

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – October 21, 2019

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
Jeff Hemphill, County Member
Chris Gallagher, Vice-Chair, County Member

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Vacant, Public Alt.

LAFCO Staff

Jennifer Stephenson, Deputy Executive Officer
John Benoit, Executive Officer
John Kenny, LAFCO Counsel
Gwenna MacDonald, Clerk

2. Approval of Minutes from June 10, 2019 and Aug 12, 2019

a. *Consider the June 10, 2019 & Aug 12, 2019 minutes*

3. Approval of Agenda (Additions and Deletions)

4. Correspondence:

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. PUBLIC HEARING: Lassen-Modoc Flood Control and Water Conservation District MSR and SOI

- a) *Conduct public hearing*
- b) *Consider Resolution 2019-0003 adopting a Service Review for the Lassen Modoc Flood Control and Water Conservation District.*
- c) *Consider Resolution 2019-0004 adopting a Sphere of Influence for the Lassen Modoc Flood Control District.*

7. Finance Policy Update (continued discussion)

- a) *Consider proposed LAFCo Finance Policy Update and consider Resolution 2019-0005*

8. WORKSHOP regarding the Big Valley Recreation District Service Review and Sphere of Influence

- a) *Conduct Workshop*

9. WORKSHOP #1 POLICY, STANDARDS AND PROCEDURES UPDATE

- a) *Conduct Workshop*

10. Authorize payment of Claims for August 2019 and September 2019

- a) *Authorize payment of claims for August 2019 and September 2019.*

11. Executive Officer's Monthly Report

- a) *Fire and EMS Service Reviews and Spheres of Influence status*
- b) *Proposed Calafco dues changes*
- c) *State Water Resources Control Board – SB - 200*

12. 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.

13. Adjourn to the next meeting to take place on Monday December 9th , 2019 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 are 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 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

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

REGULAR MEETING
June 10, 2019 - 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Vice Chairperson Joseph Franco.

Roll call of members present: Chris Gallagher, David Teeter, Brian Wilson, Joseph Franco and Chairperson Todd Eid. Absent: Jeff Hemphill.

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

Approval of Minutes
None.

Approval of Agenda
Motion by Commissioner Franco, second by Commissioner Gallagher to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Gallagher, Teeter, Wilson and Eid. Absent: Hemphill.

Correspondence
None to report.

Public Comments
No comments.

Public Hearing: LAFCo Final Budget / Fiscal Year 2019-2020
Mr. Benoit explained that a recommended budget was presented at the April 8, 2019 meeting, and he provided a brief overview of the revenue and expenses for the upcoming year.

At 3:02 p.m. Chairperson Eid opened the public hearing.

There being no comments, Chairperson Eid closed the public hearing at 3:03 p.m.

Motion by Commissioner Wilson, second by Commissioner Gallagher, to approve Resolution No. 2019-0002 approving the fiscal year 2019/2020 budget; motion carried unanimously. Ayes: Wilson, Gallagher, Franco, Teeter and Eid. Absent: Hemphill.

Lassen LAFCo Goal Setting
Mr. Benoit reviewed the function of LAFCO as established by the State, and the importance of conducting Municipal Service Reviews and establish Spheres of Influence to ensure orderly growth. The goals in Lassen County are in part going to be based on the requirements set forth for MSR's and SOI Updates, however each week he receives emails or letters from failing districts. It is not LAFCO's role to make the districts viable, or even to initiate consolidations. The consolidation of HPUD and West Patton Village had a good outcome, but that is not always the case. Lassen County has 15 fire agencies, and questionnaires were sent. A lot of the districts have different chiefs or disconnected phone numbers, and this presents a significant difficulty in following up and attempting to gather the information needed to even conduct a service review.

Chairperson Eid asked if Lassen LAFCO were to be audited, are we behind on conducting MSR's.

Mr. Benoit responded that Lassen LAFCO is as current as other Districts, and given the size of the budget we are doing well for a small rural agency.

He continued to explain that all of these small Districts are experiencing increasing pressure from the State to do things such as maintain a website, increased training requirements. These are costly mandates for a District with no money. Mr. Benoit summarized the challenges presented to LAFCO, and he would be bringing forward a draft Policy and Standards sample to review at a future meeting.

MSR and SOI: Big Valley Recreation District

Mr. Benoit provided an update regarding the progress made on the Municipal Service Review and Sphere Update for the Big Valley Recreation District. The District receives a budget of \$20,000 each year from the County, and they are doing well with what they have. The facility is in need of facility upgrades, and there was a general discussion regarding funding opportunities for the District. The MSR has been drafted and would be available at the next meeting for review.

CALAFCO Annual Staff Workshop

Mr. Benoit provided an update to the Commission regarding the annual conference he attended in April in San Jose. There were a lot of new faces and younger people getting involved which is good. Mr. Benoit explained that there was a movement coming to make MSR's more complicated, which he did not support. The MSR should be a simple evaluation of services provided, make recommendations for improvement and let the Districts take steps to remedy any deficiencies. While there were a lot of attendees from rural areas, the conference was more urban focused.

Authorize Payment of Claims for April 2019 and May 2019 Mr. Benoit reviewed the claims presented for April and May 2019 in the amount of \$8,793.06.

Motion by Commissioner Teeter, second by Commissioner Franco, to approve payment of claims for April and May 2019; motion carried unanimously. Ayes: Teeter, Franco, Gallagher, Wilson and Eid. Absent: Hemphill.

Finance Policy Update

Mr. Benoit reviewed the proposed language adding Section 3.3 LAFCO Finance Policies to the Lassen LAFCO Bylaws. The proposed sections established the adoption of a work program, timely payment provision for the Commission's bi-monthly meeting schedule, business and travel expenses, expenditure policy, general finance policy and fixed asset policy. Many of the policies were outdated, and had been established during a time when the Commission met on a monthly basis. The meeting schedule now creates a situation where some claims for payment are very past due, and it is customary in other agencies to have the Chairperson authorize payments with a Commission ratification at the next meeting. The travel policy establishes standard practices to be mindful of the costs of attending conferences.

There was a lengthy general discussion regarding the Commission approval of payment of claims, an exception made for time-sensitive claims or contractor payment, and the issue of payment to contractors being made a few months after the services were provided. Mr. Benoit

thanked the Commission for their input, and would be making further modifications to the proposed language.

Executive Officer's Monthly Report

Mr. Benoit stated that he would be meeting with the Lassen/Modoc Flood Control District on June 25th, and there was a general discussion regarding the Fire and Emergency Medical Service Reviews and Sphere updates.

Ms. Stephenson provided a legislative update, specifically regarding the Assembly passage of AB1822 and AB1253 Mr. Benoit discussed the potential benefit of AB1253 which would provide grant funding for specified actions, including District consolidations.

Commissioner Reports

None.

Motion by Commissioner Gallagher, second by Commissioner Franco to adjourn until August 12, 2019; motion carried unanimously. Ayes: Gallagher, Franco, Teeter, Wilson and Eid. Absent: Hemphill.

The meeting adjourned at 3:45 p.m.

Todd Eid, Chairperson

Approved _____
Gwenna MacDonald, Recording Secretary

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

REGULAR MEETING
August 12, 2019 - 3:00 p.m.

Meeting was called to order at 3:03 p.m. by Vice Chairperson Joseph Franco.

Roll call of members present: Jeff Hemphill, Brian Wilson, and Vice Chairperson Joseph Franco.
Absent: Chris Gallagher and Chairperson Todd Eid.

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

Election of Chair and Vice-Chair for Fiscal Year 2019-2020

Motion by Commissioner Hemphill, second by Commissioner Wilson, to appoint Public Member Representative Todd Eid to serve as Chairperson; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

Motion by Commissioner Hemphill, second by Commissioner Wilson, to appoint Commissioner Gallagher to serve as Vice Chairperson; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

Approval of Minutes – April 8, 2019

Motion by Commissioner Hemphill, second by Commissioner Wilson, to approve the April 8, 2019 minutes; motion carried. Ayes: Hemphill, Wilson and Franco. Absent: Gallagher and Eid.

Approval of Agenda

Motion by Commissioner Wilson, second by Commissioner Hemphill to approve the agenda as submitted; motion carried. Ayes: Wilson, Hemphill and Franco. Absent: Gallagher and Eid.

Correspondence

Mr. Benoit reviewed an invoice for Calafco member dues which is based upon population.

At 3:07 Todd Eid entered the meeting and assumed his seat on the dais.

Public Comments

No comments.

Finance Policy Update (continued discussion)

Mr. Benoit reviewed the updated proposed Section 3.2 Budgeting Policies that incorporated the suggested changes discussed at the June 10, 2019 meeting. The specific section refers to the payment of claims as follows:

To pay bills in a timely manner, Monthly commission claim warrants or claims shall be approved by the commission during the months there is a regular or special meeting scheduled. The Chair or Vice-Chair shall be authorized to sign the claim warrants for the months the commission does not meet or fails to constitute a quorum at a regular or special meeting. The commission shall ratify the claim warrants at its next regular meeting.

Chairperson Eid asked what percentage of the claims are paid late. Mr. Benoit responded that not many are paid late, however the Commission meets by-monthly, and if there is an occasion with no quorum, that potentially puts the payment out for two more months.

Kurt Bonham asked the Commission how many claims for payment are denied.

Mr. Benoit responded that to his knowledge, no claims have ever been denied for payment.

Mr. Bonham suggested that the Commission establish a practice that normal, existing expenditures be authorized for payment by the signature of two Commissioners, then the payment ratified by the Commission at the next regularly scheduled meeting.

There was a general discussion regarding the process of authorizing payment by Commissioner signature, the number of regular warrants and the importance of timely payments.

Lassen-Modoc Flood Control District Update

Mr. Benoit provided an update regarding the District's June 25, 2019 meeting. The Board voted to keep the District with a zero Sphere. The suggestion was made to transfer the District to Modoc, even though about 90 percent of the revenue comes from Lassen County, however staff at Lassen County does not seem to be interested in keeping it an active District. There will need to be effort made to meet, develop a work program, and explore revenue options. There will certainly be governance recommendations made in the Municipal Service Review, and it would be nice if the Districts were proactive in either providing services or making the determinations to consolidate, since it is the general consensus of the Commission to not be involved in the elimination of inactive Districts. The Board of Directors for the District should be involved in making those decisions.

There was a general discussion regarding the consolidation and elimination of inactive Districts, and the success of the consolidation of the West Patton Village with the Herlong Public Utility District. That was a positive outcome, but initiated by the Districts themselves.

2018-2019 Lassen County Grand Jury Report

Mr. Benoit reviewed the Lassen County Report from the Grand Jury regarding the website requirements for LAFCO. He is working to provide links on the LAFCO page for all special districts. Whether the Districts have websites as required will be a separate issue. Mr. Benoit reviewed the response letter that he would be forwarding to the Grand Jury as required.

Motion by Commissioner Hemphill, second by Commissioner Franco to approve submitting the response letter as drafted; motion carried. Ayes: Hemphill, Franco, Wilson and Eid. Absent: Gallagher.

CALAFCO Annual Conference: Sacramento October 30 – November 1, 2019

It was the consensus of the Commission to authorize Commissioner Jeff Hemphill to attend the annual conference in Sacramento.

CALAFCO Board of Directors 2019-2020 Nominations

It was the consensus of the Commission to not nominate a Lassen LAFCO representative to serve on the Calafco Board.

Mr. Benoit was asked to excuse himself from the room for a brief recess.

CALAFCO 2019 Annual Achievement Awards

It was the consensus of the Commission to nominate Mr. Benoit for the lifetime achievement award. Ms. Stephenson would author the letter of nomination.

Mr. Benoit returned to the meeting.

CALAFCO Designation of Voting Member

Motion by Commissioner Wilson, second by Commissioner Franco, to appoint Commissioner Hemphill as the voting member to represent Lassen LAFCO at the annual CALAFOC meeting; motion carried. Ayes: Wilson, Franco, Hemphill and Eid. Absent: Gallagher.

Authorize Payment of Claims for June and July 2019 Mr. Benoit reviewed the claims presented for June and July 2019, CALAFCO dues for 2019-2020 and authorization of conference attendance for a total of \$7,735.58.

Motion by Commissioner Hemphill, second by Commissioner Wilson, to approve payment of claims as requested; motion carried. Ayes: Hemphill, Wilson, Franco and Eid. Absent: Hemphill.

Executive Officer's Monthly Report

Mr. Benoit reported that he is working to obtain responses from the Districts to complete Fire and EMS Service Reviews and SOI Updates. Some of the Districts are really struggling with no revenue and it is difficult to get information from them. The updated Policies Procedures and Standards have been discussed, and an electronic copy of the draft would be circulated at the next meeting.

Ms. Stephenson provided a legislative update, stating that AB1822 has passed, and AB1253 regarding LAFCO grant funding has not passed yet, but hopefully it will soon.

Commissioner Franco asked what the grants would be for.

Ms. Stephenson stated that the grants would be a funding source for the dissolution of inactive Districts.

Commissioner Reports

None.

Motion by Commissioner Franco, second by Commissioner Hemphill to adjourn until October 21, 2019; motion carried. Ayes: Hemphill, Franco, Wilson and Eid. Absent: Gallagher.

The meeting adjourned at 4:06 p.m.

Todd Eid, Chairperson

Approved _____
Gwenna MacDonald, Recording Secretary

August 12, 2019

TO: Member LAFcos
SUBJECT: Proposed new dues structure for approval at 2019 Annual Business Meeting

Dear Member LAFcos:

The CALAFCO Board of Directors continues to develop services to meet the evolving needs of our members, yet we find ourselves continually challenged to meet those needs with limited resources.

At the CALAFCO Annual Meeting in Yosemite last fall, the Board explained that additional revenues must be raised to close the ongoing structural deficit, which the association has operated with since its inception. As many of you heard, CALAFCO has had an unhealthy reliance on Conference revenue to balance the budget which is not a sound fiscal practice. After receiving your feedback during the roundtable discussions at that Conference and after process of almost 18 months, the Board took a two-phase approach to addressing the ongoing structural deficit.

First, as a short-term strategy to address this structural deficit in FY 2019-20, the Board approved a one-time cost sharing option in which member LAFCo dues were increased by 16.25% and the Board used one-time Conference net profits to close the deficit (\$33,452 raised through the 16.25% increase and \$31,138 coming from Conference net profit). As we move into FY 2019-20, the adopted budget has a structural deficit of \$37,980.

The Board was also committed to a long-term strategy of revising the current dues structure into a more sustainable model. As a result, at their May 10, 2019 meeting, the Board considered several options for a new dues structure brought forward from the Finance Ad Hoc Committee. This Committee undertook a lengthy and detailed process, considering eleven (11) different options before deciding on the two brought to the Board.

After much discussion and careful consideration, the Board unanimously approved presenting the proposed new dues structure to you, the membership, for a vote at the October 31, 2019 Annual Business Meeting. A new dues structure requires the approval of the membership as it is a change in the Bylaws.

The structure is population based with a number of variables including an annual base rate, population threshold and a per capita rate. Population data will be updated annually.

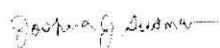
The first step to changing the dues structure is for the membership to discuss it at the Annual Business Meeting and vote. Should the membership approve the new structure, the Board will adopt policies relating to the three variables. To help you better understand the process up to this point in time, a Q&A document has been created and included with this letter. It provides details and answers to the questions we know many of you have. Additionally we are including a matrix of what the new dues structure looks like for the first year of implementation (FY 2020-21) should the membership approve.

Also the Annual Business Meeting Agenda and meeting packet will contain a full staff report with details and the proposed changes to the Bylaws associated with the new dues structure. This will be published early August.


We understand raising dues at any time is a difficult proposition. Our work at CALAFCO strives to support the success and meet the needs of all member LAFcos, large and small. We are committed to continually enhancing the services of CALAFCO and fulfilling our mandate "to assist member LAFcos with educational and technical resources that otherwise would not be available." We hope you will agree when we discuss this at our Annual Business Meeting at this year's Conference.

We and the rest of the Board are available to answer any questions you may have. You are encouraged to seek out the feedback of your regional Board members.

On behalf of the CALAFCO Board of Directors,



Josh Susman
Chair of the Board



Pamela Miller
Executive Director

Cc: CALAFCO Board of Directors
enclosures

CALAFCO BULLETIN

Proposed LAFCo Membership New Dues Structure

To be presented to the Membership for consideration and vote at the
2019 Annual Business Meeting in Sacramento, California on
October 31, 2019



Questions & Answers

Question: *How did the Board come up with the proposed dues structure?*

Answer: The Board spent over a year deliberating the structural deficit and dues structure through their Finance Ad Hoc Committee. They considered feedback received from the membership at the 2018 Annual Conference from the regional roundtable discussions and the message to work towards a more sustainable dues structure model. The Board discussed at length options presented to them by the Ad Hoc Committee in February and May.

Question: *Why was this structure selected over other options considered?*

Answer: After extensive research and discussion by the Ad Hoc Committee, and after considering a variety of possible structures including those based on LAFCo budget, County category (urban-suburban-rural), flat rate increases and population, ultimately it was a population-based structure that was favored. The Ad Hoc Committee presented two options to the Board with this population-based structural model and the Board agreed the population-based structure created the fewest irregularities to resolve and created a more sustainable funding formula. Ultimately this structure was unanimously approved by the Board.

Question: *What are the variables in the formula?*

Answer: The formula includes: (1) A flat annual fee or base rate (each LAFCo will pay the same flat rate); (2) Population threshold number; and (3) A per capita rate.

Question: *How will these variables be determined each year as CALAFCO considers member LAFCo dues?*

Answer: Should the membership approve the new structure, the Board will create policies to support the new structure. These policies will include the consideration of each of these variables and possible future adjustments. These policies will include keeping the Board's discretion to increase the dues by the CPI annually.

Question: *Where will the population data come from?*

Answer: The population data will be updated annually as the Board considers the next fiscal year dues. The data source to be used for updates is the California Department of Finance population estimates.

Question: *Is CALAFCO still budgeting for a net profit for the Annual Conference and how does that impact the annual budget?*

Answer: Yes. The Board has given clear direction that each year the annual budget should have a 15% net profit built into the budget for the Annual Conference (pursuant to Board Policy 4.2). CALAFCO's current FY 2019-20 budget calls for a 15% (or \$20,817) net profit. This net profit is still used to help balance the budget. However, the goal is for CALAFCO to move away from the unhealthy and unsustainable reliance on any higher net profit assumptions to balance the budget and fill the structural deficit.

The Ad Hoc Committee and the Board discussed at length using sponsorships to boost revenue and the Board continues to feel this revenue is unreliable and unpredictable and therefore unrealistic to use as a reliable revenue source.

Question: *How were the proposed base rate, population threshold and per capita rate selected?*

Answer: First, the Board committed to using the FY 2018-19 dues as the baseline from which to work, which they did (the FY 2018-19 dues are lower than the FY 2019-20 dues). The Board anticipated the FY 2020-2021 operational costs to be close to \$300,000, which was the baseline budget number from which they worked. The Ad Hoc Finance Committee considered eleven (11) different options before deciding on the population-based model with the three variables. To narrow that further, after looking at several (three) options with different variable numbers, the Board selected the current formula (\$1,000 base rate, 700,000 population threshold, per capita rate of 0.013802199 and population estimates for 2020 given that is the year the new dues structure would take effect, should it be approved). While this and other formulas realized the \$300,000 anticipated operational budget, these particular variables created dues for each LAFCo that the Board felt were the most equitable at this time.

Question: *How is this structure different than the current structure?*

Answer: The straight 3-category model no longer effectively serves the Association's member LAFcos. County populations vary enough that 3 categories just did not accurately capture the broader population picture. With the proposed model, the gap in the amount paid between the more populated rural LAFcos and their suburban colleagues has been reduced, as has the gap between the higher populated suburban LAFcos and the urban LAFcos.

Question: *Are LAFcos in counties with a population over 700,000 exempt from any future increase based on population growth?*

Answer: The proposed changes call for the Board to set the population threshold annually. Should the membership approve this proposed structure, the Board will set policies around the variables of population threshold, base rate and per capita rate. This means that population threshold can change based on Board discretion.

Question: *What if our LAFco has a financial hardship? Is that still addressed in the Bylaws?*

Answer: Yes. The Board unanimously agreed to keep the provision of allowing any LAFco with a financial hardship to bring that to the Board for consideration. (Please refer to Bylaws Section 2.2.4).

Question: *What will the dues be for my LAFco if the membership approves this new structure?*

Answer: The spreadsheet accompanying this bulletin details what the first year will look like with this formula. As a starting point, the Bylaws will reflect the formula used to get at these rates and the rate chart itself. That detailed information will be contained in the meeting packet for the October 31, 2019 Annual Membership meeting.

Question: *When will the membership vote on this proposed structure?*

Answer: The proposed structure is being presented to member LAFcos for voting at the Annual Business meeting on October 31, 2019 during the Annual Conference in Sacramento. The Annual Business Meeting agenda and meeting packet will be distributed in early August, allowing approximately three months for discussion prior to the vote.

Question: *Can we vote by proxy or absentee ballot if we are not attending the Annual Business meeting?*

Answer: No, all member LAFcos must be present to vote at the Annual Business meeting pursuant to Bylaws Section 3.7. **For purposes of voting, each member LAFco must be in good standing – which means all dues are current and paid in full by September 30, 2019. Further, each member LAFco shall submit to CALAFco the name of their voting delegate by September 30, 2019.**

Question: *What happens if the membership does not approve the proposed new dues structure?*

Answer: The Association will continue to have a structural deficit and may need to rely on accessing Fund Reserves to balance the budget. Further, in order to have a balanced budget, without additional sustainable and reliable revenues, expenses will need to be reduced which will equate to a reduction in services offered.

Question: *Who can I talk to if I have questions?*

Answer: If you have questions you are encouraged to contact Pamela Miller, CALAFco's Executive Director at pmiller@calafco.org or 916-442-6536. You can also contact the CALAFco Board Chair Josh Susman at jsusman@calafco.org. You are highly encouraged to reach out to any of your regional Board members and/or your regional staff representatives. All of their names and contact information can be found on the CALAFco website at www.calafco.org.

CALAFCO
Proposed member LAFCo dues structure and dues beginning FY 2020-21

County	Population Estimate 2020	Population For Dues Calculation	Base Dues	Per Capita Dues	Base + Per Capita Dues	Total Per Capita Rate
ALAMEDA	1,703,660	700,000	1,000	9,662	10,662	0.0063
ALPINE	1,107	1,107	1,000	15	1,015	0.9171
AMADOR	37,560	37,560	1,000	518	1,518	0.0404
BUTTE	230,701	230,701	1,000	3,184	4,184	0.0181
CALAVERAS	44,953	44,953	1,000	620	1,620	0.0360
COLUSA	23,144	23,144	1,000	319	1,319	0.0570
CONTRA COSTA	1,178,639	700,000	1,000	9,662	10,662	0.0090
DEL NORTE	26,997	26,997	1,000	373	1,373	0.0508
ELDORADO	189,576	189,576	1,000	2,617	3,617	0.0191
FRESNO	1,033,095	700,000	1,000	9,662	10,662	0.0103
GLENN	29,691	29,691	1,000	410	1,410	0.0475
HUMBOLDT	137,711	137,711	1,000	1,901	2,901	0.0211
IMPERIAL	195,814	195,814	1,000	2,703	3,703	0.0189
INYO	18,724	18,724	1,000	258	1,258	0.0672
KERN	930,885	700,000	1,000	9,662	10,662	0.0115
KINGS	154,549	154,549	1,000	2,133	3,133	0.0203
LAKE	65,302	65,302	1,000	901	1,901	0.0291
LASSEN	30,626	30,626	1,000	423	1,423	0.0465
LOS ANGELES	10,435,036	700,000	1,000	9,662	10,662	0.0010
MADERA	162,990	162,990	1,000	2,250	3,250	0.0199
MARIN	265,152	265,152	1,000	3,660	4,660	0.0176
MARIPOSA	18,031	18,031	1,000	249	1,249	0.0693
MENDOCINO	90,175	90,175	1,000	1,245	2,245	0.0249
MERCED	286,746	286,746	1,000	3,958	4,958	0.0173
MODOC	9,422	9,422	1,000	130	1,130	0.1199
MONO	13,986	13,986	1,000	193	1,193	0.0853
MONTEREY	454,599	454,599	1,000	6,274	7,274	0.0160
NAPA	143,800	143,800	1,000	1,985	2,985	0.0208
NEVADA	99,548	99,548	1,000	1,374	2,374	0.0238
ORANGE	3,260,012	700,000	1,000	9,662	10,662	0.0033
PLACER	397,368	397,368	1,000	5,485	6,485	0.0163
PLUMAS	19,374	19,374	1,000	267	1,267	0.0654
RIVERSIDE	2,500,975	700,000	1,000	9,662	10,662	0.0043
SACRAMENTO	1,572,886	700,000	1,000	9,662	10,662	0.0068
SAN BENITO	60,067	60,067	1,000	829	1,829	0.0305
SAN BERNARDINO	2,230,602	700,000	1,000	9,662	10,662	0.0048
SAN DIEGO	3,398,672	700,000	1,000	9,662	10,662	0.0031
SAN FRANCISCO	905,637	700,000	1,000	9,662	10,662	0.0118
SAN JOAQUIN	782,662	700,000	1,000	9,662	10,662	0.0136
SAN LUIS OPISPO	284,126	284,126	1,000	3,922	4,922	0.0173
SAN MATEO	792,271	700,000	1,000	9,662	10,662	0.0135

CALAFCO
Proposed member LAFCo dues structure and dues beginning FY 2020-21

County	Population Estimate 2020	Population For Dues Calculation	Base Dues	Per Capita Dues	Base + Per Capita Dues	Total Per Capita Rate
SANTA BARBARA	460,444	460,444	1,000	6,355	7,355	0.0160
SANTA CLARA	2,011,436	700,000	1,000	9,662	10,662	0.0053
SANTA CRUZ	282,627	282,627	1,000	3,901	4,901	0.0173
SHASTA	180,198	180,198	1,000	2,487	3,487	0.0194
SIERRA	3,129	3,129	1,000	43	1,043	0.3334
SISKIYOU	44,186	44,186	1,000	610	1,610	0.0364
SOLANO	453,784	453,784	1,000	6,263	7,263	0.0160
SONOMA	515,486	515,486	1,000	7,115	8,115	0.0157
STANISLAUS	572,000	572,000	1,000	7,895	8,895	0.0156
SUTTER	101,418	101,418	1,000	1,400	2,400	0.0237
TEHAMA	65,119	65,119	1,000	899	1,899	0.0292
TRINITY	13,389	13,389	1,000	185	1,185	0.0885
TULARE	487,733	487,733	1,000	6,732	7,732	0.0159
TUOLUMNE	53,976	53,976	1,000	745	1,745	0.0323
VENTURA	869,486	700,000	1,000	9,662	10,662	0.0123
YOLO	229,023	229,023	1,000	3,161	4,161	0.0182
YUBA	79,087	79,087	1,000	1,092	2,092	0.0264

As proposed, the formula described below is used to create the proposed FY 2020-21 dues as noted above.

Notwithstanding the foregoing, Member LAFCO annual membership dues shall be levied based upon a formula that includes the following components:

1. Dues are population based. The fiscal year 2020-2021 dues uses a 0.013802199 per capita rate and 2020 population estimates based on data from the California Department of Finance.
2. A base charge as set by the Board of Directors, which shall be the same for each LAFCO. The base charge for fiscal year 2020-2021 is \$1,000 per LAFCO.
3. A population threshold as set by the Board of Directors.
4. Population estimates per County updated annually based on data provided by the California Department of Finance.
5. The per capita rate shall be set by the Board of Directors.
6. No LAFCO will pay less than its current dues based on the baseline dues of fiscal year 2018-2019.

Table 2: E-5 City/County Population and Housing Estimates, 1/1/2019

County / City	POPULATION			HOUSING UNITS							Vacancy Rate	Persons per Household	
	Total	Household	Group Quarters	Total	Single Detached	Single Attached	Two to Four	Five Plus	Mobile Homes	Occupied			
Lassen County													
Susa	15,008	8,611	6,397	4,252	3,065	228	138	543	278	4,046	4.8%	2.13	
Balai	15,142	13,943	1,199	8,511	6,012	73	171	198	2,057	6,409	24.7%	2.18	
Incor	15,008	8,611	6,397	4,252	3,065	228	138	543	278	4,046	4.8%	2.13	
Cour	30,150	22,554	7,596	12,763	9,077	301	309	741	2,335	10,455	18.1%	2.16	

Resolution 2019-0003 of the**Lassen Local Agency Formation Commission****Lassen County, California**

Approving a Municipal Service Review of Services Provided by and within the Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water Conservation District.

- 3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the Lassen Modoc Flood Control and Water 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 21st day of October 2019 by the following roll call vote:

Ayes: -

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 21st day of October 2019.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LOCAL AGENCY FORMATION COMMISSION,

Resolution No. 2019-0004

LASSEN LOCAL AGENCY FORMATION COMMISSION

Approving the establishment (adoption) of a Sphere of Influence for the Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water Conservation District; and

WHEREAS, the Commission has set the initial hearing date of October 21, 2019 for the establishment of the sphere of influence for the Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water 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 Lassen Modoc Flood Control and Water Conservation District may have a significant adverse effect on the environment.
5. Pursuant to Government Code Section 56425 (i) the Lassen Modoc Flood Control and Water Conservation District is authorized to provide resource conservation services within the territory set forth in Attachment "A" and those services included pursuant to Chapter 92 of the California Water Code as authorized in Legislation passed in 1959.
6. That the Sphere of Influence Report including a Sphere of Influence Map for the Lassen Modoc Flood Control and Water 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 21st day of October 2019, by the following vote:

AYES: -

NOES: -

ABSENT: -

ABSTAIN: -

Todd Eid, Chair
Lassen Local Agency Formation
Commission

Attest:

John Benoit, LAFCO Executive Officer
Lassen LAFCO

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: *Lassen Modoc Flood Control and Water Conservation District SOI*

PROJECT LOCATION: Lassen and Modoc Counties

DESCRIPTION OF PROJECT:

The proposed project involves the determination of a Sphere of Influence for the *Lassen Modoc Flood Control and Water Conservation District* 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 21, 2019

**BEFORE THE LASSEN LOCAL AGENCY FORMATION COMMISSION
COUNTY OF LASSEN, STATE OF CALIFORNIA**

IN RE:

**RESOLUTION AMENDING BYLAWS)
TO ADOPT A POLICY FOR)
LEGISLATIVE PROCESS)
PARTICIPATION) **RESOLUTION NO. 2019-0005****

WHEREAS, the Lassen Local Agency Formation Commission has determined that it is in the best interest of the public for the Commission to operate in accordance with approved Bylaws and therefore has adopted Bylaws on November 10, 2003 by adopting Resolution #2003-0008 and has subsequently amended its Bylaws on August 9, 2004 by adopting Resolution #2004-0006; on November 14, 2005 by adopting Resolution #2005-0008; on June 13, 2011 by adopting Resolution #2011-0004; on December 9, 2013 by adopting Resolution 2013-0013; and on June 27, 2016 adopting Resolution 2016-0004.

WHEREAS, the Lassen Local Agency Formation Commission believes it is important to develop and implement an updated finance policy.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Lassen Local Agency Formation Commission as follows:

1. The Lassen Local Agency Formation Commission hereby amends its Bylaws to adopt a new finance policy.
2. Section 3.2, in LAFCo's Bylaws is hereby added to include a policy to participate in the legislative Process to read as follows:

3.2. Budget Policies

Add the following:

General

Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee. The Executive Officer shall prepare and submit to the Commission a draft budget for review not later than the April meeting of the Commission. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget at the April Meeting and adopt a preliminary budget at that meeting. The Commission shall adopt its final budget after noticed public hearing

at the June meeting. When the Commission has finalized the budget, the Executive Officer shall promptly send it to the County and the City of Susanville as provided by the LAFCO Act, Section 56381.

The Commission may at any time and at its own discretion modify its approved budget.

Add the following

- a. LAFCO shall adopt a work program for the next fiscal year prior to its adoption of the proposed budget. The work program shall set forth the proposed actions, studies, reports and administrative objectives for the coming year. The work program shall be developed considering the following factors:
 - i. Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere Plans.
 - ii. Anticipated Projects.
 - iii. Efficient delivery of LAFCO services to the community.
- b. To pay bills in a timely manner, Monthly commission claim warrants or claims shall be approved by the commission during the months there is a regular or special meeting scheduled. The Chair or Vice-Chair shall be authorized to sign the claim warrants for the months the commission does not meet or fails to constitute a quorum at a regular or special meeting. The commission shall ratify the claim warrants at its next regular meeting.

Add Section 3.3 Business and Travel Expenses Policy

3.3 LAFCo Finance Policies

3.3.1 Business & Travel Expenses Policy

LAFCO will reimburse reasonable business travel expenses incurred by its officers and employees while on assignments away from the normal work location. The Executive Officer is hereby delegated the authority to authorize business travel for other LAFCO officers and employees, provided funds are allocated for such purpose

in a budget approved or otherwise authorized by the Commission. All staff business travel must be approved in advance by the Executive Officer.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by LAFCO. Expenses are expected to be reasonable amounts and must comply with Government Code §53232.2.

Expenses that generally will be reimbursed include the following:

- a. Airfare or train fare for travel in coach or economy class or the lowest available fare. Mileage expenses shall not exceed the reasonable costs of air or train fare, as applicable.
- b. Car rental fees, only for compact or mid-sized cars.
- c. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- d. Taxi fares, Uber, Lyft or other service, only when there is no other less expensive alternative.
- e. Cost of standard accommodations in hotels, motels, or similar lodgings using the government or conference rate when available.
- f. Meal allowances include the per diem amount as provided for in IRS guidelines as referenced in GC 53232.2 (c). A higher amount may be reimbursed as long as an itemized receipt is provided.
- g. No alcoholic beverages will be reimbursed anytime including with the cost of meals.
- h. Charges for telephone calls, internet, fax, and similar services shall be allowed during travel provided these charges are required for business purposes.
- i. Additional expenses arising from such non-business travel are not LAFCO's expenses.
- j. Mileage reimbursement shall be at the current rate established by the Internal Revenue Service at the time the mileage expense is incurred.
- k. A LAFCO officer or employee involved in an accident while traveling on business must promptly report the incident to the Executive Officer.
- l. When travel is completed, claims shall be submitted for reimbursement within 90 days or prior to the conclusion of the Fiscal Year in which the expenses were incurred. Claims must be accompanied by receipts for all expenses, with the exception of per diem amounts for meals under paragraph f above.

3.3.2. Expenditure Policy

- a. All documents relating to reimbursements of expenditures shall be available for review. All back-up billing information in the possession of the Commission shall be available.
- b. The LAFCO Executive Officer is responsible for managing the day-to-day business of the Commission and for making or authorizing expenditures for that purpose within the authority conferred by the adopted budget. This responsibility shall also include the power to approve contracts of up to \$5,000.00 on behalf of the Commission. The Executive Officer shall obtain the concurrence of the Chair and consult with LAFCO Counsel prior to entering into any contract outside the usual course of Commission business, including contracts for legal, consulting, or other professional services. Staff shall promptly notify the members of the Commission regarding contracts made on the Commission's behalf.
- c. Expenses, Travel and (or) contract payments to the Executive Officer shall be approved by the LAFCO Chair or Vice-Chair.
- d. Members and Alternate Members may be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance. Each member and alternate member in attendance at any Commission meeting may also receive a per-meeting stipend as established by the Commission. LAFCO shall inform the applicable County/City Finance Office of changes to meeting stipend rates for proper pay out.

3.3.3. General Finance Policy

- a. These expenditure and travel policies are not intended to conflict with or modify LAFCO's duties and obligations under the LAFCO Act or with Government Code §53232 et seq.
- b. So long as the City of Susanville is handling LAFCO financial transactions, amendments to bylaws, Fee Resolutions, Policies, Standards and Procedures or any other adopted finance related LAFCO policy pertaining to finances shall be transmitted to the appropriate financial office upon adoption. Any dispute or disagreement between a LAFCO officer or employee and the City Finance agency regarding reimbursement or payment of any claim shall be referred to the Commission for final determination. A minute order reporting the Commission's action shall be transmitted to the applicable finance office. The LAFCo Commission Claim form as approved by the Commission or signed by the LAFCo Chair and one other Commissioner for months when the Commission does not meet or lacks a quorum shall constitute the Commission's final determination for any expenditures and payment of the amount of the claims shall be deemed ordered.
- e. LAFCO shall follow the budget process contained in the LAFCO Act and these adopted Finance Policies.

- f. The Commission hereby authorizes the LAFCO Executive Officer or their designee to sign any and all financial claims for the LAFCO account submitted to the City or County serving as LAFCO's banker in accordance with the above policies. The Commission further authorizes the Executive Officer and Clerk to the Commission to sign any signature authorization forms required by the City or County Administration Departments, as may be the case, to implement the authority granted by this policy.
- g. Commission Travel
 - i. All conference travel shall be as established in the annual LAFCO budget as appropriate for LAFCO, unless otherwise amended.
 - ii. Members and alternate members will be reimbursed for reasonable meal and travel expenses as stated above in compliance with the most recent IRS guidelines.
 - iii. On occasions when a Commission meeting must be recessed for a meal break or when a meal is served at a meeting, members and alternate members shall be reimbursed for reasonable meal expenses.
- h. Recognition by the Commission - Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

3.3.4. Fixed Assets Policy

- 1. LAFCO adopts a fixed assets capitalization policy with a useful life of 5 years or more and a value at purchase of \$5,000, or greater, per item.
- 2. It is LAFCO's policy to capitalize fixed assets. LAFCO will maintain an inventory of fixed assets, including equipment and furniture. The inventory will be maintained by staff and will be updated annually at the close of the fiscal year. Fixed assets are depreciated using the straight-line method over the estimated useful life of each asset.
- 3. An asset become obsolete when it is no longer operable, has been replaced, or is no longer available for use. A list of obsolete assets is provided to the Commission annually in conjunction with the audit and obsolete assets are removed from the capital assets list thereafter.
- 4. The Commission shall review and approve a list of any fixed assets to be declared surplus property. The Commission may dispose of surplus property by making the property available for donation to any non-profit or other agency listed or authorized by either the State of California or Susanville County or its districts or cities to receive surplus property donations. The Commission may dispose of surplus property through a

negotiated contract with an auction company or in any other manner that the Commission or Executive Officer determines to be reasonable. Costs of assets sold or retired (and related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement.

3. The Lassen Local Agency Formation Commission finds this action exempt based on the General Rule exemption 15061 (b) 3 and 15308 activities for the protection of the environment since these bylaws are for internal management purposes only so LAFCo may carry out its functions.
4. Any previously adopted conflicting Bylaws are hereby repealed in favor of this amendment.
5. This bylaw amendment is hereby adopted.

PASSED AND ADOPTED at a regular meeting of the Lassen Local Agency Formation Commission in the County of Lassen, State of California, on October 21, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Todd Eid, CHAIR
LASSEN LOCAL AGENCY FORMATION
COMMISSION

ATTEST:

John Benoit
LAFCO Executive Officer

#10

Lassen Local Agency Formation Commission

CLAIMS

August and September 2019

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2019-2020 Expenses:		
Oct 1, 2019	Aug 2019 Staff Svcs & Expenses	\$ 5,226.94
Sept 24, 2019	Feather Publishing LMFWCD hearing notice	\$ 57.20
October 1, 2019	September 2019 Staff Svcs and Expenses	\$ 3,871.85
TOTAL:		\$ 9,155.99

DATED: October 21, 2019

APPROVED: October 21, 2019

Todd Eid, Chair or Chris Gallagher, Vice-Chair
Lassen Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

2019-2020 Expenditures

Lassen LAFCO

Item	Insurance	Office 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	\$ 1,077.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2019-2020						\$ (1,075.00)				
Staff Svcs July 2019		\$ (10.00)	\$ (15.00)	\$ (67.93)				\$ (2,635.00)		
Calafco Conference Registration 2019										
Staff Svcs August 2019 #84		\$	\$ (50.00)	\$ (66.94)				\$ (3,000.00)	\$ (500.00)	
Staff Svcs Sept. 2019 # 85		\$ (15.00)		\$ (74.35)				\$ (1,500.00)		
Hearing Notice LMFCWCD										\$ (57.20)

TOTAL EXPENDED	\$ -	\$ (25.00)	\$ (65.00)	\$ (209.22)	\$ -	\$ (1,075.00)	\$ -	\$ (7,135.00)	\$ (500.00)	\$ (57.20)
TOTAL REMAINING	\$ 1,000.00	\$ 225.00	\$ 685.00	\$ 790.78	\$ 300.00	\$ 2.00	\$ 2,500.00	\$ 22,865.00	\$ 3,000.00	\$ 342.80

Lassen LAFCO

Agency	Reserve Fund	\$0.00
	City/CO Contrib	
	Interest Revenue	
Project Rev	2019-2020	\$0.00
CARROVER	from 18-19	\$28,712.72
	YTD Expens	-\$15,943.92
	Cash Balance	\$12,768.80

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: September 24, 2019

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

—

Publish: Hearing for Lassen-Modoc Flood Control and Water Conservation
District

TOTAL DUE: \$ 57.20

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971
Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress

Lassen August 1-31 2019 Invoice.xls

Lassen LAFCO

August 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Aug-19	LAFCo packets			4	\$ 340.00
2-Aug-19	LAFCo Packets and PSP update			8	\$ 680.00
3-Aug-19					
4-Aug-19		Att	\$19.58		-
5-Aug-19					-
6-Aug-19					-
7-Aug-19					-
8-Aug-19	PSP update and copies				-
9-Aug-19		500 pages	\$50.00	7	\$ 595.00
10-Aug-19	Meeting prep copies financials and misc items on agenda				
11-Aug-19				5.5	\$ 467.50
12-Aug-19	LAFCo meeting				-
13-Aug-19	In county misc			8	\$ 600.00
14-Aug-19	JS meeting attendance			8	\$ 600.00
15-Aug-19	After meeting items			8	\$ 680.00
16-Aug-19	RFI Susanville SOI and Little Valley Fire MSR			4	\$ 340.00
17-Aug-19				1.5	\$ 127.50
18-Aug-19		Front ph	\$26.36		-
19-Aug-19					-
20-Aug-19					-
21-Aug-19					-
22-Aug-19					-
23-Aug-19					-
24-Aug-19					-
25-Aug-19					-
26-Aug-19	Fire MSR and SOI Registration for Jeff Hemphill			3	\$ 255.00
27-Aug-19					-
28-Aug-19					-
29-Aug-19	sb Financials and Admin				-
30-Aug-19	misc comm re fire districts	wave	\$21.00	4	\$ 340.00
31-Aug-19				1	\$ 85.00
					-
					-
SUBTOTAL			\$116.94	62	\$ 5,110.00
TOTAL					\$ 5,226.94

INVOICE September 2019

John Benoit

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

Invoice number: **2019-0085**

Invoice date: 1-Oct-19

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	44.50	Staff Svcs	Sept 1-30, 2019	\$3,782.50
Jennifer Stephenson				\$ -
Dennis Miller				0.00
Christy Leighton				0.00
File Scanning project				
Cheryl Kolb				0.00

Total activity cost: \$3,782.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc copies	
Postage		
Phone & Communications	CommSept 2019	\$ 74.35
Office Supplies	toner	\$15.00
Travel Exp.		
Web Domain		

Total materials cost: \$89.35

Total billing: \$ 3,871.85

Lassen LAFCO

Sept 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Sep-19					-
2-Sep-19	Gen admin Calafco activities			2	\$ 170.00
3-Sep-19	Financials		\$19.58	2.5	\$ 212.50
4-Sep-19					-
5-Sep-19					-
6-Sep-19					-
7-Sep-19					-
8-Sep-19	Front PH		\$27.07		-
9-Sep-19					-
10-Sep-19	LMFCWCD Legal notice and comm re GJ report and related research and admin			3.5	\$ 297.50
11-Sep-19					-
12-Sep-19					-
13-Sep-19					-
14-Sep-19					-
15-Sep-19					-
16-Sep-19					-
17-Sep-19					-
18-Sep-19					-
19-Sep-19					-
20-Sep-19					-
21-Sep-19					-
22-Sep-19	wave		\$27.70		-
23-Sep-19	Bieber Rec District edits and re-write MSR and SOI				-
24-Sep-19				7.5	\$ 637.50
25-Sep-19	LMFCWCD final edits and changes		\$15.00	7.5	\$ 637.50
26-Sep-19					-
27-Sep-19	packet prep misc ck				-
28-Sep-19	IMFCWCD and Rec District final dox			2	\$ 170.00
29-Sep-19	Admin and Financials sb			5.5	\$ 467.50
30-Sep-19	Resos for LKMFCWCD and Calafco Activities misc for conf.			6	\$ 510.00
1-Oct-19				8	\$ 680.00
					-
					-
SUBTOTAL			\$89.35	44.5	\$ 3,782.50
TOTAL					\$ 3,871.85