## PLUMAS LAFCO

## REGULAR MEETING AGENDA

## MONDAY August 13, 2018

## 10:00 AM

## BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street QUINCY, CALIFORNIA

#### Website: www.plumaslafco.org

#### Commissioners:

Sharon Thrall, County Member, Chair Tom Cooley, City Member, Vice Chair Michael Sanchez, County Member Bill Powers, City Member Dave Loschiavo, Public Member Terry Swofford, Public Member Alt. Kevin Goss, 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. Election of Chair and Vice-Chair for FY 2018-2019.
  - a. Election of the LAFCo Chair for FY 2018-2019
  - b. Election of the LAFCo Vice-Chair for FY 2018-2019
- 4. Correspondence:
- 5. CONSENT ITEM (S)
  - a) Approval of the June 11<sup>th</sup>, 2018 LAFCo minutes

## 6. Public Comment

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action

on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

## 7. Authorize payment of Claims for June 2018 and July 2018

a) Authorize payment of claims for June 2018 and July 2018.

## PUBLIC HEARINGS and ACTION ITEMS:

8. Review Plumas LAFCo's conflict of interest code and authorize Chair to sign and file the 2018 Local Agency Biennial Notice for filing.

a) Review Plumas LAFCo's Conflict of Interest and authorize chair to sign the 2018 Biennial Notice for filing.

- 9. Select Commissioner to attend the Calafco annual conference at the Tenaya Lodge near Yosemite October 3-5, 2018.
  - a) Select commissioner to attend the Calafco Annual Conference October 3-5, 2018.

# 10. Designate voting member to vote on behalf of Plumas LAFCo at the Annual Calafco Conference in Yosemite.

a) Designate voting member

## 11. Executive Officer's Report

- a) Received application from Eastern Plumas HD and Sierra Valley HD with deposit
- b) Indian Valley Healthcare District and Plumas Healthcare District consolidation planning meeting on Wednesday
- c) Summary of Fire Townhall with Commissioner Sanchez
- d) Attending Plumas Special Districts Association meeting on Wednesday
- e) SOI update status working on eight cemetery districts (Crescent Mills Cemetery District, Cromberg Cemetery District, Greenville Cemetery District, Meadow Valley Cemetery District, Mohawk Valley Cemetery District, Quincy LaPorte Cemetery District, Taylorsville Cemetery District)

## 16. 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.

## 17. Adjourn to next regular meeting.

LAFCo's next regular meeting to take place 10:00 am on October 15<sup>th</sup>, 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.

<u>Late-Distributed Materials.</u> 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

<u>Contact LAFCO Staff</u> 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 June 11, 2018**

## 10:00 AM

## BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street QUINCY, CALIFORNIA

#### Website: www.plumaslafco.org

#### Commissioners:

Sharon Thrall, County Member, Chair Tom Cooley, City Member, Vice Chair Michael Sanchez, County Member Bill Powers, City Member Dave Loschiavo, Public Member Terry Swofford, Public Member Alt. Kevin Goss, 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 Roll Call. Present: Chair Sharon Thrall, Vice Chair Tom Cooley, Co. Member Michael Sanchez, Public Member Alternate Terry Swofford, City Member Alternate Pat Morton.

Absent: City Member Bill Powers, Public Member Dave Loschiavo.

- 2. Approval of Agenda (additions or deletions) Approved as submitted.
- 3. Correspondence:
  - a) 🔰 Update regarding AB 2258 (grant funding for LAFCOs)
  - b) b Update regarding AB 2491 (seeks to reinstate VLF funding for future City incorporations)

## 4. CONSENT ITEM (S)

a) Approval of the April 9<sup>th</sup>, 2018 LAFCo minutes

*Motion:* Approve April 9th, 2018 Minutes as written, *Action:* Approve, *Moved by* City Member Tom Cooley, *Seconded by* Co. Member Michael Sanchez. Motion passed unanimously.

## 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. Guy McNab gave comments regarding the Indian Valley Healthcare District.

#### 6.

## Authorize payment of Claims for February 2018 and March 2018

 Authorize payment of claims for April 2018 and May 2018.
 Motion: Authorize payment of claims for April 2018 and May 2018, Action: Approve, Moved by Public Member Alternate Terry Swofford, Seconded by County Member Michael Sanchez. Motion passed unanimously.

## **PUBLIC HEARINGS and ACTION ITEMS:**

# 7. Commissioner and Commissioner Alternate Stipends for Fiscal Year 2018-2019

a) Consider Resolution 2018-0003 continuing the suspension of Commissioner stipends for Fiscal Year 2018-2019 and transferring funds from Commissioner Stipends to LAFCo's General Reserve Fund.
Motion: Adopt Resolution 2018-0003 continuing the suspension of Commissioner stipends for Fiscal Year 2018-2019 and transferring funds from Commissioner Stipends to LAFCo's General Reserve Fund., Action: Approve, Moved by County Member Michael Sanchez, Seconded by Public Member Alternate Terry Swofford.
Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).
Yes: Chair Sharon Thrall, City Member Alternate Terry Swofford, Vice Chair Tom Coolev.



Public Hearing regarding the Final 2018-2019 LAFCo Budget.

 a) Review Executive Officer's report, conduct public hearing and consider LAFCo Resolution 2018-0004 adopting a final LAFCo Budget for Fiscal Year 2018-2019
 Motion: Approve LAFCo Resolution 2018-0004 adopting a final LAFCo

**Motion:** Approve LAFCo Resolution 2018-0004 adopting a final LAFCo Budget for Fiscal Year 2018-2019, **Action:** Approve LAFCo Resolution 2018-0004 adopting a final LAFCo Budget for Fiscal Year 2018-2019, **Moved by** Vice Chair Tom Cooley, **Seconded by** Public Member Alternate Terry Swofford.

Motion passed unanimously.

# 9. At the request of Sierra LAFCo assume Exclusive Jurisdiction for a change of organization involving the Sierra Valley Hospital District and the Eastern Plumas Hospital District

- a) Review Staff Memo dated June 11<sup>th</sup>, 2018 regarding the change of organization.
- b) Adopt Plumas LAFCo Resolution 2018-0005 agreeing Plumas LAFCo will assume exclusive jurisdiction pursuant to Government Code Section 56388 since the Sierra LAFCo Commission has agreed to vest and designate Plumas LAFCo with the authority to exercise exclusive jurisdiction for the above mentioned change of organization.
   Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).
   Yes: Chair Sharon Thrall, City Member Alternate Pat Morton, Co. Member

**Yes:** Chair Sharon Thrall, City Member Alternate Pat Morton, Co. Member Michael Sanchez, Public Member Alternate Terry Swofford, Vice Chair Tom Cooley.

# 10. Update and discussion regarding existing conditions of Eastern Plumas fire providers

a) Receive presentation that was presented to fire providers of Eastern Plumas on May 11, 2018

# 11. Authorize Staff and Commissioners to attend the Calafco annual conference at the Tenaya Lodge near Yosemite October 3-5, 2018.

 a) Authorize staff and commissioners to attend the Calafco Annual Conference October 3-5, 2018.
 Motion: Authorize staff and one commissioner to attend the Calafco Annual Conference October 3-5, 2018.
 Action: Approve, Moved by City Member Alternate Pat Morton, Seconded by Vice Chair Tom Cooley.
 Motion passed unanimously.

## 12. Marchael CALAFCO Achievement Awards 2018 (due August 1, 2018)

a) Consider a nomination for a CALAFCO achievement award None

# 13. Consider nomination for the CALAFCO Board of Directors (due Sept 4, 2018): City Member or Public Member

a) Consider a nomination of a City Member or a Public Member to the CALAFCO Board of Directors None

# 14. Approve staff to send letters of support on behalf of Plumas LAFCo for the following calls for legislative action by CALAFCO:

- a) Lall for support by CALAFCO on AB 2238 (adds a factor for LAFCo consideration in review of a proposal)
- b) Lall for support by CALAFCO on AB 2268 (restores funding for inhabited annexations)
- c) Call for support by CALAFCO on SB 929 (requires all independent special districts to have websites by January 1, 2020)
   Motion: Send letter of support to CALAFCO on AB 2238 (adds a factor for LAFCo consideration in review of a proposal), on AB 2268 (restores funding for inhabited annexations) and on SB 929 (requires all independent special districts to have websites by January 1, 2020), Action: Approve, Moved by City Member Alternate Pat Morton, Seconded by Co. Member Michael Sanchez. Motion passed unanimously.

## 15. **Marcelet States 15** Executive Officer's Report

- a) Indian Valley Healthcare District and Plumas Healthcare District
- b) Plumas Special Districts Association update on seating special districts on LAFCo

## 16. 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. None

**17. Adjourn to next regular meeting.** Adjourned at 11:25 a.m.

## LAFCo's next regular meeting to take place 10:00 am on August 13<sup>th</sup>, 2018

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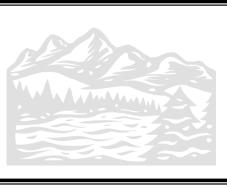
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Chair: Sherrie Thrall

Commissioners: Tom Cooley, Vice Chair Michael Sanchez, County Dave Lochaivo, Pub Bill Powers, City Kevin Goss, County Alt Pat Morton, Alt T. Swofford, Pub Alt Executive Officer: Jennifer Stephenson

> Clerk: Cheryl Kolb



**LAFCo** 

The Local Agency Formation Commission Serving Plumas County

Agenda Item #7

## Claim Authorization Form June 2018 and July 2018 Expenses

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

Date of Claim	<b>Description</b>	Am	<u>iount</u>
June 7, 2018	Pers unfunded liability June 18	\$	399.37
June 22, 2018	AT&T (May 18)	\$	55.85
July 15, 2018	AT&T (June 18)	\$	55.76
July 2, 2018	Staff Svcs June 2018	\$ 4	4,679.19
July 1, 2018	Benoit Staff Svcs June 2018	<b>\$</b>	1,600.00
July 11, 2018	Planning Staff Svcs Jan – Jun 2018	\$	494.95
TOTAL June 2018	8 (FY 17-18) - LAFCo expenses:	\$	7,285.12

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2018-2019 budget:

Date of Claim	<b>Description</b>	<u>Amount</u>
May 15, 2018	SDRMA Insurance	\$ 1,698.00
July 1, 2018	CALAFCO Membership	<b>\$</b> 925.00
July 7, 2018	Pers unfunded liability July 18	\$ 399.37
July 15, 2018	Health Care-Gullixson July 18	\$ 625.03
August 3, 2018	Staff Svcs July 2018	\$ 3,527.98
August 2, 2018	Benoit Staff Svcs July 18	\$ 2,053.62
August 6, 2018	CALAFCO Conference Registration	\$ 1,120.00
TOTAL July 2018	(FY 18-19) - LAFCo expenses:	\$ 10,349.00

DATED: August 13, 2018

APPROVED: August 13, 2018

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

Attest:

#### 2017-2018 Plumas LAFCo Bookeeping

A	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р	Q	R	S
1 Item	Insurance SDRMA	Office	copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	mileage	MSR/SOIs		File Managemen	County Contract	Health Insurance	TOTAL BUDGET
2 Account Number 3 Total Budgeted	\$ 1,265.00	Expense	\$ 1,000.00	\$ 750.00	\$ 300.00	\$ 1,399.00	£ 2,000,00	\$ 39,000.00	\$ 720.00	\$ 900.00	Commission	\$ 1,500.00	\$ 25,000.00	Stipends	£ 4500.00		\$ 10,200.00	\$ 91,134.00
4 7.1.17 Pers unfunded liability	\$ 1,265.00	\$ 800.00	\$ 1,000.00	\$ 750.00	\$ 300.00	\$ 1,399.00	\$ 2,000.00	\$ 39,000.00	\$ 720.00	\$ 900.00	\$ 200.00	\$ 1,500.00	\$ 25,000.00	5 -	\$ 4,500.00	\$ 1,600.00	\$ (399.37)	\$ 91,134.00 \$ (399.37)
5 July PERs Unfunded Liability																-	\$ (350.00)	\$ (350.00)
6 Per Diem July 2017														\$ (538.25)			\$ (330.00)	\$ (538.25)
7 July 2017 Health Insurance-Gullixson														\$ (000.20)			\$ (638.86)	\$ (638.86)
8 Calafco Dues 2017-2018						\$ (899.00)											+ (00000)	\$ (899.00)
9 Liability Insurance for FY 2017-2018	\$ (1,202.00)					\$ (500.00)												\$ (1,702.00)
10 Staff Svcs. July 2017		\$ (43.39)	\$ (12.00)	\$ (41.62)				\$ (3,482.50)					\$ (2,000.00)					\$ (5,579.51)
11 Feather Pub QCSD and EQSD Consold										\$ (93.10)								\$ (93.10)
12 Feath PubNotice SOI Park and Rec Dists										\$ (166.60)								\$ (166.60)
13 Staff Svcs August 2017			\$ (106.80)	\$ (60.07)	\$ (26.96)			\$ (4,876.25)	\$ (120.00)			\$ (95.00)	\$ (4,462.50)					\$ (9,747.58)
14 Staff Svcs September 2017			\$ (15.00)	\$ (41.61)				\$ (1,300.00)					\$ (1,590.00)					\$ (2,946.61)
15 Pers unfunded liability August 17																	\$ (399.37)	\$ (399.37)
16 Pers unfunded liability misc.																	\$ (0.52)	\$ (0.52)
17 Pers unfunded liability September 17																		
18 Gullixson Health Insurance Aug 17																	\$ (638.86)	\$ (638.86)
19 Gullixson Health Insurance Sept 17																	\$ (638.72) \$ (638.86)	\$ (638.72)
20 Gullixson Health Insuranc Oct17 21 Pers unfunded liabilityOct 17																	\$ (638.86) \$ (399.37)	\$ (638.86) \$ (399.37)
22 Staff Svcs Oct 2017			\$ (120.50)	\$ (41.65)	\$ (9.10)			\$ (4,773.50)	\$ (120.00)		\$ (111.37)		\$ (595.00)			-		\$ (5,771.12)
23 Tom Cooley's Conf Costs			\$ (120.30)	\$ (41.05)	\$ (9.10)			\$ (4,775.50)	\$ (120.00)		\$ (911.80)		\$ (393.00)			-		\$ (911.80)
24 Tom Cooley's conf. Regis											\$ (490.00)		1			1		\$ (490.00)
25 Staff SVCS November 2017			\$ (19.50)	\$ (41.68)	\$ (5.60)			\$ (2,847.50)			÷ (+50.00)					1		\$ (2,914.28)
26 Lap top for Live Streaming and Misc		\$ (794.35)	- (17.30)	- (+1.00)	a (5.00)		1	- [2,047.30]			1	1	1			1		\$ (794.35)
27 Reimburse J Greening Meeting Stipends		- (121.33)											1			1		\$ (1,600.00)
28 Pers unfunded liability Nov 17													1			1		\$ (399.37)
29 Gullixson Health Ins Nov 2017				İ			l					l				i –	\$ (638.86)	\$ (638.86)
30 Gullixson Health Ins Dec 2017																	\$ (638.86)	\$ (638.86)
31 Pers unfunded liability Dec 2017																	\$ (399.37)	\$ (399.37)
32 Staff Svcs December 2017		\$ (20.00)	\$ (49.25)	\$ (42.82)	\$ (13.65)			\$ (2,047.50)	\$ (120.00)				\$ (2,000.00)					\$ (4,293.22)
33 AT&T comm 8.24-11.21				\$ (223.49)														\$ (223.49)
34 Comm Mileage Aug -October 2017												\$ (465.99)						\$ (465.99)
35 Comm mileage for December 17 Mtg												\$ (246.26)						\$ (246.26)
36 AT&T comm December				\$ (55.63)														\$ (55.63)
37 Staff Svcs January 2018				\$ (43.14)				\$ (2,592.50)					\$ (1,020.00)		\$ (382.50	)		\$ (4,038.14)
38 Browne ending 1.15.18							\$ (25.00)											\$ (25.00)
39 Planning Staff Svcs 1.12.18																\$ (707.50)		\$ (707.50)
40 AT&T comm January				\$ (55.50)													\$ (625.03)	\$ (55.50) \$ (625.03)
<ul> <li>41 Gullixson Health Ins Jan 2018</li> <li>42 Pers unfunded liability Jan 2018</li> </ul>																		\$ (399.37)
42 Fers ununded lability jail 2018 43 Staff Svcs Feb 2018			\$ (85.00)	\$ (42.83)	\$ (17.87)			\$ (3,877.50)	\$ (120.00)				\$ (1,190.00)		\$ (85.00			\$ (5,418.20)
44 Comm mileage Feb 26, 2018			\$ (03.00)	\$ (42.05)	\$ (17.07)			\$ (3,077.30)	\$ (120.00)			\$ (179.25)	\$ (1,170.00)		\$ (05.00			\$ (179.25)
45 Gullixson Health Ins Feb 2018												\$ (175.25)					\$ (625.03)	\$ (625.03)
46 Pers unfunded liability Feb 2018																	(\$399.37)	\$ (399.37)
47 Legal Services Feb 2018							\$ (262.50)											\$ (262.50)
48 AT&T comm Feb 20 2018				\$ (55.68)														\$ (55.68)
49 Feather Pub SOI Update Hearing										\$ (41.65)								\$ (41.65)
50 Pers unfunded liability Mar 2018																	\$ (399.37)	\$ (399.37)
51 AT&T comm Mar 20 2018				(\$55.47)														\$ (55.47)
52 Gullixson Health Ins Mar 2018																	\$ (625.03)	\$ (625.03)
53 Staff Svcs March 2018			\$ (38.20)	\$ (27.98)	\$ (10.00)			\$ (3,500.00)	\$ (120.00)									\$ (3,696.18)
54 Legal Services Mar 2018							\$ (97.50)						l					\$ (97.50)
55 Feather Pub Budget Hearing										\$ (137.20)						1		\$ (137.20)
56 Benoit Staff Svcs Mar 2018													\$ (2,000.00)					\$ (2,000.00)
57 Pers unfunded liability Apr 2018																	+ (arrar)	\$ (399.37)
58 AT&T comm Apr 2018				\$ (56.21)	l								ł	ł		+		\$ (56.21)
59 Gullixson Health Ins Apr 2018												¢ (100.00)					+ (======)	\$ (625.03) \$ (198.98)
60 Comm mileage Apr 9, 2018			\$ (93.72)	\$ (27.98)	\$ (9.88)			\$ (3,500.00)	\$ (120.00)			\$ (198.98)					┝────┤	\$ (198.98) \$ (3.751.58)
61 Staff svcs April 2018 62 Pers unfunded liability May 2018			a (93./2)	φ (27.98)	\$ [9.68]			a (3,500.00)	\$ (120.00)				1	1 1		+	\$ (399.37)	\$ (3,751.58) \$ (399.37)
62 Pers unrunded liability May 2018 63 Gullixson Health May 2018							l					l				<u> </u>		\$ (625.03)
64 Legal Services Apr 2018					1		\$ (62.50)						1	1 1		+	φ (023.03)	\$ (62.50)
65 AT&T comm May 2018				\$ (53.98)	1		÷ (02.30)						1			1		\$ (53.98)
66 Feather Pub Budget Hearing				÷ (55.98)						\$ (137.20)						1		\$ (137.20)
67 Staff svcs May 2018		\$ (86.99)		\$ (27.98)			1	\$ (3,500.00)		, (J), (U)	1	1	\$ (150.00)		\$ (96.25			\$ (3,861.22)
68 Benoit Staff Svcs Apr May 2018				. (27.50)			1				1	\$ (166.22)	\$ (1,850.00)		. (3023	1		\$ (2,016.22)
69 AT&T comm June 2018				\$ (55.85)	1							. (	. (2,22,5100)	1		1	t t	\$ (55.85)
70 Commisioner Mileage June				(			l				l	\$ (198.98)				1	t t	\$ (198.98)
71 Pers unfunded liability June 2018																	\$ (399.37)	\$ (399.37)
72 Gullixson Health June 2018																	\$ (625.03)	\$ (625.03)
73 Benoit Staff Svcs June 2018													\$ (1,600.00)					\$ (1,600.00)
74 Planning Staff Svcs 7.11.18																\$ (494.95)		\$ (494.95)
75 Staff svcs June 2018		\$ (15.98)	\$ (143.18)	\$ (27.98)	\$ (44.80)			\$ (3,500.00)	\$ (52.50)		\$ (388.50)		\$ (60.00)		\$ (446.25			\$ (4,679.19)
76 AT&T comm July 2018				\$ (55.76)														\$ (55.76)
77					1				l	l			I	1	L	l		
	_															1	I T	\$ -
78		+ /a ··· =	+ /	A A A A A A A A A A A A A A A A A														
78 79 TOTAL EXPENDED 80 TOTAL REMAINING	\$ (1,202.00)	\$ (960.71) \$ (160.71)	\$ (683.15) \$ 316.85		\$ (137.86) \$ 162.14			\$ (39,797.25)			\$ (1,901.67) \$ (1,701.67)				\$ (1,010.00		\$ (12,726.16) \$ (2,526.16)	

Item	Insurance	Office	copies	Communio	ations	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publication	s Travel	mileage	MSR/SOIs	Commiss	File Managemen	t County	Health	CalPERS	TOTAL
Account Number	SDRMA	Expense										Commission			Stipends		Contract	Insurance	Unfunded	BUDGET
Total Budgeted	\$ 1,275.00	\$500.00	\$600.00	\$ 9	00.00	\$200.00	\$ 1,426.00	\$2,000.00	\$ 46,000.00	\$1,035.00	\$ 900.0	\$ 2,500.00	\$1,500.00	\$20,000.00	\$ -	\$ 4,100.00	\$1,500.00	\$7,600.00	\$6,050.00	\$98,086.00
SDRMA Insurance (5-15-18)	\$(1,198.00)																			\$ (1,198.00)
SDRMA Membership (5-15-18)							\$ (500.00)													\$ (500.00)
CALAFCO Membership (7-1-18)							\$ (925.00)													\$ (925.00)
PERS Unfunded Liability July 18																			\$ (399.37)	\$-
Gullixson Health Insurance July 18																		\$ (625.03)		\$ (625.03)
Staff Svcs July				\$	27.98)				\$ (3,500.00)											\$ (3,527.98)
Benoit Staff Svcs July																				\$ (2,053.62)
CALAFCO Conf Registration												\$ (1,120.00)								\$-
																				\$-
TOTAL EXPENDED	\$(1,198.00)	\$-	\$-	\$	27.98)	\$ -	\$ (1,425.00)	\$ -	\$ (3,500.00)	\$-	\$-	\$ (1,120.00)	\$ -	\$ -	\$-	\$ -	\$ -	\$ (625.03)	\$ (399.37)	\$ (8,829.63)
TOTAL REMAINING	\$ 77.00	\$500.00	\$600.00	\$ 8	372.02	\$200.00	\$ 1.00	\$2,000.00	\$ 42,500.00	\$ 1,035.00	\$ 900.0	\$ 1,380.00	\$ 1,500.00	\$20,000.00	\$ -	\$ 4,100.00	\$ 1,500.00	\$6,974.97	\$5,650.63	\$89,256.37

## Invoice #PLUMAS-2018-4 Policy Consulting Associates, LLC 39774 Via Careza Murrieta, CA 92563 (310) 936-2639 EIN #: 27-2523069

Date: July 2, 2018

Plumas LAFCO 520 Main St Quincy, CA 96971

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$90	\$3,500.00
Cheryl Kolb, Clerk	12.75	\$35	\$498.75
Dennis Miller, GIS	1.00	\$60	\$60.00
Subtotal			\$4,058.75
Project: MSRs and SOI Updates			
	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			\$143.18
Postage			\$44.80
Phone and Communications			\$27.98
Office Supplies - Envelopes			\$15.98
Mileage			\$0.00
Transportation and Travel - Conference Room Deposit			\$388.50
Subtotal			\$620.44
Amount Due			\$4,679.19

## Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson, Principal

7/3/18

Date

## INVOICE Plumas LAFCo June 2018

John Benoit		Invoice number: Invoice date:	
P.O. Box 2694 Granite Bay, CA 95746 Tel: (530) 257-0720 Fax (530) 797-7631	0	Vender ID #	01-1101-10
	Plumas LAFCO c/o County of Plumas	Telephone:	
Address: City, state, postal code:	520 Main Street Quincy, CA 96971	Fax: PO number:	
Lafco Staff	Hours	Start / End Date	Amount
John Benoit	7.00	June 1-30, 2018	\$700.00
Dennis M Dennis Miller	9.00	June 1-30, 2018	\$ 900.00
		Total activity cost:	\$1,600.00
Materials / Oth	er Expenses	Reason / Vendor	Amount
Reproduction Costs			
Postage			
Phone & Communica	tions		
Office Supplies			
Mileage			
Transportation and T	ravel		
		Total materials cost:	\$0.00
		Total billing:	\$ 1,600.00

TIMESH	IEET	PLUMAS LAFCO
for Joh	n Benoit	
DATE	Activity	

DATE	Activity	Direct Expense Cost	Hours	Amount
1-Jun-18				¢ –
2-Jun-18				\$ - ∉ _
3-Jun-18				ቅ – ድ
4-Jun-18				գ – ¢ _
5-Jun-18				- ¢
6-Jun-18				⊅ \$-
7-Jun-18				₽ \$-
	EPHD and SVHD misc comm June 1-8 budget issues, history, insurance, etc.		1	\$ 100.00
9-Jun-18	• • • •		-	\$ -
10-Jun-18				\$ -
11-Jun-18				\$ -
12-Jun-18				\$ -
13-Jun-18				\$ -
14-Jun-18				\$ -
15-Jun-18	Finalize Reso and notice for SVHD and EPHD and notice and correspond		3	\$ 300.00
16-Jun-18				\$ -
17-Jun-18				\$ -
	comm email notices and resolutions and review		0.5	\$ 50.00
	respond to email re Notices and resolutions		0.5	\$ 50.00
20-Jun-18				\$ -
21-Jun-18				\$ -
	Transmit resolutions and comm related to Healthcare districts		1	\$ 100.00
23-Jun-18			_	\$ -
	Mapping GIS research data for Sierra Co create feature classes SVHD - dm		5	\$ 500.00
	Create GIS map and description for the SVHD annex to the EPHD		4	\$ 400.00
26-Jun-18 27-Jun-18	Review and edit boundary description jb		1	\$ 100.00
27-Jun-18 28-Jun-18				¢ _
28-Jun-18 29-Jun-18				\$ - ¢ _
30-Jun-18				φ - ¢ -
1-Jul-18				Ψ \$
1 Jui-10				4
SUBTOTAL		\$ -	16	\$ 1,600.00
TOTAL				\$ 1,600.00

Plumas County	Planning & Building Serv	vices	INVOICE
555 Main Street Quincy, CA 95971	(530) 283-7011		
<b>NAME:</b> Plumas LAFCo 555 Main Street		INVOICE NUMBER	PLNG 17/18-15
Quincy, CA 95971		INVOICE DATE	July 11, 2018
Sales Tax Rate:	0.00%		
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Staff Support & Photocopies		

QUANTITY	DESCRIPT	ION	UNIT PRICE	AMOUNT
	Staff Support &	Photocopies		
247	Photoco	pies	\$0.15	\$37.05
	1/1/18 - 6/	30/18		
	Staff Sup	oport		
	1/1/18 - 6/	30/18		
6.75	Heidi Wigł	ntman	\$66.40	\$448.20
0.25	Becky Os	sborn	\$38.78	\$9.70
			SUBTOTAL	404.05
			TAX	494.95
			SHIPPING	0.00
			SHIFFING	
				\$494.95
<b>DIRECT ALL INQU</b> leidi Wightman	JIRIES TO:	MAKE ALL CHECK Plumas County Plar	nning Department	PAY THIS AMOUNT
530) 283-7007 mail: heidiwightma	an@countyofplumas.com	Attn: Heidi Wightma 555 Main Street Quincy, CA 95971	an	

## LAFCo Hours Pay Periods #16 through #26 + 1 2017/18

## LAFCo Hours Worked

Employee: Heidi Wightman

Sum of Hours			
Task Code	Project No.	Work Description	Total
260 LAFCo - All Projects	(blank)	LAFCo	6.75
	(blank) Total		6.75
260 LAFCo - All Projects Tota	al		6.75
Grand Tota	al		6.75

## LAFCo Hours Worked

Employee: Becky Osborn

Sum of Hours			
Task Code	Project No.	Work Description	Total
260 LAFCO	(blank)	Meeting with John Benoi	0.25
	(blank) Total		0.25
260 LAFCO Total			0.25
Grand T	otal		0.25

## Copies 1/1/18 - 6/30/18

I	_AFCo 918	
DATE	B/W	COLOR
January February March April May June	39 34 48 58 14 40	2
	Total	247

,

## Invoice #PLUMAS-2018-5 **Policy Consulting Associates, LLC** 39774 Via Careza Murrieta, CA 92563 (310) 936-2639 EIN #: 27-2523069

Date: August 3, 2018

Plumas LAFCO 520 Main St Quincy, CA 96971

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$90	\$3,500.00
Cheryl Kolb, Clerk	0.00	\$35	\$0.00
Dennis Miller, GIS	0.00	\$60	\$0.00
Subtotal			\$3,500.00
Project: MSRs and SOI Updates			
	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			\$0.00
Postage			\$0.00
Phone and Communications			\$27.98
Office Supplies - Envelopes			\$0.00
Mileage			\$0.00
Transportation and Travel - Conference Room Deposit			\$0.00
Subtotal			\$27.98
Amount Due			\$3,527.98

Please remit invoices to Policy Consulting Associates, LLC

Jennifer Stephenson, Principal

8/3/18

Date

# INVOICE Plumas LAFCo July 2018

lohn Benoit			Invoice number: Invoice date:	<b>8-0067</b> 1-Aug-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	o County of Plumas	Telephone:	
Address:	520 Main Street		Fax:	
City, state, postal code:	Quincy, CA 96971		PO number:	
Lafco Staff	Hours		Start / End Date	Amount
John Benoit	19.25		July 1-31, 2018	\$1,875.00
Dennis Miller	0.50		July 1-31, 2018	\$ 50.00
			Total activity cost:	\$1,925.00
Materials / Oth	er Exnenses		Reason / Vendor	Amount
Reproduction Costs	-			Amount
Postage				
Phone & Communic	ations			
Office Supplies				
Mileage				
Transportation and	Travel		236 miles to Loyalton SVHD mtg	\$ 128.62
			Total materials cost:	\$128.62
			Total billing:	\$ 2,053.62

PLUMAS LA	FCO
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# TIMESHEET

ATE	Activity	Direct Expense	Cost	Hours		Amo	ount
1-Jul-:	18					\$	_
2-Jul-1						\$	-
	18 mapping modified GIS description and misc. dm				0.5	\$	50.00
4-Jul-1					0.0	\$	-
5-Jul-1						\$	-
6-Jul-1						\$	-
7-Jul-1						\$	-
8-Jul-1						\$	-
9-Jul-1						\$	-
10-Jul-1						\$	-
11-Jul-1	18					\$	-
12-Jul-1						\$	-
13-Jul-1						\$	-
14-Jul-1	18					\$	-
15-Jul-1						\$	-
16-Jul-1						\$	-
17-Jul-1						\$	-
18-Jul-1						\$	-
	18 Meeting of the SVHCD for reorganization approval of initiating resoluiton	236 miles	\$ 128.62		7	\$	700.00
20-Jul-1						\$	-
21-Jul-1	18					\$	-
22-Jul-1	18					\$	-
23-Jul-1	18 Comm and misc review			(	0.75	\$	75.00
24-Jul-1	18 prepare application and comm for application to Plumas LAFCo					\$	450.00
25-Jul-1						\$	-
26-Jul-1	18 misc comm complete application and misc comm				2.5	\$	250.00
27-Jul-1						\$	-
28-Jul-1	18					\$	-
29-Jul-1	18					\$	-
30-Jul-1	18 letters for review for Hospital District Reorg and transmittal of signed dox				4	\$	400.00
31-Jul-1						\$	-

SUBTOTAL	\$ 128.62	19.25 \$ 1,925.00
TOTAL		\$ 2,053.62





#### Program Year 2018-19

Plumas County Local Agency Formation Commission 5050 Laguna Blvd Suite 112-711 Elk Grove, California 95758	Invoice Date: Invoice Number: Member Number:	05/15/2018 64721 7158
Property, Boiler/Machinery, Pollution, Cyber Coverage for 0 reported item(s) valued at (including contents): \$0		\$0.00
Mobile/Contractors Equipment Coverage for 0 reported item(s) valued at: \$0		0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dis Certificates: 0 Non-Member Certificate(s)	shonesty	1,400.00
Auto Liability (includes \$50 charge for non-owned auto coverage) Coverage for 0 reported item(s) valued at: \$0		50.00
Auto Comp / Collision Coverage for 0 reported item(s) valued at: \$0		0.00
Trailers Coverage for 0 reported item(s) valued at: \$0		0.00
	Gross Package Contribution	\$1,450.00
	Earned CIP Credits (18)	-252.00
	Longevity Distribution Credit	0.00
	MemberPlus Online RQ Bonus	0.00
	Other Discounts	0.00
	Subtotal	\$1,198.00

5% Multi-Program Discount \$0.00

Unpaid CSDA Dues \$500.00

\$1,698.00

Total Contribution Amount Due by July 15 \*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.

Special District Risk Management Authority 1112 | Street Suite 300, Sacramento, California 95814-2865 Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111 www.sdrma.org

## 

## CALAFCO

# **CALAFCO Membership Invoice**

1215 K Street, Suite 1650 Sacramento, CA 95814

Date	Invoice #
7/1/2018	2018-32

Bill To	
Plumas LAFCo PO Box 2694 Granite Bay, CA 95746	

	Renewal Month	Due Date	Joined Date
	July	7/31/2018	
Description			Amount
2018-19 LAFCo Member Dues	Maria Andrewski		925.00
		Total	\$925.
( Thank you for helpir	ng to make	totai	
CALAFCO even	better!		
CALAFCO Federal Tax ID 94	1 2212276		
CALAFCO FEDERAL TAX ID 94	-3312370		

[	Phone #	Fax #	E-mail	Web Site
	(916) 442-6536	(916) 442-6535	pmiller@calafco.org	www.calafco.org

Chair: Sherrie Thrall Commissioners: Tom Cooley Bill Powers Michael Sanchez Dave Loschiavo Terry Swofford, Alt. Kevin Goss, Alt. Pat Morton, Alt. Executive Officer Jennifer Stephenson Clerk: Cheryl Kolb



## Agenda Item #8

The Local Agency Formation Commission Serving Plumas County

Memorandum August 13, 2018

- TO: LAFCo Commissioners
- FROM: Jennifer Stephenson, Executive Officer
- SUBJECT: Conflict of Interest Code.

2.

- Attachments: 1. Adopted Plumas LAFCO's Conflict of Interest Code
  - 2018 Local Agency Biennial Notice

Government code section 87300 et. seq. (the Political Reform Act) requires each local government agency to keep a conflict of interest code and update it to reflect changes that occur in the organization of an entity. The Local Agency Formation Commission (as well as other local agencies) is required to review and amend its Conflict of Interest code on even-numbered years. A biennial notice is normally sent out by the County Clerk or other official designated by the Board of Supervisors during the summer of even numbered years to each agency required to review its Conflict of Interest Code. After review or approval of the Conflict of Interest Code, LAFCO is required to submit any proposed changes to the Board of Supervisors acting as the code reviewing body.

Government code section 87311 requires review of a conflict of interest code to be carried out under procedures which guarantee to officers, employees, members and consultants of the agency and to residents of the County adequate notice and a fair opportunity to present their views. The most recent conflict of interest code was adopted on November 8, 2010 (Resolution 2010-0015).

#### **Recommendation:**

Authorize the Chair to sign and transmit the 2018 Local Agency Biennial Notice to the County Clerk (or person designated by the Board of Supervisors) declaring LAFCO's code reviewing body is in the midst of reviewing its Conflict of Interest code to determine if an amendment is warranted.

#### Resolution 2010-0015 of the

#### **Plumas Local Agency Formation Commission**

#### **Plumas County, California**

#### Resolution of the Plumas Local Agency Formation Commission Amending the Plumas LAFCO Conflict of Interest Code

WHEREAS, amendments to the Political Reform Act, Government Code Sections 81000, *et seq.*, have in the past and foreseeably will in the future require conforming amendments to be made in Conflict of interest Codes adopted and promulgated pursuant to its provisions; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation, 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the Political Reform Act after public notice and hearings conducted by the FPPC pursuant to the Administrative Procedure Act, Government Code Section 11370, *et seq.*; and

WHEREAS, incorporation by reference of the terms of the aforementioned regulation and amendments to it in conflict of Interest Codes saves Plumas LAFCO time and money by minimizing the actions required to keep the Code in conformity with the Political Reform Act.

## NOW THEREFORE, THE PLUMAS LAFCO DOES RESOLVE AS FOLLOWS:

1. All previously adopted resolutions approving various separate conflict of interest codes are hereby rescinded and superseded.

2. The terms of 2 California Code of Regulations Section 18730, as it may be amended from time to time by the Fair Political Practices Commission, along with the attached appendix "A" in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code for Plumas LAFCO.

3. Designated officials and employees shall file statements of economic interests with the Executive Officer, who will make the statements available for public inspection and reproduction.

4. In completing statements of economic interest, all designated officials and employees must disclose all investments and business positions in business entities within Plumas LAFCO's jurisdiction, sources of income from entities within Plumas

Conflict of Interest Code Plumas LAFCO Resolution 2010-0015 November 8, 2010

1

LAFCO's jurisdiction, and interests in real property located within Plumas LAFCO's jurisdiction.

- 5. The Plumas LAFCO policy regarding reports filed after deadlines set by this Act is to impose the maximum fine allowed by the law.
- 6. The Commission hereby directs the Executive Officer to file the amended conflict of interest code to the Plumas County Board of Supervisors acting as the Code Reviewing Body.

PASSED AND ADOPTED at a regular meeting of the Plumas Local Agency Formation Commission, State of California, on the Andrea of March 2010 by the following vote:

AYES: Swofford, Goss, Meacher, Wilson and Larrieu NOES:

ABSTAINS:

ABSENT:

JOHN LARRIEU, CHAIR PLUMAS LOCAL AGENCY FORMATION COMMISSION

ATTEST: 0 JÕHN BENÕIT

Executive Officer

Conflict of Interest Code Plumas LAFCO Resolution 2010-0015 November 8, 2010

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## APPENDIX "A" DESIGNATED OFFICERS AND EMPLOYEES - 2010

#### DEPARTMENT/POSITION

#### DISCLOSURE CATEGORY

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Commissioners Alternate Commissioners Executive Officer\* General Counsel (and Alternate Counsel)

## **CONSULTANTS**

Consultants are defined for reporting purposes as persons who prepare a product or perform services of a general nature and/or an on-going basis and participate by direct advice to the decision makers. Generally, consultants who prepare a product or perform services for a single specific matter are not the type of consultants required to be covered by a code, whereas consultants who provide more general assistance and advice to a government agency on an ongoing basis should be covered. Only those consultants who provide the Plumas LAFCO with an ongoing service or advice will be required to disclosure, and that shall be pursuant to the Type I category.

## **DISCLOSURE CATEGORIES**

 	······	Original Form 700 filed with the Plumas LAFCO's Executive Officer and a copy filed with Plumas County Clerk. Original Form 700 filed with Fair Political Practices Commission (FPPC), Sacramento and a copy filed with Plumas LAFCO's Executive Officer.		
Conflict of Plumas LA November	<b>\FĊO</b>	Resolution 2010-0015 3		

## 2018 Local Agency Biennial Notice

Name of Agency:	5050 Laguna Rivd #112 711 Elk Grova CA 95759		
Mailing Address:			
Primary Contact Pe	erson: Jennifer Stepher	nson, EO Phone: <u>310-936-2639</u>	
Business Phone:	530-283-7069	Fax No.:	
Email: <b>jennifer@</b>	pcateam.com	Alternate Email:	

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

## □ One or more amendments are required.

The following amendments are necessary: (Check all that apply.)

- □ Include new positions
- □ Revise disclosure categories
- □ Revise the titles of existing positions
- □ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe)

## **X** The code is currently under review by the code reviewing body.

# **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

#### Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

CESEPH

August 13, 2018

Signature of Chief Executive Officer Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018** by email to: <u>marisnyder@countyofplumas.com</u>, or by US Mail:

Plumas County Board of Supervisors c/o: County Counsel's Office 520 Main Street, Room 301 Quincy, CA 95971

## DO NOT RETURN THIS FORM TO THE FPPC