

PLUMAS LAFCo

REGULAR MEETING AGENDA AMENDED

MONDAY April 17, 2023

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=VjAvVmhmRY3ZZL2d6aHVuYyt0TkpmZ09>

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:

Vacant, City Member
Kevin Goss, County Member, Vice Chair
Bill Powers, City Member
Tom McGowan, County Member
Matthew Haesche, Public Member
Vacant, Public Member Alt.
Jeff Engel, County Member Alt.
Pat Morton, City Member Alt.

Staff:

Jennifer Stephenson, 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. Moment of silence in honor of Commissioner Tom Cooley's service on Plumas LAFCO**
- 3. Approval of Agenda (additions or deletions)**
- 4. Correspondence:**

- a) Letter to former employees regarding Intent to Cancel Contract with CalPERS*
- b) Request to comment on EIR for rezoning of Seneca HD parcels*

5. CONSENT ITEM (S)

- a) Approve minutes for December 12, 2022 and February 13, 2023 meetings.*

6. 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.

7. Authorize payment of Claims for February 2023 and March 2023

- a) Authorize payment of claims February 2023 and March 2023.*
- b) Authorize transfer of \$10,000 to Reserve Fund.*

PUBLIC HEARINGS and ACTION ITEMS:

8. Election of New Chair

- a) *Elect Chair to complete current term through October 2023.*

9. Update from EPRFPD on Status of Recommended Improvements

- a) *Receive report from EPRFPD on status of recommended improvements from SOI Update Report.*
- b) *Discussion.*

10. Public Hearing regarding the Proposed 2023-2024 LAFCo Budget

- a) *Review Executive Officer's report.*
- b) *Provide direction to staff regarding Proposed Workplan.*
- c) *Conduct public hearing and consider LAFCo Resolution 2023-0002 adopting a proposed LAFCo Budget for Fiscal Year 2023-2024.*

11. Consider selection of a Public Member Alternate to fill a vacancy per Government Code Section 56331

- a) *Consider selection of a Public Member Alternate*

12. Consider "Cure and Correct" Letter to Grizzly Lake CSD

- a) *Approve correspondence to be sent on behalf of LAFCO to the Grizzly Lake CSD regarding a Brown Act violation.*

DISCUSSION ITEMS (no action to be taken):

13. Executive Officer's Report

- a) *GLCSD MSR*
- b) *Cemetery District Reorganization*
- c) *Fire Reorganization Application and Timeline*
- d) *CPUD Annexation Application*
- e) *Form 700s were due April 3rd to County Elections*
- f) *Staff Workshop*
- g) *Leg. Committee Report*

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 12, 2023

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.

Chair:

Tom Cooley

Commissioners:

Tom McGowan

Kevin Goss

Bill Powers

Matthew Haesche

Pat Morton, Alt.

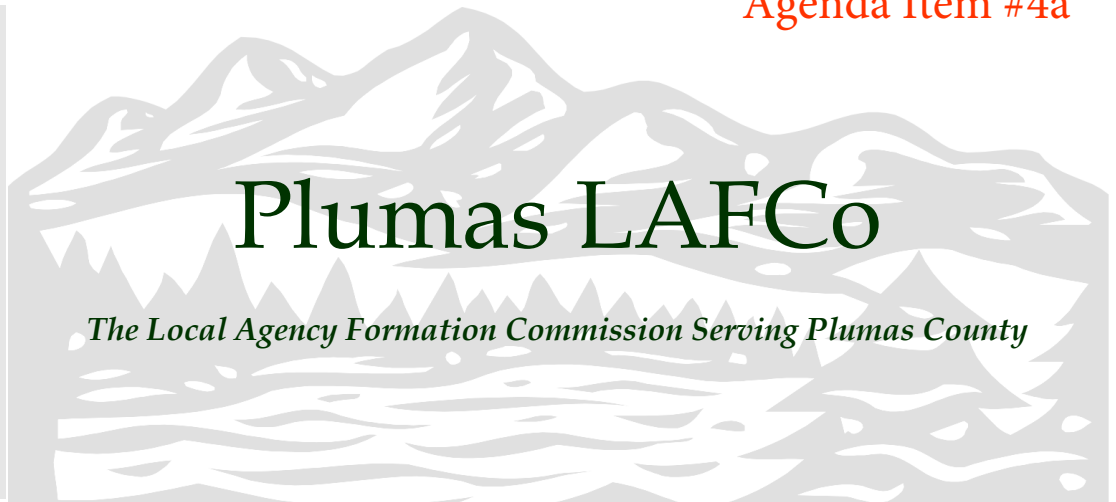
Jeff Engel, Alt.

Executive Officer:

Jennifer Stephenson

Clerk:

Cheryl Kolb



March 10, 2023

John M. Gullixson
6785 Copper Sunrise Ct.
Las Vegas, NV 89148

Mr. Gullixson,

I am writing to inform you that Plumas Local Agency Formation Commission has adopted Resolution 2023-0001 (attached) indicating intent to cancel its contract with California Public Employees' Retirement System (CalPERS). This resolution is the first step in the process of cancellation and initiates a request to CalPERS to determine the valuation owed to ensure continued coverage of any future unfunded liability for retirement benefit payments to former employees.

Following adoption of the resolution giving notice of intention to terminate, Government Code Section 20570 requires the contracting agency notify "in writing, the contracting agency's past and present employees, who are members, former members, or retired members of the system, within 30 days of the adoption of the resolution giving notice of intention to terminate."

Further, in accordance with California Government Code Section 20570(a)(1)(ii): "Within 14 days of receipt of the contact information data described in clause (i), the contracting agency shall provide written notice to past employee members, former members, and retired members of the adoption of the resolution giving notice of intention to terminate."

This is the notification as required above.

Sincerely,

Jennifer Stephenson
Plumas LAFCo Executive Officer



LAFCO

Commissioners:

Tom Cooley, City Member, Chair
Kevin Goss, County Member, Vice Chair
Bill Powers, City Member
Tom McGowan, County Member
Matthew Haesche, Public Member
Vacant, Public Member Alt.
Jeff Engel, County Member Alt.
Pat Morton, City Member Alt.

Staff:

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

MEETING MINUTES

**ADJOURNED SPECIAL MEETING OF THE LAFCO
COUNTY OF PLUMAS, STATE OF CALIFORNIA
HELD AT THE PORTOLA CITY COUNCIL
CHAMBERS ON FEBRUARY 13, 2023**

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

ZOOM Participation

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

MEETING - CONVENES AT 10:00 AM

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

Roll Call.

Present: Chair Tom Cooley, City Member Bill Powers, Public Member Matthew Haesche (via Zoom)

Absent: Vice Chair Kevin Goss, County Member Tom McGowan, County Member Alternate Jeff Engel and City Member Alternate Pat Morton.

2. Moment of Silence in honor of Commissioner Terry Swofford's service on Plumas LAFCO

3. Approval of Agenda (additions or deletions)

Motion: Approve the agenda as submitted, **Action:** Approve, **Moved by** City Member Bill Powers, **Seconded by** Public Member Matthew Haesche.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Tom Cooley, Bill Powers and Matthew Haesche.

4. Correspondence:

- a) GLCSD protest for rate increase/letter of concerns from public

- b) EPRFPD Comments on Municipal Service Review attached for Item #9

- c) SDRMA Notification of Nominations (PLumas LAFCO is not eligible to nominate)

5. CONSENT ITEM(S)

- a) Approval of the December 12, 2022 LAFCo minutes

Ashlee Sims called in and requested the December minutes be corrected, stating her public comments as written in the minutes were not accurate. Tom Cooley advised staff to review video from December and correct the minutes as necessary. Motion to approve minutes tabled until April meeting.

6. **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 agenda but may add to a future agenda

matters brought up under public comments for appropriate action at a future meeting.

None.

7. Authorize payment of Claims for December 2022 and January 2023

County Member Kevin Goss joined the meeting via Zoom.

Motion: Authorize the payment of claims for December 2022 and January 2023, **Action:** Approve, **Moved by** City Member Bill Powers, **Seconded by** Public Member Matthew Haesche.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Tom Cooley, Kevin Goss, Bill Powers, Matthew Haesche.

PUBLIC HEARINGS and ACTION ITEMS:

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

Motion: Provide direction to continue or repeal authorization pursuant to AB 361 to hold remote teleconference meetings of Plumas LAFCo, **Action:** Continue authorization pursuant to AB 361 to hold remote teleconference meetings of Plumas LAFCo, **Moved by** Vice Chair Kevin Goss, **Seconded by** Public Member Matthew Haesche.

Vote: Motion by unanimous roll call vote (**summary:** Yes = 4).

Yes: Tom Cooley, Kevin Goss, Bill Powers, Matthew Haesche.

- b) Discuss process for Commissioner approval to participate remotely after February 28, 2023 under provisions of AB 2449.

9. Discussion and direction regarding Eastern Plumas Rural Fire Protection District SOI and MSR comments

- a) Review edits made to SOI Report reflecting comments from EPRFPD

- b) Receive status report from EPRFPD on recommendations in SOI Report

Angie Brown, Board Member of EPRFPD provided an update. Ashlee Sims stated she had concerns about the MSR and the approval process.

- c) Review MSR comments provided by EPRFPD

- d) Provide direction regarding the comments received

Jennifer Stephenson advised that the MSR was adopted in October of 2022 and EPRFPD was in transition at the time. She recommends meeting with an ad hoc committee to review the comments provided and advise possible edits.

Motion: Follow Jennifer Stephenson's recommendation to meet with an ad hoc committee and review MSR, **Action:** Approve, **Moved by** Public Member Matthew Haesche, **Seconded by** City Member Bill Powers.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Tom Cooley, Kevin Goss, Bill Powers, Matthew Haesche.

10. Consideration of Termination of CalPERS Contract

- a) Executive Officer Report on Evaluation of Termination of CalPERS Contract
- b) Adopt Resolution 2023-0001 indicating intent to terminate contract with CalPERS and requesting evaluation by CalPERS actuaries to evaluate final payment necessary
Motion: Adopt Resolution 2023-0001 indicating intent to terminate contract with CalPERS Contract
Action: Approve, **Moved by** City Member Bill Powers, Seconded by County Member Kevin Goss.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).
Yes: Tom Cooley, Kevin Goss, Bill Powers, Matthew Haesche.

11. Appoint Commissioners to Budget Ad Hoc Committee

- a) Appoint 2 Commissioners to Budget Ad Hoc Committee
Tom Cooley recommended he and Kevin Goss work together as the Budget Ad Hoc Committee.

DISCUSSION ITEMS (no action to be taken):

12. Executive Officer's Report

- a) Cemetery District Reorganization
- b) County apportionment
- c) Form 700s due April 3rd to County Elections
- d) Corrections to EPRFPD boundary by Board of Equalization
- e) Recruitment for Public Member Alternate
- f) LESSG Report
Tom Cooley provided an update.

13. 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.

Bill Powers provided an update.

14. Closed Session pursuant to Government Code Section 54957

a) Executive Officer Performance Evaluation 2018-2023

No reportable action.

Adjourn to next regular meeting

LAFCO's next regular meeting to take place 10:00 AM on April 17, 2023



LAFCO

Commissioners:

Tom Cooley, City Member, Chair
Kevin Goss, County 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
Cheryl Kolb, Clerk
P. Scott Browne, Counsel

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE LAFCO COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON DECEMBER 12, 2022

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

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Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

MEETING - CONVENES AT 10:00 AM

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE AND ROLL C

Tom Cooley led the Pledge of Allegiance.

Roll Call.

Present: Tom Cooley, County Member, Chair; Kevin Goss, City Member, Vice Chair; Bill Powers, City Member; Sherrie Thrall, County Member; Matthew Haesche, Public Member; Terry Swofford, Public Member Alternate and Pat Morton, City Member Alternate.

Absent: Jeff Engel, County Member Alternate.

2. APPROVAL OF AGENDA (ADDITIONS OR DELETIONS)

No additions or deletions.

3. CORRESPONDENCE:

a) SDRMA President's Special Acknowledgment Award

Plumas LAFCo received the SDRMA President's Special Acknowledgment Award.

Kevin Goss received correspondence from a constituent in his former district regarding concerns about the response time of Plumas District Hospital versus Eastern Plumas Healthcare District for the Cromberg area.

4. CONSENT ITEM(S)

a) Approval of the August 8, 2022 and the October 17, 2022 LAFCo minutes

Motion: Approval of the August 8, 2022 and the October 17, 2022 LAFCo minutes, **Action:** Approve, **Moved by** Kevin Goss, **Seconded by** Bill Powers.

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

Yes: Kevin Goss, City Member; Bill Powers, City Member; Sherrie Thrall, County Member; Matthew Haesche, Public Member and Tom Cooley, County Member.

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.

Ashley Sims commented on concerns regarding the Eastern Plumas Fire MSR, the City of Portola,

Eastern Plumas Rural FPD, Gold Mountain CSD, and Sierra Valley FPD.

6. AUTHORIZE PAYMENT OF CLAIMS FOR OCTOBER 2022 AND NOVEMBER 2022

- a) Authorize payment of Claims for October 2022 and November 2022

Motion: Authorize payment of Claims for October 2022 and November 2022, **Action:** Approve, **Moved by** Kevin Goss, **Seconded by** Bill Powers.

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

Yes: Kevin Goss, City Member; Bill Powers, City Member; Sherrie Thrall, County Member; Matthew Haesche, Public Member and Tom Cooley, County Member.

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

Direction provided to continue authorization pursuant to AB 361.

- b) Note: Only in effect until February 28, 2023 when the State of Emergency expires. Commissioners may choose to make use of AB 2449 authorization of hybrid teleconference meetings thereafter.

8. ADOPT EASTERN PLUMAS REGIONAL FIRE SPHERE OF INFLUENCE UPDATES

- a) Receive Executive Officer's presentation.

- b) Open public hearing.

Jeanie Graham, Board Member for Eastern Plumas Fire Protection District, submitted a written response requesting a delay in adoption of Resolution 2022-0008. Jennifer Stephenson read the response into the record. Ashley (last name not provided) and Carrie Curtis from Gold Mountain Community Services District, also spoke.

- c) Close public hearing.

- d) Consider adoption of Resolution 2022-0008 confirming Sphere of Influence Updates for Beckwourth Fire Protection District, Eastern Plumas Rural Fire Protection District, Gold Mountain Community Services District, and Sierra Valley Fire Protection District.

Motion: Approve adoption of Resolution 2022-0008 confirming Sphere of Influence Updates for Beckwourth Fire Protection District, Eastern Plumas Rural Fire Protection District, Gold Mountain Community Services District, and Sierra Valley Fire Protection District amended to include edits as appropriate based on recommendations from Eastern Plumas Rural Fire Protection District., **Action:** **Approve, Moved by** County Member Kevin Goss, **Seconded by** Public Member Matthew Haesche.

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

Yes: County Member Kevin Goss, City Member Bill Powers, County Member Sherrie Thrall, Public Member Matthew Haesche and City Member Tom Cooley.

9. CALAFCO 2022 CONFERENCE PRESENTATION

- a) Receive presentation on lessons learned at 2022 CALAFCO Conference.

Executive Officer Jennifer Stephenson, City Member Tom Cooley and Public Member Matthew Haesche spoke briefly of their experiences at the 2022 CALAFCO Conference.

10. ESTABLISH REGULAR MEETING SCHEDULE FOR 2023

- a) Adopt meeting schedule for 2023.

Motion: Approve the Regular Meeting Schedule for 2023 as submitted, **Action: Approve, Moved by** County Member Kevin Goss, **Seconded by** City Member Member Bill Powers.

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

Yes: County Member Kevin Goss, City Member Bill Powers, County Member Sherrie Thrall, Public Member Matthew Haesche and City Member Tom Cooley.

DISCUSSION ITEMS (no action to be taken):

11. EXECUTIVE OFFICER'S REPORT

- a) Cemetery District Reorganization
- b) CALAFCO White Paper - Planning for a Sustainable and Predictable Future: Clarifying LAFCo Authority to Determine Government Code Section 56133(e) Exemption Eligibility.
- c) LESSG Report

12. 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.

13. RECOGNITION OF SUPERVISOR THRALL'S FINAL MEETING AS COUNTY REPRESENTATIVE ON LAFCO

Adjourn to next regular meeting

LAFCO's next regular meeting to take place 10:00 AM on February 13, 2022.

Chair:

Commissioners:
Kevin Goss, Vice Chair
Tom McGowan, County
Matthew Haesche, Pub
Bill Powers, City
Jeff Engel, County Alt
Pat Morton, Alt
Vacant, Pub Alt
Executive Officer:
Jennifer Stephenson

Clerk:
Cheryl Kolb



LAFCo

Agenda Item #7

*The Local Agency Formation
Commission Serving Plumas County*

**Claim Authorization Form
February 2023 and March 2023 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2022-2023 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
March 1, 2023	County Contract Services	\$ 490.95
March 3, 2023	Health Care-Gullixson February 23	\$ 758.81
March 5, 2023	Legal Services February 2023	\$ 450.00
March 10, 2023	Staff Svcs February 2023	\$ 5,814.76
March 11, 2023	Commissioner Per Diem/OASI (February 2023)	\$ 430.61
April 3, 2023	Health Care-Gullixson March 23	\$ 758.81
April 3, 2023	Staff Svcs March 2023	\$ 6,464.82
TOTAL Feb. 23-Mar. 2023 (FY 22-23) - LAFCo expenses:		\$ 15,168.76
April 17, 2023	Transfer from General to Reserve Fund	\$ 10,000.00

DATED: April 17, 2023

APPROVED: April 17, 2023

Kevin Goss, Vice Chair Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer

Invoice #PLUMAS-2023-3
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 3, 2023

Plumas LAFCO
520 Main St
Quincy, CA 96971

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,750	\$3,750.00
Cheryl Kolb, Clerk (Minutes and agenda mailing)		\$120.00	\$0.00
Cheryl Kolb, Clerk (Records digitization)	2.50	\$35	\$87.50
Dennis Miller, GIS - Mapping for Cemetery Reorg		\$70	\$0.00
Subtotal			\$3,837.50

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 - East Plumas Fire, Cemeteries	28.50	\$ 90.00	\$2,565.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 45.00	\$0.00
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
Subtotal			\$2,565.00

Reimbursements

Reproduction Costs	\$0.00
Postage	\$45.84
Phone and Communications	\$16.48
Office Supplies	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$62.32

Amount Due	\$6,464.82
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

4/3/23

Date

Invoice #PLUMAS-2023-2
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: March 10, 2023

Plumas LAFCO
520 Main St
Quincy, CA 96971

Staff Services

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,750	\$3,750.00
Cheryl Kolb, Clerk (Minutes and agenda mailing)		\$120.00	\$120.00
Cheryl Kolb, Clerk (Records digitization)	3.50	\$35	\$122.50
Dennis Miller, GIS - Mapping for Cemetery Reorg		\$70	\$0.00
Subtotal			\$3,992.50

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 - East Plumas Fire, Cemeteries	13.50	\$ 90.00	\$1,215.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant	0.00	\$ 45.00	\$0.00
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
Subtotal			\$1,215.00

Reimbursements

Reproduction Costs	\$0.00
Postage	\$25.44
CALAFCO Staff Workshop (50% Registration and hotel)	\$566.49
Phone and Communications	\$15.33
Office Supplies	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$607.26

Amount Due	\$5,814.76
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

3/10/23

Date

Plumas LAFCO FY 22-23 Bookkeeping

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage
Account Number	SDRMA	Expense									Commission	
Total Budgeted	\$3,699.00	\$ 750.00	\$ 400.00	\$ 500.00	\$ 150.00	\$1,815.00	\$2,000.00	\$ 45,000.00	\$ 1,120.00	\$ 800.00	\$ 5,000.00	\$ 1,500.00
SDRMA Insurance 22-23	(\$2,825)											
CALAFCO Membership 22-23						\$ (1,315.00)						
Healthcare Gullixson July 22												
CalPERS Unfunded Liability (22-23)												
Staff Services (Jul 22)				\$ (15.33)				\$ (3,750.00)				
Healthcare Gullixson Aug 22												
Healthcare Gullixson Sept 22												
Commissioner Mileage Aug												\$ (42.25)
CalPERS GASB												
Commissioner Stipends Aug												
CALAFCO Conference Registration											\$ (1,475.00)	
Staff Services (Aug 22)				\$ (15.33)				\$ (3,750.00)	\$ (242.50)		\$ (307.50)	
Staff Services (Sept 22)		\$ (49.23)						\$ (3,750.00)	\$ (87.50)			
Staff Services (Oct 22)				\$ (15.33)				\$ (3,750.00)	\$ (286.25)		\$ (261.41)	\$ (39.38)
Staff Services (Nov 22)		\$ (83.72)		\$ (15.33)	\$ (75.20)			\$ (3,750.00)				
CSDA Membership						\$ (500.00)						
Healthcare Gullixson Oct 22												
Healthcare Gullixson Nov 22												
Conference Reimbursements											\$ (2,015.57)	
Commissioner Stipends Oct												
Commissioner Mileage Oct												\$ (82.00)
BOE Filing Fees												
Staff Services (Dec 22)				\$ (15.33)				\$ (3,750.00)	\$ (120.00)			
Staff Services (Jan 23)	\$ (587.50)		\$ (64.53)	\$ (15.33)				\$ (3,750.00)				
Healthcare Gullixson Dec 22												
Healthcare Gullixson Jan 23												
Commissioner Stipends Dec												
Commissioner Mileage Dec												\$ (116.75)
Healthcare Gullixson Feb 23												
Healthcare Gullixson Mar 23												
Commissioner Stipends Feb												
Legal February 23							\$ (450.00)					
County Contract Services												
Staff Services (Feb 23)				\$ (15.33)	\$ (25.44)			\$ (3,750.00)	\$ (120.00)		\$ (566.49)	
Staff Services (Mar 23)				\$ (16.48)	\$ (45.84)			\$ (3,750.00)	\$ (87.50)			
TOTAL EXPENDED	(\$3,412)	(\$132.95)	(\$64.53)	(\$123.79)	(\$146.48)	(\$1,815)	(\$450)	(\$33,750)	(\$943.75)	\$0	(\$4,626)	(\$280)
TOTAL REMAINING	\$ 286.58	\$ 617.05	\$ 335.47	\$ 376.21	\$ 3.52	\$ -	\$ 1,550.00	\$ 11,250.00	\$ 176.25	\$ 800.00	\$ 374.03	\$ 1,219.62

Plumas LAFCO FY 22-23 Bookkeeping

Item	MSR/SOIs	Commiss	File Management	County	Health	CalPERS	Agency	TOTAL
Account Number		Stipends		Contract	Insurance	Unfunded	Training	BUDGET
Total Budgeted	\$ 25,000.00	\$ 7,167.00	\$ 3,000.00	\$ 1,000.00	\$ 8,500.00	\$ 527.00	\$ -	\$ 107,928.00
SDRMA Insurance 22-23								\$ (2,824.92)
CALAFCO Membership 22-23								\$ (1,315.00)
Healthcare Gullixson July 22					\$ (690.01)			\$ (690.01)
CalPERS Unfunded Liability (22-23)						\$ (656.00)		\$ (656.00)
Staff Services (Jul 22)	\$ (585.00)							\$ (4,350.33)
Healthcare Gullixson Aug 22					\$ (690.01)			\$ (690.01)
Healthcare Gullixson Sept 22					\$ (690.01)			\$ (690.01)
Commissioner Mileage Aug								\$ (42.25)
CalPERS GASB						\$ (350.00)		\$ (350.00)
Commissioner Stipends Aug		\$ (500.00)						\$ (500.00)
CALAFCO Conference Registration								\$ (1,475.00)
Staff Services (Aug 22)	\$ (607.50)							\$ (4,922.83)
Staff Services (Sept 22)	\$ (2,137.50)							\$ (6,024.23)
Staff Services (Oct 22)	\$ (1,395.00)							\$ (8,042.37)
Staff Services (Nov 22)	\$ (1,620.00)							\$ (6,388.01)
CSDA Membership								\$ (500.00)
Healthcare Gullixson Oct 22					\$ (690.01)			\$ (690.01)
Healthcare Gullixson Nov 22					\$ (690.01)			\$ (690.01)
Conference Reimbursements								\$ (2,015.57)
Commissioner Stipends Oct		\$ (791.80)						\$ (791.80)
Commissioner Mileage Oct								\$ (82.00)
BOE Filing Fees								\$ (4,100.00)
Staff Services (Dec 22)	\$ (1,575.00)		\$ (35.00)					\$ (5,495.33)
Staff Services (Jan 23)	\$ (1,890.00)							\$ (6,307.36)
Healthcare Gullixson Dec 22					\$ (690.01)			\$ (690.01)
Healthcare Gullixson Jan 23					\$ (758.81)			\$ (758.81)
Commissioner Stipends Dec		\$ (791.80)						\$ (791.80)
Commissioner Mileage Dec								\$ (116.75)
Healthcare Gullixson Feb 23					\$ (758.81)			\$ (758.81)
Healthcare Gullixson Mar 23					\$ (758.81)			\$ (758.81)
Commissioner Stipends Feb		\$ (430.61)						\$ (430.61)
Legal February 23								\$ (450.00)
County Contract Services				\$ (490.95)				\$ (490.95)
Staff Services (Feb 23)	\$ (1,215.00)		\$ (122.50)					\$ (5,814.76)
Staff Services (Mar 23)	\$ (2,565.00)							\$ (6,464.82)
								\$ -
TOTAL EXPENDED	(\$13,590)	(\$2,514.21)	(\$158)	(\$490.95)	(\$6,416.49)	(\$1,006)	\$0	(\$77,159.18)
TOTAL REMAINING	\$ 11,410.00	\$ 4,652.79	\$ 2,842.50	\$ 509.05	\$ 2,083.51	\$ (479.00)	\$ -	\$ 30,768.82

Plumas LAFCo

STAFF REPORT

MEETING DATE: April 17, 2023

TO: LAFCo Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Proposed Budget and Work Plan for the 2023-2024 Fiscal Year

LAFCo's 2023-2024 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. Additionally, in the 2019 update of the Bylaws, the commission approved a policy of maintaining a minimum Reserve Fund balance of \$100,000. At present, the Cash Reserve Fund has a balance of \$74,079. This balance reflects the \$10,000 allocated to the reserve for this fiscal year and approved for transfer at this meeting. The amount of interest earned to date on the reserve fund is unknown. In 2022, the Commission approved a resolution allocating all interest earnings to the reserve fund, as opposed to being appropriated to operations. This is the first fiscal year for which that has occurred. It is recommended that the Commission continue the practice of setting aside funds towards meeting the reserve fund policy in the amount of \$10,000.

The Proposed 2023-2024 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 2023-2024

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 22-23, the focus of the workplan has been the following: reorganization of cemetery districts, MSRs, SOI Updates, and reorganization of fire providers in Eastern Plumas, and an MSR on Grizzly Lake CSD.

The Commission allocated \$12,000 in FY 22-23 to support the fire reorganization efforts and reduce associated application fees. These funds have been partially used towards completing MSRs of five fire providers in Eastern Plumas, as well as SOI Updates of the affected agencies. The Commission has just received the application for reorganization with the reduced application fees. While the application is anticipated to be largely processed by the next fiscal year, it is recommended that approximately \$4,000 continue to be allocated towards the Eastern Plumas fire reorganization in FY 23-24.

Consolidation of the cemetery district continues to be an ongoing project. As the project was initiated by LAFCO, all associated processing time is from the LAFCO budget. This process has been particularly challenged and time consuming. It is recommended that \$4,000 continue to be budgeted for this process.

Issues and concerns related to Grizzly Lake CSD continue to highlight the need for an MSR. It is anticipated that the MSR will be largely complete by the end of the fiscal year; however, it is recommended that \$2,000 continue to be budgeted to complete the process in the next fiscal year.

For FY 22-23, the Commission prioritized 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 reorganize fire services and MSRs have been completed on five fire providers. Additionally, Quincy FPD, Indian Valley CSD, Crescent Mills FPD, and Chester PUD have been identified as needing an MSR update, all of which are fire providers. Most recently, discussions have started regarding possible reorganization in the Lake Almanor area. The Commission determined that 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 23-24 would not cover the entirety of this project but could begin the efforts with the remainder funded in FY 24-25.

In total, these projects are proposed to be allocated \$25,400 in FY 23-24. 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 2023-2024 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 2023-2024 around the City of Portola.

District Consolidations (Agency Initiated) – While not technically a consolidation, the formation of a new fire district in Eastern Plumas is a significant reorganization. It is recommended that the project be allocated \$4,000 in funds to finalize the application in FY 23-24. 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 2023-2024 budget.

District Consolidations (LAFCo Initiated) – LAFCo has the authority to initiate consolidations based on findings in a Service Review. The consolidation of Quincy LaPorte and Meadow Valley Cemetery Districts, Cromberg and Mohawk Valley Cemetery Districts, and Greenville and Crescent Mills Cemetery District have been initiated by LAFCo. The financial burden of these consolidations therefore lies with LAFCo; therefore, it is recommended that LAFCo continue to allocate \$4,000 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.

2023-2024 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 23-24.

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 inquiries 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 23-24 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 23-24, the primary special project will be comprehensively updating the Policies and Procedures.

Commissioner Development – CALAFCO Conference

Ideally, the Commission's 2023-2024 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 CALAFCO Conference will be held in Monterey, 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. In June 2022, the Commission approved Resolution 2022-0002 determining that Commissioners are employees to meet these requirements. It is recommended that \$5,167.20 be budgeted in FY 23-24 to account for the \$100 stipend plus the 7.65 percent employer share of social security and Medicare.

Liability Insurance and Workers Comp 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 may increase up to \$2,919 in FY 23-24. SDRMA has not yet provided final premiums for the next fiscal year. Workers comp insurance from the State Compensation Insurance Fund is anticipated to remain \$587.50.

Memberships: CALAFCO dues increased according to a consumer price index of 8.27 percent from \$1,315 to \$1,424. 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 remain \$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 remain \$150.

Communications: The County has transferred the LAFCo line over to its new phone system, which has greatly reduced costs associated with the landline. Additionally, the toll-free number was cancelled to further reduce communication costs. It is anticipated that there will be a continued need for Zoom services at \$16.48 per month. With the implementation of these changes, it is recommended that the communications budget be reduced from \$500 to \$200.

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 continue to be budgeted at \$750 for the year.

Legal Services: This year it is recommended that \$3,000.00 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. It is anticipated that legal counsel will be necessary in processing the fire reorganization application.

Staff Services: It is recommended that this item be increased to \$49,200 to account for an increase of contract Executive Officer fees of \$310 per month based on a CPI of 8.27%. A contract amendment will be required. 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 has paid \$120 per meeting for clerk services during the meetings and compilation of minutes, as well as a total of \$400 for additional clerk tasks. Because of the transition to a new agenda and minute system, this process is more time consuming; therefore, it is recommended that the flat rate be increased to \$150 per meeting. Total clerk costs in 2023-2024 are proposed to be \$1,300.

Legal Notices/Publications: \$500 has been proposed for this item. Costs in FY 18-19 year exceeded the budgeted amount; however, in the last four 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 availability of virtual meeting attendance. However, new legal constraints will limit the use of virtual attendance by Commissioners. It is recommended that this budget item remain constant at \$1,500 in the upcoming year, as 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 Monterey, CA for a cost of around \$4,400. Additionally, it would cover cost of attendance for staff at the CALAFCO Staff Workshop 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 \$25,400 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 23-24 \$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 \$689.40 to \$758.81 per month. It is unknown whether insurance rates will continue to increase in the upcoming year. Additionally, after reviewing the contract with the former Executive Officer, it is unclear if Plumas LAFCo is obligated to continue to provide health insurance. Because the Commission has indicated its intent to cancel its contract with CalPERS, Plumas LAFCO will become ineligible to have CalPERS health insurance. Given the unknown outcome of this item, it is recommended that \$10,000 be allocated in the proposed budget.

PERS Unfunded Liability: In February 2023, the Commission adopted Resolution 2023-0001 indicating its intent to cancel its contract with CalPERS. The resolution initiated the valuation process to determine what payment would be necessary to ensure continued payments to benefit recipients. The valuation will be received in May 2023 and incorporated into the Final Budget.

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 \$84,079 by the end of 2023-2024.

Contingency: A contingency amount is essential to cover unexpected expenses. The contingency fund has historically been used minimally. Consequently, it is recommended that the contingency amount be reduced to \$3,000, and should any significant unanticipated costs arise, then additional funds can be used from the allocated reserve budget.

Anticipated re-budgeting of funds

Notwithstanding unexpected year-end expenses, at current expenditure rates the Commission will be able to re-budget approximately \$20,000 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 \$20,000.00 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 \$99,997.70 for FY 2023-2024, which is fairly consistent with FY 22-23. The City and County would pay \$49,998.85 each, assuming the existing allocation formula in Government Code 56381 is followed.

Recommendation

Approve LAFCo Resolution 2023-0002 adopting a proposed budget for fiscal year 2023-2024.

Resolution 2023-0002
of the
Plumas Local Agency Formation Commission

*A Resolution of Plumas Local Agency Formation Commission Adopting a Proposed Budget for
2023-2024*

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 2023-2024 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 2023-2024 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 17th day of April 2023 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 17th day of April 2023.

Attest:

Kevin Goss, Vice Chair
Plumas LAFCo

Jennifer Stephenson, Executive Officer
Plumas LAFCo

Plumas LAFCo
Proposed 23-24 Budget, Resolution 2023-0002
April 17, 2023

OBJECT LEVEL/ACCOUNT	FY 2021-2022	FY 2022-2023	FY 2022-2023	FY 2023-2024	
	FINAL BUDGET	FINAL BUDGET	AS OF 3/31/2023	PROPOSED BUDGET	
EXPENDITURES*					NOTES
Commissioner Stipends	\$4,800.00	\$7,167.20	\$2,514.21	\$5,167.20	If stipend is continued with employee status. Plus employer share of social security and medicare of 7.65%. Had previously included an additional \$2,000 added to pay for back payments for 2019-2022 for social security and medicare.
Liability Insurance and Workers Comp Insurance	\$2,648.06	\$3,699.00	\$3,412.50	\$3,506.50	Based on maximum estimate received from SDRMA \$2,919 and \$587.50 for workers comp from State Compensation Insurance Fund.
Memberships	\$1,754.00	\$1,815.00	\$1,815.00	\$1,924.00	CALAFCO dues increased according to CPI of 8.27% from \$1,315 to \$1,424, \$500 CSDA membership.
Office Expense – Printing	\$800.00	\$400.00	\$64.53	\$400.00	A majority attributed to agenda packet printing. Because Commissioners are not receiving printed agendas, this cost is greatly reduced.
Postage	\$300.00	\$150.00	\$100.64	\$150.00	Same as printing. Been trying to transition to email transmittals to the degree possible.
Communications	\$1,100.00	\$500.00	\$107.31	\$200.00	Moved phone number to County system and are not billed, greatly reducing this cost. Also, eliminated the 800 number. Anticipate continuing Zoom services at \$16.48 per month.
Office expenses/Board Room rental/general	\$600.00	\$750.00	\$132.95	\$750.00	Online Cloud services \$450 plus \$300 for incidentals. Note Dropbox payment goes out in June.
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$450.00	\$3,000.00	Anticipated making more use of legal counsel given existing complexity of projects.
Professional Svcs. – LAFCo Staff	\$42,000.00	\$45,000.00	\$30,000.00	\$49,200.00	Has been \$3750 per month. CPI increase would be \$4060.
LAFCo Clerk Costs	\$1,120.00	\$1,120.00	\$856.25	\$1,300.00	Has been \$120 per meeting, plus \$400 for clerk services. Would like to increase Clerk meeting payment to \$150 given greater demand with new minutes and agenda system.
Publications/Legal Notices	\$800.00	\$800.00	\$0.00	\$500.00	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. Note that we have had publications this year but Mountain Messenger has not sent bills.
Personal Mileage - Commissioners	\$1,500.00	\$1,500.00	\$280.38	\$1,500.00	It is anticipated that meetings will go back to in person where Commissioners will be driving.
Transportation & Travel (Special)	\$5,000.00	\$5,000.00	\$4,625.97	\$5,000.00	Conference for 2 Commissioners and 1 staff. Staff workshop for staff. Conference in Monterey Oct 18 - Oct 20.
MSR/SOI Updates/Special Projects	\$26,000.00	\$25,000.00	\$11,025.00	\$25,400.00	Work plan - Supplement fire reorganization efforts, continued support of cemetery district reorganization, perhaps a countywide fire MSR to consider fire reorganization options. GLCSD MSR.
County Contract and Misc. Services	\$1,000.00	\$1,000.00	\$490.95	\$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	\$7,800.00	\$8,500.00	\$6,416.49	\$10,000.00	Payments went from \$689.40 to \$758.81 this year. If CalPERS contract is cancelled then will not be eligible for CalPERS health insurance. Very unclear if it is necessary to continue providing that.
PERS Unfunded Liability	\$177.00	\$527.00	\$1,006.00		Minimum \$350 payment for GASB payment and appears no payment due. Unknown how much Cal PERS will require to cancel contract.
LAFCo File Management - Scanning	\$3,000.00	\$3,000.00	\$158.00	\$3,000.00	
Agency Training	\$0.00	\$0.00	\$0.00	\$0.00	
Total Services & Supplies	\$102,399.06	\$107,928.20	\$63,456.18	\$111,997.70	
RESERVE FUND	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Adopted policy in Bylaws to maintain a \$100,000 reserve fund. Current balance is \$64,079.48. Still need to transfer the budgeted \$10,000, but waiting for County's contribution.
CONTINGENCY	\$5,000.00	\$5,000.00	\$0.00	\$3,000.00	
TOTAL LAFCO BUDGET	\$117,399.06	\$122,928.20	\$73,456.18	\$124,997.70	
REVENUES AND DEPOSITS					
Anticipated Cash Balance as of July 1st	-\$18,000.00	-\$19,000.00	\$19,000.00	-\$20,000.00	Current cash balance is \$26,697.51, but have not received County's apportionment.
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	-\$16,875.00	-\$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. Additional application fees are anticipated this FY.
Interest	\$0.00	\$0.00	\$0.00	\$0.00	Interest is directed to Reserve Fund. Does not contribute to operating budget. County has confirmed that interest will post to Reserve Account. Do not have interest income numbers for this fiscal year.
City Share – LAFCO Cost	\$47,199.53	\$49,464.10		\$49,998.85	
County Share – LAFCO Cost	\$47,199.53	\$49,464.10		\$49,998.85	
Total Due from Other Gov'ts.	\$94,399.06	\$98,928.20		\$99,997.70	

Agenda Item #11

Plumas LAFCO

02/22/2023

RE: Public Member Alternate

Dear Jennifer Stephenson,

This letter is to inform you that I am interested in occupying the Public Member Alternate position with Plumas LAFCO.

I'm Phil Oels and I have served on the Portola City Council from 2012 to 2022, I recently lost my election to retain my seat. I was appointed to represent Plumas LAFCO in 2012 and served until 2016. At this time I resigned my City Council seat to run for County Supervisor, which I ultimately lost my election by only 13 votes. I was subsequently reappointed to the Portola City Council, where I served until 2022.

I also served on the Plumas Transportation Committee and was deeply involved with Firesafe Council activities. I remain deeply interested in local government and would be honored to continue serving our community in this capacity.

Thank you for your consideration,



Phil Oels