

PLUMAS LAFCO
REGULAR MEETING AGENDA

MONDAY April 9, 2018

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

Commissioners:

Tom Cooley, City Member, Vice Chair
Kevin Goss, County Member
Sharon Thrall, County Member, Chair
Bill Powers, City Member
Dave Loschiavo, Public Member

Terry Swofford, Public Member Alt.
Michael Sanchez, County Member Alt.
Pat Morton, City Member Alt.

Staff:

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

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call**
- 2. Approval of Agenda (additions or deletions)**
- 3. Correspondence:**
 - a) Call for legislative action by CALAFCO to support AB 3254 (annual omnibus bill)*
 - b) Call for legislative action by CALAFCO to support 2258 (grant funding for LAFCOs)*
 - c) Call for legislative action by CALAFCO to support AB 2600 (adds option of resolution application for Regional Park and Open Space Districts)*
 - d) Call for legislative action by CALAFCO to support AB 2491 (seeks to reinstate VLF funding for future City incorporations)*
- 4. CONSENT ITEM (S)**
 - a) Approval of the February 26th , 2018 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 2018 and March 2018

- a) Authorize payment of claims for February 2018 and March 2018.*

PUBLIC HEARINGS:

7. Continued Public Hearing regarding the Sphere of Influence for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD.

- a) Receive Executive Officer's report, for the edited Sphere of Influence report and Sphere of Influence updates for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD.*
- b) Conduct Public Hearing and Consider Resolution 2018-0001, approving Sphere of Influence Updates for C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD, and the Whitehawk Ranch CSD.*

8. Public Hearing regarding the Proposed 2018-2019 LAFCo Budget.

- a) Review Executive Officer's report, conduct public hearing and consider LAFCo Resolution 2018-0002 adopting a proposed LAFCo Budget for Fiscal Year 2018-2019*

ACTION ITEMS:

9. Appoint Ad Hoc Policies and Procedures Update Committee

10. Executive Officer's Report

- a) 700 Forms were required by April 2, 2018. File with County Clerk's office.*
- b) Development of Strategic Plan*
- c) Correspondence and outreach to special districts*
- d) Creation of Plumas LAFCO Facebook page*
- e) Requests for outreach and education to Portola area fire providers and constituents*

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 11th, 2018

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 MEETING MINUTES

**MONDAY, February 26, 2018
PLUMAS COUNTY BOARD OF SUPERVISORS CHAMBERS**

1. CALL TO ORDER - 10:10 a.m.

Present: Bill Powers, Dave Loschiavo and Sharon Thrall
Also Present: Michael Sanchez, Pat Morton and John Benoit
Absent: Tom Cooley, Kevin Goss and Terry Swofford

2. Approval of Agenda

Agenda approved as written.

3. Correspondence

John Benoit received a letter from Special Districts Risk Management Authority notifying Plumas LAFCo of an anticipated 6% increase in insurance rates next year.

4. CONSENT ITEM(S)

- a. Commissioner Powers moved to approve the December 11th, 2017 minutes as printed. Alternate Morton seconded. Unanimous approval; motion carried.

5. Public Comment

Chair Thrall opened the floor to public comment. No public comment offered. Public comment period closed.

6. Authorize payment of Claims for December 2017 and January 2018

Commissioner Powers moved to approve the payment of claims for December 2017 and January 2018. Alternate Morton seconded. Unanimous approval; motion carried.

PUBLIC HEARING:

7. Public Hearing regarding the Sphere of Influence for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD.

Benoit noted the population data needs to be corrected, Eastern Plumas Fire Protection District is in negotiation with Gold Mountain CSD and in contract with C-road for three years. The City of Portola has an agreement with Eastern Plumas Fire Protection District for 60 days – the Sphere of Influence will remain the same. Eastern Plumas Fire Protection District will submit corrections on C-road to John Benoit. Further discussion tabled to next meeting pending changes.

ACTION ITEMS:

8. Mid-year budget review.

John Benoit presented the budget review for 2017-2018 and noted that Plumas LAFCo needs to watch for an increase in PERS for next year's budget.

9. General discussion and establishment of work priorities for the upcoming Fiscal Year 2018-2019.

John Benoit provided a chart of MSR and SOI projects and the dates each were completed. Items of note: Eastern Plumas Health Care and Sierra Valley Hospital will be filing for a Change of Organization. East Quincy CSD and Quincy CSD have merged and created the American Valley CSD. Walker Ranch may add new and different services. Two changes to be made to the chart as provided: Central Plumas Recreation District and East Plumas Park and Recreation District SOI's were completed August 14, 2017.

10. Authorize Staff to attend the Annual Calafco Staff Workshop in Marin County – April 11-13, 2018.

Jennifer Stephenson will not be attending and John Benoit may or may not attend. Benoit noted Plumas LAFCo needs to factor in travel expenses for next year's budget.

11. Appoint Ad Hoc Budget Committee for FY 2018-2019.

Chair Thrall appointed Alternate Sanchez. Commissioner Loschiavo volunteered. Suggested budget to be presented at the April meeting.

12. Consider Agreement for Services with Policy Consulting Associates and minute order appointing a new Executive Officer for Plumas LAFCo.

Jennifer Stephenson with Policy Consulting Associates has been offered the position of new Executive Officer. Alternate Sanchez moved to approve of new appointment and contract as offered. Commissioner Powers seconded. Unanimous approval; motion carried.

13. Consider Contract Amendment with John Benoit for miscellaneous LAFCo Staff Services.

Contract amendment drafted to pay LAFCo Clerk at the rate of \$35.00 per hour for additional duties outside of the meetings; limited to approved budget. Alternate Sanchez moved to approve contract amendment; Commissioner Powers seconded. Unanimous approval; motion carried.

14. Executive Officers Report:

John Benoit presented information on the following items:

- a) 700 Forms.
- b) East Quincy Services District and Quincy CSD consolidation

- c) CSDA Ethics Training, Legislative Update and Network Discussion
- d) AB-979 Special District Representation on LAFCo's

15. Adjourn to next regular meeting to take place on April 9, 2018

The next regular meeting will take place on April 9, 2018 at 10:00 a.m. at the Plumas County Board of Supervisors Chambers. Meeting adjourned at 11:09 a.m.

Chair:

Sherrie Thrall

Commissioners:

Tom Cooley, Vice Chair
 Kevin Goss, County
 Dave Lochaivo, Pub
 Bill Powers, City
 M Sanchez, 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 2018 and March 2018 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2017-2018 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Mar 1, 2018	Staff Svcs Feb 2018	\$ 5,418.20
Feb 20, 2018	2.20.18 Health Care- Gullixson	\$ 625.03
Mar 20, 2018	3.20.18 Health Care Gullixson	\$ 625.03
Feb 20, 2018	Pers unfunded liability Feb 18	\$ 399.37
Mar 6, 2018	Pers unfunded liability Mar 18	\$ 399.37
Apr 1, 2018	Staff Svcs Mar 18	\$ 3,696.18
Feb 16, 2018	Browne Legal end 2.15.18	\$ 262.50
Mar 16, 2018	Browne Legal end 3.15.18	\$ 97.50
Mar 28, 2018	Feather Publishing Co. Inc – Budget Hearing	\$ 137.20
Feb 20, 2018	AT&T 2.20.18	\$ 55.68
Mar 20, 2018	AT&T 3.20.18	\$ 55.47
Mar 27, 2018	Benoit Staff Svcs Mar 18	\$ 2,000.00
TOTAL Feb 2018 and Mar 2018 (FY 17-18) - LAFCo expenses:		\$ 13,771.53

DATED: Apr 9, 2018

APPROVED: Apr 9, 2018

 Sherrie Thrall, Chair Plumas LAFCo
 Or Tom Cooley, Vice-Chair Plumas LAFCo

Attest:

 Jennifer Stephenson
 Executive Officer

2017-2018
Plumas LAFCo Bookkeeping

[illegible]

2017-2018
Plumas LAFCo Bookkeeping

Item	MSR/SOIs	Commiss	File Management	County	Health	TOTAL
Account Number		Stipends		Contract	Insurance	BUDGET
Total Budgeted	\$ 25,000.00	\$ -	\$ 4,500.00	\$ 1,600.00	\$ 10,200.00	\$ 91,134.00
7.1.17 Pers unfunded liability					\$ (399.37)	
July PERs Unfunded Liability					\$ (350.00)	\$ (350.00)
Per Diem July 2017		\$ (538.25)				\$ (538.25)
July 2017 Health Insurance-Gullixson					\$ (638.86)	\$ (638.86)
Calafco Dues 2017-2018						\$ (899.00)
Liability Insurance for FY 2017-2018						\$ (1,202.00)
Staff Svcs. July 2017	\$ (2,000.00)					\$ (5,579.51)
Feather Pub QCSD and EQSD Consold						\$ (93.10)
Feath PubNotice SOI Park and Rec Dists						\$ (166.60)
Staff Svcs August 2017	\$ (4,462.50)					\$ (9,747.58)
Staff Svcs September 2017	\$ (1,590.00)					\$ (2,946.61)
Pers unfunded liability August 17					\$ (399.37)	\$ (399.37)
Pers unfunded liability misc.					\$ (0.52)	\$ (0.52)
Pers unfunded liability September 17					\$ (399.37)	\$ (399.37)
Gullixson Health Insurance Aug 17					\$ (638.86)	\$ (638.86)
Gullixson Health Insurance Sept 17					\$ (638.72)	\$ (638.72)
Gullixson Health Insuranc Oct17					\$ (638.86)	\$ (638.86)
Pers unfunded liabilityOct 17					\$ (399.37)	\$ (399.37)
Staff Svcs Oct 2017	\$ (595.00)					\$ (5,771.12)
Tom Cooley's Conf Costs						\$ (911.80)
Tom Cooley's conf. Regis						\$ (490.00)
Staff SVCS November 2017						\$ (2,914.28)
Lap top for Live Streaming and Misc						\$ (794.35)
Reimburse J Greening Meeting Stipends						\$ (1,600.00)
Pers unfunded liability Nov 17					\$ (399.37)	\$ (399.37)
Gullixson Health Ins Nov 2017					\$ (638.86)	\$ (638.86)
Gullixson Health Ins Dec 2017					\$ (638.86)	\$ (638.86)
Pers unfunded liability Dec 2017					\$ (399.37)	\$ (399.37)
Staff Svcs December 2017	\$ (2,000.00)					\$ (4,293.22)
AT&T comm 8.24-11.21						\$ (223.49)
Comm Mileage Aug -October 2017						\$ (482.04)
Comm mileage for December 17 Mtg						\$ (246.26)
Staff Svcs January 2018	\$ (1,020.00)		\$ (382.50)			\$ (4,038.14)
Browne ending 1.15.18						\$ (25.00)
Planning Staff Svcs 1.12.18				\$ (707.50)		\$ (707.50)
Gullixson Health Ins Jan 2018					\$ (625.03)	\$ (625.03)
Pers unfunded liability Jan 2018					\$ (399.37)	\$ (399.37)
Staff Svcs Feb 2018	\$ (1,190.00)		\$ (85.00)			\$ (5,418.20)
Comm mileage Feb 26, 2018						\$ (179.25)
Gullixson Health Ins Feb 2018					\$ (625.03)	\$ (625.03)
Pers unfunded liability Feb 2018					\$ (399.37)	\$ (399.37)
Legal Services Feb 2018						\$ (262.50)
AT&T comm Feb 20 2018						\$ (55.68)
Feather Pub SOI Update Hearing						\$ (41.65)
Planning Staff Svcs 3.9.18				\$ (707.50)		\$ (707.50)
Pers unfunded liability Mar 2018					\$ (399.37)	\$ (399.37)
AT&T comm Mar 20 2018						\$ (55.47)
Gullixson Health Ins Mar 2018					\$ (625.03)	\$ (625.03)
Staff Svcs March 2018						\$ (3,696.18)
Legal Services Mar 2018						\$ (97.50)
Feather Pub Budget Hearing						\$ (137.20)
Benoit Staff Svcs Mar 2018	\$ (2,000.00)					\$ (2,000.00)
						\$ -
TOTAL EXPENDED	\$ (14,857.50)	\$ (538.25)	\$ (467.50)	\$ (1,415.00)	\$ (9,652.96)	\$ (65,574.57)
TOTAL REMAINING	\$ 10,142.50	\$ (538.25)	\$ 4,032.50	\$ 185.00	\$ 547.04	\$ 25,559.43

Invoice #PLUMAS-2018-1
Policy Consulting Associates, LLC
39774 Via Careza
Murrieta, CA 92563
(310) 936-2639
EIN #: 27-2523069

Date: April 1, 2018

Plumas LAFCO
520 Main St
Quincy, CA 96971

Staff Services

Research Services	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$90	\$3,500.00
Cheryl Kolb, Clerk		\$35	\$120.00
Subtotal			\$3,620.00

Project: MSRs and SOI Updates

Research Services	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer	0.00	\$ 90.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Subtotal			\$0.00

Reimbursements

Reproduction Costs - Business Cards	\$38.20
Postage	\$10.00
Phone and Communications	\$27.98
Office Supplies	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$76.18

Amount Due	\$3,696.18
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

4/1/18

Date

INVOICE Plumas LAFCo March 2018

John Benoit

Invoice number: **2018-0026**

Invoice date: 27-Mar-18

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

0 Vender ID #

Client name: Plumas LAFCo c/o County of Plumas
Address: 520 Main Street
City, state, postal code: Quincy, CA 96971

Telephone:
Fax:
PO number:

Lafco Staff	Hours		Start / End Date	Amount
John Benoit	20.00		Mar 1-31, 2018	\$2,000.00

Total activity cost: \$2,000.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		
Postage		
Phone & Communications		
Office Supplies		
Mileage		
Transportation and Travel		

Total materials cost: \$0.00

Total billing: \$ 2,000.00

TIMESHEET
for John Benoit

PLUMAS LAFCO

March 2018

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Mar-18	Misc comm and after meeting items			1	\$ 100.00
2-Mar-18					\$ -
3-Mar-18					\$ -
4-Mar-18	reso and agenda index km			1	\$ 100.00
5-Mar-18	Resolution and agenda index			3.5	\$ 350.00
6-Mar-18	financials Bills finalize spreadsheet			1	\$ 100.00
7-Mar-18					\$ -
8-Mar-18					\$ -
9-Mar-18					\$ -
10-Mar-18					\$ -
11-Mar-18					\$ -
12-Mar-18	6-CSD report editing & changes (cl) research USCB & rewrite			5	\$ 500.00
13-Mar-18					\$ -
14-Mar-18					\$ -
15-Mar-18					\$ -
16-Mar-18	Enter and Review CSD data and C-Road Section into the Soi report and misc questions for Jennifer			4	\$ 400.00
17-Mar-18					\$ -
18-Mar-18					\$ -
19-Mar-18					\$ -
20-Mar-18					\$ -
21-Mar-18					\$ -
22-Mar-18					\$ -
23-Mar-18	misc comm and LAFCo files and C-CSD report			2.5	\$ 250.00
24-Mar-18					\$ -
25-Mar-18					
26-Mar-18	finalize report for the Commission			2	\$ 200.00
27-Mar-18					
28-Mar-18					\$ -
29-Mar-18					\$ -
30-Mar-18					\$ -
31-Mar-18					\$ -
SUBTOTAL			\$ -	20	\$ 2,000.00
TOTAL					\$ 2,000.00

Law Offices of P. Scott Browne

131 South Auburn Street
Grass Valley, CA 95945

(530) 272-4250
(530) 272-1684 Fax

Marsha A. Burch

Of Counsel

John Benoit
P.O. Box 2694
Granite Bay, CA 95746

Period Ending:

3/15/2018

Payment due by the 15th of next month

In Reference To: CLIENT CODE: PLUMAS-01, General Legal Counsel (email only)

Professional Services

	<u>Hours</u>	<u>Amount</u>
2/16/2018 WJC Work on EO Contracts; Email to John.	0.50	62.50
PSB Work with legal assistant on contracts.	0.20	35.00
Total Professional Hours	0.70	\$97.50
Previous balance		\$287.50
<u>Payments and Credit Activity</u>		
2/16/2018 Payment - Thank You. Check No. 10185801		(\$25.00)
3/15/2018 Payment - Thank You. Check No. 10186719		(\$262.50)
Total payments and adjustments		(\$287.50)
<i>TOTAL BALANCE NOW DUE</i>		<i>\$97.50</i>

Please make your check for this bill payable to P. SCOTT BROWNE, ATTORNEY. Please write the CLIENT CODE shown on this statement on your check to insure proper credit. Thank you!

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: March 28, 2018

LAFCO---Plumas

RECEIVED

MAR 30 2018

PC Planning+Building

Publish: Hearing for 2018-2019 budget

TOTAL DUE: \$ \$137.20

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

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

MEMORANDUM

April 9, 2018

TO: LAFCO Commissioners
FROM: John Benoit, Deputy Executive Officer
RE: Revisions PLUMAS LOCAL AGENCY FORMATION COMMISSION (LAFCo)
SIX SPHERE OF INFLUENCE (SOI) REPORTS

Staff has revised the background sections of the Sphere of Influence Study and has provided the changes below. In addition the "C-Road" section has been updated per the comments of the Eastern Plumas Fire Protection District.

Attached is an updated adopting resolution (Resolution 2018-0001) for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD Spheres of Influence.

Recommendation

Conduct continued public hearing and adopt Resolution 2018-0001 making determinations and updating a Sphere of Influence for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD.

2. C-ROAD COMMUNITY SERVICES DISTRICT (C- Road CSD)

2.1 C-Road Community Background

C-Road CSD is located in the eastern part of Plumas County, 12.5 miles west of Portola. The District borders Graeagle FPD in the south and in the west, and the community of Mohawk Vista in the north. C-Road is a census-designated place (CDP) which means that some Census data is available. The population was 150 at the 2010 Census, slightly down from 152 at the 2000 Census.

There were 102 housing units of which 65 (89.0%) were owner-occupied, and 8 (11.0%) were occupied by renters. This is a total of 73 occupied households. The remaining 29 houses were vacant. Home owners living in the area are more likely to be registered voters and to support local services.

There were 131 people (87.3% of the population) living in owner-occupied housing units and 19 people (12.7%) living in rental housing units for a total of 150 residents.

There were 73 households, out of which 11 (15.1%) had children under the age of 18 living in them, 17 households (23.3%) were made up of individuals and 4 (5.5%) of those had someone living alone who was 65 years of age or older. The remaining 47 households had two or more adults.) This is noted because a single person household, especially a household of a single person over 65 can require additional services. (Source US Census Bureau, 2010 US Census.)

3. CLIO PUBLIC UTILITY DISTRICT (CPUD)

3.1 Clio Community Background

Clio is a census-designated place located 23 miles southeast of Quincy and 14 miles west of Portola. Clio is situated in Mohawk Valley, in the eastern part of Plumas County, about five miles southeast of Graeagle, on SR 89; it is bordered by the Middle Fork Feather River to the south and west. Adjacent service providers include Graeagle FPD and C-Road CSD.

The population of Clio was 66 at the 2010 census, down from 90 at the 2000 census. There were 60 housing units but only 39 units were occupied and 21 were vacant. The 39 occupied houses included 33 owner-occupied and 6 renter-occupied.

There were 39 households, out of which 4 (10.3%) had children under the age of 18 living in them, 21 households (53.8%) were made up of individuals and 10 (25.6%) of those had someone living alone who was 65 years of age or older. (The remaining 14 households had two or more adults.) There were few children and more adults living alone which gives an indication of the type of services needed. (Source US Census Bureau, 2010 US Census.)

4. GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT (GMCSD)

The community of Gold Mountain is primarily residential with 427 lots designated for 401 single family homes and 26 villas that could accommodate 70 time share units. Two parcels are designated for stables and eight acres for commercial purposes.¹ The community contains a commercial facility called Nakoma that has a restaurant, pro shop and spa. There is also a golf course, undeveloped commercial area and 37 acres reserved for a nine-hole executive golf course.²

The 2010 United States census reported Gold Mountain's population was 80. Although there were 87 housing units only 41 were occupied (39 by owners and 2 by renters). There were 41 households, out of which 2 (4.9%) had children under the age of 18 living in them, 7 households (17.1%) were made up of individuals and 4 (9.8%) of those had someone living alone who was 65 years of age or older. The remaining 32 housing units were occupied by two or more adults. The population is higher during the summer months. (US Census Bureau, 2010 Census.)

5. GRIZZLEY RANCH COMMUNITY SERVICES DISTRICT (GRCSO)

The Grizzly Ranch total build-out potential is 380 single family homes and 23 commercial units that include an 18-hole golf course, a golf clubhouse, and some limited commercial facilities such as small stores, shops and offices. When every single family home is constructed, based on an average household size throughout the County of 1.9 people, the estimated population of the subdivision will be 722.

Presently, 46 homes have been built, and 12 commercial facilities, which equates to an estimated population of 87.³

(No changes)

6. PLUMAS-EUREKA COMMUNITY SERVICES DISTRICT (PECSO)

Plumas Eureka is a census-designated place (CDP). The population was 320 at the 2000 census. The 2010 US Census reported that Plumas Eureka had a population of 339. The population is higher during the summer months and is estimated at 1,700.

There were 523 housing units of which 167 were occupied and the rest (356) were vacant. There were 267 people (78.8% of the population) living in owner-occupied housing units and 72 people (21.2%) living in rental housing units for a total of 339 people.

In the 167 households, 19 (11.4%) had children under the age of 18 living in them, 42 households (25.1%) were made up of individuals and 26 (15.6%) had someone living alone who was 65 years of age or older. The remaining 106 households had two or more adults living in them. (US Census Bureau, 2010 Census.).

¹ Plumas LAFCo, John Gullixson, *Gold Mountain Community Services District Municipal Service Review and Sphere of Influence Amendment 2006-2011*, 2006, p. 9.

² Plumas LAFCo, Out-of-Agency Service Agreement, *Plan for Providing Services*, 2008, p. 1.

³ Plumas LAFCo, Eastern Plumas Municipal Service Review Final, Adopted October 3, 2011, Prepared by Policy Consulting Associates, LLC. Page 288.

7. WHITEHAWK RANCH COMMUNITY SERVICES DISTRICT (WHRCSD)

Whitehawk is a census-designated place. The population was 113 at the 2010 census, up from 96 at the 2000 census. The summer population is larger.

There were 184 housing units of which 52 (88.1%) were owner-occupied, and 7 (11.9%) were occupied by renters for a total of 125 vacant units and 59 occupied units.

There were 59 households, out of which 4 (6.8%) had children under the age of 18 living in them, 14 households (23.7%) were made up of individuals and 7 (11.9%) of those had someone living alone who was 65 years of age or older. The remaining 166 housing units had two or more adults living in them. (US Census bureau, 2010 Census.)

2 C-ROAD COMMUNITY SERVICES DISTRICT (C-Road CSD)

2.1 C-Road Community Background

C-Road CSD is located in the eastern part of Plumas County, 12.5 miles west of Portola. The District borders Graeagle FPD in the south and in the west, and the community of Mohawk Vista in the north. C-Road is a census-designated place (CDP) which means that some Census data is available. The population was 150 at the 2010 Census, slightly down from 152 at the 2000 Census.

There were 102 housing units of which 65 (89.0%) were owner-occupied, and 8 (11.0%) were occupied by renters. This is a total of 73 occupied households. The remaining 29 houses were vacant. Home owners living in the area are more likely to be registered voters and to support local services.

There were 131 people (87.3% of the population) living in owner-occupied housing units and 19 people (12.7%) living in rental housing units for a total of 150 residents.

There were 73 households, out of which 11 (15.1%) had children under the age of 18 living in them, 17 households (23.3%) were made up of individuals and 4 (5.5%) of those had someone living alone who was 65 years of age or older. The remaining 45 households had two or more adults.) This is noted because a single person household, especially a household of a single person over 65 can require additional services. (Source US Census Bureau, 2010 US Census.)

2.2 C-Road CSD Background⁴

2.2.1 C-Road CSD Location

C-Road Community Services District (C-Road CSD) road maintenance and snow removal on C Road. Fire and Emergency Medical Services are provided by Eastern Plumas Fire Protection District through an agreement. The C-Road CSD is located entirely within Plumas County. The District's boundaries encompass approximately two square miles.⁵ There have been no annexations to or detachments from C-Road CSD since its formation.

The C-Road CSD was formed in 1989 as an independent special district.⁶ It was organized to provide road maintenance and fire protection for residents and landowners in the vicinity of C Road.⁷

2.2.2 C-Road CSD Board of Directors

The C-Road CSD Board of Directors is as follows:⁸

Debra Lynn Thompson 2015-2021

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⁵ Total agency area calculated in GIS software based on agency boundaries as of July 1, 2011. The data is not considered survey quality.

⁶ State Board of Equalization, Plumas LAFCo Resolution 2-F-87.

⁷ C-Road CSD, Blomberg & Griffin Accountancy Corporation, *Independent Auditor's Report*, Notes to Financial Statements, 2009, p. 11.

⁸ County of Plumas, Elections Coordinator, Marcy DeMartile, 520 Main Street, Room 102, Quincy CA 95971, Phone: 530-283-6129, MarcyDeMartile@countyofplumas.com, July 18, 2017 and EPRFPD March 2018.

Revisions PLUMAS LOCAL AGENCY FORMATION COMMISSION (LAFCo)
SIX SPHERE OF INFLUENCE (SOI) REPORTS

Craig Harmeling Mulder	2015-2019
Edward Louis Harrison	2015-2019
Robert Leonard Turnbow	2013-2021
Gary Edward Gabel	2013-2019

The C-Road CSD is fortunate to have five members for the Board of Directors for such a small CSD. The Board meets quarterly as needed at the Mohawk Community Resource Center.

2.2.3 C-Road CSD General Operations⁹

The C-Road CSD reported having peak demand from spring to fall during wildfire and burn pile season.

The C-Road CSD reports that existing financing levels are adequate to deliver services at the current level. Financing levels have dramatically improved after the second assessment was passed for road services. Some upgrades were accomplished and Fire Protection and EMS was turned over to Eastern Plumas Fire.

The C-Road CSD reports that there are limited funds to make all necessary improvements to the fire station and the C-Road as required by the District charter. The District's priority goals are to install all the necessary street and home/property ID signs for safety and to clear vegetation overgrowth in order to ensure fire safety. C-Road CSD expects it to take a few years for it to accomplish these goals.

The C-Road CSD's total revenues for FY 2009-2010 were \$93,644. Revenue sources include assessment revenue (47%) donations (one percent), state grants and federal funds (52%). These grants and funds were received to update equipment for the Fire Department. Now that this goal has been accomplished, the District's emphasis is on improving the roads for personal transportation as well as for Fire Safe protection. The District does not receive revenue from property taxes, but receives approximately \$60,000 per year in assessments

The C-Road CSD has two benefit assessments. The first assessment was passed in 1999 and is \$50 per property owner per year. This assessment does not increase annually. The assessment is designated for road maintenance and snow removal and will expire should the District stop providing road maintenance services. The assessment, for road and fire services, was approved by property owners in 2006 and is \$253 per parcel per year that increases by two-percent annually and expires 17 years after its approval. There are seven parcels on the east side of the District, which have a separate access road. These parcels receive fire services, and not road services, and are assessed \$90.80 per year.¹⁰

The C-Road CSD raises money for the CSD. Its fundraising activities are currently limited to setting up a Beer Booth once a year at the Independence Day celebration and an open house. The Beer Booth made \$2,760.00 in 2017. Expenses were \$840 and had a t profit of \$1,920.00.

2.2.4 C-Road Community Services District Fire Protection Operations¹¹

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¹⁰ Plumas County, Email from Barbara Cox providing information from Plumas County, 03/16/2011.

¹¹ Plumas LAFCo, Eastern Plumas Municipal Service Review Final, Adopted October 3, 2011, Prepared by Policy Consulting Associates, LLC. Pages 135-153.

Eastern Plumas Fire provides fire protection services to the C-Road CSD. Ambulance is provided by the Eastern Plumas Healthcare District. Care Flight provides ambulance helicopter, and CALFIRE provides fire helicopter.

Collaboration

C-Road CSD has a formal agreement with the Eastern Plumas Fire Protection District and a formal aid agreement with the Forest Service. USFS responds to wildland fires within the District. The District collaborates with other fire service providers.

The County Sheriff is the Public Safety Answering Point (PSAP); consequently, most land line emergency calls (9-1-1 calls) are directed to the Sheriff. Most cell phone emergency calls (9-1-1 calls) are answered by CHP and redirected to the Sheriff. The Sheriff provides dispatching for most fire providers in the northern part of the County, which are served by the CHP Susanville Dispatch Center.

The U. S. Forest Service has its own dispatch. The Sheriff Dispatch Center has a first responder map, which it uses to identify which provider to dispatch to an incident. All territory within the County has a determined first responder; although, many areas lie outside the LAFCo approved boundary of the districts and lack an officially designated fire service provider.

Eastern Plumas Fire shares the same dispatch and radio frequencies with adjacent providers.

Staffing

Eastern Plumas Fire provides staffing for C-Road.

2.3 C-Road CSD Sphere of Influence Determinations

The recommendation is that the Sphere of Influence for the C-Road CSD remain the same as the District boundary. The following determinations support this SOI:

SOI-1-1] There are approximately 152 residents within the C-Road CSD. Most of the District's population is seasonal.¹²

SOI-1-2] Over the past decade the C-Road CSD has experienced a little or no growth in population nor is the population expected to increase substantially in the future.

SOI-1-3] C-Road CSD is authorized to perform road maintenance and snow removal. While C-Road contracts with the Eastern Plumas Fire Protection District through an agreement, it is also authorized for Fire and EMS services. LAFCo approval will be required for any new or different services to be provided by the C-Road CSD.

SOI-1-3] Continued no or slow growth is expected within the C-Road CSD, because there are no planned or proposed developments.

¹² Plumas LAFCo, Eastern Plumas Municipal Service Review Final, Adopted October 3, 2011, Prepared by Policy Consulting Associates, LLC. Page 152.

SOI-1-4] The General Plan and Zoning are managed by Plumas County.

SOI-2-1] The C-Road CSD's current facilities have the capacity to adequately serve current demand and potential short-term growth.

SOI-2-2] The C-Road CSD identified a need for an exhaust system, improved bathroom and new structure engine. C-Road CSD applies for grants and organizes occasional fundraisers to try to address these needs.

SOI-2-3] It is recommended that the County Sheriff's Office work with the fire protection districts to update the ESN (Emergency Service Number) map that is used for dispatching, in order to adequately address any communication concerns and recent boundary changes.

SOI-3-1] The C-Road CSD does not do any capital improvement planning. Due to its small size and limited resources, capital improvement planning poses a challenge.

SOI-3-2] The C-Road CSD reports that current financing levels are adequate to deliver services at the current level; however, it does not have enough funds for significant capital improvements.

SOI-3-3] Although the C-Road CSD reports that financing levels are adequate, it is unable to achieve efficiencies of scale due to the small size of the District and minimal demand.

SOI-4-1] The C-Road CSD requires increased revenues to finance upgrades to the station and acquisition of a new structure engine.¹³

SOI-4-2] C-Road is in good condition, requires continued resurfacing.

SOI-4-3] The C-Road CSD hopes to increase funding by applying for grants and organizing fundraising events such as the Beer Booth at the Independence Day Celebration.

SOI-4-4] Residents in the C-Road CSD depend on Portola for most services and Eastern Plumas Fire Protection District for fire and EMS services.

SOI-5-1] According to 2010 US Census Data, the residents in the C-Road CSD have an average Median Household Income higher than 80% of the State Median Household Income so that C-Road CSD does not qualify as a DUC.

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Resolution No. 2018-0001

PLUMAS LOCAL AGENCY FORMATION COMMISSION

A Resolution Making Determinations and Update of a Sphere of Influence for the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD

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

WHEREAS, the Plumas Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD; and

WHEREAS, the Commission has set the hearing date of February 26, 2018 and April 9, 2018 for the establishment of a Sphere of Influence for fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56150, et seq.; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD and adopted Resolution 2011-0008 on October 3, 2011 in accordance with Gov. Code section 56430; and

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

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

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

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

1. That the proposed Sphere of Influence update with respect to fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD comply with the provisions of Government Code Section 56000, et seq.
2. That the update this Sphere of Influence for fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD as shown in Exhibit "A" is hereby adopted.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations and Sphere of Influence for fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD as set forth in the Sphere of Influence Update Study dated February 26, 2018, which is attached hereto and incorporated herein.

Revisions PLUMAS LOCAL AGENCY FORMATION COMMISSION (LAFCo)
SIX SPHERE OF INFLUENCE (SOI) REPORTS

4. The Commission has reviewed and considered a Notice of Exemption (Attachment B) prepared for this Sphere of Influence Update and makes a specific finding that there is no substantial evidence in light of the whole record before Plumas Local Agency Formation Commission that establishment of this Sphere of Influence for fire suppression, emergency medical services, and road maintenance and snow removal services provided by the C-road CSD; domestic water services provided by the Clio PUD; fire suppression, fire prevention, emergency medical, retail water delivery, and wastewater collection and disposal services provided by the Gold Mountain CSD; retail water delivery, wastewater collection and treatment services provided by the Grizzly Ranch CSD; fire suppression, emergency medical, water, wastewater, snow removal and road maintenance services provided by the Plumas-Eureka CSD; and recreation facilities, trails and meeting and event facilities services provided by the Whitehawk Ranch CSD may have a significant adverse effect on the environment.

PASSED AND ADOPTED at a regular meeting of the Plumas Local Agency Formation Commission, County of Plumas, State of California, on the 9th day of April 2018, by the following vote:

AYES: -

NOES: -

ABSENT: -

ABSTAIN: -

Sherrie Thrall, Chair or Tom Cooley, Vice-
Chair Plumas Local Agency Formation
Commission

Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCO

C Road CSD Updated Section

2 C-ROAD COMMUNITY SERVICES DISTRICT (C-Road CSD)

2.1 C-Road Community Background

C-Road CSD is located in the eastern part of Plumas County, 12.5 miles west of Portola. The District borders Graeagle FPD in the south and in the west, and the community of Mohawk Vista in the north. C-Road is a census-designated place (CDP) which means that some Census data is available. The population was 150 at the 2010 Census, slightly down from 152 at the 2000 Census.

There were 102 housing units of which 65 (89.0%) were owner-occupied, and 8 (11.0%) were occupied by renters. This is a total of 73 occupied households. The remaining 29 houses were vacant. Home owners living in the area are more likely to be registered voters and to support local services.

There were 131 people (87.3% of the population) living in owner-occupied housing units and 19 people (12.7%) living in rental housing units for a total of 150 residents.

There were 73 households, out of which 11 (15.1%) had children under the age of 18 living in them, 17 households (23.3%) were made up of individuals and 4 (5.5%) of those had someone living alone who was 65 years of age or older. The remaining 45 households had two or more adults.) This is noted because a single person household, especially a household of a single person over 65 can require additional services. (Source US Census Bureau, 2010 US Census.)

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2.2.1 C-Road CSD Location

C-Road Community Services District (C-Road CSD) road maintenance and snow removal on C Road. Fire and Emergency Medical Services are provided by Eastern Plumas Fire Protection District through an agreement. The C-Road CSD is located entirely within Plumas County. The District's boundaries encompass approximately two square miles.¹⁵ There have been no annexations to or detachments from C-Road CSD since its formation.

The C-Road CSD was formed in 1989 as an independent special district.¹⁶ It was organized to provide road maintenance and fire protection for residents and landowners in the vicinity of C Road.¹⁷

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The C-Road CSD Board of Directors is as follows:¹⁸

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Revisions PLUMAS LOCAL AGENCY FORMATION COMMISSION (LAFCo)
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The C-Road CSD reported having peak demand from spring to fall during wildfire and burn pile season.

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2.3 C-Road CSD Sphere of Influence Determinations

The recommendation is that the Sphere of Influence for the C-Road CSD remain the same as the District boundary. The following determinations support this SOI:

SOI-1-1] There are approximately 152 residents within the C-Road CSD. Most of the District's population is seasonal.²²

SOI-1-2] Over the past decade the C-Road CSD has experienced a little or no growth in population nor is the population expected to increase substantially in the future.

SOI-1-3] C-Road CSD is authorized to perform road maintenance and snow removal. While C-Road contracts with the Eastern Plumas Fire Protection District through an agreement, it is also authorized for Fire and EMS services. LAFCo approval will be required for any new or different services to be provided by the C-Road CSD.

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SOI-1-3] Continued no or slow growth is expected within the C-Road CSD, because there are no planned or proposed developments.

SOI-1-4] The General Plan and Zoning are managed by Plumas County.

SOI-2-1] The C-Road CSD's current facilities have the capacity to adequately serve current demand and potential short-term growth.

SOI-2-2] The C-Road CSD identified a need for an exhaust system, improved bathroom and new structure engine. C-Road CSD applies for grants and organizes occasional fundraisers to try to address these needs.

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SOI-3-2] The C-Road CSD reports that current financing levels are adequate to deliver services at the current level; however, it does not have enough funds for significant capital improvements.

SOI-3-3] Although the C-Road CSD reports that financing levels are adequate, it is unable to achieve efficiencies of scale due to the small size of the District and minimal demand.

SOI-4-1] The C-Road CSD requires increased revenues to finance upgrades to the station and acquisition of a new structure engine.²³

SOI-4-2] C-Road is in good condition, requires continued resurfacing.

SOI-4-3] The C-Road CSD hopes to increase funding by applying for grants and organizing fundraising events such as the Beer Booth at the Independence Day Celebration.

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SOI-5-1] According to 2010 US Census Data, the residents in the C-Road CSD have an average Median Household Income higher than 80% of the State Median Household Income so that C-Road CSD does not qualify as a DUC.

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NOTICE OF EXEMPTION

Exhibit B

TO: County Clerk
County of Plumas
Quincy, CA

FROM: Plumas LAFCO
P.O. Box 2694
Granite Bay, CA 95746

PROJECT TITLE: Sphere of Influence for services provided by the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD

PROJECT LOCATION: Eastern Plumas County

DESCRIPTION OF PROJECT:

The proposed project involves the update of the Sphere of Influence for services provided by the C-road CSD, Clio PUD, Gold Mountain CSD, Grizzly Ranch CSD, Plumas-Eureka CSD and the Whitehawk Ranch CSD

NAME OF PUBLIC AGENCY APPROVING PROJECT:

Plumas Local Agency Formation Commission

NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

Jennifer Stephenson, Plumas Local Agency Formation Commission

EXEMPT STATUS:

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

REASONS WHY THIS PROJECT IS EXEMPT:

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

CONTACT PERSON:
Jennifer Stephenson
LAFCO Executive Officer

TELEPHONE NUMBER:
(530) 283-7069

By: _____

Date: April 9, 2018

STAFF REPORT

MEETING DATE: April 9, 2018

TO: LAFCO Commissioners

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: Proposed Budget and Work Plan for the 2018-2019 Fiscal Year

LAFCO's 2018-2019 proposed work program is described below. While LAFCO remains mindful of the budget constraints of the City and the County, the following proposed work program reflects substantial limitations especially in light of continuing financial constraints of public agencies.

In LAFCO's 2017-2018 Budget, the commission chose to start building a reserve fund. At the end of the fiscal year, it is anticipated that the reserve fund will have a balance of \$34,530. It is recommended that the Commission continue this practice of setting aside funds towards a reserve fund, and in the upcoming update of the *Policies and Procedures*, that a reserve fund policy be adopted setting a specific balance to be maintained.

The Proposed 2018-2019 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 2018-2019

MSR and SOI Updates

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. Over the course of 2018-2019, the work plan is to complete the remaining SOI updates for the following agencies:

- City of Portola
- Crescent Mills Cemetery District
- Cromberg Cemetery District
- Feather River Canyon Community Services District
- Feather River Resource Conservation District
- Graeagle Community Services District
- Greenville Cemetery District
- Johnsville Public Utility District
- Meadow Valley Cemetery District
- Mohawk Valley Cemetery District
- Portola Cemetery District
- Quincy La Porte Cemetery District
- Taylorsville Cemetery District
- Crescent Mills Highway Lighting District
- Quincy Lighting District
- County Service Area #11 – Ambulance Services
- County Service Area #12 - Transportation

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. As all of these districts are dependent of the County, this process will rely heavily on County cooperation in initiating dissolution. 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

The remaining agency for which LAFCO has not yet completed a service review nor SOI update to date is the Plumas County Flood Control and Water Conservation District, as there is the potential for the Commission to except the District from its jurisdiction. Over the course of the next year, a legal opinion will need to be sought as to whether the District meets the requirement for exclusion, and if so, the Commission will be asked to consider whether it wishes to relinquish jurisdiction over the District.

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

Direct Projects – Projected

1. Small and medium reorganizations - For the 2018-2019 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 2018-2019 around the City of Portola. Nevertheless, LAFCO will be participating in the environmental review for various proposals with the City and County as a responsible agency.

These costs 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).

District Consolidations (Agency Initiated) – At this time staff has heard of one district consolidations. The Eastern Plumas HCD and the Sierra Valley HCD in Sierra County could consolidate this year. With chronic State Budget problems, there is a possibility agencies will be left without funding to perform basic functions. This may ultimately result in consolidation. Additionally, there are discussions of consolidation of Plumas HCD and Indian Valley HCD, but these are in the preliminary stages. It is assumed these consolidations would be initiated by the agency’s and fee supported, as such these potential projects have not been budgeted for in the proposed 2018-2019 budget.

District Consolidations (LAFCo Initiated) – LAFCo has the authority to initiate consolidations based on findings in a Service Review. As part of the work program for 2018-2019, LAFCO will adopt a Sphere of Influence for Cromberg Cemetery District, which was unresponsive during the Service Review. The recommendation in the service review was the consolidation of Cromberg CD with Mohawk Valley CD, with Mohawk Valley CD as the successor agency. This consolidation would likely have to be initiated by LAFCo, as Cromberg CD has been unresponsive to LAFCo. The financial burden of this consolidation would therefore lie with LAFCo. If LAFCo chooses to pursue this option, then the project may have to be postponed until fiscal year 2019-2020 to sufficiently budget for all related costs.

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.

2018-2019 Administrative Projects

Given the transition of administration and a substantially new commission, it is recommended that LAFCO conduct a comprehensive update of its Policies and Procedures and develop a strategic plan to

focus efforts over the next few years. These two projects have been budgeted for in the proposed budget under the administrative budget of the Executive Officer flat contract rate.

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 updating LAFCO's website and creating a Facebook page, which has proven to be a primary source of information by the public.

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.

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 not include funds specifically dedicated to special reports; however, the Commission can, at its discretion, amend the work program for the MSR and SOI studies to suit its needs, should a special study become necessary. 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 2018-2019 budget should include funding for one commissioner to attend the Annual CALAFCO Conference and a portion of the staff costs for attendance at the CALAFCO Conference and staff workshop. Our bylaws hold that the education afforded by the Conferences is necessary to assure Commissioners have the tools needed to carry out their responsibilities. Funds should

be set aside for staff and commissioner training, as informed decision makers better serve the public. The annual Calafco conference is scheduled for October 3-5, 2018 at Tenaya Lodge in Yosemite, CA.

Summary of the Proposed Budget:

Commissioner Stipends: This year the Commission chose to suspend their \$100 per LAFCo meeting (Resolution 2017-003). The suspension is for the 2017-2018 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 an additional \$4,200 would need to be accounted for in the budget for 2018-2019.

Liability Insurance: LAFCO is required to carry insurance as an independent agency. LAFCo has insurance through SDRMA, which has not yet provided the rates for the next year. At present, the anticipated cost of liability insurance is \$1,300.

Memberships: CALAFCO dues will be increased next year from \$899.00 to \$926.00. 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 anticipated printing expenditures this year and minimal large projects in the upcoming year, the proposed printing budget is reduced to \$600.

Postage: A small portion of the budgeted amount for postage has been used to date this year. Next year it is proposed that it be reduced to \$200.00, which will cover the costs of mailing notices and LAFCO packets.

Communications: This item is requested to remain at \$750.00, 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. This year a computer was purchased for digitization of records. No substantial purchases are proposed in the upcoming year, therefore it is suggested that this line item be reduced to \$500 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.

Staff Services: It is recommended that this item be at \$46,000 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.

Project activity may consist of a City or District Annexations now that the City's service review is completed. 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 very 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. It is proposed that additional funds be budgeted for printing and mailing of agenda packets for six meetings per year. Total clerk costs in 2018-2019 are proposed to be \$1,035.

Legal Notices/Publications: \$900 has been proposed for this item. 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 \$2,500.00 be budgeted in this category. This amount budgeted would provide for attendance of one commissioner at the CALAFCO conference in Yosemite, CA for a cost of around \$1,500. Additionally, it would cover registration for staff at the conference and the staff workshop. 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: It is recommended \$20,000 be budgeted to cover the costs of working on Sphere of Influence Updates. As noted earlier, there are several Sphere updates that need to be completed.

Plumas LAFCO is behind in compliance with this mandate and extra effort needs to be focused on completing the Sphere Updates countywide without incurring CEQA costs beyond the capacity of Plumas LAFCO to fund.

Financial Services: Financial Services are included in the County Contract and Misc. Services in the amount of \$1,500.00.

Retirement Medical Costs: LAFCO is required to pay for a portion of a past Executive Officer’s health insurance. In January, the insurance rate declined from \$638.86 per month to \$625.03 per month. It is unknown whether insurance rates will continue to decline or will experience an increase in the upcoming year. Based on a conservative estimate of an increase of 2.5% starting in January 2019, it is recommended that \$7,600 be budgeted to cover health insurance costs.

PERS Unfunded Liability: LAFCO also pays PERS Unfunded Liability for a past Executive Officer. In the last two years these payments have skyrocketed. In July 2017, payments increased from \$102.35 per month to \$399.37 per month. While LAFCO has not received official correspondence about the upcoming rate increase, it is anticipated that payments will increase to \$504.17 in July 2018. Based on this increase, it is recommended that LAFCO budget \$6,050.00 for this item in 2018-2019. Staff is researching to develop a multi-year prediction of LAFCO’s anticipated PERS unfunded liability.

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 completed this project. Once the files are scanned, these files will then be made more accessible. It will be later determined if LAFCo will need to prepare a Microsoft Access database for LAFCo. It is recommended that \$4,100 be budgeted for this item in the next year.

Reserve Funds: In the past, Plumas LAFCo has had no reserve funds. If unanticipated expenses were to occur the County would be asked to loan LAFCo the funds to meet the unanticipated expense. The County is not obligated to loan the funds to LAFCo. LAFCo would then be required to budget for any unanticipated expenses during its budget process in the following year. LAFCO started setting aside funds into a reserve fund in the last two fiscal years. It is recommended that this practice be continued by setting aside \$10,000 for the reserve fund, making the reserve fund balance \$44,530 by the end of 2018-2019.

Contingency: A contingency amount is essential to cover unexpected expenses. It is recommended that the same contingency amount as in the last two 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 \$4,500 from the 17-18 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. Unfortunately, with the County's declining population, there are few applications being contemplated at this time. In recent years, Plumas LAFCo has not met revenue estimates.

Costs to City and County

Assuming a carryover of \$4,500.00 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 \$103,461.00 for FY 2018-2019, which is minimally more than last year. The City and County would pay \$51,730.50 each, assuming the existing allocation formula in Government Code 56381 is followed.

Recommendation

Approve LAFCO Resolution 2018-0002 adopting a proposed budget for fiscal year 2018-2019.

PROPOSED BUDGET
Acct 7020

Exhibit A
Plumas LAFCo
April 9, 2018

2018-2019 PLUMAS LAFCO
Budget Resolution 2018-XX

OBJECT LEVEL/ACCOUNT	FY 2016-2017	FY 2017-2018	FY 2017-2018	FY 2018-2019
	FINAL BUDGET	FINAL BUDGET	AS OF 4/1/2018	PROPOSED BUDGET
EXPENDITURES*				
Commissioner Stipends	\$4,800.00	\$0.00	\$538.25	\$0.00
Liability Insurance	\$1,150.00	\$1,265.00	\$1,202.00	\$1,300.00
Memberships	\$1,340.00	\$1,399.00	\$1,399.00	\$1,426.00
Office Expense – Printing	\$1,250.00	\$1,000.00	\$446.25	\$600.00
POSTAGE	\$450.00	\$300.00	\$83.18	\$200.00
COMMUNICATIONS	\$900.00	\$750.00	\$718.04	\$750.00
OFFICE EXPENSES/ESRI/Board Room rental/general	\$500.00	\$800.00	\$857.74	\$500.00
Professional Svcs. – Legal Counsel	\$4,000.00	\$2,000.00	\$385.00	\$2,000.00
Professional Svcs. – LAFCO STAFF	\$39,000.00	\$39,000.00	\$29,297.25	\$46,000.00
LAFCo Clerk Costs	\$720.00	\$720.00	\$600.00	\$1,035.00
Publications/Legal Notices	\$750.00	\$900.00	\$438.55	\$900.00
Personal Mileage - Commissioners	\$2,000.00	\$1,500.00	\$1,002.55	\$1,500.00
Transportation & Travel (Special)	\$150.00	\$200.00	\$1,513.17	\$2,500.00
MSR/SOI UPDATES	\$35,000.00	\$25,000.00	\$14,857.50	\$20,000.00
County Contract and Misc. Services	\$1,000.00	\$1,600.00	\$1,415.00	\$1,500.00
Health Insurance-Gullixson	\$9,450.00	\$10,200.00	\$5,708.11	\$7,600.00
PERS Unfunded Liability			\$3,944.85	\$6,050.00
LAFCo File Management - Scanning	\$5,000.00	\$4,500.00	\$382.50	\$4,100.00
Agency Training			\$0.00	\$0.00
Total Services & Supplies	\$107,460.00	\$91,134.00	\$64,788.94	\$97,961.00
RESERVE FUND	\$10,000.00	\$24,800.00		\$10,000.00
CONTINGENCY	\$5,000.00	\$5,000.00	\$1,600.00	\$5,000.00
TOTAL LAFCO BUDGET	\$122,460.00	\$120,934.00		\$112,961.00
REVENUES AND DEPOSITS				
Anticipated Cash Balance as of July 1st	-\$16,750.00	-\$15,000.00		-\$4,500.00
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00		-\$5,000.00
Interest				
City Share – LAFCO Cost	\$50,355.00	\$50,467.00		\$51,730.50
County Share – LAFCO Cost	\$50,355.00	\$50,467.00		\$51,730.50
Total Due from Other Gov'ts.	\$100,710.00	\$100,934.00		\$103,461.00

Resolution 2018-0002
of the
Plumas Local Agency Formation Commission

A Resolution of Plumas Local Agency Formation Commission Adopting a Proposed Budget for 2018-2019

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 2018-2019 and the Executive Officer's report and recommendations; and

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

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

1. That Plumas LAFCO hereby adopts the attached 2018-2019 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 9th day of April 2018 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 9th day of April 2018.

Sherri Thrall, Chair or Tom Cooley, Vice-Chair
Plumas LAFCO

Attest:

Jennifer Stephenson, Executive Officer
Plumas LAFCO