chairperson

_____

Approved _____

Gwenna MacDonald, Recording Secretary

**Lassen LAFCo**
**October 17, 2016**

**TO:** Commissioners

**FROM:** John Benoit, Executive Officer

**SUBJECT:** Honey Lake Valley RCD Service Review and Sphere of Influence

Attachments:

a) Notice of Exemption
b) Resolution 2016-0005 adopting a Service Review for RCD services provided by the Honey Lake Valley RCD
c) Resolution 2016-0006 adopting a Sphere of Influence for the Honey Lake Valley RCD to be coterminous with its boundaries.

**PLEASE BRING THE SERVICE REVIEW AND SPHERE OF INFLUENCE REPORT DISTRIBUTED FOR THE AUGUST 8, 2016 MEETING.**

**Recommendation:**

a) Review service review and sphere of influence update report and conduct public hearing.
b) Consider Resolution 2016-0005 adopting a service review for services provided by the Honey Lake Valley Resource Conservation District
c) Consider Resolution 2016-0006 adopting a sphere of influence update for the Honey Lake Valley Resource Conservation District

# NOTICE OF EXEMPTION

**TO:** County Clerk
County of Lassen
Susanville, CA

**FROM:** Lassen LAFCO
P.O. Box 2694
Granite Bay, CA 95746

**PROJECT TITLE:** Sphere of Influence Update: *Honey Lake Valley RCD SOI*

**PROJECT LOCATION:** Lassen County

**DESCRIPTION OF PROJECT:**

The proposed project involves the determination of a Sphere of Influence for the *Honey Lake Valley RCD* which does not contemplate additional territory to be added to the district.

**NAME OF PUBLIC AGENCY APPROVING PROJECT:**

Lassen Local Agency Formation Commission

**NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:**

Lassen Local Agency Formation Commission

**EXEMPT STATUS:**

Class 20 Categorical Exemption, "Changes in Organization of Local Agencies," CEQA Guidelines Section 15320, Changes in Organization of Local Agencies and 15061b (3) General Rule Exemption.

**REASONS WHY THIS PROJECT IS EXEMPT:**

This action is Exempt from the California Environmental Quality Act pursuant to Section 15320 of the CEQA Guidelines (Class 20) as the Sphere of Influence would not result in any change in services being provided and 15061 b (3) whereby this activity is covered by the general rule that CEQA applies only to project which have the potential for causing a significant effect on the environment. Since this Sphere of Influence is only affirming the existing functions within the existing service area, there is no possibility that this activity may have a significant effect on the environment since the service is already provided and no conditions have changed nor could be changed.

**CONTACT PERSON:**
**John Benoit**
**LAFCO Executive Officer**

**TELEPHONE NUMBER:**
**(530) 257-0720**

**By:**_____ **Date:** October 17, 2017

# Resolution 2016-0005 of the

# Lassen Local Agency Formation Commission

## Lassen County, California

*Approving a Municipal Service Review of Services Provided by and within theHoney Lake Valley Resource Conservation District 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, the 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 LAFCO; 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 Honey Lake Valley Resource Conservation District; 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 Honey Lake Valley Resource Conservation District, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the final draft of the Municipal Service Review for services provided by the Honey Lake Valley Resource Conservation District and written determinations contained therein will provide information for updating the sphere of influence for the District, 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 Honey Lake Valley Resource Conservation District, 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 Honey Lake Valley Resource Conservation District.
3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the Honey Lake Valley Resource Conservation District.
4) This Resolution does not change or alter the Sphere of Influence for the District and does not change the District Boundary.

The foregoing resolution was duly passed by the Lassen Local Agency Formation Commission at a regular meeting held on the 17 th day of October 2016 by the following roll call vote:

Ayes: -

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 17th day of October 2016.

_____
Todd Eid, Chair
Lassen LAFCO

Attest:

_____
John Benoit, Executive Officer
Lassen LOCAL AGENCY FORMATION COMMISSION,

**Resolution No. 2016-0006**

**LASSEN LOCAL AGENCY FORMATION COMMISSION**

*Approving the establishment (adoption) of a Sphere of Influence for the Honey Lake Valley Resource Conservation District and Adopting Written Determinations Thereon*

**WHEREAS,** Government Code Section 56425 requires each Local Agency Formation Commission to adopt and periodically review and update a sphere of influence for each local governmental agency within its jurisdiction; and

**WHEREAS,** the Lassen Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a "plan for the probable physical boundaries and service area" for the Honey Lake Valley Resource Conservation District; and

**WHEREAS,** the Commission has set the initial hearing date of October 17, 2016 for the establishment of the sphere of influence for the Honey Lake Valley Resource Conservation District and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56427, *et seq.*; and

**WHEREAS,** the Commission has heard and adopted a Municipal Services Review of services provided by the Honey Lake Valley Resource Conservation District in accordance with Gov. Code section 56430; and

**WHEREAS,** the Commission has reviewed and considered the proposed Sphere of Influence establishment report and the proposed Sphere of Influence Map which are attached hereto and incorporated herein; and

**WHEREAS,** Lassen LAFCO has prepared a notice of exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence will not contain additional territory beyond the district's existing Sphere of Influence (Section 21000 *et seq* of the Public Resources Code); and

**WHEREAS,** the Commission has considered those factors determined by it to be relevant to the proposed sphere of influence, including, but not limited to, those factors specified in Government Code Section 56425, et seq., and has heard from interested parties and considered requests for amendment and/or revision of the proposed sphere boundary, if any;

**NOW, THEREFORE, BE IT RESOLVED** that the Lassen Local Agency Formation Commission does hereby find and determine as follows:

1. That the proposed sphere of influence establishment with respect to Honey Lake Valley Resource Conservation District complies with the provisions of Government Code Section 56000, *et seq.*

2. That the Commission has considered objections that have been received regarding the establishment of this Sphere of Influence.

3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Study are attached hereto and incorporated herein.

4. The Commission has reviewed and considered a Notice of Exemption pursuant to the Environmental Quality Act prepared for the establishment of this Sphere of Influence and makes a specific finding that there is no substantial evidence in light of the whole record before Lassen Local Agency Formation Commission that this Sphere establishment for the Honey Lake Valley Resource Conservation District may have a significant adverse effect on the environment.

5. Pursuant to Government Code Section 56425 (i) the Honey Lake Valley Resource Conservation District is authorized to provide resource conservation services within the territory set forth in Attachment "A" and those services included in Section 9151 of the Public Resource Code.

6. That the Sphere of Influence Report including a Sphere of Influence Map for the Honey Lake Valley Resource Conservation District's Sphere of Influence is hereby adopted and approved as set forth in Attachment "A".

7. This Resolution does not change the District Boundary.

**PASSED AND ADOPTED** at a regular meeting of the Local Agency Formation Commission of the County of Lassen, State of California, on the 17th day of October 2016, by the following vote:

**AYES:** -

**NOES:** -

**ABSENT:** -

**ABSTAIN:** -

_____
Todd Eid, Chair
Lassen Local Agency Formation Commission

**Attest:**

_____
John Benoit, LAFCO Executive Officer
Lassen LAFCO

# Lassen Local Agency Formation Commission

## Memorandum

October 17, 2016

TO: LAFCo Commissioners

FROM: John Benoit, Executive Officer

SUBJECT: Conflict of Interest Code.

Attachments: Lassen LAFCO's Conflict of Interest Code
2016 Local Agency Biennial Notice

Government code section 87300 et. seq. (the Political Reform Act) requires each local government agency to keep a conflict of interest code and update it to reflect changes that occur in the organization of an entity. The Local Agency Formation Commission (as well as other local agencies) is required to review and amend its Conflict of Interest code on even-numbered years. A biennial notice is normally sent out by the County Clerk or other official designated by the Board of Supervisors during the summer of even numbered years to each agency required to review its Conflict of Interest Code. After review or approval of the Conflict of Interest Code, LAFCO is required to submit any proposed changes to the Board of Supervisors acting as the code reviewing body.

Government code section 87311 requires review of a conflict of interest code to be carried out under procedures which guarantee to officers, employees, members and consultants of the agency and to residents of the County adequate notice and a fair opportunity to present their views. A conflict of interest code was adopted on March 20, 2002. To engage the public, a notice of Public Hearing was published prior to LAFCO adopting amending its conflict of interest code (which was included in LAFCo's Bylaws on November 10, 2003). LAFCO approved a revised conflict of interest code on August 9th, 2004 and adopted resolution 2004-0006 and the Code Reviewing Body approved LAFCo's Amended Conflict of Interest code on February 8, 2005. Since that time LAFCO has found no amendments to that code necessary.

Recommendation:

Authorize the Chair to sign and transmit the 2016 Local Agency Biennial Notice to the County Clerk (or person designated by the Board of Supervisors) declaring LAFCO has reviewed its Conflict of Interest code and no amendment is required at this time.

John Benoit, Executive Officer lafco@co.lassen.ca.us
P.O. Box 2694 Granite Bay, CA 95746
(530) 257-0720 ph. (916) 797-7631 fax.

BOARD OF SUPERVISORS
COUNTY OF LASSEN, STATE OF CALIFORNIA

Date: February 8, 2005 — Regular (X) Meeting / Special ( )

Present:

Supervisor, District 1 - Robert Pyle

Supervisor, District 2 - Jim Chapman

Supervisor, District 3 - Lloyd Keefer *

Supervisor, District 4 - Brian Dahle

Supervisor, District 5 - Jack Hanson

(*Denotes Chairman)

County Counsel John Ketelsen — County Clerk Theresa Nagel

Assistant to the CAO Julie Morgan

PROCEEDINGS:

CONSENT CALENDAR
It is moved by Supervisor Chapman, seconded by Supervisor Hanson and carried to take the noted action on the following Consent Calendar items:

LOCAL AGENCY FORMATION COMMISSION
Approve new Conflict of Interest Code for Local Agency Formation Commission (LAFCO), which has been reviewed by County Counsel.

County of Lassen )
State of California ) ss.

I, THERESA NAGEL, County Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors thereof, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Board of Supervisors on above date.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed the Official Seal of the said Board of Supervisors this 10th day of February, 2005.

By Theresa Nagel,
County Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors.

Resolution 2004-06
of the
Local Agency Formation Commission
of
Lassen County, California

*A Resolution of Local Agency Formation Commission of Lassen County Amending its Conflict of Interest Code*

WHEREAS, LAFCO of Lassen County adopted Resolution 2002-02 on August 20, 2002 approving a Conflict of Interest Code and later approved Resolution 2003-08 on November 10, 2003 including the adopted Conflict of Interest Code into LAFCO's bylaws; and,

WHEREAS, LAFCO has received notice from the Lassen County Code Reviewing Body that a review of the adopted Conflict of interest code is required every other year and if an amendment is required, the revised code shall be submitted to the Code Reviewing Body; and,

WHEREAS, The Political Reform Act Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and,

WHEREAS, The Fair Political Practices Commission has adopted a regulation (2 Cal. Adm. Code Section 18730), which contains the terms of a standard Conflict of Interest Codes, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and,

WHEREAS, on July 12, 2004, the Commission discussed and directed staff to amend the existing Conflict of Interest Code.

NOW THEREFORE, the Local Agency Formation Commission of Lassen County does hereby determine, resolve, and order the following:

1. That LAFCO of Lassen County amends Appendix "A" of its Conflict of Interest Code originally adopted by Resolution 2002-02 on August 20th, 2004 to include the following language: "The above Categories 1 through 6 shall comply with the Form 700 disclosure filing requirements"

2. Those references to the position of "Executive Director" shall be changed to read "Executive Officer" and "Board of Directors" to the "LAFCO Commission".

3. The terms and provisions of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached amended Appendix A, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of Lassen LAFCO.

4. Pursuant to Section 4 of the standard code (2 Cal Adm. Code Section 18730 (b) (4)) managers and administrators of special districts and school district superintendents file one

original Statement of Economic Interests Form 700 with the agency, who will retain a copy and forward the original to the code reviewing body (Lassen County Board of Supervisors) via the County Clerk's office. All other designated employees shall file Statements of Economic Interests Form 700 with Lassen LAFCO.

5. Directs the Executive Officer to file a copy of this Resolution including the amended Attachment "A" with the Code Reviewing Body of Lassen County.

PASSED AND ADOPTED by the Local Agency Formation Commission of Lassen County at a regular meeting of said Commission held on August 9, 2004 by the following roll call vote:

AYES: - BOHAM, FAHLEN, JOY and KEEFER

NOES: -

ABSTAINS: -

ABSENT: -HANSON

Signed and approved by me after its passage this 9th day of August, 2004.

Lloyd Keefer, Chairman, LAFCO of Lassen County

Approved as to form:

J.S. Kenny, Counsel, LAFCO of Lassen County

**Appendix "A"** **Attachment "A"**
**LAFCO of Lassen County**
**Conflict of Interest Code**

| Designated Employees | Disclosure Categories |
|---|---|
| Members of the LAFCO Commission | 1, 2, 3, 4, 5, 6 |
| Executive Officer | 1, 2, 3, 4, 5, 6 |
| Consultants* | 1, 2, 3, 4, 5, 6 |

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subjected to the following limitation:

The Executive Officer may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**Category 1**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency.

Persons shall not be required to disclose property used primarily as their residence or for personal recreational purposes.

**Category 2**

Persons in this category shall disclose all investments.

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years

prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars ($2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater. 'The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission. (Government Code Section 82034).

**Category 3**

Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

**Category 4**

Persons in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with job assignment and utilized by the department.

**Category 5**

Persons in this category shall disclose all business positions held in business entities which are located or doing or expecting to do business within the jurisdiction and which business entities may foreseeably be affected materially by any decision made or participated in by the person by virtue of his or her position. "Business entity" as used herein includes both for-profit and non-profit entities.

**Category 6**

Persons in this category shall disclose all items (including real property) valued over $320. received as a gift, purchased from, or sold to any person applying for or receiving any services from the Department;

The above Categories 1 through 6 shall comply with the Form 700 disclosure filing requirements.

# 2016 Local Agency Biennial Notice

Name of Agency: Lassen LAFCo

Mailing Address: P.O. B. 2694 Granite Bay, CA 95746

Contact Person: John Benoit Phone No. 530.257.0720

Email: lafco@co.lassen.ca.us Alternate Email:

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX):*

☐ **An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- ○ Include new positions
- ○ Revise disclosure categories
- ○ Revise the titles of existing positions
- ○ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ○ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☑ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

_____ 10.17.16

*Signature of Chief Executive Officer* *Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

*(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

# Lassen Local Agency Formation Commission

## CLAIMS

**August 2016 and September 2016**

**Authorize payment of the following claims (FY 2016-2017):**

| Date of Claim | Description | Amount |
|---|---|---|
| Sept 1, 2016 | Staff Svcs & Expenses –August 2016 | $ 3,068.74 |
| October 1, 2016 | September 2016 Staff Svcs & Expenses | $ 4,030.64 |
| September 13, 2016 | Legal Notice HLVRCD MSR and SOI | $ 46.55 |
| | TOTAL: | $ 7,145.93 |

**DATED:** October 17, 2016

**APPROVED:** October 17, 2016

_____

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

**Attest:**

_____

**John Benoit**
**Executive Officer**

C/O John Benoit, Executive Officer - P.O. Box 2694, Granite Bay, CA. 95746 530.257.0720
ph. 916.797.7631 fax.

**2016-2017 Expenditures**

**Lassen LAFCO**

| Travel 4580 | Training 4580 | MSR's 4342 | SOI 4330 | Mapping 4340 | Tech SVCS File Scan 4340 | Fin Svcs 4333 | Clerk-City 4334 | TOTAL BUDGET | Contingency 4451 | REVENUE 15-16 |
|---|---|---|---|---|---|---|---|---|---|---|
| $ 1,500.00 | $ 200.00 | $ 14,000.00 | $ 3,000.00 | $ 2,000.00 | $ 5,000.00 | $ 1,722.30 | $ 1,500.00 | $ 69,462.30 | $ 6,946.23 | |
| | | | | | | | | | $ (840.00) | |
| | | $ (2,000.00) | $ (1,000.00) | $ (212.50) | | | | | $ (3,843.16) | |
| | | $ (1,400.00) | | | | | | | $ (3,068.74) | |
| | | $ (1,357.50) | | | | | | | $ (4,030.64) | |
| | | | | | | | | | $ (46.55) | -$7,145.93 |
| $ (460.00) | | | | | | | | | $ (460.00) | |
| | | | | | | | | $ - | | |
| | | | | | | | | $ - | | |
| | | | | | | | | $ - | | |
| | | | | | | | | $ - | | |
| | | | | | | | | $ - | | |
| | | | | | | | | $ - | | |
| $ (460.00) | $ - | $ (4,757.50) | $ (1,000.00) | | $ - | $ - | $ - | $ - | | -$7,145.93 |
| $ 1,040.00 | $ 200.00 | $ 9,242.50 | $ 2,000.00 | | $ 5,000.00 | $ 1,722.30 | $ 1,500.00 | $ 69,462.30 | $ (12,289.09) | Revenue |

FY14-15 Exp to date

| | | | |
|---|---|---|---|
| | | Reserve Fund | $0.00 |
| | Agency | City/CO Contrib | |
| | | Interest Revenue | |
| | | Project Rev 16-17 | -$7,145.93 |
| Unaudited | | CARROVER 15-16 | $28,559.67 |
| | | YTD Expens | -$12,289.09 |
| | | Cash Balance | $9,124.65 |

10/3/16

**2016-2017 Expenditures** **Lassen LAFCO**

| Item | Insurance | ffice Expens | copies | Communication: | Postage | Memberships | Legal Svcs | Ex. OFF. Svcs | Brown Act | Publications |
|---|---|---|---|---|---|---|---|---|---|---|
| *Account Number* | *4521* | *4610* | *4550* | *4530* | *4641* | *4830* | *4310* | *4331* | *4332* | *4540* |
| **Total Budgeted** | **$ 1,000.00** | **$ 250.00** | **$ 750.00** | **$ 1,000.00** | **$ 300.00** | **$ 840.00** | **$ 2,500.00** | **$ 30,000.00** | **$ 3,500.00** | **$ 400.00** |
| Calafco Dues 2016-2017 | | | | | | $ (840.00) | | | | |
| Staff Svcs July 2016 | | $ (10.00) | $ (110.75) | $ (67.41) | | | | $ (442.50) | | |
| Staff Svcs August 2016 | | | $ (78.48) | $ (63.83) | $ (26.43) | | | $ (1,000.00) | $ (500.00) | |
| Staff Svcs September 2016 | | $ (19.50) | $ (37.00) | $ (64.14) | $ - | | | $ (2,552.50) | | |
| Feather Publishing Sept 13, 2016 | | | | | | | | | | $ (46.55) |
| Calafco Annual Conf. Regis. Franco | | | | | | | | | | |
| **TOTAL EXPENDED** | **$ -** | **$ (29.50)** | **$ (226.23)** | **$ (195.38)** | **$ (26.43)** | **$ (840.00)** | **$ -** | **$ (3,995.00)** | **$ (500.00)** | **$ (46.55)** |
| **TOTAL REMAINING** | **$ 1,000.00** | **$ 220.50** | **$ 523.77** | **$ 804.62** | **$ 273.57** | **$ -** | **$ 2,500.00** | **$ 26,005.00** | **$ 3,000.00** | **$ 353.45** |

# INVOICE August 2016

John Benoit

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

**Invoice number:** 2016-0072
**Invoice date:** 1-Sep-16

Vender ID #

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

Telephone:
Fax:
PO number:

| Lafco Staff | Hours | | Start / End Date | Amount |
|---|---|---|---|---|
| John Benoit | 38.00 | Staff Svcs | August 1-31, 2016 | $2,900.00 |
| | | | | $ - |

Total activity cost: $2,900.00

| Materials / Other Expenses | Reason / Vendor | Amount |
|---|---|---|
| Reproduction Costs | Aug 8, 16 Packet | $78.48 |
| Postage | Aug 8, 16 Packet | $26.43 |
| Phone & Communications | Comm Aug 2016 | $ 63.83 |
| Office Supplies | | |
| Travel Exp. | | |
| Web Domain | | |

Total materials cost: $168.74

**Total billing:** $ 3,068.74

# TIMESHEET
## for John Benoit

Lassen LAFCO

August 2016

| DATE | Activity | Direct Expense | Cost | Hours | Amount |
|---|---|---|---|---|---|
| 1-Aug-16 | | | | | $ - |
| 2-Aug-16 | | copy | $78.48 | | $ - |
| 3-Aug-16 | | post | $25.95 | | $ - |
| 4-Aug-16 | | | | | $ - |
| 5-Aug-16 | Misc comm mail letter - Ethics training | | | | $ - |
| 6-Aug-16 | meeting prep financials and misc.HLVRCD msr corrections | post | $0.48 | 2 | $ 170.00 |
| 7-Aug-16 | | | | 3.5 | $ 297.50 |
| 8-Aug-16 | LAFCo meeting | | | | $ - |
| 9-Aug-16 | Misc in county | | | 10 | $ 600.00 |
| 10-Aug-16 | | | | 8 | $ 600.00 |
| 11-Aug-16 | Misc after meeting items financials and HPUD reorg. | | | | $ - |
| 12-Aug-16 | Misc items on the agenda and comm and admin | | | 2 | $ 170.00 |
| 13-Aug-16 | | comm | $22.12 | 3 | $ 255.00 |
| 14-Aug-16 | | | | | $ - |
| 15-Aug-16 | Financials | | | | $ - |
| 16-Aug-16 | Finances and Admin | Frontier Ph | $23.25 | 0.5 | $ 42.50 |
| 17-Aug-16 | Review report to the Little Hoover Commission re: LAFCos | | | 0.5 | $ 42.50 |
| 18-Aug-16 | Misc comm and Admin HPUD - Calafco | | | 1 | $ 85.00 |
| 19-Aug-16 | | | | 2 | $ 170.00 |
| 20-Aug-16 | | | | | $ - |
| 21-Aug-16 | Roster of Public Agencies, Website maint and update bylaws per changes km | | | | $ - |
| 22-Aug-16 | | | | 3 | $ 255.00 |
| 23-Aug-16 | | | | | $ - |
| 24-Aug-16 | | | | | $ - |
| 25-Aug-16 | | | | | $ - |
| 26-Aug-16 | Bylaw amendment Legislative processes | | | | $ - |
| 27-Aug-16 | | | | 1 | $ 85.00 |
| 28-Aug-16 | | | | | $ - |
| 29-Aug-16 | | | | | $ - |
| 30-Aug-16 | Conf call and prep with Jared and Counsel | | | | $ - |
| 31-Aug-16 | Comm misc | comm | $18.46 | 1 | $ 85.00 |
| | | | | 0.5 | $ 42.50 |
| | | | | | $ - |
| SUBTOTAL | | | $168.74 | 38 | $ 2,900.00 |
| **TOTAL** | | | | | **$ 3,068.74** |

# INVOICE September 2016

John Benoit

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

**Invoice number:** 2016-0073
**Invoice date:** 1-Oct-16

Vender ID #

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

Telephone:
Fax:
PO number:

| Lafco Staff | Hours | | Start / End Date | Amount |
|---|---|---|---|---|
| John Benoit | 46.00 | Staff Svcs | Sept 1-31, 2016 | $3,910.00 |
| | | | | $ - |

Total activity cost: $3,910.00

| Materials / Other Expenses | Reason / Vendor | Amount |
|---|---|---|
| Reproduction Costs | misc | $37.00 |
| Postage | | |
| Phone & Communications | Comm Sept 2016 | $ 64.14 |
| Office Supplies | Weebly and gen office supplies | $19.50 |
| Travel Exp. | | |
| Web Domain | | |

Total materials cost: $120.64

**Total billing:** $ 4,030.64

# TIMESHEET
# for John Benoit

Lassen LAFCO

September 2016

| DATE | Activity | Direct Expenses | Cost | Hours | Amount |
|---|---|---|---|---|---|
| 1-Sep-16 | | | | | $ - |
| 2-Sep-16 | | office Supplies | $7.50 | | $ - |
| 3-Sep-16 | | | | | $ - |
| 4-Sep-16 | | | | | $ - |
| 5-Sep-16 | Comm NW Lassen Brent Cassidy | print | $15.00 | 0.5 | $ 42.50 |
| 6-Sep-16 | | | | | $ - |
| 7-Sep-16 | Bob Burns misc SLFPD GJ report and Nw Lassen | | | 1.5 | $ 127.50 |
| 8-Sep-16 | | | | | |
| 9-Sep-16 | | | | | |
| 10-Sep-16 | | | | | $ - |
| 11-Sep-16 | | | | | $ - |
| 12-Sep-16 | | | | | $ - |
| 13-Sep-16 | misc admin and Susanville SOI report | weebly pro | $12.00 | 7.5 | $ 637.50 |
| 14-Sep-16 | misc Admin . HLVRCD resolutions& Public notices posting | comm | $21.12 | 5.5 | $ 467.50 |
| 15-Sep-16 | Calfire request for shape files | | | 0.5 | $ 42.50 |
| 16-Sep-16 | | Frontier PH | $24.56 | | $ - |
| 17-Sep-16 | Review KM letter & conference with Counsel. Agenda for 17 Oct and Biennial Report & misc comm | Copy | $7.00 | 8.5 | $ 722.50 |
| 18-Sep-16 | PT exch and NW Lassen and misc. Admin | | | 2 | $ 170.00 |
| 19-Sep-16 | Misc comm re conference | | | 0.5 | $ 42.50 |
| 20-Sep-16 | | | | | $ - |
| 21-Sep-16 | | | | | $ - |
| 22-Sep-16 | misc comm Conference | | | 0.5 | $ 42.50 |
| 23-Sep-16 | | | | | $ - |
| 24-Sep-16 | | | | | $ - |
| 25-Sep-16 | | | | | $ - |
| 26-Sep-16 | misc comm atty client priveledge and HLVRCD | | | 3 | $ 255.00 |
| 27-Sep-16 | Financials | | | 5.5 | $ 467.50 |
| 28-Sep-16 | LAFCo Packets and reports for Oct 17th | Misc Printing | $15.00 | 4 | $ 340.00 |
| 29-Sep-16 | Admin and Misc financials and packets | | | 4 | $ 340.00 |
| 30-Sep-16 | mappping | Comm | $18.46 | 2.5 | $ 212.50 |
| 1-Oct-16 | | | | | $ - |
| | | | | | $ - |
| SUBTOTAL | | | $120.64 | 46.5 | 3910.00 |
| TOTAL | | | | | $ 4,030.64 |

**2016 ETHICS TRAINING**

**LASSEN LAFCO**

**Ethics Training (AB 1234) designed for Special District and Local Government Boards and Staff within Lassen County**

**WHEN:** Thursday, **November 3rd, 2016:** 10:00 am until 12:00 noon

**WHERE:** **Veterans Hall at 1204 Main Street, Susanville CA**

**COST:** This training is sponsored by Best Best and Krieger, LLP and Lassen LAFCO with the assistance of Cheryl Douglas, Lassen County Personnel at no cost to local agencies.

It is the goal of the Lassen Local Agency Formation Commission (LAFCO) to sponsor training for special districts and agencies within Lassen County.

The session will cover the Brown Act, the Public Records Act, conflicts of interest, and general ethics principles, and will satisfy your AB 1234 training requirements for this year. Josh Nelson of Best Best and Kreiger will be providing the training.

If you are interested in attending, please RSVP to Cheryl Douglas by email at cdouglas@co.lassen.ca.us or by phone at (530) 251-8320. We will look forward to seeing you.

Please see the attached Memo from Josh Nelson of Best Best and Krieger, LLP for more information.

BEST BEST & KRIEGER
ATTORNEYS AT LAW

500 Capitol Mall, Suite 1700
Sacramento, California 95814
(916) 325-4000
(916) 325-4010 Fax

BBKlaw.com

Joshua Nelson
(916) 325-4000
Joshua.Nelson@bbklaw.com

**TO:** LASSEN COUNTY PUBLIC AGENCIES AND OFFICIALS

**FROM:** BEST BEST & KRIEGER LLP

**RE:** AB 1234 MANDATORY ETHICS TRAINING REQUIREMENTS

Local elected officials and some public agency employees in California are required to receive at least two hours of training, every two years, in general ethics principles and ethics laws relevant to their public service. (This is sometimes known as AB 1234 training.) For most affected officials and employees, 2016 is a year in which this training is required.

Although this training can be completed online, we have found that receiving the training from a live presenter is helpful, because it allows officials and employees to ask questions and hear the questions and experiences shared by other people. Because we recognize the financial strains currently affecting many public agencies, we would like to invite the officials and employees from every public agency in Lassen County to attend a completely free ethics training session, to be conducted on Thursday, November 3rd, 2016. The training session will be conducted at the Veterans Hall 1204 Main St, Susanville, CA from 10:00 AM until 12:00 noon. The session will cover the Brown Act, the Public Records Act, conflicts of interest, and general ethics principles, and will satisfy your training requirements for this year. Along with the training, we will also provide certificates of participation, all free of charge.

Our firm acts as city attorneys for more than 30 cities in California, general counsel or special counsel for more than 40 special districts, and we have conducted dozens of ethics training sessions, so we should be able to answer most questions you have during the training session.

This training is being offered jointly by Lassen LAFCo, and by our firm. If you are interested in attending, please contact Cheryl Douglas at (530) 251-8320 or email her at cdouglas@co.lassen.ca.us to RSVP. You may also contact me at (916) 325-4000 with any questions, and we will look forward to seeing you.

Josh Nelson
for BEST BEST & KRIEGER LLP
Public Policy & Ethics Group