

PLUMAS LAFCo
REGULAR MEETING AGENDA

MONDAY April 11, 2022

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

ZOOM Participation

You may also use your computer or smart device to watch the video conference and make comments by downloading the Zoom ICloud Conference app or on the Zoom website, or you may dial in with your phone for audio only. See below for instructions on how to join.

The LAFCO meeting is accessible for public comment via live streaming at:
<https://us02web.zoom.us/j/84740785845?pwd=VjAvVmhhRY3ZZL2d6aHVuYyt0TkpmZ09>

or by phone at:

Phone Number 1-669-900-9128

Meeting ID: 847 4078 5845

Passcode: 239354

If you have any problems joining the meeting, please call LAFCo at (530)283-7069.

This meeting is being agendized to allow staff and the public to participate via teleconference or other electronic means pursuant to the Governor's Executive Orders N-25-20 & N-29-20 and dated March 12 & 17, 2020 and Pumas LAFCo Resolutions 2021-0006 and 2021-0007. These Executive Orders authorize local legislative bodies to hold a public meeting via teleconference and to make public meetings accessible telephonically to all members of the public and staff in effort to observe social distancing recommendations in effect for the entire country.

(All meeting materials are available on LAFCo's Website: www.plumaslafco.org)

Commissioners:

Kevin Goss, County Member, Chair
Tom Cooley, City Member, Vice Chair
Bill Powers, City Member
Sherrie Thrall, County Member
Matthew Haesche, Public Member
Terry Swofford, Public Member Alt.
Jeff Engel, County Member Alt.
Pat Morton, City Member Alt.

Staff:

Jennifer Stephenson, Executive Officer
John Benoit, Deputy Executive Officer
Cheryl Kolb, Clerk
P. Scott Browne, Counsel

MEETING - CONVENES AT 10:00 A.M.

1. CALL TO ORDER: Pledge of Allegiance and Roll Call

2. Approval of Agenda (additions or deletions)

3. Correspondence:

4. CONSENT ITEM (S)

a) Approval of the March 14, 2022 LAFCo minutes

5. Public Comment

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

6. Authorize payment of Claims for March 2022 and transfer to Reserve Fund

a) Authorize payment of claims March 2022.

b) Authorize transfer of \$10,000 to Reserve Fund.

PUBLIC HEARINGS and ACTION ITEMS:

- 7. Review conditions regarding Resolutions 2021-0006 and 2021-0007**
 - a) Provide direction to continue or repeal authorization pursuant to AB 361 to hold remote teleconference meetings of Plumas LAFCo.
- 8. Public Hearing regarding the Proposed 2022-2023 LAFCo Budget**
 - a) *Review Executive Officer's report.*
 - b) *Provide direction to staff regarding Proposed Workplan.*
 - c) *Receive update on determination of Commissioner employment status.*
 - d) *Conduct public hearing and consider LAFCo Resolution 2022-0001 adopting a proposed LAFCo Budget for Fiscal Year 2022-2023.*
 - e) *Consider Resolution 2022-0002 establishing Commission as employees.*
 - f) *Consider Executive Officer contract amendment.*
 - g) *Consider Resolution 2022-0003 to direct all interest earned to the Reserve Fund Account this fiscal year and all future years.*
- 9. Cemetery SOI Report**
 - a) *Update on cemetery district reorganization discussions*
 - b) *Receive correspondence from Meadow Valley Cemetery District*
 - c) *Receive Cemetery SOI Update*
 - d) *Conduct public hearing and consider adoption of Resolution 2022-0004 amending the SOIs of Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts.*
 - e) *Provide direction to staff regarding LAFCO initiation of consolidation for 1) Meadow Valley and Quincy LaPorte Cemetery Districts, 2) Mohawk Valley and Cromberg Cemetery Districts, and 3) Greenville and Crescent Mills Cemetery Districts.*
- 10. Discussion regarding potential cancellation of CalPERS contract**
 - a) *Discuss potential cancellation of CalPERS contract*
 - b) *Provide direction to staff*
- 11. Appoint Commissioners to Policies and Procedures Committee**
 - a) *Appoint two Commissioners to Policies and Procedures Committee*
- 12. Discussion regarding status of Chester Public Utility District**
 - a) *Receive update regarding status of Chester Public Utility District and options to address*
 - b) *Direct staff regarding desired next steps*
- 13. Executive Officer's Report**
 - a) *Form 700 was due April 1, 2022*
 - b) *John Benoit retirement and removal as Deputy Executive Officer*
 - c) *CALAFCO Leg Committee*
 - d) *MSR status*
 - e) *Applications*
 - f) *LESSG Report, Timeline, MSRs*

14. Commissioner Reports

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

15. Adjourn to next regular meeting.

LAFCo's next regular meeting to take place 10:00 am on June 13, 2022

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.

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

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. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Commission Clerk 24 hours before the meeting as indicated below.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Plumas LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Late-Distributed Materials. Any material submitted to the Commission after this agenda is posted will be made available for public inspection as soon as possible in the Plumas County Planning Department office at 555 Main Street, Quincy, CA. and at the LAFCo Webpage www.plumaslafco.org

Contact LAFCo Staff LAFCo staff may be contacted at 530-283-7069 or by mail at LAFCo of Plumas County, 5050 Laguna Blvd #112-711, Elk Grove, CA 95758 or by email at jennifer@pcateam.com or by fax at 888-501-0395.

PLUMAS LAFCo
REGULAR MEETING MINUTES

MONDAY March 14, 2022

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

*****VIRTUAL MEETING ONLY*****

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Phone Number 1-669-900-9128

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Commissioners:

Kevin Goss, County Member, Chair
Tom Cooley, City Member, Vice Chair
Bill Powers, City Member
Sherrie Thrall, County Member
Matthew Haesche, Public Member
Terry Swofford, Public Member Alt.
Jeff Engel, County Member Alt.
Pat Morton, City Member Alt.

Staff:

Jennifer Stephenson, Executive Officer
John Benoit, Deputy Executive Officer
Cheryl Kolb, Clerk
P. Scott Browne, Counsel

MEETING - CONVENES AT 10:00 A.M.

1. CALL TO ORDER: Pledge of Allegiance and Roll Call

Roll Call.

Present: Chair Kevin Goss, Vice Chair Tom Cooley, Co. Member Sherrie Thrall, City Member Bill Powers, Public Member Matthew Haesche.

Absent: Co. Member Alt. Jeff Engel, Public Member Alt. Terry Swofford, City Member Alt. Pat Morton.

2. Approval of Agenda (additions or deletions)

Jennifer Stephenson asked that item 3a be moved under Action Items as it is an urgency item.

Motion: Approve move of item 3a - Call to action by CALAFCO to support AB2957 - to be placed under Action Items., **Action:** Approve, Moved by City Member Bill Powers, **Seconded** by Co. Member Sherrie Thrall.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).

Yes: Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.

3. Correspondence:

- a) Call to action by CALAFCO to support AB 2957 (***moved under Action Items***)

4. CONSENT ITEM (S)

- a) *Approval of the December 13, 2021 LAFCo minutes*

No public comment.

Motion: Approve December 13, 2021 LAFCo minutes as provided. **Action:** Approve, **Moved by** Co. Member Sherrie Thrall, **Seconded by** Public Member Matthew Haesche.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.

5. Public Comment

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the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.
No public comment.

6. Authorize payment of Claims for December 2021 and January and February 2022.

- a) *Authorize payment of claims December 2021 and January and February 2022.*
No public comment.

Motion: *Authorize payment of claims December 2021 and January and February 2022.,*
Action: *Approve, **Moved by** Vice Chair Tom Cooley, **Seconded by** City Member Bill Powers.*

Vote: *Motion carried by unanimous roll call vote (**summary:** Yes = 5).*

Yes: *Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.*

PUBLIC HEARINGS and ACTION ITEMS:

7. **Call to action by CALAFCO to support AB 2957 (moved from Item 3a)**
No public comment.
Motion: Authorize staff to prepare letter in support of AB 2957., **Action:** Approve,
Moved by Co. Member Sherrie Thrall, **Seconded by** City Member Bill Powers.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).
Yes: Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.
8. **Review conditions regarding Resolutions 2021-0006 and 2021-0007**
 - a) Provide direction to continue or repeal authorization pursuant to AB 361 to hold remote teleconference meetings of Plumas LAFCo.
No public comment.
Motion: Continue authorization pursuant to AB 361 to hold remote teleconference meetings of Plumas LAFCo., **Action:** Approve, **Moved by** Co. Member Sherrie Thrall, **Seconded by** Public Member Matthew Haesche.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).
Yes: Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.
9. **Review Summary of Brown Act Provisions**
Jennifer Stephenson provided a review.
Ashlee Sims from the public asked for clarification on the definition of an emergency to which Jennifer Stephenson replied.
No other public comment.
10. **Cemetery SOI Report**
 - a) *Update on cemetery district reorganization discussions*
 - b) *Receive Cemetery SOI Update*
 - c) *Schedule SOI public hearing for April 11, 2022*
Greg Hagwood and Ashlee Sims from the public provided some comment and discussion. SOI Hearing to be placed on April 11th agenda.
11. **Appoint Commissioners to Budget Committee**
 - a) *Appoint two Commissioners to Budget Committee*
Kevin Goss and Tom Cooley volunteered to be on the Budget Committee.
Motion: Approve Kevin Goss and Tom Cooley working on the Budget Committee.,
Action: Approve, **Moved by** Vice Chair Tom Cooley, **Seconded by** City Member Bill Powers.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).
Yes: Chair Kevin Goss, City Member Bill Powers, Co. Member Sherrie Thrall, Public Member Matthew Haesche, Vice Chair Tom Cooley.
12. **Executive Officer's Report**
 - a) *Form 700 must be submitted by April 1, 2022*
 - b) *IRS and Commissioner Stipends*
 - c) *CALAFCO Staff Workshop - CANCELLED*
 - d) *CALAFCO Leg Committee*
 - e) *MSR status*

- f) Applications
- g) LESSG Report, Timeline, MSRs
Tom Cooley provided an update.

11. Commissioner Reports

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCo, and legislative matters.
Sherrie Thrall requested Jennifer Stephenson send her information on behalf of Walker Ranch looking to become an independent district.
No other Commissioner reports.

12. Adjourn to next regular meeting.

LAFCo's next regular meeting to take place 10:00 am on April 11, 2022

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Chair:
Kevin Goss

Commissioners:
Tom Cooley, Vice Chair
Sherrie Thrall, County
Matthew Haesche, Pub
Bill Powers, City
Jeff Engel, County Alt
Pat Morton, Alt
T. Swofford, Pub Alt
Executive Officer:
Jennifer Stephenson

Clerk:
Cheryl Kolb



Plumas LAFCo

Agenda Item #6

*The Local Agency Formation
Commission Serving Plumas County*

**Claim Authorization Form
March 2022 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2021-2022 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
March 16, 2022	Health Care-Gullixson Apr. 22	\$ 689.40
March 22, 2022	AT&T (Feb./Mar. 22)	\$ 69.15
March 28, 2022	Commissioner Per Diem (Dec. 13/Mar. 14, 2022)	\$ 1,000.00
April 5, 2022	Staff Services Mar. 22	\$ 5,905.47
TOTAL Mar 2022 (FY 21-22) - LAFCo expenses:		\$ 7,664.02
April 11, 2022	Transfer from General to Reserve Fund	\$ 10,000.00

DATED: April 11, 2022

APPROVED: April 11, 2022

Kevin Goss, Chair, Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer

Plumas LAFCO FY 21-22 Bookkeeping

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage
Account Number	SDRMA	Expense									Commission	
Total Budgeted	\$2,648.06	\$ 600.00	\$ 800.00	\$ 1,100.00	\$ 300.00	\$1,754.00	\$2,000.00	\$ 42,000.00	\$ 1,120.00	\$ 800.00	\$ 5,000.00	\$ 1,500.00
SDRMA Insurance 21-22	(\$2,648)											
CALAFCO Membership 21-22						\$ (1,254.00)						
AT&T (Jul 21)				\$ (112.33)								
Healthcare Gullixson July 21												
Healthcare Gullixson Aug 21												
CalPERS GASB Reports												
CalPERS Unfunded Liability (21-22)												
Staff Services (Jul 21)			\$ (64.94)	\$ (42.97)	\$ (5.40)			\$ (3,500.00)	\$ (172.50)			
Healthcare Gullixson Sep 21												
Healthcare Gullixson Oct 21												
AT&T (Aug 21)				\$ (56.25)								
Staff Services (Aug 21)		\$ (21.64)		\$ (42.97)				\$ (3,500.00)				
Staff Services (Sep 21)				\$ (42.97)				\$ (3,500.00)				
Commissioner per diem (Jul 18)												
Commission Mileage (July 21)												\$ (111.09)
Healthcare Gullixson Nov 21												
AT&T (Sept/Oct 21)				\$ (58.22)								
Commissioner per diem (Oct 18)												
Commission Mileage (Oct 21)												\$ (73.47)
Staff Services (Oct 21)			\$ (149.86)	\$ (42.97)	\$ (52.63)			\$ (3,500.00)	\$ (172.50)			
CSDA Membership						\$ (500.00)						
Healthcare Gullixson Dec 21												
AT&T (Oct/Nov 21)				\$ (56.51)								
Staff Services (Nov. 21)				\$ (42.97)				\$ (3,500.00)	\$ (120.00)			
Healthcare Gullixson Jan 22												
Healthcare Gullixson Feb 22												
Healthcare Gullixson Mar 22												
Commissioner per diem (Nov 8)												
County staff services (July 21 - Jan 22)												
AT&T (Nov./Dec 21)				\$ (57.11)								
AT&T (Dec./Jan. 22)				\$ (78.94)								
AT&T (Jan./Feb. 22)				\$ (78.94)								
Staff Services (Dec. 21)				\$ (42.97)				\$ (3,500.00)	\$ (120.00)			
Staff Services (Jan. 22)				\$ (42.97)				\$ (3,500.00)				
Staff Services (Feb. 22)				\$ (42.97)				\$ (3,500.00)				
Staff Services (Mar. 22)				\$ (42.97)				\$ (3,500.00)				
AT&T (Feb./Mar. 22)				\$ (69.15)								
Healthcare Gullixson Apr. 22												
Commissioner per diem (Dec. 13 / Mar. 14)												
TOTAL EXPENDED	(\$2,648)	(\$21.64)	(\$214.80)	(\$954.18)	(\$58.03)	(\$1,754)	\$0	(\$31,500)	(\$585)	\$0	\$0	(\$185)
TOTAL REMAINING	\$ -	\$ 578.36	\$ 585.20	\$ 145.82	\$ 241.97	\$ -	\$ 2,000.00	\$ 10,500.00	\$ 535.00	\$ 800.00	\$ 5,000.00	\$ 1,315.44

Item	MSR/SOIs	Commiss	File Management	County	Health	CalPERS	Agency	TOTAL
Account Number		Stipends		Contract	Insurance	Unfunded	Training	BUDGET
Total Budgeted	\$ 26,000.00	\$ 4,800.00	\$ 3,000.00	\$ 1,000.00	\$ 7,800.00	\$ 177.00	\$ -	\$ 102,399.06
SDRMA Insurance 21-22								\$ (2,648.06)
CALAFCO Membership 21-22								\$ (1,254.00)
AT&T (Jul 21)								\$ (112.33)
Healthcare Gullixson July 21					\$ (631.63)			\$ (631.63)
Healthcare Gullixson Aug 21					\$ (631.70)			\$ (631.70)
CalPERS GASB Reports						\$ (350.00)		\$ (350.00)
CalPERS Unfunded Liability (21-22)						\$ (177.00)		\$ (177.00)
Staff Services (Jul 21)	\$ (1,665.00)							\$ (5,450.81)
Healthcare Gullixson Sep 21					\$ (631.70)			\$ (631.70)
Healthcare Gullixson Oct 21					\$ (631.70)			\$ (631.70)
AT&T (Aug 21)								\$ (56.25)
Staff Services (Aug 21)			\$ (192.50)					\$ (3,757.11)
Staff Services (Sep 21)	\$ (1,395.00)		\$ (52.50)					\$ (4,990.47)
Commissioner per diem (Jul 18)		\$ (600.00)						\$ (600.00)
Commission Mileage (July 21)								\$ (111.09)
Healthcare Gullixson Nov 21					\$ (631.70)			\$ (631.70)
AT&T (Sept/Oct 21)								\$ (58.22)
Commissioner per diem (Oct 18)		\$ (600.00)						\$ (600.00)
Commission Mileage (Oct 21)								\$ (73.47)
Staff Services (Oct 21)	\$ (1,125.00)							\$ (5,042.96)
CSDA Membership								\$ (500.00)
Healthcare Gullixson Dec 21					\$ (631.70)			\$ (631.70)
AT&T (Oct/Nov 21)								\$ (56.51)
Staff Services (Nov. 21)	\$ (1,897.50)							\$ (5,560.47)
Healthcare Gullixson Jan 22					\$ (689.40)			\$ (689.40)
Healthcare Gullixson Feb 22					\$ (689.40)			\$ (689.40)
Healthcare Gullixson Mar 22					\$ (689.40)			\$ (689.40)
Commissioner per diem (Nov 8)		\$ (700.00)						\$ (700.00)
County staff services (July 21 - Jan 22)				\$ (509.20)				\$ (509.20)
AT&T (Nov./Dec 21)								\$ (57.11)
AT&T (Dec./Jan. 22)								\$ (78.94)
AT&T (Jan./Feb. 22)								\$ (78.94)
Staff Services (Dec. 21)	\$ (2,115.00)							\$ (5,777.97)
Staff Services (Jan. 22)	\$ (1,125.00)							\$ (4,667.97)
Staff Services (Feb. 22)	\$ (2,385.00)							\$ (5,927.97)
Staff Services (Mar. 22)	\$ (2,362.50)							\$ (5,905.47)
AT&T (Feb./Mar. 22)								\$ (69.15)
Healthcare Gullixson Apr. 22					\$ (689.40)			\$ (689.40)
Commissioner per diem (Dec. 13 / Mar. 14)		\$ (1,000.00)						\$ (1,000.00)
								\$ -
								\$ -
TOTAL EXPENDED	(\$14,070)	(\$2,900)	(\$245)	(\$509)	(\$6,548)	(\$527)	\$0	(\$62,719.20)
TOTAL REMAINING	\$ 11,930.00	\$ 1,900.00	\$ 2,755.00	\$ 490.80	\$ 1,252.27	\$ (350.00)	\$ -	\$ 39,679.86

Invoice #PLUMAS-2022-4
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 5, 2022

Plumas LAFCO
520 Main St
Quincy, CA 96971

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Cheryl Kolb, Clerk (Minutes and agenda mailing)		\$172.50	\$0.00
Cheryl Kolb, Clerk (Records digitization)	0.00	\$35	\$0.00
Dennis Miller, GIS	0.00	\$60	\$0.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Application/Projects	0.00	\$ 90.00	\$0.00
Jennifer Stephenson, MSR and SOI Updates - Cemeteries/Quincy FPD/FCD	12.50	\$ 90.00	\$1,125.00
Jennifer Stephenson, Applications/Projects	0.00	\$ 90.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	27.50	\$ 45.00	\$1,237.50
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
Subtotal			\$2,362.50

Reimbursements

Reproduction Costs	\$0.00
Postage	\$0.00
Phone and Communications	\$27.98
Office Supplies (Zoom Pro)	\$14.99
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$42.97

Amount Due	\$5,905.47
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

4/5/22

Date

Jennifer Stephenson March 2022 Timesheet			
Date	Hours	Description	Special Project
3/1/22	1	Follow up with cemetery districts	X
3/2/22	2.75	Drafting of cemetery initiation resolutions	X
3/3/22			
3/4/22			
3/5/22			
3/6/22			
3/7/22	7.75	Compiling of Agenda	
3/8/22	1.5	Participation in LESSG meeting	
3/9/22	6.25	Release of agenda	
3/10/22	4.5	Finalizing of Cemetery SOI	X
3/11/22	2.25	Leg Committee meeting	
3/12/22			
3/13/22			
3/14/22	4.5	Regular meeting and follow up	
3/15/22	2	Release of Public Notice of Cemetery SOI	X
3/16/22			
3/17/22	2.25	Drafting of fire MSR	X
3/18/22			
3/19/22			
3/20/22			
3/21/22			
3/22/22	2.5	Call with SSA re: employment status	
3/23/22	4.5	Budget committee meeting preparation	
3/24/22	3	Budget committee meeting preparation	
3/25/22	2.5	Budget Committee meeting, correspondance re: CPUD	
3/26/22			
3/27/22			
3/28/22			
3/29/22	3.25	Correspondance re:CPUD	
3/30/22			
3/31/22			

Plumas LAFCo

STAFF REPORT

MEETING DATE: April 11, 2022

TO: LAFCo Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Proposed Budget and Work Plan for the 2022-2023 Fiscal Year

LAFCo's 2022-2023 proposed work program is described below. LAFCo remains mindful of the budget constraints of the City and the County, and the following proposed work program reflects the Commission's efforts to minimize the burden on each of the member agencies.

In LAFCo's 2017-2018 Budget, the commission chose to start building a reserve fund. At present, the reserve fund has a balance of \$63,877. This balance reflects the \$10,000 allocated to the reserve for this fiscal year and approved for transfer at this meeting, as well as the \$77.64 in interest earnings to date. Starting in 2019-2020, the Commission approved putting all interest earnings into the Reserve Fund, and these earnings are not appropriated to operations. However, it appears that the interest earnings continue to be split between LAFCo's two accounts. Consequently, it is recommended that a resolution be adopted clarifying and formalizing that all interest is to be placed in the Cash Reserve Fund. Additionally, in the 2019 update of the Bylaws, the commission approved a policy of maintaining a minimum Reserve Fund balance of \$100,000. It is recommended that the Commission continue the practice of setting aside funds towards meeting the reserve fund policy.

The Proposed 2022-2023 Budget is based on the level of anticipated work in the developed work program that is described in the following.

A level of service has been established for ongoing LAFCo activities; LAFCo has a unique role as a neutral agency among all agencies countywide. Many of these activities are described below. LAFCO's fundamental mission, which is:

The Plumas Local Agency Formation Commission is committed to serving the citizens, governmental agencies, and applicants of its jurisdiction by using its authority, knowledge and expertise to make beneficial changes in the structure of public agencies through special studies, programs and actions resulting in the resolution of conflicts; orderly growth, development, and governance of communities within Plumas County; cost-effective delivery of services; and timely processing of applications.

In accordance with the policies and procedures established by the State Legislature in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 and 57000 et seq. of the California Government Code, the primary function of California LAFCOs is to encourage the orderly growth, discouraging urban sprawl, preserving open space and prime agricultural lands and efficiently extending governmental services. LAFCo's responsibilities include review of and action on proposals for 1) formation of new local public agencies, 2) change in boundaries of existing local agencies, and 3) other changes

in organization of local agencies, such as consolidations. In making such determinations, LAFCo's efforts are directed to encouraging the efficient and economic delivery of public services, while protecting other important state interests such as the preservation of agricultural and open-space lands.

Work Program for 2022-2023

MSR and SOI Updates/Special Projects

Plumas LAFCo has completed initial service reviews of all agencies over which it has jurisdiction and SOI updates for those agencies as well. For FY 21-22, the focus of the workplan has been the following: reorganization of cemetery districts, reorganization of fire providers in Eastern Plumas and Butterfly Valley, and MSRs on Grizzly Lake CSD, Eastern Plumas Recreation District, Crescent Mills FPD, and Indian Valley CSD.

At the February 8, 2021 meeting, the Commission chose to refocus the funds allocated to the fire reorganization in Eastern Plumas to and MSR and SOI Update for Quincy FPD, and allocate funds in FY 21-22 to the fire reorganization efforts up to \$12,000. At the October 2021 LAFCo meeting, the Commission directed that an MSR be completed for Eastern Plumas Rural Fire Protection District as well with these funds. It is recommended that the full \$12,000 continue to be allocated towards the Eastern Plumas fire reorganization in FY 22-23. It is unclear at this time the status of the Butterfly Valley annexation efforts to Quincy FPD.

It is assumed that the Grizzly Lake CSD and Eastern Plumas Recreation District MSRs will be complete before the end of the fiscal year. The Crescent Mills FPD and Indian Valley CSD MSRs will be substantially completed at that time.

Assuming that discussions and efforts will continue into the next fiscal year, it is recommended that \$2,000 continue to be allocated to cemetery reorganization efforts.

The remaining MSR budget for FY 22-23 could be used in one of two ways – focus on identified districts of concern or conduct countywide fire MSR. Over the course of this year, a few districts have been identified with reports of concerns or are interested in reorganization requiring an MSR. These districts include the following:

- Chester Public Utility District
- Feather River Canyon Community Services District
- Whitehawk Ranch Community Services District

Alternatively, the Commission may wish to consider a countywide fire MSR. Wildfires continue to be a primary topic of concern in Plumas County and across the State as recent fires have become more destructive and substantially more expansive, as demonstrated by the Dixie Fire. These fires put a pressure on local fire departments to consider alternative structures and improvements to service levels in order to protect the safety of their citizens and lessen the impacts. Efforts are already underway in the area around Portola to consider alternative structures, and consequently gather data and information to compile an MSR to inform those options. Additionally, Quincy FPD, Indian Valley CSD, and Crescent Mills FPD, all of which are fire providers, are going through the MSR process. Most recently, concerns with Chester PUD halting fire and ambulance services have highlighted the need for LAFCo review of the District's services. Conducting an MSR on fire services throughout the County would capitalize on the information already gathered and produce a comprehensive review and analysis of all fire providers at the same point in time. The budget for FY 22-23 would not cover the entirety of this project but could begin the efforts with the remainder funded in FY 23-24.

2022-2023 Work Plan/Proposed Budget

Plumas LAFCo

April 11, 2022

In total, these projects are proposed to be allocated \$25,000 in FY 22-23. These projects are accounted for in the amount dedicated for MSRs and SOI updates/Special Projects in the Proposed Budget.

Agency Training

LAFCO has indicated an interest in assisting districts in operating legally and ensuring adequate levels of service. In that interest, the Commission has in the past allocated funds towards training of the agencies. Ideally, the needed training will be determined by the agencies themselves. At this time, there is no plan for use of these funds; however, should the Plumas Special Districts Association develop a proposal for future use of training funds, then continued allocation towards this purpose should be considered in future fiscal years.

Direct Projects – Projected

1. Small and medium reorganizations - For the 2022-2023 fiscal year, based on recent inquiries, LAFCo anticipates two small or medium reorganizations (i.e., annexations and detachments).

Cost involved in processing small reorganizations include legal counsel, staff time, public inquiries, public hearing requirements including noticing (300 ft from site –voters and landowners), preparation of notices, staff reports and resolutions, LAFCo protest requirements (public noticing), incidental travel, office supplies (copying), webpage posting, seeking comment from county departments (assessor, clerk and auditor), and general accounting.

Significant Municipal Annexations – At this time there is no activity anticipated on significant city annexations for 2022-2023 around the City of Portola.

District Consolidations (Agency Initiated) – While not technically a consolidation, the potential formation of a new fire district in Eastern Plumas would be a significant reorganization. The project has been allocated \$12,000 in funds to aid in the application cost to LAFCo. It is anticipated these funds will be used in FY 22-23. While there are a few additional potential fire reorganizations that are under consideration in the Lake Almanor area, the timing of these consolidations is unknown. It is assumed that should any additional reorganizations be initiated by the districts, then the applications would be supported by the agency’s fees. As such, these projects have not been budgeted for in the proposed 2022-2023 budget.

District Consolidations (LAFCo Initiated) – LAFCo has the authority to initiate consolidations based on findings in a Service Review. There continues to be the potential for a LAFCo-initiated consolidation of certain cemetery districts, in particular Quincy LaPorte and Meadow Valley Cemetery Districts. The financial burden of this consolidation would therefore lie with LAFCo; therefore, it is recommended that LAFCo continue to allocate \$2,000 towards cemetery district reorganization efforts.

2. Major annexation proposals - Staff does not foresee a Major Annexation Proposal for the next fiscal year at this time. LAFCo is not empowered to initiate annexations and (or) detachments. If an unanticipated major annexation application should be received, then the project would be appropriately fee supported.

Administrative Projects and Operational Provisions

Work outlined here for the role of the Executive Officer has been accounted for in the flat monthly contract fee for executive officer services and other line items, including office supplies, printing, postage, communications etc.

2022-2023 Administrative Projects

In the interest of providing comprehensive information on LAFCo's website regarding the agencies within the County, it is planned that efforts will be made toward developing a "clearinghouse" of information on each agency, including maps, the most recent MSR, links to websites, and contact information.

Digitization of the records has been an ongoing project. It is the intent that these records be organized and uploaded to a cloud storage system, to allow for ease of access and ensure proper back up practices are in place. The cloud space has been established and a format for organization has been developed. This will continue to be a focus of efforts in FY 22-23.

Budget Development and Control

Budget development and control is currently handled by the Executive Officer. During the year, day-to-day administrative tasks (e.g., invoicing, and bill paying) are provided by the Executive Officer. This also includes working with City and County offices on these issues.

Preparation of the budget and budget justification documents and resolutions is a part of these activities. The preparation of claim forms for both the Commission and the County Auditor's office is included to ensure proper control. Implementation of LAFCo expenditure processes is an integral part of these tasks. Public inquiries regarding expenditures and expenditure priorities are handled by the Executive Officer. Incidental office supplies and communication resources are necessary to perform these functions.

LAFCo is directly billed for other County services, which are included in the Budget.

Communication and Public Relations

LAFCo needs continued communication with the City Council and Board of Supervisors. One of the legislative intents of LAFCo is to serve as neutral party or arbitrator with regards to organizational issues. For example, the required Sphere of Influence meeting between a City and the County. Additionally, regular meetings with County Planning and City Management have been planned to ensure issues are regularly addressed and projects are efficiently handled.

LAFCo staff needs to be available to discuss LAFCo matters with Special District representatives (staff and board members) or the Special District's Association. This will be a particular focus in the upcoming year in the form of attendance at special district meetings and presentations at community meetings. The budget for these activities includes preparation and meeting with district boards and incidental office supplies, legal advice, travel and communication.

As an extension of the already mentioned outreach activities, staff will conduct project-oriented workshops, as appropriate. This outreach will not only be directed at the public agencies under the jurisdiction of LAFCo, but also members of the public and other stakeholders. This activity may occur this year in various areas in the County.

Potential applicants seeking reorganization often require help traversing the LAFCo application process. This activity requires research and meeting with project proponents to determine approaches to solving service issues. These costs include legal, staff time, incidental travel, office supplies and communication resources.

Public inquiries regarding service issues are common involving a member of the public who is in need of a service or has a question about a service. This activity consumes legal, staff time and communication resources. The LAFCo webpage provides an outlet for LAFCo information. Responding to the public is necessary for informing individuals of LAFCo requirements to facilitate the process.

Like other public agencies, LAFCo must comply with the Brown Act, Public Records Act and Political Reform Act. Staff and legal time is required to comply with these laws. Including noticing, Form 700s, public records disclosure, citizen's inquiries, general compliance and written responses to records requests.

Environmental review is required for most LAFCo discretionary projects. Applicants pay direct project costs to cover the review costs; while CEQA work related to Spheres of Influence are LAFCO's responsibility. LAFCo is also required to comment on Environmental Reviews from various agencies. Costs associated with these activities include legal, communication, advertising, staff time. It is estimated the cost of this activity will be high if LAFCo has to pay Fish and Game Fees. This item is necessary to promote better customer service and comply with the CEQA law and CKH act with regard to the role of a responsible agency. Development requiring reorganization will take much longer if LAFCo is not involved in this process, as well as cost project applicants significantly more amounts of money. Since 2019, the State is requiring submittal of environmental documents on the State CEQA Clearinghouse, which creates a greater demand for staff time when dealing with even small projects.

Public Education and Outreach

This is an extension of the efforts identified under Communication and Public Relations. As a public agency, LAFCo must meet certain legal notification requirements, but also as a relatively unknown and often misunderstood entity, LAFCo must strive to educate the public on its mission and efforts. Means to educate the public include utilization of available media, speaking opportunities at community forums, and submittal of articles about LAFCo to journals and newspapers. Efforts this year will focus on continual updating of LAFCo's website to include more detailed information on each of the special districts.

Keeping the public and agencies informed of LAFCo's actions requires press releases on substantive actions, encouraging agencies to request regular LAFCo meeting agendas, and updating agencies on LAFCo Commission membership. These activities are important to inform the public and agencies about LAFCo. Numerous inquires come from citizens needing one service or another. These activities promote better customer service for all agencies by informing the public about what is going on with regards to LAFCo. The focus in FY 22-23 will be on development and distribution of press releases regarding LAFCo's accomplishments.

Resource Development

It is essential that LAFCo monitor new and proposed relevant legislation. Although LAFCo relies on CALAFCO for this activity, it is important that new legislation reflects our needs. This activity involves communication, staff time, and legal time. Legislation of importance to Plumas LAFCo impacts budget process and permit processes. To this end, the Executive Office continues to be a member of the CALAFCO Legislative Committee to remain abreast of the legislative activities.

Special Reports and Projects for the Commission

The CKH act and the Commission's bylaws allow the Commission to undertake special projects. Special projects may include being involved in General Plan updates, assisting in the development of agriculture conservation policies, being involved in water planning throughout the County, serving as a neutral party with regards to service issues, assisting the public and agencies with LAFCo applications and processes, establishing special district representation on the commission, developing annexation strategies for the City or districts and (or) any other proactive activity of benefit to the citizens and agencies as deemed necessary by the Commission. This budget does include funds for Special Projects in the proposed work plan previously discussed. Additionally, creating new policies and any efforts to garner special district representation on the Commission would be covered under the Executive Officer contract services amount. In FY 22-23, the primary special project will be comprehensively updating the Policies and Procedures.

Commissioner Development – CALAFCO Conference

Ideally, the Commission's 2022-2023 budget should include funding for two commissioners and one staff to attend the Annual CALAFCO Conference and funds for staff to attend the CALAFCO Staff Workshop in the spring. Our bylaws hold that the education afforded by the Conferences is necessary to assure Commissioners have the tools needed to carry out their responsibilities. Funds should be set aside for staff and commissioner training, as informed decision makers better serve the public. The annual CALFACO will be held in Newport Beach, CA.

Summary of the Proposed Budget:

Commissioner Stipends: In FY 21-22, the Commissioner stipend of \$100 per LAFCo meeting was reinstated for all Commissioners. In 2017, the Commissioner passed Resolution 2017-0008 classifying Commissioners as independent contractors and repealing Resolution 2006-0006, which had previously classified Commissioners as employees. In February 2022, the State Social Security Administration informed Plumas LAFCo that by legal standards the State Social Security Administration and the Internal Revenue Service consider the Commissioners to be employees and require that W-2s are issued to each Commissioner and the required social security and Medicare payments are made. If the Commission chooses to continue to receive the stipend, then it is recommended that Resolution 2022-0002 be adopted once again establishing Commissioners as employees. In that case, it is recommended that \$5,167.20 be budgeted to account for the \$100 stipend plus the 7.65 percent employer share of social security and Medicare. Of note is that the proposed budget with the stipends and required social security and Medicare payments does not significantly increase the required commitment by the City of Portola and the County from the prior year's commitment.

Liability Insurance: LAFCo is required to carry insurance as an independent agency. LAFCo has insurance through SDRMA, which instituted a significant increase from FY 19-20 to FY 20-21 and again may increase up to \$3,144. SDRMA has not yet provided final premiums for the next fiscal year.

Memberships: CALAFCO dues increased according to a consumer price index of 4.9 percent from \$1,254 to \$1,315. Since LAFCo receives SDRMA insurance, there is a \$500.00 membership fee for the California Special Districts Association. This fee is anticipated to remain constant.

Office Expense-Printing: A majority of the costs associated with printing are attributed to agenda packet printing. Because Commissioners have chosen to not receive printed agendas, this cost is greatly reduced. It is recommended that the amount allocated to printing be reduced to \$400.

Postage: Similar to printing costs, postage costs are generally associated with mailing of the agenda packets to the Commissioners. Because the packets are no longer being mailed, it is recommended that the amount budgeted for postage be reduced to \$150.

Communications: This item covers the County phone system, fax, and the toll-free phone number. The County has transferred the LAFCo line over to its new phone system, which is anticipated to greatly reduce costs associated with the landline. The proposed budget assumes a cost of approximately AT&T service. Additionally, the ad hoc committee is proposing that the toll-free number be cancelled to further reduce communication costs. It is anticipated that there will be a continued need for Zoom services at \$14.99 per month. With the implementation of these changes, it is recommended that the communications budget be reduced from \$1,100 to \$500.

Office Expense- Board Room Rental/General: This item has covered many budget categories in past years. A Dropbox cloud backup account has been created to put archives and current records online, which costs \$450 a year for three users. Additionally, office supplies are not anticipated to exceed \$300 for the year. Therefore, it is recommended that this item be budgeted at \$750 for the year.

Legal Services: This year it is recommended that \$2,000.00 continue to be budgeted for this activity. 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 will be directly billable to a project applicant. Since LAFCo has become 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. If additional costs are incurred LAFCo will have to use its contingency or seek a loan from the County to cover these costs. As the Commission recommends consolidations, Counsel will become necessary. In addition, Counsel should attend at least one meeting per year or meeting where controversial projects are heard.

Staff Services: It is recommended that this item be increased to \$45,000 to account for an increase of contract Executive Officer fees of \$250 per month. Should there be unanticipated workload, a budget amendment may be necessary in this as well as other categories. This category includes general administrative work, meeting with Special Districts, and the staff activities enumerated in the "activities" report. Notwithstanding project processing, Service Reviews, sphere of influence updates for Plumas LAFCo, this amount should cover LAFCo administration.

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.

Clerk Costs: Plumas LAFCo pays \$120 per meeting for clerk services during the meetings and compilation of minutes, as well as a total of \$400 for additional clerk tasks. Total clerk costs in 2022-2023 are proposed to be \$1,120.

Legal Notices/Publications: \$800 has been proposed for this item. Costs in FY 18-19 year exceeded the budgeted amount; however, in the last three years there have been minimal expenses for this item. While some portion is related to projects with associated fee deposits, it is good to have some extra for unanticipated costs such as in FY18-19. Additionally, there will be associated costs should LAFCo initiate reorganizations. 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.

Commissioner Mileage: Commissioners and Alternates receive mileage reimbursements. While only a small portion of the budgeted amount has been used this year, it was due to the lack of in-person meetings associated with the pandemic. It is recommended that this budget item remain constant at \$1,500 in the upcoming year, as there are no major anticipated changes and in person meetings are resumed.

Transportation/Travel/Conf. Registration: It is recommended \$5,000.00 be budgeted in this category. This amount budgeted would provide for attendance of two commissioners and one staff at the CALAFCO conference in Newport Beach, CA for a cost of around \$4,400. Additionally, it would cover cost of attendance for staff at the CALAFCO Staff Workshop in Orange County for approximately \$600. Education afforded by the conferences is important to assure Commissioners have the tools needed to carry out their responsibilities. A decision as to whether the Commission desires to have a Commissioner to attend the conference will be required.

Sphere of Influence Updates and Service Reviews/Special Projects: It is recommended \$25,000 be budgeted to cover the costs of reorganization efforts and MSRs as described in the work plan.

Financial Services: Financial Services are included in the County Contract and Misc. Services. It is recommended that in FY 22-23 \$1,000 continue to be budgeted consistent with actual expenses.

Retirement Medical Costs: LAFCo is required to pay for a portion of a past Executive Officer's health insurance. In previous years, the monthly healthcare premiums have generally declined; however, in January, the insurance rate increased from \$631.34 per month to \$689.40 per month. It is unknown whether insurance rates will continue to increase in the upcoming year. Given that future increases are unpredictable, it is recommended that \$8,500 be budgeted to cover any increase in the premium.

PERS Unfunded Liability: The Commission voted to pay off all associated unfunded liability when adopting the Final Budget for FY 19-20. This payment was made at the beginning of FY 20-21. Due to fluctuations in the economy, annual payments for continued remaining unfunded liability continue to be due. CalPERS' most recent adjustment shows that \$656 will be due in FY 22-23; however, this is not based on the payments made in FY 21-22. It is recommended that until an updated adjustment is provided in June, that \$177 continue to be budgeted towards the unfunded liability along with \$350 for the GASB accounting fee.

File Scanning and Retention: Plumas LAFCo continues to work on digitization of all records. Plumas LAFCo has generated several files over the years. Plumas 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. It is recommended that \$3,000 continue to be budgeted for this item in the next year.

Reserve Funds: During the 2019 update of the Bylaws, LAFCo adopted a minimum reserve balance of \$100,000. It is recommended that the practice of setting aside funds to meet the minimum Reserve Fund be continued by setting aside \$10,000, making the reserve fund balance of at least \$73,878 by the end of 2022-2023.

Contingency: A contingency amount is essential to cover unexpected expenses. It is recommended that the same contingency amount as in the last four fiscal years of \$5,000 be budgeted again to cover any unanticipated costs.

Anticipated re-budgeting of funds

Notwithstanding unexpected year-end expenses, at current expenditure rates the Commission will be able to re-budget approximately \$18,000 from the 22-23 fiscal year budget.

Fee Deposit Liabilities

An estimate of \$5,000 is proposed to be generated from fee deposits. These funds do not become revenue until work is actually performed and then funds are transferred into a revenue account for LAFCo. A conservative estimate of \$5,000 is reasonable given previous years application fees.

Costs to City and County

Assuming a carryover of \$18,000.00 is realized and estimated project revenues of \$5,000 are realized, the committee is recommending the amount to be apportioned between the City and County to be \$97,373.20 for FY 2022-2023, which is fairly consistent with FY 21-22. The City and County would pay \$48,686.60 each, assuming the existing allocation formula in Government Code 56381 is followed.

Recommendation

Approve LAFCo Resolution 2022-0001 adopting a proposed budget for fiscal year 2022-2023.

OBJECT LEVEL/ACCOUNT	FY 2020-2021	FY 2021-2022	FY 2021-2022	FY 2022-2023	
	FINAL BUDGET	FINAL BUDGET	AS OF 3/24/2022	PROPOSED BUDGET	
EXPENDITURES*					NOTES
Commissioner Stipends	\$1,200.00	\$4,800.00	\$1,900.00	\$5,167.20	If stipend is continued with employee status. Plus employer share of social security and medicare of 7.65%
Liability Insurance	\$2,398.00	\$2,648.06	\$2,648.06	\$3,144.00	Based on maximum estimate received from SDRMA.
Memberships	\$1,767.00	\$1,754.00	\$1,754.00	\$1,815.00	CALAFCO dues increased according to CPI of 4.9% from \$1254 to \$1,315, \$500 CSDA membership.
Office Expense – Printing	\$800.00	\$800.00	\$214.80	\$400.00	A majority attributed to agenda packet printing. Because Commissioners are not receiving printed agendas, this cost is greatly reduced.
Postage	\$300.00	\$300.00	\$58.03	\$150.00	Same as printing.
Communications	\$900.00	\$1,100.00	\$842.06	\$500.00	Moving phone number to County system. Exact cost is unknown but will be lower than current AT&T costs at \$75 per month. Estimate based on \$25 per month. Anticipate continuing Zoom services at \$14.99 per month and discontinuing 800 number if contract is amended.
Office expenses/Board Room rental/general	\$300.00	\$600.00	\$471.64	\$750.00	Online Cloud services \$450 plus \$300 for incidentals
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	Could be more if the Commission desires to seek a reconsideration regarding employment status from IRS.
Professional Svcs. – LAFCo Staff	\$43,000.00	\$42,000.00	\$28,000.00	\$45,000.00	\$3750 per month with contract amendment. No anticipated Deputy EO time.
LAFCo Clerk Costs	\$1,120.00	\$1,120.00	\$585.00	\$1,120.00	\$120 per meeting, plus \$400 for clerk services.
Publications/Legal Notices	\$1,000.00	\$800.00	\$0.00	\$800.00	While some portion is related to projects with associated fee deposits, it is good to have some extra for unanticipated costs such as in FY18-19. Additionally, there will be associated costs should LAFCO initiate reorganizations. However, without local newspapers in print, publication costs have greatly reduced.
Personal Mileage - Commissioners	\$1,500.00	\$1,500.00	\$185.00	\$1,500.00	It is anticipated that meetings will go back to in person where Commissioners will be driving.
Transportation & Travel (Special)	\$3,000.00	\$5,000.00	\$0.00	\$5,000.00	Conference for 2 Commissioners and 1 staff, Staff workshop for staff. Conference in Newport Beach Oct 19 - Oct 21.
MSR/SOI Updates/Special Projects	\$24,000.00	\$26,000.00	\$11,708.00	\$25,000.00	Work plan - Supplement fire reorganization efforts, continued support of cemetery district reorganization, perhaps a countywide fire MSR to consider fire reorganization options.
County Contract and Misc. Services	\$1,300.00	\$1,000.00	\$509.00	\$1,000.00	For accounting with County. Depends on amount of time spent, which could fluctuate, but has consistently been below \$1,000.
Health Insurance-Gullixson	\$8,000.00	\$7,800.00	\$5,858.00	\$8,500.00	Payments went from 631.63 to 689.40 this year. Future changes are unpredictable. Recommend slight increase from current years rate.
PERS Unfunded Liability	\$6,804.00	\$177.00	\$527.00	\$527.00	Minimum \$350 payment for GASB payment and \$177 required payment last year. May change with updated actuarial report in June.
LAFCo File Management - Scanning	\$3,700.00	\$3,000.00	\$245.00	\$3,000.00	
Agency Training	\$0.00	\$0.00	\$0.00	\$0.00	
Total Services & Supplies	\$103,089.00	\$102,399.06	\$55,505.59	\$105,373.20	
RESERVE FUND	\$7,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Adopted policy in Bylaws to maintain a \$100,000 reserve fund. Current balance is \$53,877.75, and will be \$63,877.75 once County deposits funds.
CONTINGENCY	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Continued concerns regarding current LAFCo computer.
TOTAL LAFCO BUDGET	\$115,089.00	\$117,399.06		\$120,373.20	
REVENUES AND DEPOSITS					
Anticipated Cash Balance as of July 1st	-\$14,000.00	-\$18,000.00	\$18,000.00	-\$18,000.00	
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	\$3,411.62	-\$5,000.00	While many applications are anticipated. The specific number in this FY cannot be predicted. Additionally, generally doesn't fund operations, just covers costs associated with applications.
Interest	\$0.00	\$0.00	\$77.64	\$0.00	Interest is directed to Reserve Fund. Does not contribute to operating budget. County is continuing to have issue posting interest to Reserve Account.
City Share – LAFCO Cost	\$48,044.50	\$47,199.53	47,199.53	\$48,686.60	
County Share – LAFCO Cost	\$48,044.50	\$47,199.53		\$48,686.60	
Total Due from Other Gov'ts.	\$96,089.00	\$94,399.06		\$97,373.20	

Resolution 2022-0001
of the
Plumas Local Agency Formation Commission

*A Resolution of Plumas Local Agency Formation Commission Adopting a Proposed Budget for
2022-2023*

WHEREAS, Plumas LAFCo is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget 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 2022-2023 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; and

WHEREAS, the appropriations will allow the Commission to fulfill the purposes and programs as authorized by Chapter 3 of Part 2 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

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

1. That Plumas LAFCo hereby adopts the attached 2022-2023 proposed budget (Attachment 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 Plumas Local Agency Formation Commission at a regular meeting of said Commission held on the 11th day of April 2022 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 11th day of April 2022.

Attest:

Kevin Goss, Chair
Plumas LAFCo

Jennifer Stephenson, Executive Officer
Plumas LAFCo

Plumas LAFCo
Proposed 22-23 Budget, Resolution 2022-0001
April 11, 2022

OBJECT LEVEL/ACCOUNT	FY 2020-2021	FY 2021-2022	FY 2021-2022	FY 2022-2023	
	FINAL BUDGET	FINAL BUDGET	AS OF 3/24/2022	PROPOSED BUDGET	
EXPENDITURES*					NOTES
Commissioner Stipends	\$1,200.00	\$4,800.00	\$1,900.00	\$5,167.20	If stipend is continued with employee status. Plus employer share of social security and medicare of 7.65%
Liability Insurance	\$2,398.00	\$2,648.06	\$2,648.06	\$3,144.00	Based on maximum estimate received from SDRMA.
Memberships	\$1,767.00	\$1,754.00	\$1,754.00	\$1,815.00	CALAFCO dues increased according to CPI of 4.9% from \$1254 to \$1,315, \$500 CSDA membership.
Office Expense – Printing	\$800.00	\$800.00	\$214.80	\$400.00	A majority attributed to agenda packet printing. Because Commissioners are not receiving printed agendas, this cost is greatly reduced.
Postage	\$300.00	\$300.00	\$58.03	\$150.00	Same as printing.
Communications	\$900.00	\$1,100.00	\$842.06	\$500.00	Moving phone number to County system. Exact cost is unknown but will be lower than current AT&T costs at \$75 per month. Estimate based on \$25 per month. Anticipate continuing Zoom services at \$14.99 per month and discontinuing 800 number if contract is amended.
Office expenses/Board Room rental/general	\$300.00	\$600.00	\$471.64	\$750.00	Online Cloud services \$450 plus \$300 for incidentals
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	Could be more if the Commission desires to seek a reconsideration regarding employment status from IRS.
Professional Svcs. – LAFCo Staff	\$43,000.00	\$42,000.00	\$28,000.00	\$45,000.00	\$3750 per month with contract amendment. No anticipated Deputy EO time.
LAFCo Clerk Costs	\$1,120.00	\$1,120.00	\$585.00	\$1,120.00	\$120 per meeting, plus \$400 for clerk services.
Publications/Legal Notices	\$1,000.00	\$800.00	\$0.00	\$800.00	While some portion is related to projects with associated fee deposits, it is good to have some extra for unanticipated costs such as in FY18-19. Additionally, there will be associated costs should LAFCO initiate reorganizations. However, without local newspapers in print, publication costs have greatly reduced.
Personal Mileage - Commissioners	\$1,500.00	\$1,500.00	\$185.00	\$1,500.00	It is anticipated that meetings will go back to in person where Commissioners will be driving.
Transportation & Travel (Special)	\$3,000.00	\$5,000.00	\$0.00	\$5,000.00	Conference for 2 Commissioners and 1 staff, Staff workshop for staff. Conference in Newport Beach Oct 19 - Oct 21.
MSR/SOI Updates/Special Projects	\$24,000.00	\$26,000.00	\$11,708.00	\$25,000.00	Work plan - Supplement fire reorganization efforts, continued support of cemetery district reorganization, perhaps a countywide fire MSR to consider fire reorganization options.
County Contract and Misc. Services	\$1,300.00	\$1,000.00	\$509.00	\$1,000.00	For accounting with County. Depends on amount of time spent, which could fluctuate, but has consistently been below \$1,000.
Health Insurance-Gullixson	\$8,000.00	\$7,800.00	\$5,858.00	\$8,500.00	Payments went from 631.63 to 689.40 this year. Future changes are unpredictable. Recommend slight increase from current years rate.
PERS Unfunded Liability	\$6,804.00	\$177.00	\$527.00	\$527.00	Minimum \$350 payment for GASB payment and \$177 required payment last year. May change with updated actuarial report in June.
LAFCo File Management - Scanning	\$3,700.00	\$3,000.00	\$245.00	\$3,000.00	
Agency Training	\$0.00	\$0.00	\$0.00	\$0.00	
Total Services & Supplies	\$103,089.00	\$102,399.06	\$55,505.59	\$105,373.20	
RESERVE FUND	\$7,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Adopted policy in Bylaws to maintain a \$100,000 reserve fund. Current balance is \$53,877.75, and will be \$63,877.75 once County deposits funds.
CONTINGENCY	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Continued concerns regarding current LAFCo computer.
TOTAL LAFCO BUDGET	\$115,089.00	\$117,399.06		\$120,373.20	
REVENUES AND DEPOSITS					
Anticipated Cash Balance as of July 1st	-\$14,000.00	-\$18,000.00	\$18,000.00	-\$18,000.00	
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	\$3,411.62	-\$5,000.00	While many applications are anticipated. The specific number in this FY cannot be predicted. Additionally, generally doesn't fund operations, just covers costs associated with applications.
Interest	\$0.00	\$0.00	\$77.64	\$0.00	Interest is directed to Reserve Fund. Does not contribute to operating budget. County is continuing to have issue posting interest to Reserve Account.
City Share – LAFCO Cost	\$48,044.50	\$47,199.53	47,199.53	\$48,686.60	
County Share – LAFCO Cost	\$48,044.50	\$47,199.53		\$48,686.60	
Total Due from Other Gov'ts.	\$96,089.00	\$94,399.06		\$97,373.20	

**Resolution 2022-0002
of the
Plumas Local Agency Formation Commission**

A Resolution thereby Repealing Resolution 2017-0008, a resolution of the Plumas Local Agency Formation Commission Making Determinations that the Commissioners of Plumas LAFCo are Independent Contractors and Making Determinations that Commissioners of Plumas LAFCo are to be considered Employees.

WHEREAS, Plumas LAFCO is a public agency duly organized and existing under the laws of the State of California; and

WHEREAS, the Plumas LAFCo's Bylaws state Commissioner members and alternate Commissioners will be reimbursed consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting expenses; and

WHEREAS, each member and alternate member in attendance at any Commission meeting shall receive a \$100.00 stipend per meeting and a mileage rate as established by the Internal Revenue Service, as established by Resolution 2001-0007 adopted on October 22, 2001; and

WHEREAS, the Commission adopted Resolution 2006-0016, a resolution of the Plumas Local Agency Formation Commission Making Determinations that the Commissioners of Plumas LAFCo are Employees; and

WHEREAS, the Commission subsequently adopted Resolution 2017-0008, a resolution of the Plumas Local Agency Formation Commission repealing 2006-0016 and Making Determinations that the Commissioners of Plumas LAFCo are Independent Contractors; and

WHEREAS, the State Social Security Administrator informed Plumas LAFCo on January 21, 2022 that by State Social Security Administrator and Internal Revenue Service standards, the Commissioners are classified as employees for which social security and medicare contributions are required; and

NOW THEREFORE, the Plumas Local Agency Formation Commission repeals Resolution 2017-0008 and orders the following, commencing immediately:

1. Acting Commissioners appointed by the Board of Supervisors the City, and the Commission, as well as their alternates, are hereby classified as Part Time/Non-Permanent Employees.
2. As Part-Time/Non-Permanent Employees, Commissioner per diem, mileage, and reimbursement shall be taxed and paid pursuant to the terms of the County of Plumas and federal and state government.

3. Commissioners are eligible for per diem, as set by the Commission, for each day that they are acting on Commission business. Commissioners are also eligible for reimbursement of mileage in an amount pursuant to rate as set by the Internal Revenue Service. Further, Commissioners are eligible for reimbursement of room, actual meals, and transportation, as identified in the adopted Bylaws, to and from Commission-approved LAFCo events.
4. Should any previously adopted bylaw, policy or resolution conflict with this resolution that bylaw, policy or resolution (or portion thereof) shall be repealed in favor of this resolution.

PASSED AND ADOPTED by the Plumas Local Agency Formation Commission at a regular meeting of said Commission held on April 11, 2022 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 11th day of April 2022

Kevin Goss, Chair
Plumas LAFCO

Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCO

PLUMAS LAFCO
AMENDED AGREEMENT FOR THE PROVISION OF EXECUTIVE OFFICER SERVICES

This Agreement for the Provision of Executive Officer Services (hereinafter, the "Agreement") ~~originally~~is entered into ~~on the~~this 26th day of February 2018~~7~~, is hereby amended on the 11th day of April 2022 and shall be effective ~~March-July~~ 1st, 2022~~18~~, by and between the Plumas Local Agency Formation Commission (hereinafter "LAFCO" or the "Commission") and Policy Consulting Associates, LLC (hereinafter, "Contractor").

RECITALS

WHEREAS, LAFCO was formed and operates pursuant to the provisions of the Cortese/Knox Local Governmental Reorganization Act (Government Code Sections 56000, et seq.) Sections 56375 and 56384 provide that the Commission may appoint an Executive Officer and may contract for professional and consulting services to carry out and effect the functions of the Commission; and

WHEREAS, LAFCO desires to retain Contractor as its Executive Officer; and

WHEREAS, Contractor has the necessary expertise to perform such services, is qualified, and willing to perform these services for LAFCO.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

Article 1.
CONTRACTOR'S RESPONSIBILITIES

Section 1.01 Duties

Contractor shall serve as Executive Officer and shall perform all Executive Officer duties as specified in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and other applicable statutes and as directed by the Commission. Said duties shall include but are in no way limited to:

Contractor shall provide necessary secretarial and support services, including clerking meetings, and maintaining the records of LAFCO.

Contractor shall provide general information to the public, individually and to groups, regarding LAFCO statutes, policies, and concepts of orderly governmental boundaries through direct participation.

Contractor shall oversee the maintenance and updating of the LAFCO web page. ~~Contractor shall provide a toll-free telephone service for the Commission and the general public.~~

Contractor shall maintain and regularly update LAFCO's policies and procedures and bylaws and direct the day to day operations of LAFCO.

Contractor shall either prepare or cause to be prepared municipal service reviews and sphere updates for all Plumas County agencies as required by CKH and in accordance with the work program approved by the Commission. Contractor shall also prepare or supervise the preparation of complex environmental reviews, and other special studies, as authorized.

Contractor shall attend all LAFCO meetings, unless otherwise directed by the Commission.

Contractor shall generate all necessary staff reports for matters before the Commission and will prepare all necessary CEQA (California Environmental Quality Act) documents.

Contractor to represent Plumas LAFCO at California Association of Local Agency Formation Commission sponsored meetings, conferences and workshops.

It is the responsibility of the Contractor to operate within LAFCO's given budgetary appropriations. Contractor shall manage LAFCO's budget.

Section 1.02 Independent Contractor

It is specifically understood and agreed that in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agency or servant of LAFCO.

Section 1.03 Insurance

Contractor shall not commence work under this Agreement until it has obtained all the insurance required herein, certificates of insurance have been submitted to LAFCO and said insurance has been approved by LAFCO. The certificates of insurance shall contain a provision that coverage afforded under the policies will not be canceled until at least twenty (20) days prior written notice has been given to LAFCO.

Any failure of Contractor to maintain the insurance required by this paragraph, or to comply with any of the requirements of this paragraph, shall constitute a material breach of the entire Agreement.

Certificates evidencing the issuance of the following insurance shall be filed with LAFCO within ten (10) days after the date of execution of this Agreement by Contractor:

- (a) Compensation Insurance. Contractor shall procure and maintain, at Contractor's own expense during the term hereof, Workers' Compensation Insurance for all employees to be engaged in work.

- (b) General Liability and Property Damage Insurance. Contractor shall procure and maintain, at Contractor's own expense during the term hereof, Comprehensive General Liability Insurance, both bodily injury and property damage, in an amount of not less than One million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverages: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.
- (c) Automobile Liability Insurance. Contractor shall procure and maintain, at Contractor's own expense during the term hereof, Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.

Section 1.04 Standard of Care

Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein.

Section 1.05 Non Exclusive Agreement; Personnel Assignment

- (a) Nothing in this Agreement shall be construed to restrict Contractor's right to enter into other Agreements and to provide services for others, provided such agreements or services do not interfere with Contractor's timely performance of the services which Contractor is required to provide on behalf of LAFCO pursuant to the terms of this Agreement, create a conflict of interest, or be deleterious to the interests of the Commission.
- (b) Notwithstanding the foregoing, Contractor agrees that Jennifer Stephenson, the principal of Contractor, shall normally attend LAFCo meetings and perform the bulk of the work under this agreement. Contractor shall notify the Commission Chair if someone other than Stephenson, or John Benoit will be acting as EO for a meeting.

Article 2. LAFCO'S RESPONSIBILITIES

Section 2.01 Compensation

- (a) LAFCO shall pay Contractor the monthly amount of \$3,~~75500~~00.00 for general services rendered pursuant to this Agreement. Funding for this Agreement is included in the LAFCO budget and payment shall be made upon monthly submission of invoice. General Services do not include complex environmental reviews, special projects such as Municipal Services Reviews, Sphere of Influence Updates and (or) other special studies and reimbursable direct expenses set forth in Section 2.02 below nor web hosting costs and other out of pocket costs, if any, of maintaining the LAFCo website.

- (b) The Commission from time to time may authorize the Executive Officer to undertake special projects including but not limited to complex environmental reviews, municipal services reviews, attendance at additional meetings, sphere of influence updates or other special studies pursuant to LAFCO's purpose and authority as stated in LAFCO's adopted bylaws. Compensation and expenses for said activities shall be budgeted and authorized by the Commission or included in this agreement and consistent with the hourly rates set forth in Exhibit A.

Should the parties hereto contemplate any renewal of this Agreement, the amount of compensation and expenses paid to Contractor shall be reviewed and adjusted on an annual basis coinciding with an evaluation of performance and the preparation and approval of the LAFCO budget. The evaluation shall be done at the April meeting of each year commencing in 2019.

- (c) Complex Projects. The parties agree that Contractor may charge on an hourly basis time for time spent on projects that the parties deem "complex". A "complex project" is a proposal or other LAFCO action that is expected to be extraordinarily time-consuming and/or controversial.

Contractor shall agendize the request for complex project classification and, if the Commission agrees, Contractor shall be entitled to bill at the usual contract hourly rate for all time spent on the project beyond the initial 10 hours. The parties agree to require reimbursement from an applicant for such complex projects where feasible.

Section 2.02 Clerk Costs and Other Expenses

- (a) In addition to the monies to be paid to Contractor pursuant to Section 2.01 of this Agreement, LAFCO shall reimburse the Contractor for the cost of providing a Clerk to the Commission. Such Clerk Expenses shall be \$35.00 per hour and shall not exceed that rate or the total amount included in the LAFCO budget for such services without prior approval by the Chair of the Commission.
- (b) In addition, Contractor shall be entitled to reimbursement for any costs which are directly reimbursable by an applicant, as applicable and include such as public notice costs, photocopy costs, property owner and registered voter mailings, costs and time for special meetings requested by an application, etc. Any such expense reimbursements shall be itemized and approved by the Commission as part of warrant approvals prior to payment.
- (c) In addition to the base compensation pursuant to Section 2.01(a) of this Agreement, LAFCO shall reimburse the Contractor for those direct expenses, incurred in performing the services herein and in accordance the amounts indicated in Exhibit "A". Miscellaneous expenses, not expressly stated in Exhibit "A" that are directly related to the performance of Contractors Responsibilities shall be reimbursed at cost.

Article 3.
TERM OF THE AGREEMENT

This Agreement shall continue in full force and effect, unless terminated in the manner described herein below and shall continue thereafter unless terminated by either party provided however that the parties shall annually review the amount of services provided and adjust the base rate and hourly charge, as mutually agreed.

Section 3.01 The Agreement may be terminated without cause by LAFCO or by Contractor upon ninety (90) days written notice to the other party, subject to payment by LAFCO of any outstanding charges accumulated prior to the effective date of such termination.

Section 3.02 LAFCo may terminate on less than 90 days notice for cause. Cause shall include dishonesty, insubordination, serious misbehavior, failure to perform and other serious misfeasance or nonfeasance, as well as incapacity or death of Stephenson. In such case LAFCo shall advise Contractor of the reason in writing with the notice of proposed termination, and give Contractor a reasonable opportunity to object and be heard before the termination becomes effective.

Section 3.03 Upon such termination, the Contractor shall make available for inspection and if requested by LAFCO, deliver to LAFCO copies of all data; reports, estimates, summaries, and other such materials as may have been prepared or accumulated by the Contractor in performing this Agreement.

Article 4.
GENERAL PROVISIONS

Section 4.01 Conflicts of Interest: During the term of this Agreement, Contractor shall not perform any work under this Agreement which action is considered detrimental to LAFCO's interests. Contractor shall take such measures as are deemed necessary in the performance of this Agreement to prevent actual conflicts of interest.

Section 4.02 indemnification and Hold Harmless: Contractor shall indemnify and defend LAFCO and its officers, employees, and agents against and hold them harmless from any and all claims losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by LAFCO, whether for damage to or loss of property, or injury to or death of person, including properties of LAFCO and injury to or death of LAFCO officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or the performance of the work described herein.

Section 4.03 Assignment. Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of LAFCO.

Section 4.04 Applicable Law: Venue. This agreement shall be governed by the law of the State of California. Venue for any action arising under this agreement shall be the Courts of Plumas County, unless otherwise agreed by the parties.

Section 4.05 Modification: This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the agreed price may be modified by mutual written consent of Contractor and LAFCO.

Section 4.06 Non-discrimination in Employment: In the performance of the work authorized under this Agreement, Contractor shall not unlawfully discriminate against any qualified worker because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age (over 40).

Section 4.07 Attorney's Fees and Costs: If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

Section 4.08 severability: If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

Section 4.09 Notices: All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

LAFCO
LAFCo Chair
Plumas LAFCo
555 Main Street
Quincy, California 95453

POLICY CONSULTING ASSOCIATES, LLC
Jennifer Stephenson, Principal
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

Section 4.10 Entire Agreement: This Agreement constitutes the entire agreement between the parties regarding its subject matter. This Agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this Agreement.

Executed at Quincy, California, on the day and year first written above.

Plumas Local Agency
Formation Commission

| Kevin Goss, Chair

Jennifer Stephenson, Contractor

APPROVED AS TO FORM:

P. Scott Browne
LAFCO Counsel

By: _____

EXHIBIT A

Executive Officer: ~~\$3,750~~^{\$3,755}0.00 per month
\$90.00 per hour for other services included in Section 2.2
\$90.00 per hour for Special Projects Authorized by the Commission

Analyst: \$80.00 per hour for Special Projects Authorized by the Commission

Clerk: \$35.00 per hour

Expenses: Direct expenses at cost

Mileage within County and for Training: Current IRS rate

Resolution 2022-0003
of the
Plumas Local Agency Formation Commission

A Resolution of Plumas Local Agency Formation Commission identifying all interest income to be dedicated to the Reserve Cash Fund

WHEREAS, Plumas LAFCo receives quarterly interest revenue from its Cash Fund and Reserve Cash Fund; and,

WHEREAS, the interest revenue can fluctuate and be unpredictable from year-to-year; and,

WHEREAS, Plumas LAFCo's annual budget should not depend on a minor and unpredictable funding source; and

WHEREAS, the Commission has reviewed the impacts on the annual budget and has determined the interest revenue to be extraneous to its regular operations;

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

1. All interest revenue from both the Cash Fund and Cash Reserve Fund be allocated to the Cash Reserve Fund balance.
2. Directs the Executive Officer to ensure that all interest income is transferred into the Cash Reserve Fund balance.

PASSED AND ADOPTED by Plumas Local Agency Formation Commission at a regular meeting of said Commission held on the 11th day of April 2022 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 11th day of April 2022.

Attest:

Kevin Goss, Chair
Plumas LAFCo

Jennifer Stephenson, Executive Officer
Plumas LAFCo

Meadow Valley--Quincy/La Porte Cemetery Merger Problems? Update April 2022

The long serving Board Memembers of the Meadow Valley Cemetery District (MV) have been trying to retire from their positions for the past few years. As outreach efforts to recruit local replacement board members were unsuccessful, it was proposed that the MV Cemetery District merge with the larger Quincy/La Porte (QLP) Cemetery District based in Quincy, only 10 miles away. Right now, QLP has two full time grounds maintenance technicians and one part time technician who works 3 days a week. As MV does not have it's own backhoe equipment needed for full burials, QLP has for many years been reimbursed by MV for providing that burial service. QLP is therefore very familiar with the MV Cemetery.

MV asked LAFCO and Plumas County Supervisor Greg Hagwood to help facilitate the merger proposal. Even though MV is very financially secure, the initial proposal was met with resistance from QLP as their chief maintenance technician, Doug Jenkins wanted no ongoing maintenance responsibilities for MV. MV then proposed that MV board member Gerry Filippi would serve on the QLP board representing the interests of MV. Also, MV maintenance technician Eric Bradfield would continue his normal mowing, watering, etc. duties at MV during the high spring and summer maintenance season. QLP now seemed more amenable to a possible merger with MV. Jennifer Stephenson of LAFCO then outlined the steps that both boards needed to take to start the merger process.

A couple of issues have recently developed that now put the merger in question. MV board member Filippi has now decided that he would like to join the other MV board members and retire fully from any further cemetery responsibilities including further responsibilities as a board member with QLP. Also, MV maintenance technician Eric Bradfield has recently undergone foot surgery. Eric wants to continue his cemetery duties into the future and it is hoped that he recovers enough from his medical issues to do just that. He is a good hand who has done a good job for MV the past couple of years.

Steve King is the current longest serving board member of QLP. After he discussed the recent new MV issues with Doug Jenkins, Steve has informed MV that QLP is no longer interested in pursuing a cemetery merger with MV. Steve was asked if he discussed the recent issues with his other board members. He replied that QLP has only one other board member, Kris Kurpjuweit who is not familiar with any of the proposed merger process with MV.

As it stands now, the MV board members believe that there is no point in beginning a merger as outlined by Jennifer Stephenson if QLP is no longer interested in helping to make that happen. However, MV also wants to give Eric Bradfield a chance to see if he can resume his MV maintenance duties. If he can, Eric would be an asset to any future cemetery entity. Our board members have therefore decided that they will serve one last go around on duty but will definitely retire together once and for all at the end of this grounds maintenance season.

It will now be up to LAFCO and Supervisor Hagwood to decide how to proceed from here to resolve this problem. With the ongoing cemetery headaches in Greenville, Taylorsville, Crescent Mills, Cromberg etc. it may be time to consider a full “Plumas County Cemetery District” where Plumas County assumes most of the county cemetery maintenance and upkeep duties. For instance, there is a Kern County Cemetery District and an Orange County Cemetery District. Even the future of QLP looks a little bumpy as that district does not have a full complement of board members. It also has a very long serving lead maintenance technician who somehow has managed over the years to keep his long serving equipment patched together and running. Both he and his equipment will eventually have to be replaced. We think the writing is on the wall. Good luck.

**Thelma Olson, Gerry Filippi, Vicky Sutton, John Schmidt
Board Members - Meadow Valley Cemetery District.**



***MEADOW VALLEY, MOHAWK VALLEY AND
QUINCY LAPORTE CEMETERY DISTRICTS
SPHERE OF INFLUENCE UPDATE
PUBLIC REVIEW DRAFT***

April 5, 2022

Prepared for the
Plumas County Local Agency Formation Commission
by Policy Consulting Associates, LLC.

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1. INTRODUCTION

This Sphere of Influence (SOI) Study has been prepared for the Plumas Local Agency Formation Commission (Plumas LAFCo). Local Agency Formation Commissions (LAFCOs) are quasi-legislative local agencies created in 1963 to assist the State in encouraging the orderly development and formation of local agencies. This SOI Study consists of a review of three cemetery districts in Plumas County with regard to the boundary recommendations for ~~cemetery~~ recreation services. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §56000 et seq.) is the statutory authority for the preparation of an MSR and periodic updates of the Sphere of Influence of each local agency.

A Sphere of Influence is a plan for the probable physical boundaries and service area of a local agency, as determined by the affected Local Agency Formation Commission (Government Code §56076). Government Code §56425(f) requires that each Sphere of Influence be updated not less than every five years as necessary, and §56430 provides that a Municipal Service Review shall be conducted in advance of the Sphere of Influence update.

SPHERE OF INFLUENCE UPDATES

An SOI is a LAFCo-approved plan that designates an agency's probable future boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services and prevent duplication of service delivery. Territory cannot be annexed by LAFCo to a city or a district unless it is within that agency's sphere of influence.

The purposes of the SOI include the following: to ensure the efficient provision of services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo cannot regulate land use, dictate internal operations or administration of any local agency, or set rates. LAFCo is empowered to enact policies that indirectly affect land use decisions. On a regional level, LAFCo promotes logical and orderly development of communities as it considers and decides individual proposals. LAFCo has a role in reconciling differences between agency plans so that the most efficient urban service arrangements are created for the benefit of current and future area residents and property owners.

The Cortese-Knox-Hertzberg (CKH) Act requires LAFCOs to develop and determine the SOI of each local governmental agency. They may do so with or without an application and any interested person may submit an application proposing an SOI amendment. LAFCo may recommend government reorganizations to particular agencies in the county, using the SOIs as the basis for those recommendations.

In adopting or amending an SOI, LAFCo must make the following determinations:

- ❖ Present and planned land uses in the area, including agricultural and open-space lands;
- ❖ Present and probable need for public facilities and services in the area;

- ❖ Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
- ❖ Existence of any social or economic communities of interest in the area if the Commission determines these are relevant to the agency; and
- ❖ For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1st, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

By statute, LAFCo must notify affected agencies 21 days before holding the public hearing to consider the SOI and may not update the SOI until after that hearing. The LAFCo Executive Officer must issue a report including recommendations on the SOI amendments and updates under consideration at least five days before the public hearing.

PLUMAS LAFCO POLICIES AND PROCEDURES RELATED TO SPHERE OF INFLUENCE

Plumas LAFCo has adopted policies and procedures related to spheres of influence that are included as part of an overall Plumas LAFCo policy, standards and procedures document adopted on June 16, 2010.

Plumas LAFCo has discussed and considered the SOI process in open session and has adopted a schedule notwithstanding budget appropriations for completing the various municipal service reviews and sphere of influence updates for Plumas County.

PUBLIC PARTICIPATION PROCESS

Plumas LAFCo is authorized by the California Legislature and delegated powers as stated in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (the Act). LAFCo proceedings are subject to the provisions California's open meeting law, the Ralph M. Brown Act (Government Code Sections 54950 et seq.)

The Brown Act requires advance posting of meeting agendas and contains various other provisions designed to ensure that the public has adequate access to information regarding the proceedings of public boards and commissions. Plumas LAFCo complies with the requirements of the Brown Act.

SOI ALTERNATIVES

LAFCo may recommend government reorganizations to particular agencies in the county, using the SOIs as the basis for those recommendations. Based on review of the guidelines of Plumas LAFCo as well as other LAFCOs in the State, various conceptual approaches have been identified from which to choose in designating an SOI. These seven approaches are explained below:

1) Coterminous Sphere: A Coterminous Sphere means that the Sphere of Influence for a city or special district that is the same as its existing boundaries of the city or district.

2) Annexable Sphere: A sphere larger than the agency's boundaries identifies areas the agency is expected to annex. The annexable area is outside the district boundaries and inside the sphere of influence.

3) Detachable Sphere: A sphere that is smaller than the agency's boundaries identifies areas the agency is expected to detach. The detachable area is the area within the agency bounds but not within its sphere of influence.

4) Zero Sphere: A zero sphere indicates the affected agency's public service functions should be reassigned to another agency and the agency should be dissolved or combined with one or more other agencies.

5) Consolidated Sphere: A consolidated sphere includes two or more local agencies and indicates the agencies should be consolidated into one agency. ~~While one of the goals of LAFCO is to consider consolidation of districts, this is not possible or advisable for the four recreation districts considered in this report.~~

6) Limited Service Sphere: A limited service sphere is the territory included within the SOI of a multi-service provider agency that is also within the boundary of a limited purpose district which provides the same service (e.g., fire protection), but not all needed services. Territory designated as a limited service SOI may be considered for annexation to the limited purpose agency without detachment from the multi-service provider.

This type of SOI is generally adopted when the following conditions exist:

- a) The limited service provider is providing adequate, cost effective and efficient services
- b) The multi-service agency is the most logical provider of the other services
- c) There is no feasible or logical SOI alternative

d) Inclusion of the territory is in the best interests of local government organization and structure in the area Government Code §56001 specifically recognizes that in rural areas it may be appropriate to establish limited purpose agencies to serve an area rather than a single service provider, if multiple limited purpose agencies are better able to provide efficient services to an area rather than one service district.

Moreover, Government Code Section §56425(i), governing sphere determinations, also authorizes a sphere for less than all of the services provided by a district by requiring a district affected by a sphere action to "establish the nature, location, and extent of any functions of classes of services provided by existing districts" recognizing that more than one district may serve an area and that a given district may provide less than its full range of services in an area.

7) Sphere Planning Area: LAFCo may choose to designate a sphere planning area to signal that it anticipates expanding an agency's SOI in the future to include territory not yet within its official SOI. There are no anticipated sphere planning areas within Plumas County at this time.

SOI UPDATE PROCESS

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years, as necessary. In updating the SOI, LAFCo is required to conduct a Municipal Service Review (MSR) and adopt related determinations. This report identifies SOI determinations and recommends a SOI for the each of the ~~four recreation~~three cemetery districts.

LAFCo must notify affected agencies 21 days before holding a public hearing to consider the SOI and may not update the SOI until that hearing is closed. The LAFCo Executive Officer must issue a report including recommendations on the SOI amendment and update under consideration at least five days before the public hearing.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

LAFCo has the discretion to limit SOI updates to those that it may process without unnecessarily delaying the SOI update process or without requiring its funding agencies to bear the costs of environmental studies associated with SOI expansions. Any local agency or individual may file a request for an SOI amendment. The request must state the nature of and reasons for the proposed amendment, and provide a map depicting the proposal.

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."

DISADVANTAGED UNINCORPORATED COMMUNITIES

SB 244 requires LAFCOs to consider disadvantaged unincorporated communities when developing spheres of influence. Upon the next update of a sphere of influence on or after July 1, 2012, SB 244 requires LAFCo to include in an MSR (in preparation of a sphere of influence update):

1) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere; and

2) The present and planned capacity of public facilities, adequacy of public services and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged unincorporated community within or contiguous to the sphere of influence.

In determining spheres of influence, SB 244 authorizes LAFCo to assess the feasibility of and recommend reorganization and consolidation of local agencies to further orderly development and improve the efficiency and affordability of infrastructure and service delivery. The US Census Bureau shows the following information regarding Plumas County:

U.S. Census Data Plumas County		
	Plumas County	California
Population 2010 Census	20,007	37,254,503
Population 2020 Census	19,790	39,538,223
Percentage Change	-1.1%	6.1%
Median Household Income, 2015-2019	\$55,359	\$75,235

Communities below 80 percent of the State Median Household Income, \$60,188, are considered disadvantaged. Thus, Plumas County could be considered disadvantaged because the median household income in Plumas County is \$55,359. However, the cemetery districts do not supply sewer, water or structural fire protection services, so no SOI Determinations are required.

CEMETERY DISTRICTS IN PLUMAS COUNTY

The principal act that governs cemetery districts is the Public Cemetery District Law.¹ The principal act authorizes the district to own, operate, improve, and maintain cemeteries, provide interment services within its boundaries, and to sell interment accessories and replacement objects (e.g., burial vaults, liners, and flower vases). Although the district may require and regulate monuments or markers, it is precluded from selling them. The principal

¹ California Health and Safety Code §9000-9093.

act requires the district to maintain cemeteries owned by the district.² The law allows the district to inter non-residents under certain circumstances.³

There are nine cemetery districts that serve Plumas County. Each of the districts has been covered in one of the five regional MSRs. All districts in the County are shown in Figure 1-1.

Each of the cemetery districts has faced similar struggles in providing transparent, adequate services within legal requirements while simultaneously challenged by limited public interest and insufficient financing. Specifically, all of the districts have suffered from hard to fill vacancies on the governing bodies. There is often a high turnover rate of the board members, and vacancies remain unfilled for long periods of time. The districts operate on minimal budgets and many reported that revenues were insufficient to provide an adequate level of services. As a result of these ~~skeletal-bare-bone~~ budgets, the districts often rely almost entirely on volunteer efforts on the part of the board members and other volunteer/community service programs for administration and maintenance. Due to the informal and small nature of these districts, there is a general lack of understanding of the legal requirements regarding a public agency and more specifically the detailed requirements of cemetery districts.

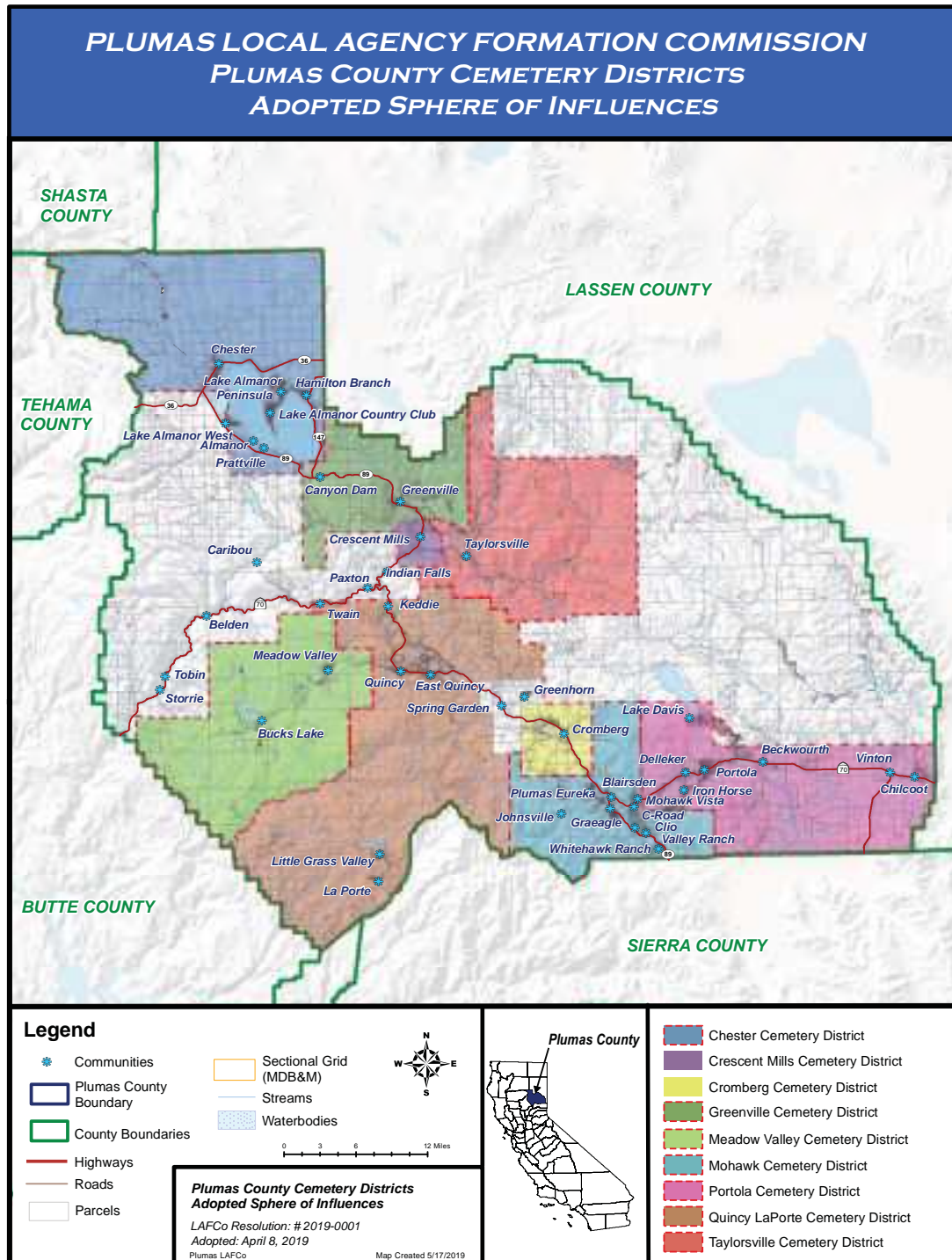
Given the constraints shared by all of the cemetery districts, reorganization of some form would be beneficial to the agencies in improving efficiency and thereby addressing many of the common challenges faced by these agencies. A larger district would eliminate excess governing bodies and administrative structures, enabling the cemetery district to draw from a larger population to fill the board seats. Additionally, the district would be able to best leverage the available resources and capitalize on personnel and equipment sharing to the greatest extent practicable. Finally, as a larger more visible agency, the district would be more likely to be placed under public scrutiny to ensure operations are appropriate for a public agency. Regional consolidation would offer smaller more short-term steps that may garner greater support from the public, as governance continues to be more local.

The previous cemetery district SOI update in 2019 identified several opportunities for regional reorganization of the cemetery districts. Over time, these options have evolved based on changing circumstances. The most immediate opportunities for reorganization include Mohawk Valley Cemetery District annexing the Cromberg Cemetery District, which would result in improved accountability for constituents in the area. Similarly, Crescent Mills Cemetery District annexed by Greenville Cemetery District would improve operations and governance of the cemetery in Crescent Mills. Finally, and most pressing is the potential for annexation of Meadow Valley Cemetery District by Quincy LaPorte Cemetery District. A district's SOI must be consistent with any change of organization, and as such the SOIs of these agencies must be updated to move forward with the proposed reorganizations.

² California Health and Safety Code §9040.

³ Non-residents eligible for interment are described in California Health and Safety Code §9061, and include former residents, current and former taxpayers, family members of residents and former residents, family members of those already buried in the cemetery, those without other cemetery alternatives within 15 miles of their residence, and those who died while serving in the military.

Figure 1-1: Plumas County Cemetery Districts



While many of the cemetery districts have expressed interest in consolidation to some degree, there are also concerns of loss of local control and representation. Discussions amongst the Indian Valley cemetery districts were met with mixed responses. In order for consolidation to be welcomed by the public, it is essential that the local districts identify the benefits that consolidation could offer locally, and at the same time, recognize the assistance that consolidation will bring to neighboring districts that are struggling to continue operations and maintain historical landmarks. Initial consolidation of neighboring districts may provide a template for others in moving forward with similar reorganizations. In order to initiate such a consolidation, it would require a resolution from either the Board of Supervisors, the boards of the affected districts, or the LAFCo commission. The cost of consolidation would likely be minimal if shared among multiple districts. Additionally, LAFCo has approved waiving of application fees for the cemetery district reorganizations.

RECOMMENDATIONS

Spheres of Influence

It is the intent of this report to make recommendations regarding the updated Spheres of Influence for three cemetery districts to streamline changes of organization that are under consideration. Since 2019, when the SOIs of all cemetery districts in the County were updated or adopted, the status/condition of a few districts has changed, leading to consideration of other reorganization options not previously contemplated. To that end, this report makes the following recommendations for each of the three cemetery district SOIs covered in this report.

In 2019, it was identified that Cromberg Cemetery District severely lacked transparency and provided minimal operations that do not warrant a surplus agency to provide the services offered. While Mohawk Valley Cemetery District (MoVCD) is the nearest cemetery provider to Cromberg, at that time MoVCD was facing challenges with accountability as well. Ultimately, a zero SOI was adopted for Cromberg Cemetery District (CCD) and the territory was included in Quincy LaPorte Cemetery District's SOI with the anticipation that Quincy LaPorte would annex Cromberg's territory and take over operations there. However, MoVCD has rectified many of the identified concerns in the four-year period and is now positioned as the most appropriate successor agency to MVCD given its proximity to the district, its ability to provide transparent services, and its willingness to take on services in the area. **It is therefore recommended that the area presently within Cromberg CD's boundaries be removed from Quincy LaPorte CD's SOI and added to Mohawk Valley CD's SOI, as shown in Figure 1-2, indicating eventual annexation of that territory and continuation of services in Cromberg CD's stead.**

As of 2019, Meadow Valley Cemetery District was considered well managed and well operated and a coterminous SOI was confirmed for the District, indicating no anticipated boundary changes in the near term. However, since that time, the Meadow Valley CD Board of Directors submitted a letter to the County Supervisor of District 4 indicating their struggles, and because of those struggles, the intent of the entire Board to retire as of November 1, 2020. The Board has since agreed to staying on until the end of 2022. The District's letter cited several issues of concern for a majority of cemetery districts in the State and highlighted struggles with maintaining a full and engaged board, particularly given the

degree to which these districts rely on the volunteer time of board members to operate. Meadow Valley CD approached Quincy LaPorte CD regarding reorganization, consolidation or a joint powers agreement between the two agencies, to ensure continued operations within Meadow Valley's cemetery. After three years of discussions, it appears that the two agencies have come to an agreement and intend to move forward with reorganization in the form of Quincy LaPorte CD annexing the territory presently within Meadow Valley's CD's boundaries and its subsequent dissolution. **In order to streamline the reorganization process and promote efficiency of services, it is recommended that a zero SOI be adopted for Meadow Valley CD and its territory included within Quincy LaPorte CD's SOI, as shown in Figure 1-3, indicating the anticipated annexation by Quincy LaPorte CD and subsequent dissolution of Meadow Valley CD.**

Figure 1-2: Mowhawk Valley Cemetery District's Proposed Sphere of Influence

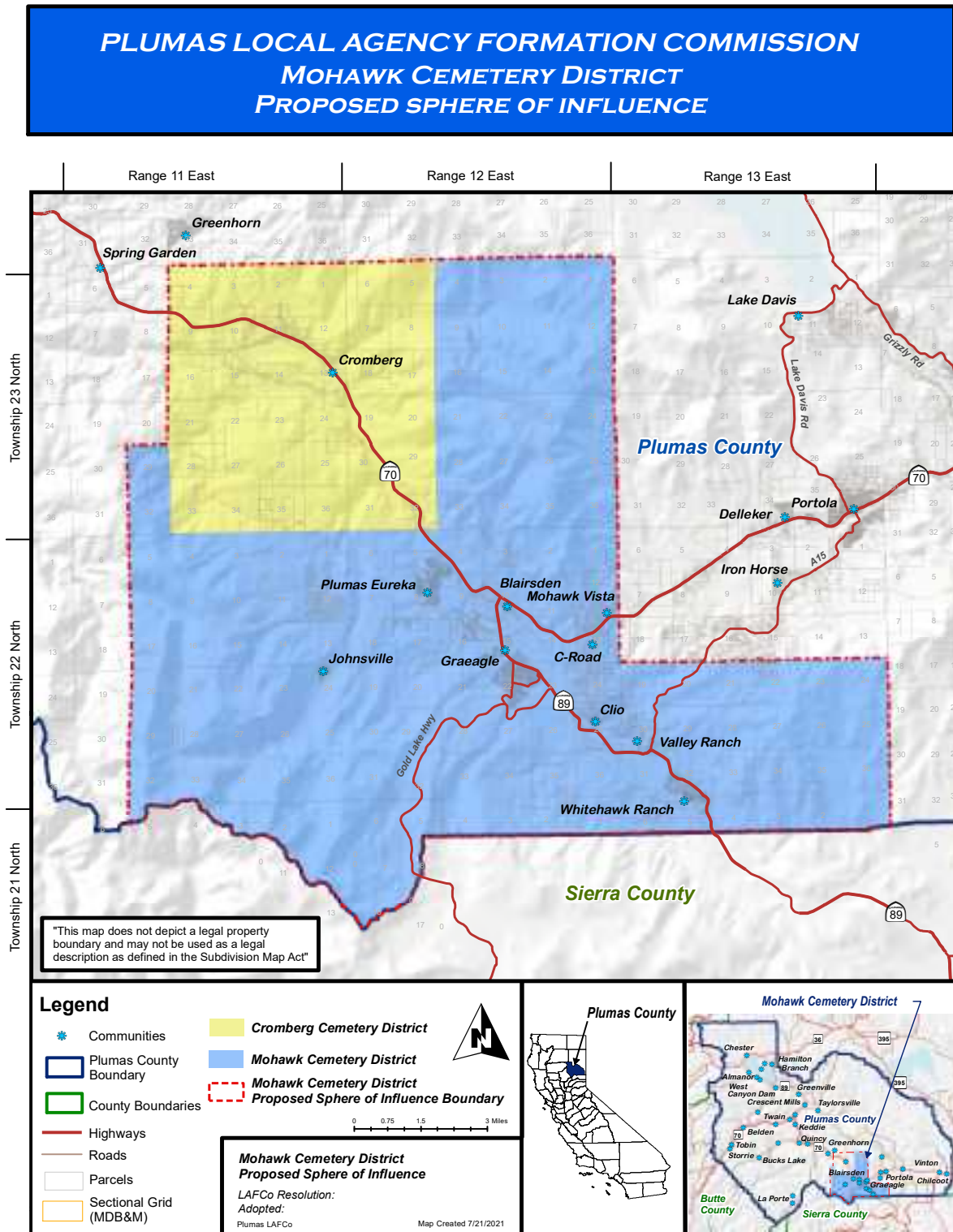
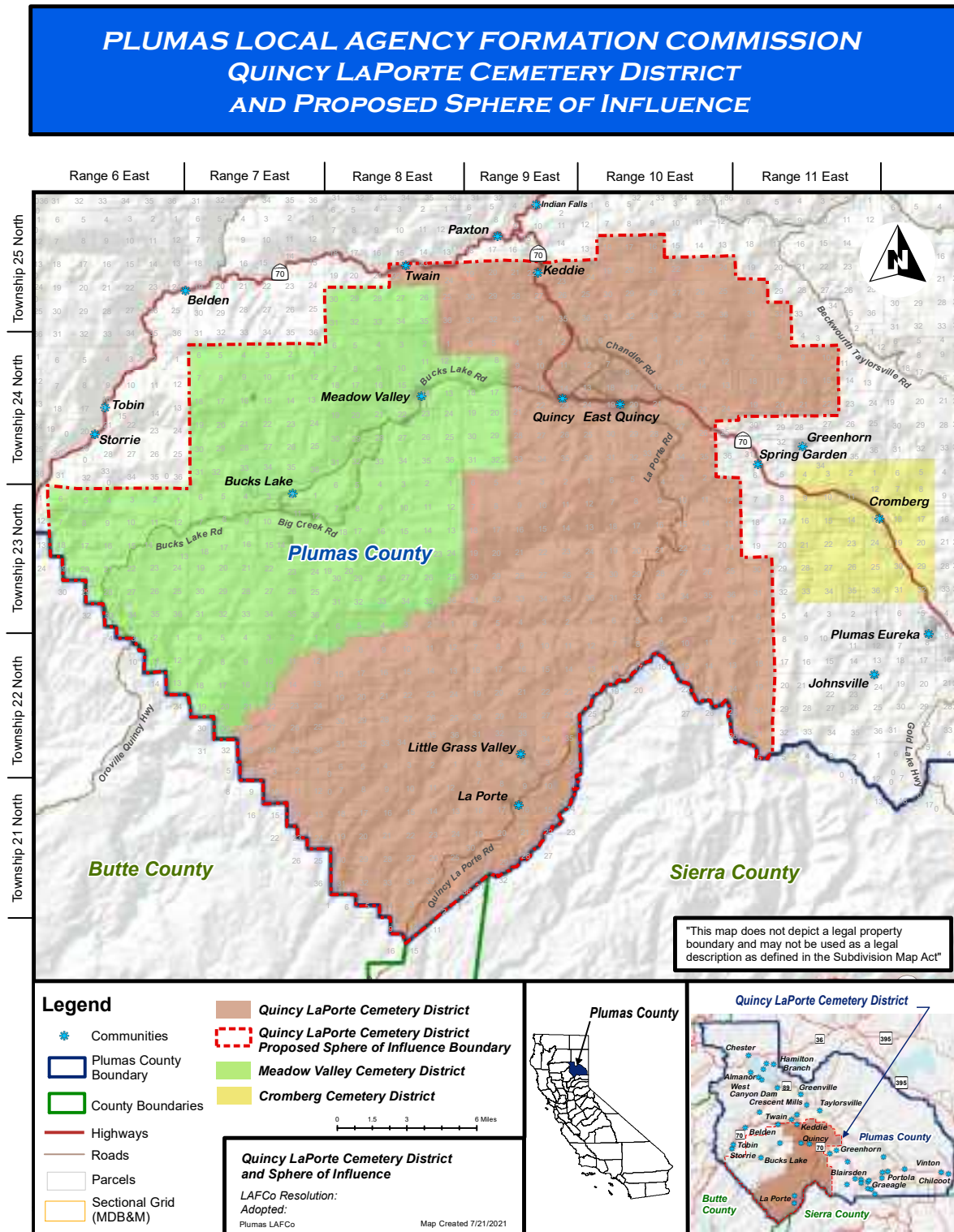


Figure 1-3: Quincy LaPorte Cemetery District's Proposed Sphere of Influence



2. MEADOW VALLEY CEMETERY DISTRICT

Meadow Valley Cemetery District (MVCD) is located in the southwest portion of Plumas County and encompasses the communities of Meadow Valley and Bucks Lake, as shown in Figure 2-1. MVCD is abutted by Quincy LaPorte Cemetery District to the east and south. MVCD's boundaries encompass 218 square miles. There have been no recorded changes to the District's boundaries since the formation. The territory within MVCD has a wide variety of zoning designations, including residential, commercial, recreation, agricultural preserve, general forest, and timberland production.

There were approximately 452 residents within the District as of the 2020 Census. The population of the area has remained the same or slightly declined in the last several years. Given historical trends of little to no growth within the District, MVCD expects continued slow growth in the area. The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

The District maintains and operates the Meadow Valley Cemetery, including sales of full sized and cremated remain plots, opening and closing of cremated remain plots, and regular maintenance of the property from May to October. The District has an agreement with Quincy LaPorte Cemetery District for the opening and closing of full-sized plots. Maintenance is provided by one part-time seasonal maintenance worker. The District occasionally hires private companies to do specialized services, such as tree trimming or plumbing. MVCD does not provide services at cemeteries outside of its boundaries but will bury any non-resident of the District for a higher fee.

Meadow Valley Cemetery is approximately 1.5 acres. The District reported that the developed portion of the cemetery is about 80 percent full and would likely be full in a few years. However, the undeveloped portion of the cemetery will be able to handle burials well into the future.

MVCD tracks the number of annual interments. The District averages about five to six burials per year. MVCD reported that aging of the population has led to greater demand for burials and there has been a general transition from full-body burials to burial of cremated remains.

The District reported that at present there are no significant needs at the cemetery. A site visit confirmed that the cemetery is regularly cared for and well maintained. The District would like to add a kiosk at the cemetery for posting of significant information and announcements. MVCD does not appear to face any particular challenges in providing adequate services.

MVCD considers its existing financing level to be sufficient to provide services. The District's primary revenue sources are property taxes, and burial and endowment fees. MVCD has a detailed list of fees for the lots, endowment care, vaults, administration, service set up, and cremation opening and closing. The District must meet the legally required minimum endowment fee of \$4.50 per plot square foot for all plot types. Additionally, the

principal act requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners. MVCD is meeting these fee requirements. The District also has an endowment care fund and provides endowment care to its cemeteries, as required by law.

The principal act, however, also limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. By allowing anybody to purchase a plot in its cemetery, MVCD is noncompliant with legal constraints on the burial of non-residents.

EXISTING SPHERE OF INFLUENCE BOUNDARY

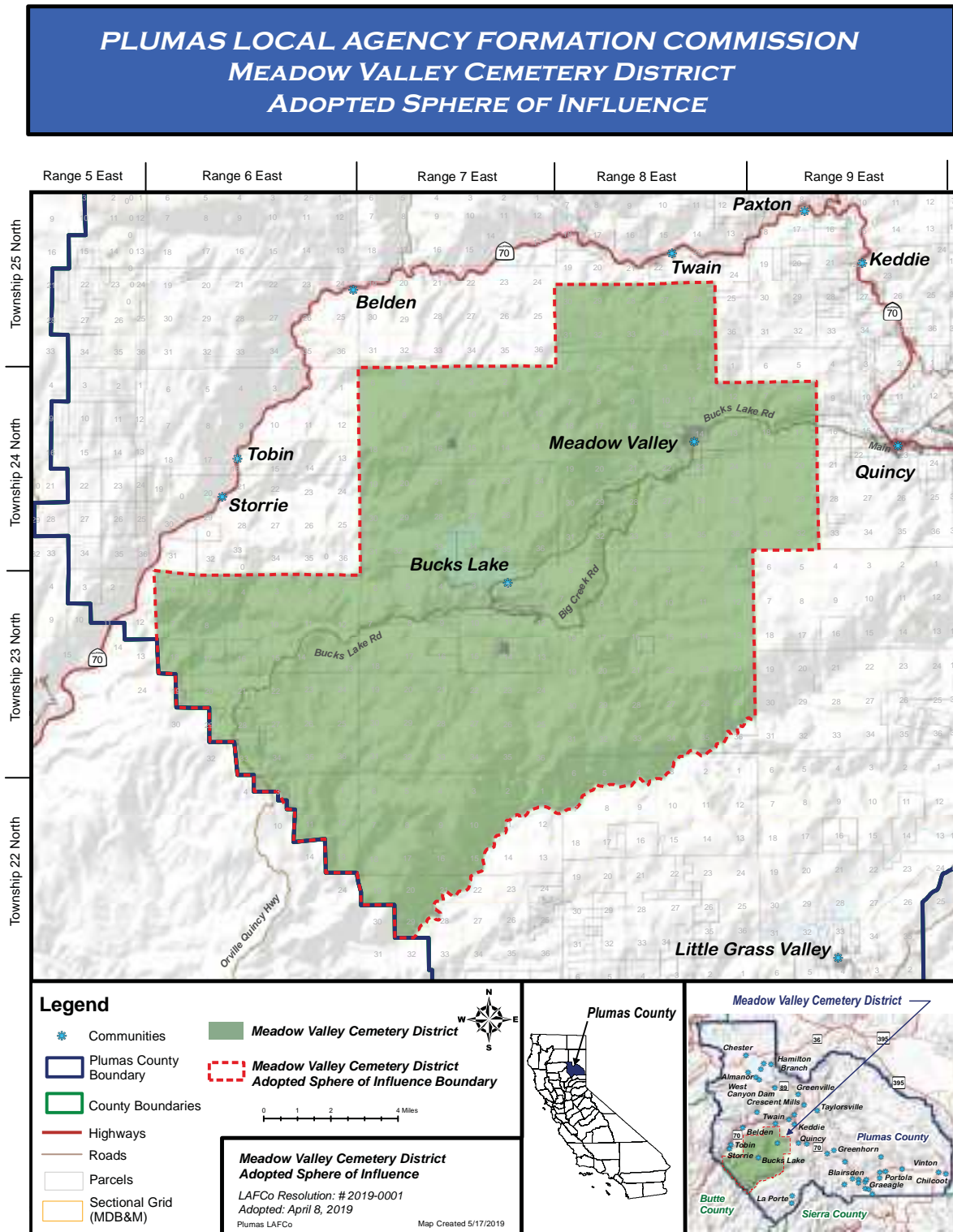
The District's SOI was last updated in 2019.⁴ The sphere of influence is coterminous with the District's boundaries, as shown in Figure 2-1.

RECOMMENDED SPHERE OF INFLUENCE BOUNDARY

It is recommended that the Commission adopt a zero SOI for Meadow Valley Cemetery District. The most recent MSR identified the option of MVCD consolidating with Quincy LaPorte Cemetery District since it provides contract burial services to MVCD; however, in 2019, because MVCD was considered well managed and operated it appeared preemptive to consider such a restructuring and the adopted SOIs did not reflect the potential reorganization. Additionally, it was unclear the extent of additional capacity Quincy LaPorte CD would have should it take on Cromberg CD, which is in critical condition and is a priority for dissolution. Because Mohawk Valley CD is capable and willing to be a successor agency to Cromberg CD, it appears that Quincy LaPorte CD has sufficient capacity to continue Meadow Valley CD's administration and services.

⁴ LAFCo Resolution 2019-01.

Figure 2-1: Meadow Valley Cemetery District Boundaries and Existing Sphere of Influence



PROPOSED SPHERE OF INFLUENCE DETERMINATIONS

The nature, location, extent, functions, and classes of services provided

- ❖ Meadow Valley Cemetery District (MVCD) is located in the southwest portion of Plumas County and encompasses the communities of Meadow Valley and Bucks Lake.
- ❖ The District provides cemetery related services, including sales of full-sized and cremated remain plots, opening and closing of cremated remain plots, and regular maintenance of the property from May to October. Maintenance is provided by one part-time seasonal maintenance worker.
- ❖ The District has an agreement with Quincy-La Porte Cemetery District for the opening and closing of full-sized plots.
- ❖ Services are provided at the Meadow Valley Cemetery within the District's boundaries.
- ❖ MVCD does not provide services at cemeteries outside of its boundaries but will bury any non-resident of the District for a higher fee.

Present and planned land uses in the area, including agricultural and open-space lands

- ❖ The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.
- ❖ The territory within MVCD has a wide variety of zoning designations, including residential, commercial, recreation, agricultural preserve, general forest, and timberland production.
- ❖ There were approximately 452 residents within the District. The population of the area has remained the same or slightly declined in the last several years.
- ❖ Given historical trends of little to no growth within the District, MVCD expects continued slow growth in the area.

Present and probable need for public facilities and services in the area

- ❖ The District averages about five to six burials per year.
- ❖ Aging of the population has led to greater demand for burials. There has been a general transition from full-body burials to burial of cremated remains.
- ❖ Minimal change in service demand is anticipated in the short-term.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

- ❖ MVCD appropriately tracks the number of annual interments and assesses the remaining capacity in the cemetery.
- ❖ The District reported that the developed portion of the cemetery is approximately 80 percent full and would likely be full in about five years. However, the undeveloped portion of the cemetery district will be able to handle burials well into the future.
- ❖ There are no significant needs at the cemetery. A site visit confirmed that the cemetery is regularly cared for and well maintained.
- ❖ While MVCD continues to provide adequate services and financing levels are appropriate to the services provided, the District faces capacity challenges at the Board level as it relies entirely volunteer time for administration. There has been a drain on the volunteers leading to a mass resignation of the Board and a need to identify a means to continue services.
- ❖ Cemetery districts are required by the Health and Safety Code §8738 to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities. The District has an endowment care fund and provides endowment care to its cemetery as required by law.
- ❖ The Health and Safety Code §9068 requires cemetery districts to have non-resident fees if services are offered to non-residents. MVCD is in compliance with this requirement.
- ❖ The cemetery district principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. By allowing anybody to purchase a plot in its cemetery, MVCD is noncompliant with legal constraints on the burial of non-residents.

Existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency

- ❖ The District's communities of interest include the communities of Meadow Valley and Bucks Lake within the MVCD's boundaries, as well as residents that utilize District's services from outside of the District's bounds.

3. MOHAWK VALLEY CEMETERY DISTRICT

Mohawk Valley Cemetery District (MoVCD) was formed on January 1, 1947 to maintain and operate the Mohawk Valley Cemetery and the Johnsville Cemetery, including sales of full-sized and cremated remain plots and regular maintenance of the property eight months of the year when there is no snow. Maintenance is provided by one employee who also performs administrative duties. The maintenance employee is required to have their own truck for the regular hauling of pine needles, tree limbs, brush, earth, equipment, and other materials. A site visit confirmed that the cemeteries are well maintained. There are no structures on the cemetery grounds, such as vaults and mausoleums. Opening and closing of the burial plots is offered by contractors. MoVCD does not provide services at cemeteries outside of its boundaries; however, the District will bury any non-resident of the District for a higher fee.

The Mohawk Cemetery is approximately three acres and is broken into two parts (A and B). The cemetery is about 50 percent filled and anticipated to have capacity for at least the next 20 years. The District is continually looking for space to expand into neighboring properties.

The Johnsville Cemetery is about 2.5 acres. The developed portion of the cemetery is approximately half full, and the undeveloped property is not yet in use. The District estimates that overall, the cemetery space is 35 percent full. Based on existing burial rates, the Johnsville Cemetery is expected to have sufficient capacity for at least 30 years.

The District reported that at present there are no significant needs at the cemeteries. The primary capital need is to ensure sufficient expansion space in the future.

MoVCD is located in the south-central portion of Plumas County and encompasses the communities of Graeagle, Johnsville, Plumas Eureka, Whitehawk Ranch, Clio, and Blairsden, as shown in Figure 3-1. MoVCD is abutted by Portola Cemetery District to the east, Cromberg Cemetery District to the northwest, and Quincy LaPorte Cemetery District to the west. MoVCD's boundaries encompass 129 square miles. Since formation, the District's boundaries have undergone one change. In 1999, the Gold Mountain Reorganization adjusted MoVCD and other agency boundaries in the area.

The territory within MoVCD has a wide variety of zoning designations, including residential, commercial, recreation, open space, general agriculture, agricultural preserve, general forest, and timberland production. There were approximately 1,733 residents within the Johnsville, Plumas Eureka, Graeagle, Blairsden, C Road, Mohawk Vista, Valley Ranch, and Whitehawk Census Designated Places as of 2020. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time. Given historical trends of little to no growth within the District, MoVCD expects continued slow growth in the area.

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

Demand for services has reportedly been approximately the same from year to year with no significant changes or fluctuations. The District averages about 13 to 14 burials per year at both of its cemeteries combined. It is anticipated that aging of the population will lead to greater demand for burials. MoVCD tracks the number of annual interments, which is considered a best management practice.

MoVCD reported that its current financing level appears to be adequate at this time. The District's primary revenue sources are property taxes, and burial and endowment fees. The District has been able to develop a healthy reserve over the last few years, and fees are sufficient to cover operations and maintenance. The District has a management practice of maintaining a reserve account for capital needs and maintains a contingency fund for emergency needs. It is unclear, however, from the financial reports what portion of the cash balance is attributed to the endowment fund. Cemetery districts are required to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities. It is recommended that the District maintain a separate defined fund for endowment care fees as required by law.

The District has a detailed list of fees for the lots by cemetery location for residents and non-residents of the District. The principal act requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners. MoVCD is meeting the fee requirements for non-residents.

The principal act also limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. MoVCD reported that it was unsure of its past practice of burying any interested party regardless of residency. The District has made a commitment by adopting a resolution to ensure it is in compliance with burial requirements of non-residents.

Previously, there were concerns about the District's lack of transparency as it lacked training in the legal requirements and best management practices of public agencies, and the Board had ceased to meet and business was entirely conducted by the former President of the Board. The Board is now holding open public meetings and is making efforts to become informed regarding all legal requirements. The District is planning to adopt thorough policies and bylaws to ensure that operations are clearly defined and transparent.

EXISTING SPHERE OF INFLUENCE BOUNDARY

The District's SOI was last updated in 2019. The SOI is coterminous with the District's boundaries. The District's sphere of influence is shown in Figure 3-1.

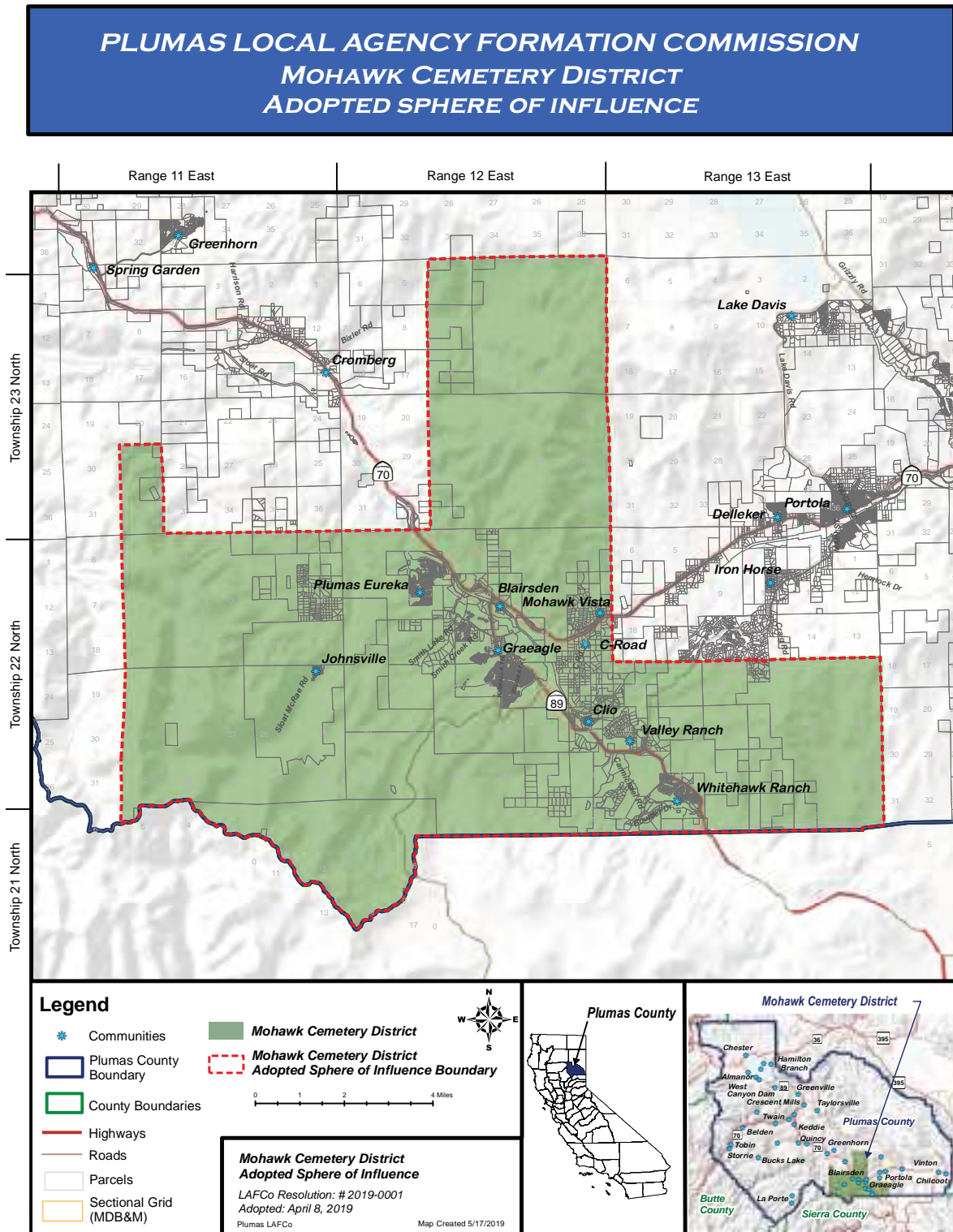
RECOMMENDED SPHERE OF INFLUENCE BOUNDARY

It is recommended that the Commission expand Mohawk Valley Cemetery District's SOI to include the territory within Cromberg CD's boundaries. Given the small size of Cromberg CD and its poor accountability and transparency practices, an opportunity exists to eliminate the duplication of government operations and increase service efficiency by dissolving CCD and annexing its territory to MoVCD.

The most recent MSR identified the option of MoVCD consolidating with Cromberg Cemetery District, as it is struggling and immediately adjacent to MoVCD, but because MoVCD faced its own challenges with accountability in 2019 when its SOI was last updated, it was considered premature to promote consolidation of the two agencies. However, changes have since been made at the staff and board level of MoVCD, which have enhanced accountability and transparency of the District. While there continue to be concerns regarding MoVCD's lack of board meetings, this is consistent with other cemetery districts. Unlike most other cemetery districts in Plumas, MoVCD maintains a website where information is readily available to the public. MoVCD is located in close proximity to CCD and appears to have sufficient capacity to take over additional cemetery services, especially given CCD's small size and its low service demand.

Given MoVCD's improvements to transparency, and Cromberg CD's absence of response and publicly available information, it is anticipated that MoVCD would greatly enhance Cromberg's governance, administration, and operations upon annexation. In order to reflect MoVCD's anticipated annexation of Cromberg's territory, the entirety of the area within Cromberg's Cemetery District would need to be included in MoVCD's SOI.

Figure 3-1: Mohawk Valley Cemetery District Boundaries and Existing Sphere of Influence



DISCUSSION AND DETERMINATIONS

The nature, location, extent, functions, and classes of services provided

- ❖ Mohawk Valley Cemetery District (MoVCD) maintains and operates the Mohawk Valley Cemetery and the Johnsville Cemetery, including sales of full-sized and cremated remain plots and regular maintenance of the property eight months of the year when there is no snow. There are no structures on the cemetery grounds, such as vaults and mausoleums. Opening and closing of the burial plots is offered by contractors.
- ❖ Services are provided within the District's boundaries to the communities of Graeagle, Johnsville, Plumas Eureka, Whitehawk Ranch, Clio, and Blairsden.
- ❖ MoVCD does not provide services at cemeteries outside of its boundaries; however, the District will bury any non-resident of the District for a higher fee.

Present and planned land uses in the area, including agricultural and open-space lands

- ❖ Mohawk Valley Cemetery District (MoVCD) is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.
- ❖ The territory within MoVCD has a wide variety of zoning designations, including residential, commercial, recreation, open space, general agriculture, agricultural preserve, general forest, and timberland production.
- ❖ The District had approximately 1,733 residents as of the 2020 Census. It is assumed, based on growth trends within Plumas County, that the population of the area has remained the same or slightly declined since that time.
- ❖ Given historical trends of little to no growth within the District, MoVCD expects continued slow growth in the area.

Present and probable need for public facilities and services in the area

- ❖ Demand for services has reportedly been approximately the same from year to year with no significant changes or fluctuations. The District averages about 13 to 14 burials per year at both of its cemeteries combined.
- ❖ It is anticipated that aging of the population will lead to greater demand for burials.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

- ❖ A site visit confirmed that the cemeteries are well maintained. The District reported that at present there are no significant needs at the cemeteries. There are also no equipment needs. The primary capital need is to ensure sufficient expansion space in the future.
- ❖ The Mohawk Cemetery is approximately 50 percent full and has about 20 years of remaining space. The Johnsville Cemetery is about 35 percent full and has sufficient capacity for at least 30 years.
- ❖ The District plans for its future demand and capacity needs by tracking its annual number of burials.
- ❖ MoVCD's current financing level appears to be adequate at this time. Revenues are appropriate to the services provided. The District has been able to develop a healthy reserve over the last few years, and fees are sufficient to cover operations and maintenance.
- ❖ Cemetery districts are required by the Health and Safety Code §8738 to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities. Although the District charges the required endowment fees, it is unclear what portion of the District's cash balance is attributed to the endowment fund. It is recommended that the District maintain a separate defined fund for endowment care fees as required by law.
- ❖ The Health and Safety Code §9068 requires cemetery districts to have non-resident fees if services are offered to non-residents. MoVCD appropriately charges non-residents service fees that are at least 15 percent higher than resident fees.
- ❖ The cemetery district principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. MoVCD adopted a resolution to ensure compliance.
- ❖ The District has experienced some accountability and transparency challenges, including a long stretch without public board meetings, delayed response to Public Records Requests, and business was entirely conducted by the former President of the Board. The While board meetings continue to be erratic, it is making efforts to become informed regarding all legal requirements and keep its constituents informed.

Existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency

- ❖ The District's communities of interest include Graeagle, Johnsville, Plumas Eureka, Whitehawk Ranch, Clio, and Blairsden within MoVCD's boundaries, as well as residents that utilize District's services from outside of the District's bounds.

4. QUINCY LA PORTE CEMETERY DISTRICT

Quincy LaPorte Cemetery District (QLPCD) was formed through the consolidation of Quincy Cemetery District and La Porte Cemetery District in 1994. QLPCD is located in the southwestern corner of Plumas County, and encompasses the unincorporated towns of Quincy, La Porte, East Quincy, Keddie, Massack, and Little Grass Valley. The District borders Meadow Valley Cemetery District in the west, Taylorsville CD in the northeast, and Mohawk CD in the southeast. The District's boundaries encompass approximately 378 square miles. Since the consolidation there have been no annexations to or detachments from QLPCD. A majority of the District is U.S. Forest Service land and the majority of the private land is agriculture, which limits opportunities for residential and commercial development. Residential, commercial and industrial uses are focused around the towns.

The District provides cemetery related services, including interment of caskets and cremated remains, funeral services associated with lowering of remains and settling of tombstones, provision of cremation niches, and maintenance of grounds on a year-round basis. Regular maintenance and administration activities are completed by a single full-time general manager. Seasonal part-time assistants are hired as needed.

The District offers services at three cemetery facilities within its boundaries, including Quincy Cemetery, La Porte Cemetery and East Quincy Cemetery. QLPCD tracks the number of annual burials in an informal report and assesses remaining capacity at its facilities. Quincy Cemetery consists of seven acres and is considered by the District to be in good condition. The District estimates that it will be filled to capacity in approximately three to five years. La Porte Cemetery is two acres in size and is reportedly in good condition, although there is no grass and it is maintained once a year. East Quincy Cemetery includes three acres and is in good condition. QLPCD estimates that it will have sufficient long-term capacity for approximately 100 years. The cemetery lies on a rocky bed, which makes it challenging to dig graves.

There is one potential improvement project to the Quincy Cemetery. QLPCD owns a parcel of land that once opened and developed, will add 128 vaults and an urn mausoleum to the existing Quincy Cemetery. The District reported that presently it does not have the necessary funds to start the project. The District identified financial challenges to provide adequate service levels. Another challenge is the size of the District and the significant distance to provide service between the Quincy and La Porte cemeteries.

The District serves non-residents of the District and charges them additional fees. Residency within the District is determined as reported by the potential customer. Additionally, QLPCD provides contract burial services to Meadow Valley Cemetery District, which is located outside of its bounds.

There are approximately 5,585 residents within the District. Demand for services had reportedly been mostly constant in the last several years. QLPCD reported that there is generally greater demand for the more picturesque cemeteries. There is also a current trend away from full-body burials to cremation burials. The District handles approximately 20

cremations and burials per year on average. At present, the District anticipates no significant change in demand in the short term.

There are no significant planned or proposed residential or commercial developments within The District's bounds. QLPCD is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

QLPCD reported that its financing level was constrained. With regard to internal controls over finances, QLPCD's audit stated that there are several deficiencies in internal control over financial reporting. Given the small nature of the District, it is essential that controls be in place to ensure proper use of public funds.

QLPCD, in addition to the regular fees, also charges endowment fees. By charging \$14.25 per plot square foot, the District meets the legally required minimum endowment fee of \$4.50 per plot square foot for all plot types. The District has an endowment care fund and provides endowment care to its cemeteries as required by law. The principal act also requires the District to charge non-resident fees that are at least 15 percent higher than fees charged to residents and property owners. The District's fee schedule includes additional fees for non-residents as required. The principal act, however, limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. By allowing anybody to purchase a plot in its cemeteries, QLPCD is noncompliant with the legal constraints on the burial of non-residents.

EXISTING SPHERE OF INFLUENCE BOUNDARY

The District's SOI was established in 2019 to include all territory within its boundaries and Cromberg Cemetery District's boundaries.

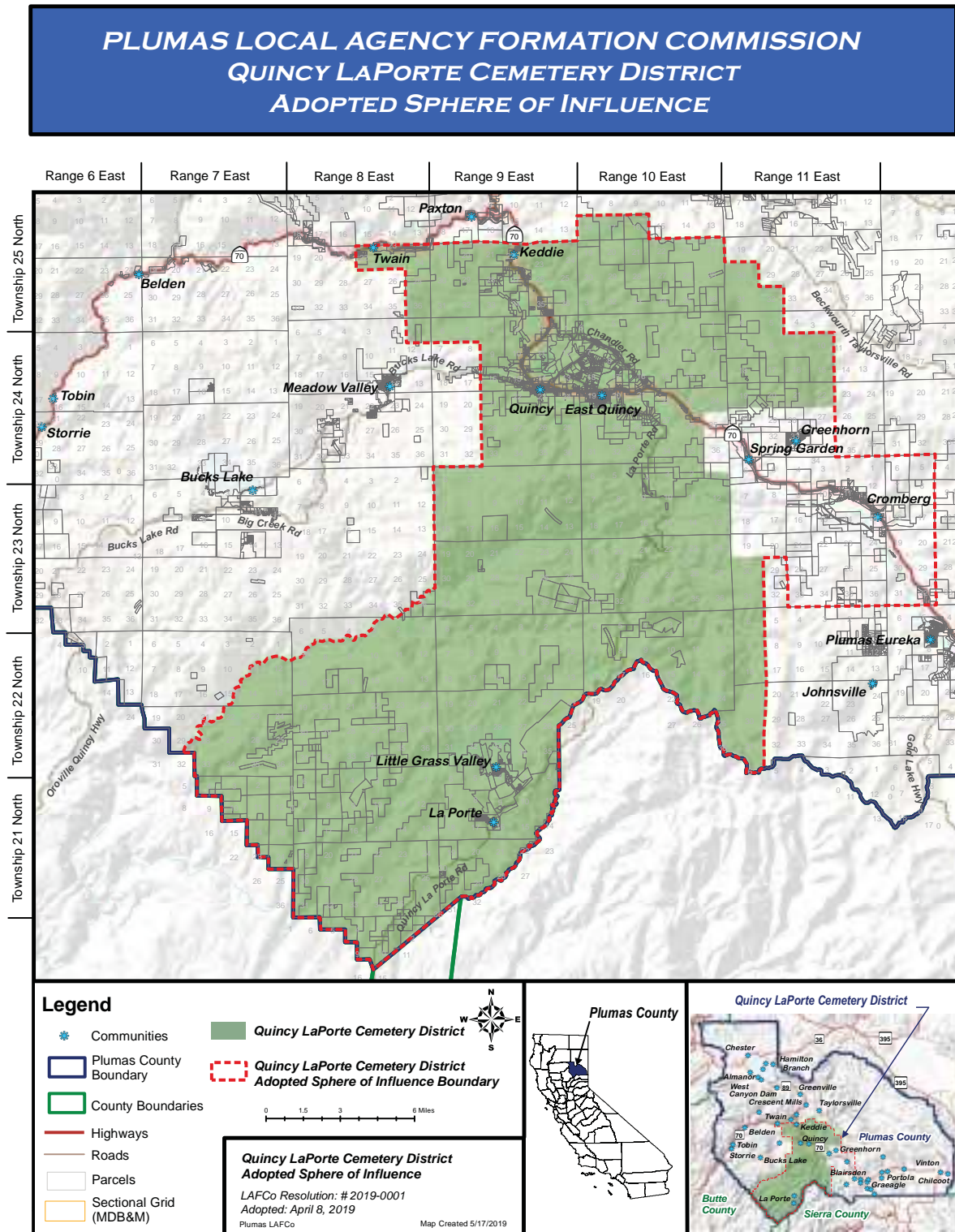
RECOMMENDED SPHERE OF INFLUENCE BOUNDARY

It is recommended that the Commission remove the area within Cromberg Cemetery District from QLPCD's SOI and expand QLPCD's SOI to include the territory within Meadow Valley Cemetery District. The most recent MSR identified the option of MVCD consolidating with Quincy LaPorte Cemetery District since it provides contract burial services to MVCD; however, in 2019, because MVCD was considered well managed and operated it appeared premature to consider such a restructuring, and the adopted SOIs did not reflect the potential reorganization. Additionally, it was unclear the extent of additional capacity Quincy LaPorte CD would have should it take on Cromberg CD, which is in critical condition and is a priority for dissolution. Because Mohawk Valley CD is capable and willing to be a successor agency to Cromberg CD, it appears that Quincy LaPorte CD has sufficient capacity to continue Meadow Valley CD's administration and services.

QLPCD is considered a well-managed agency that meets legal requirements, abuts MVCD, and appears to have sufficient capacity to take over additional cemetery services, especially given MVCD's low service demand. While QLPCD has challenges to address, as most special districts do, it has proven itself capable of successfully reorganizing with another district, as demonstrated by its consolidation with LaPorte Cemetery District. If the Commission finds

this governance structure option appropriate, it is recommended that the QLPCD's SOI be adjusted to exclude Cromberg Cemetery District's territory and include MVCD's boundary area. This SOI, combined with MVCD's proposed zero SOI, indicates anticipated annexation of MVCD's territory by QLPCD and subsequent dissolution of MVCD.

Figure 4-1: Quincy La Porte Cemetery District Boundaries and Existing Sphere of Influence



PROPOSED SPHERE OF INFLUENCE DETERMINATIONS

The nature, location, extent, functions, and classes of services provided

- ❖ Quincy-La Porte Cemetery District (QLPCD) is located in the southwestern corner of Plumas County, and encompasses the unincorporated towns of Quincy, La Porte, East Quincy, Keddie, Massack, and Little Grass Valley.
- ❖ The District provides cemetery related services, including interment of caskets and cremated remains, funeral services associated with lowering of remains and settling of tombstones, provision of cremation niches, and maintenance of grounds on a year-round basis. Maintenance is provided by a full-time general manager and seasonal part-time assistants.
- ❖ Services are provided at three cemetery facilities within the District's boundaries, including Quincy Cemetery, La Porte Cemetery and East Quincy Cemetery.
- ❖ The District will service any non-resident of the District for an additional charge. Residency within the District is determined as reported by the potential customer.
- ❖ QLPD provides contract burial services to Meadow Valley Cemetery District, which is located outside of its boundaries.

Present and planned land uses in the area, including agricultural and open-space lands

- ❖ The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.
- ❖ The majority of land uses in the District are U.S. Forest Service land and agriculture, which limits opportunities for residential and commercial development. Additionally, the District contains residential, commercial, and industrial uses.
- ❖ There are approximately 5,585 residents within Quincy-La Porte Cemetery District. Over the past decade the District has not experienced a significant increase in population.
- ❖ No or slow growth is anticipated within the District in the short-term. There are no significant planned or proposed residential or commercial developments within its boundaries.

Present and probable need for public facilities and services in the area

- ❖ The demand for services within the District has been constant. No change in demand is anticipated in the short term.
- ❖ QLPD handles approximately 20 burials per year on average.

- ❖ Reportedly, there is generally greater demand for the more picturesque cemeteries. There is also a current trend away from full-body burials to cremation burials.

Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

- ❖ All three cemeteries are in good condition. There are no significant infrastructure needs or deficiencies with regard to the three cemeteries.
- ❖ QLPCD tracks the number of annual burials in an informal report, and assesses remaining capacity at its facilities.
- ❖ Quincy Cemetery has the capacity to handle burials for approximately three to five years before expansion is necessary. East Quincy Cemetery has sufficient long-term capacity for approximately 100 years; however, it is challenging to dig graves due to rocky bed. It is unknown when La Porte Cemetery will be filled to capacity.
- ❖ The District identified financial challenges to provide adequate service levels. QLPCD should also ensure appropriate internal fiscal controls for the proper use of public funds. Another challenge is the size of the District and the significant distance to provide service between the Quincy and La Porte cemeteries.
- ❖ Cemetery districts are required by the Health and Safety Code §8738 to establish an endowment care fund and may only use the interest of the fund to finance the care of the facilities. The District has an endowment care fund and provides endowment care to its cemetery as required by law.
- ❖ The Health and Safety Code §9068 requires cemetery districts to have non-resident fees if services are offered to non-residents. QLPCD is in compliance with this requirement.
- ❖ The cemetery district principal act limits interments at cemetery districts to residents, former residents who purchased plots when they were residents, property taxpayers in district bounds, former property taxpayers who purchased plots, eligible non-residents, and the family members of any of the above. By allowing anybody to purchase a plot in its cemeteries, QLPCD is noncompliant with legal constraints on the burial of non-residents.

Existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency

- ❖ The District's communities of interest include the communities of Quincy, La Porte, East Quincy, Keddie, Massack, and Little Grass Valley within QLPCD's boundaries, as well as residents that utilize District's services from outside of the District's bounds. Residents of Meadow Valley Cemetery District are also a community of interest for QLPCD, since the District provides contract services to MVCD.

Resolution No. 2022-0004

PLUMAS LOCAL AGENCY FORMATION COMMISSION

A Resolution Making Determinations and Update of a Sphere of Influence for Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts

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

WHEREAS, the Plumas Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for cemetery services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts; and

WHEREAS, the Commission has set the hearing date of April 11, 2022 for the ammendment of a Sphere of Influence for cemetery services provided by the Meadow Valley, Mohawk Valley, Portola, and Quincy LaPorte Cemetery Districts and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56150, et seq.; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of cemetery services provided by the Meadow Valley, Mohawk Valley, Portola, and Quincy LaPorte and adopted Resolution 2015-0001 on June 8, 2015, and Resolution 2017-0004 on August 14, 2017 in accordance with Gov. Code section 56430; and

WHEREAS, the Commission has reviewed and considered the proposed Sphere of Influence report including the proposed Sphere of Influence Maps which are attached hereto and incorporated herein as Exhibit “A” ; and

WHEREAS, Plumas LAFCO has prepared a Notice of Exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence will not result in new areas served (Section 21000 et seq. of the Public Resources Code); and

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

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

1. That the proposed Sphere of Influence update with respect to cemetery services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts comply with the provisions of Government Code Section 56000, et seq.

2. That the update of the Spheres of Influence for cemetery services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts as shown in Exhibit "A" is hereby adopted.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations and Spheres of Influence for cemetery services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts as set forth in the Sphere of Influence Update Study dated April 5, 2022, which is attached hereto and incorporated herein.
4. The Commission has reviewed and considered a Notice of Exemption (Exhibit B) prepared for this Sphere of Influence Update and makes a specific finding that there is no substantial evidence in light of the whole record before Plumas Local Agency Formation Commission that establishment of these Spheres of Influence for cemetery services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts may have a significant adverse effect on the environment.

PASSED AND ADOPTED at a regular meeting of the Plumas Local Agency Formation Commission, County of Plumas, State of California, on the 11th day of April 2022, by the following vote:

AYES: -

NOES: -

ABSENT: -

ABSTAIN: -

Kevin Goss, Chair
Plumas Local Agency Formation
Commission

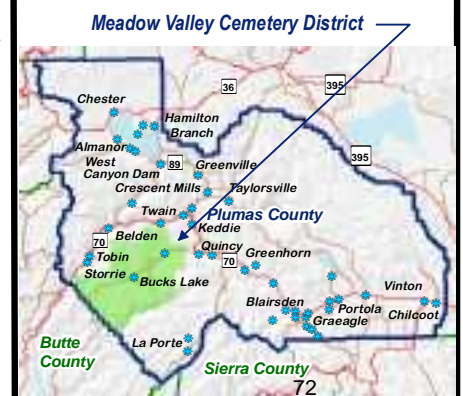
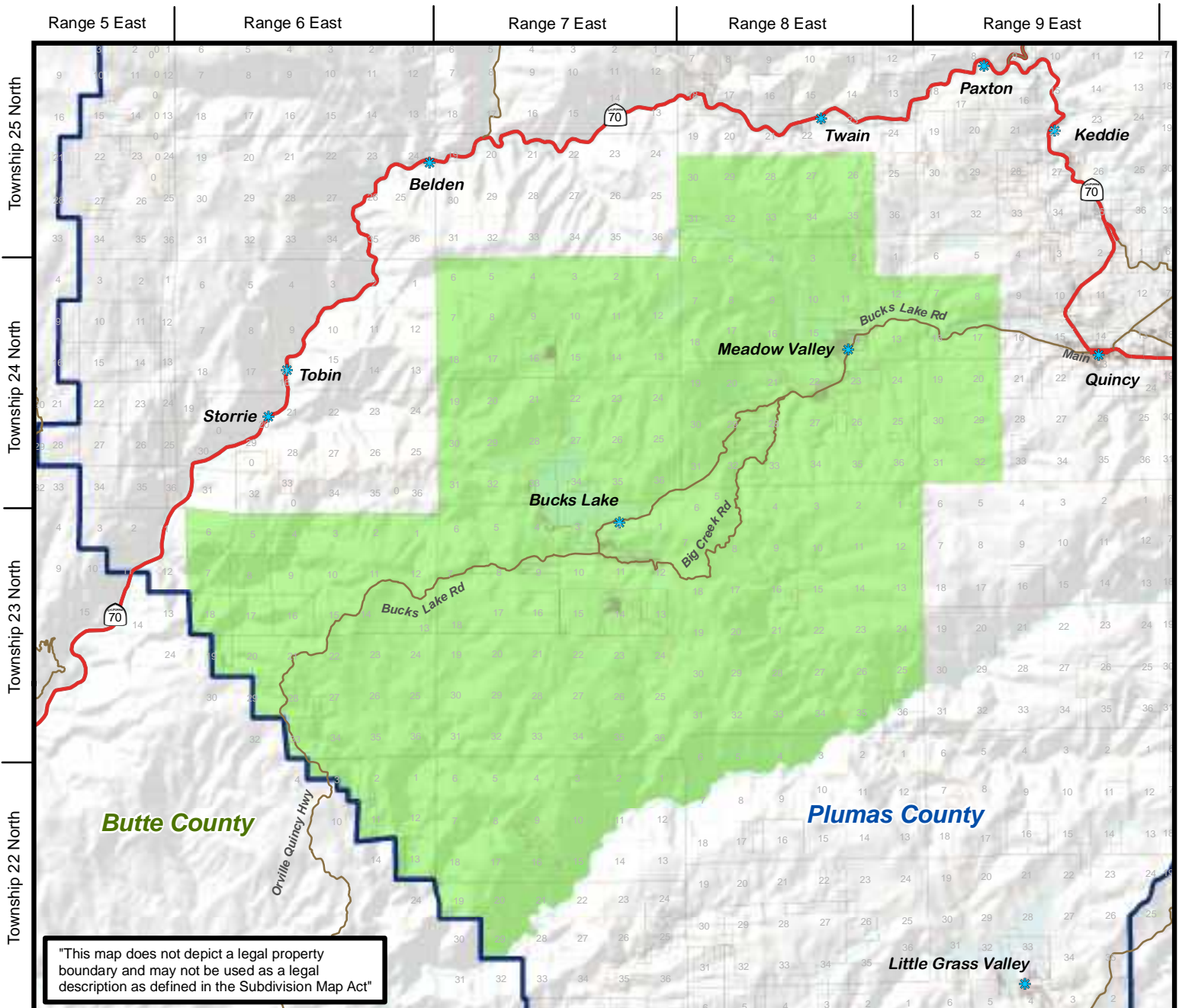
Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCO

PLUMAS LOCAL AGENCY FORMATION COMMISSION

MEADOW VALLEY CEMETERY DISTRICT

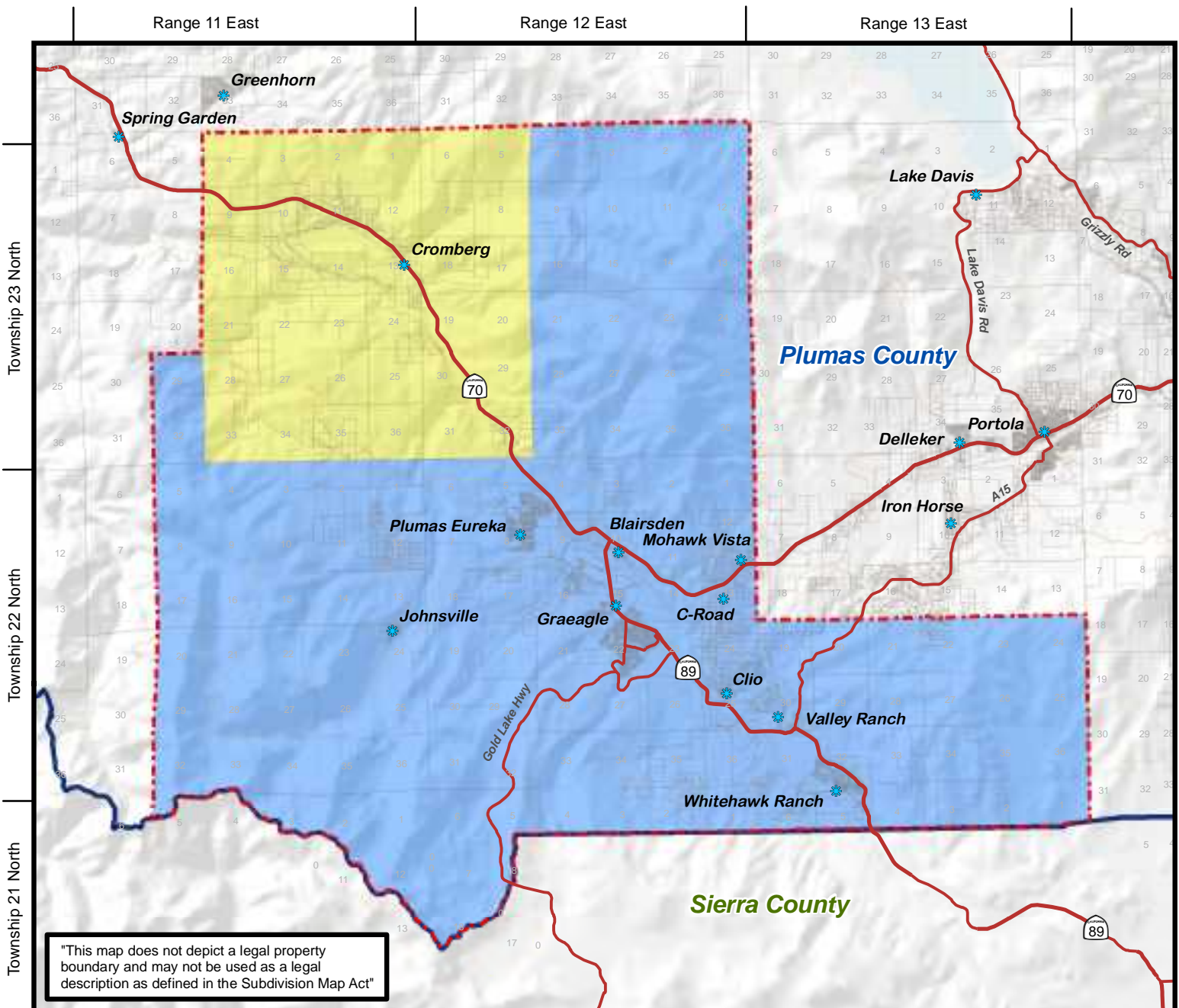
PROPOSED ZERO SPHERE OF INFLUENCE



PLUMAS LOCAL AGENCY FORMATION COMMISSION

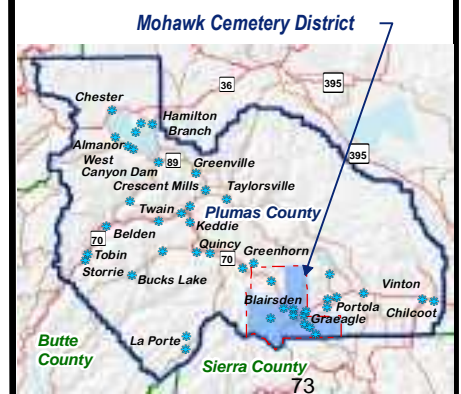
MOHAWK CEMETERY DISTRICT

PROPOSED SPHERE OF INFLUENCE



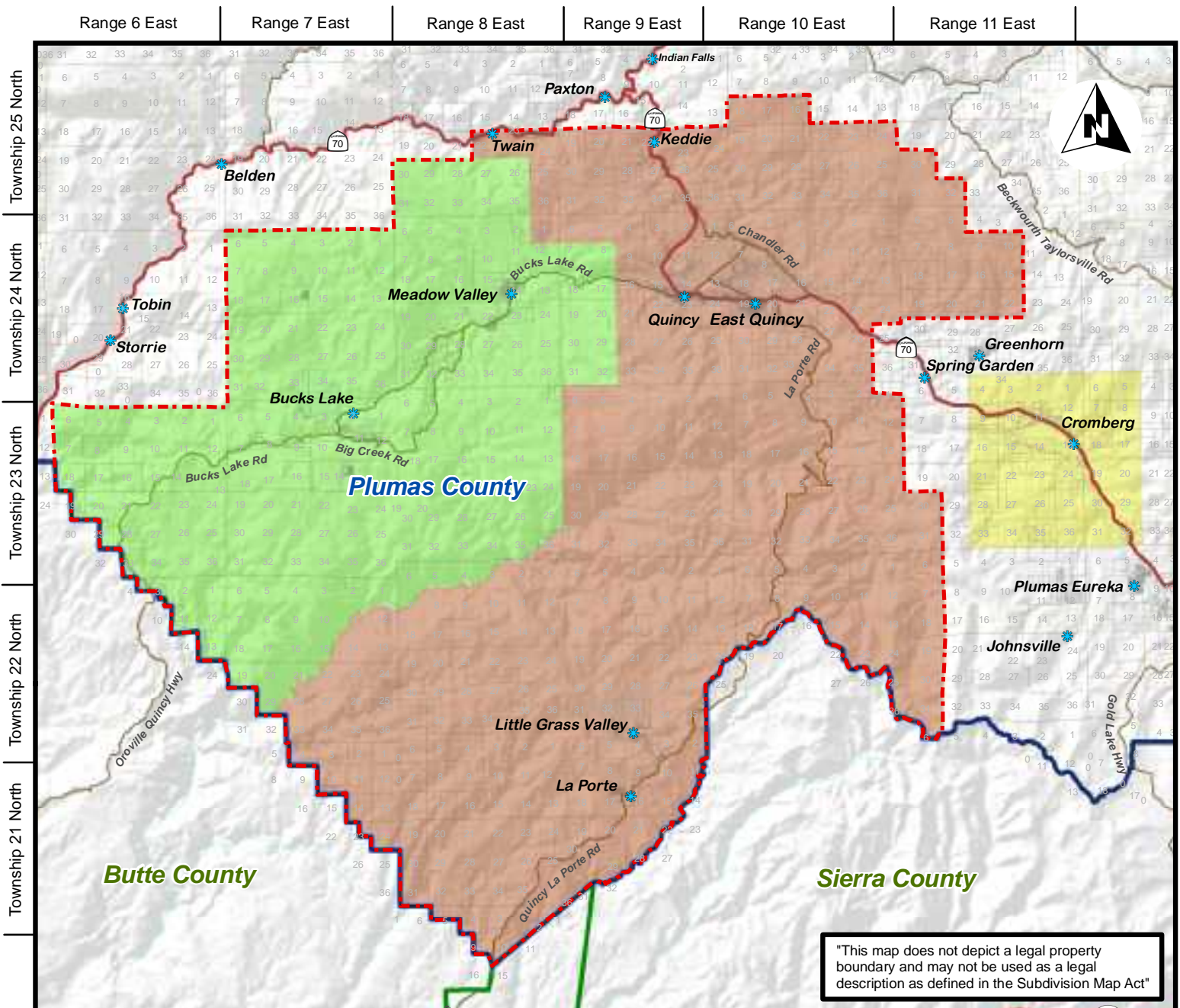
Legend

- Communities
 - Plumas County Boundary
 - County Boundaries
 - Highways
 - Roads
 - Parcels
 - Sectional Grid (MDB&M)
 - Cromberg Cemetery District
 - Mohawk Cemetery District
 - Mohawk Cemetery District Proposed Sphere of Influence Boundary
- 0 0.75 1.5 3 Miles
- Mohawk Cemetery District Proposed Sphere of Influence**
LAFCo Resolution:
Adopted:
Plumas LAFCo
- Map Created 7/21/2021



PLUMAS LOCAL AGENCY FORMATION COMMISSION

QUINCY LA PORTE CEMETERY DISTRICT AND PROPOSED SPHERE OF INFLUENCE



"This map does not depict a legal property boundary and may not be used as a legal description as defined in the Subdivision Map Act"

Legend

- Communities
- Plumas County Boundary
- County Boundaries
- Highways
- Roads
- Parcels
- Sectional Grid (MDB&M)

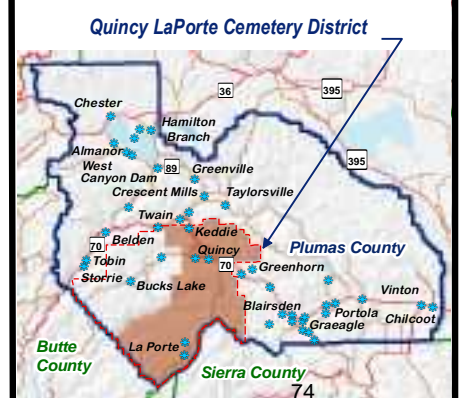
- Quincy LaPorte Cemetery District
- Quincy LaPorte Cemetery District Proposed Sphere of Influence Boundary
- Meadow Valley Cemetery District
- Cromberg Cemetery District

0 1.5 3 6 Miles

Quincy LaPorte Cemetery District and Sphere of Influence

LAFCo Resolution:
Adopted:
Plumas LAFCo

Map Created 7/21/2021



NOTICE OF EXEMPTION

Exhibit B

TO: County Clerk
County of Plumas
Quincy, CA

FROM: Plumas LAFCO
5050 Laguna Blvd #112-711
Elk Grove, CA 95758

PROJECT TITLE: Sphere of Influence update for services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts

PROJECT LOCATION: Plumas County

DESCRIPTION OF PROJECT:

The proposed project involves the update of the Spheres of Influence for services provided by the Meadow Valley, Mohawk Valley, and Quincy LaPorte Cemetery Districts

NAME OF PUBLIC AGENCY APPROVING PROJECT:

Plumas Local Agency Formation Commission

NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

Jennifer Stephenson, Plumas Local Agency Formation Commission

EXEMPT STATUS:

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

REASONS WHY THIS PROJECT IS EXEMPT:

This action is Exempt from the California Environmental Quality Act pursuant to Section 15320 of the CEQA Guidelines (Class 20) as the changes would not result in any change in permitted use and 15061 b(3) whereby this action is covered by the general rule that CEQA applies only to project which have the potential for causing a significant effect on the environment. Since this Sphere of Influence not expanding territory where services are being provided, there is no possibility that this Sphere may have a significant effect on the environment since the services are already provided within the territory and no unusual circumstances exist.

CONTACT PERSON:
Jennifer Stephenson
LAFCO Executive Officer

TELEPHONE NUMBER:
(530) 283-7069

By: _____

Date: April 11, 2022



HURST+BROOKS+ESPINOSA

This Week in Sacramento

INFORMATION & INSIGHTS FROM HURST BROOKS ESPINOSA ■ APRIL 1, 2022

Governor Issues Drought Executive Order

This week, Governor Gavin Newsom issued Executive Order [N-7-22](#) directing new state and local efforts to address the ongoing drought and, for the time being, avoiding mandatory statewide restrictions for most residential uses. The Governor instructed local water suppliers to move to Level 2 of their Water Shortage Contingency Plans, which require locally appropriate actions that will conserve water across all sectors. In most cases, Level 2 requires 10-20 percent conservation within a district though local discretion is allowed.

In addition to the water supplier conservation directive, the Order includes a number of additional provisions, including:

- **New Local Well Permitting Requirements.** Bars local governments from approving a permit for a new groundwater well or alteration of an existing well in a basin with a Groundwater Sustainability Agency (medium- or high-priority) without first obtaining written verification from the managing Groundwater Sustainability Agency. Local governments must also determine that the groundwater well is not likely to interfere with nearby wells and/or cause subsidence that may damage nearby infrastructure. Domestic and small wells are excluded.
- **Certain Water Hauling Ordinances Suspended.** Suspends all local prohibitions on hauling of water for human consumption, cooking, or sanitation out of a water basin of origin, or public agency jurisdiction.
- **Groundwater Recharge Projects Expedited.** Expedites and reduces permitting requirements for groundwater recharge projects to support future flood-flows.
- **Expanded Illegal Diversion Enforcement.** Expands State Water Board inspections for illegal diversions and/or waste and unreasonable use of water.

The Governor also ordered the State Water Board to evaluate the adoption of regulations banning irrigation of “non-functional” turf (or grass), such as decorative grass adjacent to large industrial and commercial buildings. The ban would not include residential lawns or grass used for recreation, such as school fields, sports fields, and parks.

Worth Noting: Acting Governor Eleni Kounalakis Signs Extension of Tenant Protections

In a mere week’s time, the Legislature struck a deal on language and then, just yesterday, approved [AB 2179](#) (Grayson and Wicks) to extend tenant protections for renters who have applied for the state’s rental assistance program but whose applications have yet to be processed. AB 2179 extends the protections through June 30, 2022.

Lt. Governor Eleni Kounalakis, who is the acting Governor while Governor Gavin Newsom is traveling abroad, signed the bill Thursday afternoon, marking the first time a woman signed legislation into law in California. May it not be the last.

LAO Weighs in on the State Appropriations Limit (SAL): Fix It or Forget It

The Legislative Analyst's Office (LAO) released a very interesting (okay, interesting for budget nerds!) [report](#) this week outlining the implications of the Governor's budget proposal. The thrillingly titled "State Appropriations Limit Implications" examines various state revenue scenarios to predict budget outlooks into the future. Here's the quick takeaway: without making some serious reforms to the state's tax structure (to reduce state revenues) or seeking voter approval to modify the State Appropriation Limit (to allow for more expenditures), the Governor's budget is unsustainable whether state revenues grow slower, faster, or as expected.

To mitigate this eventuality, the LAO offers some short- and long-term options. For short-term options, the Legislature could reject all non-SAL excluded proposals in the Governor's proposed budget and then save those resources for future SAL requirements. The Legislature could opt to delay SAL-required payments for a two-year period, as authorized by the Constitution, but it must save those revenues to be able to pay the SAL-required payments in the future. Finally, the Legislature could change the definition of subventions to count more funding at the local level. As for longer-term fixes, the LAO suggests that the Legislature could reduce taxes on an ongoing basis to bring state revenues to the SAL, which would necessarily constrain state government spending, or the Legislature could ask voters to make reforms to the state's appropriations limit by placing a constitutional amendment on the ballot.

The constraints imposed by the Gann Limit appear to have become inescapable for the state's budget crafters and must be carefully considered in the coming months as the May Revision is released and final negotiations on the budget begin.

Beneficial Fire Strategic Plan Released

This week, the Governor's Wildfire and Forest Resilience Task Force issued its [Strategic Plan for Expanding the Use of Beneficial Fire](#) to guide the state's efforts in expanding the use of prescribed fire and cultural burning to build forest and community resilience in addressing forest management and wildfire mitigation. The Strategic Plan sets a target of expanding beneficial fire to 400,000 acres annually by 2025 as part of an overall goal to treat 1 million acres annually in California by 2025.

Key elements include:

- An online prescribed fire permitting system to streamline the review and approval of prescribed fire projects;
- The state's new Prescribed Fire Claims Fund to reduce liability for private burners;
- A new statewide program to enable tribes and cultural fire practitioners to revitalize cultural burning practices;
- A prescribed fire training center to grow, train, and diversify the state's prescribed fire workforce;
- An interagency beneficial fire tracking system;
- Undertaking pilot projects to undertake larger landscape-scale burns;
- A comprehensive review of the state's smoke management programs to facilitate prescribed fire while protecting public health.

Children and Behavioral Health Initiative Update

The Newsom Administration recently held a webinar to share updates on Children and Behavioral Health Youth Initiative (CYBHI), which included an overview of the CYBHI, a presentation on the plans and scope of work for each workstream, and information on stakeholder engagement. Here are links to a [recording](#) and [slide deck](#) from the webinar.

The CYBHI engagement plan includes convening and engaging three groups:

- **Children, youth, and families**, including children and youth 25 years of age and younger and their families as the key constituency of the initiative.
- **Cross-sector and inter-agency partners**, including healthcare and education partners, subject matter experts, state, local, and federal agencies, community-based organizations, social services, legislature, philanthropy, academia, and other public and private sector partners.
- **Community partners on the ground and in the field**, including California community members interested in children and youth behavioral health (e.g., Californians with professional and/or lived experiences).

The table below summarizes planned engagement efforts in the near term and going forward.

Group	Near term activities (Through May 2022)	Future activities (June 2022 and beyond) <i>To be refined</i>
Children, youth, and families	<ul style="list-style-type: none">▪ Focus groups on CYBHI outcomes▪ Initial focus groups and interviews on workstreams	Surveys, interviews, focus groups, design sessions, and ongoing engagement opportunities on initiative-level topics and workstreams
Cross-sector and interagency partners	<ul style="list-style-type: none">▪ Discussions with existing groups on outcomes▪ Targeted engagement on initiative-level topics▪ Engagement forums (e.g., think tank, listening tours) on workstreams	<ul style="list-style-type: none">▪ Targeted engagement on initiative-level topics▪ Engagement forums on workstreams
Community partners on the ground and in the field	Regular updates and opportunity to submit e-mail input	<ul style="list-style-type: none">▪ Listening sessions on outcomes (through end of summer 2022) and initiative-level topics▪ Website updates and opportunities to comment

Assembly Budget Subcommittee Hearing Focuses on CalAIM and Medi-Cal Issues

Assembly Budget Subcommittee No. 1 on health and human services met on March 28 to discuss CalAIM and Medi-Cal proposals ([agenda](#)). DHCS provided overviews of Enhanced Care Management, community supports, CalAIM behavioral health reforms, the long-term services and supports component of CalAIM, and the proposed changes to the suspension of Medi-Cal benefits when an adult is incarcerated.

DHCS reported that as of January 1, 2022, 25 counties went live with Enhanced Care Management (ECM). The next phase of ECM implementation begins July 1, 2022. Additionally, in January 2023, ECM will be expanded to long-term care, nursing home residents transitioning to communities, and the justice-involved population. In July 2023, ECM will be expanded to focus on children and youth.

As on January 1, 2022, 25 managed care plans in 47 counties started offering over 520 community supports. Approximately 40,000 people – mostly individuals transitioning from Whole Person Care – are receiving community supports. By July 2022, nearly all managed care plans in all counties will offer some level of community supports. Recall that managed care plans can choose whether they offer community supports and which of the state's 14 identified community supports the plan will offer. Most Medi-Cal managed care plans are electing to provide five to six community supports. The most common community supports being offered are housing related services, medically tailored meals, and asthma remediation. DHCS expects the plans will continue to expand community support elections in 2023 and 2024.

Vaccine Mandate Bill Held for Now

Assembly Member Buffy Wicks announced earlier this week that she was pulling [AB 1993](#), which would impose a COVID-19 vaccine mandate in all California workplaces. The bill was scheduled to be heard in the Assembly Labor and Employment Committee on March 30. It faced opposition from several organizations, including public safety labor organizations and the California Chamber of Commerce.

Assembly Member Wicks released a [statement](#) on AB 1993, which in part reads: "We are now in a new and welcome chapter in this pandemic, with the virus receding for the moment. This provides for us the opportunity to work more collaboratively with labor and employers to address concerns raised by the bill. That is why we have decided to put AB 1993 on pause, and allow space for these conversations to continue and progress."

It's not clear whether AB 1993 will be heard before the April 29 policy committee deadline. In January, a group of Democratic lawmakers announced the formation of a Vaccine Work Group with the goal of developing "cohesive and comprehensive, evidence-based policies" to stop the spread of COVID-19 and other diseases. AB 1993 is part of the package of bills introduced by the Vaccine Work Group.

COVID-19 Testing in Schools Measure Moves Forward

[SB 1479](#), Senator Pan's measure to address COVID-19 testing in schools, passed out of Senate Health Committee on March 30 on a 9-2 vote (with Republican members voting no). The bill would require the California Department of Public Health (CDPH) to continue administering COVID-19 testing programs in schools that are currently funded by federal resources. SB 1479 also would require CDPH to administer testing programs for teachers, staff, and pupils that help schools reopen and keep them operating safely for in-person learning. Finally, the measure would require schools to create a COVID-19 testing plan consistent with CDPH guidance.

Although the measure does not mandate vaccinations, the bill garnered significant opposition from the anti-vaccine community; more than 100 individuals testified in person and over the phone to express concerns about and opposition to COVID-19 testing.

Legislation to Implement the Kaiser Contract for Medi-Cal Introduced

[AB 2724](#) was gutted and amended last week to incorporate provisions to implement the Kaiser Medi-Cal single contract language (also known as “alternate health care service plan”) proposed by the Newsom Administration in trailer bill language. The revamped measure, now authored by Assembly Member Joaquin Arambula, is in the Assembly Health Committee but has not yet been set for hearing. Although introduction of the Kaiser language into a bill suggests the contract will be discussed via the policy committee process, it remains possible that the issue could become part of budget negotiations this summer. We will keep you apprised on developments.

Changes to REAP Grant Program Eligibility and Draft Guidance Public Comment Period

The California Department of Housing and Community Development (HCD) released draft guidance for the expenditure of Regional Early Action Planning (REAP) Grant funds (\$600 million approved in the 2021-22 state budget). Unfortunately, the guidelines make significant changes to the eligible uses criteria as the state has “changed the color” of federal money supporting the program, which is more restrictive and focuses almost exclusively on housing-related activities. See [pages 49-50 of the draft guidelines](#) for a table outlining what is an eligible use pursuant to the state budget but is no longer allowed due to federal restrictions. Regional and local stakeholders are currently working on a strategy to find more flexible funds so that the program can be used for a wider range of sustainable housing, land use, and transportation uses in support of SB 375 implementation.

Regardless of the funding source, most of the program’s funding (85 percent, or \$510 million) will flow directly to the state’s 18 Metropolitan Planning Organizations (MPOs), and the MPOs may subgrant a portion of the funds to eligible entities (cities, counties, transit/transportation agencies) in their metropolitan region. The remaining funds are split into a set aside for non-MPO regions for smaller counties and tribal entities (5 percent, or \$30 million), as well as for a higher impact transformative set aside for all eligible entities (5 percent, or \$30 million).

The comment period is open through April 15, 2022. To submit public comment on these Draft Guidelines, please email REAP2021@hcd.ca.gov with the subject line, “Comments on REAP 2.0 Draft Guidelines.”

Strategic Growth Council Releases AB 285 “California Transportation Assessment” Report

The Strategic Growth Council (SGC) recently released a [new report](#) (as required by [AB 285](#) – Friedman; Chapter No. 605, Statutes of 2019) offering its assessment of the state’s transportation funding and policy environment in the context of the state’s overarching climate change goals. SGC also made a series of recommendations for “improving” state grant programs and other transportation funding programs to better align with state climate and related goals.

The AB 285 Report has made a big splash with a broad range of stakeholders from regional and local governments to the transportation construction industry and to environmental and equity advocates. Several of the report’s key messages and recommendations (see below) are already serving as the foundation for legislation this year ([AB 2438 \(Friedman\)](#), for example) and the recommendations are not without controversy. From “aligning” existing transportation funding to climate plans (including local street and road monthly apportionments) to reevaluating land use authority, the AB 285 Report is full of consequential ideas that may fuel legislative proposals for years to come.

- **Align existing funding programs with state goals.** SGC opined that there is a gap between (1) the vision for a more climate friendly and equitable transportation system and actions, and (2) infrastructure spending decisions.
- **Updating and better aligning among existing state and regional plans.** SGC suggested this could include strengthening or modifying the California Transportation Plan (including adding a fiscal constraint analysis) and finding opportunities to further align the CTP with other state modal plans and the Regional Transportation Plans (RTPs)/Sustainable Community Strategies (SCSs).
- **Reevaluating project and program funding and reviewing the current transportation project pipeline.** SGC stated in the report that projects in the pipeline are rarely reevaluated to assess their alignment with current state priorities.
- **Assessing the roles of state transportation institutions.** According to the SGC, the institutional structure for transportation is complicated and decision-making levers can be disparate. This recommendation would involve exploring the roles and responsibilities for planning and delivering transportation projects across state entities and changes and clarifications to various state, regional, and local institutional roles.
- **Assessing MPO and local government roles and responsibilities.** This could involve a review of the specific authorities and institutional structure of MPOs to ensure they have appropriate tools to effectively accomplish what is expected of them, such as giving MPOs a greater role in reviewing local land use and transportation actions.

The SGC is holding stakeholder meetings and conducting focus groups to get more feedback on whether and how to operationalize one or more of the AB 285 Report's recommendations.

HCD Investigating Potential SB 9 Violations

HCD recently released an [SB 9 Fact Sheet](#) as a resource to local agencies, homeowners, and other stakeholders. Recall that [SB 9](#) (Atkins; Chapter No. 162, Statutes of 2021) requires ministerial approval of a housing development for duplexes, a lot split, or both. The fact sheet provides a high-level overview of key parts of the law and addresses common questions received by HCD from local agency staff and members of the public over recent months. According to HCD, its [Housing Accountability Unit](#) has received 29 complaints about local SB 9 implementation ordinances that it is currently investigating for potential violations of state law. The HAU is coordinating with the California Office of the Attorney General on SB 9-related complaints. HCD does not have authority to enforce SB 9, but violations of SB 9 may violate other statutes over which HCD does have enforcement authority, including Housing Element Law, the Housing Crisis Act of 2019, Accessory Dwelling Unit Law, and the Housing Accountability Act.

State Auditor Opines on HCD Regional Housing Needs Assessment Process

The Bureau of State Audits (BSA) released [a new report evaluating HCD's Regional Housing Needs Assessment \(RHNA\) process](#) for providing key housing guidance to counties and cities. Overall, the audit determined that HCD does not ensure that its needs assessments are accurate and adequately supported. Specifically, the BSA reviewed RHNA assessments for three regions and found multiple areas that need improvement. For example, HCD does not ensure that staff accurately enter data when they calculate how much housing local governments must plan to build (although in two cases, the staff errors lead to lower RHNA numbers than were likely needed). BSA also found that HCD could not demonstrate that it adequately considered all the factors that state law requires. The report also included an analysis of the Department of Finance (Finance) projections that support

HCD's work. While the report found that most of Finance's projections were reasonably accurate, it has not adequately supported the rates it uses to project the number of future households that will require housing units in the state. The report's specific recommendations to the Legislature include:

- To ensure that its needs assessments are accurate and do not contain unnecessary errors, by June 2022 HCD should institute a process to ensure that its staff performs multiple reviews of data in its assessments.
- To demonstrate that its needs assessments are complete and address all relevant factors, by September 2022 HCD should establish a formal process to document its consideration of all factors required by state law in its needs assessments.
- To ensure that it adequately supports the vacancy rate adjustments it makes to needs assessments, by February 2023 HCD should perform a formal analysis of healthy vacancy rates and historical trends to inform those adjustments.
- To ensure that the household formation rates that it provides HCD are appropriate, Finance should, by February 2023, conduct a comprehensive review of its assumptions about the household formation rates it uses in projections, and it should document that review.

HCD and Finance agreed with the recommendations and plan to implement them over the next year.

Please feel free to contact any one of us at Hurst Brooks Espinosa with questions ...

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