Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – August 11, 2014

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
Rod De Boer, City Member
Larry Wosick, County Member
Jim Chapman, County Member

Alternate Members

Bob Pyle, County Member Alt.
_____, City Member Alt.
Andrew Wellborn, Public Member Alt.

LAFCO Staff

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

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

3. **Correspondence:**

4. **Election of Chair and Vice-Chair for Fiscal Year 2014-2015.**

   a. *Election of Chair*
   b. *Election of Vice-Chair*

5. **Approval of Minutes**: *June 9, 2014*

6. **Public Comment**

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3)

minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

PUBLIC HEARING

7. **Conduct Public Hearing regarding the Service Review for Municipal Services provided in the Herlong area of Lassen County and the establishment or update of a Sphere of Influence for the Herlong PUD and the West Patton Village CSD or any combination thereof.**

   a. *Conduct Public Hearing, Review Executive Officer's report, receive public input, consider the (Municipal) Service Review and Sphere alternatives, provide direction to staff and (or) consider the following:*

      1. *Consider Resolution 2014-0005 adopting a Municipal Service Review for services in the Herlong Area.*
      2. *Continue the Public Hearing on the Sphere of Influence Update to the October Meeting (October 6th) until staff has met with Pat Williams of the HPUD and (or) members of the Herlong reorganization committee (or board of Directors) regarding the form and structure of a possible consolidation to determine the geographic area.*

Action Items:

8. **2014 Biennial Conflict of Interest Code Review.**

   a. *Review Conflict of Interest Code for Lassen LAFCo and authorize Executive Officer to sign the 2014 Local Agency Biennial Notice and return to the Lassen County Clerk.*

9. **Authorize Payment of Claims for June 2014 and July 2014.**

   a. *Approve payment of expenses for June 2014 and July 2014.*

10. **Calafco Achievement Awards Nominations**

    a. *Consider Calafco Achievement Award Nomination*

11. **Nominations for Calafco Board of Directors**

    a. *Consider a nomination of a City or Public Member to the Calafco Board of Directors*

12. **Authorize Commissioners and Staff to attend the Calafco Annual Confernce in Ontario on October 15-17, 2014**

    a. *Authorize Commission and Staff to attend the Calafco Annual Conference in Ontario on October 15-17.*

13. **Appoint Voting Member and Alternate Voting Member to vote on behalf of Lassen LAFCo at the 2014 Annual CALAFCo Conference in Ontario.**

14. Executive Officer's Monthly Report – Discussion

Legislation - Groundwater
Meyers Healthcare District Annexation Meeting 21 August 2014 in FRM
Southern Cascades Community Services District – Status
Ethics Training – Fall 2014

15. 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.

16. Consider changing date for the next LAFCo meeting to October 6, 2014 instead of October 13, 2014.

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**

Lassen Local Agency Formation Commission

ITEM #7

MEMORANDUM
August 11, 2014

TO: Lassen LAFCo Commissioners

FROM: John Benoit, Executive Officer

RE: Public Review Draft of the West Patton Village and Herlong PUD Service Review and Sphere of Influence

ATTACHMENTS:

1. *Comment Log including comments received as of July 11, 2014*
2. *Hearing Draft Service Review and Sphere of Influence Update*
3. *Resolution 2014-0005 adopting the Service Review.*

The Public Review Period for the Herlong Public Utility District and West Patton Village Community Services District Municipal Services Review and Sphere of Influence Update ended on July 11, 2014. A Comment Log (Attachment #1) has been prepared for the comments received and responses are listed (letters and comments received have been posted to the LAFCo Website). A Hearing Draft Service Review has been completed and is attached as Attachment #2. And a resolution adopting a Service Review is included (see Attachment #3).

It is my understanding the HPUD and WPVCSD consolidation committee has voted to proceed with the consolidation of the two districts. Therefore, the recommendations are as follows:

1. *Consider Resolution 2014-0005 adopting a Municipal Service Review for services in the Herlong Area*

2. *Continue the Public Hearing on the Sphere of Influence Update to the October Meeting (October 6th) until staff has met with Pat Williams of the HPUD and (or) members of the Herlong reorganization committee (or) Board of Directors) regarding the form and structure of a possible consolidation to determine the geographic area.*

C/O John Benoit, Executive Officer - P.O. Box 2694, Granite Bay, CA. 95746 530.257.0720
ph. 916.797.7631 fax; lafco@co.lassen.ca.us email; www.lassenlafco.org website

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
1	Pat Williams, HPUD General Manager	7/11/2014	p.2 - 3rd paragraph	Please note that HPUD's Water Master Plan and subsequent Facility Plans are outdated because they have been built. HPUD adopted a Wastewater Master Plan in October of 2010 and is currently in design of one of the recommendations from that plan. Being successful in funding projects and building your planning document is not a lack of planning, it's showing a desire to improve the community, finding funding during a recession and increasing our water system capacity and assets by almost 3 fold is different than not planning.	The Document has been changed to reflect the Changes. The Herlong PUD has completed its infrastructure development and the West Patton Village does not have the grant funding at this time for planning efforts. The HPUD has constant changes to its infrastructure needs and makes changes to infrastructure as needed.
2			p.2 - 4th paragraph	See comment above regarding quality of management practices.	Comment noted: no additional changes to the document are needed
3			p.2 - 5th paragraph	Please note that WPVCSD thought that the Brown Act required a mandatory posting of the agendas on their website. This does not meet the "freely accessible" requirement, as the web is not available to all. In any case, WPVCSD does not do this, in fact their website is owned and operated by the Petersons.	Comment noted. Documents should be posted on a public agency website and posted in accordance with the Brown Act. Agendas need to be posted and contain information so the public understands what is being considered by the district Board of Directors. There is a specific process to remedy violations of the Brown Act. LAFCo is not the enforcement agency.
4			p.3 - 1st paragraph	Please explain why the District doesn't know the capacity of water system, but yet it thinks has adequate capacity for present and future connections.	The WPVCSD should know the actual capacity of their water system. The district may be assuming the number of connections they are able to serve.
5			p.3 - 2nd paragraph	Note that the fire vehicles are stored at private residences.	It is common practice the certain types of apparatus are stored throughout the district. Comment noted in document.
6			p.3 - 3rd paragraph	WPVCSD does not have a Sanitary Sewer Monitoring Program (SSMP) as required by the Clean Water Act (CWA) for collection systems of 1 mile or more. HPUD is just under this requirement to date, but I have my SSMP ready to submit to Lahontan once we sign the bill of sale for SIAD's sewer system.	Comment noted: changes to the document have been made
7			p.3 - 4th paragraph	Please note that there is no certified operator as of 7/11/14 per Sandi Tenney @ CDPH.	Comment noted: no additional changes to the document are needed. The WPVCSD is currently negotiating a contract with a certified operator.
8			p.3 - 4th paragraph	Regarding the lack of an annual consumer report, note that this has been a CA law since 1988 and was made part of the Safe Drinking Water Act in 1996, this is not something new, this is a lack of compliance with regulation and violation of Federal and State laws.	In July 2014, the district provided a consumer confidence report dated April 2014 to LAFCo. Therefore, the district has a 2013 consumer confidence report. See changes in the document.

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
9			p.17 - 7th paragraph	Consider removing 'recently'. WPVCSD began service to SIR, FSUSD and the LRA on December 2, 2009. They began service to 120 individual tenants of SIR in 2013 but the commercial services have been this whole time.	See change below
10			p.17 - 7th paragraph	Consider editing this paragraph to give a precise picture of who serves what and where. WPVCSD only serves water to the WPV subdivision (called Title IX) and some individuals in Hillcrest. WPVCSD only provides sewer collection to the subdivision. The majority of their service area is unserved for everything but fire. We are a small portion of their area and we serve where there are people, not vacant land.	The Paragraph has been changed
11			p.18 - 3rd paragraph	The monthly meeting changed to the second Tuesday in May of this year.	Change noted in document
12			p.19 - 2nd paragraph	Note - HPUD just recently was awarded the District Transparency Certificate of Excellence from the Special Districts Leadership Foundation (SDLF). HPUD has also completed the District of Distinction requirements for SDLF and we will be receiving that award at CSDA's conference on September.	Comment noted in document
13			p.20 - 3rd paragraph	Please change the date. Wastewater Master Plan was approved in October 2010.	Change noted in document
14			p.20 - 3rd paragraph	Please advise if you have any experience with a CIP not being made public. I am being asked by SIAD to keep ours private as it directly impacts their security. My thought would be to publish a "washed down" CIP without much detail.	The CIP is normally adopted as part of the budget for a local agency, which is a public document.
15			p.21 - 4th paragraph	Note that HPUD has almost tripled its water assets since 2009 (during a recession) and will almost double sewer assets in 2014/15.	Comment noted: no additional changes to the document are needed
16			p.24 - 2nd paragraph	Note that the 'federal funding' was a competitive contract that HPUD was successful in receiving from the DOD. It is not grant funding in the true sense of the word. HPUD is a government contractor and has performance requirements it must meet to keep this contract.	Comment noted: no additional changes to the document are needed
17			p.25 - 2nd paragraph	The rate was adopted in April 2014.	Change noted in document
18			p.25 - 7th paragraph	Regarding the wastewater project, the breakdown of this project is $3.1 mil loan, $1.0 mil grant and $200K match from HPUD. HPUD to date has spent approximately $350K to bring this project to construction.	Change noted in document

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
19			p.27 - 2nd paragraph	This definition could be used for Well 2 with the following changes: 125HP HEF vertical turbine pump set @ 135'; minus the surge tank.	Change noted in document
20			p.27 - 3rd paragraph	Please see comment above and make the suggested changes.	Change noted in document
21			p.35 - 1st paragraph	over one mile	Changed to under one mile in Document
22			p.35 - 3rd paragraph	Change sentence to 'Treated effluent is evaporated and infiltrated'	See Comment Below
23			p.35 - 3rd paragraph	Delete, it is not 100 percent infiltrated. This definition as written can effect my WDR with Lahontan.	Deleted from Document
24			p.35 - 7th paragraph	We own the 15" interceptor to the prison, as well. The POC is the MH immediately after the prisons pretreatment facility where they measure flow in a Parshall Flume.	Change noted in document
25			p.40 - 1st paragraph	FCI Herlong has also a current population of 1850 inmates +350 staff. HPUD has attributed 30 population/day to the SIAD facilities it serves.	Change noted in document
26			p.41 - 9th paragraph	Please remove 'cost prohibitive'. Large solar is expensive, but the funding is coming available via agencies like USDA RUS. HPUD is currently building a new admin office. We will be placing a "solar-port" car port on this site which will make the building a positive cash flow until phase 2 is built which will make the building "zero net". I.e. $70K for solar port, estimated HPUD electric bill is $1030/mo., solar port will generate approx. $2800/mo. in electricity. 15 year expected life on the panels so our ROI is less than 5 years on the build-out of the building.	Comment noted in document. HPUD will be placing a "solar port" car port at its administrative offices.
27			p.43 - 3rd paragraph	Note: Susanville Indian Rancheria is within WPVCSD's boundary.	Change noted in document
28			p.43 - 3rd paragraph	Consider rephrasing this bullet point and refer to note #10. This sounds like HPUD is a small piece of WPVCSD which is true by boundary map, but not by services provided to the community.	This point has been rephrased. Change noted in the document
29			p.43 - 8th paragraph	Note that agriculturally suitable soils and Williamson Act lands are within the District. The largest contract holder in Lassen County owns the sections adjacent to the HPUD sewer plant property.	Comment noted in document and clarified

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
30			p.46 - 3rd paragraph	See note #10 and notes from page 43 , this needs to be clarified that only these 146 homes out of 500+ receive water and sewer service from WPVCSD.	Comment noted in document and clarified
31			p.50 - 7th paragraph	My understanding is that the Doyle VFD pulled out of the MOU with Herlong VFD. Please verify.	There is no mutual aid or other agreement with Doyle VFD per Chief James Day, DVFD, 7/31/14. Changes made throughout doc.
32			p.50 - 8th paragraph	Please note: they serve water to 9 out of 25 homes in the Hillcrest area and no sewer.	Comment noted in document and clarified
33			p.51 - 1st paragraph	HUPD was formed in 2008.	Comment noted in document
34			p.53 - 5th paragraph	HPUD is paid via the County Auditor for the wholesale water. However, we are paid from a different checking account for the Herlong VFD's water bill for its property on Honey Way. These other bank accounts are never disclosed and there is no district treasurer besides the County Auditor. This is an improper/illegal practice like co-mingling enterprise funds.	Comment noted. There were no findings in the recently adopted audit for the district regarding the comingling of funds.
35			p.57 - 4th paragraph	See note #4. How can there be development if capacity is unknown? There can be no "will serve" letter issued without known system capacity. HPUD's agreement with WPVCSD is for the existing 155 water connections only.	The paragraph in the Service Review is that there is potential residential development opportunities based on Zoning. Based on the contract with HPUD there is no additional capacity. See changes in document.
36			p.57 - 5th paragraph	Paragraph is outdated and incorrect, please update. The FCI-Herlong has been in operation since 2003. WPVCSD has no new water and wastewater systems nor a plan to build any. SIR, FSUSD, and PSH Properties have been served by HPUD since 2009. The County sold all their property last year with the exception of Amadee airfield property.	Comment noted in document and clarified
37			p.58 - 3rd paragraph	Note: in 2010 WPVCSD replaced its water laterals depleting almost all of its funds. Not only do they co-mingle funds they have spent those funds illegally. They also were unaware of CA Public Contracting Code that their contractor was holding 10 percent retainage and had to make payments to the contractor without interest which is also illegal under CA Public Contracting Code.	Comment Noted. The MSR is merely recommending that funds be accounted for separately. LAFCo has not seen the most recent financial audit. Lighting funds must be accounted for separately.
38			p.58 - 3rd paragraph	Please consider adding the street lights finances, as they are enterprise funds, as well.	Comment noted in document and clarified

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
39			p.60 - 2nd paragraph	Note: as of 7/11/14 WPVCSD has not had and does not have a certified operator for its water system as required by the SDWA and a violation of Federal and CA law.	Comment noted in document
40			p.61 - 4th paragraph	See comment #43.	Comment noted in document
41			p.61 - 5th paragraph	Please explain how they can serve growth, if they don't know what their capacity is. They are also limited to 155 connections per their agreement with HPUD.	Comment noted in document and clarified
42			p.62 - 1st paragraph	Please delete this paragraph. An EIR is good for 5 years, this document was done by Lassen County for the HUC, a predecessor of HPUD and paid for by the HUC. WPVCSD has no right to use this for their benefit. Lassen County was the lead agency solely because the HUC could not serve as lead.	Comment noted in document and clarified. There is no law that specifies a specific expiration for environmental documents. The test is whether or not circumstances have changed or could have changed since an Environmental Document was certified.
43			p.62 - 3rd paragraph	Note: the District extended a 4" line and added a 6" fire hydrant to it. There was no line replacement. CA Health & Safety Code requires a minimum main size of 8" for any new or rehabilitated water mains. This regulation was changed in 2007 or '08.	Comment noted in document
44			p.62 - 3rd paragraph	Consider changing the last sentence. HPUD is providing 100 percent of their water, therefore how can they be reliant for contingency?	Comment noted in document and clarified
45			p.63 - 1st paragraph	Correct. There is no certified operator as of 7/11/14, per Sandi Tenny CDPH.	Footnote added to document
46			p.63 - 1st paragraph	A cross connection program requires a cross connection survey completed by a certified cross connection specialist. This program needs to be implemented via a Resolution. There is no resolution, another violation of the SDWA and Federal and CA Law.	Footnote added to document
47			p.63 - 1st paragraph	Please explain if WPVCSD has no storage, how they can maintain it.	CDPH stated during their visit in 2012 the district has not maintained storage capacity. WPVCSD relies on the HPUD for capacity since they have none.
48			p.63 - 1st paragraph	HPUD installed 2 connections to improve water quality (we are hopefully forcing circulation through a dead end system. Another SDWA violation, dead end mains are required to be flushed and a formal flushing program needs to be written and followed). The other reason for HPUD's 2 connection is redundancy, we can serve 100 percent through 1 connection, so if we have to take 1 off line for whatever reason WPVCSD water customers will still have water.	Foot note added at the bottom of the page.

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
49			p.63 - 1st paragraph	Note: there is no certified operator working for or under contract as of 7/11/14 nor has there been.	Comment noted: no additional changes to the document are needed. The WPVCSD is currently negotiating a contract with a certified operator.
50			p.63 - 1st paragraph	Note: there is no active water lines from the SIAD's water distribution system outside the secure fence of SIAD since July 1, 2013.	Comment noted in document
51			p.64 - figure 4.4	Note that Supply Average/Maximum/Safe-Firm figures are HPUD's not WPVCSD's. Based on the 11 months, HPUD has not provided water for 101 AF.	See note in document
52			p.66 - figure 4.4	7,600 gal/month is incorrect. 5.8 MG was used last month 5/16 - 6/18. That's 37,500 for 155 homes, there is approximately 15 vacancies in WPVCSD. WPVCSD uses on average double the national average for unmetered water users in the USA as determined by EPA.	The amount of use reported here is used consistently everywhere for the purpose of comparing water rates between agencies. In the case of WPV, rates are not based on usage, and therefore the assumed use of 7,600 gallons is irrelevant. Deleted.
53			p.66 - figure 4.4	Note: WPVCSD paid $29868.00 for water between SIAD and HPUD. $2489/mo. Who did they pay month 13 to?	See note in table
54			p.66 - figure 4.4	Please clarify "other" with a definition of what these funds are. This is a violation of GASB, if not specified.	Other is as reported in the District's Special Districts Financial Transactions Report for SCO, which does not require a further breakdown. No change made.
55			p.66 - figure 4.4	Footnote 2. There is a huge disparity in water use county wide, even between all unmetered or metered connections.	The amount of use reported here is used consistently everywhere for the purpose of comparing water rates between agencies. In the case of WPV, rates are not based on usage, and therefore the assumed use of 7,600 gallons is irrelevant. Deleted.
56			p.67 - 2nd paragraph	This is incorrect. In 2009 HPUD was granted a Temporary Construction Easement (TCE) to replace a portion of the force main to facilitate a water line installation. The granting agency for the TCE was WPVCSD not SIAD. (So how can they require us to have their permission to replace a portion of this but 5 years later pass off ownership to another entity?)	Comment noted in document and clarified
57			p.67 - 3rd paragraph	Note: The lift station pumps to a Man Hole (MH). The 8" sewer main was abandoned by SIAD in 1990 when they demolished the housing area.	Comment noted, changed document

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
58			p.68 - 5th paragraph	There is no SSMP as required by the CWA which is a violation of Federal and CA Law.	Noted as a footnote in the document.
59			p.68 - 6th paragraph	Please note: WPVCSD delivers their untreated wastewater to SIAD's collection system for treatment and disposal under contract for service. How is this a collaborative effort? WPVCSD does not maintain or operate any sewer facilities except those that they own.	The use of SIAD's system for treatment and disposal is discussed under *Shared Facilities* and is considered in this report as required by Government Code §56430. It is not referred to as a "collaborative effort." No change.
60			p.69 - 3rd paragraph	Sentence is incorrect. Again, no SSMP as required by the CWA, a violation of Federal and CA Law.	See footnote in document
61			p.69 - 5th paragraph	Consider rephrasing the last sentence. There is a difference between no reported spills and no spills. Again no SSMP.	See change
62			p.72 - 5th paragraph	Please correct statement. There is no Doyle VFD Mutual Aid Agreement.	There is no mutual aid or other agreement with Doyle VFD per Chief James Day, DVFD, 7/31/14. Changes made throughout doc.
63			p.73 - 6th paragraph	Please add 'and at private residences'.	Change noted in document
64			p.74 - 2nd paragraph	Note: there is also an ambulance that no one wants to recognize, even though it responds to calls. I thought HVFD was limited in its medical ability. Why do they own and operate an ambulance?	While the District can own an ambulance, it is not allowed to operate an ambulance for ALS response and transport services. The District did not report owning an ambulance. Should it be substantiated that the District is operating an ambulance, then Northern California Emergency Medical Services should be contacted.
65			p.74 - 5th paragraph	Note: although this apparatus is on loan, the District painted it in their garage, which violated the Clean Air Act for VOC emissions from painting operations.	If there is a violation of the CWA someone should inform the applicable enforcement agency. LAFCo does not enforce provisions of the Clean Water Act.
66			p.77 - 2nd paragraph	Note: the District collects money for street lights, but they don't maintain them? How does a public agency own infrastructure but not responsible to maintain it?	Plumas Sierra Rural Electric collects funds from WPVCSD for electricity and maintenance of the streetlights. This is a common practice among agencies that provide streetlighting services. No change made.
67			p.78 - 1st paragraph	Please correct sentence and clarify that HPUD has a population served of 900 (including WPVCSD) and there are 1850 inmates currently in the FCI Herlong.	Comment noted in document and clarified
68			p.79 - 2nd paragraph	Please correct the false statement - there is no certified operator as of 7/11/14, nor has there been one.	Comment noted in document and clarified

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
69			p.79 - 2nd paragraph	Please consider rephrasing the last statement. This is not a concern, it is a violation of the SDWA. Consumer Confidence Reports were part of the 1996 Amendment to the SDWA. CA has required a Annual Water Quality Report since 1988 and accepted the federal law in 1997.	The WPVCSD provided LAFCo with a Consumer Confidence Report for 2013 dated April 2014.
70			p.79 - 3rd paragraph	Note: There is no SSMP, which is a violation of the CWA.	Comment noted in document and clarified
71			p.80 - 2nd paragraph	Please add 'and lighting'.	
72			p.80 - 5th paragraph	Please update. There is no Doyle agreement.	There is no mutual aid or other agreement with Doyle VFD per Chief James Day, DVFD, 7/31/14. Changes made throughout doc.
73			p.83 - 3rd paragraph	The first statement is false.	Comment noted in document and clarified
74			p.83 - 3rd paragraph	See note #69. This is a violation of the SDWA.	Comment noted in document and clarified
75			p.83 - 4th paragraph	See note #70. No SSMP which is a violation of the CWA.	Comment noted in document and clarified
76			p.88 - 1st paragraph	Note: there are longstanding violations of both the Clean Water Act & the Safe Drinking Water Act. Both these laws are 40 years old or older and is unconscionable that this practice of non compliance is ignored by Federal, State & local regulators.	A philosophy of a service review is a document to help districts better services. Notations have been made in the document regarding non-compliance with various state and federal laws regarding its water and wastewater functions. The HPUD has done a superior job with compliance with state and federal regulations.
77			p.89 - 7th paragraph	It is discouraging that LAFCo has listed HPUD's minor deficiencies in regard to compliance with regulations, but brushes over the fact that there are continual violations of the CWA and SDWA by WPVCSD. HPUD has taken and takes full responsibility for our violations and we have remedied those issues. HPUD will also own any violations that we may have in the future, that's the nature of this business. Complying with regulations by convenience not only does the public (the ratepayer) an injustice it shows a complete disregard for the public and public health.	These violations have been noted in the document as a result of HPUD's comments and verification. Normally districts do not provide LAFCo with compliance with state and federal laws.

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
78			p.89 - 7th paragraph	Note: HPUD objects to a zero sphere. In HPUD's opinion one reason for a zero sphere would be an indicator that there has been no growth and there is no growth planned. HPUD has almost tripled its water assets and customer base since 2009 and will double its sewer assets in 2014/15. Another indicator of a zero sphere is as a signal that an agency is non viable. HPUD objects to this as well. The fact that we comply with all federal and state regulations, have grown our system to better serve our customers and are receiving awards like the District Transparency of Excellence Award and the District of Distinction Award. If HPUD is non-viable how come our peers are recognizing	
PATTY KRUPA'S COMMENTS - HANDWRITTEN MEMO					
1	Patty Krupa, WPVCSD Board Member	6/9/2014	p.2	Regarding the wastewater capacity, "HPUD would need to expand to take any major increase in flow". Question, if we were to consolidate, could HPUD handle WPVCSD?	Yes
2			p.3	Regarding the water service adequacy, note that WPVCSD provides info in the annual consumer confidence report from info provided by SIAD and now by the HPUD.	WPCSD recently provided LAFCo with a Consumer Confidence Report dated April 2014 for Calendar year 2013.
3			p.5	Note: both WPVCSD and HPUD will require LAFCO's help in setting up any form of merger/consolidation.	Yes, LAFCo is willing to help
4			p.6 - figure 2-1	Question, are board members Wosich and Chapman leaving?	Board Member Wosick't term ends December 31, 2014 and Board Member Chapman's ends on December 31, 2014.
5			p.18	Regarding the compensation policy, will this continue if the districts consolidate or will all policies be up for review?	It depends on the consolidation plan
6			p.19	If HPUD will have more customers, would the operator's time increase?	Probably not since they maintain the wastewater treatment facility and the Water treatment facilities.
7			p.24	Regarding the property taxes, with the consolidation will they change, especially in relation to the Fire District?	Probably not
8			p.26	Please explain: 'WPVCSD is served by two connections to increase water quality and redundancy'.	Two connections are needed for those purposes
9			p.27	Please indicate who reported that Well 1 is in excellent condition.	The WPVCSD
10			p.29	Question, will the DPH inspect the deficiencies once the operation and maintenance plan has been written?	Yes
11			p.31	Under "Current Practices", please confirm if SIAD doesn't want to do any facility sharing/collaborations.	As stated SAID is not interested
12			p.34	Regarding the possibility of privatization of the SIAD sewer system, please clarify if HPUD will only collect waste water and replace some of the pipe system, while SIAD will technically be the owners.	HPUD will provide all collection and treatment
13			p.35-36	Regarding the HPUD's funding for plant expansion, will this be sufficient to handle all of WPV and Hillcrest?	Yes
14			p.42	Note: regarding sharing opportunities, hopefully HPUD, WPUCSD, and SIAD will work out agreements to share.	SAID will not longer provide services off-base

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
15			p.48	Regarding the sphere study that clarified that growth services such as water and wastewater only extended to agricultural lands, even though no growth is expected, this may limit what can come in the area.	One of LAFCo's core purposes is to prevent development on Agricultural lands.
16			p.54	Note: the District has submitted the audits annually.	See change in document
17			p.54	Regarding the Feasibility Analysis conducted in 2004, should the districts merge, since WPVCSD paid for this report, will HPUD be able to use it?	Yes, insofar as it is not dated material
18			p.58	Note and update accordingly: WPVCSD no longer has the Library, so it doesn't collect any fees anymore. The Susanville Indian Rancheria contributes $12,200 for fire protection, though.	Library fees have been removed from the document
19			p.62	Regarding WPVCSD's system improvements, please note that the Hillcrest area received a new pipe to extend the fire hydrant connection out of a private yard to the street. Residents in Title IX received new pipes from the main line to the owners' property lines with water boxes being installed. The Hillcrest area did not.	See change in document
20			p.63	Need to verify if a certified operator is ready to go if needed.	According to CDPH there is no certified water operator
21			p.63	Regarding the annual consumer confidence report, the District writes and delivers a report to its residents.	Comment noted
22			p.67	Regarding the sections of the system in need of replacement, both parts of WPVCSD and SIAD are in need of inspection/repair.	Comment noted
23			p.68	Regarding the gallons of water projected to be collected yearly and daily by the District, it appears that the figures are over the limit of the system (without counting Hillcrest, which has individual septic systems).	See note in report
24		6/9/2014	p.69	Under "Collection System Inspection Practices", only the pumps are inspected.	Comment noted
25			p.72	Regarding the communication, the fire chief and his representative give a monthly report at the board meetings.	Comment noted
26			p.73	Under 'Staffing', please correct the first sentence. The Chief is a FTE and is available 24/7.	See change in document
27			p.74	Regarding the hydrants improvements, the hydrants have been installed and tested for pressure. The District is now working on a specific date for the ISO evaluation.	Comment noted
28			p.75	Regarding the tracking of response time, the Fire Department should be instructed to track all response times.	Agreed, but SIFC tracks response volumes
29			p.77	Under 'Streetlight Infrastructure and Facilities', residents should be instructed to contact the electric company for and streetlights in need of repair.	Doesn't the district contact the electric company on behalf of the residents.
30			p.82	Under unserved areas, Hillcrest receives all services except for sewer.	Comment Noted
MICKEY MATTHEWS' COMMENTS - HANDWRITTEN LETTER					
1	Mickey Matthews, WPVCSD Board Member	7/9/2014	p.2 - 5th paragraph	Please note that the Herlong Fire Dept. chief submits monthly reports to the WPVCSD Board.	see change in document

Log of Comments
Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft

Comment #	Commenter/Agency	Date	Page Section	Comment	Response
2			p.3 - 1st paragraph	There are historical water usage records available from the 80's.	comment noted the HPUD tracks water use
3			p.3 - 4th paragraph	Please note that WPVCSD does complete an annual consumer confidence report. One just came out recently.	Comment noted in document
4			p.3 - 6th paragraph	WPVCSD's current rates are sufficient to cover expenses, however, HPUD will charge larger fees than SIAD, so WPVCSD will have to raise the rates soon.	Comment noted. HPUD's rates are based on a rate study prepared for that purpose.
5			p.3 - 7th paragraph	Regarding the governance options, option #1 would make the most sense. Option #4 would probably work.	
6			p.7 - 3rd paragraph	HPUD and WPVCSD do not provide duplicate services . HPUD is a purveyor of water and sewer services. WPVCSD is a purchaser of these services, as well as a provider of street lighting, fire, and library services.	All of these services are permitted in the PUD law excepting libraries, which the Susanville Rancheria provides at the time of this review.
7			p.9 - 5th paragraph	LAFCO needs to further check into WPVCSD and HPUD's services before considering consolidation.	This will happen with a service plan
8			p.14 - 4th paragraph	All these powers are the same for WPVCSD, which already uses some of them. HUPD only does water and sewer.	Comment noted.
9			p.17 - 4th/5th paragraph	WPVCSD has collaborated with these organizations for many years.	Comment noted in document
10			p.24 - 5th paragraph	HPUD's rates are expected to be higher than SIAD's.	This is because of the cost of operation, new infrastructure and a management structure where costs are attributed to the cost of operations.
11			p.36 - 1st paragraph	Would HPUD have to expand their sewage facilities to accommodate WPVCSD? Probably not.	Unknown at this time
12			p.41 - 2nd paragraph	The residents in the western portion of the District will not want to connect to HPUD's water or sewer.	Comment noted
13			p.41 - 6th paragraph	Please note that there is no 'resistance', only discouragement in having to pay HPUD's increased fees for service.	The SAID is not longer interested in providing the service.
14			p.42 - 4th paragraph	An agreement between HPUD and WPVCSD for sewer services is already in the works.	Comment noted
15			p.42 - 7th paragraph	See comment #5.	Comment noted
16			p.44 - 5th/8th paragraph	See comments #12 and 13.	Comment noted
17			p.50 - 9th paragraph	Please note that WPVCSD does not provide natural gas.	Yes, it is provided by the Tuscarora Gas Company
18			p.54 - 5th paragraph	Annual financial records are always turned in to the auditor in time.	Comment noted
19			p.61 - 4th paragraph	The service connections from the meter box to the residence are the responsibility of the owner. Some have recently been replaced by the owners.	Comment noted in document
20			p.62 - 4th paragraph	Please note that WPVCSD does not need to have water storage, HPUD does.	Noted
21			p.63 - 3rd paragraph	See comment #3.	Noted
22			p.75 - 1st/2nd/3rd paragraphs	Herlong FD responds usually within 10 minutes. There are 26 firefighters covering 51.6 square miles.	Comment noted in document
23			p.79 - 2nd paragraph	See comment #3.	Noted
24			p.81 - 2nd paragraph	Option #4 is preferred. If necessary, option #3.	Noted
25			p.83/p.84/p.85	These pages have been discussed elsewhere.	Noted

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
26			p.86 - 5th paragraph	This paragraph is inaccurate. HPUD sells water and sewer services, only. WPVCSD purchases those services.	Clarified in document
27			p.88 - 1st paragraph	Regarding point 4, WPVCSD does not pay its board members, so there is no saving there.	Comment noted
28			p.89 - 3rd paragraph	Please elaborate on 'cemetery services'.	There is no cemetery district in Herlong
29			p.89 - 4th paragraph	Option #5 seemed to be favored by LAFCO. WPVCSD would prefer to remain independent.	Comment noted
VIVIAN PETERSON'S COMMENTS - LETTER					
1	Vivian Peterson, WPVCSD Manager	7/10/2014	p.3	Under 'Water Service Adequacy', the statement regarding the lack of an annual consumer confidence report (CCR) is untrue. WPVCSD has received a CCR from SIAD for six months, but never received a report from HPUD.	Comment noted in document
2			p.3	Under 'Financial Adequacy', about the rate increase, note that the process of a rate increase was proposed at the April 2014 meeting by the Manager, but the motion died.	Comment noted
3			p.3	Under 'Governance Structure Options', the four options were discussed in the Ad Hoc meeting with no decision as of present.	Comment noted
4			p.10	Regarding the SOI updates, please explain why the SOI for Susanville Sanitary District must be updated.	Should delete the Susanville Sanitary District and replace it with the HPUD and WPVCSD. All Cities and Districts subject to LAFCo's jurisdiction must have a service review and a SOI.
5			p.52	Please update the meeting time. It is now at 6:00pm	Comment noted in document
6			p.54	Regarding the annual audit, it was presented and approved by the District Board at the May 2014 meeting.	Comment noted in document
7			p.54	Regarding the Feasibility Analysis conducted in 2004, WPVCSD at that time had 155 connections and contracted SIAD for services.	Comment noted in document
8			p.59	Regarding the recommended connection fees, Ordinance No. 4, 1990 'covers these expansions'. This was never discussed.	Comment noted in document
9			p.63	Regarding the CCR, the District has issued one every year, as required.	Comment noted in document
10			p.65	About the 'Water Conservation Practices', the District has purchased and installed four meters that are monitored monthly and moved to new residences every three months.	Comment noted in document
11			p.74	Please correct the number of fire hydrants (13). WPVSCD has replaced 10 of them, added one in the Hillcrest area, and took control of two hydrants during the transfer to HPUD providing water service.	Comment noted in document
12			p.75	With the Chief and 12 volunteers, there cannot be 26 firefighters per 1000 residents. The fire department has agreements with the Sierra Army Depot, Doyle Fire Department and the Milford Fire Department for mutual aid.	Comment noted in document
13			p.77	Under 'Service Overview', please note that the streetlights are located in all of the WPV area and Hillcrest.	Comment noted in document

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
14			p.79	Regarding CCR, see comments #1 and 9.	Comment noted in document
15			p.79	About the exact response time for calls in 2013, the fire department's response time falls within NFPA guidance as stated on page 75.	Response times cannot be verified although 10 minutes is assumed. Verification is still needed. This can be accomplished by tracking response time.
16			p.79	Regarding the audits, the District has always completed the audit within 12 months of the close of the fiscal year.	Comment noted in document
17			p.80	About the enterprise funds, these funds are tracked separately through bookkeeping practices and the audit process.	Comment noted in document
18			p.80	Regarding the 'treated' water provided by HPUD, please note that in the 'Water Source' section on page 60 it is stated that the water provided by HUPD is not treated.	Noted
19			p.83	Regarding CCR, see comments #1 and 9.	Comment noted in document
20			p.85	Option #3, this option is the reverse of option #3.	Yes
21			p.86	Option #5, zero SOI for HPUD and WPVCSD. The concern that needs to be addressed is the other services provided by WPVCSD (i.e. fire, street lighting, and Library)	Yes
22			p.86	Option #6, SOI expansion to SR 395. If Lassen County would allow a development in this area, then WPVCSD would have the funds to pick up the 63 parcels.	Comment noted it depends but likely for fire. Even without development fire and ems could be provided in these areas provided they are in the SOI.
23				While there is a need for consolidation for money saving, there are many things to work out. HUPD indicated that they were not in favor, as a consolidation would require too many changes for them. As for WPVCSD, it has been a special district for 45 years and has many advantages that a public district doesn't have.	One District that provides a full complement of services to the area is needed.
PUBLIC COMMENTS					
1	Kim Dieter	7/11/2014		The WPVCSD does not professionally manage the utilities or the fire district. There are many examples of this mismanagement: I received a phone call from the WPVCSD manager. The manager stated that their employee was injured cleaning a drain at one of my houses, it was my fault and I would be responsible to pay the medical bills. . Eventually, I was not charged for the medical bills. Why would the WPVCSD feel it was my responsibility to pay the medical bills for their employee? Aren't WPVCSD employees covered under an insurance plan?	Comments are noted. LAFCo does not dictate the day to day operations of the district nor does LAFCo investigate or enforce various state laws or district compliance with various procedures. Commenter is advised to contact the district directly to resolve the issues raised.

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	Commenter/Agency	Date	Page Section	Comment	Response
2				When sewage bubbled up in the front yard of a house, the standard way employees of the WPVCSD clear sewer lines is by digging down to the front-yard sewer line and punching a hole into the line. I had to hire a plumber to replace the entire sewer line from the house to the street connection. Why would the WPVCSD approve of their employees punching holes in sewer lines and using a coffee can as a replacement part? Are the WPVCSD employees adequately trained for their job?	
3				Over the years, the WPVCSD has not provided monthly bills to homeowners. It is expected that each homeowner pay the water and sewer bill at the beginning of the month without a bill. If the bill isn't paid, the WPVCSD manager requires that the water/sewer bill be paid as part of the property taxes. I have not received any information as to how the WPVCSD will read the soon-to-be-installed meters and bill the homeowners for water/sewer usage. I also don't understand why the WPVCSD employees who clean the drains require a cash payment and they don't issue a receipt.	
4				Employees had been hired to replace the sewer line that ran from the front of the house to the street hook-up just before I bought the house. Unfortunately, the sewer line went under the front sidewalk. Instead of pouring a new sidewalk, the employees replaced chucks of the original sidewalk creating a hazard. The problem was brought up at three WPVCSD board meetings, yet, it has been four months and the problem hasn't been fixed.	
5				I pay a tax on every parcel of land I own for fire protection. District personnel uses the fire department equipment for their personal use. It concerns me greatly that my tax dollars are not being used efficiently by the fire district.	
6				I am very concerned about the qualifications and the training of the volunteer fire department members. What procedures are in place to screen and train prospective as well as current volunteers? Exactly what does the fire chief do to earn his monthly salary?	
7				About the procedure for purchasing supplies and items for the fire department, the WPVCSD manager said that the fire chief knows what to buy and can buy anything he wants. There seems to be no requirement to compare costs or get bids before items are purchased.	

Log of Comments Herlong Public Utility District & West Patton Village Community Services District - Municipal Service Review: Public Review Draft					
Comment #	**Commenter/Agency**	**Date**	**Page Section**	**Comment**	**Response**
8				The fire district tax increases each year because the bills go up every year. Yet, when I looked at the financial statements for the fire department, it showed that the expenditures for the year were less than the income for the year. Where is the unspent money and why do we need a tax increase if all of the money isn't spent each year? ". Please allow the HPUD to take over the community services district as described in option #2.	
			PUBLIC COMMENTS		
1	Jim Swistowicz	7/10/2014		WPVCSD has raised the fire Tax for the last 7 yrs. without public comment as required in Prop 218.	See WPVCSD Amended Resolution 2007-01 adopted on July 25, 2007. see Section 6.
2			p.62	Under "Infrastructure Needs or Deficiencies" it is stated that WPVCSD installed Water Boxes and New Main water laterals. True, but when they did this they used Waste Water funds, Water and Lighting money to do the project. This depleted their funds to point that they had to sell property to the HPUD in order to meet budget requirements. I was under the impression that the co-mingling of Funds was not allowed.	This comment would have to be directed at the district Board of Directors since LAFCo does not review expenditures in detail. The Audit prepared for the district would have a finding should this be the case.

Resolution 2014-0005 of the
Lassen Local Agency Formation Commission
Lassen County, California

Approving a Municipal Service Review of Services Provided by and within the Herlong Public Utility District and the West Patton Village Community Services District Territory 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, in August 2011 the Herlong Public Utility District requested LAFCo prepare a Service Review and Sphere of Influence Update for the Herlong area; 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, LAFCo has no authority to directly regulate land use, dictate internal operations or administration of any local agency, or set rates; and,

WHEREAS, LAFCo promotes logical and orderly development of communities as it considers and decides individual proposals; and,

WHEREAS, LAFCo has a role in reconciling differences between agency plans so that the most efficient urban service arrangements are created for the benefit of current and future area residents and property owners.

WHEREAS, a 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 the LAFCo Commission; 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 Herlong Public Utility District and the West Patton Village Community Services 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 Herlong Public Utility District and the West Patton Village Community Services District, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the hearing draft of the Municipal Service Review for services provided by the Herlong Public Utility District and the West Patton Village Community Services District and written determinations contained therein will provide information for updating the sphere of influence for the Districts, 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 Herlong Public Utility District and the West Patton Village Community Services 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 Herlong Public Utility District and the West Patton Village Community Services District.
3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to the Herlong Public Utility District and the West Patton Village Community Services 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 11th day of August 2014 by the following roll call vote:

Ayes:

Noes: -

Absentions: -

Absent: -

Signed and approved by me after its passage this 11th day of August 2014.

_____

Todd Eid, Chair
Lassen LAFCO

Attest:

_____

John Benoit, Executive Officer
Lassen LOCAL AGENCY FORMATION COMMISSION,

ITEM #8

Lassen Local Agency Formation Commission

Memorandum

August 11, 2014

TO: LAFCo Commissioners

FROM: John Benoit, Executive Officer

SUBJECT: Conflict of Interest Code.

Attachments: Lassen LAFCO's Conflict of Interest Code
2014 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:

Direct the Executive Officer to sign and transmit the 2014 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.

2014 Local Agency Biennial Notice

Name of Agency: Lassen LAFCo

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

Contact Person: John Benoit, Executive Officer Office Phone No: 530.257.0720

E-mail: lafco@co.lassen.ca.us Fax No: 916.797.7631

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 requires disclosure by 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:**
(Mark 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)*_____

☒ **No amendment is required.**

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

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of 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 the designated positions; and the code includes all other provisions required by Government Code Section 87302.

_____ _____

Signature of Authorized Representative *Date*

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2014**, or the date specified by your agency, if earlier, to:

Lassen Co. Clerk
220 S. Lassen Street, Suite 5
Susanville, CA 96130

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

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.

ITEM #9

Lassen Local Agency Formation Commission

CLAIMS
June 2014 & July 2014

Authorize payment of the following claims:

FOR FY 2013-2014:

Date of Claim	Description	Amount
July 1, 2014	Staff Svcs & Expenses – June 2014	$ 3,526.04
June 24, 2014	Public Notice Herlong PUD MSR-SOI	$ 63.70
TOTAL: June 2014 Exp:		$ 4,029.81

For FY 2014-2015

Aug 1, 2014	July 2014 Staff Expenses	$ 3,576.15
Aug 1, 2014	Service Review and SOI Exp. Herlong	$ 4,101.25
Total August 2014 Expenses		$ 7,677.40

DATED: Aug 11, 2014

APPROVED: Aug 11, 2014

_____

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.

Item	Insurance	Office Expens	copies	Communication	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications	Travel
Account Number	*4521*	*4610*	*4550*	*4530*	*4641*	*4830*	*4310*	*4331*	*4332*	*4540*	*4580*
Total Budgeted	**$ 1,000.00**	**$ 250.00**	**$ 1,000.00**	**$ 750.00**	**$ 300.00**	**$ 758.00**	**$ 2,500.00**	**$ 30,000.00**	**$ 3,500.00**	**$ 400.00**	**$ 2,500.00**
Calafco dues fy 13-14						$ (758.00)					
Conf registration Eid Chapman											$ (810.00)
Staff Svcs July 2013			$ (35.00)	$ (92.68)	$ (9.10)			$ (2,932.50)			
WCSD and CCWD SOI MSR Notice										$ (58.80)	
Conf Expenses Reimbursement EID											$ (562.30)
Conf Expenses Reimbursement Chapman											$ (816.87)
Staff Svcs August 2013			$ (34.34)	$ (80.48)	$ (15.00)			$ (2,500.00)	$ (500.00)		$ (130.01)
Staff Svcs September 2013				$ (62.32)				$ (2,500.00)			
Staff Svcs October 2013		$ (7.50)	$ (90.15)	$ (65.75)	$ (20.68)			$ (2,422.50)	$ (500.00)		
Staff Svcs November 2013			$ (15.00)	$ (77.18)				$ (2,082.50)			
Feather Publishing LCWWD&DUC										$ (58.80)	
Kenny Snowden and Norine 11.12.13							$ (37.96)				
Staff Svcs December 2013 #14-09			$ (68.85)	$ (80.87)	$ (17.28)			$ (2,952.50)	$ (500.00)		
Staff Svcs January 2014		$ (67.90)		$ (71.76)				$ (3,825.00)			
Feather Publishing SCCSD Legal Notice										$ (83.30)	
Insurance for FY 13-14	$ (1,000.00)										
Staff Svcs Feb 2014		$ (15.00)	$ (108.76)	$ (75.27)	$ (36.29)			$ (2,017.50)	$ (500.00)		
Staff Svcs March 2014		$ (10.00)	$ -	$ (74.38)				$ (1,615.00)			
Feather Pub Proposed Budget										$ (36.75)	
Staff Svcs April 2014			$ (32.12)	$ (70.92)	$ (9.80)			$ (2,303.75)	$ (500.00)		$ (109.45)
Staff Services May 2014			$ (10.00)	$ (76.55)	$ (1.96)			$ (2,432.50)			
Feather Pub Final Budget										$ (30.00)	
City Invoice 40976 4.1.14											
City Invoice 40977 4.1.14											
City Invoice 40978 4.1.14											
City Invoice 40504 6.30.13(FY13-14 exp)											
Transf from copies to Communications			$ (200.00)	$ 200.00							
Staff Services June 2014		$ (15.50)	$ (148.55)	$ (77.80)	$ (11.76)			$ (2,400.00)	$ (1,000.00)		
Feather Pub Herlong MSR-SOI										$ (63.70)	
TOTAL EXPENDED	**$ (1,000.00)**	**$ (115.90)**	**$ (742.77)**	**$ (705.96)**	**$ (121.87)**	**$ (758.00)**	**$ (37.96)**	**$ (29,982.75)**	**$ (3,500.00)**	**$ (331.35)**	**$ (2,428.63)**
TOTAL REMAINING	**$ -**	**$ 134.10**	**$ 257.23**	**$ 44.04**	**$ 178.13**	**$ -**	**$ 2,462.04**	**$ 16.25**	**$ -**	**$ 68.65**	**$ 71.37**

Training 4580	MSR's 4342	SOI 4330	Mapping 4340	Fin Svcs 4333	Clerk-City 4334	TOTAL BUDGET	Contingency 4451	
$ 200.00	$ 14,000.00	$ 3,000.00	$ 2,000.00	$ 1,722.30	$ 1,500.00	$ 65,380.30	$ 6,538.00	
						$ (758.00)		
						$ (810.00)		
						$ (3,069.28)		
						$ (58.80)		
						$ (562.30)		
						$ (816.87)		
	$ (1,175.00)					$ (4,434.83)	$ (5,814.00)	
	$ (3,088.75)					$ (5,651.07)		
	$ (2,205.00)	$ (250.00)				$ (5,561.58)		
	$ (2,125.00)					$ (4,299.68)		
						$ (58.80)		
						$ (37.96)		
						$ (3,619.50)		
	$ (5,400.00)	$ (2,700.00)	$ (633.75)			$ (12,698.41)		
						$ (83.30)	$ (12,781.71)	
						$ (1,000.00)		
						$ (2,752.82)		
						$ (1,699.38)		
						$ (36.75)		
			$ (500.00)			$ (3,526.04)	$ (5,488.95)	
			$ (500.00)			$ (3,021.01)		
						$ (30.00)		
				$ (143.53)	$ (178.00)	$ (321.53)		
				$ (287.06)	$ (267.00)	$ (554.06)		
				$ (143.53)	$ (267.00)	$ (410.53)		
				$ (430.59)	$ (267.00)	$ (697.59)	$ (8,560.76)	
						$ -		-$1,983.71
			$ (312.50)			$ (3,966.11)		
						$ (63.70)	$ (4,029.81)	
						$ -		
						$ -		-$4,029.81
						$ -	$ -	
						$ -		
						$ -		
						$ -		
						$ -		
						$ -		
						$ -		
$ 200.00	$ 6.25	$ 50.00	$ 53.75	$ 717.59	$ 521.00	$ 4,780.40	$ (36,675.23)	

			Revenue	
		FY13-14	Exp to date	$ (60,599.90)
	Reserve Fund		$0.00	
Agency	City/CO Contrib		$56,992.00	$ 56,918.30
	Interest Revenue			
Project Rev	13-14 Revenue			
AUDITED	CARROVER		$26,643.95	
	12-13 carryover			
	YTD Expens		-$60,599.90	
unaudited	Cash Balance		$23,036.05	

INVOICE June 2014

John Benoit

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

Invoice number: 2014-0062
Invoice date: 1-Aug-14

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	30.50	Staff Svcs	June 1-30, 2014	$3,712.50
				$ -

Total activity cost: $3,712.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Misc Budget notices packet	$148.55
Postage	LAFCo packets and Budget Notices	$11.76
Phone & Communications	Phone Internet and fax	$ 77.80
Office Supplies	Book re Taxes and Assessments	$15.50
Travel Exp.		

Total materials cost: $253.61

Total billing: $ 3,966.11

TIMESHEET
for John Benoit

Lassen LAFCO

June 2014

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Jun-14	LAFCo packets for june 9th posting and brown act	copy	$28.58	2.5	$ 212.50
2-Jun-14		Postage	$9.80		$ -
3-Jun-14	Comm LAFCo minutes posting			0.5	$ 42.50
4-Jun-14					$ -
5-Jun-14	WPD msr draft review			2.5	$ 212.50
6-Jun-14	research and email Natural gas OASA			0.5	$ 42.50
7-Jun-14	meeting prep and WPV MSR & SOI(4)			6.5	$ 552.50
8-Jun-14	HPUD MSR copies	copies	$118.97		$ -
9-Jun-14	in County misc LAFco budget and HPUD msr	LAFCo Mtg			$ 600.00
10-Jun-14	HPUD msr and misc city				$ 600.00
11-Jun-14		Front phone	$25.60		
12-Jun-14		copy	$1.00		$ -
13-Jun-14	Transmittals budget and Resolutions and Policy changes	post	$1.96	2.5	$ 212.50
14-Jun-14					
15-Jun-14					
16-Jun-14	Ambulance issues	comm	$19.70	1	$ 85.00
17-Jun-14	Herlong PUD misc			1	$ 85.00
18-Jun-14					$ -
19-Jun-14	Comm WPV msr and misc.			1	$ 85.00
20-Jun-14					$ -
21-Jun-14					$ -
22-Jun-14					$ -
23-Jun-14	HPUD and WPV soi	fees book	$15.50	1	$ 85.00
24-Jun-14	HPUD Service review			2	$ 170.00
25-Jun-14	Meeting WPV CSD meeting and w/HPUD			8	$ 600.00
26-Jun-14					$ -
27-Jun-14	Meyers HC dist annex in big valley finances Calafco 14-15 dues			1.5	$ 127.50
28-Jun-14					$ -
29-Jun-14		comm	$32.50		$ -
30-Jun-14					$ -
1-Jul-14					$ -
					$ -
SUBTOTAL			$253.61	30.5	$ 3,712.50
TOTAL					**$ 3,966.11**

Lassen LAFCO

Item	Insurance	Iffice Expens	copies	Communication	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications	Travel
Account Number	*4521*	*4610*	*4550*	*4530*	*4641*	*4830*	*4310*	*4331*	*4332*	*4540*	*4580*
Total Budgeted	**$ 1,000.00**	**$ 250.00**	**$ 1,000.00**	**$ 750.00**	**$ 300.00**	**$ 769.00**	**$ 2,500.00**	**$ 30,000.00**	**$ 3,500.00**	**$ 400.00**	**$ 1,500.00**
Calafco dues fy 14-15						$ (769.00)					
Staff Services - MSR July 1-31, 2014			$ (17.00)	$ (74.15)				$ (2,500.00)			
TOTAL EXPENDED	**$ -**	**$ -**	**$ (17.00)**	**$ (74.15)**	**$ -**	**$ (769.00)**	**$ -**	**$ (2,500.00)**	**$ -**	**$ -**	**$ -**
TOTAL REMAINING	**$ 1,000.00**	**$ 250.00**	**$ 983.00**	**$ 675.85**	**$ 300.00**	**$ -**	**$ 2,500.00**	**$ 27,500.00**	**$ 3,500.00**	**$ 400.00**	**$ 1,500.00**

Training	MSR's	SOI	Mapping	Fin Svcs	Clerk-City	TOTAL	Contingency		
4580	*4342*	*4330*	*4340*	*4333*	*4334*	*BUDGET*	*4451*		
$ 200.00	$ 14,000.00	$ 3,000.00	$ 2,000.00	$ 1,722.30	$ 1,500.00	$ 64,391.30	$ 6,439.13		
						$ (769.00)			
	$ (5,086.25)					$ (7,677.40)			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -	$ -		
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -	$ -		
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -	$ -		
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -	$ -		
						$ -			
						$ -		$0.00	
						$ -			
						$ -	$ -		
						$ -			
						$ -		$0.00	
						$ -	$ -		
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
						$ -			
$ -	$ (5,086.25)	$ -	$ -	$ -	$ -	$ (8,446.40)	$ -	$0.00	$ (8,446.40)
$ 200.00	$ 8,913.75	$ 3,000.00	$ 2,000.00	$ 1,722.30	$ 1,500.00	$ 55,944.90			

			Revenue	
		FY13-14 Exp to date		$ (8,446.40)
		Reserve Fund	$0.00	
	Agency	City/CO Contrib		$ 60,830.43
		Interest Revenue		
	Project Rev	14-15 Revenue		
UNAUDITED	CARROVER	13-14 carryover	$23,036.05	
		YTD Expens	-$8,446.40	
	unaudited	Cash Balance	$14,589.65	

INVOICE July 2014

John Benoit

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

Invoice number: 2014-0063
Invoice date: 1-Aug-14

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	41.00	Staff Svcs	July 1-31, 2014	$3,485.00
				$ -

Total activity cost: $3,485.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Misc Budget notices packet	$17.00
Postage		
Phone & Communications	Phone Internet and fax	$ 74.15
Office Supplies		
Travel Exp.		
Herlong MSR and Sphere of Influence	MSR and SOI expenses	4,101.25

Total materials cost: $4,192.40

Total billing: $7,677.40

TIMESHEET
for John Benoit

Lassen LAFCO

July 2014

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Jul-14					$ -
2-Jul-14					$ -
3-Jul-14					$ -
4-Jul-14					$ -
5-Jul-14	Admin Calafco misc			1	$ 85.00
6-Jul-14					$ -
7-Jul-14					$ -
8-Jul-14	mis ccomm			0.5	$ 42.50
9-Jul-14					$ -
10-Jul-14					
11-Jul-14	Groundwater legislation and directions for LAFCo			2	$ 170.00
12-Jul-14					$ -
13-Jul-14					$ -
14-Jul-14	Review comments from HPUD re: Herlong Service Review	comm	$19.66	2	$ 170.00
15-Jul-14	Review Johnstonville CSA #2 Dissolution info from LC Planning				$ -
16-Jul-14					$ -
17-Jul-14	Review comments from WPV CSD, Patty Krupa and Mickey, Comm re comments				$ -
18-Jul-14		Front Phone	$21.99	3	$ 255.00
19-Jul-14					$ -
20-Jul-14					$ -
21-Jul-14	Copies for Herlong MSR and msic	copies	$2.00	2.5	$ 212.50
22-Jul-14	Oxana re: WPVCSD and HPUD comments and misc.			1	$ 85.00
23-Jul-14	Biennial Review Conflict of Interest code and comm re: Herlong			2.5	$ 212.50
24-Jul-14	HPUD Resos and Agenda development			5.5	$ 467.50
25-Jul-14	HPUD Response to comments and log & So. Cascades CSD			8	$ 680.00
26-Jul-14					$ -
27-Jul-14					$ -
28-Jul-14	HPUD and WPVCSD MSR			5.5	$ 467.50
29-Jul-14	HPUD and WPVCSD MSR			4.5	$ 382.50
30-Jul-14	General Admin Misc and Meyers HC dist issues financials	comm	$32.50	3	$ 255.00
31-Jul-14		Misc Packet print	$15.00		$ -
					$ -
SUBTOTAL			$91.15	41	$ 3,485.00
TOTAL					$ 3,576.15

Itemized statement for the period of 6/1/2013 to 7/31/2014				
Date	Day	Hours	Description	Total
Jennifer Stephenson, Principal				
Herlong MSR				
6/2/2014	Monday	6.5	Addressed Vivian's comments on WPVCSD section and finalized content	$552.50
6/3/2014	Tuesday	7.5	Drafted MSR and SOI Determinations for WPVCSD, proofed document	$637.50
6/4/2014	Wednesday	8.75	Drafting of SOI Options	$743.75
6/5/2014	Thursday	4.5	Drafting of Executive Summary	$382.50
6/6/2014	Friday	4	Making changes per EO's comments, releasing document for public review	$340.00
7/31/2014	Thursday	2	Addressing comments in comment log and document	$170.00
		33.25		$2,826.25
Oxana Wolfson, Principal				
Herlong MSR				
5/7/2014	Wednesday	5.5	Addressed Pat's comments	$ 467.50
6/3/2014	Tuesday	3	Revised MSR determinations. Drafted SOI determinations	$ 255.00
		8.5		$ 722.50
Adanna Menon				
Herlong MSR				
7/23/2014	Wednesday	7.5	Summarized and logged comments into the log.	$318.75
7/24/2014	Thursday	5.5	Summarized and logged comments into the log.	$233.75
		13		$552.50

$4,101.25

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: June 24, 2014

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

Publish: Hearing--- West Patton Village and the Herlong PUD

TOTAL DUE: $ 63.70

(530) 283-0800

FEATHER PUBLISHING CO., INC.

P.O. BOX B, QUINCY, CA 95971

STATE OF CALIFORNIA
County of Lassen } ss.

Keri B. Taborski deposes and says: That she is the principal clerk for the publisher of the

Susanville, Lassen County
Adjudication Decree #15466

that the Notice of Public Hearing - Lassen Local Agency Formation Commission (LAFCO)
of which the attached is a true printed copy, was published in the weekly issue of said newspaper(s) as indicated above (and not in a supplement thereof) for 1 (One) _____ weeks, beginning June 24, 2014_____ and ending June 24, 2014, both dates, to wit: June 24, 2014

Dated: June 24, 2014 Keri B. Taborski

Keri B. Taborski

Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the Lassen Local Agency Formation Commission (LAFCO) will hold a public hearing on the following item:

Consideration of a Municipal Service Review and Sphere of Influence Update for services provided by the West Patton Village and the Herlong Public Utility District in the Herlong Area of Lassen County.

LAFCO is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Act to its determinations regarding Municipal Service Reviews and Spheres of Influence. LAFCO is required to conduct a Municipal Service Review and Update a Sphere of Influence consistent with the policies and procedures of Lassen LAFCO and the LAFCO Act.

The Hearing Draft Municipal Service Review and Sphere of Influence document is available for review at the City Susanville Administrative Office located at the Susanville City Hall, 66 N. Lassen St. Susanville of California; the Lassen Co. Community Development Department located at 707 Nevada Street, Susanville, California; the Herlong Public Utility District located at 448-805 Pole Line Road, Herlong CA; the West Patton Village CSD at 100 Tamarack St. Herlong, CA, and the LAFCO website www.lassenlafco.org The contact person is John Benoit, Executive Officer who may be reached at (530) 257-0720 or by email at lafco@co.lassen.ca.us

The public hearing will be held at 707 Nevada Street, Susanville California on the 11th day of August 2014 at 3:00 P.M., at which time and place interested persons may attend and be heard. If you challenge the action of the Commission on any of the above stated items in court, it may be limited to only those issues raised at the public hearing described in this notice, or in written correspondence delivered to Lassen LAFCO at, or prior to, the conclusion of the public hearing.

LOCAL AGENCY FORMATION COMMISSION
John Benoit, Executive Officer
Published LCT
June 24, 2014

ITEM #10

CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS

CALAFCO

2013-2014
Board of Directors

Chair
MARY JANE GRIEGO
Yuba LAFCo

Vice Chair
JOHN LEOPOLD
Santa Cruz LAFCo

Secretary
STEPHEN TOMANELLI
Riverside LAFCo

Treasurer
GAY JONES
Sacramento LAFCo

JULIE ALLEN
Tulare LAFCo

ROBERT BERGMAN
Nevada LAFCo

JAMES CURATALO
San Bernardino LAFCo

LARRY R. DUNCAN
Butte LAFCo

JULIANA INMAN
Napa LAFCo

MICHAEL KELLEY
Imperial LAFCo

DR. WILLIAM KIRBY
Placer LAFCo

MICHAEL R. MCGILL
Contra Costa LAFCo

EUGENE MONTANEZ
Riverside LAFCo

THEODORE NOVELLI
Amador LAFCo

JOSH SUSMAN
Nevada LAFCo

ROGER WELT
Santa Barbara LAFCo

Staff

PAMELA MILLER
Executive Director

MARJORIE BLOM
Executive Officer

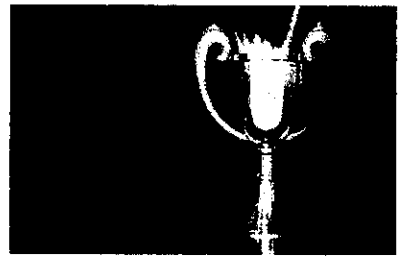
CLARK ALSOP
Legal Counsel

STEPHEN LUCAS
Deputy Executive Officer

SAMUEL MARTINEZ
Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

JENI TICKLER
Executive Assistant



Date: 25 June 2014

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: Stephen Tomanelli, Chair
CALAFCO Achievement Awards Committee

Subject: 2014 CALAFCO Achievement Award Nominations

Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition.

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to summarize the most important points of your nomination.
3. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Endorsement letters from third parties are optional. Please limit supporting documentation to no more than 25 pages. If necessary, a CD will be accepted for supporting documentation exceeding 25 pages. Should you submit a CD for consideration, you will need to provide 9 copies.
5. **Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 22, 2014.** Send nominations via e-mail, or U.S. mail to:

   Marjorie Blom
   Stanislaus LAFCo
   1010 Tenth Street, 3rd Floor, Suite 3600
   Modesto, CA 95354
   E-mail: blomm@stancounty.com

Please contact Marjorie with any questions at (209) 525-7660. A list of the previous Achievement Award recipients is attached to this announcement.

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until ***Friday, August 22, 2014***, in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Presented to a LAFCo Clerk for service above and beyond the call of duty.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
Mike Gotch Courage and Innovation in Local Government Award	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.
Lifetime Achievement Award	Recognizes any individual who has made extraordinary contributions to the LAFCO community in terms of longevity of service, exemplary advocacy of LAFCO-related legislation, proven leadership in approaching a particular issue or issues, and/or demonstrated support in innovative and creative ways of the goals of LAFCOs throughout California. At a minimum, the individual should be involved in the LAFCO community for at least ten years.

ITEM #12

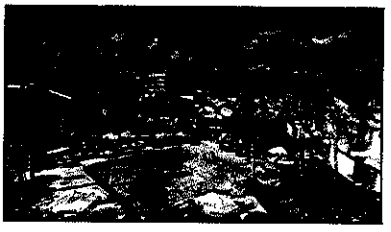
Announcing...

The 2014 CALAFCO Annual Conference

Hosted by San Bernardino LAFCo

October 15–17, 2014

At the DoubleTree by Hilton Hotel Ontario Airport, Ontario, CA



DoubleTree by Hilton, Ontario, CA

Make your reservations now at the DoubleTree by Hilton at the CALAFCO special rate of $99. Find the link at www.calafco.org

Content Rich Sessions

- Walking With Dinosaurs
- Water Supply & Analysis: Policies and Practices
- SOIs Aren't Really That Scary
- LAFCos and Joint Power Authorities
- Groundwater Basins: Governance Today and in the Future
- Shared Services: Improving Service Delivery by Increasing Collaboration
- Performance Evaluations: Do They Help or Hinder Performance?
- LAFCos, MPOs and SB 375
- Better Tools for Effectively Involving the Public in LAFCo Actions
- Cyber Security: How Safe Is Your LAFCo?
- Do We Need to Protect Our Mineral Resources?

Note: Sessions are tentative and subject to change

Invaluable Opportunities for Networking

- **Roundtable discussions on current issues for LAFCo Commissioners, staff, counsel, and Associate members**
- **8th CALAFCO Beer & Wine Competition and Reception**
- **Networking breakfasts**
- **Receptions**

Mobile Workshop
Visit the Frontier Project and winery tour and tasting at the Joseph Filippi Winery, followed by lunch at the Magic Lamp Inn (landmark diner on historical Route 66)
Wednesday from 8:00 a.m. to 12:45 p.m.

LAFCo 101
An introduction to LAFCo and LAFCo law for commissioners, staff, and anyone interested in learning more about LAFCo
Wednesday from 10: 30 a.m. to Noon

Luncheon Keynote
Featuring
Randall W. Lewis.
Exec. VP of
Lewis Group of Companies
Thursday Luncheon

California Association CALAFCO Local Agency Formation Commissions

Mark your calendar and plan to attend!