PLUMAS LAFCo

REGULAR MEETING AGENDA

MONDAY February 11, 2019

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street QUINCY, CALIFORNIA

Website: www.plumaslafco.org https://www.facebook.com/PlumasLAFCO/

Commissioners:

Tom Cooley, City Member, Chair Michael Sanchez, County Member, Vice Chair Bill Powers, City Member Sharon Thrall, County Member Vacant, Public Member Terry Swofford, Public Member Alt. Kevin Goss, County Member Alt. Pat Morton, City Member Alt.

Staff:

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

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call
- 2. Approval of Agenda (additions or deletions)
- 3. Correspondence:
 - a) Letter from David and Mary Piepho re: special district concerns
- 4. CONSENT ITEM (S)
 - a) Approval of the December 10th, 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 December 2018 and January 2019

a) Authorize payment of claims for December 2018 and January 2019.

PUBLIC HEARINGS and ACTION ITEMS:

- 7. Receive financial status presentations from healthcare districts
- 8. Mid-year budget review
 - a. Review of Revenue and Expenses for the Remainder of FY 2018-2019
- 9. General discussion and establishment of work priorities for the upcoming Fiscal Year 2019-2020.
 - a. Establish work priorities for FY 2019-2020
- 10. Appoint *Ad Hoc* Budget Committee for FY 2019-2020
- 11. Continue discussion regarding challenges faced by Plumas fire providers and potential for changes in service structure
 - a) Receive and file annexation fee flier
 - b) Review and approve letter to CAL FIRE regarding volunteer training requirements
 - c) Review and approve letter to County encouraging a master tax sharing agreement
- 12. Discuss next actions to fill Public Member vacancy
 - a) Announcement posted in all papers to run on February 13, 2019. Deadline to indicate interest is March 22nd. Please spread the word. Interviews are planned to be held at the April 8th LAFCO meeting.
- 13. Conduct Workshop on Cemetery District SOI Report
- 14. Executive Officer's Report
 - a) Application status of Indian Valley Healthcare District and Plumas Hospital District (File 2018-0002)
 - b) CHP Replacement Facility Annexation (File 2019-0001)
 - c) Update on Johnsville Public Utility District
 - d) Form 700 due by April 1. File with County Clerk's office.
 - e) CALAFCO Legislative Committee
 - f) CALAFCO Sustainability Paper https://calafco.org/sites/default/files/documents/Creating%20Sustainable%20 Communities%20and%20Landscapes October%202013.pdf

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 April 8th, 2019

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.

Feb, 2, 2019

Plumas County LAFCo Board Of Supervisors Meeting Room Plumas County Courthouse, 3rd Floor 520 Main Street Quincy, CA 95971

Honorable Tom Cooley Chair C/O Executive officer Jennifer Stephenson

Chair Cooley and Commissioners,

I am writing this letter due to an unfortunate issue I have personally experienced with a Special District in Plumas County.

Recently my wife and I enquired with our local Cemetery District's General Manager for an interfamily plot transfer. We believed the request to be somewhat routine and easy to carry out. However within a short amount of time, we found out this was not the case.

Initially the process began by talking with the General Manager of the District who suggested that we submit a signed letter to him, requesting that the family plots in question be transferred to our family trust. We took that direction and provided a signed letter on January 28th, 2019 by my wife's brother who was the beneficiary of the family trust, requesting that the family plots be reassigned to my wife and I.

Shortly after doing so, the General Manager contacted us and claimed that since the letter wasn't sent directly from the requesting party, he had no way of verifying its authenticity. We spoke on the phone and I enquired what the District's policy was, since we had followed his specific direction. He said that he did not feel comfortable initiating the request, being my return address was on the envelope. I explained that I sent the letter as he requested, by both email and US mail and that since it was a signed document it really shouldn't matter who mailed it. Unfortunately communication broke down from there which is the basis for this letter.

As our conversation wasn't being productive, I asked the General Manager who the board members are, what their contact numbers are, when they held their regularly scheduled meetings and if the board had a policy that dealt with plot transfers. The General Manager informed me that he was the Board President and he wasn't going to give out that information. I explained that it should be a public record and that I needed it so that we could attend a board meeting and bring our issue forward. At this point he was willing to give me the names of the other two board members, but no contact information nor any direction to resolve the issue at hand. He then proceeded to tell me he had to get off the phone.

I proceeded to send the District a Public Records Request (PRR) under the CPRA on 1/21/2019 via email and U.S. Mail requesting the following;

- 1. Any and all information, policy guidelines or laws that the District uses to facilitate plot transfers, reassignment, including inter family plot transfers.
- 2. Names, Titles and contact information of all of the District's Board Members and employees.

- 3. Name or location and meeting dates and annual calendared meetings for 2019.
- 4. Written direction of District process or policy to accommodate a transfer or reassignment of plots.
- 5. Copies of 2015, 2016, 2017, 2018 and 2019 District budgets.

On Thursday, January 24th, 2019 the General Manager/Board President responded to us via email, denying the processing of our request(s) because he felt that since my wife who cosigned the letter, provided no separate return address (even though there was a return address on our mailed envelope and she as my wife resides at the same address), he didn't feel the district could process the PRR and the plot transfer.

The following day January 25th, 2019 we responded back to the General Manager/Board President with a follow up request, affirming that as husband and wife, we share the same address, though a Public Records Request <u>does not</u> require a return address to be provided. I again clarified that the Public Records Request and the plot transfers were two separate items. At this time we attempted to communicate that we were looking for direction on how to move forward, that public agencies should be transparent in their actions and that no member should act as a "gate keeper" of public information and District services. Lastly, I noted that there is a compliance time frame under the PRA process.

Several days later on Monday, January 28th 2019 we received another email from the General Manager/Board President once again denying our PRA explaining that it was "not able to be processed" because he could not tell if there was one or two signatures on the follow up PRA request letter, and "the matter does not involve you" amongst other contrived reasoning for denying any further processing of the requests.

At this point we appeared to be hitting a wall with the General Manager/Board President and our options were either contact the Plumas County, District Attorney, State Attorney General's office and/or seek a legal remedy though the courts.

We wanted to resolve these issues at the lowest possible level; however with our requests being stonewalled by one individual, our options were somewhat limited. We ended up contacting several County offices and ended up speaking with our County District Supervisor who assisted in getting the issue moving forward in a positive direction.

It appears that currently the General Manger/Board President is now going to move the plot transfer forward, however we still don't know when the Board is meeting, nor have we been made aware of any of the District information that we requested. The 10 day reply period of the California Public Record Request has expired, without a required response from the District. At this time we will be sending a follow up letter to the District advising them that they have failed to comply with the Public Records Act. It is our hope that the next letter will trigger a proper response from the District and initiate a better level of transparency.

Our reason for bringing this issue to LAFCo is not punitive, but rather to shed some light on an issue that may need attention or be deficient in Special Districts. Perhaps additional training would be helpful in topics such as the California Public Records Act, Brown Act, Ethics training and Conflict of Interest codes.

Hopefully this overview is helpful to the Commission. We have included the written communications between the District and ourselves, for an exact timeline and an accurate depiction of how this issue has developed. If the LAFCo Commission has any further questions or concerns they may contact us at any time.

We continue the belief that what should have been a simple process turned into a matter which is still not resolved and made more complex by noncompliance with standard practices of governing agencies and laws that provide transparency and build public trust.

Respectfully,

/s/

David and Mary Piepho

(925) 699-9575 (925) 699-9585

82 Church Street, Johnsville, CA 96103

2230 Sunset Point, Discovery Bay, CA 94505

PLUMAS LAFCo

REGULAR MEETING MINUTES

MONDAY December 10, 2018

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street QUINCY, CALIFORNIA

Website: www.plumaslafco.org https://www.facebook.com/PlumasLAFCO/

Commissioners:

Tom Cooley, City Member, Chair Michael Sanchez, County Member, Vice Chair Bill Powers, City Member Sharon Thrall, County 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 John Benoit, Deputy Executive Officer Cheryl Kolb, Clerk P. Scott Browne, Counsel

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call Roll Call.
 Present: Chair Tom Cooley, Vice Chair Michael Sanchez, Co. Member
 - Present: Chair Tom Cooley, Vice Chair Michael Sanchez, Co. Member Sharon Thrall, City Member Bill Powers, Public Member Dave Loschiavo.
- 2. Approval of Agenda (additions or deletions)

 Consent item approval of minutes moved under item 6.
- 3. Correspondence: None
- 4. CONSENT ITEM (S)

a) Approval of the October 15th, 2018 LAFCo minutes

Correction to Minutes: Title of Minutes shows Agenda; needs to be
corrected to read "Minutes".

Motion: Approval of the October 15, 2018 LAFCo minutes with the correction, **Action:** Approve, **Moved by** Co. Member Sharon Thrall, **Seconded by** Vice Chair 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. None

- 6. Authorize payment of Claims for October 2018 and November 2018
 - a) Authorize payment of claims for October 2018 and November 2018.
 Motion: Payment of claims authorized for October 2018 and November 2018.
 Action: Approve, Moved by Vice Chair Michael Sanchez, Seconded by City Member Bill Powers.
 Motion passed unanimously.

PUBLIC HEARINGS and ACTION ITEMS:

- 7. Public Hearing regarding a Sphere of Influence amendment for Eastern Plumas Hospital District, annexation of territory within Sierra Valley Hospital District by Eastern Plumas Hospital District, and dissolution of Sierra Valley Hospital District
 - a) Receive Executive Officer's report
 - b) Conduct Public Hearing
 Tim Beals, Executive Officer of Sierra Co. LAFCo spoke. Bill Coburn, ChairPerson of Sierra Valley Hospital District offered comments. Jay Skutt,
 Chairman of the Board of Eastern Plumas Hospital District spoke.
 - Consider Resolution 2018-0007 adopting a Sphere of Influence Amendment for Eastern Plumas Hospital District
 Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).
 Yes: Chair Tom Cooley, City Member Bill Powers, Co. Member Sharon Thrall, Public Member Dave Loschiavo, Vice Chair Michael Sanchez.
 - d) Consider Resolution 2018-0008 approving annexation of territory within Sierra Valley Hospital District by Easter Plumas Hospital District Verbiage in Resolution 2018-0008, item 3.8 Board of Directors, to specify one member of the Board shall be a resident of Sierra County, not two residing within the annexation territory.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Chair Tom Cooley, City Member Bill Powers, Co. Member Sharon Thrall, Public Member Dave Loschiavo, Vice Chair Michael Sanchez.

e) Consider Resolution 2018-0009 approving dissolution of Sierra Valley Hospital District

Verbiage in Resolution 2018-0009 to specify one member of the Board shall be a resident of Sierra County, not two residing within the annexation territory.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Chair Tom Cooley, City Member Bill Powers, Co. Member Sharon Thrall, Public Member Dave Loschiavo, Vice Chair Michael Sanchez.

DISCUSSION ITEMS:

- 8. Continue discussion regarding challenges faced by Plumas fire providers and potential for changes in service structure
 - a) Continue discussion regarding LAFCo potential action in assisting fire providers to address service delivery challenges and promote strengthening of services and economies of scale
 Joe Waterman, Fire Chief of Chester Fire Department; Bob Frank, Fire Chief from Eastern Plumas Fire Department; Steve McDowell, Chair of the Board for Long Valley Community Services District and Sue McCord, Plumas Co. Fire Specialist with OES offered comments.
 - b) Provide direction to staff regarding desired further efforts Staff directed to put together an email and flyer to simplify LAFCo annexation fees; also to be made available on the website. Staff also directed to reach out to other LAFCo organizations for input and to contact the Plumas Co. Board of Supervisors regarding TRA transfers.
- 9. Discuss next actions to fill Public Member vacancy
 - a) Because no applications have been received to date, consider installing Public Member Alternate to fill Public Member vacancy and direct staff to advertise vacancy for Public Member Alternate position; or direct staff to continue advertising vacancy for Public Member position for consideration at a later date

 Staff directed to continue advertising vacancy for Public Member position.

 Terry Swofford will continue as Public Member Alternate.
- 10. Receive Public Review Draft Sphere of Influence Update report for cemetery districts

Jennifer Stephenson will email report to all Commissioners.

11. Establish LAFCo meeting schedule for 2019
Meeting schedule included in packet.

Motion: Approve meeting schedule for 2019 as submitted, Action: Approve, Moved by Co. Member Sharon Thrall, Seconded by City Member Bill Powers.

Motion passed unanimously.

12. Executive Officer's Report

- a) Application status of Indian Valley Healthcare District and Plumas Hospital District
 - Application and fees given to Jennifer Stephenson today.
- b) Healthcare district financials
 Jennifer will be adding healthcare district financials to the Plumas LAFCo
 website as they come in and will notify the Commissioners as they come in.

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.

John Benoit states there is a City Member opening on CALAFCo. Special Districts will be required to have websites by 2020. AB2258 vetoed by the Governor.

17. Adjourn to next regular meeting.

Meeting adjourned at 11:58 a.m.

LAFCo's next regular meeting to take place 10:00 am on February 11th, 2019

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Chair: Tom Cooley, City

Commissioners:
Michael Sanchez, Vice Chair
Sharon Thrall, County
Vacant, Public
Bill Powers, City
Kevin Goss, County Alt
Pat Morton, City Alt
Terry Swofford, Public Alt

Executive Officer: Jennifer Stephenson

Clerk: Cheryl Kolb

Date of Claim

Jennifer Stephenson, Executive Officer



Agenda Item #6

Plumas LAFCo

The Local Agency Formation Commission Serving Plumas County

Amount

Claim Authorization Form December 2018 and January 2019 Expenses

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

2 01 0	<u> </u>	
December 15, 2018	Health Care-Gullixson Jan 19	\$ 650.40
December 18, 2018	AT&T (Dec 18)	\$ 55.64
December 21, 2018	Commissioner Mileage Dec 18	\$ 179.14
December 28, 2018	Mountain Messenger Public Notice	\$ 131.25
January 1, 2019	Pers unfunded liability Jan 18	\$ 504.20
January 2, 2019	Staff Svcs December 2018	\$ 8,661.07
January 2, 2019	Benoit Staff Svcs December 2018	\$ 2,176.30
January 2, 2019	Plumas County Clerk-Recorder (NOE)	\$ 100.00
January 9, 2019	Plumas County Planning – Staff Support 7/1-12/31	\$ 262.40
January 15, 2019	Health Care-Gullixson Feb 19	\$ 650.40
January 19, 2018	AT&T (Jan 19)	\$ 56.46
February 4, 2019	Staff Svcs January 2019	\$ 6,489.43
February 4, 2019	Benoit Staff Svcs January 2019	\$ 200.00
February 4, 2019	Pers unfunded liability Feb 18	\$ 504.20
TOTAL Dec 18 and J	an 19 (FY 18-19) - LAFCo expenses:	\$ 20,620.89
DATED:	February 11, 2019	
APPROVED:	February 11, 2019	
Attest:	Tom Cooley, Chair Plumas LAFCo Or Michael Sanchez, Vice-Chair Plu	 s LAFCo

Description

Item	Insurance	Office	Copies	Communication	Postage	Membe	erships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage	MSR/SOIs	Commiss	File Management	County
Account Number	SDRMA	Expense										Commission		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Stipends		Contract
		\$ 500.00	\$ 600.00	\$ 900.00	\$ 200.00	\$ 1.4	26.00	\$2,000,00	\$ 46,000.00	\$1,035,00	\$ 900.00		\$1,500,00	\$ 20,000.00		\$ 4,100.00	\$ 1,500.00
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Benoit Staff Svcs July																	
CalPERS for GASB Report																	
Commisioner Mileage Aug 18													\$ (215.22)				
Feather Publishing (COI Notice) Oct 18											\$ (208.00)						
PERS Unfunded Liability Sept 18																	
Health Care-Gullixson Nov 18																	
AT&T Oct 18				\$ (55.69)												
Commissioner Mileage Oct 18													\$ (179.69)				
Feather Publishing Public Member Notice Oct	t 18										\$ (767.60)						
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Benoit Staff Svcs October 2018																	
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		\$ (134.00)) \$ (181.80)									\$ (10,292.50)		\$ (332.50)	
TOTAL REMAINING	\$ 77.00	\$ 366.00	\$ 312.41	\$ 368.45	\$ 18.20	\$	1.00	\$ 2,000.00	\$ 21,500.00	\$ 482.50	\$ (305.65)	\$ 428.35	\$ 925.95	\$ 9,707.50	\$ -	\$ 3,767.50	\$ 1,237.60

Item		Health	-	CalPERS		TOTAL	RESERVE	Contingency	EP Consolidation		IV Co	nsolidation	C	HP Annex
Account Number	li	nsurance	U	Infunded	Т	BUDGET		4451		2018-0001	File .	2018-0002	File	2019-0001
Total Budgeted	\$	7,600.00		6,050.00	\$	98,086.00	\$44,529.92	\$ 5,000.00	\$	17,975.00	\$	19,275		\$10,675
SDRMA Insurance (5-15-18)			Ė			(1,198.00)				•		<u> </u>		
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CALAFCO Membership (7-1-18)					\$									
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Gullixson Health Insurance Aug 18	\$	(625.03)	Ÿ	(304.20)	\$									
Gullixson Health Insurance Sept 18	\$	(625.03)			\$									
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Commissioner Mileage Aug 18	-				\$									
Feather Publishing (COI Notice) Oct 18	-		_	(504.20)	\$									
PERS Unfunded Liability Sept 18	_	/	\$	(504.20)	÷									
Health Care-Gullixson Nov 18	\$	(624.34)			\$									
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Commissioner Mileage Oct 18	_				\$									
Feather Publishing Public Member Notice O	_				\$									
Staff Svcs October 2018			Ļ		\$									
Pers unfunded liability Nov18			\$	(504.20)										
AT&T (Nov 18)					\$									
Health Care-Gullixson Dec 18	\$	(624.34)			\$									
Benoit Staff Svcs October 2018	_				\$				\$	(2,215.27)				
Feather Publishing EPHD Reorg Notice					\$									
Pers unfunded liability Dec 18			\$	(504.20)										
Staff Svcs November 2018					\$									
Health Care-Gullixson Jan 19	\$	(650.40)			\$	(650.40)								
AT&T (Dec 18)					\$									
Commissioner Mileage Dec 18					\$									
Mountain Messenger Public Notice					\$	(131.25)								
Pers unfunded liability Jan 19			\$	(504.20)	\$	(504.20)								
Staff Svcs December 2018					\$	(7,311.07)			\$	(1,350.00)				
Benoit Staff Svcs December 2018					\$	-			\$	(1,276.30)	\$	(899.70)		
Plumas County Clerk Recorder - NOE					\$	-			\$	(100.00)				
Plumas County Planning Staff Support					\$	(262.40)								
Health Care-Gullixson Feb 19	\$	(650.40)			\$	(650.40)								
AT&T (Dec 18)					\$	(56.46)								
Pers unfunded liability Feb 19			\$	(504.20)	\$	(504.20)								
Benoit Staff Svcs January 2019			Ė		\$						\$	(200.00)		
Staff Svcs December 2018					\$				\$	(495.00)		(675.00)	\$	(225.00)
					\$				Ė	,,		,	Ė	
TOTAL EXPENDED	\$	(4,424.57)	Ś	(4,383.60)		(52,357.36)	\$ -	\$ -	\$	(7,490.19)	\$	(3,281.66)	\$	(225.00)
TOTAL REMAINING	\$						\$44,529.92		Ś	10,484.81	_	15,993.34		10,450.00
	<u> </u>	3,2,3.43	Ψ.	_,000.70	, ,	.5,7 20.04	+,525.52	, - 5,000.00	Ψ.	_0, .001	Ψ.	_5,555.54	Ψ	_0, .55.00

Invoice #PLUMAS-2019-1 Policy Consulting Associates, LLC

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

Date: February 4, 2019

Plumas LAFCO 520 Main St Quincy, CA 96971

Staff Services

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

Projects: Applications, MSRs and SOI Updates

	Hours	Rat	te	Amount
Jennifer Stephenson, Applications/Projects - File 2018-0001 & 2018-	15.50	\$	90.00	\$1,395.00
Jennifer Stephenson, MSR and SOI Updates	4.50	\$	90.00	\$405.00
Oxana Wolfson Analyst	13.50	\$	80.00	\$1,080.00
Subtotal				\$2,880.00

Reimbursements	
Reproduction Costs (notary)	\$15.00
Postage	\$36.83
Phone and Communications	\$27.98
Office Supplies (folders and envelopes)	\$29.62
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$109.43

Amount Due \$6,489.43

Please remit invoices to Policy Consulting Associates, LLC

2/4/19

Jennifer Stephenson, Principal

Date

Jennifer Stephenson January 2019 Timesheet								
Date	Hours	Description	Special Project					
1/1/19								
1/2/19								
1/3/19								
1/4/19	2.75	Refiling Certificate of Completion, notary (File 2018-0001)	Х					
1/5/19								
1/6/19								
1/7/19								
1/8/19	0.5	Conversation with Kathy Williams (File 2018-0001)	Х					
1/9/19		, , , ,						
1/10/19								
1/11/19								
1/12/19								
1/13/19								
1/14/19								
1/15/19								
1/16/19	2.25	Refiling Certificate of Completion, notary (File 2018-0001)	Х					
1/17/19								
1/18/19								
1/19/19								
1/20/19	7.5	Creating and mailing notifications for File 2018-0002	Х					
		Adding section on recommended items for cemetery districts to SOI						
1/21/19	4.5	update						
1/22/19	9.75	Updating website content						
1/23/19								
1/24/19	3.75	Phone calls and emails from constituents						
1/25/19								
1/26/19								
1/27/19	5.25	Drafting of letters to CAL FIRE and County Supervisors						
		Development of announcment for Public Member Vacancy and						
1/28/19	1.5	distribution						
		Phone calls from constituents, communication with healthcare						
1/29/19	4.5	districts, communication with CALAFCO						
, -,	1.1-	Updating Fire Application Q&A Worksheet, Creating Fire Annexation						
1/30/19	6.5	Brochure						
1/31/19	2.5	Filing application 2019-0001 CHP Facility	х					

Itemized sta	itement for the p	eriod of 1/1/2019 to 1/31/2019	
Date	Day	Hours Description	Total
Jennifer Ste	phenson, Execut	ive Officer	
SOI Updates			
1/21/19	Monday	4.5 Adding section on recommended items for cemetery districts to SOI update	\$405.00
		4.5	\$405.00
Oxana Wolf	son, Analyst		
SOI Updates			
1/22/19	Tuesday	4.25 Drafting SOI update for CSA 11	\$340.00
1/23/19	Wednesday	3.75 Drafting SOI update for CSA 11	\$300.00
1/24/19	Thursday	5.5 Drafting SOI update for CSA 11	\$440.00
		13.5	\$1,080.00

INVOICE Plumas LAFCo January 2019

John Benoit Invoice number: 2019-0013

Invoice date: 1-Feb-19

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 Telephone:
Address: 520 Main Street Fax:
City, state, postal code: Quincy, CA 96971 PO number:

Lafco Staff	Hours	Start / End Date	Amount
John Benoit	2.00	Jan 1-31,2019	\$200.00

Total activity cost: \$200.00

Total billing: \$

200.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		
Postage		
Phone & Communications		
Office Supplies		
Mileage		
Transportation and Travel		
	Total materials cost:	\$0.00

TIMESHEET PLUMAS LAFCO January 2018 for John Benoit

DATE	Activity	Direct Expense Cost Hours		Amount
1-Jan-	18			\$ -
2-Jan-				\$ -
3-Jan-				\$ -
4-Jan-				\$ -
5-Jan-				\$ -
6-Jan-	18			\$ -
7-Jan-				\$ -
8-Jan-	18			\$ -
9-Jan-	18			\$ -
10-Jan-	18			\$ -
11-Jan-	18			\$ -
12-Jan-	18			\$ -
13-Jan-	18			\$ -
14-Jan-	18			\$ -
15-Jan-	18			\$ -
16-Jan-	18			\$ -
17-Jan-	18 misc comm re Hospital Consolidation		1	\$ 100.00
18-Jan-				\$ -
19-Jan-				\$ -
20-Jan-	18			\$ -
21-Jan-	18			\$ -
22-Jan-	18			\$ -
	18 misc comm		0.5	\$ 50.00
24-Jan-	18			\$ -
25-Jan-				\$ -
26-Jan-				\$ -
27-Jan-				\$ -
28-Jan-	18			\$ -
29-Jan-				\$ -
30-Jan-				\$ -
31-Jan-	18 misc comm		0.5	\$ 50.00
SUBTOTA	L	\$ - \$	2.00	\$ 200.00
TOTAL				\$ 200.00

Invoice #PLUMAS-2018-10 **Policy Consulting Associates, LLC**

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

Date: January 3, 2018

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)	1.50	\$35	\$52.50
Dennis Miller, GIS	0.00	\$60	\$0.00
Subtotal			\$3,725.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2018-0001	15.00	\$ 90.00	\$ 1,350.00
Jennifer Stephenson, MSR and SOI Updates	2.50	\$ 90.00	\$225.00
Oxana Wolfson Analyst	38.50	\$ 80.00	\$3,080.00
Subtotal			\$4,655.00

Reimbursements	
Reproduction Costs	\$149.29
Postage	\$103.80
Phone and Communications	\$27.98
Office Supplies (Envelopes, paper, ink, folders)	\$0.00
Mileage	\$0.00
Transportation and Travel (Conference)	\$0.00
Subtotal	\$281.07

Amount Due \$8,661.07

Please remit invoices to Policy Consulting Associates, LLC

1/3/18

Date

Jennifer Stephenson, Principal

Itemized sta	atement for the p	eriod of 12/1/2018 to 12/31/2018		
Date	Day	Hours Description	Total	
Jennifer Ste	ennifer Stephenson, Executive Officer			
SOI Updates				
		0	\$0.00	
Oxana Wolf	fson, Analyst			
SOI Updates				
12/1/18	Saturday	7.25 Drafting cemetery SOI report	\$580.00	
12/3/18	Monday	6.5 Drafting cemetery SOI report	\$520.00	
12/4/18	Tuesday	5.75 Drafting cemetery SOI report	\$460.00	
12/6/18	Thursday	7 Drafting cemetery SOI report	\$560.00	
12/8/18	Saturday	6.5 Drafting cemetery SOI report	\$520.00	
12/9/18	Sunday	5.5 Drafting cemetery SOI report	\$440.00	
	•	38.5	\$3,080.00	

Jennifer Stephenson December 2018 Timesheet				
Date	Hours	Description	Special Project	
12/1/18		·		
		Agenda creation and distribution, collection of healthcare district		
12/2/18	9.25	financials		
12/3/18				
12/4/18				
12/5/18				
12/6/18				
12/7/18				
12/8/18				
12/9/18	9.75	Travel to Plumas County, meeting prep, meeting with Grand Jury		
12/10/18		Meeting prep, meeting, dropping off of signed docs		
		Development of Legal Notice for Protest Hearing for File 2018-0001,		
12/11/18	2.75	management fo logistics for protest hearing	х	
12/12/18				
		Conflict of Interest Filing, Filing of Notice of Exemption for File 2018-		
12/13/18	3.75	0001	х	
12/14/18				
12/15/18	0.5	Phone meeting with EPHD staff	Х	
12/16/18				
12/17/18				
12/18/18				
12/19/18				
12/20/18	2.5	Updating of website with File 2018-0001 Resolutions	Х	
12/21/18		77777		
12/22/18				
12/23/18				
12/24/18				
12/25/18				
12/26/18	5.5	Preperation of Certification of Completion for File 2018-0001	Х	
12/27/18	3.5			
12/28/18				
12/29/18				
12/30/18	2.5	Updating website		
12/31/18				

INVOICE Plumas LAFCo December 2018

John Benoit Invoice number: 2019-0002

Invoice date: 1-Jan-19

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	21.00	Dec 1-31, 2018	\$2,100.00

Total activity cost: \$2,100.00

Total billing: \$

2,176.30

to Quincy lafco meeting	\$ 76.30
Total materials cost:	\$76.30
	to Quincy lafco meeting Total materials cost:

TIMESHEET PLUMAS LAFCO December 2018 for John Benoit

DATE	Activity	Direct Expense	Cost	Hours	Ar	nount
1-Dec-	18 misc IVHCD and PHD comm and admin			1.	5 \$	150.00
2-Dec-					\$	-
	18 Review Agenda, Resolutions			2.		250.00
	18 Review Staff report and comm EPHD (3) Application form IVHD and comm (3)			7.		750.00
5-Dec-					\$	_
6-Dec-	18				\$	_
7-Dec-	18				\$	_
8-Dec-	18 meeting prep				1 \$	100.00
9-Dec-	18 meeting IVHCD and PHD and Sierra Valley and EPHD	140 miles	\$76.30	6.	5 \$	650.00
10-Dec-	18				\$	-
11-Dec-	18				\$	-
12-Dec-	18				\$	-
13-Dec-	18 corresp re EP Hospital Dist			0.	5 \$	50.00
14-Dec-	18				\$	-
15-Dec-	18				\$	-
16-Dec-	18				\$	-
17-Dec-:	18				\$	-
18-Dec-:	18				\$	-
19-Dec-:	18				\$	-
20-Dec-:					\$	-
21-Dec-:	18				\$	-
22-Dec-					\$	-
23-Dec-					\$	-
24-Dec-					\$	-
25-Dec-					\$	-
26-Dec-					\$	-
	18 misc assistance with CofC research and review draft				1 \$	100.00
28-Dec-					\$	-
29-Dec-					\$	-
30-Dec-:					\$	
31-Dec-:	18 misc comm and questions from Sierra Co.			0.	5 \$	50.00
SUBTOTAL			\$ 76.30	\$ 21.00		2,100.00
TOTAL					\$	2,176.30

Plumas County Planning & Building Services

INVOICE

555 Main Street Quincy, CA 95971

(530) 283-7011

NAME:

Plumas LAFCo 555 Main Street Quincy, CA 95971 INVOICE NUMBER |PLNG 18/19-12

INVOICE DATE | January 9, 2019

Sales Tax Rate:

0.00%

Staff Support & Ph		
	iotocopies	
200 Photocopie	\$0.15	\$30.00
7/1/18 - 12/3	/18	
Staff Suppo	ort	
7/1/18 - 12/3 ⁻	/18	
3.50 Heidi Wightn	nan \$66.40	\$232.40
	SUBTOTAL	262.40
	TAX	0.00
	SHIPPING	
		¢262.40

DIRECT ALL INQUIRIES TO:

Heidi Wightman (530) 283-7007

email: heidiwightman@countyofplumas.com

MAKE ALL CHECKS PAYABLE TO:

Plumas County Planning Department

Attn: Heidi Wightman 555 Main Street

Quincy, CA 95971

\$262.40

PAY THIS AMOUNT

LAFCo Hours Pay Periods #2 through #15 2018/19

LAFCo Hours Worked

Employee: Heidi Wightman

Sum of Hours			
Task Code	Project No.	Work Description	Total
260 LAFCo - All Projects	(blank)	LAFCo	3.5
	(blank) Total		3.5
260 LAFCo - All Projects Total	al		3.5
Grand Tota	al		3.5

LAFCo Hours Worked

Employee: Becky Osborn

Sum of Hours			
Task Code	Project No.	Work Description	Total
260 - LAFCo - All Projects	(blank)	(blank)	0
	(blank) Total		0
260 - LAFCo - All Projects Tot	al		0
Grand Tota	I		0

Copies 7/1/18 - 12/31/18

LAFCo 918			
DATE	B/W	COLOR	
July August September October November December	20 44 14 31 38 37	5 2 3	
	Total	200	

PLUMAS COUNTY

Plumas County Clerk-Recorder 520 Main Street, Room 102 Quincy, Ca 95971

Phone: 530 283-6128 Fax: 530 283-6155 sueclift@countyofplumas.com

January 2, 2018 Inv. # 18-037, 18-038

FISH & GAME E.I.P. ADMINISTRATIVE FEES FOR December 2018

LAFCO 5050 Laguna Blvd Elf Grove, Ca 95758

Rcpt. #	Date	Applicant	Title	Fee
2018-037	12/13/2018	LAFCO	Sierra Valley Hosp. District	\$50.00
2018-038	12/13/2018	LAFCO	Amend. To EPH	\$50.00

\$100.00 Total Due

Journal Entry Transfer Fund 0001 Acct. 45100 Dept. 20460

The Mountain Messenger P.O. DRAWER A DOWNIEVILLE, CA 95936

Invoice

Invoice #: 00018547

Date: 12/28/18

Ship Via:

Page: 1

Bill To:

Plumas LAFCO 5050 Laguna Blvd #112-711 Elk Grove, CA 95758 Ship To:

Plumas LAFCO

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

Description		Amount Tx
December 13 8.75)	Notice of Protest Hearing, Eastern Plumas Health (2 col X	\$131.25

Freight: \$0.00
Sales Tax: \$0.00
Total Amount: \$131.25
Your Order #:
Shipping Date:
Terms: 2% 10 Net 30

Freight: \$0.00

Balance Due: \$131.25

Agency	MSR Completed	SOI Completed
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 #3 Hamilton Branch (inactive)	15-Oct-12	Dissolve
County Service Area #6 Gennessee Valley (inactive)	8-Jun-15	Dissolve
County Service Area #7 Warner Valley (inactive)	14-Aug-17	Dissolve
County Service Area #10 Big Meadows (inactive)	14-Aug-17	Dissolve
County Service Area #11 Ambulance Quincy	8-Jun-15	10-Jun-19
County Service Area #12 Transportation	14-Aug-17	10-Jun-19
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
Dixie Valley Community Services District (inactive)	14-Aug-17	Dissolve
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	10-Jun-19
Feather River Resource Conservation District	14-Aug-17	10-Jun-19
Gold Mountain Community Services District	3-Oct-11	26-Feb-18
Graeagle Community Services District	14-Aug-17	10-Jun-19
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 Healthcare District	8-Jun-15	8-Aug-16
Indian Valley Recreation and Park District	8-Jun-15	14-Aug-17
Johnsville Public Utility District	14-Aug-17	10-Jun-19
La Porte Fire Protection District	9-Dec-13	11-Aug-14
Last Chance Creek Water District	3-Oct-11	10-Jun-19
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
Taylorsville 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





LAFCo Filing Fees for Fire Providers

In order to promote annexation of unserved areas by local fire providers, Plumas Local Agency Formation Commission reduced fees associated with annexations to extend fire services to developed areas. The total amount due to LAFCo for any annexation is dependent upon whether the property in question is within the agency's Sphere of Influence. The following provides a breakdown of fees due to LAFCo based on possible scenarios. Please note – the fees due are the same regardless of the size of the property to be annexed—exceptions are made for annexation of a single-family residence.

Within the District's Sphere of Influence

Annexation to Fire District	\$2,887.50
LAFCo Mapping Fee	\$200.00
CEQA – Notice of Exemption*	\$50.00
Total**	\$3,137.50

^{*}Assuming the parcel is already developed and is exempt from CEQA.

Outside the District's Sphere of Influence

Annexation to Fire District	\$2,887.50
Sphere of Influence Amendment	\$4,000.00
LAFCo Mapping Fee	\$200.00
CEQA – Notice of Exemption	\$50.00
Total**	\$7,137.50

^{*}Assuming the parcel is already developed and is exempt from CEQA.

For any questions, please contact the Plumas Local Agency Formation Commission Executive Officer at:

jennifer@pcateam.com or (530) 283-7069

Applications and a list of all application fees are available on the Plumas LAFCo website at:

https://www.plumaslafco.org/application-materials.html

See Annexation Guidelines and Process worksheet for more details.

An annexation generally follows these steps:

- 1) Meet with LAFCo.
- 2) Application, fees, resolution initiating annexation, plan for service, map, and legal description of annexation area submitted to LAFCo.
- 3) Application determined complete by LAFCo.
- 4) Tax sharing agreement negotiated between County and agency in question.
- 5) Annexation considered by LAFCo at a Public Hearing.
- 6) Protest hearing waived if 100% landowner consent.
- 7) Conditions of annexation determined to be met.
- 8) Certificate of completion filed with State Board of Equalization.

^{**}The applicant will also be responsible for the Board of Equalization filing fee, which is based on sliding scale by acreage.

^{**}The applicant will also be responsible for the Board of Equalization filing fee, which is based on sliding scale by acreage.

Annexation Process and Guidelines for Property Owners Currently Not Residing Within the Boundaries of a Fire Protection District

Questions and answers on the steps involved in the Plumas LAFCo (Local Agency Formation Commission) annexation process.

1) Point of contact for parcel owners interested in officially annexing in to a district to obtain fire protection coverage.

The first point of contact should be with the Fire Department closest to them. Find out if they are able to or willing to provide those services by contract or annexation. Fire Districts will look at things like distance from district boundaries, access to your property, closest water sources and basic infrastructure of your area. If annexation or an out-of-area contract is being considered, LAFCo will play a role as well.

2) Example of typical process and timeline involved for multiple property owners located outside a fire district to do group annexation in to a fire district.

- 1. Property must be within a fire district's Sphere of Influence (SOI).
 - a. The property must be located in the fire district's SOI. An SOI is a LAFCo-approved plan that designates an agency's probable future boundary and service area.
 - b. Cost: No cost if currently residing in updated Spheres of Influence. There will be additional costs if the new territory has to be brought into a Sphere of Influence. In most cases, this means additional mapping and costs associated with the processing of a Sphere of Influence amendment to meet the requirements of State law. Fire agencies are encouraged to be proactive in the Sphere of Influence Update and (or) amendment process. The fee for an SOI amendment (marginal change) is \$4,000 and an SOI update (substantial change) is \$4,500.
- 2. Initiation by petition or resolution by the fire agency.
 - a. The landowner(s) works with the fire department to submit a petition of application. In this case the landowner is initiating the application to begin the process. Often a community meeting is held to discuss this process, timelines and estimated costs with interested parties before submitting the application to ensure there is a commitment from interested parties. Alternatively, the Fire District may initiate the process by approving a resolution. In either case it is advisable to discuss initiation of an application before LAFCo with LAFCo staff.
 - b. Cost: No cost to file this form.
- 3. LAFCo fee deposit required.
 - a. The application goes to LAFCo where it is processed. At this point, a LAFCo fee deposit is required.
 - b. Cost: Typically the fee deposit for a fire district annexation is \$2,887.50.1 (If the property is within the district's SOI.) The LAFCo charge out rate is \$165 per hour

¹ Amended by Resolution 2014-0001- February 10, 2014 for projects exempt from CEQA, 100% Landowner and Registered Voter Consent developed property, Fire District Reorganizations serving existing development.

to cover both direct and indirect costs of complying with State law. If there are multiple owners wishing the annex, the LAFCo fee deposit and the State Board of Equalization fee may be divided among each of the owners depending upon location and proximity to one another—cost will be shared among multiple property owners. If the applicant is one single-family residence, the fee deposit is \$1,000. If the application is later withdrawn for any reason, LAFCo will refund the unused fee deposit back to the applicant(s). If the LAFCo application is not complicated, a greater portion of the fee deposit will be returned to those applying upon completion of the process. This is generally the case with small annexation proposals. However, if controversy with the application occurs costs may be higher than the required fee deposit based on the level of controversy.

4. LAFCo mapping fee

- a. Part of this process requires LAFCo to create an updated GIS shape file map used for County assessor's maps, voter registration, GIS planning and Emergency Response Maps.
- b. Cost: Estimate \$200
- 5. Map required by licensed surveyor.
 - a. The applicant is required to pay for and provide a map and perimeter boundary description to LAFCo of the area to be annexed. The map and boundary description must be prepared by a licensed land surveyor or a qualified engineer of the applicant's choice. The map and description must meet the State Board of Equalization requirements. Applicants need to contract directly with a surveyor or engineer for this service.
 - b. Sample map: http://www.calafco.org/local/Plumas/7 Sample map & legal copy.pdf
- 6. Environmental review (CEQA)
 - a. Review of the area is required. Documentation of the results is required with the application. Typically, small annexations to fire districts are exempt from CEQA. However, if a proposal includes a land division the environmental review will be prepared by the County as part of its overall entitlement process.
 - b. Filing of an exemption with the County Clerk costs \$50.00.
- 7. Plan for providing service documentation.
 - a. The fire department and LAFCo have examples for you to use of this format.
 - b. There is no cost associated with preparing a plan for services. However, details must be worked out with the local fire agency.
- 8. Completed package to Plumas County Board of Supervisors- Tax Exchange negotiations
 - a. Once an Application is initiated, LAFCo staff will forward the application to the Board of Supervisors and the appropriate fire agencies, the County Assessor and Auditor to conclude a property tax sharing agreement. This process defines the amount of property tax revenue to be received the fire agency after the annexation is completed. LAFCo is not a party to the Tax Exchange process. This process is between the affected fire agency and the Board of Supervisors.

b. Cost: No cost specifically associated with this action item. Costs are included in the application fee.

9. Public Comment period

- a. After the tax negotiation is agreed upon by the County and the fire agency, then LAFCo may set a public hearing for this item and publish a 21-day notice in the newspaper.
- b. LAFCo Staff will prepare an Executive Officer's report and proposed resolution for consideration by the LAFCo Commission.
- c. Cost: Costs are included in the application fee

10. Public Hearing

- a. The LAFCo Commission sets a public hearing for this item and may approve, deny or modify the proposal. If the proposal is modified by the Commission, the applicant (s) are responsible for paying additional mapping costs.
- b. If all landowners consent to the annexation then LAFCo will waive the protest hearing process and after 30 days after LAFCo approval will record as final the annexation and the LAFCo process is completed excepting the filing with the State Board of Equalization.
- c. Cost: There is a fee required to be submitted to the State Board of Equalization (BOE) along with maps and descriptions meeting their specific requirements. LAFCo will request the fee, which will vary depending upon the acreage included from the application proponents at this time and file all the required information with the BOE. The BOE Fee is based on sliding scale by acreage. See document http://www.calafco.org/local/Plumas/6 jurboundaryreq copy2005.pdf

For specific costs call Jennifer Stephenson, LAFCo Executive Officer at (530) 283-7069 or email at jennifer@pcateam.com to reassess the costs, complexity and timelines that currently exist. Each annexation request is evaluated on a case-by-case basis.

^{**}The costs examples above are provided at a starting point to understand the steps involved and timelines to guide you through the process.

Agenda Item #11b

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



Plumas LAFCo

The Local Agency Formation Commission Serving Plumas County

February 11, 2019

Office of the State Fire Marshal – State Fire Training 2251 Harvard Street, Suite 400, Sacramento CA 95815

RE: Support of Reinstating a Volunteer Firefighter Training Level

Dear Fire Marshal Mathisen:

Fire services have leapt to the forefront of discussions amongst governing agencies after the widespread destruction that wildfires have wrought in the State over the last two years. Additionally, here in Plumas County local conditions and challenges have underscored the need for a focused effort at making improvements to fire service structure and efficiencies. The Local Agency Formation Commission (LAFCo) in each County is charged with ensuring logical boundaries and efficiency of municipal services, and as such, has determined that the issues faced by the fire agencies are a concern in need of addressing proactively and in collaboration with all stakeholders county and statewide, which includes CAL FIRE and the Office of the State Fire Marshal.

I am sure you are well aware of the multitude of challenges faced by fire providers across the State in delivering an adequate and sustainable level of services. Here in Plumas County, fire providers appear to be particularly hard hit. Given the rural nature of Plumas County where most districts rely entirely on volunteers, combined with the structure of several small fire districts developed around individual communities, fire providers here draw from a dwindling and finite pool of possible able bodied firefighters. Simultaneously, volunteerism is on a national decline and more training is demanded of those that choose to give their time.

The onus of finding and training a sufficient number of firefighters to provide an adequate level of services is having a crippling effect on our fire agencies. One fire provider recently had to close its doors due in large part to a dearth of willing volunteers. Another fire district is providing services in the extended territory, spreading thin its

unchanged volunteer resources. LAFCo has become aware that several fire agencies in the County are struggling to address this issue and are searching for service structure changes to manage or, at the least, alleviate some of the burden created by this challenge.

At a recent LAFCo meeting, several Plumas fire providers took part in a discussion regarding the issues faced and the manner in which LAFCo could assist and support the agencies in addressing the issues. A common constraint for a majority of the fire providers present was the elimination of the Volunteer Firefighter certification and the need for all firefighters to train to a Firefighter I level regardless of if the firefighter is in a paid or volunteer position. The Commission would like to indicate its support of reinstating a Volunteer Firefighter certification to alleviate some of the burden on these small fire agencies that are already facing struggles with the aforementioned volunteer constraints. While it is understood that all firefighters should have proper equipment and training for the types of calls to which they respond, it seems as though certain training streamlining could occur to support our struggling agencies in achieving appropriate staffing levels.

Perhaps there are other ways in which your office or CAL FIRE in general could provide training support that would address this issue. We are open to your other ideas to provide the much necessary support these fire agencies need. LAFCo looks forward to engaging in continued discussions with Office of the State Fire Marshal on ways to promote positive change for our fire service providers.

Yours sincerely,

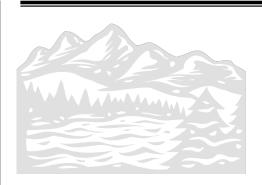
Tom Cooley
Chair, Plumas Local Agency Formation Commission

California State Firefighters Association cc: Plumas County Board of Supervisors City of Portola Beckwourth Fire Protection District C-Road Community Services District Chester Public Utility District Crescent Mills Fire Protection District Eastern Plumas Rural Fire Protection District Gold Mountain Community Services District Graeagle Fire Protection District Greenhorn Creek Community Services District Hamilton Branch Fire Protection District Indian Valley Community Services District La Porte Fire Protection District Long Valley Community Services District Meadow Valley Fire Protection District Peninsula Fire Protection District Plumas Eureka Community Services District

Prattville-Almanor Fire Protection District Quincy Fire Protection District Sierra Valley Fire Protection District West Almanor Community Services District

Agenda Item #11c

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



Plumas LAFCo

The Local Agency Formation Commission Serving Plumas County

February 11, 2019

Plumas County Board of Supervisors 520 Main St. Room 309 Quincy, CA 95971

RE: 1) Support of a Master Tax Sharing Agreement to Promote Annexations to Fire Districts and 2) Request to Send a Letter to CAL FIRE Supporting a Volunteer Firefighters Training Level

Dear Chair Engel and Supervisors:

Fire services have leapt to the forefront of discussions amongst governing agencies after the widespread destruction that wildfires have wrought in the State over the last two years. Additionally, here in Plumas County local conditions and challenges have underscored the need for a focused effort at making improvements to fire service structure and efficiencies. LAFCo is charged with ensuring logical boundaries and efficiency of municipal services, and as such, has determined that the issues faced by the fire agencies are a concern in need of addressing proactively and in collaboration with all stakeholders county and statewide, which includes the County on multiple levels.

Some background information sheds light on the numerous issues at hand. There are 20 agencies authorized to provide local fire services in Plumas County. While not all territory within the County has a designated local fire protection provider, all territory within the County has a determined first responder for dispatch and response as staffing resources allow. These fire agencies have agreed to respond outside of their LAFCo-approved boundary to provide fire and medical emergency response when an incident is not within the purview of the U.S. Forest Service. Providers do not receive compensation for these responses outside of their bounds unless the agency has a fee system in place to charge the caller for the response. Of the County's total population, approximately 4.56 percent of residents live in areas without desingated structural fire protection services—primarily in existing communities established from the late 1800's through the1960's. These areas appear to be the result of historic settlement patterns

rather than planned communities. Larger communities not in a fire district are: Belden, Caribou, Storrie, Twain, Mohawk Vista, Keddie, Clio, Blairsden, Canyon Dam, Johnsville, Bucks Lake, Little Grass Valley, and Warner Valley.

As a result of these disjointed service areas, in 2013, LAFCo and the County Office of Emergency Services worked together to clarify the annexation process for the public and develop a streamlined approach to annexation for those older developed properties that are outside of a local fire provider's boundaries. As a result of this process and with the intent of promoting annexations in favor of public safety interests, in 2014, LAFCo approved a reduced fee structure for annexations of previously developed properties to fire providers. Unfortunately, few applications for annexation have capitalized on these reduced fees. The public cited a lack of understanding of the fee structure as one reason that there had been a limited number of annexations. LAFCo is seeking to address this concern by promoting a question and answer sheet developed in 2013 and by developing an easy to understand one-page brochure that clarifies the fees involved and summarizes the annexation process. The other reason cited for the limited number of annexation applications was the often lengthy tax sharing negotiation period through which each application must go. If a master tax sharing agreement were already in place, the length of each application from submittal to approval by LAFCo could take less than two months. LAFCo requests that the Supervisors consider developing a master tax sharing agreement applicable to fire district annexations in order to expedite and promote annexations in the interest of public safety.

Beyond these service area concerns, fire providers have faced several other challenges over the decade in providing an adequate and sustainable level of services, primarily a result of ever increasing costs associated with equipment, training requirements, gas, etc., combined with severely constrained funding from declining tax revenues, State tax shifts, and lack of support for new tax measures. Providers that rely heavily on volunteer firefighters and administration have been most impacted by these constraints.

Given the rural nature of Plumas County and structure of several small fire districts developed around individual communities, fire providers face these challenges, as well as several others, including but not limited to:

- Lack of sufficient funding
- Declining volunteerism
- Disjointed services with lack of consistency amongst providers
- · Areas outside of boundaries of designated local fire provider, yet receiving services
- Duplication of services administration, governance etc.
- Divided voices, which limits influence (i.e., grant funding)
- Lack of regional planning for location and type of facilities and equipment

LAFCo has become aware that several fire agencies are struggling to address these issues and are searching for service structure changes to manage or, at the least, alleviate some of the burden created by these challenges.

At a recent LAFCo meeting, several Plumas fire providers took part in a discussion regarding the issues faced and the manner in which LAFCo could assist and support the agencies in addressing the issues. A common constraint for a majority of the fire providers present was the elimination of the Volunteer Firefighter certification and the need for all firefighters to train to a Firefighter I level regardless of if the firefighter is in a paid or volunteer position. The Commission has decided to write a letter to CAL FIRE in support of reinstating a Volunteer Firefighter certification to alleviate some of the burden on these small fire agencies that are already facing struggles with declining volunteerism. LAFCo invites the Supervisors, the City of Portola, and the Plumas fire districts to also send a letter to CAL FIRE Office of the State Fire Marshal expressing a similar sentiment in the hopes that more voices will encourage action.

LAFCo looks forward to engaging in continued discussions with the County on ways to promote positive change for our fire service providers.

Yours sincerely,

cc:

Tom Cooley Chair, Plumas Local Agency Formation Commission

City of Portola Beckwourth Fire Protection District C-Road Community Services District Chester Public Utility District Crescent Mills Fire Protection District Eastern Plumas Rural Fire Protection District Gold Mountain Community Services District Graeagle Fire Protection District Greenhorn Creek Community Services District Hamilton Branch Fire Protection District Indian Valley Community Services District La Porte Fire Protection District Long Valley Community Services District Meadow Valley Fire Protection District Peninsula Fire Protection District Plumas Eureka Community Services District Prattville-Almanor Fire Protection District Quincy Fire Protection District Sierra Valley Fire Protection District West Almanor Community Services District

OPENING FOR A CITIZEN TO SERVE AS THE PUBLIC MEMBER ON THE PLUMAS LAFCO COMMISSION

The Plumas Local Agency Formation Commission (LAFCO) has an opening for one Plumas County resident to serve as the <u>Public Member for a term commencing on June 10th, 2019</u>. LAFCO is an agency created by state legislation to ensure that changes in governmental organization occur in a manner which promotes efficient, quality services and preserves open space and agricultural land resources. LAFCO is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in its decisions regarding annexations, incorporations, reorganizations, and other changes of local government. LAFCO's webpage is: www.plumaslafco.org

LAFCO normally meets every other month at the Plumas County Board of Supervisor's chambers in Quincy, California.

This appointment is for a <u>Public Member</u> who resides anywhere within Plumas County including the territory in the city limits of Portola for <u>a term ending in May 2021</u>. A Public Member must be able and available to attend Commission meetings. Mileage for attendance at meetings is available to be paid by LAFCo. No officer or employee of the county or any city or independent special district whose boundaries include any territory within Plumas County is allowed to sit as a Public Member on the Commission. LAFCO's Public Members, as are all other Commissioners, are required to file an annual Statement of Economic Interest and complete mandated ethics training as a public official. In the event the current public member alternate is selected to become the LAFCo Public Member, this notice will also apply to the selection of a Public Member Alternate, if applicable.

If you are interested, we invite you to send a letter describing your background and reasons for wanting to become the selected Public Member to serve on Plumas Local Agency Formation Commission no later than Friday March 22, 2019. If you have any questions, please do not hesitate to call Jennifer Stephenson, LAFCO Executive Officer at (310) 936-2639 or email jennifer@pcateam.com. Please send your letter of interest to LAFCO of Plumas County, 5050 Laguna Blvd #112-711, Elk Grove, CA 95758 or by email to jennifer@pcateam.com. Potential applicants will be invited to an interview with the Commission at the April 8, 2019 LAFCO meeting at 10:00 a.m. located at the Plumas County Board of Supervisor's Chambers, 520 Main Street, Quincy, CA. Selection is anticipated to take place following the interviews.

Dated: January 27, 2019

Plumas LAFCO
Jennifer Stephenson
EXECUTIVE OFFICER