

**PLUMAS LAFCo**

**SPECIAL MEETING AGENDA**

**MONDAY December 14, 2020**

**10:00 AM**

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

*You may use your computer or smart device to watch the video conference by downloading the Zoom ICloud Conference app or on the Zoom website, or you may dial in with your phone for audio only. See below for instructions on how to join.*

**Join Zoom Meeting Online**

**<https://us02web.zoom.us/j/81369525465?pwd=RjBVL3E4akh3YXpaMnlBYIBwZWdOQT09>**

Meeting ID: 813 6952 5465

Passcode: 827588

**Join Zoom Meeting in App**

Open application, make an account

Click "Join"

Meeting ID: 813 6952 5465

Passcode: 827588

**Dial in by Phone**

(669)900-9128

Meeting ID: 813 6952 5465

Passcode: 827588

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

If you have any problems joining the meeting, please call LAFCo at (530)283-7069.

This meeting is being agendized to allow staff and the public to participate via teleconference or other electronic means pursuant to the Governor's Executive Orders N-25-20 & N-29-20 and dated March 12 & 17, 2020. These Executive Orders authorize local legislative bodies to hold a public meeting via teleconference and to make public meetings accessible telephonically to all members of the public and staff in effort to observe social distancing recommendations in effect for the entire country.

**(All meeting materials are available on LAFCo's Website: [www.plumaslafco.org](http://www.plumaslafco.org))**

Commissioners:

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

Staff:

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

**MEETING - CONVENES AT 10:00 A.M.**

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

*a) Approval of the October 5th, 2020 LAFCo minutes*

- 5. Public Comment**

*Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.*

- 6. Authorize payment of Claims for October 2020 and November 2020.**

*a) Authorize payment of claims October 2020 and November 2020.*

**PUBLIC HEARINGS and ACTION ITEMS:**

- 7. Update Regarding Cemetery District Reorganization**

- a) Executive Officer's Update*
- b) Discussion*
- c) Provide direction to staff regarding Meadow Valley/Quincy LaPorte CD SOI Updates*

**8. Discussion Regarding MSR Schedule for FY 21-22**

- a) *Review Executive Officer Report*
- b) *Provide input on districts in need of MSR updates in FY 21-22*

**9. Establish LAFCo meeting schedule for 2021**

**10. Executive Officer's Report**

- a) *CALAFCO Webinar/Roundtables*

**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 February 8, 2021**

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

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

Accessibility

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

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

Disclosure & Disqualification Requirements

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

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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](http://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@pccateam.com](mailto:jennifer@pccateam.com) or by fax at 888-501-0395.

**PLUMAS LAFCo**

**SPECIAL MEETING MINUTES**

**MONDAY October 5, 2020**

**10:00 AM**

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

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

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

Commissioners:

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

Staff:

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

**MEETING - CONVENES AT 10:00 A.M.**

1. **CALL TO ORDER: Pledge of Allegiance and Roll Call**  
**Roll Call.**  
**Present: Bill Powers, City Member, Chair, Sharon Thrall, County Member, Vice Chair, Tom Cooley, City Member, Kevin Goss, County Member, Matthew Haesche, Public Member, Terry Swofford, Public Member Alt. (Not voting), Pat Morton, City Member Alt. (Not voting).**  
**Absent: Jeff Engel, County Member Alt. (Not voting)**
2. **Approval of Agenda (additions or deletions)**  
**Motion: Approval of Agenda with no additions or deletions, Action: Approve, Moved by Sharon Thrall, County Member, Vice Chair, Seconded by Tom Cooley, City Member.**  
**Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).**  
**Yes: Bill Powers, City Member, Chair, Kevin Goss, County Member, Matthew Haesche, Public Member, Sharon Thrall, County Member, Vice Chair, Tom Cooley, City Member.**
3. **Correspondence: None**
4. **CONSENT ITEM (S)**
  - a) *Approval of the August 3rd, 2020 LAFCo minutes*  
**Motion: Approval of the August 3rd, 2020 Minutes as provided, Action: Approve, Moved by Kevin Goss, County Member, Seconded by Matthew Haesche, Public Member.**  
**Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).**  
**Yes: Bill Powers, City Member, Chair, Kevin Goss, County Member, Matthew Haesche, Public Member, Sharon Thrall, County Member, Vice Chair, Tom Cooley, City Member.**
5. **Public Comment**

Members of the public are invited to address the Commission on any matter of interest to the public that is not on the agenda for a period of time not exceeding 5 minutes. Pursuant to the Brown Act, the Commission cannot take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.

None.

**6. Authorize payment of Claims for August 2020 and September 2020.**

a) *Authorize payment of claims August 2020 and September 2020.*

**Motion:** *Authorize payment of claims for August 2020 and September 2020, Action: Approve, Moved by Kevin Goss, County Member, Seconded by Tom Cooley, City Member.*

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

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

**PUBLIC HEARINGS and ACTION ITEMS:**

**7. Public Hearing to Consider Dissolution of 5 Inactive Districts**

a) *Review Executive Officer's report*

b) *Discussion*

c) *Consider adoption of Resolutions 2020-0009, 2020-00010, 2020-0011, and 2020-0012, to adopt zero spheres of influence for County Service Area #3, County Service Area #7, County Service Area #10, and Dixie Valley Community Services District.*

**Motion:** *Adopt Resolutions 2020-0009, 2020-00010, 2020-0011 and 2020-0012 to adopt zero spheres of influence for County Service Area #3, County Service Area #7, County Service Area #10 and Dixie Valley Community Services District., Action: Approve, Moved by Sharon Thrall, County Member, Vice Chair, Seconded by Kevin Goss, County Member.*

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

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

d) *Consider adoption of Resolutions 2020-0013, 2020-00014, 2020-0015, 2020-0016, and 2020-0017 to dissolve County Service Area #3, County Service Area #6, County Service Area #7, County Service Area #10, and Dixie Valley Community Services District.*

**Motion:** *Adopt Resolutions 2020-0013, 2020-00014, 2020-0015, 2020-0016 and 2020-0017 to dissolve County Service Area #3, County Service Area #6, County Service Area #7, County Service Area #10 and Dixie Valley Community Services District, Action: Approve, Moved by Kevin Goss, County Member, Seconded by Tom Cooley, City Member.*

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

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

**8. Discussion Regarding Cemetery District Reorganization**

- a) *Review Executive Officer's Report*  
Jennifer Stephenson noted that she had invited all the Cemetery District to attend today's meeting; none checked in.
- b) *Discussion*  
County Supervisor Lori Simpson provided some information regarding communications she had received. She has also been in touch with Greg Hagwood, incoming County Supervisor.
- c) *Provide direction to staff regarding hearing to initiate consolidation*
- d) *Consider Ad Hoc Committee to assist in outreach with subject cemetery districts*  
Kevin Goss and Sharon Thrall both volunteered to be on the Ad Hoc Committee; an invitation will also be extended to Greg Hagwood to join.

**9. Discussion Regarding Fire Reorganization by Region**

- a) *Emergency Services Study Group Update*  
Tom Cooley provided some information and an update.
- b) *Peninsula Fire/Hamilton Branch Reorganization*
- c) *Indian Valley Region*  
Kevin Goss provided some information.

**10. Executive Officer's Report**

- a) *CALAFCO Conference/Webinars*
- b) *Legislative Update (SB 414)*
- c) *Hamilton Branch CSD Annexation of Mutual Water Company*

**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.*  
Tom Cooley reports that the City of Portola has contracted with Beckwourth Fire for fire protection services which will begin February 1, 2021.

**12. Adjourn to next regular meeting.**

**LAFCo's next regular meeting to take place 10:00 am on December 14, 2020**

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**Chair:**  
Bill Powers

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

**Clerk:**  
Cheryl Kolb



**LAFCo**

**Agenda Item #6**

*The Local Agency Formation  
Commission Serving Plumas County*

**Claim Authorization Form  
October 2020 and November 2020 Expenses**

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

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
Oct. 1, 2020	CSDA Membership	\$ 500.00
Oct. 5, 2020	Staff Svcs Sept. 2020	\$ 4,097.97
Oct. 15, 2020	AT&T (Sept. 20)	\$ 55.88
Oct. 22, 2020	Health Care-Gullixson Oct. 20	\$ 634.19
Nov. 8, 2020	Staff Svcs October 2020	\$ 4,624.62
Nov. 15, 2020	AT&T (Oct. 20)	\$ 55.94
Nov. 23, 2020	Health Care-Gullixson Nov. 20	\$ 634.19
Dec. 5, 2020	Commissioner Per Diems Nov. 20	\$ 200.00
<b>TOTAL Oct &amp; Nov 2020 (FY 20-21) - LAFCo expenses:</b>		<b>\$ 10,802.79</b>

**DATED:** December 14, 2020

**APPROVED:** December 14, 2020

\_\_\_\_\_  
**Bill Powers, Chair, Plumas LAFCo**

**Attest:**

\_\_\_\_\_  
**Jennifer Stephenson, Executive Officer**

Plumas LAFCO FY 20-21 Bookkeeping

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage
Account Number	SDRMA	Expense									Commission	
<b>Total Budgeted</b>	<b>\$ 2,398.00</b>	<b>\$ 300.00</b>	<b>\$ 800.00</b>	<b>\$ 900.00</b>	<b>\$ 300.00</b>	<b>\$ 1,767.00</b>	<b>\$2,000.00</b>	<b>\$ 43,000.00</b>	<b>\$ 1,120.00</b>	<b>\$ 1,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,500.00</b>
SDRMA Insurance 20-21	(\$2,900)											
CALAFCO Membership						\$ (1,267.00)						
AT&T (Jul 20)				\$ (55.82)								
Healthcare Gullixson July 20												
Healthcare Gullixson Aug 20												
CalPERS Unfunded Liability (20-21)												
Staff Services (Jul 20)		\$ (14.99)	\$ (95.00)	\$ (27.98)	\$ (6.60)			\$ (3,500.00)	\$ (35.00)			
AT&T (Aug 20)				\$ (55.82)								
Healthcare Gullixson Sep 20												
Commissioner Per Diems (Aug 20)												
Staff Services (Aug 20)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)	\$ (120.00)			
Benoit Staff Services		\$ (33.90)										
AT&T (Sep 20)				\$ (55.82)								
Healthcare Gullixson Oct 20												
CSDA Membership						\$ (500.00)						
Staff Services (Sept. 20)		\$ (14.99)		\$ (27.98)				\$ (3,500.00)				
AT&T (Oct 20)				\$ (55.88)								
Healthcare Gullixson Nov 20												
Staff Services (Oct. 20)		\$ (14.99)	\$ (130.00)	\$ (27.98)	\$ (5.40)			\$ (3,500.00)	\$ (172.50)			
AT&T (Nov 20)				\$ (55.94)								
Commissioner Per Diems (Oct 20)												
SDRMA Refund	\$ 500.00											
<b>TOTAL EXPENDED</b>	<b>(\$2,400)</b>	<b>(\$94)</b>	<b>(\$225)</b>	<b>(\$391)</b>	<b>(\$12)</b>	<b>(\$1,767)</b>	<b>\$0</b>	<b>(\$14,000)</b>	<b>(\$328)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REMAINING</b>	<b>\$ (2.00)</b>	<b>\$ 206.14</b>	<b>\$ 575.00</b>	<b>\$ 508.80</b>	<b>\$ 288.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 29,000.00</b>	<b>\$ 792.50</b>	<b>\$ 1,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,500.00</b>

Plumas LAFCO FY 20-21 Bookkeeping

Item	MSR/SOIs	Commiss	File Management	County	Health	CalPERS	Agency	TOTAL
Account Number		Stipends		Contract	Insurance	Unfunded	Training	BUDGET
<b>Total Budgeted</b>	<b>\$ 24,000.00</b>	<b>\$1,200.00</b>	<b>\$ 3,700.00</b>	<b>\$ 1,300.00</b>	<b>\$ 8,000.00</b>	<b>\$ 6,804.00</b>	<b>\$ -</b>	<b>\$ 103,089.00</b>
SDRMA Insurance 20-21								\$ (2,900.00)
CALAFCO Membership								\$ (1,267.00)
AT&T (Jul 20)								\$ (55.82)
Healthcare Gullixson July 20					\$ (634.40)			\$ (634.40)
Healthcare Gullixson Aug 20					\$ (634.19)			\$ (634.19)
CalPERS Unfunded Liability (20-21)						\$ (6,804.00)		\$ (6,804.00)
Staff Services (Jul 20)	\$ (1,665.00)							\$ (5,344.57)
AT&T (Aug 20)								\$ (55.82)
Healthcare Gullixson Sep 20					\$ (634.19)			\$ (634.19)
Commissioner Per Diems (Aug 20)		\$ (200.00)						\$ (200.00)
Staff Services (Aug 20)	\$ (720.00)							\$ (4,382.97)
Benoit Staff Services	\$ (100.00)							\$ (133.90)
AT&T (Sep 20)								\$ (55.82)
Healthcare Gullixson Oct 20					\$ (634.19)			\$ (634.19)
CSDA Membership								\$ (500.00)
Staff Services (Sept. 20)	\$ (555.00)							\$ (4,097.97)
AT&T (Oct 20)								\$ (55.88)
Healthcare Gullixson Nov 20					\$ (634.19)			\$ (634.19)
Staff Services (Oct. 20)	\$ (765.00)		\$ (8.75)					\$ (4,624.62)
AT&T (Nov 20)								\$ (55.94)
Commissioner Per Diems (Oct 20)		\$ (200.00)						\$ (200.00)
SDRMA Refund								\$ -
								\$ -
<b>TOTAL EXPENDED</b>	<b>(\$3,805)</b>	<b>(\$400)</b>	<b>(\$9)</b>	<b>\$0</b>	<b>(\$3,171)</b>	<b>(\$6,804)</b>	<b>\$0</b>	<b>(\$33,905)</b>
<b>TOTAL REMAINING</b>	<b>\$ 20,195.00</b>	<b>\$ 800.00</b>	<b>\$ 3,691.25</b>	<b>\$ 1,300.00</b>	<b>\$ 4,828.84</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,183.53</b>

**Invoice #PLUMAS-2020-10**  
*Policy Consulting Associates, LLC*

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

Date: November 11, 2020

Plumas LAFCO  
 520 Main St  
 Quincy, CA 96971

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Cheryl Kolb, Clerk (Minutes and agenda mailing)		\$172.50	\$172.50
Cheryl Kolb, Clerk (Records digitization)	0.25	\$35	\$8.75
Dennis Miller, GIS	1.50	\$60	\$90.00
<b>Subtotal</b>			<b>\$3,771.25</b>

**Projects: Applications, MSRs and SOI Updates**

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	0.00	\$ 90.00	\$0.00
Jennifer Stephenson, MSR and SOI Updates - Dissolutions	7.50	\$ 90.00	\$675.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
<b>Subtotal</b>			<b>\$675.00</b>

**Reimbursements**

Reproduction Costs			\$130.00
Postage			\$5.40
Phone and Communications			\$27.98
Office Supplies (Zoom Pro)			\$14.99
Mileage			\$0.00
Transportation and Travel			\$0.00
<b>Subtotal</b>			<b>\$178.37</b>

**Amount Due** **\$4,624.62**

*Please remit invoices to Policy Consulting Associates, LLC*



\_\_\_\_\_  
 Jennifer Stephenson, Principal

11/11/20

\_\_\_\_\_  
 Date

### Jennifer Stephenson October 2020 Timesheet

Date	Hours	Description	Special Project
10/1/20			
10/2/20	1.5	Legislative Committee Meeting	
10/3/20			
10/4/20	2.5	Commission meeting prep	
10/5/20	5.5	Phone call re: HBCSD, Commission meeting prep and meeting	
10/6/20			
10/7/20	2.25	Fire Study Meeting	
10/8/20	1.5	Correspondance re: GLCSD	
10/9/20	1	Phone call with GCD re: consolidation	X
10/10/20	0.5	Correspondance re: contract services for fire	
10/11/20			
10/12/20			
10/13/20	1.5	Review of fire study group outreach memo, monthly EO meeting	
10/14/20			
10/15/20			
10/16/20	3.5	Drafting certificate of completion for dissolutions	X
10/17/20	0.75	Phone call re: ambulance Chester PUD	
10/18/20			
10/19/20	0.5	Outreach to QLCD	X
10/20/20			
10/21/20			
10/22/20	1.75	Correspondance re: HBCSD application requirements	
10/23/20			
10/24/20			
10/25/20	2	Certificate of Completion - Dissolutions, notary	X
10/26/20			
10/27/20			
10/28/20			
10/29/20			
10/30/20	0.5	Outreach to QLCD	X
10/31/20			

**Invoice #PLUMAS-2020-9**  
**Policy Consulting Associates, LLC**

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

Date: October 10, 2020

Plumas LAFCO  
520 Main St  
Quincy, CA 96971

**Staff Services**

	Hours	Rate	Amount
Jennifer Stephenson, Executive Officer		\$3,500	\$3,500.00
Cheryl Kolb, Clerk (Minutes and agenda mailing)		\$172.50	\$0.00
Cheryl Kolb, Clerk (Records digitization)		\$35	\$0.00
Dennis Miller, GIS	1.00	\$60	\$60.00
<b>Subtotal</b>			<b>\$3,560.00</b>

**Projects: Applications, MSRs and SOI Updates**

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	0.00	\$ 90.00	\$0.00
Jennifer Stephenson, MSR and SOI Updates - Dissolutions	5.50	\$ 90.00	\$495.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Cheryl Kolb, Applications/Projects	0.00	\$ 35.00	\$0.00
<b>Subtotal</b>			<b>\$495.00</b>

**Reimbursements**

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

**Amount Due** **\$4,097.97**



*Please remit invoices to Policy Consulting Associates, LLC*

\_\_\_\_\_  
Jennifer Stephenson, Principal

10/10/20  
\_\_\_\_\_  
Date

### Jennifer Stephenson September 2020 Timesheet

Date	Hours	Description	Special Project
9/1/20			
9/2/20	1	Distributing Public Notice for dissolutions	
9/3/20			
9/4/20			
9/5/20			
9/6/20	0.75	Phone call re: HBCSD	
9/7/20			
9/8/20	1	Research re: HBCSD	
9/9/20			
9/10/20	0.75	Managing invoices	
9/11/20			
9/12/20			
9/13/20			
9/14/20	1.5	CALAFCO U	
9/15/20			
9/16/20			
9/17/20			
9/18/20			
9/19/20			
9/20/20			
9/21/20			
9/22/20			
9/23/20	3.5	Researching maps for legal description, reaching out to cemetery districts	X
9/24/20			
9/25/20	1.25	Drafting staff report on cem districts, correspondance re: Meadow Valley	X
9/26/20	7.75	Drafting dissolution staff report	
9/27/20	2.5	Compiling shadow accounting	
9/28/20	5.5	Compiling agenda	
9/29/20	6.75	Compiling and distributing agenda	
9/30/20	0.75	Mapping management	X

## Plumas LAFCo

### STAFF REPORT

**MEETING DATE:** December 14, 2020

**TO:** LAFCo Commissioners

**FROM:** Jennifer Stephenson, Executive Officer

**SUBJECT:** MSR and SOI Status – FY 21-22 Workplan

At present, there are 53 special districts and one city under the jurisdiction of Plumas LAFCo. Municipal Service Reviews (MSRs) have been completed by region for the agencies beginning in 2011. The only agencies that remain without adopted MSRs are the Feather River Resource Conservation District (FRRCD) and the Plumas County Flood Control and Water Conservation District (PCFCWCD). FRRCD was included in a the MSR report adopted in 2017; however, it appears that the chapter was excluded from the adopted report. The chapter is in the process of being updated in conjunction with district staff for review and readoption by the Commission. There continues to be a need to formalize the exemption of PCFCWCD from LAFCo jurisdiction at the County level. Staff will work with County staff to complete that process.

According to Government Code §56425 (g), the Commission must every five years, or as necessary, review and update each sphere of influence (SOI). SOIs have been adopted or confirmed for a majority of the agencies; there are 9 districts and the City of Portola that remain in need of SOI updates.

Given the importance of MSRs to inform SOI updates and the role of MSRs in identifying any issues of concern and ensuring adequate service levels, it is paramount to continue the process of conducting MSRs for those agencies that are most in need. The MSR workplan for FY 21-22 is best informed by identifying those agencies with a particular need for detailed review.

**Recommendation: Provide input regarding any districts of note that may benefit from the MSR process.**



Plumas MSR/SOI Status December 2020			
Agency	MSR Completed	SOI Completed	Issues of Note
City of Portola	3-Oct-11		
Almanor Recreation and Park District	15-Oct-12	14-Aug-17	
American Valley Community Services District	8-Jun-15	14-Aug-17	
Beckwourth County Service Area - Sewers	3-Oct-11	8-Feb-16	
Beckwourth Fire Protection District	3-Oct-11	8-Nov-10	
C Road Community Services District	3-Oct-11	26-Feb-18	
Central Plumas Recreation District	8-Jun-15	14-Aug-18	
Chester Cemetery District	15-Oct-12	8-Apr-19	
Chester Public Utility District	15-Oct-12	12-Dec-16	
Clio Public Utility District	3-Oct-11	26-Feb-18	
County Service Area #11 Ambulance Quincy	8-Jun-15		
County Service Area #12 Transportation	14-Aug-17		
Crescent Mills Cemetery District	8-Jun-15	8-Apr-19	
Crescent Mills Fire Protection District	9-Dec-13	8-Feb-16	✓
Crescent Mills Highway Lighting District	8-Jun-15		
Cromberg Cemetery District	14-Aug-17	8-Apr-19	
Eastern Plumas Healthcare District	3-Oct-11	8-Aug-16	
Eastern Plumas Park and Recreation District	3-Oct-11	14-Aug-18	✓
Eastern Plumas Rural Fire Protection District	3-Oct-11	8-Nov-10	
Feather River Canyon Community Services District	14-Aug-17		
Feather River Resource Conservation District			✓
Gold Mountain Community Services District	3-Oct-11	26-Feb-18	
Graeagle Community Services District	14-Aug-17		
Graeagle Fire Protection District	3-Oct-11	8-Nov-10	
Greenhorn Creek Community Services District	9-Dec-13	11-Aug-14	
Greenville Cemetery District	8-Jun-15	8-Apr-19	
Grizzly Lake Community Services District	3-Oct-11	16-Apr-07	✓
Grizzly Ranch Community Services District	3-Oct-11	26-Feb-18	
Hamilton Branch Community Services District	15-Oct-12	8-Feb-16	
Hamilton Branch Fire Protection District	15-Oct-12	12-Aug-13	
Indian Valley Community Services District	9-Dec-13	8-Feb-16	
Indian Valley Recreation and Park District	8-Jun-15	14-Aug-17	
Johnsville Public Utility District	14-Aug-17		
La Porte Fire Protection District	9-Dec-13	11-Aug-14	
Last Chance Creek Water District	3-Oct-11		
Long Valley Community Services District	9-Dec-13	11-Aug-14	
Meadow Valley Cemetery District	14-Aug-17	8-Apr-19	
Meadow Valley Fire Protection District	9-Dec-13	11-Aug-14	
Mohawk Valley Cemetery District	14-Aug-17	8-Apr-19	
Peninsula Fire Protection District	15-Oct-12	12-Aug-13	
Plumas County Flood Control and Water Conservation District	To be exempted		
Plumas Eureka Community Services District	3-Oct-11	26-Feb-18	
Plumas Healthcare District	8-Jun-15	8-Aug-16	
Portola Cemetery District	3-Oct-11	8-Apr-19	
Prattville-Almanor Fire Protection District	15-Oct-12	12-Aug-13	
Quincy Fire Protection District	9-Dec-13	11-Aug-14	
Quincy-La Porte Cemetery District	8-Jun-15	8-Apr-19	
Quincy Lighting District	8-Jun-15		
Seneca Healthcare District	15-Oct-12	8-Aug-17	
Sierra Valley Fire Protection District	3-Oct-11	8-Nov-13	
Taylorville Cemetery District	8-Jun-15	8-Apr-19	
West Almanor Community Services District	15-Oct-12	12-Aug-13	
Whitehawk Ranch Community Services District	3-Oct-11	26-Feb-18	
Walker Ranch Community Services District	15-Oct-12	8-Feb-16	
<b>Dissolved</b>			
County Service Area #3 Hamilton Branch (inactive)	15-Oct-12	Dissolved	
County Service Area #6 Genessee Valley (inactive)	8-Jun-15	Dissolved	
County Service Area #7 Warner Valley (inactive)	14-Aug-17	Dissolved	
County Service Area #10 Big Meadows (inactive)	14-Aug-17	Dissolved	
Dixie Valley Community Services District (inactive)	14-Aug-17	Dissolved	
Indian Valley Healthcare District	8-Jun-15	8-Aug-16	

Plumas LAFCo 2021 Regular Meeting Schedule

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE  
520 MAIN STREET  
QUINCY, CALIFORNIA

February 8, 2021

April 12, 2021

June 14, 2020

August 16, 2020\*

October 18, 2020

December 13, 2020

Regular meetings of the Commission are scheduled for the second Monday of every other month at 10:00 a.m. in the Board of Supervisors Chambers, 520 Main Street, Quincy, California. Regular meetings are scheduled during the months of June, August, October, December, February and April. Alternate regular meeting dates are scheduled in July, September, November, January, March and May at the same time and location as regular meetings. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Ralph M. Brown Act, Government Code Section 54954 et. seq. and applicable provisions of the LAFCO Act.

The Chair may call a special meeting of the Commission. The Chair shall call a special meeting if requested by two or more Commissioners. Any special meetings of the Commission shall be called in the manner provided by Section 54956 of the Government Code. The order calling the special meeting shall specify the time and place of the meeting and the business to be conducted and no other business shall be conducted at that meeting. The special meeting may be called for any day prior to the date established for the next regular meeting of the Commission.