

**AGENDA
Public Meeting
Central Valley Regional
Water Quality Control Board**



8109
Thursday, April 6, 2017 – 9:00 a.m.
Friday, April 7, 2017 – 9:00 a.m.
Clovis Veterans Memorial Hall
808 4th Street
Clovis, CA 93612

THIS MEETING WILL NOT BE WEBCAST

The Central Valley Board strives to conduct accessible, orderly, and fair meetings. The Board abides by the following rules when conducting its meetings:

- No person is required to register their name or provide other information to the Board in order to attend a Board meeting. Completing an attendance card is voluntary, unless you wish to testify before the Board.
- Anyone speaking to the Board will be requested to complete an attendance card.
- Anyone testifying in permit and enforcement actions will be required to complete an attendance card and affirm that any testimony that they provide is the truth by taking an oath.
- Items on this Agenda are numbered for identification purposes only; the Board may consider these items out of their listed order.
- Any item scheduled for the first day of a multi-day Board meeting may be delayed or continued to the next day, and items may also be moved from the second day to the first day. The Board may remove items from this Agenda without prior notice.
- If the Board lacks a quorum, the Board may conduct a hearing as a Panel Hearing. However, the Board will not take final action on such an item until a quorum of the Board is present.

Copies of the items to be considered by the Central Valley Water Board are posted on the Board's website at:
http://www.waterboards.ca.gov/centralvalley/board_decisions/tentative_orders/

Board agendas and the minutes of prior meetings are posted on the Board's website at:
http://www.waterboards.ca.gov/centralvalley/board_info/meetings/

Questions regarding individual items should be directed to the Board staff person whose name and phone number are indicated with the agenda item. If no staff person is listed, or for general questions, please contact Ms. Kiran Lanfranchi-Rizzard at: (916) 464-4839 or klanfranchi@waterboards.ca.gov

The Board meeting will be conducted at a facility that is accessible to people with disabilities. Individuals requiring special accommodations are asked to contact Ms. Lanfranchi-Rizzard at (916) 464-4839 at least 5 working days prior to the meeting. TTY users may contact the California Relay Service at 1-800-735-2929 or voice line at 1-800-735-2922.

A list of applications for Water Quality Certifications, which the Board issues pursuant to Section 401 of the Clean Water Act, can be found at: http://www.waterboards.ca.gov/centralvalley/public_notices/ or can be obtained by calling the Board at: (916) 464-3291.

ELECTRONIC PRESENTATIONS

PowerPoint and other electronic presentations are frequently presented at the Board Meetings. Please e-mail presentations to the Board's Webmaster at webmaster5@waterboards.ca.gov at least 24 hours in advance, or bring your files either on a USB Flash Drive or CD-ROM and give them to Board Staff prior to the start of the meeting.

FRIDAY, APRIL 7, 2017 –9:00 A.M.

13. Introductions, Pledge of Allegiance
14. Meeting Rules and Procedures
15. Board Member Communications – Board Members and the State Board Liaison Member may discuss meetings, communications, correspondence, or other items of general interest relating to matters within the Board's jurisdiction. There will be no voting or formal action taken
16. Public Forum – Any member of the public may address the Board on any matter within the Board's jurisdiction and not scheduled for consideration at this meeting, or pending before the Board
17. Executive Officer's Report (http://www.waterboards.ca.gov/centralvalley/board_info/exec_officer_reports/)
18. The Board will be asked to approve items 23 through 28 with no discussion if no one is here to testify about them.

NPDES PERMIT

19. River Highlands Community Services District, County of Yuba, and Gold Village Land Development, LLC, Hammonton Gold Village Wastewater Treatment Plant, Yuba County – *Consideration of NPDES Permit Renewal (NPDES No. CA0081574)* [Brian Taylor (916) 464-4662]

OTHER BUSINESS

20. Update on the Activities of the CV-SALTS Public Education and Outreach Committee – *Informational Item only* [Glenn Meeks (916) 464-4701]

ENFORCEMENT

21. James G. and Amelia M. Sweeney, Sweeney Dairy – *Consideration of Administrative Civil Liability* [Dale Essary, (559) 445-5093]
22. James G. and Amelia M. Sweeney, Sweeney Dairy – *Consideration of Cease and Desist Order* [Dale Essary, (559) 445-5093]

UNCONTESTED CALENDAR

(Cal. Code Regs., tit. 23, § 647.2, subd. (f).)

Uncontested items are those items that are not being contested at the Board Meeting and will be acted on without discussion. If any person or Board Member requests discussion, the item may be removed from the Uncontested Calendar and taken up in the regular agenda in an order determined by the Board Chair.

ENFORCEMENT

23. Morning Star Packing Company, L.P. and Fred Gobel, The Morning Star Tomato Packing Plant, Colusa County – *Consideration of Rescission of Cease and Desist Order R5-2016-0007*

24. NPDES PERMITS/ENFORCEMENT

- a. Bear Valley Water District, Wastewater Treatment Facility, Alpine County –Order R5-2016-0045 (NPDES CA0085146)(*Amendment*)
- b. City of Mt. Shasta WWTP, Siskiyou County, R5-2012-0087 (*Amendment*)

25. LOCAL AGENCY MANAGEMENT PROGRAMS (LAMPS)

- a. Glenn County Environmental Health Department
- b. Madera County Environmental Health Division
- c. Mariposa County Health Department
- d. Merced County Division of Environmental Health
- e. Nevada County Environmental Health Department
- f. Placer County Environmental Health Department
- g. San Joaquin County Environmental Health Department

MEETING PROCEDURES

The Central Valley Water Board circulates item-specific Notices and/or Hearing Procedures along with drafts of its Orders and Amendments. If there is a conflict between an item-specific Notice or Hearing Procedure and the Meeting Procedures in this Agenda, the item-specific Notice or Hearing Procedure will control. Please contact Board staff if you do not know whether there is a Notice or Hearing Procedure for a specific item.

The statutes and regulations that govern the Central Valley Water Board's meetings can be found at:
http://www.waterboards.ca.gov/laws_regulations/

All persons may speak at a Central Valley Water Board meeting, and are expected to orally summarize their written submittals. Oral presentations will be limited in time by the Board Chair, and a timer may be used. Where speakers can be grouped by affiliation or interest, such groups are expected to select a spokesperson and to not be repetitive. The Board will accommodate spokespersons by granting additional time if other group members will not also be speaking.

Written materials that are received after deadlines set by item-specific Notices and/or Hearing Procedures will not generally be admitted. Any person requesting to submit late materials must demonstrate good cause, and the Chair must find that the admission of the late materials would not prejudice the Central Valley Water Board or any designated party. The Chair may modify this rule to avoid severe hardship.

PROCEDURE FOR HEARINGS IN ADJUDICATIVE MATTERS

(Including the issuance of Waste Discharge Requirements, NPDES Permits, Conditional Waivers, and certain Enforcement Orders, including Cleanup and Abatement and Administrative Civil Liability Orders)

The regulations for adjudicative proceedings are found in California Code of Regulations, title 23, sections 648 et seq. An adjudicative proceeding is a hearing to receive evidence for the determination of facts pursuant to which the Board formulates and issues a decision.

Evidence: Adjudicative hearings are not conducted according to the technical rules of evidence; the Board will accept any evidence that is reasonably relevant. It is the policy of the Board to discourage the introduction of surprise testimony and exhibits. Hearsay evidence may be used to supplement or explain other evidence.

Designated Parties: Designated Parties are persons named in a proposed order, anyone who requests designated party status and is so designated by the Board, and, for prosecutorial matters, the Board's Prosecution Team. Designated Parties have the right to call and examine witnesses, receive witness lists from other Designated Parties, introduce exhibits, cross-examine opposing witnesses, rebut evidence, make or oppose evidentiary objections, and make opening and/or closing statements.

Interested Persons: All persons who wish to participate in the hearing but who are not Designated Parties are Interested Persons. Interested Persons may present non-evidentiary policy statements or comments, either orally or in writing, but will not be subject to cross-examination. Interested Parties may be asked to respond to clarifying questions from the Board, staff, or others.

Order of Proceeding: for adjudicative hearings, the proceeding will be generally be conducted in the following order, unless modified by the Board Chair or specified differently in an item-specific Notice or Hearing Procedure:

- Testimony by Board staff, followed by testimony by Designated Parties named in the Order or Permit, followed by testimony of other Designated Parties
- Cross-examination of Board staff, followed by cross-examination of Designated Parties named in the Order or Permit, followed by cross-examination of other Designated Parties
- Statements of Interested Persons
- Closing statement by Designated Parties other than those named in the Order or Permit, then closing statement by Designated Parties named in the Order or Permit, followed by closing statement by Board staff
- Recommendation by the Board's Executive Officer (as appropriate)
- Close of the Hearing, followed by deliberation and voting by the Board

Closing statements are not to be used to introduce new evidence or testimony. Persons wishing to introduce exhibits (i.e., maps, charts, photographs) must leave them with the Board.

PROCEDURE FOR RULEMAKING AND INFORMATIONAL PROCEEDINGS

(Including Basin Planning, Rulemaking, Setting of Policy, and Workshops)

The regulations for rulemaking and informational proceedings are found in California Code of Regulations, title 23, sections 649 et seq. Rulemaking proceedings include hearings designed for the adoption, amendment, or repeal of any rule, regulation, or standard of general application. Informational proceedings include any hearings designed to gather and assess facts, opinions, and other information relevant to any matters within the jurisdiction of the Boards and whose primary purposes are to assist the Boards in the formulation of policy or guidelines for future Board action, to inform the public of Board policies, reports, orders, plans, or findings, and to obtain public comment and opinion with respect to such policies, reports, orders, plans, or findings, or to adopt such policies, reports, orders plans, or findings.

For rulemaking and informational proceedings, the Board does not distinguish between Designated Parties and Interested Persons; the Board will accept any evidence that is reasonably relevant, provided that it is submitted in accordance with any item-specific Notice or Hearing Procedure.

Order of Proceeding: for rulemaking and informational proceedings, the proceeding will be generally be conducted in the following order, unless modified by the Board Chair or specified differently in an item-specific Notice or Hearing Procedure:

- Opening statement by the Board summarizing the subject matter and purpose of the proceeding
- Presentation by Board staff
- Presentations by all other persons
- Recommendation by the Board's Executive Officer (as appropriate)
- Close of the Hearing, followed by deliberation and voting by the Board (as appropriate)

PETITION PROCEDURE

Any person aggrieved by an action of the Central Valley Water Board may petition the State Water Board to review the action in accordance with Water Code section 13320 and California Code of Regulations, title 23, sections 2050 and following. The State Water Board must receive the petition by 5:00 p.m., 30 days after the date of the issuance of the Order, except that if the thirtieth day following the issuance of the Order falls on a Saturday, Sunday, or state holiday, the petition must be received by the State Water Board by 5:00 p.m. on the next business day. Copies of the law and regulations applicable to filing petitions may be found at:

http://www.waterboards.ca.gov/public_notices/petitions/water_quality

or will be provided upon request.



PSA 2 Area Agency on Aging

ADVISORY COUNCIL MEETING

Mountain Senior Center
20635 Roff Way, Burney, CA

Friday, March 31, 2017

10:00 a.m.

Serving

Seniors

In

Lassen,

Modoc,

Shasta,

Siskiyou,

&

Trinity

Counties

Les Baugh
Chairman,
PSA 2 Executive Board

Peggy Wood
Chairman,
PSA 2 Advisory Council

Teri Gabriel
Executive Director,
PSA 2 AAA

AGENDA

- A. 10:00 Call to order
- B. 10:00 Roll Call (Establishment of a quorum)
- C. 10:05 Introduction of guests
- D. 10:10 Approval of Agenda (Changes, additions or deletions) *
- E. 10:15 Approval of Meeting Minutes – 01/27/17*
- F. 10:20 OPEN SESSION / ANNOUNCEMENTS
(Opportunity to hear comments from the community
and for announcements)
- G. 10:30 REPORTS:
 - Chairman's Report
 - Update on Advisory Council Activities
 - Advisory Council Vacancies / New Appointments
 - TACC Report
 - Update on Recent TACC Activities
 - CSL Report
 - Update on Recent CSL Activities – Kenneth Ryan, Senior Senator / Martha Beymer, Senior Assemblyman
 - Nutrition Report
 - Update on SNAP-Ed Activities – Nancy Quirus
 - Director's Report
 - FY 16/17 Area Plan Update

- Update on Modoc County RFP Process
- Update on Information & Assistance Outreach Efforts
- Other Agency Activity

H. 11:00 Discussion on FY 16/17 Goals & Objectives Activity

Note: Please have FY 16/17 Area Plan Goals & Objectives Activity Available

- Physical Activity Questionnaires
- Other Activities

I. 11:30 Discussion on Preparations for Year End Report to Executive Board

J. 12:00 Discussion and Approval of FY 17/18 Goals & Objectives*

K. Correspondence:

Incoming: (none)

Outgoing: (none)

L. 12:30 Adjournment

Attachments:

Advisory Council Meeting Minutes – 1/27/17

Advisory Council Member Roster & Meeting Calendar

Advisory Council Activity Report Form

Advisory Council Successes & Challenges in Senior Services Report

FY 16/17 Area Plan Goals and Objectives

Proposed FY 17/18 Area Plan Goals and Objectives

*** Possible Action to be taken**

*****REMINDER: CARPOOLING IS ENCOURAGED!!*****

SHASTA COUNTY – PLEASE BRING REFRESHMENTS

Any new items not on the agenda will become a matter of new business, to be brought forward for consideration by the Advisory Council at the next scheduled meeting, unless declared an item which would necessitate emergency action.

*****PLEASE NOTE INCLEMENT WEATHER PROCEDURES*****

If it is necessary to cancel a meeting due to inclement weather or other unforeseen circumstances, the Area Agency on Aging will attempt to notify the Advisory Council members via e-mail and/or telephone the day prior to the meeting. If weather conditions are questionable and you have not been contacted, please call the Area Agency on Aging at (530) 842-1687.

NEXT MEETING:

Friday, April 28, 2017

Burney

P.O. Box 1400, 208 W. Center Street, Yreka, California 96097

Telephone: 530-842-1687, Fax: 530-842-4804, Toll Free Information & Assistance 1-800-510-2020

Website: www.psa2.org

910 c

**LASSEN COUNTY BEHAVIORAL HEALTH
ADVISORY BOARD MEETING
April 10, 2017 5:30 P.M.
1400A Chestnut Street, Susanville, CA 96130
Telephone: 251-8108**

AGENDA

1. Call to Order
2. Approval of the Agenda – Action
3. Approval of the minutes – March 2017
4. Public Comment* - Information
5. Aurora
6. Department Report
7. Peer Training- Discussion
8. NAMI
9. MHSA – Tiffany Armstrong
10. Consideration of Future Agenda Items
11. Next Meeting Date and Time
12. Adjournment

- * Any person desiring to address the Board shall first secure permission of the presiding officer.
- * Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item. Cards are available on the table by the door and shall be completed and presented to the Secretary in advance of speaking.
- * Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.

910 D
1/31/17 -
mailed to BOS
4/6/5

**HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
REGULAR MEETING MINUTES (CLOSED SESSION)**

Date: Wednesday, January 25, 2017
Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present: Board: Jesse Claypool Laurie Tippin
Larry Cabodi
Staff: Ian Sims Merry Wheeler
Attendees: Randall Harr Jay Dow

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Chairman Jesse Claypool called the meeting to order at 2:35 pm, pledge of allegiance was completed, and quorum was noted.

II. APPROVAL OF AGENDA

Larry made a motion to approve the agenda, Laurie seconded and the motion passed. All.

III. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Jay Dow stated he feels strongly that the HLVRCDD should go to court in the LIC vs. RCD matter. He feels that a settlement is not in all water users' best interests. He stated that a settlement could have unintended consequences to the water users. Jesse thanked Jay for his comments.

IV. ADJOURNMENT TO CLOSED SESSION

A. Closed session conference with legal counsel pursuant to Government Code Section 54956.9(d)(1); Lassen Irrigation Company v. Honey Lake Valley RCD, and others, 1,1 Superior Court Case Number 58261 (filed on April 14, 2014) -- Claypool.

The board went into closed session at 2:45 pm.

V. RECONVENE IN OPEN SESSION


The board reconvened in open session at 3:40 pm. The reportable action was as follows:

1. The board gave affirmative direction to counsel to proceed with the earlier cross complaint against Jeff White for RCD relief.
2. The settlement agreement is final following Judge Ervin's decision last week upholding the appropriateness and "propriety of the settlement agreement".

VI. ADJOURNMENT

Laurie made a motion to adjourn the meeting, Larry seconded and the meeting was adjourned at 3:45 pm. The next regularly scheduled Honey Lake Valley RCD meeting will be Wednesday, January 25, 2017 at 3:30 pm. The location is the USDA Service Center, 170 Russell Avenue Suite C, Susanville, CA 96130.

Respectfully submitted,


Merry Wheeler
Executive Secretary

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE: February 22, 2017

meeting minutes closed session - 1-25-17

910 e
EMAILED TO BOS &
GS 4/3/17

**HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT
REGULAR MEETING MINUTES (CLOSED SESSION)**

Date: Wednesday, February 22, 2017

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present: Board: Jesse Claypool Laurie Tippin
Larry Cabodi Wayne Langston

Staff: Ian Sims Merry Wheeler

Attendees: Randall Harr and Bill Curley (telephonically)

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board Chair Jesse Claypool called the meeting to order at 2:36 pm, pledge of allegiance was completed, and quorum was noted.

II. APPROVAL OF AGENDA

Board member Langston made a motion to approve the agenda, Board member Laurie Tippin seconded and the motion passed. All.

III. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None.

IV. ADJOURNMENT TO CLOSED SESSION

A. Closed session conference with legal counsel pursuant to Government Code Section 54956.9(d)(1); Lassen Irrigation Company v. Honey Lake Valley RCD, and others, 1,1 Superior Court Case Number 58261 (filed on April 14, 2014) – Claypool.

The board went into closed session at 2:37 pm.

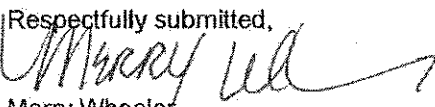
V. RECONVENE IN OPEN SESSION

The board reconvened in open session at 3:27 pm. There was no reportable action.


VI. ADJOURNMENT

Board member Tippin made a motion to adjourn the meeting, Board member Cabodi seconded and the meeting was adjourned at 3:27 pm. The next regularly scheduled Honey Lake Valley RCD meeting will be Wednesday, March 22, 2017 at 3:30 pm. The location is the USDA Service Center, 170 Russell Avenue Suite C, Susanville, CA 96130.

Respectfully submitted,


Merry Wheeler
Executive Secretary

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE: March 22, 2017

910 F
EMailed to
BOS & GS - 4/3/17

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

REGULAR MEETING MINUTES

Date: Wednesday, February 22, 2017

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present:

Board:	Jesse Claypool	Wayne Langston	
	Laurie Tippin	Larry Cabodi	
Staff:	Ian Sims	Merry Wheeler	Eric Peitz
	Mitch Otto		
Attendees:	Madison Cole		

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Board Chair Jesse Claypool called the meeting to order at 3:31 pm, pledge of allegiance was done and quorum was noted.

II. APPROVAL OF AGENDA

Board member Laurie Tippin made a motion to approve the agenda, Board member Larry Cabodi seconded and the motion passed. All.

III. PUBLIC COMMENT

None.

IV. CONSENT ITEMS - RCD

A. Approval of 1/25/17 closed session and regular meeting minutes.

Board member Wayne Langston made a motion to approve the consent items, which consisted of the 1/25/17 closed session and regular meeting minutes and the January/February 2017 Treasurer's Report, Board member Cabodi seconded and the motion passed. All.

B. Approval of January/February 2017 Treasurer's Report.

See Item A above.

V. REPORTS

A. District Manager Report - Sims.

District Manager Ian Sims presented his report. He noted that Mike Bartley had been elected board chair of the WAC committee and Ramsey Wood was elected vice chair. He also spoke about the ITRC course in canal training that he and Mitch Otto had attended in Chico. Mitch Otto, Deputy Water Master, introduced himself to the board and mentioned that he'd like to spend some time with each of the RCD and WAC board members. DM Sims asked Madison Cole, a news reporter from the radio station KSUE, if the District could get information on the KSUE website and/or on air regarding the RCD board vacancies. She said she would be sure the announcement got on the "Live at Five" show as well as the Sierra Daily News.com website.

B. Correspondence - Wheeler.

The correspondence presented included a letter from SDRMA announcing that rates for the Property/Liability Package Program will increase 10% for the 2017/2018 program year. This is an across the board increase for all SDRMA clients.

C. NRCS Agency Report – Peitz.

District Conservationist Eric Peitz presented his report and noted that 24 apps are currently on file. All federal hiring is frozen. The next Modoc Regional RCD meeting will be sometime in 2017 – date and time yet to be decided. An RFP was sent out recently for new contribution agreements. The deadline for proposals is 3/8/17.

D. Lassen SWAT – Tippin/Sims.

There was a SWAT meeting held recently which was the first one in a year. The MOU is being recirculated and anyone not signing it will be removed from the MOU. The SWAT needs to be organized and would be formalized per agency.

E. Buffalo Skedaddle-Sage Grouse Working Group – Sims.

District Manager Sims noted there was nothing to report and that the next meeting will be in mid-March.

F. WAC Report – Langston.

Board member Langston said that Deputy Water Master Mitch Otto had been introduced at the last WAC meeting. The first reading of the 2017/18 WM budget was presented and was well received. The WAC meeting also included discussion about having the WAC become a larger part of the WM service.

G. Modoc Regional RCD/CARCD Report – Tippin.

Board member Tippin attended the Pit RCD meeting and discussed funding opportunities. There is a potential for a regional RCD meeting. The DOC accreditation program rules will be published at a later time.

H. Fire Safe Council Report – Sims.

District Manager Sims was not able to make the meeting but did say that Honey Lake Power is back on line.

I. Tree Mortality Report – Cabodi.

Board member Cabodi reported there was a Tree Mortality Group meeting at the USDA Service Center on 2/22/17. Board member Tippin mentioned that attendees reviewed information and web links to be shown on the Lassen County Tree Mortality Task Force website, which HLVRCD agreed to host. The group also discussed and agreed to postpone scheduling a future meeting until June or July due to the increased amount of precipitation Lassen County has received this winter.

J. Unagendized Reports by Board Members.

Board member Tippin distributed a CSDA Special District Board Member/Trustee Handbook. Board chair Claypool distributed the Brown Act Handbook provided by Lozano Smith.

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

A. Consideration and approval of revised policies needed to become a Tier 1 District under the Department of Conservation Accreditation Grant Program – Sims.

- | | | |
|-----|--------------------|--|
| 1. | Policy 2048 – | District Vehicle Usage |
| 2. | Policy 2077 – | Long Term Volunteers |
| 3. | Policy 2078 – | Short Term Volunteers |
| 4. | Policy 2810 – | Non-Discriminatory Statement |
| 5. | Policy 3130 – | Fund Balance Reserve Policy |
| 6. | Policy 3150 – | Purchasing/Public Contract Bidding/Professional Consultant Selection |
| 7. | Policy 3200 – | Fee for Services Policy |
| 8. | Policy 3400 – | Public Records Request Policy |
| 9. | Policy 4055 – | Associate Directors |
| 10. | Policy 5010-5070 – | Board Meetings |
| 11. | Policy 5020 – | Board Meeting Agenda |

The Policy Committee met prior to the board meeting, considered all previous input from board members and made revisions as necessary. Board member Cabodi made a motion for approval of revised policies needed to become a Tier 1 District under the Department of Conservation Accreditation Grant Program, Board member Langston seconded and the motion passed. All.

- B. Consideration and approval to revise Resolution 2016-05 to read "Chairman" rather than "Jesse Claypool" as the Authorized Representative for the Storm Water Resource Planning Initiative per State Water Board's request – Sims.**

Board member Cabodi made a motion for approval to revise Resolution 2016-05 to read "Chairman" rather than "Jesse Claypool" as the Authorized Representative for the Storm Water Resource Planning Initiative per State Water Board's request, Board member Langston seconded and the motion passed. All.

- C. Mid-year budget and Annual Operations Plan status for FY 2016/2017 – Sims.**

District Manager Sims presented the Mid-year Budget and Annual Operations Plan for FY 2016/2017. He noted the RCD has an approved budget of \$236,160 which includes approximately \$20,633 from the fund balance. Overall, with a little more than half the fiscal year completed, revenues and expenditures are in line with the adopted budget. Mid-year status of the operations plan shows substantive progress has been made on most work items. Board member Cabodi asked when DM Sims can begin to work full time. DM Sims responded this will happen when he can bill consistently to a project or projects.

- D. Recommend District Manager revise Policy 2520 Sick Leave, which includes deletion of Section 2520.7, for Policy Committee review/recommendation and Board of Directors approval – Tippin.**

Staff was directed to revise Policy 2520 – Sick Leave and to remove Section 2520.7 completely. After completion the revised policy will go to the Policy Committee and ultimately to the board.

VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATERMASTER

- A. Approval to pay Lozano Smith Invoice #2021393 dated 2/10/17 in the amount of \$1,102.00, plus past due amount of \$494.45 and interest of \$4.11.**

Total amount due: \$1,600.56 – Claypool/Wheeler.

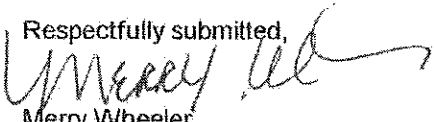
Board member Cabodi made a motion to pay Lozano Smith Invoice #2021393 dated 2/10/17 in the amount of \$1,102.00, plus past due amount of \$494.45 and interest of \$4.11, totaling \$1,600.56, Board member Langston seconded and the motion passed. All.

VIII. ADJOURNMENT

Board member Langston made a motion to adjourn the meeting, Board member Cabodi seconded and the meeting was adjourned at 5:00 pm. All.

The next regularly scheduled Honey Lake Valley RCD meeting is Wednesday, March 22, 2017 at 3:30 pm, at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,


Merry Wheeler
Executive Secretary

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE:

March 22, 2017

9109
4/3/17 - emailed
to BOS & GJ

HONEY LAKE VALLEY
RESOURCE CONSERVATION DISTRICT

REGULAR MEETING MINUTES

Date: Wednesday, January 25, 2017

Location: USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130

Present: Board: Jesse Claypool Wayne Langston
Laurie Tippin Larry Cabodi

Staff: Ian Sims Merry Wheeler Eric Peitz

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Chairman Jesse Claypool called the meeting to order at 3:55 pm, pledge of allegiance was done and quorum was noted.

II. APPROVAL OF AGENDA

There were a number of changes made to the agenda prior to approval. They were:

1. It was noted that this was a "Regular", not a "Special" meeting of the RCD.
2. Item III, "Swearing In Ceremony" became Item IV and Item IV, "Public Comment" became Item III.
3. Under Item VII, "Items for Board Action and/or Discussion – RCD", Item A. 2 was changed to read "Appointment of Executive Secretary as Secretary to the Board".
4. Under Item VII, "Items for Board Action and/or Discussion – RCD", Item C was changed to read "Assignment of board representatives to committees (SWAT, Buffalo Skedaddle, WAC, Modoc Regional RCD/CARCD, Fire Safe Council, and Tree Mortality)".

Larry made a motion to approve the agenda with the changes noted above, Laurie seconded and the motion passed. All.

III. PUBLIC COMMENT

None.

IV. SWEARING IN CEREMONY

A. Recital of oath of office and swearing in of newly reappointed board members – Wheeler.

Jesse and Laurie repeated the oath of office as I read it to them and were sworn in as board members once again. Their signed oaths of office will be sent to the Board of Supervisors for filing.

V. CONSENT ITEMS – RCD

A. Approval of 10/13/16 regular meeting minutes.

Larry made a motion to approve the 10/13/16 minutes, Wayne seconded and the motion passed. All.

B. Approval of December 2016/January 2017 Treasurer's Report.

Larry made a motion to approve the December 2016/January 2017 Treasurer's Report, Wayne seconded and the motion passed. All.

VI. REPORTS

A. District Manager Report.

Ian presented his report. He told the board he had hired Mitch Otto, a gentleman who is in the process of moving here from Ohio. Mitch's first day of work is January 30, 2017. Ian also said the Tier I submittals are 90% complete and that an agreement is being drafted for the Storm Water Resource Planning Grant by the Lahontan Water Board. A grant agreement has been finalized and executed for the Lassen Creek Watershed and he's working with LLTT on drafting a proposal for the OHV Planning Grant Proposal.

B. Correspondence – Wheeler.

The correspondence presented included the cover letter to Judge Verderosa that was enclosed with the HLVRCD Susan River Water Master Service Area Annual Report for 2016 that was filed with the Court on 12/29/16; a Minute Order from the Board of Supervisors stating that Jesse and Laurie had been reappointed as HLVRCD board members; a letter of resignation from Than King dated 12/20/16 and an email from Shaun Giese dated 12/16/16 stating that he was resigning from the board effective immediately.

C. NRCS Agency Report – Peitz.

Eric presented his report and noted that two apps were selected for funding from the Susanville Field Office. There are currently 21 program apps on file. The next batching period will end March 17th. The new administration has put a hiring freeze in place for the USDA and all across the federal government. Eric also mentioned the next Modoc Regional RCD meeting will be held in April 2017 with the location and time yet to be decided.

D. Lassen SWAT – Tippin.

Laurie had nothing to report. Ian had a meeting with Tom Getts, who brought him up to date on what exactly the SWAT does. Ian will try to establish a meeting of previous SWAT members, which may or may not come to fruition. Laurie would like Ian to talk to Tina Hilburn about our equipment and get an MOU in place.

E. Buffalo Skedaddle-Sage Grouse Working Group – Sims.

Nothing to report.

F. WAC Report – Langston.

There were no WAC meetings in December or January. Ian said that WAC board member terms are to be established starting from scratch, since nobody recalls when they started. The next meeting is scheduled for 2/9/17.

G. Modoc Regional RCD/CARCD Report – Tippin.

Laurie had asked other Modoc Regional RCD members if anyone had any interest in an irrigation lab but did not hear back from anyone. She also created a chart on sharing the cost of board audits but has not yet received any responses on that either. Laurie mentioned there are SWEEP funds available, which create a potential for RCDs to receive funding from CARCD.

H. Fire Safe Council Report – Tippin.

Nothing to report.

I. Tree Mortality Report – Cabodi.

There will be a Tree Mortality Group meeting at the USDA Service Center on 2/22/17. Laurie and Larry will both be involved.

J. Unagendized Reports by Board Members.

Nothing to report.

VII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

A. Annual Organizational Meeting (RCD 5010.5; PRC 9306 & 9307) – Claypool.

1. Election of officers (chairman, vice-chairman and secretary/treasurer).

Laurie made a motion to have Jesse continue as chairman, Laurie as vice-chair and Wayne as treasurer, Larry seconded and the motion passed. All.

2. Appointment of Executive Secretary as secretary to the board.

Laurie made a motion to appoint Merry to continue as secretary to the board, Wayne seconded and the motion passed. All.

B. File Statement of Facts with the Secretary of State.

Wayne made a motion to have me file the Statement of Facts with the Secretary of State, Larry seconded and the motion passed. All.

C. Assignment of board representatives to committees (SWAT, Buffalo Skedaddle, WAC, Modoc Regional RCD/CARCD, Fire Safe Council and Tree Mortality, etc.).

Larry made a motion to assign the following board members and staff to the following committees:

SWAT – Laurie/Ian	Buffalo Skedaddle – Ian	WAC – Wayne
Fire Safe Council – Ian	Tree Mortality – Larry	Policy – Jesse & Larry
Financial – Wayne	Litigation – Jesse	Modoc Regional RCD/CARCD – Laurie

Wayne seconded and the motion passed. All.

D. Policy update/revisions (RCD5010.1) – Claypool.

1. Place and time of meeting.

Wayne made a motion that the meeting would be held on the fourth Wednesday of each month at 5:30 pm, Larry seconded and the motion passed.

2. Addition of winter hours.

Laurie made a motion that the meeting would be held at 3:30 pm from November through March inclusive, Wayne seconded and the motion passed. All.

E. Letters of appreciation to Larry Cabodi and Shaun Giese – Claypool.

Larry received his letter of appreciation that had been signed by all board members. Shaun's will be mailed on 1/26/17.

F. Consideration and approval of policies needed to become a Tier 1 District under the Department of Conservation Accreditation Grant Program – Sims.

1. Policy 2048 – District Vehicle Usage
2. Policy 2077 – Long Term Volunteers
3. Policy 2078 – Short Term Volunteers
4. Policy 2810 – Non-Discriminatory Statement
5. Policy 3130 – Fund Balance Reserve Policy
6. Policy 3150 – Purchasing/Public Contract Bidding/Professional Consultant Selection
7. Policy 3200 – Fee for Services Policy
8. Policy 3400 – Public Records Request Policy
9. Policy 4055 – Associate Directors

Ian noted that these are mandatory policies for Tier 1 accreditation. He asked that all policy revisions be forwarded to him for the second reading in February.

G. Consideration and approval of two policies in the Section V: Board Meetings portion of the HLVRCO Policy Handbook – Sims.

- 1. Section 5010.1 – Time, date and location of regular meetings of the HLVRCO.**
- 2. Section 5020.1 – District Manager, in cooperation with the Board Chairman, shall prepare an agenda aligning agenda items to the Strategic Plan.**

Ian asked that all comments/revisions be submitted to him for the second reading in February.

H. Approval for Ian and Mitch to attend an ITRC (Irrigation Training and Research Center) course in canal operations at CSU in Chico on February 7th and 8th. Registration is \$30/each plus lodging and meals (approximate cost \$450) – Sims.

Larry made a motion approving Ian and Mitch to attend an ITRC (Irrigation Training and Research Center) course in canal operations at CSU in Chico on February 7th and 8th. Registration is \$30/each plus lodging and meals (approximate cost \$450), Wayne seconded and the motion passed. All.

I. Plumas Corporation (East Creek Restoration Project) – Consideration for approval and filing of mitigated negative declaration under CEQA compliance – Sims.

Tim Keesey started this project which is outside of Westwood. Ian reviewed the paperwork and said it all looked good. The HLVRCO needs to file a mitigated negative declaration under CEQA compliance. The RCD will be the lead agency but is not actively involved with the project. Laurie made a motion to approve and file the mitigated negative declaration under CEQA compliance, Wayne seconded and the motion passed. All.

J. Discussion and approval of Final Cooperative Agreement between HLVRCO and Lassen Land and Trails Trust (LLTT) for Modoc Line Rail Trail in Lassen and Modoc counties – Sims.

Ian and Laurie reviewed the proposal and LLTT has approved it. Laurie made a motion for approval of the Final Cooperative Agreement between HLVRCO and Lassen Land and Trails Trust (LLTT) for Modoc Line Rail Trail in Lassen and Modoc counties (with a minor change on the first page), Wayne seconded and the motion passed. All.

K. Approval of HLVRCO proposal and decision to host the Lassen County Tree Mortality Task Force website on the RCD website – Tippin.

Laurie made a motion to host one page on the HLVRCO website for the Tree Mortality Task Force, Larry seconded and the motion passed. All.

L. Approval of HLVRCO proposal and decision to create and fill two Associate Director positions – Tippin.

Laurie made a motion that after the Associate Director policy has been approved, the HLVRCO will provide outreach and fill two Associate Director positions, Larry seconded and the motion passed. All.

VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – WATERMASTER

A. Tabled from last meeting: Approval to pay Lozano Smith Invoice #2014843 dated 11/9/16 in the amount of \$174 for general legal services. Subsequently Invoice Nos. 2017054 dated 12/12/16 in the amount of \$319.00 and 2018539 dated 1/9/17 in the amount of \$1.45 (interest) have been received. Total amount due: \$494.45 – Claypool/Wheeler.

Jesse explained that on 1/18/17 he sent Bill Curley texts regarding Brown Act material he had requested several times. We have not yet received the Brown Act material or SDRMA information that was also requested. The board directed me to call Jen Ha, Bill Curley's secretary, to ascertain why the material has not been sent, or if it has been, to please resend it. The board also asked Jesse to personally call Bill and ask about other items on the bill. Jesse agreed to call Bill.

The Brown Act material was received in the office on 2/1/17.

IX. ADJOURNMENT

Prior to adjournment, Laurie requested that there be a mid-year budget review at the February meeting.

Laurie made a motion to adjourn the meeting, Larry seconded and the meeting was adjourned at 5:55 pm.

The next regularly scheduled Honey Lake Valley RCD meeting is Wednesday, February 22, 2017 at 3:30 pm, at the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA 96130.

Respectfully submitted,



Merry Wheeler
Executive Secretary

APPROVED:


Jesse Claypool, RCD Board Chairperson

DATE:

February 22, 2017

910 H

Lassen Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – April 10, 2017

3:00 PM

**Board of Supervisors Chambers
707 Nevada Street
Susanville, CA.**

(website: www.lassenlafco.org)

1. Call to order: Pledge of Allegiance

Commissioners

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

Alternate Members

David Teeter, County Member Alt.
Kevin Stafford, City Member Alt.
Andrew Wellborn, Public Alt.

LAFCO Staff

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

1. Approval of Agenda (Additions and Deletions)

3. Correspondence:

4. Approval of Minutes: *The February 27th, 2017 minutes will be available at the June Meeting*

5. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chairman reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

6. **Selection of Public Member and Public Member Alternate for a term ending in May 2021.**
 - a. *Selection of Public Member*
 - b. *Selection of Public Member Alternate*
7. **WORKSHOP regarding the City of Susanville Sphere of Influence update.**
 - a. Review and Discuss the Draft 2 Sphere of Influence report prepared for the City of Susanville including comments received to date.
 - b. Review Map of Sphere areas as reviewed by the City.
 - c. Set Public Hearing date for 3:00 PM June 12th, 2016
8. **Public Hearing regarding the proposed 2017-2018 LAFCo Budget for Lassen LAFCo**
 - a. *Review Proposed Budget report and spreadsheet, Conduct Public Hearing and consider Resolution 2017-0001 adopting a proposed 2017-2018 LAFCo Budget.*
9. **Authorize Payment of Claims for February and March 2017**
 - a. *Authorize Payment of Claims for February and March 2017*
10. **Executive Officer's Monthly Report**

Legislation: Healthcare Districts, Inactive Districts and Special District Representation
11. **Commissioner Reports - Discussion**

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters.
12. **Adjourn to the next meeting to take place on Monday June 12th 2017 at 3:00 P.M.**

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

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

Public Comment

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

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

Public Hearings

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

Agenda Materials

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda are available for review for public inspection in the Clerk's office located at the City of Susanville, 66 North Lassen Street, Susanville CA. and the Lassen Co. Community Development Office located at 707 Nevada Street, Susanville CA. [such documents are also available on the Lassen LAFCo website (www.lassenlafco.org) to the extent practicable and subject to staff's ability to post the documents prior to the meeting]

Accessibility

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting.

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCO all political contributions and expenditures with respect to a proposal that exceeds \$1,000. LAFCO has adopted policies to implement the law, which are available on the Commission's webpage. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained by calling the 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 lafo@co.lassen.ca.us. Copies of reports are located on the LAFCO webpage at: www.lassenlafco.org

8

Lassen Local Agency Formation Commission

DATE: April 10, 2017
TO: Lassen Local Agency Formation Commissioners
FROM: John Benoit, Executive Officer
RE: Budget Justification and Proposed Budget for FY 2017-2018

Budget Justification

While LAFCO is mindful of the budget constraints of the City and County the following proposed activity report reflects substantial limitations in the upcoming fiscal year. The proposed budget suggests using staff as much as possible in the preparation of the MSR's and SOI's including using funds from staff services to augment this activity when LAFCO project activity is less than anticipated has been successful. Five years ago the budget was reduced by \$12,911 (18% approximately) with reductions in Executive Officer Services, Clerk Services many services and supplies (since LAFCo has gone to 6 meetings a year), mapping, legal and a substantial reduction in the travel budget.

Since the passage of AB-2838, based on the recommendations of the Commission for Local Governance, LAFCO has become an independent agency. Many of the start-up activities have been completed, many more activities need to take place such as the mandated Municipal Service Reviews and Sphere of Influence updates and continuing increases in unfunded mandates.

The legislature continues to empower LAFCO's through legislation since there is no other vehicle available to them.

On November 14th, 2005 Lassen LAFCO adopted expanded budgeting policies as part of its operational bylaws. These policies are as follows:

3.2 *Budget*

- a) *The Commission shall serve as the LAFCO Budget Committee and shall prepare and submit a budget to the Commission for review each spring in coordination with the Lassen County and City of Susanville budgeting process. When the Commission has finalized the budget, the Executive Officer shall promptly send it on to the County and the City as provided by the LAFCO Act, Section 56381.*
- b) *The Commission may at any time and at its own discretion modify its approved budget.*
- c) *The LAFCO Executive Officer shall be responsible for managing the day-to-day business of the Commission and for directing expenditures for that purpose within the guidelines established by the adopted budget.*
- d) *LAFCO's budget for the next fiscal year shall normally be set at level that allows the agency to complete the essential tasks of the approved work program. If the Commission determines that it cannot reasonably require funding at the level necessary to fund the work program, the Commission shall eliminate or modify items in the work program to reflect the reductions in funding prior to approval of the reduced budget. The proposed and final budget shall be equal to or greater than the budget adopted for the previous fiscal year unless the commission finds that there is a diminished work load and reduced staffing or program costs will nevertheless allow the commission to fulfill its purposes and programs as required by the LAFCO Law.(§56381)*
- e) *Where feasible, LAFCO shall re-budget rollover from the prior fiscal year to reduce costs to the funding agencies. Alternatively, LAFCO may wish to use rollover monies to fund a Contingency*

- Fund not exceeding 10% of LAFCO's total expenditures for a given fiscal year. Appropriations and Expenditures from the Contingency shall require Commission approval.*
- f) *Since Government Code 56381 (c) does not expressly require the City of Susanville (City) share of LAFCO's operating expenses to be deposited with the County Auditor. As long as the City is managing LAFCO's finances it is the policy of LAFCO to allow the City to transfer the City's share of LAFCO's operating costs, as apportioned by the County Auditor, to the LAFCO fund account. The City shall notify the auditor of the date and amount of the transfer.*

In the sheet attached to the resolution, I have provided a "Proposed" budget based on the costs to provide LAFCO.

The overall goal of this budget is to conduct LAFCO business in a proactive manner involving the Community and to meet the overall requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost.

Summary of the Proposed Budget:

Insurance: LAFCO is required to carry insurance as an independent agency. Fortunately, the Board of Supervisors has approved that LAFCO be covered under the County's insurance program. LAFCO's share of insurance costs continues to be \$1,000.00 per year.

Office Expense This covers copy costs, postage, communication and publications. In FY 2013-14 and FY 14-15, FY 15-16, and FY 15-16 \$2,100 was budgeted for this item. Due to public noticing this budget was increased. Office Expenses since FY 2016-17 and again in this budget have been split into 4 budget categories as follows: For FY 17-18 General Office Expenses are proposed to be \$250.00, Copies at \$750.00, Communications at \$1,000.00 and Postage at \$300.00 .

Memberships The Calafco members voted to increase CALAFCO dues. Therefore the Calafco Dues in 2017-2018 will be \$899.00 from \$840.00 this year. It is important LAFCO remain in its statewide professional organization and participate in LAFCO issues of common concern for the benefit of Lassen LAFCO and its agencies.

Legal Services This year I am recommending this item remain the same as last year at \$2,500.00. Fortunately, LAFCO has not needed Counsel present at its meetings and costs have been very minimal. In most cases, the need for Counsel to attend a meeting would be directly billable to a project applicant. Since the Legislature has made LAFCO independent, separate LAFCO Counsel is necessary to represent LAFCO's interest as distinct from the County, independent special districts and the City. Project related legal costs would be billed to the project proponent through LAFCO's adopted fee structure.

Executive Officer Services This line item was reduced to \$30,000 in FY 2012-2013, which is proposed to remain the same. Other administrative and activity costs have been placed into the Brown Act Budget Item below as well as MSR and SOI activities. Project activity may consist of a City Annexations. This category includes general administrative work, project processing, meeting with Special Districts, the Grand Jury and environmental review on Spheres of Influence updates and the staff activities enumerated in the "activities" report. Notwithstanding a very complex reorganization (application), controversial service review, sphere of influence or incorporation project for Lassen LAFCO, this amount should also cover LAFCO administration and potentially also allow time to work to continue on the Municipal Services Reviews and Sphere Studies.

Note: project related cost overruns relating to an application would normally be fee supported if an augmentation is needed in this category. A project proponent will pay all project related costs including legal costs.

Brown Act Compliance In FY 2012-2013, this item was reduced to \$3,500. This item has been requested by the Commission in previous years to be included in the budget by the Commission. This includes staff and legal time for compliance with the Brown Act and Public Records Act. LAFCO is required to comply with these laws as a part of its normal operation. Funds have been taken from Legal and Executive Officer Services since these could be considered administrative (and) or legal services.

Legal Notices/Publications I am recommending \$400 for this item the same as last year. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the commission and protest hearings. Public hearing notices are required for many LAFCO actions.

Transportation/Travel/Conf. Registration I am recommending \$1,700 unless the commission wishes to send more than one Commissioner to the annual conference in San Diego on October 24th 27th, 2017. The estimated cost to send one Commissioner is around \$1,400 for this year. This also includes cost to cover 1/7 of staff to attend the Calafco workshops and bring back information.

Sphere of Influence Updates and Municipal Service Reviews I am recommending \$14,000 to cover the costs of working on Municipal Service Reviews and \$3,000 for Spheres of Influence Updates as required by the LAFCO Act. This amount is the same as this fiscal year. This includes funding for completing the Sphere of Influence update for the City of Susanville.

Mapping LAFCO has set aside funds for mapping Spheres of Influence and District Boundaries. The amount set aside has been reduced to \$2,000 to provide GIS service in a timely manner. A LAFCo map book should also be created. LAFCo has most of the maps in electronic format.

File Scanning and Retention Lassen LAFCo has generated several files over the years. Lassen LAFCo adopted a File Retention Policy on December 9, 2013. To implement the policy, the files need to be scanned and placed into electronic format as are files in most county and city departments. This is a one-time expense estimated to be \$5,000. The immediate tasks are to review and dispose of files consistent with LAFCo's adopted Records Retention Policy and to scan and index these files for accessibility to agencies, the public and lafco staff. Once the files are scanned, these files will then be made more accessible. It will be later determined if LAFCo will need to prepare a Microsoft Access database for LAFCo. This item is rebudgeted from this fiscal year.

Financial Services LAFCO is no longer in the A-87 program. The total cost of City financial services is projected to be \$1,722.30. This is a fixed cost and unless an agreement is renegotiated, this amount cannot be changed.

LAFCO Clerk Services: The City has proposed \$2,377.72 be budgeted for use of city staff for LAFCO minute taking services. Since the LAFCo Commission will meet 6 times next year I propose continuing this item with a budget of \$1,500.00. This represents the minimum costs of clerking services to LAFCO to be paid to the City of Susanville. This assumes LAFCo will meet 6 times this year and possibly a seventh time.

Contingency LAFCO established a contingency budget policy in November 2005 which states: "*Where feasible, LAFCO shall re-budget rollover from the prior fiscal year to reduce costs to the funding*

agencies. Alternatively, LAFCO may wish to use carryover monies to fund a Contingency Fund not exceeding 10% of LAFCO's total expenditures for a given fiscal year." In the event there is no cash on hand at the commencement of the next fiscal year the LAFCO statute calls for the County Auditor to follow the regulations in the Cortese-Knox Act and advance the Commission for two-months operational costs of LAFCO as of July 1st, 2009. This will not be the case this year.

Gov Code Section 56381(c) in part states "...Between the beginning of the fiscal year and the time the auditor receives payment from each affected city and district, the board of supervisors shall transmit funds to the commission sufficient to cover the first two months of the commission's operating expenses as specified by the commission. When the city and district payments are received by the commission, the county's portion of the commission's annual operating expenses shall be credited with funds already received from the county "

The above section also states as follows: "If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget. "

As a practical matter and as stated in LAFCO's policies, the Commission should consider retaining a portion (10%) of its carryover funds from one fiscal year to another to fund a contingency budget and develop a reserve as would any special district in the event of cost overruns such as litigation. As shown in this budget, this figure would be \$6,952.13.

Anticipated re-budgeting of funds

Notwithstanding unexpected expenses, at current expenditure rates the Commission will be able to re-budget approximately \$24,000.00 from the 2016-2017 fiscal year to the 2017-2018 fiscal year (see budget worksheet attached to Resolution 2017-0001).

Costs to City and County

The City and County uses accrual accounting so all LAFCo activities during this fiscal year should be paid from this year's budget. Assuming a carryover of \$24,000 is realized, a 10 percent LAFCO contingency is funded at \$6,952.13, the amount to be apportioned between the City and County would be **\$52,473.43** for FY 2017-2018, which is slightly higher than last year due to the increase in the CALAFCO Dues.

Recommendation:

Conduct a public hearing, review the proposed budget and work program and consider Resolution 2017-0001

Resolution 2017-0001
of the
Lassen Local Agency Formation Commission

A Resolution of Lassen Local Agency Formation Commission Adopting a Proposed Budget for 2017-2018

WHEREAS, Lassen LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1st and a final budget by June 15th; and,

WHEREAS, the Commission has prepared a proposed budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2017-2018 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

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

1. That Lassen LAFCO hereby adopts the attached 2017-2018 proposed budget (Exhibit A).
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by Lassen Local Agency Formation Commission at a regular meeting of said Commission held on the 10th day of April 2017 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 10th day of April, 2017.

Todd Eid, Chair
Lassen LAFCO

Attest:

John Benoit, Executive Officer
Lassen LAFCO

LASSEN LAFCO
F.Y. 2017-2018
PROPOSED Budget

A	B	D	E	F	G	H	I
		2013-2014 Final Budget	2014-2015 Final Budget	2015-2016 Final Budget	2016-2017 Final Budget	Expenses through January	2017-2018 Proposed Budget
1							
2							
3							
4							
5							
6	EXPENDITURES	Final BUDGET 2013-2014	Final BUDGET 2014-2015	Final BUDGET 2015-2016	Final Budget 2016-2017		
7	Expenditure Classification						
8							
9							
10	Services and Supplies						
11	8402-413.30 4521 INSURANCE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
12	8402-413.30 4610 OFFICE EXPENSE	\$250.00	\$250.00	\$250.00	\$250.00	\$69.50	\$250.00
13	8402-413.30 4650 COPIES	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$306.22	\$750.00
14	8204-413.30 4530 COMMUNICATIONS	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$448.29	\$1,000.00
15	8204-413.30 4641 POSTAGE	\$300.00	\$300.00	\$300.00	\$300.00	\$48.53	\$300.00
16	8402-413.30 4830 MEMBERSHIPS	\$758.00	\$769.00	\$765.00	\$840.00	\$840.00	\$868.00
17	8402-413.30 4310 LEGAL SERVICES	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$798.00	\$2,500.00
18	8402-413.30 4331 Exec Off. Svcs.	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$11,252.50	\$30,000.00
19	8402-413.30 4332 Brown Act/PRA Compliance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$1,500.00	\$3,500.00
20	8402-413.30 4540 LEGAL NOTICES/PUBLICATIONS	\$400.00	\$400.00	\$400.00	\$400.00	\$124.95	\$400.00
21	8402-413.30 4580 TRANS AND TRAVEL (CALAFCO)	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,103.86	\$1,500.00
22	8402-413.30 4580 CONFERENCES AND TRAINING	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
23	8402-413.30 4342 Municipal Services Reviews	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$3,220.00	\$14,000.00
24	8402-413.30 4330 Sphere of Influence Updates	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$2,475.00	\$3,000.00
25							
26	Total Services and Supplies	\$60,158.00	\$59,169.00	\$59,185.00	\$59,240.00	\$29,187.85	\$59,298.00
27							
28	Other Charges						
29	8402-413.30 4344 SPECIAL DEF EXP (Mapping)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$212.50	\$2,000.00
30	8402-413.30 4340- SPECIAL DEF Exp (File Scanning)				\$5,000.00		\$5,000.00
31	8402-413.30 4333 Financial Services	\$1,722.30	\$1,722.30	\$1,722.30	\$1,722.30	\$782.60	\$1,722.30
32	8402-413.30 4334LAFCO Clerk Reimbursement- City of Susanville	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$633.70	\$1,500.00
33	TOTAL OTHER CHARGES	\$3,222.30	\$5,222.30	\$5,222.30	\$10,222.30		\$10,222.30
34							
35	Total Expenditures LAFCO	\$65,380.30	\$64,391.30	\$64,407.30	\$69,462.30	\$31,016.65	\$69,521.30
36							
37	8402-413.30 4451 Contingency Fund	\$5,538.00	\$6,439.13	\$6,440.73	\$5,946.23	\$1,000.00	\$6,952.13
38	General Reserve Fund						
39							
40	Total Budget including Contingency	\$71,918.30	\$70,830.43	\$70,848.03	\$75,408.53		\$76,473.43
41	Anticipated carryover including carryover of Contingency funds	\$-15,000.00	\$-10,000.00	\$-20,000.00	\$-24,500.00		\$-24,000.00
42	funds to be rebudgeted into the next year's budget						
43	Amount to be apportioned between the City and the County	\$56,918.30	\$60,830.43	\$50,848.03	\$51,908.53		\$52,473.43

Lassen Local Agency Formation Commission

CLAIMS

February and March 2017

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

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Apr 1, 2017	Staff Svcs & Expenses – Feb 2017	\$ 3,712.78
Apr 1, 2017	March 2017 Staff Svcs & Expenses	\$ 3,695.77
2.28.2017	Feather Pub Public member recruit	\$ 78.95
3.21.2027	Proposed Budget Hearing	\$ 30.00
	TOTAL:	\$ 7,514.50

DATED: April 10, 2017

APPROVED: April 10, 2017

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

Attest:

John Benoit
Executive Officer

2016-2017 Expenditures

Lassen LAFCO

Item	Account Number	Insurance	Office Expens	copies	Communication	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Brown Act	Publications
		4521	4610	4550	4530	4641	4830	4310	4331	4332	4540
	Total Budgeted	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 1,000.00	\$ 300.00	\$ 840.00	\$ 2,500.00	\$ 30,000.00	\$ 3,500.00	\$ 400.00
Calafco Dues 2016-2017							\$ (840.00)				
Staff Svcs July 2016			\$ (10.00)	\$ (110.75)	\$ (67.41)				\$ (442.50)		
Staff Svcs August 2016			\$	\$ (78.48)	\$ (63.83)	\$ (26.43)			\$ (1,000.00)	\$ (500.00)	
Staff Svcs September 2016			\$ (19.50)	\$ (37.00)	\$ (64.14)				\$ (2,552.50)		
Feather Publishing Sept 13, 2016											
Calafco Annual Conf. Regis. Franco											\$ (46.55)
Staff Svcs Oct 2016 # 0087			\$ (10.00)	\$ (48.99)	\$ (65.11)	\$ (9.42)			\$ (1,165.00)	\$ (500.00)	
Staff Svcs Nov 2016 #0088					\$ (64.07)				\$ (2,592.50)		
Feather Pub 15-02 NWLassen								\$ (546.00)			\$ (78.40)
KSN Law #93613 Oct 18, 2016								\$ (252.00)			
Staff Svcs December 2016			\$ (15.00)	\$ (31.00)	\$ (60.40)	\$ (13.68)			\$ (2,000.00)	\$ (500.00)	
Liability Insurance FY 16-17		\$ (1,000.00)									
Staff Svcs Jan 2017			\$ (45.00)		\$ (63.33)				\$ (1,500.00)		
Joe Franco Calafco Conf. Expenses											
Clerk Services March-Oct 2016 4 Mtgs											
Finance Svcs April, June Aud, and Oct											
Budget TransCont. To Travel Franco Reimb											
Staff Svcs Feb 2017				\$ (58.40)	\$ (63.46)	\$ (10.92)			\$ (2,500.00)	\$ (500.00)	
Staff Svcs March 2017			\$	\$ (10.00)	\$ (73.27)				\$ (2,500.00)		
Feather Pub Public Member recruit											\$ (75.95)
Feather Pub Prop Budg Hearing											\$ (30.00)
TOTAL EXPENDED		\$ (1,000.00)	\$ (69.50)	\$ (374.62)	\$ (585.02)	\$ (60.45)	\$ (840.00)	\$ (798.00)	\$ (16,252.50)	\$ (2,000.00)	\$ (230.90)
TOTAL REMAINING		\$	\$ 180.50	\$ 375.38	\$ 414.98	\$ 239.55	\$	\$ 1,702.00	\$ 13,747.50	\$ 1,500.00	\$ 169.10

Lassen LAFCO

[illegible]

Reserve Fund	\$0.00
City/CO Contrib	\$51,908.53
Interest Revenue	\$109.53
16-17	\$0.00
15-16	\$28,559.67
YTD Expens	-\$38,531.15
Cash Balance	\$42,046.58

Unaudited
Project Rev
CAROVER
Agency

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: March 21, 2027

LAFCO-Lassen

Box 2694

Granite Bay, CA 95746

Publish: Budget hearing

TOTAL DUE: \$ 30.00

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971

Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: February 28, 2017

LAFCO-Lassen
Box 2694
Granite Bay, CA 95746

Publish: Lafco Commission notice of opening

TOTAL DUE: \$ 75.95

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

INVOICE February 2017

John Benoit

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

Invoice number: 2017-0030

Invoice date: 1-Apr-17

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:

Lafoo Staff	Hours		Start / End Date	Amount
John Benoit	46.50	Staff Svcs	Feb 1-28 , 2017	\$3,580.00

\$

Total activity cost: \$3,580.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	Misc Copy and Feb 27th Packets	\$58.40
Postage	Feb 27, 2017 Packets	\$10.92
Phone & Communications	Comm Feb 2017	\$ 63.46
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$132.78

Total billing: \$ 3,712.78

Lassen LAFCO

February 2017

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Feb-17					\$ -
2-Feb-17	Calafco Directory and Gen Admin			3	\$ 255.00
3-Feb-17					\$ -
4-Feb-17					\$ -
5-Feb-17					\$ -
6-Feb-17					\$ -
7-Feb-17					\$ -
8-Feb-17	ADMIN lafco Director and misc				\$ -
9-Feb-17	LAFCO Packets work plan			0.5	\$ 42.50
10-Feb-17				6	\$ 510.00
11-Feb-17					\$ -
12-Feb-17					\$ -
13-Feb-17	misc comm	comm	\$22.93		\$ -
14-Feb-17				0.5	\$ -
15-Feb-17	HPUD and prep	Front Ph	\$22.14		\$ 170.00
16-Feb-17				2	\$ -
17-Feb-17	LAFCo Packets Susanville SOI			4	\$ 340.00
18-Feb-17	HPUD memo and finalize LAFCo packets financials mail distribute	copy post	\$48.40 \$10.92	7	\$ 595.00
19-Feb-17					\$ -
20-Feb-17	Posting and admin			2	\$ 170.00
21-Feb-17					\$ -
22-Feb-17					\$ -
23-Feb-17					\$ -
24-Feb-17	Financials and meeting prep and Admin	copy misc	\$10.00	3.5	\$ 297.50
25-Feb-17					\$ -
26-Feb-17					\$ -
27-Feb-17					\$ -
28-Feb-17				10	\$ 600.00
1-Mar-17		comm	\$18.39	8	\$ 600.00
2-Mar-17					\$ -
3-Mar-17					\$ -
					\$ -
SUBTOTAL			\$132.78	46.5	\$ 3,580.00
TOTAL					\$3,712.78

INVOICE March 2017

John Benoit

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

Invoice number: 2017-0031

Invoice date: 1-Apr-17

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	42.50 Staff Svcs	Mar 1-31, 2017	\$3,612.50

Total activity cost: \$3,612.50

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs	misc Copy	\$10.00
Postage		
Phone & Communications	Comm Mar 2017	\$73.27
Office Supplies		
Travel Exp.		
Web Domain		

Total materials cost: \$83.27

Total billing: \$ 3,695.77

Lassen LAFCO

March 2017

[illegible]

910 I

**LASSEN
LOCAL AGENCY FORMATION
COMMISSION (LAFCo)**

**CITY OF SUSANVILLE
SPHERE OF INFLUENCE (SOI)**

**DRAFT
April 2017**

1 INTRODUCTION

1.1 Role and Responsibility of LAFCo

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended ("CKH Act") (California Government Code §§56000 et seq.), is LAFCo's governing law and outlines the requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances" (§56301).

CKH Act Section 56301 further establishes that

"one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities."

Based on that legislative charge, LAFCo serves as an arm of the State; preparing and reviewing studies and analyzing independent data to make informed, quasi-legislative decisions that guide the physical and economic development of the state (including agricultural uses) and the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses.

While SOIs are required to be updated every five years, they are not time-bound as planning tools by the statute, but are meant to address the "probable physical boundaries and service area of a local agency" (§56076). SOIs therefore guide both the near-term and long-term physical and economic development of local agencies their broader county area, and MSRs provide the near-term and long-term time-relevant data to inform LAFCo's SOI determinations.

1.2 Purpose of a Sphere Of Influence

In 1972, LAFCOs were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, "sphere of influence" means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission" (§56076). SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The role of SOIs in guiding the State's growth and development was validated and strengthened in 2000 when the Legislature passed Assembly Bill ("AB") 2838 (Chapter 761, Statutes of 2000), which was the result of two years of labor by the Commission on Local Governance for the 21st Century, which traveled up and down the State taking testimony from a variety of local government stakeholders and assembled an extensive set of recommendations to the Legislature to strengthen the powers and tools of LAFCOs to promote logical and orderly growth and development, and the efficient, cost-effective, and reliable delivery of public services to California's residents, businesses, landowners, and visitors.

1.4 Possible Approaches to the SOI

The following table shows seven types of Sphere of Influence possibilities:

SPHERE TYPE	DEFINITION
Growth sphere	Contains territory beyond the jurisdictional boundaries of the local agency and is an indication that the need for public services in the area has been established and the agency has the ability to effectively and efficiently extend the full spectrum of services provided by the agency. <i>This is the sphere recommendation for the City of Susanville.</i>
Coterminous sphere	Coincides with the jurisdictional boundaries of the local agency and is an indication that the agency is landlocked, that there is no anticipated need for the agency's services outside of its existing boundaries, or the agency lacks the capacity or ability to serve additional territory or there is insufficient information to make such a determination.
Zero sphere	A zero sphere contains no territory and indicates that the Commission has determined that one or more of the public service functions of the agency are either non-existent, inadequate, no longer needed, or should be reallocated to some other agency of government. Adoption of a zero sphere indicates the agency should ultimately be reorganized or dissolved. The Commission may initiate dissolution of an agency as the law allows.
Smaller-than-agency sphere	Contains less territory than the jurisdictional boundary of the local agency. The smaller-than-agency sphere indicates that territory within the local agency, but not within its sphere, should be detached and either transferred to another local agency or not served by any agency.
Overlapping sphere	If more than one agency appears equally qualified to serve an area, and if fiscal considerations and community input do not clearly favor a specific agency, an overlapping sphere may be appropriate.
Provisional sphere	A designation indicating that LAFCo has identified in its most recent municipal service review the need for an agency to address organizational issues. Agencies given a provisional sphere will be encouraged to discuss reorganization options or alternatives to existing service provision or governmental structure and to provide LAFCo with written results of their discussions and/or studies.
Service specific zone within a sphere	To accommodate situations where territory within an agency's jurisdiction may require some, but not all of the services that the agency is authorized to provide, the LAFCo may designate an area within an SOI to which it may attach specific policies, including limiting the types of services authorized in that area. The intent of a service specific zone is to limit the types of services provided in a defined area and is not intended in any way to circumvent annexation.

In order to prepare and update spheres of influence, LAFCo is required to conduct a review of the municipal services provided in the county, region, subregion, or other appropriate designated area. The policies and standards Lassen LAFCo applies to service reviews will be contained in a subsequent section of these policies and standards.

2. Consistency Requirement.

Every sphere of influence plan must be consistent with LAFCo's Policies and Standards, the State legislature's policy direction to LAFCo, the sphere plans of all other agencies in the area, the Commission's statement of written determinations with respect to its review of municipal services in the applicable area, and with the long range planning goals for the area.

3. Sphere Boundaries.

In establishing the boundaries of a sphere of influence plan for an agency, LAFCo will consider the factors listed in Government Code Section 56425 (e) as noted above.

With respect to Factor 3.1(b) above, LAFCo will not include lands that are unlikely to require the services provided by the agency, for example, lands not designated for development by the applicable General Plan, areas where development is constrained by topographical factors, or areas where the projected and historical growth rates do not indicate a need for service within the timeframe of the sphere plan.

With respect to Factor 3.1(c) above, LAFCo will not include areas in an agency's sphere of influence, which cannot feasibly be served by the agency within a time frame consistent with the sphere plan.

4. Concurrent Amendment.

LAFCo will generally not amend a Sphere of Influence concurrently with its action on a proposal.

5. Time Factor.

Sphere of Influence amendments will ordinarily take longer to process than applications for a change of organization or reorganization and will generally require more detailed information.

6. Updated Plans Encouraged.

Agencies are encouraged to keep the supporting documentation for their Sphere of Influence plans up to date so that individual applications for changes of organization or reorganization are not burdened with time delays.

7. Internal Consistency Required.

Sphere of Influence Plans shall be internally consistent.

LAFCo may require the requester to pay a fee to cover LAFCo costs, including the costs of appropriate environmental review under CEQA. LAFCo may elect to serve as lead agency for such a review, may designate the proposing agency as lead agency, or both the local agency and LAFCo may serve as co-lead agencies for purposes of an SOI amendment.

Local agencies are encouraged to consult with LAFCo staff early in the process regarding the most appropriate approach for the particular SOI amendment under consideration.

Certain types of SOI amendments are likely exempt from CEQA review. Examples are SOI expansions that include territory already within the bounds or service area of an agency, SOI reductions, zero SOIs and coterminous SOI's. SOI expansions for limited purpose agencies that provide services (e.g., fire protection, levee protection, cemetery, and resource conservation) needed by both rural and urban areas are typically not considered growth-inducing and are likely exempt from CEQA. Similarly, SOI expansions for districts serving rural areas (e.g., irrigation water) are typically not considered growth inducing.

Remy et al. write:

"In *City of Agoura Hills v. Local Agency Formation Commission* (2d Dist.1988) 198 Cal.App.3d480, 493-496 [243 Cal.Rptr.740] (*City of Agoura Hills*), the court held that a LAFCo's decision to approve a city's sphere of influence that in most respects was coterminous with the city's existing municipal boundaries was not a "project" because such action did not entail any potential effects on the physical environment."¹

1.8 Sphere of Influence Options for City of Susanville

A Sphere of Influence option for the City of Susanville is adopt a Sphere of Influence similar to that of the Susanville Sanitary District. Most annexations to the City would be processed concurrently with an annexation to the Susanville Sanitary District including new developments needing access to wastewater collection and treatment services. In addition, annexations to the Susanville Sanitary District would be concurrent with an annexation to the City of Susanville so new development would be built to City standards and have other City services. Not all City annexations would concurrently require annexation to the Sanitary District, for example, existing developed areas or structures having functioning septic systems or open space uses not needing immediate wastewater services could be annexed to the City without concurrent annexation to the Sanitary District. This option would afford the city with the ability to comment on county planning and development within both the near and long term spheres and would encourage a comprehensive updated a joint city-county planning effort which has not taken place since December 1984.

An alternative option would be to amend the Sphere to be coterminous with the City's General Plan as shown on the last page of this report. Using this option would send signal to the city that the Sphere for the city should only include that territory in which the city has previously planned. Territory outside the City's Planning Area would not be included into the City's Sphere should that option be exercised.

A third option would be to adopt a Near and Long Term Sphere of Influence including a near term Sphere immediately west, south and east of the City extending out and including the Johnstonville community. The Long-Term Sphere would include that area further south

¹ Remy, Michael H., Tina A. Thomas, James G. Moose, Whitman F. Manley, Guide to CEQA, Solano Press Books, Point Arena, CA, February 2007, page 111.

2 BACKGROUND

2.1 Susanville Community

2.1.1 Susanville Location

The City of Susanville is located in northeastern California in the south-central part of the Lassen County. The City is at the intersection of State Highways 36 and 139 with U.S. Highway 395 skirting the City 4 miles to the east. Susanville is about 85 miles north-northwest of Reno, Nevada and approximately 103 miles north and east of Chico and Red Bluff.

Elevations within the City range from 4,000 to 4,500 feet above sea level with City Hall at 4,240 feet. The City is surrounded by higher elevations on three sides including Susanville Peak, 3 1/2 miles due north of the city at 6,576 feet high, Diamond Mountain, 8 miles south of Susanville is 7,738 feet and Thompson Peak (13 miles southeast) reaches 7,795 feet. Both Diamond Mountain and Thompson Peak straddle the Lassen County-Plumas County boundary.

The City straddles the Susan River, which flows out of the mountains to the west and drains southeastward into the Honey Lake Valley. Honey Lake is periodically a dry lake, which has no known outlet. West of Susanville, on both sides of the southeast-draining Susan River, foothills rise nearly 1,000 feet above the river valley to elevations of 5,000 to 5,200 feet.

State Highway 36 leads west from Susanville to the small communities of Westwood (Lassen County) and Chester (Plumas County) and to the northern Sacramento Valley and the City of Red Bluff (Tehama County). A short turn-off northward from Highway 36 leads to Mt. Lassen—a 10,437-foot volcano in Shasta County that last erupted in 1914. Highway 36 also leads eastward to Highway 395, then south to Reno, about 1 1/2 hour drive. Eagle Lake, an important sport fishing and tourist destination, is 23 miles north of Susanville on State Route 139.

2.1.2 Susanville Climate

The climate in Susanville is typical of Lassen County, and is generally described as semi-arid. Summers are typically dry, with moderate-high daytime temperatures and cool nights. Winters are typically wet, with an average annual precipitation of approximately 15 inches including an average of 35" of snow. Almost all precipitation falls between October and April. The mean annual high and low temperatures are 64 degrees and 35 degrees Fahrenheit.

2.1.3 Open Space

Important open spaces within and near the city include areas along the Susan River and in places along Piute Creek, the Bizz Johnson Trail, Susan Ranch Park, Inspiration Point and the municipal golf course. In addition, the City is surrounded by thousands of acres of public land under U.S. Forest Service and Bureau of Land Management ownership.

2.2.2 City of Susanville Population Data

The 2010 Census reported that 9,439 people (52.6% of the population) lived in households, 108 (0.6%) lived in non-institutionalized group quarters, and 8,400 (46.8%) were institutionalized. There were 3,833 households, out of which 1,357 (35.4%) had children under the age of 18 living in them, 1,161 households (30.3%) were made up of individuals and 405 (10.6%) had someone living alone who was 65 years of age or older. The average household size in 2010 was 2.46. In 2014 the average Household size was slightly lower at 2.34 and the City's population was slightly lower at 8,898 living in households.

The population was spread out in age as follows:

AGE DISTRIBUTION SUSANVILLE 2010

<u>Age Group</u>	<u>Number</u>	<u>Percent</u>
Under the age of 19	2,559 people	30.19%
Aged 20 to 24	2,547 people	7.02%
Aged 25 to 44	7,633 people	26.63%
Aged 45 to 64	4,024 people	25.06%
65 years of age or older	<u>1,184 people</u>	<u>11.10%</u>
TOTAL	9,439 people	100.0%

There were 3,833 occupied housing units of which 1,974 were owner-occupied, and 1,859 were occupied by renters and 423 were vacant. The vacancy rate was 9.94%. the rental vacancy rate was 7.7%. There were 5,039 people living in owner-occupied housing units and 4,400 people living in occupied rental housing units in 2010. Since 2010 the City's total population decreased to 14,614, an 18 % reduction in Population. Between 2010 and 2014, the City's population decreased from 9,439 to 8,898.

2.2.3 City of Susanville Services

The City of Susanville provides a wide range of municipal services, including police, fire protection, water, airport, natural gas and geothermal utilities, street maintenance, snow removal, parks and recreation, planning, economic vitality, grant administration, contract administration services for other government agencies, , zoning, building and safety, and other general government services. Accounting, payroll, revenue collection, accounts payable, treasury, budget, financial reporting, business licensing and utility billing are the responsibility of the City Administrative Services Department.³ In addition, the City has partnerships with other agencies including the Air Quality District, the Honey Lake Valley Recreation Authority for a community pool and the IRWMP (Integrated Regional Water Management Plan) for regional watershed and water management. The City and the Susanville Sanitary District both do not provide services to its institutionalized population.

³ City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

3 CITY OF SUSANVILLE SPHERE OF INFLUENCE

3.1 Present and Planned Land Uses in the City of Susanville Area, Including Agricultural and Open Space Lands⁵

3.1.1 Land Use Background

The City of Susanville General Plan was prepared in 1989. Several updates to the plan have been adopted since its original adoption. The City of Susanville Administrative Services Department administers the General Plan and zoning requirements for the City.

Economically the City continues to see retail growth. Auto Zone, Panda Express and the construction of a new Rite-Aid Pharmacy joins the additions of Ross, Dollar General, Big-5 Sporting Goods and Tractor Supply. With the addition of these new retail stores, the City's retail sales tax revenue increased by 7.5% from 2013-14.

The population for the City has decreased to a 2014 population of 8,898. Government employment accounts for approximately 64% of the total labor force within the City limits.⁶ Spillover from the Reno area is beginning to occur in Susanville as a result of rising housing and industrial land prices. As a result, there is a trend for workers in Lassen County and Susanville to move to Susanville as a result of high housing demand, low vacancy rates, rising costs and employees no longer sharing houses in favor of families relocating to Susanville in the Reno area.

3.1.2 SOI Determinations on Present and Planned Land Use for the City of Susanville Area

1-1] The City of Susanville decreased to a 2014 population of approximately 8,898 and has since 1980 has held a long-term average growth rate of just under 1%. There is a high likelihood of growth at a similar modest rate for at least the next 5 years with slightly higher rates after that time.⁷

1-2] The City currently has adequate land within the city limits to accommodate projected growth for the next 10-15 years. The City updated its Urban Master Water Plan (2010) and Housing Element (2014-2019), and based on the population projections in both documents there is adequate water supply to meet demand beyond the year 2025.⁸

1-3] Based on the Municipal Service Review prepared by LAFCo for the Susanville Sanitary District, the wastewater treatment facility has excess capacity for an additional 4,152 residential wastewater connections before the wastewater treatment facility reaches capacity.⁹

⁵ California Government Code Section 56425 (e)(1)

⁶ City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

⁷ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

⁸ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

⁹ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

City of Susanville Mid-Year Adopted Budget 2016-17 ¹³						
Fund Number	Fund Title	Audited 6-30-16 Fund Balance	Beginning Adopted Budget Revenue	Beginning Adopted Budget Expense	Projected Revenue Over (Under) Expense	Projected 6-30-17 Fund Balance
100X	General Fund	2,704,355	5,563,970	5,575,418	(11,448)	2,962,907
2002	State COPS*	54,963	100,000	100,000	0	54,963
2006	Snow	58,003	16,807	89,027	(72,220)	14,217
2007	Streets	123,356	4,060,395	4,039,330	21,065	144,421
2010	Street Mitigation	21,329	2,800	0	2,800	24,129
2011	Police Mitigation	24,056	3,200	23,644	(20,444)	3,612
2012	Fire Mitigation	108,456	3,000	0	3,000	111,456
2013	Park Dedication	164,276	500	8,220	(7,720)	156,556
2014	State Prop 30/AB 109	34,615	41,124	31,674	9,450	44,065
2016	CDBG** Revolving	1,313,557	0	5,000	(5,000)	1,308,557
2017	State Econ Revolving	440,865	198	200,000	(199,802)	241,063
2018	Home Revolving	706,318	15,155	10,000	5,155	711,473
2030	Traffic Safety Fund	76,442	10,158	32,778	(22,620)	53,822
2035	P. Bunyan/Ash St. Signal	96,197	500	0	500	97,217
2037	Skyline Bike Lane	7,535	100	0	100	7,635
3015	City Hall Parking Lot	13,848	0	13,848	(13,848)	0
4001	Mark Roos-Miller-Fletcher	592,779	0	149,121	(149,121)	443,658
4003	City Hall Debt Service	52,245	135,028	135,028	0	52,245
4004	CalPERS Refunding Loan	359,218	335,599	435,597	(99,998)	259,220
4005	Community Pool Debt Serv.	35,959	66,052	102,011	(35,959)	0
711X	Water Funds	2,826,545	2,826,545	2,520,306	(306,239)	2,914,063
7201	Airport	2,283,374	130,511	267,343	(136,832)	2,146,542
7301	Geothermal	572,623	93,100	161,619	(68,519)	504,104
7401	Natural Gas	(570,739)	4,647,145	4,531,990	115,155	(455,584)
7530	Golf Course	2,428,874	310,540	329,835	(19,295)	2,409,579
7620	PW Admin/Engineering	87,848	240,958	300,478	(59,520)	28,328
7630	Risk Management	381,562	607,275	787,276	(180,001)	201,561
	TOTAL	14,339,393	19,210,462	19,649,543	(439,081)	13,900,312

*COPS, Community Oriented Policing Services

**CDBG, Community Development Block Grant

¹³ City of Susanville Mid-Year 2016-2017 City Budget (Resolution 17-5361) March 15, 2017

area where the Median Household Income is less than 80% of the State of California Median Household Income, which is \$60,883.

Using 2010 Census Data, the Median Household Income for the City of Susanville is \$45,198, which is less than 80% of the State Median Household Income (\$60,883). The whole of Lassen County Median Household Income of \$50,317, which is lower than 80% of the State Median Household Income.¹⁷

The purpose of the DUC determination is to learn if there are any small areas, which could benefit from being annexed to the City. In the case of the City of Susanville this is not an important consideration because fire, water services and wastewater (from the Susanville Sanitary District) services are supplied outside the City (and the SSD) to contiguous unincorporated areas.¹⁸ LAFCo adopted a definition of a Disadvantaged Community which is as follows:

- a. *Substantially developed with primarily residential uses*
- b. *Contains at least 25 parcels in close proximity to each other that do not exceed 1.5 acres in size*
- c. *Does not have reliable public water, sewer or structural fire protection service available*
- d. *Contains at least 12 registered voters*
- e. *Has a median household income level of less than 80% of the statewide median household income*
- f. *Has been defined in the Principal Jurisdiction's Housing Element as a Disadvantaged Community meeting the criteria established in the Government Code.*

3.5.2 SOI Determinations on Present and probable need for public facilities and services of any Disadvantaged Unincorporated Communities within the existing Sphere of Influence

5-1] There are no known DUCs adjacent to the City of Susanville at this time.

¹⁷ US Census Bureau, <http://quickfacts.census.gov/qfd/states/06/0613945.html>, May 31, 2013.

¹⁸ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

REFERENCES

City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

City of Susanville, <http://www.cityofsusanville.org/>, June 6, 2016.

Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

Remy, Michael H., Tina A. Thomas, James G. Moose, Whitman F. Manley, Guide to CEQA, Solano Press Books, Point Arena, CA, February 2007, page 111.

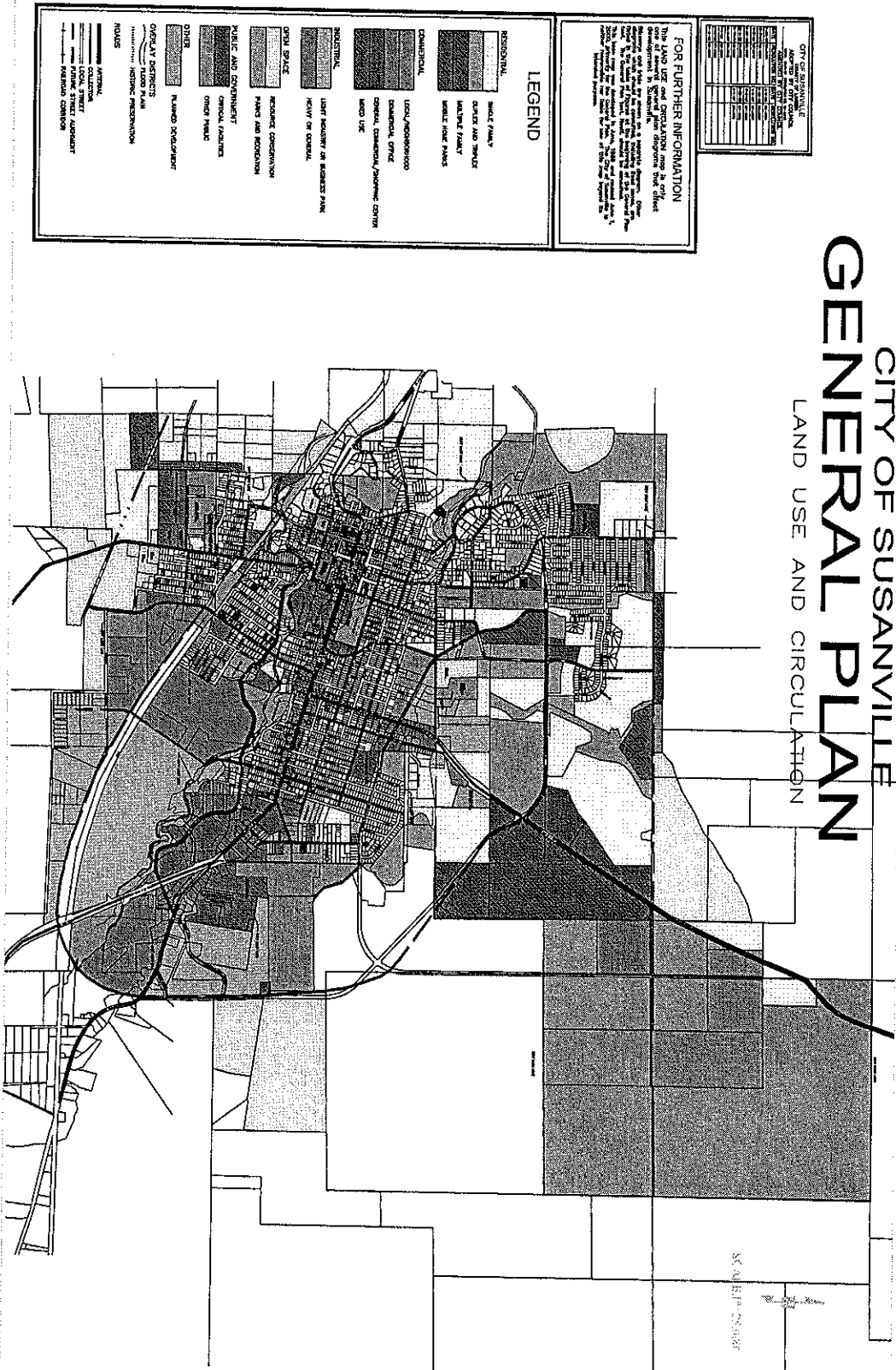
Susanville Sanitary District, http://susanvillesanitarydistrict.com/about_us.aspx, June 6, 2016.

US Census Bureau, <http://quickfacts.census.gov/qfd/states/06/0613945.html>, May 31, 2013.

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REVISED AGENDA*
LASSEN COUNTY PLANNING COMMISSION
BOARD CHAMBERS, 707 NEVADA STREET
SUSANVILLE, CA 96130
WEDNESDAY, APRIL 5, 2017

1:10 p.m. Convene in Regular Session
Flag Salute
Roll Call

Election of Officers

- Chairman
- Vice Chairman

Appointment of Architectural Review Committee member

General Update of Planning Activities

Matters Initiated by Commissioners

Correspondence

Approval of Minutes

Matters Initiated by the General Public

Next Resolution in line for adoption: 4-01-17

1:20 p.m. **PUBLIC HEARING: DESIGN REVIEW #2017-003, Jeff and Cerise Schwagerl.** The applicants are proposing a 1,200-square-foot metal shop that deviates from the roof overhang and siding material requirements of Lassen County Code § 18.108.235. Deviations from these requirements are allowed upon approval by the Architectural Review Committee through the Design Review process. The project site is zoned R-1-NH-3-AA-D (Single Family Residential District, 3 Acre Natural Habitat Combining District, Accessory Animal Combining District, Design Combining District) and its land use designation is "Estate Residential" in the *Richmond/Gold Run Area Plan, 1993*. The project site is located approximately 2,000 feet north of the intersection of Richmond Road North and Gold Run Road at 472-795 Josie Way, Susanville, CA 96130 APN: 116-450-19. Staff Contact: Kelly Mumper, Assistant Planner

1:25 p.m. **PUBLIC HEARING: DESIGN REVIEW #2017-004, Michael Neill.** The applicant is proposing a 2,400-square-foot metal shop that deviates from the roof pitch, roof overhang, and siding material requirements of Lassen County Code § 18.108.235. Deviations from these requirements are allowed upon approval by the Architectural Review Committee through the Design Review process. The project site is zoned A-2-B-4 (Agricultural Residential District, 4 Acre Building Site Combining District) and its land use designation is "Rural Residential" in the *Janesville General Plan Amendments, 1993*, and the *Lassen County General Plan, 2000*. The project site is located approximately 2,000 feet west of the northern intersection of Cut Off Road and U.S. Highway 395 at 708-375 Wingfield Road East, Janesville, CA 96114 APN: 129-660-06. Staff Contact: Kelly Mumper, Assistant Planner

***Presentation by Staff**

-Recommendation to Board of Supervisors Senate Bill 1069 and Assembly Bill 2299

ADJOURN

Certain actions of the Commission are appeal able to the Board of Supervisors. The appeal period is ten days from the date of the Commission's action. For specific information on appeals, please contact the Lassen County Planning and Building Services Department at 530-251-8269.

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