

PLUMAS LAFCo
REGULAR MEETING AGENDA

MONDAY April 12, 2021

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, Plumas Local Agency Formation Commission will be meeting in person in the Board of Supervisors Chambers in a manner to protect the public's health and prevent the disease from spreading locally. California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the LAFCo Commissioners 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 the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25 percent of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order.* The public may also participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it Live at <http://plumascoca.suiteonemedia.com/web/Home.aspx>

ZOOM Participation

You may use your computer or smart device to watch the video conference 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://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09>

or by phone at:

Phone Number 1-669-900-9128

Meeting ID: 948 7586 7850

Passcode: 261352

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. 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:

Bill Powers, City Member, Chair
Sharon Thrall, County Member, Vice Chair
Tom Cooley, City Member
Kevin Goss, 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:

a) Letter to Grizzly Lake CSD

4. CONSENT ITEM (S)

a) Approval of the February 8, 2021 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 February 2021 and March 2021.

a) Authorize payment of claims February 2021 and March 2021.

PUBLIC HEARINGS and ACTION ITEMS:

7. Public Hearing regarding the Proposed 2021-2022 LAFCo Budget

- a) *Review Executive Officer's report.*
- b) *Provide direction to staff regarding Proposed Workplan.*
- c) *Provide direction to staff regarding possible continuation of suspension of Commission stipend.*
- d) *Conduct public hearing and consider LAFCo Resolution 2021-0001 adopting a proposed LAFCo Budget for Fiscal Year 2021-2022.*

8. Update Regarding Cemetery District Reorganization

- a) *Executive Officer's Update*
- b) *Discussion*

9. Public Hearing regarding the Feather River Resource Conservation District Municipal Service Review

- a) *Receive service review report*
- b) *Conduct Public Hearing*
- c) *Discussion*
- d) *Consider Resolution 2021-0002 adopting the service review for the FRRCD*

10. Selection or Reappointment of Public Member and Public Member Alternate for a Term ending May 5, 2025.

- a) *Determination of Method of Selection of Public Members: Appointment of an Interview Committee or Interview of Public Members by the full Commission and possible action.*
- b) *Schedule interview and selection for June 14, 2021 meeting*

11. Executive Officer's Report

- a) *Form 700 were to be submitted by April 1, 2021*
- b) *CALAFCO Leg Committee*
- c) *CALAFCO U*

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.

12. Adjourn to next regular meeting.

LAFCo's next regular meeting to take place 10:00 am on June 14, 2021

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:

Bill Powers

Commissioners:

Sherrie Thrall

Kevin Goss

Tom Cooley

Matthew Haesche

Pat Morton, Alt.

Jeff Engel, Alt.

Terry Swofford, Alt.

Executive Officer:

Jennifer Stephenson

Clerk:

Cheryl Kolb

Plumas LAFCo

The Local Agency Formation Commission Serving Plumas County

February 11, 2021

Chair Larry Terrill

Grizzly Lake Community Services District

119 Delleker Drive,

Portola, California 96122

Re: GLCSD Removal of a Board Member

Dear Chair Terrill,

I am writing to you with regard to recent action by the GLCSD Board to remove one of its members. This is an issue that is more properly addressed with your District legal counsel or County Counsel if you use their office. However, district governance is an issue LAFCo does consider when writing MSR's and SOI Updates. The Commission has tasked LAFCo staff with writing this letter in the hopes that such information as we can provide will assist your Board to make informed decisions and resolve the issue before it becomes a more significant dispute. Please understand that we are not providing legal advice. For that you must consult your own legal counsel.

LAFCo is aware that at a special meeting of the GLCSD Board of Directors on December 16, 2020, the Board voted to remove Director Sharon Castaneda from the governing body of the CSD.

Under California law, there are only a few limited ways to remove public officials who hold elective office. Directors may only be removed from office by 1) conviction of a qualifying crime, 2) official misconduct, or 3) recall, all of which are defined here:

- Government Code Sections 1021 and 3000 provide that officers are removed from office if convicted of crimes as specified by the Constitution or other state law. The most common example is a felony or other crime involving a violation of the officer's official duties. In these instances, the official is suspended from office

upon the finding of guilt and removed from office upon the entry of the trial court judgement. (Govt. Code §§ 1770, 1770.1, 1770.1)

- Pursuant to Government Code Section 3060, the California Grand Jury may present “[a]n accusation in writing against any officer of a district,” which in turn requires prosecution by the District Attorney. Upon a conviction, the official is to be removed from office. (Govt. Code §§3060, 3072.)
- Elected officials are subject to recall by the voters, a process that begins with the service, filing, and publication or posting of a Notice of Intention to circulate a recall petition. (Elec. Code §§11000 et seq.)

It does not appear that there is any statutory authority for a board of directors of a special district to remove a director. The only authorized removal procedures are the three set forth above. Given that, it does not appear that the Board had the lawful authority to deprive Ms. Castaneda of the office to which she was appointed or elected.

We hope that this information will be of assistance and the situation is resolved amicably and lawfully.

Please contact me if you have any questions regarding this or any other matter of concern for the district.

Sincerely,

Jennifer Stephenson
Plumas LAFCo, Executive Officer

Cc: Director, Sharon Castaneda
District Attorney, David Hollister
County Counsel, Gretchen Stuhr

PLUMAS LAFCo

SPECIAL MEETING MINUTES

MONDAY February 8, 2021

10:00 AM

This special meeting has the same agenda as, and supersedes, the regular meeting previously scheduled for the same time and date. The meeting is noticed as a special meeting to allow Commissioners and the public to participate in the meeting via teleconference or other electronic means. A roll call vote is required for all items on the agenda. This meeting will be held via the Zoom video conferencing system **only** due to the current State orders.

You may use your computer or smart device to watch the video conference 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.

Join Zoom Meeting Online

<https://us02web.zoom.us/j/86097161576?pwd=SEhUQThKUjRYdFlxMIRLWjlaZERTZz09>

Meeting ID: 860 9716 1576

Passcode: 869128

Join Zoom Meeting in App

Open application, make an account

Click "Join"

Meeting ID: 860 9716 1576

Passcode: 869128

Dial in by Phone

(669)900-9128

Meeting ID: 860 9716 1576

Passcode: 869128

You do not need to enter a participant ID when prompted.

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Sharon Thrall, County Member, Vice Chair
Tom Cooley, City Member
Kevin Goss, 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: Bill Powers, City Member, Vice Chair: Sharon Thrall, County Member, Tom Cooley, City Member, Matthew Haesche, Public Member, Terry Swofford, Public Member Alt. (Not voting), Pat Morton, City Member Alt. (Not voting).

Absent: Kevin Goss, County Member and Jeff Engel, County Member Alt. (Not voting)

Public attending via Zoom: Tracy Ferguson, Tommy Miles, Robbie Cassou, Lauren Knox, Mike Taborski, Bill Jacks and Shawn McKenzie

2. Approval of Agenda (additions or deletions)

Motion: Approve agenda with no additions or deletions, **Action:** Approve, Moved by Tom Cooley, City Member, **Seconded by** Matthew Haesche, Public Member.

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

Yes: Chair: Bill Powers, City Member, Matthew Haesche, Public Member, Tom Cooley, City Member, Vice Chair: Sharon Thrall, County Member.

Absent: Kevin Goss, County Member.

3. Correspondence: None.

4. CONSENT ITEM (S)

a) Approval of the December 14th, 2020 LAFCo minutes

Motion: Approve minutes as provided, **Action:** Approve, **Moved by** Vice Chair: Sharon Thrall, County Member, **Seconded by** Tom Cooley, City Member.

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

Yes: Chair: Bill Powers, City Member, Matthew Haesche, Public Member, Tom Cooley, City Member, Vice Chair: Sharon Thrall, County Member.

Absent: Kevin Goss, 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.

None.

6. Authorize payment of Claims for December 2020 and January 2021.

a) *Authorize payment of claims December 2020 and January 2021.*

Motion: Authorize payment of claims for December 2020 and January 2021, **Action:** Approve, **Moved by** Tom Cooley, City Member, **Seconded by** Vice Chair: Sharon Thrall, County Member.

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

Yes: Chair: Bill Powers, City Member, Matthew Haesche, Public Member, Tom Cooley, City Member, Vice Chair: Sharon Thrall, County Member.

Absent: Kevin Goss, County Member.

PUBLIC HEARINGS and ACTION ITEMS:

7. Update Regarding Cemetery District Reorganization

a) *Executive Officer's Update*

b) *Discussion*

No public comment.

8. Consideration of Fee Reduction for Annexation Application to Quincy FPD

a) *Receive letter regarding request for fee reduction*

b) *Discussion*

Public comment by Tommy Miles, Bill Jacks and Robbie Cassou.

c) *Approve or deny request for fee reduction*

Motion: Approve waiver of fees for the MSR and SOI update in the amount of \$12,000, **Action:** Approve, **Moved by** Tom Cooley, City Member, **Seconded by** Vice Chair: Sharon Thrall, County Member.

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

Yes: Chair: Bill Powers, City Member, Matthew Haesche, Public Member, Tom Cooley, City Member, Vice Chair: Sharon Thrall, County Member.

Absent: Kevin Goss, County Member.

9. Grizzly Lake CSD Concerns and Next Steps

a) *Review Executive Officer Report*

b) *Provide direction regarding any desired communication with district*

No public comment. Jennifer reports no written communication received from Grizzly Lake CSD.

Motion: Authorize Jennfier Stephenson to send a general letter to Grizzly Lake CSD informing of what Grizzly Lake CSD can and cannot do legally to remove an elected board member, **Action:** Approve, **Moved by** Vice Chair: Sharon Thrall, County Member, **Seconded by** Matthew Haesche, Public Member.

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

Yes: Chair: Bill Powers, City Member, Matthew Haesche, Public Member, Tom Cooley, City Member, Vice Chair: Sharon Thrall, County Member.

Absent: Kevin Goss, County Member.

10. Appoint Commissioners to Budget Committee

- a) Appoint two Commissioners to Budget Committee
Commissioner Tom Cooley and Commissioner Kevin Goss appointed to serve on the Budget Committee again this year.

11. Executive Officer's Report

- a) Active and upcoming applications
Includes Quincy FPD, Chester PUD, Hamilton Branch CSD, Graeagle CSD, Peninsula FPD and West Almanor/Prattville FPDs.
- b) Form 700 must be submitted by April 1, 2021
Submit to Plumas Co. Clerk's office.

11. Commissioner Reports

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12. Adjourn to next regular meeting.

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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.

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Chair:
Bill Powers

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

Clerk:
Cheryl Kolb



LAFCo

Agenda Item #6

*The Local Agency Formation
Commission Serving Plumas County*

**Claim Authorization Form
February 2021 and March 2021 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2020-2021 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Feb. 9, 2021	AT&T (Jan. 21)	\$ 56.64
Feb. 18, 2021	Health Care-Gullixson Feb. 21	\$ 631.63
Mar. 1, 2021	Staff Svcs Feb. 2021	\$ 7,060.45
Mar. 9, 2021	AT&T (Feb. 20)	\$ 56.25
Mar. 23, 2021	Health Care-Gullixson Mar. 21	\$ 631.63
Mar. 25, 2021	Commissioner Per Diems Feb. 21	\$ 200.00
Mar. 25, 2021	Law Office of P. Scott Browne	\$ 420.00
Apr. 1, 2021	Staff Svcs Mar. 2021	\$ 4,206.72
Apr. 2, 2021	Mountain Messenger	\$ 167.63
TOTAL Feb & Mar 2021 (FY 20-21) - LAFCo expenses:		\$ 13,430.95

DATED: April 12, 2021

APPROVED: April 12, 2021

Bill Powers, Chair, Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer

Plumas LAFCO FY 20-21 Bookkeeping

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage	MSR/SOIs
Account Number	SDRMA	Expense									Commission		
Total Budgeted	\$ 2,398.00	\$ 300.00	\$ 800.00	\$ 900.00	\$ 300.00	\$ 1,767.00	\$2,000.00	\$ 43,000.00	\$ 1,120.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 24,000.00
SDRMA Insurance 20-21	(\$2,900)												
CALAFCO Membership						\$ (1,267.00)							
AT&T (Jul 20)				\$ (55.82)									
Healthcare Gullixson July 20													
Healthcare Gullixson Aug 20													
CalPERS Unfunded Liability (20-21)													
Staff Services (Jul 20)		\$ (14.99)	\$ (95.00)	\$ (27.98)	\$ (6.60)			\$ (3,500.00)	\$ (35.00)				\$ (1,665.00)
AT&T (Aug 20)				\$ (55.82)									
Healthcare Gullixson Sep 20													
Commissioner Per Diems (Aug 20)													
Staff Services (Aug 20)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)	\$ (120.00)				\$ (720.00)
Benoit Staff Services		\$ (33.90)											\$ (100.00)
AT&T (Sep 20)				\$ (55.82)									
Healthcare Gullixson Oct 20													
CSDA Membership						\$ (500.00)							
Staff Services (Sept. 20)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)					\$ (555.00)
AT&T (Oct 20)				\$ (55.88)									
Healthcare Gullixson Nov 20													
Staff Services (Oct. 20)		\$ (14.99)	\$ (130.00)	\$ (27.98)	\$ (5.40)			\$ (3,500.00)	\$ (172.50)				\$ (765.00)
AT&T (Nov 20)				\$ (55.94)									
Commissioner Per Diems (Oct 20)													
SDRMA Refund	\$ 500.00												
AT&T (Dec 20)				\$ (55.94)									
Staff Services (Nov. 20)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)					\$ (247.50)
Healthcare Gullixson Dec 20													
Staff Services (Dec. 20)		\$ (14.99)	\$ (36.20)	\$ (27.98)	\$ (4.20)			\$ (3,500.00)	\$ (172.50)				\$ (202.50)
County Staff Services (July-Jan21)													
AT&T (Jan. 21)				\$ (56.64)									
Healthcare Gullixson Jan 21													
Commissioner Per Diems (Dec 20)													
Staff Services (Jan. 21)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)					\$ (427.50)
Staff Services (Feb. 21)		\$ (142.29)	\$ (41.63)	\$ (27.98)	\$ (14.80)			\$ (3,500.00)	\$ (172.50)				\$ (2,913.75)
Commissioner Per Diems (Feb 20)													
AT&T (Feb. 21)				\$ (56.25)									
Healthcare Gullixson Feb 21													
Healthcare Gullixson Mar 21													
Staff Services (Mar. 21)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)					\$ (528.75)
Legal Counsel (Mar 21)							\$ (420.00)						
Mountain Messenger (Mar 21)										\$ (167.63)			
TOTAL EXPENDED	(\$2,400)	(\$296.11)	(\$302.83)	(\$699.93)	(\$31.00)	(\$1,767)	(\$420)	(\$31,500)	(\$673)	(\$168)	\$0	\$0	(\$8,125)
TOTAL REMAINING	\$ (2.00)	\$ 3.89	\$ 497.17	\$ 200.07	\$ 269.00	\$ -	\$ 1,580.00	\$ 11,500.00	\$ 447.50	\$ 832.37	\$ 3,000.00	\$ 1,500.00	\$ 15,875.00

Item	Commiss	File Management	County	Health	CalPERS	Agency	TOTAL	RESERVE	Contingency
Account Number	Stipends		Contract	Insurance	Unfunded	Training	BUDGET		4451
Total Budgeted	\$1,200.00	\$ 3,700.00	\$ 1,300.00	\$ 8,000.00	\$ 6,804.00	\$ -	\$ 103,089.00	\$44,529.92	\$ 5,000.00
SDRMA Insurance 20-21							\$ (2,900.00)		
CALAFCO Membership							\$ (1,267.00)		
AT&T (Jul 20)							\$ (55.82)		
Healthcare Gullixson July 20				\$ (634.40)			\$ (634.40)		
Healthcare Gullixson Aug 20				\$ (634.19)			\$ (634.19)		
CalPERS Unfunded Liability (20-21)					\$ (6,804.00)		\$ (6,804.00)		
Staff Services (Jul 20)							\$ (5,344.57)		
AT&T (Aug 20)							\$ (55.82)		
Healthcare Gullixson Sep 20				\$ (634.19)			\$ (634.19)		
Commissioner Per Diems (Aug 20)	\$ (200.00)						\$ (200.00)		
Staff Services (Aug 20)							\$ (4,382.97)		
Benoit Staff Services							\$ (133.90)		
AT&T (Sep 20)							\$ (55.82)		
Healthcare Gullixson Oct 20				\$ (634.19)			\$ (634.19)		
CSDA Membership							\$ (500.00)		
Staff Services (Sept. 20)							\$ (4,097.97)		
AT&T (Oct 20)							\$ (55.88)		
Healthcare Gullixson Nov 20				\$ (634.19)			\$ (634.19)		
Staff Services (Oct. 20)		\$ (8.75)					\$ (4,624.62)		
AT&T (Nov 20)							\$ (55.94)		
Commissioner Per Diems (Oct 20)	\$ (200.00)						\$ (200.00)		
SDRMA Refund							\$ 500.00		
AT&T (Dec 20)							\$ (55.94)		
Staff Services (Nov. 20)							\$ (3,790.47)		
Healthcare Gullixson Dec 20				\$ (631.63)			\$ (631.63)		
Staff Services (Dec. 20)							\$ (3,958.37)		
County Staff Services (July-Jan21)			\$ (268.10)				\$ (268.10)		
AT&T (Jan. 21)							\$ (56.64)		
Healthcare Gullixson Jan 21				\$ (631.63)			\$ (631.63)		
Commissioner Per Diems (Dec 20)	\$ (200.00)						\$ (200.00)		
Staff Services (Jan. 21)							\$ (3,970.47)		
Staff Services (Feb. 21)							\$ (6,812.95)		
Commissioner Per Diems (Feb 20)	\$ (200.00)						\$ (200.00)		
AT&T (Feb. 21)							\$ (56.25)		
Healthcare Gullixson Feb 21				\$ (631.63)			\$ (631.63)		
Healthcare Gullixson Mar 21				\$ (631.63)			\$ (631.63)		
Staff Services (Mar. 21)							\$ (4,071.72)		
Legal Counsel (Mar 21)							\$ (420.00)		
Mountain Messenger (Mar 21)							\$ (167.63)		
								\$ 7,000.00	
							\$ -		
TOTAL EXPENDED	(\$800)	(\$9)	(\$268)	(\$5,698)	(\$6,804)	\$0	(\$59,961)	\$ 7,000.00	\$ -
TOTAL REMAINING	\$ 400.00	\$ 3,691.25	\$ 1,031.90	\$ 2,302.32	\$ -	\$ -	\$ 43,128.47	\$ 51,529.92	\$ 5,000.00

Invoice #PLUMAS-2021-2
Policy Consulting Associates, LLC

39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: March 1, 2021

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	\$172.50
Cheryl Kolb, Clerk (Records digitization)	0.00	\$35	\$0.00
Dennis Miller, GIS	0.00	\$60	\$0.00
Subtotal			\$3,672.50

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects (File 2021-01)	2.75	\$ 90.00	\$247.50
Jennifer Stephenson, MSR and SOI Updates - Cemeteries	5.50	\$ 90.00	\$495.00
Jennifer Stephenson, Applications/Projects (Quincy FPD MSR)	2.50	\$ 90.00	\$225.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant - FRRCD	48.75	\$ 45.00	\$2,193.75
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
Subtotal			\$3,161.25

Reimbursements

Reproduction Costs	\$41.63
Postage	\$14.80
Phone and Communications	\$27.98
Office Supplies (Zoom Pro and external hard drive)	\$142.29
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$226.70

Amount Due	\$7,060.45
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Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson

Jennifer Stephenson, Principal

3/1/21

Date

Jennifer Stephenson February 2021 Timesheet			
Date	Hours	Description	Special Project
2/1/21	3.75	Drafting agenda	
2/2/21	5.5	Drafting agenda	
2/3/21	6.25	Compiling agenda, distribution	
2/4/21			
2/5/21	2.5	BOS Meeting assistance re: cemetery districts	X
2/6/21			
2/7/21	2.75	Meeting prep	
2/8/21	4.75	Meeting prep, meeting, follow up	
2/9/21	1.75	BOS Meeting re: cemetery districts	X
2/10/21	2.5	Correspondance QFPD re: MSR and applicants	X
2/11/21	6.25	Drafting of letter to GLCSD	
2/12/21			
2/13/21	2.75	Notification of application for File 2021-01	X
2/14/21			
2/15/21			
2/16/21			
2/17/21	2.5	FRRCD MSR Project Management	
2/18/21	1.75	Leg Committee Meeting prep	
2/19/21	2.5	CALAFCO Leg Committee meeting	
2/20/21	2.25	Mailing of letter to GLCSD	
2/21/21	1.25	Follow up re: cemeteries	X
2/22/21			
2/23/21			
2/24/21			
2/25/21	1.75	Fire Study Group	
2/26/21			
2/27/21			
2/28/21	1.5	Research re: FRRCD SOI Options	

Invoice #PLUMAS-2021-3
Policy Consulting Associates, LLC

39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 3, 2021

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, Applications/Projects (File 2021-01)	1.50	\$ 90.00	\$135.00
Jennifer Stephenson, MSR and SOI Updates - Cemeteries	1.25	\$ 90.00	\$112.50
Jennifer Stephenson, Applications/Projects (FRRCD MSR)	3.50	\$ 90.00	\$315.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Jill Hetland, Research Assistant - FRRCD	2.25	\$ 45.00	\$101.25
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
Subtotal			\$663.75

Reimbursements

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

Amount Due	\$4,206.72
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Please remit invoices to Policy Consulting Associates, LLC

4/3/21	
Jennifer Stephenson, Principal	Date

Jennifer Stephenson March 2021 Timesheet

Date	Hours	Description	Special Project
3/1/21			
3/2/21	3.75	Drafting public notices for FRRCD MSR and Proposed Budget Public Hearings	
3/3/21			
3/4/21	1.5	Correspondance with County re: File 2021-01	X
3/5/21			
3/6/21			
3/7/21			
3/8/21	2.75	Finialization of FRRCD MSR for district review	X
3/9/21	3.75	Cost estimate for Fire Study Group	
3/10/21	8.75	Budget meeting prep	
3/11/21	1.5	Research re: in person meeting	
3/12/21	1.75	Ad Hoc Budget Committee Meeting, correspondance with County re: payment	
3/13/21	0.75	Correspondance re: digitization standardization	
3/14/21			
3/15/21	0.75	Release of FRRCD MSR	X
3/16/21	1.25	Follow up re: cemetery status	X
3/17/21	1.25	Correspondance with BFPD re: out of area service agreement	
3/18/21	0.75	Correspondance with GCSD re: potential annexation	
3/19/21	0.75	Correspondance with BFPD re: out of area service agreement	
3/20/21			
3/21/21	1.75	Correspondance re: PECSD	
3/22/21			
3/23/21	2	Fire Study Group	
3/24/21			
3/25/21	0.75	Correspondance with BFPD re: out of area service agreement	
3/26/21	2.75	Legislative Committee	
3/27/21			
3/28/21			
3/29/21			
3/30/21			
3/31/21			

The Mountain Messenger

PO Drawer A
Downieville, CA 95936 US
+1 5302893262
info@themountainmessenger.org

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APR - 1 2021

PC Planning+Building

INVOICE

BILL TO

Plumas LAFCO
Plumas County Planning Dept.
c/o Heidi Whiteman
555 Main Street
Quincy CA 95971

INVOICE 1479
DATE 03/30/2021
TERMS Net 30
DUE DATE 04/29/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Legal Notice, Price Per Column Inch	March 18, 2021 Plumas Local Agency Formation Commission Notice of Public Hearing	8.75	9.00	78.75
	Legal Notice; quoted price	March 25, 2021 Plumas Local Agency Formation Commission Notice of Public Hearing	9.875	9.00	88.88

BALANCE DUE

\$167.63

**PLUMAS LOCAL AGENCY FORMATION COMMISSION
NOTICE OF PUBLIC HEARING**

Notice is hereby given by the Local Agency Formation Commission that a public hearing regarding the Municipal Service Review for the Feather River Resource Conservation District will be held on April 12, 2021 at 10:00 AM in the Plumas County Board of Supervisors Chambers at 520 Main Street, Quincy, California. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order.

The meeting will also be open to the public via live streaming from the County's website and via video conferencing at <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> and by phone at (669)900-9128 with Meeting ID: 948 7586 7850 and Passcode: 261352.

The Commission will consider the Municipal Service Review for services provided by the Feather River Resource Conservation District. LAFCo is required to conduct a Municipal Service Review consistent with the policies and procedures of Plumas LAFCo and the LAFCo Act.

The Hearing Draft Municipal Service Review will be available for review at the LAFCo webpage 14 days prior to the public hearing on the LAFCo website at www.plumaslafco.org

Please call or email LAFCo staff at (530) 283-7069 or Jennifer@pcateam.com for more information or visit the LAFCo webpage at www.plumaslafco.org to review the Executive Officer's report.

LOCAL AGENCY FORMATION COMMISSION

JENNIFER STEPHENSON, EXECUTIVE OFFICER

Published in The Mountain Messenger on March 18, 2021

Exhibit "A"

AFCO Public Hearing
April 12, 2021
Publication

The undersigned, being the Publisher or his representative, of the *Mountain Messenger*, a newspaper of general circulation, as defined by Section 6000 of the Government Code of the State of California, published weekly in the town of Downieville, County of Sierra, State of California, states, that:

The printed advertisement hereto annexed, marked Exhibit A, was published in the said *Mountain Messenger*, in the issues of the following named dates:

March 18, 2021

I certify, under penalty of perjury, that the foregoing is true and correct:

Executed at Downieville, CA, this *30th* day of *March*, 2021

Vin De Cou

RECEIVED

APR - 1 2021

PC Planning+Building

**PLUMAS LOCAL AGENCY FORMATION COMMISSION
NOTICE OF PUBLIC HEARING**

Notice is hereby given by the Local Agency Formation Commission that a public hearing regarding the proposed budget for 2021-2022 will be held on **April 12, 2021 at 10:00 AM** in the Plumas County Board of Supervisors Chambers at 520 Main Street, Quincy, California. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order.

The meeting will also be open to the public via live streaming from the County's website and via video conferencing at <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> and by phone at (669)900-9128 with Meeting ID: 948 7586 7850 and Passcode: 261352.

The Commission will consider the proposed 2021-2022 budget to make an initial determination thereon by the Commission. Any person may be heard regarding the increase, decrease, or omission of any item from the budget or for the inclusion of additional items. The proposed budget document will be available for review 5 days prior to the hearing on the Plumas LAFCO webpage and at the Plumas County Planning Dept., 555 Main St. Quincy, CA.

Please call or email LAFCO staff at (530) 283-7069 or Jennifer@pcateam.com for more information or visit the LAFCO webpage at www.plumaslafco.org to review the Executive Officer's report.

LOCAL AGENCY FORMATION COMMISSION
JENNIFER STEPHENSON, EXECUTIVE OFFICER

CO Public Hearing
April 12, 2021
cation

3/25
The Publisher or his representative, of the newspaper of general circulation, as defined in the Government Code of the State of California, published weekly in the town of Downieville, County of Sierra, State of California, states, that:

The printed advertisement hereto annexed, marked Exhibit A, was published in the said *Mountain Messenger*, in the issues of the following named dates:

March 25, 2021

I certify, under penalty of perjury, that the foregoing is true and correct:

Executed at Downieville, CA, this 30th day of March, 2021

Vive De Gu

RECEIVED

APR - 1 2021

PC Planning+Building

Law Office of P. Scott Browne
131 South Auburn Street
Grass Valley, CA 95945
5302724250
Tax ID: 68-0348904

March 15, 2021

Plumas LAFCo
5050 Laguna Blvd. #112-711
Elk Grove, CA 95758

Payment due by the 15th of next month.

Time Details

Date	Staff Member	Description	Hours	Rate	Amount
02-19-2021	PSB	Revise letter to Grizzly Creek CSD;	1.20	350.00	420.00
Total					420.00

Time Summary

Staff Member	Hours	Rate	Amount
Scott Browne	1.20	350.00	420.00
Total			420.00

Total for this Invoice	420.00
Current Account Balance	420.00
Trust Balance	0.00
Total Amount to Pay	420.00

We appreciate your business.

Page 1 of 2

Project Statement of Account

As of 03-15-2021

Project	Invoices / Credits	Trust	Balance Due
Plumas LAFCo	420.00		420.00
	Total Amount to Pay		420.00

Plumas LAFCo

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
03-15-2021	Invoice 838	420.00		420.00
			Balance	420.00

We appreciate your business.

Page 2 of 2

Plumas LAFCo

STAFF REPORT

MEETING DATE: April 12, 2021

TO: LAFCo Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Proposed Budget and Work Plan for the 2021-2022 Fiscal Year

LAFCo's 2021-2021 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 \$54,751. This balance reflects the \$7,000 allocated to the reserve for this fiscal year and \$250 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. 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 2021-2022 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 2021-2022

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 a large majority of those agencies as well. For FY 20-21, the focus of the workplan has been the following: dissolution of five inactive districts, reorganization of cemetery districts, and reorganization of fire providers in Eastern Plumas. 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.

The dissolution efforts of the inactive districts have been completed, while the efforts to reorganize the cemetery districts has been ongoing. Assuming that discussions and efforts will continue into the next fiscal year, it is recommended that \$4,000 continue to be allocated to cemetery reorganization efforts.

At the December 14, 2020 meeting of the Commission, certain districts were identified for focused Municipal Service Reviews in FY 21-22. Based on those conversations, the following districts were identified for review in the upcoming year at a cost of \$2,500 each:

- Grizzly Lake Community Services District
- Eastern Plumas Recreation District
- Crescent Mills Fire Protection District
- Indian Valley Community Services District

In total, these projects are proposed to be allocated \$26,000 in FY 21-22. 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 2021-2022 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 2021-2022 around the City of Portola.

District Consolidations (Agency Initiated) – While there are a few 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 2021-2022 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 \$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 have been accounted for in the flat monthly contract fee for executive officer services and other line items, including office supplies, printing, postage, communications etc.

2021-2022 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.

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.

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.

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.

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 has joined 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.

Commissioner Development – CALAFCO Conference

Ideally, the Commission's 2021-2022 budget should include funding for two commissioner 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: Since FY 18-19, the Commission has suspended the \$100 per LAFCo meeting stipend with the exception of for the public members. The suspension is on an annual basis, and would need to be extended if the Commission so desires. If the Commission does not choose to extend the suspension of the stipend, then \$4,200 would need to be accounted for in the budget for 2021-2022. Of note is that the proposed budget with the stipends reinstated does not increase the required commitment by the City of Portola and the County significantly 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. SDRMA has not yet provided final premiums for the next fiscal year, but has estimated that the payment will be \$2,488.

Memberships: CALAFCO dues have been adjusted based on population estimates. Due to the decline in Plumas population, CALAFCO dues have reduced from \$1,267 to \$1,254. 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: Based on this year's printing costs to date, the proposed printing budget is recommended to remain \$800.

Postage: Based on this year's postage costs to date, the proposed postage budget is recommended to remain \$300, which will cover the costs of mailing notices and LAFCo packets.

Communications: This item covers the County phone system, fax, and the toll free phone number. This year there has been the additional need to maintain a Zoom membership to account for longer remote meetings during the pandemic. It is anticipated that there will be a continued need for Zoom services at \$14.99 per month. It is recommended that the communications budget be increased from \$900 to \$1,100.

Office Expense- Board Room Rental/General: This item has covered many budget categories in past years. No substantial purchases are proposed in the upcoming year; however, there is a need to have a cloud storage system in place. Cloud backup services to put archives and current records online cost approximately \$25.00 per month for two users, totaling \$300 for the year. Additionally office supplies are not anticipated to exceed \$300 for the year, including an external hard drive and envelopes etc. Therefore, it is recommended that this item be budgeted at \$600 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 reduced to \$42,000 to account for contract Executive Officer fees. 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 the printing and mailing of agenda packets for six meetings per year. Total clerk costs in 2021-2022 are proposed to be \$1,120.

Legal Notices/Publications: \$800 has been proposed for this item. Costs in the previous year exceeded the budgeted amount; however, this year 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. 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 \$26,000 be budgeted to cover the costs reorganization efforts and MSRs as described in the work plan.

Financial Services: Financial Services are included in the County Contract and Misc. Services. In previous years \$1,300 has been budgeted, but actual costs have generally been below that. It is recommended that in FY 21-22 \$1,000 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 January, the insurance rate decreased from \$634.40 per month to \$631.34 per month. It is unknown whether insurance rates will continue to decline or will experience an increase in the upcoming year. Given that future increases are unpredictable, it is recommended that \$7,800 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, CalPERS has provided an adjustment regarding the remaining unfunded liability totaling \$1,585. The annual payment in FY 21-22 will be \$177.

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 \$64,751 by the end of 2021-2022.

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 \$16,000 from the 21-22 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 \$16,000.00 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 \$96,239.33 for FY 2021-2022, which is fairly consistent with FY 20-21. The City and County would pay \$48,119.67 each, assuming the existing allocation formula in Government Code 56381 is followed.

Recommendation

Approve LAFCo Resolution 2021-0001 adopting a proposed budget for fiscal year 2021-2022.

Resolution 2021-0001
of the
Plumas Local Agency Formation Commission

*A Resolution of Plumas Local Agency Formation Commission Adopting a Proposed Budget for
2021-2022*

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 2021-2022 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 reduction in appropriations from the previous fiscal year will nevertheless 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 2021-2022 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 12th day of April 2021 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 12th day of April 2021.

Attest:

Bill Powers, Chair
Plumas LAFCo

Jennifer Stephenson, Executive Officer
Plumas LAFCo

Plumas LAFCo
Proposed 21-22 Budget, Resolution 2021-0001
April 12, 2021

OBJECT LEVEL/ACCOUNT	FY 2019-2020	FY 2020-2021	FY 2020-2021	FY 2021-2022	
	FINAL BUDGET	FINAL BUDGET	AS OF 4/6/2021	PROPOSED BUDGET	
EXPENDITURES*					NOTES
Commissioner Stipends	\$1,200.00	\$1,200.00	\$800.00	\$4,800.00	Assumed continued suspension of commissioner stipends, and funds allocated to special projects and reorganizations.
Liability Insurance	\$1,380.00	\$2,398.00	\$2,398.00	\$2,488.33	Received estimate, but not finalized.
Memberships	\$1,576.00	\$1,767.00	\$1,767.00	\$1,754.00	Due to decline in Plumas population, CALAFCO dues have reduced from \$1267 to \$1254. \$500 CSDA membership.
Office Expense – Printing	\$800.00	\$800.00	\$302.83	\$800.00	A majority attributed to agenda packet printing. Budget based on proposed Work Plan with associated printing costs. Also, several applications are expected this year, which will result in larger agenda packets and increased printing costs.
Postage	\$300.00	\$300.00	\$31.00	\$300.00	Same as printing.
Communications	\$900.00	\$900.00	\$699.93	\$1,100.00	Phone, fax, long distance. Anticipate continuing Zoom services at \$14.99 per month, which were accounted to office expenses this year.
Office expenses/Board Room rental/general	\$300.00	\$300.00	\$296.11	\$600.00	Researching Cloud Backup services to put archives and current records online. Approximate cost \$25.00 per month for 2 users. Plus \$300 for other office supplies.
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$420.00	\$2,000.00	
Professional Svcs. – LAFCo Staff	\$43,000.00	\$43,000.00	\$31,500.00	\$42,000.00	\$3500 per month. No anticipated Deputy EO time.
LAFCo Clerk Costs	\$1,035.00	\$1,120.00	\$673.00	\$1,120.00	\$120 per meeting, plus \$400 for clerk services such as mailing agenda.
Publications/Legal Notices	\$1,300.00	\$1,000.00	\$168.00	\$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	\$0.00	\$1,500.00	It is anticipated that meetings will go back to in person where Commissioners will be driving.
Transportation & Travel (Special)	\$2,500.00	\$3,000.00	\$0.00	\$5,000.00	Conference for 2 Commissioners and 1 staff, Staff workshop for staff
MSR/SOI Updates/Special Projects	\$16,000.00	\$24,000.00	\$8,125.00	\$26,000.00	Work plan - Supplement fire reorganization efforts, conduct MSRs for GLCSD, EPRPD, CMFPD, and IVCSD, continued support of cemetery district reorganization.
County Contract and Misc. Services	\$1,300.00	\$1,300.00	\$268.10	\$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	\$7,903.00	\$8,000.00	\$5,698.00	\$7,800.00	Payments continued to go down from \$634.40 to 631.63 this year. Future changes are unpredictable. Recommend slight decrease from last years budget.
PERS Unfunded Liability	\$59,192.00	\$6,804.00	\$6,804.00	\$177.00	Adjusted balance after lump sum payoff is \$1,585. Annual payment in FY 21-22 = \$177.
LAFCo File Management - Scanning	\$3,700.00	\$3,700.00	\$9.00	\$3,000.00	
Agency Training	\$5,000.00	\$0.00	\$0.00	\$0.00	
Total Services & Supplies	\$150,886.00	\$103,089.00	\$59,959.97	\$102,239.33	
RESERVE FUND	\$0.00	\$7,000.00	\$7,000.00	\$10,000.00	Adopted policy in Bylaws to maintain a \$100,000 reserve fund. Current balance is \$54,751.49
CONTINGENCY	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	Concerns regarding current LAFCo computer.
TOTAL LAFCO BUDGET	\$155,886.00	\$115,089.00		\$117,239.33	
REVENUES AND DEPOSITS					
Anticipated Cash Balance as of July 1st	-\$10,000.00	-\$14,000.00	\$43,128.00	-\$16,000.00	
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	-\$5,975.00	-\$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.
Interest	\$0.00	\$0.00	\$250.04	\$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	\$70,443.00	\$48,044.50		\$48,119.67	
County Share – LAFCO Cost	\$70,443.00	\$48,044.50		\$48,119.67	
Total Due from Other Gov'ts.	\$140,886.00	\$96,089.00		\$96,239.33	

Plumas LAFCo

STAFF REPORT

MEETING DATE: April 12, 2021

TO: LAFCO Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Feather River Resource Conservation District Municipal Service Review

EXECUTIVE OFFICER'S RECOMMENDATION: Hold public hearing and solicit comments on the Public Review Draft of the Feather River Resource Conservation District (FRRCD) Municipal Service Review (MSR), amend report as necessary, and adopt the attached resolution (Resolution 2021-0002) approving the determinations within the MSR report.

LAFCo staff worked in cooperation with FRRCD staff in the drafting of the MSR. FRRCD has been given the opportunity to review the admin draft report and provide comments and corrections. The Public Review Draft of the FRRCD MSR was released on March 15, 2021. A public comment period was opened through April 12, 2021. To date, LAFCo has received no comments on the draft report.

Recommendation:

- a. Review, discuss, and consider the FRRCD Municipal Service Review.
- b. Adopt LAFCO Resolution 2021-0002 approving the MSR and the determinations within the report.

Attachments: Public Review Draft FRRCD MSR, Resolution 2021-0002

Resolution 2021-0002

Plumas Local Agency Formation Commission

Approving a Service Review of services provided by the Feather River Resource Conservation District within Plumas County and Adopting Written Determinations Thereon

WHEREAS, California Government Code Section 56425 requires that a Local Agency Formation Commission ("LAFCO") adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, the Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and,

WHEREAS, the Commission adopted an annual Work Plan which includes a schedule for initiation of (Municipal) Service Reviews (MSRs) and Spheres of Influence (SOI's); and

WHEREAS, the Commission adopted guidelines for conducting MSRs, which applies to this MSR for services provided by the Feather River RCD within Plumas County; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for services provided by the Feather River RCD within Plumas County, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the Service Review for services provided by the Feather River RCD within Plumas County along with written determinations contained therein will provide information for updating the Sphere of Influence for the District, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the County and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing;

NOW, THEREFORE, the Plumas Local Agency Formation Commission hereby resolves, orders and determines the following:

- 1) The Municipal Service Review for services provided by the Feather River RCD is attached hereto as Exhibit A, and is approved and the written determinations presented in the Service Review report are hereby adopted.
- 2) The Executive Officer is further ordered to forward copies of this resolution containing the adopted Service Review the Feather River RCD.

The foregoing resolution was duly passed by the Plumas Local Agency Formation Commission at a regular meeting held on April 12, 2021 by the following roll call vote:

Ayes:

Noes:

Abstentions:

Absent:

Signed and approved by me after its passage this 12th day of April, 2021.

Bill Powers, Chair
Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCo



FEATHER RIVER RESOURCE
CONSERVATION DISTRICT
MUNICIPAL SERVICE REVIEW
PUBLIC REVIEW DRAFT

MARCH 21, 2021

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

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ACRONYMS

CEQA:	California Environmental Quality Act
CIP:	Capital improvement plan
DOF:	California Department of Finance
FRC:	Feather River College
FRRCD:	Feather River Resource Conservation District
FY:	Fiscal year
GIS:	Geographic Information Systems
GP:	General Plan
JPA:	Joint Powers Authority
LAFCo:	Local Agency Formation Commission
MSR:	Municipal services review
NRCS:	National Resources Conservation Service
SOI:	Sphere of influence
USDA:	United States Department of Agriculture
USFS:	United States Forest Service

PREFACE

This report is a municipal service review (MSR)—a state-required comprehensive study of services—prepared for the Plumas Local Agency Formation Commission (LAFCo). This MSR is focused solely on the services provided by Feather River Resource Conservation District (FRRCD).

CONTEXT

Plumas LAFCo is required to prepare this MSR by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §56000, et seq.), which took effect on January 1, 2001. MSRs review services provided by public agencies whose boundaries and governance are subject to LAFCo.

CREDITS

The authors extend their appreciation to Brad Graevs at FRRCD who provided the much of the planning and financial information and documents used in this report. Staff provided a substantial portion of the information included in this document, including budgets, financial statements, various plans, responded to questionnaires, and took part in an interview.

Plumas LAFCo Executive Officer, Jennifer Stephenson, provided project direction and review. Dennis Miller prepared maps and provided geographic information systems (GIS) analysis. This report was prepared by Policy Consulting Associates, LLC, and was co-authored by Jennifer Stephenson and Jill Hetland.

1. EXECUTIVE SUMMARY

This report is a Municipal Service Review (MSR) report on Feather River Resource Conservation District (FRRCD) prepared for the Plumas Local Agency Formation Commission (LAFCo). An MSR is a State-required comprehensive study of services within a designated geographic area, in this case, Plumas County. The MSR requirement is codified in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.). After MSR findings are adopted, the Commission will begin the process of updating the spheres of influence (SOI) of FRRCD.

The District considers its primary customer base to be landowners within its bounds and offers extensive services such as thinning for the prevention of wildfires, noxious weed abatement, and assistance with soil health. Its mission is to provide educational opportunities and conservation resources in an economically and ecologically sustainable way with the intent of protecting open space and agricultural lands, as well as natural resources and wildlife.

FRRCD is governed by a five-member Board of Directors that works in cooperation with the District Manager and has ensured that personnel policy and accountability practices are followed appropriately. These steps have included filing financial records with the state, including Form 700s and annual audit reports. Additionally, the District has operated in accordance with the Brown Act and also abides by Public Resources Code Division 9 (Section 9001-9978) and its requirement to provide a five-year strategic plan. The District has been transparent throughout the MSR process and has demonstrated its willingness to progress towards its stated goals and objectives. It has been determined that based on the breadth and success of FRRCD's programs, that the District provides more than adequate services.

FRRCD is considering annexation of territory where it may potentially provide services in collaboration with the Plumas National Forest. Prior to annexation, FRRCD's SOI would need to be updated to reflect the potential annexation of the territory. The District's SOI will be updated following the adopting of this MSR.

2. LAFCO AND MUNICIPAL SERVICES REVIEWS

This report is prepared pursuant to legislation enacted in 2000 that requires LAFCo to conduct a comprehensive review of municipal service delivery and update the spheres of influence (SOIs) of all agencies under LAFCo's jurisdiction. This chapter provides an overview of LAFCo's history, powers and responsibilities. It discusses the origins and legal requirements for preparation of the municipal services review (MSR). Finally, the chapter reviews the process for MSR review, MSR approval and SOI updates.

LAFCO OVERVIEW

After World War II, California experienced dramatic growth in population and economic development. With this boom came a demand for housing, jobs and public services. To accommodate this demand, many new local government agencies were formed, often with little forethought as to the ultimate governance structures in a given region, and existing agencies often competed for expansion areas. The lack of coordination and adequate planning led to a multitude of overlapping, inefficient jurisdictional and service boundaries, and the premature conversion of California's agricultural and open-space lands.

Recognizing this problem, in 1959, Governor Edmund G. Brown, Sr. appointed the Commission on Metropolitan Area Problems. The Commission's charge was to study and make recommendations on the "misuse of land resources" and the growing complexity of local governmental jurisdictions. The Commission's recommendations on local governmental reorganization were introduced in the Legislature in 1963, resulting in the creation of a Local Agency Formation Commission, or "LAFCo," operating in every county.

Plumas LAFCo was first staffed by the County Planning Department, which undertook the first Spheres of Influence in 1974. The Department had more pressing priorities and as a result LAFCo was maintained at an acceptable level for the time.

LAFCo was formed as a countywide agency to discourage urban sprawl and encourage the orderly formation and development of local government agencies. LAFCo is responsible for coordinating logical and timely changes in local governmental boundaries, including annexations and detachments of territory, incorporations of cities, formations of special districts, and consolidations, mergers and dissolutions of districts, as well as reviewing ways to reorganize, simplify, and streamline governmental structure. The Commission's efforts are focused on ensuring that services are provided efficiently and economically while agricultural and open-space lands are protected. To better inform itself and the community as it seeks to exercise its charge, LAFCo conducts service reviews to evaluate the provision of municipal services within the County.

LAFCo regulates, through approval, denial, conditions and modification, boundary changes proposed by public agencies or individuals. It also regulates the extension of public services by cities and special districts outside their boundaries. LAFCo is empowered to initiate updates to the SOIs and proposals involving the dissolution or consolidation of special districts, mergers, establishment of subsidiary districts, and any reorganization including such actions. Otherwise, LAFCo actions must originate as petitions or resolutions from affected voters, landowners, cities or districts.

Plumas LAFCo consists of five regular members: two members from the Plumas County Board of Supervisors, two city council members, and one public member who is appointed by the other members of the Commission. There is an alternate in each category. All Commissioners are appointed to four-year terms.

Figure 2-1: Commission Members, 2021

Appointing Agency	Members	Alternate Members
Two members from the Board of Supervisors appointed by the Board of Supervisors.	Kevin Goss Sherrie Thrall	Jeff Engel
Two members representing the cities in the County. Must be city officer and appointed by the City Selection Committee.	Tom Cooley Bill Powers	Pat Morton
One member from the general public appointed by the other four commissioners.	Matthew Haesche	Terry Swofford

MUNICIPAL SERVICES REVIEW ORIGINS

The MSR requirement was enacted by the Legislature months after the release of two studies recommending that LAFCOs conduct reviews of local agencies. The "Little Hoover Commission" focused on the need for oversight and consolidation of special districts, whereas the "Commission on Local Governance for the 21st Century" focused on the need for regional planning to ensure adequate and efficient local governmental services as the California population continues to grow.

Little Hoover Commission

In May 2000, the Little Hoover Commission released a report entitled *Special Districts: Relics of the Past or Resources for the Future?* This report focused on governance and financial challenges among independent special districts, and the barriers to LAFCo's pursuit of district consolidation and dissolution. The report raised the concern that "the underlying patchwork of special district governments has become unnecessarily redundant, inefficient and unaccountable."

In particular, the report raised concern about a lack of visibility and accountability among some independent special districts. The report indicated that many special districts hold excessive reserve funds, and some receive questionable property tax revenue. The report expressed concern about the lack of financial oversight of the districts. It asserted that financial reporting by special districts is inadequate, that districts are not required to submit financial information to local elected officials and concluded that district financial information is "largely meaningless as a tool to evaluate the effectiveness and efficiency of services provided by districts, or to make comparisons with neighboring districts or services provided through a city or county."¹

The report questioned the accountability and relevance of certain special districts with uncontested elections and without adequate notice of public meetings. In addition to concerns about the accountability and visibility of special districts, the report raised concerns about special

¹ Little Hoover Commission, 2000, page 24.

districts with outdated boundaries and outdated missions. The report questioned the public benefit provided by health care districts that have sold, leased or closed their hospitals, and asserted that LAFCOs consistently fail to examine whether they should be eliminated. The report pointed to service improvements and cost reductions associated with special district consolidations, but asserted that LAFCOs have generally failed to pursue special district reorganizations.

The report called on the Legislature to increase the oversight of special districts by mandating that LAFCOs identify service duplications and study reorganization alternatives when service duplications are identified, when a district appears insolvent, when district reserves are excessive, when rate inequities surface, when a district's mission changes, when a new city incorporates and when service levels are unsatisfactory. To accomplish this, the report recommended that the State strengthen the independence and funding of LAFCOs, require districts to report to their respective LAFCO, and require LAFCOs to study service duplications.

Commission on Local Governance for the 21st Century

The Legislature formed the Commission on Local Governance for the 21st Century ("21st Century Commission") in 1997 to review statutes on the policies, criteria, procedures and precedents for city, county and special district boundary changes. After conducting extensive research and holding 25 days of public hearings throughout the State at which it heard from over 160 organizations and individuals, the 21st Century Commission released its final report, *Growth Within Bounds: Planning California Governance for the 21st Century*, in January 2000.² The report examines the way that government is organized and operates and establishes a vision of how the State will grow by "making better use of the often invisible LAFCOs in each county."

The report points to the expectation that California's population will double over the first four decades of the 21st Century, and raises concern that our government institutions were designed when our population was much smaller and our society was less complex. The report warns that without a strategy open spaces will be swallowed up, expensive freeway extensions will be needed, job centers will become farther removed from housing, and this will lead to longer commutes, increased pollution and more stressful lives. *Growth Within Bounds* acknowledges that local governments face unprecedented challenges in their ability to finance service delivery since voters cut property tax revenues in 1978 and the Legislature shifted property tax revenues from local government to schools in 1993. The report asserts that these financial strains have created governmental entrepreneurship in which agencies compete for sales tax revenue and market share.

The 21st Century Commission recommended that effective, efficient and easily understandable government be encouraged. In accomplishing this, the 21st Century Commission recommended consolidation of small, inefficient or overlapping providers, transparency of municipal service delivery to the people, and accountability of municipal service providers. The sheer number of special districts, the report asserts, "has provoked controversy, including several legislative attempts to initiate district consolidations,"³ but cautions LAFCOs that decisions to consolidate districts should focus on the adequacy of services, not on the number of districts.

Growth Within Bounds stated that LAFCOs cannot achieve their fundamental purposes without a comprehensive knowledge of the services available within its county, the current efficiency of providing service within various areas of the county, future needs for each service, and expansion capacity of each service provider. Comprehensive knowledge of water and sanitary providers, the report argued, would promote consolidations of water and sanitary districts, reduce water costs and promote a more comprehensive approach to the use of water resources. Further,

² The Commission on Local Governance for the 21st Century ceased to exist on July 1, 2000, pursuant to a statutory sunset provision.

³ Commission on Local Governance for the 21st Century, 2000, page 70.

the report asserted that many LAFCOs lack such knowledge and should be required to conduct such a review to ensure that municipal services are logically extended to meet California's future growth and development.

MSRs would require LAFCo to look broadly at all agencies within a geographic region that provide a particular municipal service and to examine consolidation or reorganization of service providers. The 21st Century Commission recommended that the review include water, wastewater, and other municipal services that LAFCo judges to be important to future growth. The Commission recommended that the service review be followed by consolidation studies and be performed in conjunction with updates of SOIs. The recommendation was that service reviews be designed to make nine determinations, each of which was incorporated verbatim in the subsequently adopted legislation. The legislature since consolidated the determinations into six required findings.

MUNICIPAL SERVICES REVIEW LEGISLATION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires LAFCo review and update SOIs not less than every five years and to review municipal services before updating SOIs. The requirement for service reviews arises from the identified need for a more coordinated and efficient public service structure to support California's anticipated growth. The service review provides LAFCo with a tool to study existing and future public service conditions comprehensively and to evaluate organizational options for accommodating growth, preventing urban sprawl, and ensuring that critical services are provided efficiently.

Effective January 1, 2008, Government Code §56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determination with respect to each of the following topics:

- Growth and population projections for the affected area;
- The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI (effective July 1, 2012);
- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence (SOI));
- Financial ability of agencies to provide services;
- Status of, and opportunities for shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- Any other matter related to effective or efficient service delivery, as required by commission policy.

MUNICIPAL SERVICES REVIEW PROCESS

For local agencies, the MSR process involves the following steps:

- Outreach: LAFCo outreach and explanation of the project
- Data Discovery: provide documents and respond to LAFCo questions

- Map Review: review and comment on LAFCo draft map of the agency's boundary and SOI
- Public Review Draft MSR: review and comment on LAFCo draft MSR
- LAFCo Hearing: attend and provide public comments on MSR

MSRs are exempt from California Environmental Quality Act (CEQA) pursuant to §15262 (feasibility or planning studies) or §15306 (information collection) of the CEQA Guidelines. LAFCo's actions to adopt MSR determinations are not considered "projects" subject to CEQA.

The MSR process does not require LAFCo to initiate changes of organization based on service review findings, only that LAFCo identify potential government structure options. However, LAFCo, other local agencies, and the public may subsequently use the determinations to analyze prospective changes of organization or reorganization or to establish or amend SOIs. Within its legal authorization, LAFCo may act with respect to a recommended change of organization or reorganization on its own initiative (e.g., certain types of consolidations), or in response to a proposal (i.e., initiated by resolution or petition by landowners or registered voters).

Once LAFCo has adopted the MSR determinations, it must update the SOI for the agencies reviewed. The LAFCo Commission determines and adopts the spheres of influence for each agency. A CEQA determination is made by LAFCo on a case-by-case basis for each SOI action and each change of organization, once the proposed project characteristics are sufficiently identified to assess environmental impacts.

SPHERE OF INFLUENCE UPDATES

The Commission is charged with developing and updating the Sphere of Influence (SOI) for each city and special district within the county.⁴

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 district unless it is within that agency's sphere.

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 within the county and to review and update the SOI every five years. LAFCOs are empowered to adopt, update and amend the SOI. They may do so with or without an application and any interested person may submit an application proposing an SOI amendment.

While SOIs are required to be updated every five years, or as necessary, this does not necessarily define the planning horizon of the SOI. The term or horizon of the SOI is determined

⁴ The initial statutory mandate, in 1971, imposed no deadline for completing sphere designations. When most LAFCOs failed to act, 1984 legislation required all LAFCOs to establish spheres of influence by 1985.

by each LAFCo. In the case of Plumas LAFCo, the Commission's policies state that an agency's near term SOI shall generally include land that is anticipated to be annexed within the next five years, while the agency's long-term SOI shall include land that is within the probable growth boundary of an agency and therefore anticipated to be annexed in the next 20 years.

LAFCo may recommend government reorganizations to particular agencies in the county, using the SOIs as the basis for those recommendations.

In determining the SOI, LAFCo is required to complete an MSR and adopt the nine determinations previously discussed.

In addition, 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 service 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
- Present and probable need for water, wastewater, and structural fire protection facilities and service of any disadvantaged unincorporated communities within the existing SOI.

The CKH Act stipulates several procedural requirements in updating SOIs. It requires that special districts file written statements on the class of services provided and that LAFCo clearly establish the location, nature and extent of services provided by special districts.

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.

3. FEATHER RIVER RESOURCE CONSERVATION DISTRICT

FRRCD provides resource conservation and stewardship services through implementation of stream restoration and erosion control projects, participating in the development and implementation of policies and programs to improve and maintain watershed health, assisting in the formation of the Upper Feather River Watershed Group, supporting the implementation of the Indian Creek Watershed Plan and Environmental Assessment project, educational workshops, management of mitigation sites, and projects on forest health and thinning for wildfire protection. The services offered by the district are primarily intended to provide educational resources and techniques to private landowners, agricultural producers, and land managers.

The District serves almost all territory within Plumas County, with the exception of the southeast corner which is within the boundaries of the Sierra Valley RCD. The District also encompasses a small area in northern Sierra County.

This is the first MSR for the District.

AGENCY OVERVIEW

Background

As a response to the "Dust Bowl" crisis in the 1930s, the federal government passed legislation in 1937 to establish the Soil Conservation Service (SCS). Initially, the SCS was formed to better manage soil and water resources; however, its powers have since been expanded to include "related resources" such as the conservation of fish and wildlife habitat. On a state level, laws were then passed to create conservation districts intended to keep the SCS informed on a local level. The Indian-American Valleys Resource Conservation District (RCD), originally instated in 1954, is one such local district located within the Sacramento Valley Region of California RCDs. The name changed to the Feather River RCD in 1993 when a boundary expansion took place, resulting in the District more closely coinciding with the boundaries of Plumas County.

The principal act that governs the District is Division 9 of the California Public Resources Code. The principal act empowers resource conservation districts to work in cooperation with other entities on public and privately owned land to control runoff, prevent and control soil erosion, protect water quality, develop and distribute water, improve land capabilities, and facilitate coordinated resource management efforts for watershed restoration and enhancement. Per California Government Code §56824.10, districts must apply and obtain LAFCo approval to exercise services authorized by the principal act but not already provided (i.e., latent powers) by the district at the end of 2000.

BOUNDARIES

FRRCD's boundaries encompass a service area of 2,259 square miles or 1,445,907 acres, as seen in Figure 3-1.⁵ The District's boundaries have been changed once since formation. In 1993, the District annexed the remaining territory in the County that was not within an RCD's

⁵ FRRCD Strategic Plan 2019-2024

boundaries.⁶ As such, FRRCD encompasses most of Plumas County, excluding the southeast corner in the Sierra Valley area, which is within Sierra Valley RCD's boundaries. Sierra Valley RCD abuts FRRCD's boundaries in the southeast portion of Plumas County.

The majority of the District lies within Plumas County. Its boundary extends to the Lassen county line directly to the north, Shasta and Tehama county lines to the northwest, Butte county line to the west, and Yuba and Sierra county lines to the south. FRRCD's boundaries extend minimally into the northern portion of Sierra County along SR 89.

There are a number of communities that lie within FRRCD's boundaries, including: Quincy, Genesee, Taylorsville, Greenville, Crescent Mills, Lake Almanor, Canyon Dam, and Chester. FRRCD's boundaries do not include the City of Portola.

There is a variety of natural resources, landscape, and climates within the District's bounds. The climate is diverse due to the vast geographic and elevational range that inform temperature and precipitation patterns. There are roughly 30 different soil types and 13 soil mapping units within the FRRCD boundary which create various loams, clays and sands. Agriculture represents a significant industry within the District bounds and is responsible for commodities such as numerous hay types, irrigated and non-irrigated pasture, livestock, and timber. Plumas County is ranked fifth as a leading timber county in California. Water resources such as rivers, creeks, streams and lakes are also plentiful within the District's boundaries, providing recreational and aesthetic value. The District is also home to the Feather River which is the largest watershed in the FRRCD Boundaries and SOI.

SPHERE OF INFLUENCE

LAFCo records from 1993 show that an SOI was adopted for the District at some time; however, there were no maps of the adopted SOI with the records. It is assumed, based on the description in the annexation resolution from that time, that FRRCD has an SOI that is coterminous with its boundaries.

The District has reported the desire to augment its SOI and boundaries via an annexation of a portion of the Plumas National Forest in Sierra County. At present, the District works closely with the Plumas National Forest and as such, the annexation would allow for a continued collaborative relationship. Although the land is located within Sierra County, it is reportedly not associated with the Sierra Valley or Nevada RCDs. The proposed annexation would incorporate territory southwest of the FRRCD boundary in Port Wine Ridge. Annexation of the territory would first require that the District's SOI include the territory in question, which will be addressed during the SOI update following adoption of this MSR.

FRRCD acknowledges that the Sierra Valley RCD is a logical fit for the basin it covers, considering it is more cognizant of the local needs in that area.⁷ There does not appear to be a need or desire to adjust either of the RCD's boundaries to align with their respective county lines.

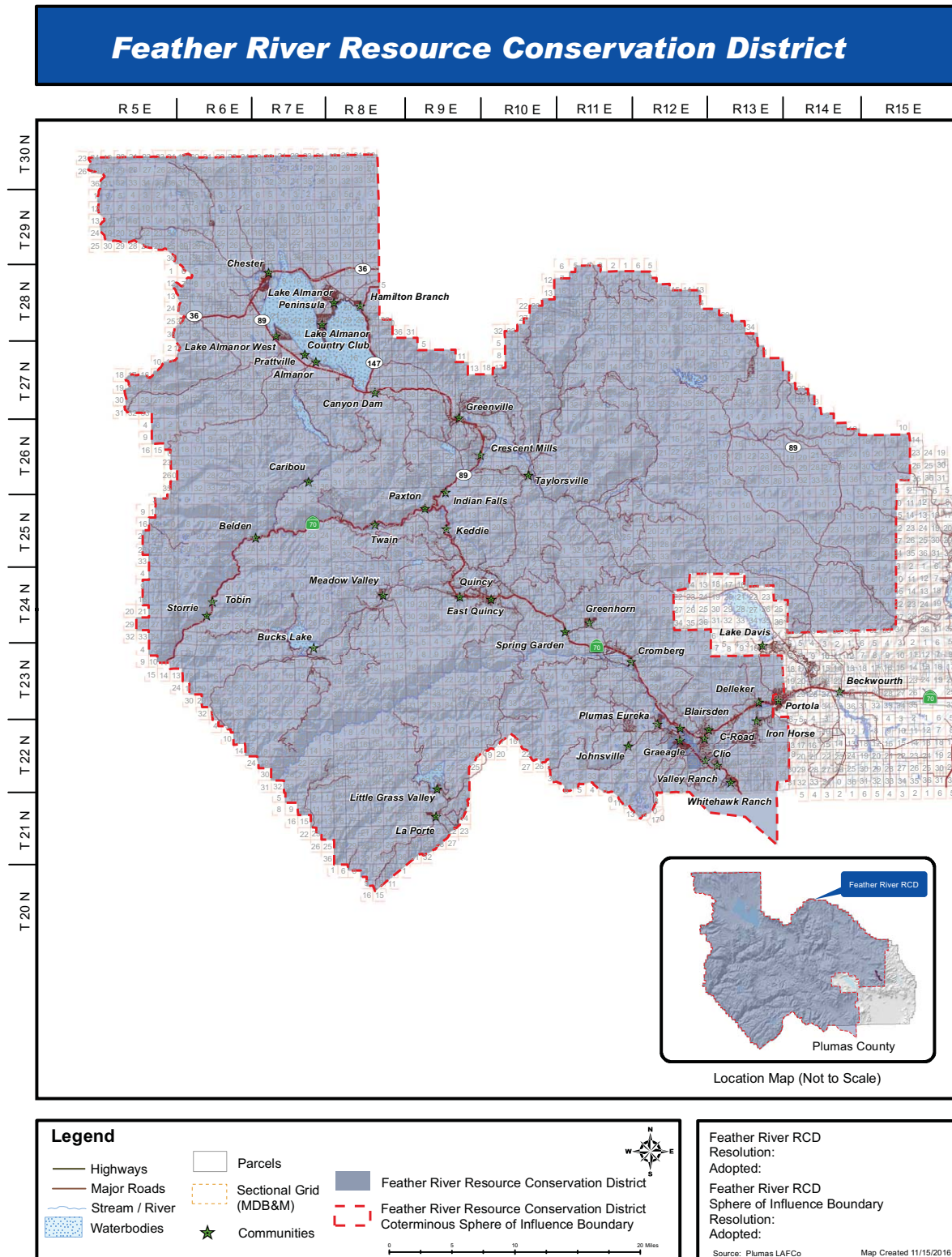
EXTRATERRITORIAL SERVICES

The District did not report providing any services outside of its LAFCo-approved bounds.

⁶ File 1-ANNX-93.

⁷ FRRCD Questionnaire Responses

Figure 3-1: Feather River Resource Conservation District Boundary and Sphere of Influence



ACCOUNTABILITY AND GOVERNANCE

Accountability of a governing body is signified by a combination of several indicators. The indicators chosen here are limited to 1) agency efforts to engage and educate constituents through outreach activities, in addition to legally required activities such as agenda posting and public meetings, 2) compliance with State requirements regarding websites, 3) a defined complaint process designed to handle all issues to resolution, and 4) transparency of the agency as indicated by cooperation with the MSR process and information disclosure.

FRRCD is governed by a five-member Board of Directors who are appointed by the County Board of Supervisors to staggered four-year terms. Board members must be landowners within the District. Current board member names, positions, and term dates are shown in Figure 3-2.

The Board meets on the first Monday of every month at 12 pm. Meetings take place at the Plumas County Planning and Building Conference Room at 555 Main Street in Quincy, CA. Board meeting agendas are posted 72 hours in advance at the courthouse, the post office, and at the National Resource Conservation Service (NRCS) office, as well as sent out to an email list. Minutes and agendas are available upon request, are on file in the NRCS office for review, and are available on the FRRCD website. These efforts fulfill the requirements of the Brown Act which mandate that this information be made publicly available.

Figure 3-2: Feather River RCD Governing Body

Feather River Resource Conservation District		
Governing Body and Board Meetings		
<i>Manner of Selection</i>	Appointed by Board of Supervisors	
<i>Length of Term</i>	Four years	
<i>Meetings</i>	On the first Monday of the month at 12 pm at Plumas County Planning and Building Conference Room at 555 Main St., Quincy, CA	
<i>Agenda Distribution</i>	Posted 72 hours in advance at the courthouse, the post office, the NRCS office, as well as being sent out to an email list and available on the FRRCD website.	
<i>Minutes Distribution</i>	Available upon request, on the website, or are on file in the office for review.	
Board of Directors		
<i>Board Member</i>	<i>Position</i>	<i>Term Expiration</i>
Nils Lunder	President	April 2025
Russell Reid	Vice President	April 2021
James Wilson	Treasurer	February 2023
Phil Noia	Director	January 2023
Bennie Johnson	Director	February 2024
Contact		
<i>Contact</i>	Brad Graevs	
<i>Mailing Address</i>	P.O. Box 3562, Quincy, CA 95971	
<i>Email/Website</i>	Bgraevs@frrcd.org , www.frrcd.org	

In addition to the legally required agendas and minutes, FRRCD makes efforts to inform its constituents about its services and activities through workshops, a trifold flyer that is made available in the NRCS office and events where they are present, and a website that the District recently developed.

The District maintains a website as required by SB 929; however, in order to comply with online agenda posting requirements outlined in AB 2257, it is recommended that the website be updated.

Should a constituent have a complaint or concern, they should be conveyed to the Board President, whether through email or phone call or at a district meeting. The Board President would then be responsible for directly handling the complaint or delegating it appropriately. The District reports it has not received any complaints in at least the last three years (2018-2020).

The District has reported that board members are not compensated for services; however, they are eligible to receive reimbursement for meeting and travel expenses. Pursuant to Government Code §53235, two hours of ethics training is required at least once every two years, if a district provides compensation or reimbursement of expenses to its board members, and the District must establish a written policy on reimbursements. The District appropriately maintains a personnel policy on reimbursements and reports that no board members have received reimbursement over the past three years. The District also indicated that some board members, along with the District Manager, have completed ethics training.

The Political Reform Act (Government Code §81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (California Code of Regulations §18730), which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. The District has adopted a conflict of interest code as required and it was approved by the Plumas County Board of Supervisors in December 2020.

Government Code §87203 requires persons who hold office to disclose their investments, interests in real property and incomes by filing appropriate forms with the Fair Political Practices Commission each year. All Board members have submitted their 2020 Form 700s and are currently in the process of submitting these forms for 2021.⁸

FRRCD has demonstrated full accountability and transparency in its disclosure of information and cooperation with Plumas LAFCo during the MSR process. The District responded to the questionnaires and cooperated with the document requests.

PLANNING AND MANAGEMENT PRACTICES

While public sector management standards vary depending on the size and scope of the organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year (FY), conduct periodic financial audits to safeguard the public trust, maintain relatively current financial records, conduct advanced planning for future service needs, and plan and budget for capital needs.

The District Manager, who serves at the will of the Board of Directors, is considered the Executive Officer of FRRCD and the Board of Directors. Employment at the District is at-will. New hires must complete a 90-day probationary period before transitioning into regular status per the District Manager's discretion.⁹

The performance evaluation of the District Manager is to take place annually during a closed session of the first Board of Directors meeting in the month which the evaluation is due or on

⁸ PCA email with Brad Graevs March 2021

⁹ FRRCD Policy Handbook Amended 6/11/20 p. 3310-13

another mutually agreed upon date. The Board of Directors and the District Manager are expected to jointly develop agreed upon goals and objectives for the next evaluation period.¹⁰

The District also employs four staff who receive performance evaluations that are scheduled prior to a merit advancement date, per FRRCD policy. Such reviews are conducted by the District Manager or a designated representative. The employee will be consulted if the evaluator is not the immediate supervisor. The District Manager may also request an unscheduled performance evaluation, as needed. Written goals and objectives are to be mutually developed and agreed upon for the subsequent evaluation period.¹¹

In order to support employees' efforts to meet identified goals, objectives, and tasks, and to contribute to employee development and improved work productivity, Individual Development Plans (IDPs) have been instituted and are reviewed annually. Each IDP is intended to ascertain the skills and training employees need to fulfill their duties and prepare them for advancement.¹²

The District does not have a set procedure in place for evaluating agency-wide performance, although there are resources available to measure progress, accomplishments, and areas needing improvement. Some of these means include project specific annual reports, the fulfillment of grant requirements, and long-term planning tools.¹³

Up-to-date financial records are maintained by the District. FRRCD has completed audits annually, as required, although a lack of administrative staff hampers the District's ability to perform reporting tasks more efficiently. Likewise, the District has an adopted budget for FY20-21 and has provided reports on grant status and current agreements and reports there are no current capital improvements planned.¹⁴

A 2019-2024 Strategic Plan is FRRCD's primary planning document. In it, the District identifies its goals. Division 9 of the Public Resource Code §9413 specifically addresses the need for such a plan by outlining minimum requirements to guide the operations of a well-managed RCD, which includes regular financial audits, filing and paying appropriate payroll taxes, filing reports with the State Board of Equalization (BOE), developing and adopting annual and long-range plans and annual reports, and preparing an annual budget before the beginning of a fiscal year.¹⁵ FRRCD considers its Strategic Plan to be the required long-range plan, with a planning horizon through 2024.

EXISTING DEMAND AND GROWTH PROJECTIONS

This section discusses the factors affecting service demand, such as land uses, and historical and anticipated population growth.

¹⁰ FRRCD Policy Handbook Amended 6/11/20 p. 3310-15

¹¹ FRRCD Policy Handbook Amended 6/11/20 p. 3310-16

¹² FRRCD Policy Handbook Amended 6/11/20 p. 3310-17

¹³ FRRCD Questionnaire Responses

¹⁴ PCA email with Brad Graevs March 2021

¹⁵ California Public Resources Code §9413,
https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=PRC&division=9.&title=&part=&chapter=3.&article=9.

Land Use

Land uses within the District are varied and include residential, agricultural (including hay, timber, and livestock), and recreational uses. The District's bounds encompass approximately 2,259 square miles.¹⁶

Population

As of January 1, 2020, the California Department of Finance (DOF) estimated the Plumas County population to be 18,260, equating to a population of 7.3 per square mile. This is a decrease from the 2010 population of 20,007. Taking into consideration that FRRCD's service area is slightly smaller than the county's bounds, the total estimated population for the district would be marginally less than that of the County.¹⁷

Existing Demand

FRRCD reported demand had decreased over the last several years. This is largely a reflection of the District's capacity to provide services as the number of funded projects had been reduced. The District had been averaging one workshop per year and struggled with the maintenance of the Crescent Mills Wetland Mitigation Area as outlined in an endowment agreement with CalTrans.¹⁸ More recently, the demand for the District has been increasing. Not only have preventative and restorative projects related to wildfire driven demand for the District as it has built that capacity, but also mitigation needs to satisfy public infrastructure environmental compliance. Other environmental services, such as surveys, reporting, and environmental compliance have also begun to be offered by the District, increasing demand.

Projected Growth and Development

The District does not make formal population projections itself. California's Department of Finance (DOF) projects that Plumas County's population is expected to remain roughly the same between 2020 and 2030 with a population decrease of only 300, or roughly two percent.¹⁹ For this reason, the demand for services is not likely to be altered significantly.

Given that the population in within FRRCD is spread out, the District's focus for services is largely in the Indian and American Valleys, which are more populated and contain the majority of ranches.

The District does have interest in the annexation of territory in the Plumas National Forest. This would expand FRRCD's SOI and allow for more opportunities to expand services without the immediate need to expand staffing, as the District states it is already working closely with Plumas National Forest.

Growth Strategies

The District is not a land use authority and does not hold primary responsibility for implementing growth strategies. The majority of the County is unincorporated and the land use authority for such areas is the County. Plans for anticipated growth and development are outlined in the County's General Plan.

¹⁶ FRRCD Strategic Plan 2019-2024

¹⁷ DOF, E-1 Population Estimates for Cities, Counties, and the State – January 1, 2019 and 2020

¹⁸ FRRCD Questionnaire Responses

¹⁹ California State Department of Finance population projections for Plumas County

FINANCING

The financial ability of agencies to provide services is affected by available financing sources and financing constraints. This section discusses financing constraints faced by FRRCD and identifies the revenue sources currently available to the District.

The primary source of funding for the District for FY 19-20 is grants, agreements and long-term contracts.²⁰ A General Fund is used to account for all financial resources not accounted for in other funds as designated by the Board of Directors.

The District reports there are no impending plans for capital improvements or other significant expenditures, however it states it is currently part of the California Rural Water Risk Management Authority Joint Powers Agreement (JPA) for its liability insurance.

Revenues

For FY 20-21, grants were projected to comprise 99.6 percent of revenue, which is the District's largest revenue source. Actual grant revenues in FY 19-20 were 332,783, while the District has budgeted for \$2.96 million in FY 20-21 based on the significant balance of grant funds that the District has been awarded. As of June 30, 2020, the District was entitled to \$6.7 million in remaining grant funds that had been awarded with expirations dates through 2024. A majority of the grant funds are for wildfire area restoration and prevention projects.

Grant funding can be cyclical in nature, meaning that the availability of funding is greatly dependent on economic conditions at the time. As a result, many RCDs in the State have faced challenges in ensuring sufficient funding to maintain staff and minimum service levels. The California Association of Resource Conservation Districts has promoted legislation to ensure a minimum funding level for RCDs to guard against these funding fluctuations.

Additional revenue for FY 20-21 is projected to be \$10,628 from endowment interest income and \$1,071 in miscellaneous revenue.

Expenditures

Expenses exceed revenues in FY 19-20 by \$20,179. In FY 20-21, FRRCD has budgeted for significantly greater expenses according to its anticipated increase in revenue sources, in particular grant funding.

In FY 20-21, programs and projects are budgeted to be the most significant expenditures for the District, accounting for almost 88 percent of total expenses as shown in Figure 3-3. Payroll expenses are anticipated to increase by about 63 percent from FY 19-20 to FY 20-21. Operational expenses for the district are relatively minimal, accounting for approximately 1.5 percent of expenditures. This can largely be attributed to the District not owning its office facilities, which minimizes maintenance costs.

²⁰ FRRCD FY20 Audit

Figure 3-3: Revenues and Expenditures, FYs 19-20 and 20-21

	FY 19-20 Actuals		FY 20-21 Budgeted	
Income				
Grants	\$332,783	94.20%	\$2,958,620	99.60%
Endowment Interest Invested Funds	\$5,154	1.46%	\$10,629	.36%
Miscellaneous Revenue	\$15,327	4.34%	\$1,071	.04%
Total Income	\$353,264	100%	\$2,970,320	100%
Expenses				
Programs and Projects	\$149,425	40.01%	\$2,606,459	87.75%
Operations	\$30,815	8.25%	\$43,643	1.47%
Payroll	\$193,203	51.74%	\$315,769	10.63%
Transportation/Travel	—	—	\$4,450	.15%
Total Expenses	\$373,443	100%	\$2,970,320	100%
Net Income	\$(20,179)		\$0.00	
Source: FY 19-20 CAFR, FY 20-21 Budget.				

Liabilities and Assets

The District did not have any long-term debt as of the end of FY 19-20. The District had an unrestricted reserve balance of \$10,852 as of the end of FY 19-20. The District had a cash balance of \$258,016 at the end of FY 19-20. Additionally, the District maintained \$415,948 in a restricted endowment fund, the interest of which goes towards the maintenance of the Crescent Mills Wetland Conservation Area.

While the District's unrestricted reserve balance is minimal and covers less than a month of operating costs, the District maintains a healthy cash balance and investments and has a significant balance of grant funds to which it is entitled. The District's anticipated income is reliable and substantial enough over the near term to enable FRRCD to weather any contingencies.

RESOURCE CONSERVATION SERVICES

Service Overview

FRRCD is a non-regulatory agency with the mission of advocating for resource conservation through education and collaborative efforts involving willing landowners and organizations that promote economic and ecological sustainability.

Services that are specified by the District include:

- Providing education through resources and programs, particularly for landowners and land managers as it relates to technical assistance. Specifically, the District helps private landowners with their resource concerns and conservation practices which can include fuels reduction, grazing, erosion control, thinning for fire prevention, noxious weed control, riparian restoration, native vegetation and pollinator enhancements, soil health, and carbon farming.
- The development of management plans and volunteer training for the stewardship of various sites.
- The Plumas Underburn Cooperative - a program in which citizens help citizens to use fire in order to promote healthy, resilient forests.
- Plumas County Cal-TREX events – training events intended to provide skills to local residents and professionals on the use of fire to restore forest health and reduce hazardous fuels, in turn, mitigating the future impact of fire risk and hazardous air quality. Furthermore, this program offers a framework for planning, collaboration, incident management and liability control.
- The Moonlight Fire Area Restoration Project, which promotes the reforestation of Plumas County in the wake of several devastating wildfires. With the help of partners, the project works to establish hardy conifer species, the planting of seedlings, and thinning of competing conifers. Other efforts related to this project include the collection of Sugar Pinecones for the USFS nursery in Placerville, CA, and the use of ungulate grazing as an alternative to mechanical site prep. The US Forest Service (USFS), Sierra Nevada Conservancy, and One Tree Planted have contributed funding to the restoration efforts in the Moonlight Fire Area.
- General forestry maintenance and thinning to preserve forest health and contribute to wildfire protection
- The maintenance and management of the Crescent Mills Wetland Mitigation Area for Caltrans. This area is being restored with native plant species and improved hydrolic function which encourages an increase in wildlife. This location is also considered an outdoor classroom for Greenville High School Natural Resources Academy. This promotes the District's outreach efforts and enables students to learn about various conservation efforts, such as vegetation monitoring techniques.
- Educational outreach efforts, which range from workshops on soil health and invasive plants to collaborations with schools to provide conservation information. These workshops are typically hosted by local landowners and local partners contribute to advertising the events.

In addition, the District identified areas for potential expansion of services, including outreach with up-and-coming ranchers and cultivating a partnership with Feather River College (FRC), which now offers a degree in equine management.²¹

COLLABORATION

FRRCD takes part in a number of collaborations and partnerships to advance its conservation efforts. Given that it is a neighboring service provider, FRRCD regularly collaborates with Sierra Valley and Nevada County RCDs on a number of projects, such as the Smith Property Long-Term Management, and the Feather River Land Trust, as well as providing agricultural tours, noxious weed abatement, and targeted grazing.

The District frequently collaborates with Caltrans through a series of cooperative agreements and amendments. Examples of these efforts include the stewardship of the Crescent Mills Wetland Mitigation Area, the Yellow Creek Mitigation Area, and other riparian enhancements around the wetlands. Another Caltrans agreement is for assistance to be given to the US Army Corps of Engineers to meet permit compliance as it relates to the creation of a vegetation buffer around wetland basins and groundwater monitoring. Lastly, there is an interagency agreement with Caltrans to complete mitigation planting at the Lake Almanor Spillway bridge replacement site.

Other agencies FRRCD works with include the following:

- University of California Cooperative Extension
- Plumas County Agricultural Department
- Feather River Stewardship Council
- Upper Feather River Watershed Group
- The United States Department of Agriculture's (USDA) National Resources Conservation Service (NRCS)

FRRCD is a member of the California Association of Resource Conservation Districts.

The District notes that their collaborations are need based, often a result of grant funding, and they expire when the work is complete. There is, however, a mutual aid agreement with NRCS.²²

Many of the conservation agencies work closely together to promote communication, coordination, and greater leveraging of resources. Through cooperative work agreements, FRRCD, NRCS, and the California Association of RCDs share information and resources, when available, to capitalize on synergies in program effectiveness and reduce duplication of efforts and contradictory mandates.

PLANNING

FRRCD's Strategic Plan is the primary source of forecasted service needs and approaches to meet stated goals and objectives. Presently, the District indicates three strategic areas to support its growth.

First is the District's desire to develop its own leadership and organizational capacity. Prior to 2018, all district projects and administrative tasks were contracted out, which has been detrimental to development. Securing diverse funding through the implementation of fees,

²¹ FRRCD Questionnaire Responses

²² FRRCD Questionnaire Responses

fundraising, and further programming development are presented as being vital to success, as is the need to support additional staff, personnel skills, partnerships and programming.²³ To this end, the District also reports there should be emphasis on identity goals in order to engage in more outreach, thus attracting more projects and establishing itself as a powerful resource.²⁴

Second, the District intends to restore and develop FRRCD programs in order to facilitate community conservation needs.

This strategic area outlines objectives to reach three goals:

1. **Restoring the conditions of forested lands within the District**, paying particular attention to:

- Hazardous fuels,
- Insect and disease infestations,
- Invasive weeds,
- Conifer encroachment,
- Tree density,
- Habitat availability, and
- Species composition

This should be achieved through efforts such as technical and educational support, expanded partnerships.

2. **Improving water quality and quantity conditions within the District.** This would entail supporting other Plumas County services such as the Department of Agriculture, the Department of Parks and Recreation and the like, as well as coordinating resources.
3. **Seeking and developing innovative avenues to diversify programs and project implementation as well as funding mechanisms.** Again, the fulfillment of this goal would similarly rely on seeking and coordinating technical, educational, and financial resources as well as developing partnerships and continuing collaborative involvement with groups like the Integrated Regional Water Management and Feather River Stewardship Coalition, among others.

The third strategic area relates to capturing conservation opportunities through two main goals:

1. Acting on opportunities to effectively use or obtain resources to assist others with agriculture land conversion, climate change, range health, soil health, and wildlife and
2. To develop educational water conservation, forest health and agricultural conservation programs.

As with the other goals, the objectives that must be met to achieve these goals primarily relate to taking advantage of available resources, creating ways to evaluate success, and continued collaboration with partners.

The District has also established a series of long-term goals related to funding and staffing, program development and implementation, the improvement and restoration of forested lands, improved water quality and quantity, and opportunities to assist landowners, organizations,

²³ FRRCD Strategic Plan 2019-2024

²⁴ FRRCD Strategic Plan 2019-2024 and FRRCD Questionnaire Responses

agencies and others with agricultural land conversion, climate change, range and soil health, and wildlife. To achieve these long-range goals requires numerous services that are identified in detail in the District's strategic plan.

Staffing

The District currently has four full-time staff, a District Manager, two Conservation Project Coordinators, and a Lead Forestry Technician, and is hosting a Sierra Corps Forestry Fellow who is under the employment of the Sierra Nevada Alliance. At the time of this report, FRRCD is also hiring for an Operations Manager and eight seasonal staff. The District has stated its interest in hiring an Administrative and Outreach Assistant, as well.²⁵

Although the District previously relied on volunteer staff to assist in various capacities, as a result of the COVID-19 pandemic, the District discontinued the use of volunteers. The District states it will eventually incorporate volunteer services again, however, that is not anticipated in 2021.²⁶

Facilities and Capacity

FRRCD has been co-located with the Plumas and Sierra Counties Natural Resource Conservation Service Quincy Local Partnership Office in USDA office space, which is part of the US Forest Service – Plumas National Forest Supervisor's office compound in downtown Quincy. The Natural Resource Conservation Service (NRCS) has assumed the task of managing the office space arrangement with the owner, US Forest Service, and thus has provided office space for FRRCD. The USDA/NRCS is providing the following in-kind materials and services: office space, utilities, office equipment, IT services, and office supplies. As the District is growing, the FRRCD moved to an office space in East Quincy (422 N Mill Creek Rd.) at the start of August 2020. The District has begun to take on more administrative aspects that NRCS was providing the District with.

Additionally, FRRCD now owns and operates two vehicles for use within the service area.

The District's capacity is not defined by facilities and equipment, but rather ability to staff and administer its programs and projects. While staff size has increased in recent years, FRRCD still continues to struggle because of continued personnel limitations. In particular, lack of support staff impedes the completion of essential administrative tasks, such as reporting requirements and the solicitation of grants. Outreach and engagement have also diminished due to staffing constraints. As mentioned, the District has indicated the need to expand its staffing level by at least one more position.

Infrastructure Needs

The District does not currently own or maintain its facilities and consequently does not have any infrastructure needs or deficiencies attributed to such assets. At this time, there are also no known concerns beyond routine maintenance needs for the District's vehicles.

The District has discussed purchasing additional equipment, as well as a lot for agricultural use to compost, although there are no imminent plans to do so.

²⁵ PCA email with Brad Graeves, March 2020.

²⁶ PCA email with Brad Graeves, March 2020.

Challenges

The primary challenges the District faces relate to funding and staffing.

Attaining consistent funding has been a constant impediment for the District. In particular, grant funding is inconsistent with several barriers to attainment. Additionally, many grants come with reporting requirements, which are often not part of the funded project and can pose a barrier to effectively accessing grant funding.²⁷

Another funding challenge is the lack of interest revenue from the endowment intended to fund upkeep of the Crescent Mills Wetland Conservation Area. FRRCD has an agreement with Caltrans to maintain and manage the conservation area, but that has proven challenging. The partnership began in 2005, but the interest from the endowment in recent years has failed to provide for the needs of the upkeep. The District has reported it was working with an auditor and the treasurer regarding the ability to transfer the fund.

As mentioned above, staffing restraints hamper FRRCD's ability to perform outreach and engagement which, in turn, impacts FRRCD's capability to foster partnerships and secure revenue generating projects and programs.

Service Adequacy

This section reviews indicators of service adequacy. The California Conservation Partnership and California Department of Conservation developed the Resource Conservation District Guidebook in 1999 which outlines best management practices for RCDs. Many of these practices are difficult to assess for adequacy and almost all indicators of service levels are not easily quantifiable nor compared with a defined industry standard; consequently, a relatively subjective judgment of adequacy is necessary. In order to evaluate the adequacy of FRRCD, the following criterions were considered:

- Long-range and strategic planning practices
- Project evaluation practices (i.e., annual reports), and
- Grant writing success.

A strategic plan provides a road map to agencies by setting priorities and identifying means to meet those goals. Priority setting helps a district determine which needs deserve attention first and enables it to focus its limited resources on addressing those needs. District priority setting is accomplished through creating a mission statement, identifying goals that support its mission, and then crafting objectives that help the district reach its goals. Also, having a clear mission, goals, and objectives—a strategic plan—helps identify shared interests an agency may have with other groups, agencies, or individuals and helps to avoid duplicating the work of other groups. Beyond these practical reasons for planning strategically, long-range planning is one of the provisions outlined in Division 9 of the Public Resources Code for the administration of a resource conservation district. Additionally, districts wishing to take advantage of state grant programs through the California Department of Conservation will only be able to do so if they maintain long- and short-range plans and publish annual progress reports. As identified in §9413 of Division 9, long-range plans shall²⁸:

- Establish long-range goals

²⁷ FRRCD Questionnaire Responses

²⁸ California Public Resources Code §9413,
https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=PRC&division=9.&title=&part=&chapter=3.&article=9.

- Be five-year plans
- Address the soil and related resource problems found to occur within the district
- Identify resource issues within the district for local, state, and federal resource conservation planning,
- Involve other agencies in the strategic planning process,
- Provide a framework for setting annual priorities,
- Create a basis for evaluating annual work plan achievements and allocating state funds to the district, and
- Provide for disseminating information concerning district programs and goals to local, state, and federal government agencies and the public.

While the District's strategic plan for 2019-2024 meets many of these requirements, improvements should be considered. In particular, progress could be made to address soil and related resource problems, to identify resource issues within the District for local, state, and federal conservation planning, setting forth annual priorities and evaluation markers.

Additionally, §9413 of Division 9 also requires that in order to receive grant funding through the Department of Conservation, RCDs must publish annual reports to summarize the District's progress toward meeting the goals and objectives outlined in the long-range plan.²⁹ Annual reports can be used to: 1. Provide a summary of the work accomplished over the previous year and set priorities for the coming year, 2. Provide a means to track district activities from year to year, 3. Offer a reference regarding project specifics in later years, 4. Inform long-range planning efforts, 5. Provide a useful introduction to the District's efforts for new employees and stakeholders, and 6. Supplement grant applications to provide information on district programs and goals. FRRCD intends to produce annual reports each fiscal year, however, as of the drafting of this report, they were not yet available. The lack of administrative support has prohibited this task from being completed more efficiently.

RCDs generally are limited or constrained by available funding sources. FRRCD is not an exception. It does not receive a constant and reliable funding source, and as such is forced to rely almost entirely on grant funds. Presently, the District indicates there is not sufficient capacity to meet all service needs; however, current grants received by the District are sufficient to meet funding needs through 2024.

²⁹ California Public Resources Code §9413,
https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=PRC&division=9.&title=&part=&chapter=3.&article=9.

FEATHER RIVER RESOURCE CONSERVATION DISTRICT DETERMINATIONS

Growth and Population Projections

- Based on the state's population projections, Plumas County's current population of 18,206 has not changed dramatically in recent years, nor is a significant amount of growth expected.
- Growth and development, or lack thereof, do not necessarily define demand for the District's services. Most recently, the increase in scope and severity of wildfire across the State has led to the transition of services offered by the District to wildfire prevention and restoration.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

- The District's capacity is not defined by facilities and equipment, but rather ability to staff and administer its programs and projects. While staff size has increased in recent years, FRRCD still continues to struggle because of continued personnel limitations. Staffing restraints hamper FRRCD's ability to perform outreach and engagement which, in turn, impacts FRRCD's capability to foster partnerships and secure revenue generating projects and programs.
- Based on long-range and strategic planning practices, project evaluation practices, and grant writing success, FRRCD provides more than adequate services. Improvements could be made to ensure annual reports are regularly completed and to expand on content in the long-term plan to meet State requirements.
- Presently, the District does not own any structures and therefore does not anticipate any infrastructure needs or deficiencies.
- The District's wish to purchase equipment and a lot for compost should be considered. Since FRRCD's capacity to realize operational needs through increased staff and grant funding has grown in recent years, acquiring assets that could facilitate projects and lead to potential revenue streams would benefit the District overall.

Financial Ability of Agencies to Provide Services

- FRRCD has recently received sizeable grant funds, ensuring adequate funding at least through 2024 for the District's services.
- While the District has generally faced financial constraints, it reports that capacity is expanding as a result of increased staffing and that its current financing level is adequate to deliver services to existing customers.

Status of, and Opportunities for, Shared Facilities

- The District rents offices and shares space with the NRCS.

Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

- FRRCD demonstrated accountability in its disclosure of information and cooperation with Plumas LAFCo. The District responded to the questionnaires and cooperated with the document requests.
- FRRCD practices outreach efforts as capacity allows and has made this a priority within its strategic plan. These efforts, which include maintaining a website where district information is made publicly available, help to enhance the District's transparency.
- A governmental structure option may be the expansion of FRRCD's boundaries to include a currently unserved area in Sierra County. Annexation of the territory would increase FRRCD's ability to implement programs. This area is part of the Plumas National Forest, with whom the District already has a robust relationship, and it is not currently part of an RCD.