

PLUMAS LAFCO

SPECIAL MEETING AGENDA

MONDAY APRIL 13, 2020

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 statewide shelter-in-place order.

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://zoom.us/j/370187632>

Meeting ID: 370 187 632

Join Zoom Meeting in App

Open application, make an account

Click "Join"

Meeting ID: 370 187 632

Dial in by Phone

(669)900-9128

Meeting ID: 370187632#

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

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 to telephonically to all members of the public and staff in effort to observe Social Distancing Recommendations in effect for the entire country.

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE
520 Main Street
QUINCY, CALIFORNIA

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

Commissioners:

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

Staff:

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

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call**
- 2. Approval of Agenda (additions or deletions)**
- 3. Correspondence:**
- 4. CONSENT ITEM (S)**

a) Approval of the February 10th, 2020 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 2020 and March 2020.**

a) Authorize payment of claims for February 2020 and March 2020.

PUBLIC HEARINGS and ACTION ITEMS:

- 7. Public Hearing regarding the Proposed 2020-2021 LAFCo Budget**

- a) Review Executive Officer's report.*
- b) Provide direction to staff regarding Proposed Workplan.*
- c) Provide direction to staff regarding continuation of suspension of Commission stipend.*
- d) Conduct public hearing and consider LAFCo Resolution 2020-0001 adopting a proposed LAFCo Budget for Fiscal Year 2020-2021.*

8. Discussion and update regarding use of allocated district training funds

- a) Streamline Webinar set for May 7th, 2020 at 2pm

9. Executive Officer's Report

- a) 700 Forms were required by April 1, 2019. File with County Clerk's office.
b) CALAFCO Leg Committee

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 8, 2020

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

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

Accessibility

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

The location of this meeting is wheelchair-accessible. If other accommodations are required to assist a person with a disability to participate in the meeting, please contact the Commission Clerk 24 hours before the meeting as indicated below.

Disclosure & Disqualification Requirements

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

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

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

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

PLUMAS LAFCO
REGULAR MEETING MINUTES

MONDAY February 10, 2020

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

Commissioners:

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

Staff:

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

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call**
Present: Vice Chair Bill Powers, Co. Member Sharon Thrall, City Member Tom Cooley, Public Member Matthew Haesche
Absent: Chair Kevin Goss, County Member Alternate Jeff Engel
- 2. Approval of Agenda (additions or deletions)**
Motion: Approval of Agenda as written, Action: Approve, Moved by Co. Member Sharon Thrall, Seconded by City Member Tom Cooley.
Motion passed unanimously.
- 3. Correspondence: None**
- 4. CONSENT ITEM (S)**
 - a) *Approval of the October 21st, 2019 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.

None.

6. Authorize payment of Claims for October 2019, November 2019, December 2019, and January 2020.

- a) *Authorize payment of claims for October 2019, November 2019, December 2019, and January 2020.*

Motion: Authorize payment of claims for October 2019, November 2019, December 2019 and January 2020, **Action:** Approve, **Moved by** City Member Tom Cooley, **Seconded by** County Member Sharon Thrall.
Motion passed unanimously.

- b) *Approve minute order transferring \$300 from contingency fund to travel fund*

Motion: Amend and approve request to transfer \$600 instead of \$300 from contingency fund to travel fund, **Action:** Approve, **Moved by** County Member Sharon Thrall, **Seconded by** Public Member Matthew Haesche.
Motion passed unanimously.

PUBLIC HEARINGS and ACTION ITEMS:

7. Potential Fire Reorganization Update

- a) *Update on status*

Update provided by Pat Morton and Tom Cooley.

- b) *Approval for use of Executive Officer time in support of reorganization efforts*

Motion: Approval of use of Executive Officer time in support of reorganization efforts, **Action:** Approve, **Moved by** County Member Sharon Thrall, **Seconded by** Public Member Matthew Haesche.
Motion passed unanimously.

- c) *Reinvigorate master tax sharing discussions*

8. Establish LAFCo meeting schedule for 2020

Motion: Approval of LAFCo meeting schedule for 2020 as provided, **Action:** Approve, **Moved by** City Member Tom Cooley, **Seconded by** Public Member Matthew Haesche.
Motion passed unanimously.

9. Discussion regarding use of allocated district training funds

10. Approve attendance of Executive Officer at 2020 CALAFCO Staff Workshop

- a) *Approve attendance*

Motion: Approve CALAFCO Staff Workshop attendance by Executive Director Jennifer Stephenson, **Action:** Approve, **Moved by** Public Member Matthew Haesche, **Seconded by** County Member Sharon Thrall.
Motion passed unanimously.

- b) *Adopt minute order approving transfer of \$700 from contingency fund to travel fund*

Motion: Adopt minute order approving transfer of \$700 from contingency fund to travel fund, **Action:** Approve, **Moved by** City Member Tom Cooley, **Seconded by** County Member Sharon Thrall.
Motion passed unanimously.

11. CALAFCO Conference Report by those in attendance

Report given by Matthew Haesche and Bill Powers.

12. Executive Officer's Report

a) **Item added:** Ad Hoc Budget Committee Appointment.

Motion: Ad Hoc Budget Committee Appointments of Kevin Goss and Tom Cooley., **Action:** Approve, **Moved by** Co. Member Sharon Thrall, **Seconded by** City Member Tom Cooley.
Motion passed unanimously.

b) Form 700 Deadline – Forms due at County Clerk's office by April 2nd.

c) Meadow Valley Cemetery District – Dissolving next year.

d) City of Portola SOI Update Status – Process begun

e) Website Update – In process

f) CalPERS Payment – Waiting on payment from County for their portion of LAFCo budget.

g) CALAFCO Leg Committee – Jennifer Stephenson is now a voting member.

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. Sharon Thrall spoke briefly about Cemetery District reorganizations and requested future agenda item. Tom Cooley spoke briefly about Plumas County Fire Chief's Association website and introduced Lauren Knox, new City Manager for the City of Portola. Bill Powers spoke about the City of Portola's portion of the LAFCo budget.

13. Adjourn to next regular meeting.

Meeting adjourned at 11:03 a.m.

LAFCo's next regular meeting to take place 10:00 am on April 13, 2020

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Chair:
Kevin Goss

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

Clerk:
Cheryl Kolb



LAFCo

*The Local Agency Formation
Commission Serving Plumas County*

**Claim Authorization Form
February 2020 and March 2020 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2019-2020 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
February 1, 2020	Health Care-Gullixson Mar 20	\$ 634.40
February 4, 2020	Pers unfunded liability Feb 20	\$ 531.24
February 12, 2020	AT&T (Feb 20)	\$ 55.76
February 15, 2020	Commissioner Mileage Feb 20	\$ 230.24
February 15, 2020	Commissioner Per Diem	\$ 200.00
March 1, 2020	Health Care-Gullixson Apr 20	\$ 634.40
March 4, 2020	Staff Svcs February 20	\$ 3,958.74
March 4, 2020	Pers unfunded liability Mar 20	\$ 531.24
March 10, 2020	AT&T (Mar 20)	\$ 55.97
April 2, 2020	Staff Svcs March 20	\$ 4,487.97
TOTAL Feb and Mar 2020 (FY 19-20) - LAFCo expenses:		\$ 9,583.06

DATED: April 13, 2020

APPROVED: April 13, 2020

Kevin Goss, Chair Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage	MSR/SOIs	Commiss	File Management	County
Account Number	SDRMA	Expense									Commission			Stipends		Contract
Total Budgeted	\$ 1,380.00	\$ 300.00	\$ 800.00	\$ 900.00	\$ 300.00	\$ 1,576.00	\$2,000.00	\$ 43,000.00	\$1,035.00	\$ 1,300.00	\$ 2,500.00	\$ 1,500.00	\$ 16,000.00	\$1,200.00	\$ 3,700.00	\$ 1,300.00
Pers unfunded liability Jul19																
Health Care-Gullixson Jul 19																
Health Care-Gullixson Aug 19																
AT&T (Jul 19)				\$ (55.90)												
Calafco dues						\$ (1,075.00)										
SDRMA	\$ (1,380.00)															
Feather Publishing Legal Notice (File 2018-2)																
Staff Svcs Jul 19				\$ (27.98)				\$ (3,500.00)								
Pers unfunded liability Aug19																
Pers unfunded liability Sep19																
Health Care-Gullixson Sep 19																
Health Care-Gullixson Oct 19																
CalPERS Admin Expense																
AT&T (Aug 19)				\$ (56.42)												
AT&T (Sep 19)				\$ (55.84)												
Commissioner Mileage												\$ (160.78)				
Benoit Staff Svcs																
Pers unfunded liability Oct19																
CALAFCO Registration											\$ (1,560.00)					
Feather Publishing Legal Notice (File 2019-1)																
Feather Publishing Legal Notice (Bylaws)										\$ (197.60)						
Staff Svcs Aug19			\$ (233.49)					\$ (3,500.00)	\$ (172.50)						\$ (17.50)	
Staff Svcs Sept19				\$ (27.98)				\$ (3,500.00)						\$ (855.00)		
Health Care-Gullixson Nov 19																
AT&T (Oct 19)				\$ (55.75)												
Benoit Svcs Oct 19																
Staff Svcs October 19			\$ (178.79)	\$ (27.98)	\$ (6.15)			\$ (3,500.00)	\$ (172.50)							
Pers unfunded liability Nov 19																
Health Care-Gullixson Dec 19																
CALAFCo Conference Travel (Powers)											\$ (492.18)					
CALAFCo Conference Travel (Haesche)											\$ (189.68)					
CALAFCo Conference Travel (Goss)											\$ (535.66)					
Per Diem (Haesche/Swofford Oct Meeting)														\$ (200.00)		
AT&T (Nov 19)				\$ (55.72)												
CSDA Membership						\$ (500.00)										
Plumas County Clerk Recorder																
Commissioner Mileage Oct 19												\$ (226.66)				
Health Care-Gullixson Jan 20																
Staff Svcs Nov 2019				\$ (27.98)	\$ (58.52)			\$ (3,500.00)			\$ (320.50)		\$ (180.00)			
Pers unfunded liability Dec 19																
AT&T (Dec 19)				\$ (55.72)												
Staff Svcs Dec 19				\$ (27.98)				\$ (3,500.00)								
County Staff Support Svcs																\$ (370.75)
Pers unfunded liability Jan 19																
Health Care-Gullixson Feb 20																
AT&T (Jan 20)				\$ (55.85)												
Staff Svcs Jan 20				\$ (27.98)				\$ (3,500.00)					\$ (360.00)			
Health Care-Gullixson Mar 20																
Pers unfunded liability Feb 20																
Pers unfunded liability Mar 20																
AT&T (Feb 20)				\$ (55.76)												
AT&T (Mar 20)				\$ (55.97)												
Transfer from Contingency																
Staff Svcs Feb 20			\$ (69.71)	\$ (27.98)	\$ (4.80)			\$ (3,500.00)	\$ (172.50)						\$ (26.25)	
Per Diem (Haesche/Swofford Feb Meeting)														\$ (200.00)		
Commissioner Mileage Feb 20												\$ (230.24)				
County Staff Support Svcs (Previous FY)																\$ (371.15)
Staff Svcs Mar 20		\$ (14.99)		\$ (27.98)				\$ (3,500.00)								
TOTAL EXPENDED	\$ (1,380.00)	\$ (14.99)	\$ (481.99)	\$ (726.77)	\$ (69.47)	\$ (1,575.00)	\$ -	\$ (31,500.00)	\$ (517.50)	\$ (197.60)	\$ (3,098.02)	\$ (617.68)	\$ (1,395.00)	\$ (400.00)	\$ (43.75)	\$ (741.90)
TOTAL REMAINING	\$ -	\$ 285.01	\$ 318.01	\$ 173.23	\$ 230.53	\$ 1.00	\$ 2,000.00	\$ 11,500.00	\$ 517.50	\$ 1,102.40	\$ (598.02)	\$ 882.32	\$ 14,605.00	\$ 800.00	\$ 3,656.25	\$ 558.10

Item	Health	CalPERS	Agency	TOTAL
Account Number	Insurance	Unfunded	Training	BUDGET
Total Budgeted	\$ 7,903.00	\$ 59,192.00	\$ 5,000.00	\$150,886.00
Pers unfunded liability Jul19		\$ (531.24)		\$ (531.24)
Health Care-Gullixson Jul 19	\$ (650.40)			\$ (650.40)
Health Care-Gullixson Aug 19	\$ (650.69)			\$ (650.69)
AT&T (Jul 19)				\$ (55.90)
Calafco dues				\$ (1,075.00)
SDRMA				\$ (1,380.00)
Feather Publishing Legal Notice (File 2018-2)				\$ -
Staff Svcs Jul 19				\$ (3,527.98)
Pers unfunded liability Aug19		\$ (531.24)		\$ (531.24)
Pers unfunded liability Sep19		\$ (531.24)		\$ (531.24)
Health Care-Gullixson Sep 19	\$ (650.69)			\$ (650.69)
Health Care-Gullixson Oct 19	\$ (650.69)			\$ (650.69)
CalPERS Admin Expense		\$ (350.00)		\$ (350.00)
AT&T (Aug 19)				\$ (56.42)
AT&T (Sep 19)				\$ (55.84)
Commissioner Mileage				\$ (160.78)
Benoit Staff Svcs				\$ -
Pers unfunded liability Oct19		\$ (531.24)		\$ (531.24)
CALAFCO Registration				\$ (1,560.00)
Feather Publishing Legal Notice (File 2019-1)				\$ -
Feather Publishing Legal Notice (Bylaws)				\$ (197.60)
Staff Svcs Aug19				\$ (3,923.49)
Staff Svcs Sept19				\$ (4,382.98)
Health Care-Gullixson Nov 19	\$ (650.69)			\$ (650.69)
AT&T (Oct 19)				\$ (55.75)
Benoit Svcs Oct 19				\$ -
Staff Svcs October 19				\$ (3,885.42)
Pers unfunded liability Nov 19		\$ (531.24)		\$ (531.24)
Health Care-Gullixson Dec 19	\$ (650.69)			\$ (650.69)
CALAFCo Conference Travel (Powers)				\$ (492.18)
CALAFCo Conference Travel (Haesche)				\$ (189.68)
CALAFCo Conference Travel (Goss)				\$ (535.66)
Per Diem (Haesche/Swofford Oct Meeting)				\$ (200.00)
AT&T (Nov 19)				\$ (55.72)
CSDA Membership				\$ (500.00)
Plumas County Clerk Recorder				\$ -
Commissioner Mileage Oct 19				\$ (226.66)
Health Care-Gullixson Jan 20	\$ (650.40)			\$ (650.40)
Staff Svcs Nov 2019				\$ (4,087.00)
Pers unfunded liability Dec 19		\$ (531.24)		\$ (531.24)
AT&T (Dec 19)				\$ (55.72)
Staff Svcs Dec 19				\$ (3,527.98)
County Staff Support Svcs				\$ (370.75)
Pers unfunded liability Jan 19		\$ (531.24)		\$ (531.24)
Health Care-Gullixson Feb 20	\$ (634.40)			\$ (634.40)
AT&T (Jan 20)				\$ (55.85)
Staff Svcs Jan 20				\$ (3,887.98)
Health Care-Gullixson Mar 20	\$ (634.40)			\$ (634.40)
Pers unfunded liability Feb 20		\$ (531.24)		\$ (531.24)
Pers unfunded liability Mar 20		\$ (531.24)		\$ (531.24)
AT&T (Feb 20)				\$ (55.76)
AT&T (Mar 20)				\$ (55.97)
Transfer from Contingency				\$ -
Staff Svcs Feb 20				\$ (3,801.24)
Per Diem (Haesche/Swofford Feb Meeting)				\$ (200.00)
Commissioner Mileage Feb 20				\$ (230.24)
County Staff Support Svcs (Previous FY)				\$ (371.15)
Staff Svcs Mar 20				\$ (3,542.97)
				\$ -
TOTAL EXPENDED	\$ (5,823.05)	\$ (5,131.16)	\$ -	\$ (53,713.88)
TOTAL REMAINING	\$ 2,079.95	\$ 54,060.84	\$ 5,000.00	\$ 97,172.12

Invoice #PLUMAS-2020-3
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 2, 2020

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)		\$35	\$0.00
Dennis Miller, GIS		\$60	\$0.00
Subtotal			\$3,500.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	10.50	\$ 90.00	\$945.00
Jennifer Stephenson, MSR and SOI Updates	0.00	\$ 90.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Cheryl Kolb, Applications/Projects - File 2019-0001	0.00	\$ 35.00	\$0.00
Subtotal			\$945.00

Reimbursements

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

Amount Due	\$4,487.97
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

4/2/20

Date

Jennifer Stephenson Mar 2020 Timesheet

Date	Hours	Description	Special Project
3/1/20			
3/2/20			
3/3/20	0.75	Phone call with Portola citizen	
3/4/20			
3/5/20	2.75	Leg Committee Meeting Prep	
3/6/20	4.25	Leg Committee Meeting	
3/7/20			
3/8/20			
3/9/20	1.25	Follow up with PCSDA	
3/10/20			
3/11/20			
3/12/20	2.25	Update of website	
3/13/20			
3/14/20	3.5	Research re: video conferencing options	
3/15/20			
3/16/20	1.25	Research re Cal PERS payment	
3/17/20	7.25	Completing BOE application for File 2019-0001	X
3/18/20	3.25	Completing BOE application for File 2019-0002	X
3/19/20			
3/20/20			
3/21/20	4.25	Development of proposed budget	
3/22/20	0.75	Research re Cal PERS payment	
3/23/20			
3/24/20	1.25	Streamline Webinar re: video conferencing	
3/25/20	1.75	Phone call with Grizzly Ranch CSD resident, Budget ad hoc committee meeting	
3/26/20			
3/27/20	0.5	Phone call with West Branch CSD	
3/28/20			
3/29/20	1.5	Planning with Streamline re: webinar	
3/30/20			
3/31/20	2.75	Refinement of proposed budget	

Jennifer Stephenson Mar 2020 Timesheet

Date	Hours	Description	Special Project
3/1/20			
3/2/20			
3/3/20	0.75	Phone call with Portola citizen	
3/4/20			
3/5/20	2.75	Leg Committee Meeting Prep	
3/6/20	4.25	Leg Committee Meeting	
3/7/20			
3/8/20			
3/9/20	1.25	Follow up with PCSDA	
3/10/20			
3/11/20			
3/12/20	2.25	Update of website	
3/13/20			
3/14/20			
3/15/20			
3/16/20	1.25	Research re Cal PERS payment	
3/17/20	7.25	Completing BOE application for File 2019-0001	X
3/18/20	3.25	Completing BOE application for File 2019-0002	X
3/19/20			
3/20/20			
3/21/20	4.25	Development of proposed budget	
3/22/20	0.75	Research re Cal PERS payment	
3/23/20			
3/24/20			
3/25/20	1.75	Phone call with Grizzly Ranch CSD resident, Budget ad hoc committee meeting	
3/26/20	1.5	Planning with Streamline re: webinar	
3/27/20	0.5	Phone call with West Branch CSD	
3/28/20			
3/29/20			
3/30/20			
3/31/20	2.75	Refinement of proposed budget	

Invoice #PLUMAS-2020-2
Policy Consulting Associates, LLC

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

Date: March 4, 2020

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)	0.75	\$35	\$26.25
Dennis Miller, GIS		\$60	\$0.00
Subtotal			\$3,698.75

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	1.75	\$ 90.00	\$157.50
Jennifer Stephenson, MSR and SOI Updates	0.00	\$ 90.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Cheryl Kolb, Applications/Projects - File 2019-0001	0.00	\$ 35.00	\$0.00
Subtotal			\$157.50

Reimbursements

Reproduction Costs	\$69.71
Postage	\$4.80
Phone and Communications	\$27.98
Office Supplies	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$102.49

Amount Due	\$3,958.74
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

3/4/20

Date

Jennifer Stephenson Feb 2020 Timesheet

Date	Hours	Description	Special Project
2/1/20	1.25	Correspondance with Meadow Valley Cemetery District	
2/2/20	5.5	Drafting agenda packet	
2/3/20	7.5	Drafting agenda packet	
2/4/20	5.25	Drafting and distribution of agenda packet	
2/5/20	3.5	Update of website	
2/6/20			
2/7/20			
2/8/20			
2/9/20	6.5	Travel and preparing for commission meeting	
2/10/20	3.5	Commission meeting and prep, meeting with Portola City Manager	
2/11/20			
2/12/20			
2/13/20			
2/14/20			
2/15/20			
2/16/20	1.75	Follow up with State re: File 2019-2	X
2/17/20			
2/18/20			
2/19/20			
2/20/20	0.75	Follow up with PSDA	
2/21/20			
2/22/20			
2/23/20	0.5	Follow up with County re: payment	
2/24/20			
2/25/20			
2/26/20			
2/27/20			
2/28/20			
2/29/20			

Jennifer Stephenson Mar 2020 Timesheet

Date	Hours	Description	Special Project
3/1/20			
3/2/20			
3/3/20	0.75	Phone call with Portola citizen	
3/4/20			
3/5/20	2.75	Leg Committee Meeting Prep	
3/6/20	4.25	Leg Committee Meeting	
3/7/20			
3/8/20			
3/9/20	1.25	Follow up with PCSDA	
3/10/20			
3/11/20			
3/12/20	2.25	Update of website	
3/13/20			
3/14/20			
3/15/20			
3/16/20	1.25	Research re Cal PERS payment	
3/17/20	7.25	Completing BOE application for File 2019-0001	X
3/18/20	3.25	Completing BOE application for File 2019-0002	X
3/19/20			
3/20/20			
3/21/20	4.25	Development of proposed budget	
3/22/20	0.75	Research re Cal PERS payment	
3/23/20			
3/24/20			
3/25/20	1.75	Phone call with Grizzly Ranch CSD resident, Budget ad hoc committee meeting	
3/26/20	1.5	Planning with Streamline re: webinar	
3/27/20	0.5	Phone call with West Branch CSD	
3/28/20			
3/29/20			
3/30/20			
3/31/20	2.75	Refinement of proposed budget	

Plumas LAFCo

STAFF REPORT

MEETING DATE: April 13, 2020

TO: LAFCo Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Proposed Budget and Work Plan for the 2020-2021 Fiscal Year

LAFCo's 2019-2020 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 \$45,476. This balance does not reflect any interest earnings this year, as the County has not been able to calculate those earnings to date. Starting this year, the Commission approved putting all interest earnings into the Reserve Fund, and these earnings are not appropriated to operations. Additionally, in the recent 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 2020-2021 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 2020-2021

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. It was originally recommended for this Fiscal Year (19-20), that the Commission focus on the SOI update of the City of Portola to thoroughly review the SOI and identify any necessary amendments. While the SOI update for the City has been initiated, and is a priority for completion, a minimal portion of the budget has been expended to date and certain circumstances and projects have come to light that are more time-sensitive and which may make greater beneficial use of LAFCo's funds for the remainder of FY 19-20 and into FY 20-21, including the following:

- Dissolution of five inactive districts
- Reorganization of cemetery districts
- Reorganization of fire providers in Eastern Plumas

As of the adoption of the FY 19-20 budget, AB 1253 was under consideration by the State legislature, which had the potential to provide grant funding for dissolving of inactive and defunct districts. However, the CALAFCO Board has decided to redirect its efforts for the next two years, and AB 1253 has not come to fruition.

Over the course of the service reviews, several agencies that are inactive with no plans for use were identified. These agencies should be dissolved in order to eliminate LAFCo's responsibility over these agencies and the costs associated with service reviews and SOI updates. All of these districts are dependent of the County. The inactive districts to be dissolved include:

- County Service Area #3 - Hamilton Branch
- County Service Area #6 – Genessee Valley
- County Service Area #7 – Warner Valley
- County Service Area #10 – Big Meadows
- Dixie Valley Community Services District

Should LAFCo initiate dissolution of these districts, it would cost approximately \$10,000 from the special project funds. It is recommended that LAFCo make use of the remaining Special Project funds to initiate and complete dissolution of these districts this fiscal year (FY 19-20).

Additionally, over the course of the Cemetery District SOI Update in FY 18-19, it came to light that there are two cemetery districts (Cromberg and Crescent Mills) which are essentially inactive and unresponsive. The territories of these two districts was placed in the SOIs of two neighboring districts, indicating eventual dissolution and annexation by the neighboring district. Also, Meadow Valley Cemetery District indicated a need for support in reorganization by November 2020 to ensure continued services within its boundaries. Given the lack of intention of initiating reorganization through application to LAFCo by the districts in question, it is recommended that LAFCo consider initiating the three reorganizations in FY 20-21. It is estimated that the three reorganizations will cost approximately \$12,000.

Moreover, given challenges and constraints facing rural fire providers, the fire agencies in Eastern Plumas are evaluating options for reorganization of the fire service structure in the area. Such a reorganization would be an example to other districts in the County, and is supported by LAFCo. It is apparent that the fire providers struggle with severely constrained budgets, which limits the ability to conduct a comprehensive reorganization. Additionally, a reorganization of this type is in the best interest of the public's safety, and should be promoted to the extent possible. As the agencies have not yet identified the structure or form that the reorganization will take, which will determine LAFCo application costs, in lieu of a defined reorganization proposal, LAFCo could provide support by waiving application fees up to \$12,000, with those fees covered by the Special Project funds. The supplement would not include election costs, Board of Equalization filing fees, or development of a plan for services.

These projects are accounted for in the amount dedicated for MSRs and SOI updates/Special Projects in the Proposed Budget.

Agency Training

In the FY 19-20 budget, the Commission approved \$5,000 for use for district training. Given LAFCo's focus in FY 20-21 on unfunded reorganization efforts and dissolution of inactive districts, it is recommended that no funds be allocated to Agency Training in FY 20-21. 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 2020-2021 fiscal year, based on recent inquiries, LAFCo anticipates one or 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 2020-2021 around the City of Portola.

District Consolidations (Agency Initiated) – At this time staff has not heard of any potential additional district consolidations beyond the applications that have already been received and those discussed under Special Projects. 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 2020-2021 budget.

District Consolidations (LAFCo Initiated) – LAFCo has the authority to initiate consolidations based on findings in a Service Review. The Commission updated the cemetery district SOIs in FY18-19, which placed Cromberg Cemetery District and Crescent Mills Cemetery District in the SOIs of other districts, indicating the eventual consolidation of these districts with other successor services providers. Depending on the Commission's interest in pursuing dissolution of these agencies, the Commission has the potential to initiate consolidation of Cromberg Cemetery District with Quincy LaPorte Cemetery District, and similarly, Crescent Mills Cemetery District with Greenville Cemetery District. The financial burden of this consolidation would therefore lie with LAFCo. If LAFCo chooses to pursue this option, then the project may be started in FY 2020-2021 as part of the proposed Special Projects work plan.

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

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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.

2020-2021 Administrative Projects

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

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 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

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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 2020-2021 budget should include funding for one 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 Monterey, CA.

Summary of the Proposed Budget:

Commissioner Stipends: This year the Commission chose to suspend the \$100 per LAFCo meeting stipend, with the exception of for the public members. The suspension is for the 2019-2020 fiscal year, 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 2020-2021.

Liability Insurance: LAFCo is required to carry insurance as an independent agency. LAFCo has insurance through SDRMA, which has instituted an increase of 110% in premiums for the next fiscal year, from \$1,380 to \$2,898.

Memberships: CALAFCO dues will be increased next year from \$1,075.00 to \$1,267. It is important LAFCo remain in its statewide professional organization and participate in LAFCo issues of common concern for the benefit of Plumas LAFCo and its agencies. Since LAFCo receives SDRMA insurance, there is a \$500.00 membership fee for the California Special Districts Association.

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 is requested to remain at \$900, since phone costs are anticipated to remain relatively consistent with past years.

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; therefore, it is suggested that this line item remain \$300 in the next 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.

2020-2021 Work Plan/Proposed Budget

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Staff Services: It is recommended that this item remain \$43,000 to account for contract Executive Officer fees and support staff services on complicated issues. Should there be unanticipated workload, a budget amendment may be necessary in this as well as other categories.

This category includes general administrative work, project processing, meeting with Special Districts, environmental review on Spheres of Influence updates, and the staff activities enumerated in the “activities” report. Notwithstanding a complex reorganization (application), controversial Service Review, sphere of influence or incorporation project 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 2020-2021 are proposed to be \$1,120.

Legal Notices/Publications: \$1,000 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. Publication costs are significantly higher than adjacent counties. 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.

Transportation/Travel/Conf. Registration: It is recommended \$3,000.00 be budgeted in this category. This amount budgeted would provide for attendance of one commissioner and one staff at the CALAFCO conference in Monterey, CA for a cost of around \$2,400. 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 \$24,000 be budgeted to cover the costs of reorganization of cemetery and fire services as described in the work plan.

Financial Services: Financial Services are included in the County Contract and Misc. Services in the amount of \$1,300.00, consistent with this year.

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 \$650.40 per month to \$634.40 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 \$8,000 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. Since County funds were only recently received, this payment has not yet been made. However, it is anticipated that the payment will be completed by the end of the fiscal year and there will be no payments for FY 20-21.

File Scanning and Retention: 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. This project was initiated this year, but has been delayed by technical issues. A computer has been purchased to complete this project. Once the files are scanned, these files will then be made more accessible. It is recommended that \$3,700 continue to be budgeted for this item in the next year.

Reserve Funds: During the recent 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 \$9,000, making the reserve fund balance \$54,476 by the end of 2020-2021.

Contingency: A contingency amount is essential to cover unexpected expenses. It is recommended that the same contingency amount as in the last three 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 \$10,000 from the 19-20 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 \$10,000.00 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 \$95,785.00 for FY 2020-2021, which is a decrease from FYs 19-20 and 18-19. The City and County would pay \$47,892.50 each, assuming the existing allocation formula in Government Code 56381 is followed.

Recommendation

Approve LAFCo Resolution 2020-0001 adopting a proposed budget for fiscal year 2020-2021.

OBJECT LEVEL/ACCOUNT	FY 2018-2019	FY 2019-2020	FY 2019-2020	FY 2020-2021	
	FINAL BUDGET	FINAL BUDGET	AS OF 3/24/2020	PROPOSED BUDGET	
EXPENDITURES*					NOTES
Commissioner Stipends	\$0.00	\$1,200.00	\$400.00	\$1,200.00	Assumed continued suspension of commissioner stipends, and funds allocated to special projects and reorganizations.
Liability Insurance	\$1,275.00	\$1,380.00	\$1,380.00	\$2,898.00	Proposed increase is 110%. Comparable insurances are more. (GSRMA)
Memberships	\$1,426.00	\$1,576.00	\$1,575.00	\$1,767.00	CALAFCO dues have new structure based on population. Plumas LAFCo from \$1,075 to \$1267, \$500 CSDA membership.
Office Expense – Printing	\$600.00	\$800.00	\$481.99	\$800.00	A majority attributed to agenda packet printing. Budget based on proposed Work Plan with associated printing costs.
Postage	\$200.00	\$300.00	\$69.47	\$300.00	Same as printing.
Communications	\$900.00	\$900.00	\$726.77	\$900.00	Phone, fax, long distance
Office expenses/Board Room rental/general	\$500.00	\$300.00	\$14.99	\$300.00	No major purchases anticipated.
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
Professional Svcs. – LAFCo Staff	\$46,000.00	\$43,000.00	\$31,500.00	\$43,000.00	\$3500 per month, plus 10 hours of Deputy EO time.
LAFCo Clerk Costs	\$1,035.00	\$1,035.00	\$517.50	\$1,120.00	\$120 per meeting, plus \$400 for clerk services such as mailing agenda.
Publications/Legal Notices	\$900.00	\$1,300.00	\$197.60	\$1,000.00	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.
Personal Mileage - Commissioners	\$1,500.00	\$1,500.00	\$617.68	\$1,500.00	
Transportation & Travel (Special)	\$2,500.00	\$2,500.00	\$3,098.02	\$3,000.00	Conference for 1 Commissioner and 1 staff, Staff workshop for staff
MSR/SOI Updates/Special Projects	\$20,000.00	\$16,000.00	\$1,395.00	\$24,000.00	Work plan - Finish special district dissolutions, conduct LAFCO initiated reorganizations of cemetery districts, supplement fire reorganization efforts
County Contract and Misc. Services	\$1,500.00	\$1,300.00	\$741.90	\$1,300.00	For accounting with County. Depends on amount of time spent, which could fluctuate. Last FY payment did not go through, so will be accounted here.
Health Insurance-Gullixson	\$7,600.00	\$7,903.00	\$5,823.05	\$8,000.00	Payments went down from \$650.40 to \$634.40 (2.4%) this year. Future changes are unpredictable. Recommend slight increase for an unexpected increase.
PERS Unfunded Liability	\$6,050.00	\$59,192.00	\$5,131.16	\$0.00	Working to pay off balance this year.
LAFCo File Management - Scanning	\$4,100.00	\$3,700.00	\$43.75	\$3,700.00	
Agency Training	\$0.00	\$5,000.00	\$0.00	\$0.00	Continue this service depending on success of training in upcoming months? Or transfer to reorganization efforts?
Total Services & Supplies	\$98,086.00	\$150,886.00	\$53,713.88	\$96,785.00	
RESERVE FUND	\$10,000.00	\$0.00	\$45,475.84	\$9,000.00	Adopted policy in Bylaws to maintain a \$100,000 reserve fund.
CONTINGENCY	\$5,000.00	\$5,000.00	\$1,300.00	\$5,000.00	
TOTAL LAFCO BUDGET	\$113,086.00	\$155,886.00		\$110,785.00	
REVENUES AND DEPOSITS					
Anticipated Cash Balance as of July 1st	-\$6,500.00	-\$10,000.00	\$97,172.12	-\$10,000.00	Approximately \$60,000 will be paid to CalPERS.
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	\$0.00	-\$5,000.00	Had exceptional number of applications last year. Not anticipated to keep pace.
Interest	\$0.00	\$0.00	TBD	\$0.00	Interest is directed to Reserve Fund. Does not contribute to operating budget. County is having issue posting interest to Reserve Account. Hoping to resolve by end of FY.
City Share – LAFCO Cost	\$50,793.00	\$70,443.00		\$47,892.50	
County Share – LAFCO Cost	\$50,793.00	\$70,443.00		\$47,892.50	
Total Due from Other Gov'ts.	\$101,586.00	\$140,886.00		\$95,785.00	

Resolution 2020-0001
of the
Plumas Local Agency Formation Commission

*A Resolution of Plumas Local Agency Formation Commission Adopting a Proposed Budget for
2020-2021*

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 2020-2021 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 2020-2021 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 13th day of April 2020 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 13th day of April 2020.

Kevin Goss, Chair or Bill Powers, Vice-Chair
Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCo