

**PLUMAS LAFCO**

**REGULAR MEETING AGENDA**

**MONDAY June 10, 2019**

**10:00 AM**

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street  
QUINCY, CALIFORNIA

**Website: [www.plumaslafco.org](http://www.plumaslafco.org)**

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:**
- 4. CONSENT ITEM (S)**

a) *Approval of the April 8<sup>th</sup>, 2019 LAFCo minutes*

- 5. Public Comment**

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

**6. Authorize payment of Claims for April 2019 and May 2019**

*a) Authorize payment of claims for April 2019 and May 2019 and transfer of \$500 from Contingency Budget to Membership.*

**PUBLIC HEARINGS and ACTION ITEMS:**

**7. Public Hearing regarding the Final 2019-2020 LAFCo Budget.**

- a) Review Executive Officer's report.*
- b) Discuss CalPERS Unfunded Liability payment and status of budget planning by City and County.*
- c) Confirm willingness to contribute budgeted Reserve and Stipend funds to payment of CalPERS Unfunded Liability should the City and County each contribute half of the remaining share in FY 2019-2020.*
- d) Consider LAFCo Resolution 2019-0003 suspending County and City Commissioner stipends for the period of one year.*
- e) Conduct public hearing and consider LAFCo Resolution 2019-0004 adopting a Final LAFCo Budget for Fiscal Year 2019-2020.*

**8. Discuss Bylaws and potential updates**

*a) Review existing Bylaws and discuss potential updates*

**9. Discuss next actions to fill Public Member vacancy**

*a) To date we have not received any interest in filling the Public Member vacancy. Please have any interested individuals submit an email of interest to the Executive Officer.*

**10. Executive Officer's Report**

- a) Update from CALAFCO Legislation Committee*
- b) Application status of Indian Valley Healthcare District and Plumas Hospital District (File 2018-0002)*
- c) Application status of CHP facility (File 2019-0001)*
- d) Meeting for Eastern Plumas Fire Provider Potential Change of Organization*

**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 August 12<sup>th</sup>, 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.

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

**PLUMAS LAFCO**

**REGULAR MEETING MINUTES**

**MONDAY April 8, 2019**

**10:00 AM**

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street  
QUINCY, CALIFORNIA

**Website: [www.plumaslafco.org](http://www.plumaslafco.org)**


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**  
**Roll Call.**  
**Present: Chair Tom Cooley, Vice Chair Michael Sanchez, Co. Member Sharon Thrall, City Member Alt. Pat Morton, Public Member Alt. Terry Swofford.**
2. **Approval of Agenda (additions or deletions)**
3.  **Correspondence:**
  - a) *Call for legislative action by CALAFCO to support AB 1253 (grant funding for LAFCOs).*
  - b) *Call for legislative action by CALAFCO to support AB 213 (inhabited annexation funding restoration)*
  - c) *Consent for letters of support discussed under action item #10 in the agenda.*
4. **CONSENT ITEM (S)**

- a) Approval of the February 8<sup>th</sup>, 2019 LAFCo minutes  
**Motion:** Approval of the February 8<sup>th</sup>, 2019 LAFCo minutes, **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 offered.*

6.  **Authorize payment of Claims for February 2019 and March 2019**

- a) Authorize payment of claims for February 2019 and March 2019.  
**Motion:** Authorize payment of claims for February 2019 and March 2019, **Action:** Approve, **Moved by** Public Member Alt. Terry Swofford, **Seconded by** City Member Alt. Pat Morton.  
*Motion passed unanimously.*

**PUBLIC HEARINGS and ACTION ITEMS:**

7.  **Public Hearing regarding the Spheres of Influence for the Cemetery districts**

- a) Receive Executive Officer's report for the Sphere of Influence report and Sphere of Influence updates for Chester, Crescent Mills, Cromberg, Greenville, Meadow Valley, Mohawk Valley, Portola, Quincy LaPorte, and Taylorsville Cemetery Districts.
- b) Conduct Public Hearing and Consider Resolution 2019-0001, approving Sphere of Influence Updates for Chester, Crescent Mills, Cromberg, Greenville, Meadow Valley, Mohawk Valley, Portola, Quincy LaPorte, and Taylorsville Cemetery Districts.  
**Motion:** Approve Resolution 2019-0001 approving Sphere of Influence Updates for Chester, Crescent Mills, Cromberg, Greenville, Meadow Valley, Mohawk Valley, Portola, Quincy LaPorte and Taylorsville Cemetery Districts,  
**Action:** Approve, **Moved by** Public Member Alt. Terry Swofford, **Seconded by** Co. Member Sharon Thrall.  
**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Chair Tom Cooley, City Member Alt. Pat Morton, Co. Member Sharon Thrall, Public Member Alt. Terry Swofford, Vice Chair Michael Sanchez.

8.  **Public Hearing regarding the Proposed 2019-2020 LAFCo Budget.**

- a) Review Executive Officer's report.
- b) Provide direction to staff regarding CalPERS payment options.
- c) Consider and provide direction to staff whether interest revenue remain in the reserve fund.
- d) Provide direction to staff regarding continuation of suspension of Commission stipend.
- e) Conduct public hearing and consider LAFCo Resolution 2019-0002 adopting a proposed LAFCo Budget for Fiscal Year 2018-2019.

**Motion:** Resolution 2019-0002 adopting a proposed LAFCo Budget for Fiscal Year 2019-2020. CalPERS payment options to be discussed further along with Commissioner stipends. Interest revenue to remain in the reserve fund,

**Action:** Approve, **Moved by** Vice Chair Michael Sanchez, **Seconded by** Co. Member Sharon Thrall.

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

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

9.  **Discuss next actions to fill Public Member vacancy**

- a) Announcement posted in all papers and was run on February 13, 2019. Deadline to indicate interest was March 22nd. We have not received any interest to date. Provide direction to staff on next steps.

10.  **Consider Letters of Support for Legislation**

- a) Consider letters of support for AB 1253 and AB 213  
**Motion:** Jennifer Stephenson to prepare letters of support for both AB 1253 and AB 213, **Action:** Approve, **Moved by** City Member Alt. Pat Morton, **Seconded by** Public Member Alt. Terry Swofford.  
 Motion passed unanimously.

11.  **Executive Officer's Report**

- a) 700 Forms were required by April 1, 2019. File with County Clerk's office.
- b) Update from CALAFCO Legislation Committee
- c) Application status of Indian Valley Healthcare District and Plumas Hospital District (File 2018-0002)
- d) Application status of CHP facility (File 2019-0001)

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.*

None

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

**LAFCo's next regular meeting to take place 10:00 am on June 10<sup>th</sup>, 2019**

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# Plumas LAFCo

*The Local Agency Formation  
Commission Serving Plumas County*

**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

## Claim Authorization Form April 2019 and May 2019 Expenses

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

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
February 15, 2019	Commissioner Mileage Feb 19	\$ 244.01
April 15, 2019	Health Care-Gullixson May 19	\$ 650.40
April 18, 2019	AT&T (Apr 19)	\$ 56.22
May 2, 2019	Staff Svcs Feb 2019	\$ 6,582.33
May 4, 2019	Pers unfunded liability May 19	\$ 504.20
May 15, 2019	Health Care-Gullixson Jun 19	\$ 650.40
May 19, 2019	AT&T (May 19)	\$ 56.09
May 22, 2019	Feather Publishing (Budget Hearing)	\$ 145.60
May 22, 2019	CSDA Membership 2018-2019	\$ 500.00
June 4, 2019	Staff Svcs May 2019	\$ 8,113.48
June 1, 2019	Benoit Staff Svcs Apr May 2019	\$ 400.00
<b>TOTAL Apr 19 and May 19 (FY 18-19) - LAFCo expenses:</b>		<b>\$ 17,902.73</b>
June 10, 2019	Transfer from Contingencies to Membership	\$ 500.00

**DATED:** June 10, 2019

**APPROVED:** June 10, 2019

\_\_\_\_\_  
Tom Cooley, Chair Plumas LAFCo  
Or Michael Sanchez, Vice-Chair Plumas LAFCo

**Attest:**

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





Item	Contingency	EP Consolidation	IV Consolidation	CHP Annex
Account Number	4451	File 2018-0001	File 2018-0002	File 2019-0001
Total Budgeted	\$ 5,000.00	\$ 17,975.00	\$19,275	\$10,675
SDRMA Insurance (5-15-18)				
SDRMA Membership (5-15-18)				
CALAFCO Membership (7-1-18)				
PERS Unfunded Liability July 18				
Gullixson Health Insurance July 18				
Staff Svcs July				
Benoit Staff Svcs July		\$ (2,053.62)		
CALAFCO Conf Registration				
PERS Unfunded Liability Aug 18				
PERS Unfunded Liability Sept 18				
Gullixson Health Insurance Aug 18				
Gullixson Health Insurance Sept 18				
AT&T Aug 18				
AT&T Sep 18				
Staff Svcs Aug 18				
Staff Svcs Sep 18				
Benoit Staff Svcs July			\$ (1,506.96)	
CalPERS for GASB Report				
Commissioner Mileage Aug 18				
Feather Publishing (COI Notice) Oct 18				
PERS Unfunded Liability Sept 18				
Health Care-Gullixson Oct 18				
Health Care-Gullixson Nov 18				
AT&T Oct 18				
Commissioner Mileage Oct 18				
Feather Publishing Public Member Notice Oct 18				
Staff Svcs October 2018				
Pers unfunded liability Nov18				
AT&T (Nov 18)				
Health Care-Gullixson Dec 18				
Benoit Staff Svcs October 2018		\$ (2,215.27)		
Feather Publishing EPHD Reorg Notice		\$ (98.80)		
Pers unfunded liability Dec 18				
Staff Svcs November 2018				
Health Care-Gullixson Jan 19				
AT&T (Dec 18)				
Commissioner Mileage Dec 18				
Mountain Messenger Public Notice		\$ (131.25)		
Pers unfunded liability Jan 19				
Staff Svcs December 2018		\$ (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				
Health Care-Gullixson Feb 19				
AT&T (Jan 19)				
Pers unfunded liability Feb 19				
Benoit Staff Svcs January 2019			\$ (200.00)	
Staff Svcs January 2019		\$ (495.00)	\$ (675.00)	\$ (225.00)
Staff Svcs February 2019			\$ (2,063.86)	
Commissioning Mileage Feb 19				
Pers unfunded liability Mar19				
Health Care-Gullixson Mar 19				
AT&T (Feb 19)				
Health Care-Gullixson Apr 19				
AT&T (Mar 19)				
Feather Publishing (Cemetery SOI)				
Feather Publishing (Budget Hearing)				
Staff Svcs Mar 2019			\$ (180.00)	
Benoit Staff Svcs Mar 2019			\$ (250.00)	
Pers unfunded liability Apr19				
Pers unfunded liability May19				
Health Care-Gullixson May 19				
Health Care-Gullixson June 19				
AT&T (Apr 19)				
AT&T (May 19)				
Feather Publishing (Final Budget)				
Commissioner Mileage Apr 19				\$ (200.00)
Benoit Staff Svcs Apr May 2019				
Staff Svcs Apr 19			\$ (315.00)	
Staff Svcs May 19			\$ (90.00)	\$ (415.50)
CSDA Membership	\$ (500.00)			
TOTAL EXPENDED	\$ (500.00)	\$ (7,720.24)	\$ (6,180.52)	\$ (840.50)
TOTAL REMAINING	\$ 4,500.00	\$ 10,254.76	\$ 13,094.48	\$ 9,834.50

**Invoice #PLUMAS-2019-5**  
**Policy Consulting Associates, LLC**

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

Date: June 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	3.50	\$60	\$210.00
<b>Subtotal</b>			<b>\$3,710.00</b>

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

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2018-0002 & 2019-0001	5.50	\$ 90.00	\$495.00
Jennifer Stephenson, MSR and SOI Updates	43.00	\$ 90.00	\$3,870.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
<b>Subtotal</b>			<b>\$4,365.00</b>

**Reimbursements**

Reproduction Costs	\$0.00
Postage	\$10.50
Phone and Communications	\$27.98
Office Supplies (folders and envelopes)	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
<b>Subtotal</b>	<b>\$38.48</b>

**Amount Due** **\$8,113.48**



*Please remit invoices to Policy Consulting Associates, LLC*

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

6/4/19

\_\_\_\_\_  
Date

## Jennifer Stephenson May 2019 Timesheet

Date	Hours	Description	Special Project
5/1/19			
5/2/19			
5/3/19	4.5	Legislative Committee Meeting	
5/4/19	0.25	Follow up regarding tax sharing agreement timing	
5/5/19			
5/6/19	1	Draft MND review for File 2019-0001	X
5/7/19	1	Draft MND review for File 2019-0001	X
5/8/19	2	Draft MND review for File 2019-0001, Follow up regarding tax sharing agreement timing	X
5/9/19			
5/10/19	0.25	Follow up regarding tax sharing agreement	
5/11/19	1.5	Drafting and mailing notices for File 2019-0001	X
5/12/19			
5/13/19	4.5	Drafting Feather River Canyon CSD SOI Update	
5/14/19			
5/15/19	2.25	Drafting public notice for Final Budget Hearing	
5/16/19			
5/17/19	2	Updating Cemetery info on website	
5/18/19	3	Coordinating mapping for SOI update	
5/19/19	8.75	Drafting Graeagle CSD SOI Update	
5/20/19	3.75	Drafting Graeagle CSD SOI Update	
5/21/19	2.75	Updating website	
5/22/19	1.75	Discussions with CSDA re: membership payment, coordination of payment	
5/23/19	8.25	Drafting CSA 12 SOI Update	
5/24/19	2.5	Drafting CSA 12 SOI Update	
5/25/19	0.5	Phone call with County Administrator	
5/26/19	7.5	Drafting CSA 11 SOI Update	
5/27/19	4.75	Drafting CSA 11 SOI Update	
5/28/19	1	Correspondance with Commissioner re: County Budgeting status and eastern fire providers	
5/29/19	3.5	Correspondance with County Auditor re: contingency policies, phone call with Commission Chair, Review of Bylaws	
5/30/19	2.5	Development of meeting agenda	
5/31/19	3.5	Review of Bylaws	

**Invoice #PLUMAS-2019-4**  
**Policy Consulting Associates, LLC**

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

Date: May 2, 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	\$172.50
Cheryl Kolb, Clerk (Records digitization)	0.25	\$35	\$8.75
Dennis Miller, GIS	8.00	\$60	\$480.00
<b>Subtotal</b>			<b>\$4,161.25</b>

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

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2018-0001 & 2018-0002	3.50	\$ 90.00	\$315.00
Jennifer Stephenson, MSR and SOI Updates	22.00	\$ 90.00	\$1,980.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
<b>Subtotal</b>			<b>\$2,295.00</b>

**Reimbursements**

Reproduction Costs	\$91.70
Postage	\$6.40
Phone and Communications	\$27.98
Office Supplies (folders and envelopes)	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
<b>Subtotal</b>	<b>\$126.08</b>

**Amount Due** **\$6,582.33**

*Please remit invoices to Policy Consulting Associates, LLC*



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

5/2/19

\_\_\_\_\_  
Date

### Jennifer Stephenson April 2019 Timesheet

Date	Hours	Description	Special Project
4/1/19	7.25	Agenda creation and distribution, distribution of Cemetery SOI Report	
4/2/19	1.5	Correspondance with Streamline and Johnsville PUD, cemetery mapping management	
4/3/19			
4/4/19	0.5	Correspondance with CHP Applicants (File 2019-0001)	X
4/5/19	5.5	Update of District info with CSDA	
4/6/19			
4/7/19			
4/8/19	8.25	Travel to Plumas County, meeting prep, meeting, Coordination of property tax exchange agreement for File 2018-0002	X
4/9/19			
4/10/19			
4/11/19	3.25	Drafting Feather River RCD SOI Update	
4/12/19			
4/13/19			
4/14/19			
4/15/19			
4/16/19	6.25	Correspondance with Plumas Auditor, Meeting the Commission Chair	
4/17/19			
4/18/19	7.5	Drafting Johnsville PUD SOI Update	
4/19/19			
4/20/19			
4/21/19			
4/22/19			
4/23/19	1.5	Mapping coordination for remaining SOI Updates	
4/24/19	1.5	Assistance with tax sharing agreement for File 2018-0002	X
4/25/19			
4/26/19			
4/27/19	3.25	Drafting Johsville PUD SOI Update	
4/28/19			
4/29/19			
4/30/19	6.5	Drafting Feather Canyon CSD SOI Update	

# INVOICE Plumas LAFCo April and May 2019

John Benoit

**Invoice number: 2019-0046**

**Invoice date:** 1-Jun-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	4.00	April 1- May 31, 2019	\$400.00

Total activity cost: \$400.00

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

Total materials cost: \$0.00

**Total billing:** \$ 400.00

TIMESHEET  
for John Benoit

PLUMAS LAFCO

May 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-May-18					\$ -
2-May-18					\$ -
3-May-18					\$ -
4-May-18					\$ -
5-May-18					\$ -
6-May-18	CEQA discussion with jennifer re; CHP in Quincy Area 2019-01			0.5	\$ 50.00
7-May-18	CEQA discussion with jennifer re; CHP in Quincy Area 2019-01			0.75	\$ 75.00
8-May-18					\$ -
9-May-18					\$ -
10-May-18					\$ -
11-May-18					\$ -
12-May-18					\$ -
13-May-18					\$ -
14-May-18					\$ -
15-May-18					\$ -
16-May-18					\$ -
17-May-18					\$ -
18-May-18					\$ -
19-May-18					\$ -
20-May-18					\$ -
21-May-18					\$ -
22-May-18					\$ -
23-May-18					\$ -
24-May-18					\$ -
25-May-18					\$ -
26-May-18					\$ -
27-May-18					\$ -
28-May-18	questions re: LAFCo File 2019-01			0.75	\$ 75.00
29-May-18					\$ -
30-May-18					\$ -
31-May-18					\$ -
<b>SUBTOTAL</b>					\$ -
<b>TOTAL</b>				\$ 2.00	\$ 200.00
					\$ 200.00



TIMESHEET  
for John Benoit

PLUMAS LAFCO

April 2019

DATE	Activity	Direct Expense	Cost	Hours	Amount
1-Apr-18					\$ -
2-Apr-18					\$ -
3-Apr-18					\$ -
4-Apr-18					\$ -
5-Apr-18					\$ -
6-Apr-18					\$ -
7-Apr-18					\$ -
8-Apr-18					\$ -
9-Apr-18					\$ -
10-Apr-18					\$ -
11-Apr-18					\$ -
12-Apr-18					\$ -
13-Apr-18					\$ -
14-Apr-18					\$ -
15-Apr-18					\$ -
16-Apr-18	review email:review and discuss IRS requirements andPlumas LAFCo Policies, Agreement and Finances			2	\$ 200.00
17-Apr-18					\$ -
18-Apr-18					\$ -
19-Apr-18					\$ -
20-Apr-18					\$ -
21-Apr-18					\$ -
22-Apr-18					\$ -
23-Apr-18					\$ -
24-Apr-18					\$ -
25-Apr-18					\$ -
26-Apr-18					\$ -
27-Apr-18					\$ -
28-Apr-18					\$ -
29-Apr-18					\$ -
30-Apr-18					\$ -
1-May-18					\$ -
<b>SUBTOTAL</b>			\$ -	\$ 2.00	\$ 200.00
<b>TOTAL</b>					<b>\$ 200.00</b>



**California Special  
Districts Association**  
*Districts Stronger Together*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Phone: 877.924.2732 Fax: 916.520.2470  
www.csdanet

**2019 CSDA MEMBERSHIP RENEWAL**

To:  
LAFCO of Plumas County  
PO Box 2694  
Granite Bay, CA 95746

Membership ID: 8006  
Issue Date: October 1, 2018  
Due Date: December 31, 2018

AMS-Associate Member	\$500.00
<u>Optional Purchases</u>	
\$225 CSDA Sample Policy Handbook	\$
Total	\$
PAYMENT (Credit card payments may be made online at <a href="http://www.csdanet">www.csdanet</a> , by fax or phone)	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470, or email [cassandras@csdanet](mailto:cassandras@csdanet).

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at [www.csdanet](http://www.csdanet)

***Thank you for being a CSDA Member!***

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Publish: Budget hearing

**TOTAL DUE: \$ 145.60**

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Keri B. Taborski deposes and says: That she is the principal clerk for the publisher of the

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| <input checked="" type="checkbox"/> <b>FEATHER RIVER BULLETIN</b><br>Quincy, Plumas County<br>Adjudication Decree #4644 | <input checked="" type="checkbox"/> <b>RECORD</b><br>Greenville, Plumas County<br>Adjudication Decree #5462        |
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**PLUMAS LOCAL AGENCY FORMATION COMMISSION NOTICE OF PUBLIC HEARING**

Notice is hereby given by the Local Agency Formation Commission that a public hearing will be held on June 10th 2019 at 10:00 AM in the Plumas County Board of Supervisor's Chambers 520 Main Street, Quincy, California, regarding the following:  
 The Commission will consider adoption of the Final 2019-2020 budget. Any person may be heard regarding the increase, decrease, or omission of any item from the budget or for the inclusion of additional items. The proposed budget document will be available for review 5 days prior to the hearing on the Plumas LAFCO webpage and at the Plumas County Planning Dept., 555 Main St. Quincy, CA.

Please call or email LAFCo staff at (530) 283-7069 or Jennifer@pcasteam.com for more information or visit the LAFCO webpage at [www.plumaslafco.org](http://www.plumaslafco.org) to review the Executive Officer's report.

LOCAL AGENCY FORMATION COMMISSION  
 JENNIFER STEPHENSON, EXECUTIVE OFFICER  
 Published FRB, IVR, PR, CP  
 May 22, 2019

that the Public Hearing, LAFCo re: budget

of which the attached is a true printed copy, was published in the weekly issue of said newspaper(s) as indicated above (and not in a supplement thereof) for One

consecutive week(s), beginning May 22, 2019 and ending May 22, 2019, both dates inclusive, to wit: May 22, 2019

Date: May 22, 2019 /s/ Keri B. Taborski  
 Keri B. Taborski

## Plumas LAFCo

### EXECUTIVE OFFICER'S REPORT

**MEETING DATE:** June 10, 2019

**TO:** LAFCO Commissioners

**FROM:** Jennifer Stephenson, Executive Officer

**SUBJECT:** FINAL Budget for the 2019-2020 Fiscal Year

**EXECUTIVE OFFICER'S RECOMMENDATION:** Review the proposed FINAL budget for the 2019-2020 Fiscal Year, amend as necessary, adopt the FINAL budget, and adopt the attached resolution (Resolution 2019-0004) approving the FINAL budget.

Attached is the proposed FINAL budget for Plumas LAFCO. The overall goal of this budget is to conduct LAFCO business in a proactive and sustainable manner involving the community while meeting the overall requirements of the Cortese-Knox-Hertzberg Act in the most economical manner.

The Budget Justification report prepared for the April 8<sup>th</sup> 2019 meeting discusses the justification for various expenditure items in the Proposed Budget. The Proposed FINAL budget is generally the same as the April 2018 adopted Proposed Budget, with a few exceptions.

- The amount dedicated to Commissioner Stipends has been reduced to \$1,200 to reflect payment of the \$100 meeting stipend to only the Public Member and Public Member Alternate.
- SDRMA is raising rates by 15%. The amount budgeted has been increased to reflect the updated rates from \$1,198 to \$1,380.
- The amount dedicated toward the Reserve Fund was reduced to \$0, as the Commission wished to direct those funds towards payment on the CalPERS Unfunded Liability.
- The amount budgeted for CalPERS Unfunded Liability payments includes the entire amount of \$59,192 for which Plumas LAFCo is responsible. Payment of this lump sum is anticipated to create interest savings of \$36,432 for LAFCo, which will ultimately benefit its funding agencies – the County and City. Payment of the Unfunded Liability obligation in full increases the amount to be committed from the County and the City to \$70,443 in 2019-2020 from \$50,793 in the previous year. This increase is anticipated for Fiscal Year 2019-2020 only. It is anticipated that funding levels will return to previous levels less the annual CalPERS payment in Fiscal Year 2020-2021.
- Interest revenue is assumed to be \$0 as the Commission has chosen to retain interest earnings in the Reserve Fund, given that this revenue source is considered unreliable and should not be budgeted towards the operating funds.

## **SUMMARY OF EXPENSES:**

Commissioner Stipends In past years, \$4,800 has been budgeted for this item. This figure assumes up to six meetings of the Commission during the fiscal year. For FY 17-18, the Commission voted to suspend the stipend for the year and place those funds in the reserve fund. The Commission voted to continue this suspension in FY 18-19. The Commission expressed an interest in continuing this suspension for only the County and City Commission members and reinstating the stipend for the Public Member and Public Member Alternate positions. \$1,200 has been budgeted for this item to account for payments to the public members. The remaining \$3,000 has been allocated to the CalPERS Unfunded Liability payment.

Liability Insurance SDRMA is raising rates by 15%. The amount budgeted has been increased from the Proposed Budget to reflect the updated rates from \$1,250 to \$1,380. This covers liability for the Commission and Staff.

Memberships The Commission recommended in its proposed budget \$1,576.00 for Calafco and CSDA dues to reflect the increase in dues.

Office Expense -Printing The budget allocated for printing purposes of special reports and agenda packets is \$800.

Office Expense – Postage The budget allocated for mailing of special reports, agenda packets, and communications with agencies is \$300.

Communications This item is funded for \$900.00 to cover costs of communications including phone, fax, long distance, and a (800) line.

Office Expense – Board Room Rental/Office Supplies This item covers office supply purchases, such as the projector purchased for remote meetings and presentations. \$300 has been budgeted for this item in the upcoming fiscal year.

Legal Services The Commission recommended in its proposed budget \$2,000 for this item, which includes miscellaneous general legal services. Legal services related to project processing will be billed to applicants.

LAFCo Staff Services The Commission recommended in its proposed budget \$43,000 for General Executive Officer services and \$1,035 for LAFCO Clerk Services for taking and transcribing meeting minutes and mailing of agenda packages.

Legal Notices/Publications The Commission recommended in its proposed budget \$1,300.00 for legal notices. Given the cost of increased legal advertising and the projected workload this amount remains reasonable.

Personal Mileage This item has \$1,500.00 for mileage costs for projects and for commissioners to attend LAFCO meetings.

Transportation and Travel The Commission recommended in its proposed budget \$2,500, which should be sufficient to cover staff participation in the CALAFCO Staff Workshop and for one Commissioner to attend the CALAFCO Workshop. This year's

Annual CALAFCO Conference is on October 30-November 1 in Sacramento for Commissioners.

Sphere of Influence Updates and Municipal Service Reviews These are funded at \$16,000. This amount will largely be used towards focusing on a comprehensive update of the City of Portola's Sphere of Influence.

County Contract and Misc Services This item includes funds for financial management and is budgeted for \$1,300 and incidental costs.

Health Insurance – Gullixson This item is funded at \$7,903 to pay for previously authorized costs to pay for the former Executive Officer's health insurance in retirement.

Unfunded PERS Liability This item is funded at \$59,192 to pay for previously authorized costs to pay for the entirety LAFCo's unfunded PERS liability obligation.

File Scanning and Management Over the last two years, LAFCo staff has worked on setting up a system for file digitization. This year it is recommended that \$3,700 be budgeted to continue scanning into an electronic format and managing the LAFCo files.

Contingency The Commission recommended in its proposed budget a contingency of \$5,000.

Reserve Fund: The Commission has chosen to work on developing a reserve. At present, the Reserve Fund balance is \$44,529.92. The Final Budget allocates \$0 towards the reserve fund, as these funds have been directed towards payment of the CalPERS Unfunded Liability. During the review of the Plumas LAFCo's Policies and Procedures, it is recommended that the Commission establish the desired level of reserves.

#### SUMMARY OF ANTICIPATED REVENUE

\$5,000 of Anticipated Fee Deposits for LAFCO project processing is included in this budget.

#### CARRYOVER

This year it was thought LAFCO would expend most of its entire budget. The carryover is higher than anticipated. Therefore, there will be an anticipated carryover of \$10,000, all of which is to be re-budgeted in FY 19-20 to lessen the burden on the financing agencies.

#### CITY/COUNTY SHARE OF THE COSTS OF LAFCO

The City/County Share of LAFCO is \$70,443.00 for the City and \$70,443.00 for the County.

**Recommendation:**

- a. Review, discuss, and consider the 2019-2020 Final Budget. A budget justification report for FY 2019-2020 was prepared by staff prior to the adopted proposed budget.
- b. Adopt LAFCO Resolution 2019-0003 continuing suspension of the County and City Commissioner stipends.
- c. Adopt LAFCO Resolution 2019-0004 approving a final budget.

Attachments:

Resolution 2019-0003, Suspending County and City Commissioner stipends  
Resolution 2019-0004, Adopting the FINAL 2017-2018 LAFCO Budget



**Resolution 2019-0003**  
**Plumas Local Agency Formation Commission**

*A Resolution of the Plumas Local Agency Formation Commission suspending County and City Commissioner Stipends for Fiscal Year 2019-2020 and transferring funds from Commissioner Stipends to payment of the CalPERS Unfunded Liability*

RESOLVED, by the Plumas Local Agency Formation Commission, that

WHEREAS, the Commission's Bylaws state members and alternates will be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance; and

WHEREAS, each member and alternate member in attendance at any Commission meeting shall receive a \$100.00 stipend per meeting as established by Resolution 2001-0007 adopted on October 22, 2001; and

WHEREAS, as stated in Resolution 2001-0007 each member shall receive the mileage rate as established by the Internal Revenue Service for attendance at LAFCo meetings.

WHEREAS, the Commission voted to suspend the meeting stipends for Fiscal Year 2017-2018 as established by Resolution 2017-0003 and continued that suspension for 2018-2019 in Resolution 2018-0003.

WHEREAS, in order to promote involvement by the public in the Public Member and Alternate Public Member positions, the Commission desires to continue stipends for these positions.

NOW, THEREFORE, the Plumas Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

1. Meeting stipends for Plumas LAFCo County and City Commissioners and Alternates shall continue to be suspended for Fiscal Year 2019-2020 and budgeted funds for Commissioner Stipends shall be used towards paying the CalPERS Unfunded Liability.
2. All Commissioners and Alternates shall be reimbursed for mileage to and from LAFCo meetings in the amount established by the Internal Revenue Service consistent with LAFCo Resolution 2001-0007.

Plumas Local Agency Formation Commission  
Resolution 2019-0003  
June 10, 2019

The foregoing resolution was offered at a Regular Meeting of the PLUMAS LOCAL AGENCY FORMATION COMMISSION on the 10th day of June, 2019 and adopted by the following vote of the Commission:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Tom Cooley, Chair or Michael Sanchez, Vice-Chair  
Plumas Local Agency Formation Commission of

ATTEST:

\_\_\_\_\_  
Jennifer Stephenson, Executive Officer  
PLUMAS LOCAL AGENCY FORMATION COMMISSION,

**Resolution 2019-0004**  
**of the**  
**PLUMAS Local Agency Formation Commission**

*Resolution of the Plumas Local Agency Formation Commission*

*Adopting a Final Budget for 2019-2020*

WHEREAS, Plumas LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>; and,

WHEREAS, the Commission has prepared a final budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of both the proposed and final budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2019-2020 and the Executive Officer's report and recommendations; and

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

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

1. That Plumas LAFCO hereby adopts the attached Exhibit "A" final 2019-2020 budget.
2. Directs the Executive Officer to transmit the final budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.
3. The Commission hereby requests the Auditor to collect the funds in accordance with Government Code Section 56381 (c). In the event of non-payment of LAFCO funds by any agency subject to LAFCO's apportionment, the Commission hereby requests and authorizes the Auditor to collect the funds from property tax revenues or any other revenue source and deposit the funds into the LAFCO account.
4. The Commission desires to make a one-time payment to CalPERS to cover all existing Unfunded Accrued Liability, and will increase the adopted budget for the fiscal year 2019-2020 only to cover the payment in full. The Commission is committed to ensuring that the

2020-2021 budget return to previous funding levels less the annual CalPERS payment.

PASSED AND ADOPTED by the Plumas Local Agency Formation Commission at a regular meeting of said Commission held on June 10, 2019 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 10th day of June, 2019

---

Tom Cooley, Chair or Michael Sanchez, Vice-Chair  
Plumas LAFCO

Attest:

---

Jennifer Stephenson, Executive Officer  
Plumas LAFCO

OBJECT LEVEL/ACCOUNT	FY 2017-2018	FY 2018-2019	FY 2018-2019	FY 2019-2020
	FINAL BUDGET	FINAL BUDGET	AS OF 6/1/2019	FINAL BUDGET
<b>EXPENDITURES*</b>				
Commissioner Stipends	\$0.00	\$0.00	\$0.00	\$1,200.00
Liability Insurance	\$1,265.00	\$1,275.00	\$1,198.00	\$1,380.00
Memberships	\$1,399.00	\$1,426.00	\$1,425.00	\$1,576.00
Office Expense – Printing	\$1,000.00	\$600.00	\$714.80	\$800.00
Postage	\$300.00	\$200.00	\$290.61	\$300.00
Communications	\$750.00	\$900.00	\$868.16	\$900.00
Office expenses/Board Room rental/general	\$800.00	\$500.00	\$134.00	\$300.00
Professional Svcs. – Legal Counsel	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
Professional Svcs. – LAFCo Staff	\$39,000.00	\$46,000.00	\$38,700.00	\$43,000.00
LAFCo Clerk Costs	\$720.00	\$1,035.00	\$897.50	\$1,035.00
Publications/Legal Notices	\$900.00	\$900.00	\$1,485.20	\$1,300.00
Personal Mileage - Commissioners	\$1,500.00	\$1,500.00	\$1,029.59	\$1,500.00
Transportation & Travel (Special)	\$200.00	\$2,500.00	\$2,071.65	\$2,500.00
MSR/SOI Updates	\$25,000.00	\$20,000.00	\$18,815.00	\$16,000.00
County Contract and Misc. Services	\$1,600.00	\$1,500.00	\$262.40	\$1,300.00
Health Insurance-Gullixson	\$10,200.00	\$7,600.00	\$7,650.51	\$7,903.00
PERS Unfunded Liability		\$6,050.00	\$5,896.20	\$59,192.00
LAFCo File Management - Scanning	\$4,500.00	\$4,100.00	\$402.50	\$3,700.00
Agency Training		\$0.00	\$0.00	\$5,000.00
<b>Total Services &amp; Supplies</b>	\$91,134.00	\$98,086.00	\$81,841.12	\$150,886.00
<b>RESERVE FUND</b>	\$24,800.00	\$10,000.00	\$10,000.00	\$0.00
<b>CONTINGENCY</b>	\$5,000.00	\$5,000.00	\$500.00	\$5,000.00
<b>TOTAL LAFCO BUDGET</b>	\$120,934.00	\$113,086.00	\$92,341.12	\$155,886.00
<b>REVENUES AND DEPOSITS</b>				
Anticipated Cash Balance as of July 1st	-\$15,000.00	-\$6,500.00	\$41,292.52	-\$10,000.00
ANTIC FEE DEPOSIT LIABILITIES	-\$5,000.00	-\$5,000.00	\$47,925.00	-\$5,000.00
Interest			\$624.00	\$0.00
City Share – LAFCO Cost	\$50,467.00	\$50,793.00		\$70,443.00
County Share – LAFCO Cost	\$50,467.00	\$50,793.00		\$70,443.00
<b>Total Due from Other Gov'ts.</b>	\$100,934.00	\$101,586.00		\$140,886.00

**PLUMAS  
LOCAL AGENCY  
FORMATION COMMISSION  
(LAFCO)**

**LAFCO BYLAWS**

Adopted  
January 11, 2010  
Resolution 2010-0001

**PLUMAS Local Agency Formation Commission  
LAFCO Bylaws**

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**PLUMAS Local Agency Formation Commission  
LAFCO Bylaws**

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**APPENDIX**

Appendix 1 Public Member Selection Process



**PLUMAS Local Agency Formation Commission  
LAFCO Bylaws**

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**Local Agency Formation Commission (LAFCO)  
PLUMAS County**

**Bylaws**

**1. Statement of Purpose and Authority**

**1.1. Mission**

The Local Agency Formation Commission of PLUMAS County is committed to serving the citizens, government agencies, and applicants of its jurisdiction by using its authority, knowledge and expertise to make beneficial changes in the structure of public agencies through special studies, programs and actions resulting in the resolution of conflicts; orderly growth, development, and governance of communities within Plumas County; cost-effective delivery of services; and timely processing of applications.

In accordance with the policies and procedures established by the State Legislature in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et seq. of the California Government Code, the primary function of California LAFCOs is to encourage orderly growth, discourage urban sprawl, preserve open space and prime agricultural lands and efficiently extend governmental services. LAFCO's responsibilities include review of and action on proposals for 1) formation of new local public agencies, 2) change in boundaries of existing local agencies, and 3) other changes in organization of local agencies, such as consolidations. In making such determinations, LAFCO's efforts are directed to encouraging the efficient and economic delivery of public services, while protecting other important state interests such as the preservation of agricultural and open-space lands.

**1.2. Governing Law**

The conduct of the PLUMAS Local Agency Formation Commission is governed by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the California Government Code, as amended (hereinafter referred to as "The LAFCO Act"). In any conflict between provisions of the LAFCO Act and these Bylaws, the former shall prevail.

**1.3. Funding**

Funding for the operational needs of the LAFCO of Plumas County shall be provided through a combination of application fees and charges and appropriations from general tax revenue of PLUMAS County and the City of Portola as determined by the Commission in accordance with the LAFCO Act.

**PLUMAS Local Agency Formation Commission  
LAFCO Bylaws**

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**2. Definitions**

**2.1. Alternate Member**

The person appointed to serve and vote in place of a regular member under any of the circumstances set forth in Section 4.3, below.

**2.2. Board of Supervisors**

The PLUMAS County Board of Supervisors.

**2.3. Commission**

The PLUMAS Local Agency Formation Commission or Local Agency Formation Commission of PLUMAS County.

**2.4. Commissioners**

All members of the Commission, both regular and alternate. “Commissioner” has the same meaning as member.

**2.5. County**

The County of PLUMAS.

**2.6. LAFCO**

The PLUMAS Local Agency Formation Commission.

**2.7. Members**

All regular and alternate members of the PLUMAS Local Agency Formation Commission. “Member” has the same meaning as “Commissioner”

**2.8. City Council**

The City Council of the City of Portola, and/or the City Council of any other city that may be incorporated in Plumas County during the effectiveness of these rules.

**3. Budgeting**

**3.1. General**

Unless otherwise determined by the Commission, the Commission as a whole shall serve as the LAFCO Budget Committee or at the discretion of the Commission, a budget committee may be appointed. The Executive Officer shall prepare and submit to the Commission a draft budget for review not later than the April meeting of the Commission. As required under Section 56381, the Commission shall then hold a noticed public hearing on the budget at the April Meeting and adopt a preliminary budget at that meeting. The Commission shall adopt its final budget after noticed public hearing at the May or June meeting anytime prior to June 15<sup>th</sup>. When the Commission has finalized the budget, the Executive Officer shall promptly send it on to the County and City as provided by the LAFCO Act, Section 56381.

**PLUMAS Local Agency Formation Commission**  
**LAFCO Bylaws**

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The Commission may at any time and at its own discretion modify its approved budget.

**3.2. Budgeting Policies**

1. LAFCO shall adopt a work program for the next fiscal year prior to its adoption of the proposed budget. The work program shall set forth the proposed actions, studies, reports and administrative objectives for the coming year. The work program shall be developed considering the following factors:
  - a. Statutory requirements for preparation of Municipal Service Reviews and Updates to Sphere Plans.
  - b. Anticipated Projects.
  - c. Efficient delivery of LAFCO services to the Community.
2. LAFCO's budget for the next fiscal year shall normally be set at a level that allows the agency to complete the essential tasks of the approved work program. If the Commission determines that it cannot reasonably require funding at the level necessary to fund the work program, the Commission shall eliminate or modify items in the work program to reflect the reductions in funding prior to approval of the reduced budget. The proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill its purposes and programs as required by the LAFCo Act.(§56381)
3. Where feasible, LAFCO shall re-budget carryover from the prior fiscal year or a portion of its carryover funds to reduce costs to the funding agencies. Alternatively, LAFCO may wish to use carryover monies to fund a General Reserve Fund. Appropriations and Expenditures from the General Reserve Fund shall require Commission approval.

**4. Commission Organization**

**4.1. Composition**

Unless the LAFCo Act otherwise requires, PLUMAS LAFCO shall consist of five regular voting Commissioners and – three alternate members, as explained in detail below.

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**4.2. Appointment of Members**

- a) County  
Two Commissioners are appointed by the Board of Supervisors from the Board's membership. The Board of Supervisors shall also appoint a third supervisor to serve as the alternate County member of the Commission.
- b) City of Portola  
Two Commissioners shall be appointed by the City of Portola from among its City Council members. The City shall also appoint an alternate city member in the same manner as it appoints a regular city member.
- c) Public  
One Commissioner shall be appointed from the general public by vote of the other four regular (voting) members of the Commission. The Commission shall also appoint an alternate public member who shall be selected in the same manner as the regular public member. Neither the regular nor the alternate public member may be an officer or employee of a city, the County, or a district having territory within the County, as provided by Section 56331 of the LAFCO Act.

**4.3. Role of Alternate Members**

- a) In each member category, the alternate member shall serve and vote in place of a regular member who is absent or disqualifies himself or herself from voting on a matter before the Commission.
- b) All alternate members are encouraged to attend all Commission meetings, even if the regular member(s) is (are) present, because alternate members may at any time be called upon to vote in place of a regular member. All alternate members are expected to remain current in the business of the Commission.

**4.4. Terms of Office**

- a) Each member may serve single or multiple term(s) of office for four years each. Terms shall expire on the first Monday in May in the year in which the term of the member expires. A member may continue in office after expiration of his or her term until the appointment and seating of a successor.
- b) If a city or county member ceases to hold a position on the city council or board of supervisors during his or her term on LAFCO, that member's seat on the Commission shall thereafter be considered vacant.
- c) Any vacancy in the regular membership of the Commission shall be filled for the unexpired term by appointment by the body which originally appointed the member whose office has become vacant. The alternate member in that category shall serve in his/her place until such time as a new regular member has been appointed.

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**4.5. Removal of Members**

- a) The Commission may recommend to the appointing authority that a member (including alternates) be removed for any of the following reasons:

The absence of that member for three (3) consecutive meetings or more than half of the meetings in any twelve-month period unless those absences are excused by a vote of the Commission.

Malfeasance of office or dereliction of duty by that member.

- b) Any member may be removed at any time and without cause by the body appointing that member.
- c) Members shall inform the Executive Officer and their alternate as soon as possible in the event they will be absent from a LAFCO meeting.

**4.6 Commission Officers**

The officers of the Commission shall be a Chair and a Vice-Chair, chosen by the current regular members of the Commission from their number.

- a) The Chair and the Vice-Chair shall be elected each year at the first meeting in the new fiscal year or the next regular meeting thereafter and shall take office immediately. If a vacancy occurs in any Commission office during the year, it shall be filled by election at the next regular meeting following occurrence of the vacancy.
- b) The term of office for the Chair and Vice-Chair shall normally be twelve months or until the officer's membership on the Commission terminates, whichever occurs sooner.
- c) The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission pursuant to and in compliance with the procedures prescribed by these rules. The Chair shall preserve order and decorum at all meetings and shall decide all questions of order and procedure, subject to the action of the majority of the Commission.
- d) The Chair has the authority to act outside a meeting, in consultation with the Executive Officer and Legal Counsel, on procedural and administrative matters, such as staffing issues and agenda preparation, that cannot reasonably be deferred to the next Commission meeting. The Chair's authority shall include the signing of contracts and claims for urgently needed goods and services if the Executive Officer is unavailable, provided adequate funding has been budgeted.
- e) Upon ratification by the Commission, the Chair has authority to appoint members to all subcommittees of the Commission, including the authority to create special-purpose subcommittees not named in these Bylaws.

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- f) In the event of the Chair's absence or inability to act as the Chair, the Vice- Chair shall have all the powers and duties of the Chair.
- g) In the event both the Chair and the Vice-Chair are absent from a Commission meeting at which a quorum is present, the voting members present may select one of themselves by majority vote to act as Chair *pro tempore* for that meeting.

**4.7 Compensation**

- a) Members and alternate members will be reimbursed, for reasonable meal expenses and mileage as determined by the Commission, when the expense is reasonably incurred in connection with Commission business. Mileage shall be reimbursed in accordance with IRS mileage in effect at the time the mileage occurred.
- b) Members may receive a stipend for attending meetings in accordance with a resolution adopted by the Commission and amended from time to time.

**4.8 Financial Disclosure**

- a) LAFCO members and alternate members are subject to the requirements of the California Fair Political Practices Commission, including annual filing with the Executive Officer of a Statement of Economic Interests (Form #700) by April 1 of each year.
- b) Any member of the Commission not in compliance with the requirements of the LAFCO **Conflict of Interest Code** shall be ineligible to take part in LAFCO business until she or he has complied.

**4.9 The Executive Officer**

The Executive Officer of the Commission shall attend all meetings of the Commission, conduct and perform the day-top-day business of the Commission, and maintain a record of all of its proceedings as required by law. All the records of the Commission shall be on file in the LAFCO office where the same may be publicly examined and inspected.

The Executive Officer shall prepare an agenda for each meeting. The agenda shall include those matters addressed to the Commission requiring its action on file with the Executive Officer and all matters which have previously been set for hearing at such meeting provided that the filing deadlines of Section 5.3(c) of these rules shall apply.

The Executive Officer shall notify all Commission members of the time set for any special meeting.

The Executive Officer shall be responsible for conducting all protest hearings on behalf of the Commission pursuant to Part 4 of Division 3 of Title 5 (commencing with section 57000) of the Government Code.

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All notices, forms and other documents required to be filed with the Commission on any proposal under Division 3, Title 5 (commencing with section 56000) of the Government Code shall be filed with the Executive Officer of the Commission.

**5. Conduct of Business**

**5.1. Regular Meetings**

Regular meetings of the Commission are scheduled for the second Monday of each month at 10:00 a.m. in the Board of Supervisor's Chambers, 520 Main Street, Quincy, California. 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.

**5.2. Special Meetings**

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.

**5.3. Notice of Meetings**

a) General Notice

The Executive Officer shall provide notice of all regular and special meetings in accordance with the Ralph M. Brown Act, Section 54954.1 of the Government Code, and applicable provisions of the LAFCO Act. Written or faxed notice of regular and special meetings of the Commission shall be sent in the form of a meeting agenda to at least the following:

- i) Each LAFCO member, alternate and staff
- ii) Local news media, including but not limited to:
  - The Feather River Publishing
- iii) To any person or entity requesting a copy of the agenda in writing.
- iv) By posting the agenda of each meeting at least 72 hours in advance of the meeting.
- v) By posting on the LAFCO website and distribution through LAFCO's email list.

b) Special Notice

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The Executive Officer shall provide additional notice of specific applications in the manner required by the LAFCO Act for that application. Such special notices shall be sent to the applicant, affected property owners, residents or citizens, property owners and voters within 300 feet of a project consistent with the LAFCO act, and such other persons or entities as the Commission or the Executive Officer may deem appropriate. Notice to affected property owners and citizens shall also comply with Commission policy on Notice and Public Participation, as set forth in LAFCO's **Policies and Standards** and the LAFCO Act.

c) **Staff Reports and Meeting Packets**

All agenda items shall be filed with the LAFCo Clerk by 5:00 p.m. on the Monday in the week preceding the regular LAFCo Meeting. Any agenda item received by the LAFCO Clerk after that time will be placed on a subsequent agenda, unless the Chair or Executive Officer directs that it be placed on the agenda for the next meeting. Not less than five days prior to the hearing, the Executive Officer shall complete a staff report including his or her recommendations for each item to be heard. Copies, along with the agenda, shall be furnished to each member of the Commission and to other parties as required by the LAFCO Act (Section 56665). Any Commissioner may request postponement of the hearing on a particular item by reason of his or her receiving the agenda packet less than five days prior to the meeting. The Commission may, but is not obligated to, honor such a request.

**5.4. Compliance with Open Meeting Laws**

Notwithstanding any other provision of these Bylaws, all meetings of the Commission shall be noticed and held in accordance with the Ralph M. Brown Act, the Open Meeting Law, and Government Code Section 54950-54962.

**5.5. Quorum & Action of Commission**

- a) Three Commissioners present in person shall constitute a quorum. Should the size of the Commission increase beyond five, a majority of the Commissioners then in office shall constitute a quorum.
- b) An affirmative vote of three or more Commissioners is required to make an action of the Commission. Should the size of the Commission increase beyond five, the affirmative votes of a majority of the Commissioners then in office shall be necessary to take an action of the Commission. Proxy votes are not allowed.

**5.6. Adjournment and Continuance of Meetings and Public Hearings**

- a) Any hearing being held, or any hearing noticed or ordered to be held, may by order or notice of continuance or adjournment be continued, re-continued, adjourned, or re-adjourned to any subsequent meeting in the same manner and to the same extent set forth for the continuance or adjournment of meetings.



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- b) If any meeting or hearing is continued or adjourned to a time less than twenty-four (24) hours after the time specified in the order or notice of meeting or hearing, a copy of the order or notice of continuance or adjournment shall be posted immediately following the meeting at which the order of declaration of continuance or adjournment was adopted or made.
- c) Procedures for adjourned and continued meetings shall also comply with any additional requirements of Sections 54955 and 54955.1 of the Government Code and any other applicable statutes.
- d) If there is not a quorum at any meeting of the Commission, the Chair may adjourn the meeting to another date and time. If all members are absent, the Executive Officer of the Commission may adjourn the meeting to a stated time and place. The Executive Officer shall provide oral notice of such adjourned meeting to all present at the meeting and provide such written and posted notice as required by the Ralph M. Brown Act Government Code Section 54955.

**5.7. Conduct of Meetings**

- a) Agendas

The Executive Officer, in consultation with the Chair, shall prepare the agenda for each meeting. Unless otherwise directed by the Commission, the Executive Officer shall set as many matters for hearing as can be reasonably heard.

- b) Items Limited to One Subject

Each agenda item shall specify a single subject to be considered but it may include sub items provided they involve the same subject matter. This requirement is intended as a guideline for staff and shall not increase the legal obligations of the Commission beyond the requirements of Government Code § 54954.2 or create enforceable rights in any third party.

- c) Agenda Item Requests

Members of the public may request the Commission to take specific actions by submitting their requests in writing to the LAFCO Executive Officer at least 45 days prior to the next regularly scheduled meeting of the Commission or by attending a previous meeting of the Commission and requesting during the public communications portion of the meeting that action to be taken at its next meeting. If determined by the Chair to be proper for Commission consideration, such an item shall be placed on the agenda.

A quorum of the Commissioners may also request that an item be placed on the agenda for consideration. Requests for special meetings of the

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Commission shall be directed to the Chair through the LAFCO Executive Officer.

Notwithstanding the above, any Commissioner may request an agenda item be placed on a future agenda for discussion and possible action.

d) Order of Business

The Commission agendas shall include the following items:

- Call to Order, Pledge of Allegiance including roll call
- Announcement of Closed Session (if needed)
- Consent Items, including approval of minutes, expenditure report and other items placed on the consent agenda
- Public Communications on Items not on the Agenda (Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction)
- Business Items with Public Hearings
- Business Items without Public Hearings
- Correspondence
- Executive Officer's Report
- Commissioner Reports and Announcements
- Adjournment

e) Motions

Any voting Commissioner may introduce or second any motion.

f) Voting

i) The question of approval or denial of a change of organization or reorganization, the proposed and final budgets, contracts excepting the approval of invoices and of all resolutions shall be by roll call vote. All other questions may be voted upon by voice vote, or may be put to the question by the Chair with a unanimous vote stipulated and recorded if there is no objection. Notwithstanding the foregoing, and provided that the assent of the number of Commissions required by law for action of the Commission is expressed and reflected in the minutes, no person may challenge an action taken by the Commission for failure to act by roll call vote.

ii) A roll call vote shall be taken on any question upon request of any Commissioner, regular or alternate. All votes are final; although matters may be reconsidered by the Commission at a subsequent meeting in the manner provided by law.

g) Rules of Procedure

Except as otherwise provided herein, the rules of order governing the conduct of business at all meetings of the Commission shall be the latest edition of Robert's Rules of Order.

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**5.8. Public Hearing Procedure**

The Commission shall conduct matters noticed for public hearing as follows:

- a) The Executive Officer shall present the staff report. The report should describe the nature of the application, discuss all factors required in Section 56668 of the Government Code, factors to be considered that are identified in the adopted policies, standards and procedures, and present the Executive Officer's recommendations.
- b) Commissioners may ask questions concerning matters in the staff report.
- c) The public hearing shall be opened.
  - i) The applicant or applicant's representative and a representative from the agency involved in the change of organization will be asked to speak first to add any pertinent data or testimony to the staff report.
  - ii) The public will then be invited to give testimony.
  - iii) The applicant's representative may rebut any testimony.
  - iv) Each Commissioner may question any participant in the proceedings.
  - v) The public hearing will be closed.
- d) The Chair may, within reason, allocate and limit the time and scope of testimony from any interested person as necessary for the expeditious conduct of the Commission's business. The total amount of time allotted for receiving public comment on matters set for a public hearing may be limited to 15 minutes. Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.
- e) Following closure of the public hearing, the members will discuss the matter under consideration among themselves. Such discussion may or may not be preceded by a motion made by any Commissioner entitled to vote on the matter and a second made by another Commissioner entitled to vote on the matter. Alternates may participate in Commission deliberations when not serving in lieu of an absent or abstaining Commissioner, but may not make motions or cast votes. Further testimony from the applicant or the public may not be accepted without reopening the public hearing, except that Commissioners may direct questions to specific members of the public who have already offered testimony in order to clarify any point made during the public hearing.

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**5.9. Public Testimony**

- a) The applicant and any member of the public desiring to address the Commission shall, when recognized by the Chair, step forward and give his/her name and address to the clerk. A person may refuse to give their name or address or may state only their city or community of residence in lieu of their address, but the Commission may draw any reasonable inference it chooses from a decision to speak anonymously.
- b) Debate among members of the public shall not be permitted.
- c) When any group wishes to address the Commission, the Chair may request a spokesperson be chosen by the group to address the Commission and may afford that spokesperson more time than is allotted to ordinary individuals.
- d) With respect to action items that are not set for a public hearing do not involve a public hearing, the Chair may, within reason, allocate and limit the time and scope of testimony from any interested person as necessary for the expeditious conduct of the Commission's business. The total amount of time allotted for receiving public comment may be limited to 5 minutes. Any individual's testimony may be limited to one minute. To place an item on a future agenda, members of the public should contact the Commission at (530) 283-7069.

**5.10. Record of Proceedings**

- a) Minutes  

The Clerk to the Commission shall record and prepare minutes of each meeting. The minutes shall record the major actions of the Commission at the meeting but are not intended as a complete transcript of discussions at the meeting. Draft copies thereof shall be mailed to all members, usually as part of the agenda packet, prior to the meeting at which they are offered for Commission approval. Normally, minutes shall be submitted to the Commission not later than two meetings after the meeting at which they were taken. Upon approval, the minutes, with any corrections thereto, shall become the official record of the action of the Commission upon approval by the Commission.
- b) Recordings  

All proceedings of regular and special meetings shall be electronically-recorded. Copies of recordings will be prepared upon request, and the cost will be charged to the person or entity making the request in a manner established by the Executive Officer.
- c) Destruction of Records  

Except as otherwise provided in a records management policy adopted by the Commission, public records that are produced on paper shall be kept for an indefinite period and may be reduced to an electronic media or

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microfiche copy at the discretion of the Executive Officer at the end of 5 years. Electronic recordings may be destroyed at the end of 2 years.

**6. Conflict of Interest**

- a) As required by the Political Reform Act of 1974, no Commissioner shall vote or otherwise participate in on any matter where it is reasonably foreseeable that the action of the Commission could materially affect a financial interest of the Commissioner.
- b) As required by Government Code § 84308, a provision of the Political Reform Act of 1974, 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 an applicant, any financially interested person who actively supports or opposes an application, or an agency (such as an attorney, engineer, or planning consultant) representing an applicant or interested participant. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCo proceeding to disclose the amount and name of a Commissioner to whom he or she gave such a donation on the official record of the proceeding.
- c) Government Code Section 84308 requires that a Commissioner disqualify him- or herself 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 accepted campaign contributions of \$250 or more from an individual or firm who actively supports or opposes such application or from an agent (e.g., attorney, engineer, or planning consultant) representing an applicant or other interested participant.
- d) Commissioners having a conflict of interest on any matter before the Commission shall publicly disclose such conflict and thereafter shall not participate in any discussions, debates, questioning or votes on the matter in their official capacity. This restriction shall not prevent a disqualified Commissioner from testifying as a member of the public to the extent permitted by Regulation 18702.4 of the Fair Political Practices Commission (2 CCR § 18702.4).
- e) Unless provided by the appointing authority pursuant to Sections 56332(d) or 56335, no member shall be disqualified from participation in the consideration of a matter as a result of his or her membership on an agency affected by the Commission's decision on the matter. (Govt. Code, section 56336.)
- f) Even where not legally required to disqualify himself or herself, a Commissioner may voluntarily recuse himself or herself from any action if the Commissioner feels that they are unable to objectively and independently act on the matter.

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**6.1 Procedures for the Disclosure of Contributions and Expenditures in Support of and Opposition to Proposals**

a) Effective Date

The effective date of these policies and procedures (for disclosure of Contributions and Expenditures) is upon adoption of these Bylaws.

b) Policy

The Commission has determined that the public interest would be served by adoption of procedures for the public disclosure of contributions and expenditures relating to proposals to LAFCO as provided in this section and as authorized by Government Code 56100.1.

c) General Requirements of Disclosure

Any person or combination 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 LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals, and may be reviewed at Government Code §§56700.1 and 81000 et seq. Additional information about the requirements pertaining to the local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660.

d) Filing Office

Filing office shall be the PLUMAS County Elections Department with a copy mailed to LAFCO. Filings shall be in the form specified by the PLUMAS County Elections Office for compliance with Political Reform Act Disclosures for municipal initiatives.

e) Filing Schedule (Note: This section must be further reviewed with the County Elections Office prior to implementation.)

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Any required disclosures shall be filed with the PLUMAS County Elections Department thirty days before the noticed date of the public hearing on the proposal at LAFCO. The period covered by this report shall be from any prior filing period to thirty-five days preceding the LAFCO hearing date. Additionally, late contributions and late expenditures for the period commencing thirty-four days before the LAFCO hearing and ending one day before the LAFCO hearing shall also be filed with the PLUMAS County Elections Department and LAFCO no later than 24 hours before the LAFCO hearing begins. After a final LAFCO decision by resolution, the filing schedule for further disclosures shall conform to the schedule required for local initiative measures as adopted by the Fair Political Practices Commission and the PLUMAS County Elections Officer pursuant to the Political Reform Act.

f) Notice

The following notice shall be added to the application forms, the notices of public hearings, meeting agendas of each meeting, and the commission's website:

Pursuant to Government Code Sections 56100.1, 56300(c), and 56700.1, and 81000 et seq., relating to the Disclosure of Contributions and Expenditures in Support of and Opposition to Proposals, any person or combination of persons acting in concert who directly or indirectly contribute \$1000 or more or expend \$1000 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 approved by PLUMAS LAFCO. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained at the PLUMAS County Elections Department.

g) Enforcement

Enforcement and Penalties shall be the same as for violations of the Political Reform Act of 1974 and Title 2, Division 6, California Code of Regulations as to both substance and procedure.

**7. Subcommittees of the Commission**

**7.1. Committees**

The Commission or the Chair may establish committees deemed necessary for the conduct of its proceedings. If such a committee is appointed by the Chair between meetings of the Commission, he or she shall report this action to the Commission at its next regular meeting.

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**7.2. Open Meeting Law Requirements**

Permanent standing committees established by the Commission shall be subject to the Ralph M. Brown Act. Temporary Ad Hoc committees, composed only of Commissioners constituting less than a quorum of the Commission, are not subject to the Ralph M. Brown Act.

**8. Policies and Standards**

The Commission has adopted policy guidelines to assist in reviewing any proposal brought before it. These guidelines are contained in the LAFCO **Policies and Standards**.

**9. Public Office Hours.**

The LAFCO office hours shall be established from time to time by resolution of the Commission, as necessary

**10. Finance and Expenditure Policies**

**10.1 Business & Travel Expenses**

LAFCO will reimburse reasonable business travel expenses incurred by its officers and employees while on assignments away from the normal work location. The Executive Officer is hereby delegated the authority to authorize business travel for other LAFCO officers and employees, provided funds are allocated for such purpose in a budget approved by the Commission. All business travel must be approved in advance by the Executive Officer.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by LAFCO. Expenses are expected to be reasonable amounts and must comply with Government Code §53232.2.

Expenses that generally will be reimbursed include the following:

- a. Airfare or train fare for travel in coach or economy class or the lowest available fare.
- b. Car rental fees, only for compact or mid-sized cars.
- c. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- d. Taxi fares, only when there is no less expensive alternative.
- e. Cost of standard accommodations in hotels, motels, or



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similar lodgings using the government or conference rate when available.

f. Meal allowances include a per diem amount, as follows:

Breakfast	12.00
Lunch	18.00
Dinner	30.00

g. No alcoholic beverages will be reimbursed with the cost of meals.

h. Charges for telephone calls, internet, fax, and similar services shall be allowed during travel provided these charges are required for business purposes.

i. Mileage Reimbursement shall be at the rate established by the Internal Revenue Service at the time the mileage expense is incurred.

j. A LAFCO officer or employee involved in an accident while traveling on business must promptly report the incident to the Executive Officer.

k. When travel is completed, claims shall be submitted for reimbursement within 60 days. Claims should be accompanied by receipts for all expenses, with the exception of per diem amounts for meals under paragraph f above.

## **10.2 Expenditure Policies**

1. All documents relating to reimbursements of expenditures shall be available for review at the LAFCO office. All back-up billing information in the possession of the Commission shall be available.
2. The LAFCO Executive Officer is responsible for managing the day-to-day business of the Commission and for making or authorizing expenditures for that purpose within the authority conferred by the adopted budget. This responsibility shall also include the power to approve contracts of up to \$5,000.00 on behalf of the Commission. The Executive Officer shall obtain the concurrence of the Chair and consult with LAFCO Counsel prior to entering into any contract outside the usual course of Commission business, including contracts for legal, consulting, or

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other professional services. Staff shall promptly notify the members of the Commission regarding contracts made on the Commission's behalf.

3. Expenses, Travel and (or) contract payments to the Executive Officer shall be approved by the LAFCO Chair or Vice-Chair with either a signature on the "authorization for payment" form or the Commission Claim Form approved by the Commission. The Executive Officer shall have signature authority and is authorized to sign all other Commission Claims consistent with these policies as stated below.
4. Members and Alternate Members may be reimbursed, consistent with an amount as determined from time to time by the Commission, for reasonable and necessary expenses incurred for meeting attendance. Each member and alternate member in attendance at any Commission meeting may also receive a per-meeting stipend as established by the Commission. LAFCO shall inform the applicable County/City Finance Office of changes to meeting stipend rates.
5. All expenditures shall be authorized for payment by the Commission at a LAFCO meeting and signed by the Chair of the meeting in which the expenditure was authorized for payment. All back-up billing information along with LAFCO's "authorization for payment" form shall be available and submitted for payment. In the event there is no LAFCO meeting, the Chair or Vice-Chair may sign the "authorization for payment" on behalf of the Commission.

**10.3 General Finance Provisions**

1. These expenditure and travel policies are not intended to conflict with or modify LAFCO's duties and obligations under the LAFCO Act or with Government Code §53232 et seq..
2. So long as another local agency such as Plumas County (County) or the City of Portola (City) is handling LAFCO financial transactions, amendments to bylaws, Fee Resolutions, Policies, Standards and Procedures or any other adopted LAFCO policy shall be transmitted to that agency upon adoption. Any dispute or disagreement between a LAFCO officer or employee and the agency regarding reimbursement or payment of any claim shall be referred to the Commission for final determination. A minute order reporting the Commission's action shall be transmitted to that agency.
3. LAFCO shall follow the budget process contained in the LAFCO Act and these adopted finance, expenditure and travel policies.
4. The Commission hereby authorizes the LAFCO Executive Officer to sign any and all financial claims for the LAFCO account submitted to the County, City of Portola or other agency in accordance with the above policies. The Commission further authorizes the Executive Officer to sign any signature authorization forms

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required by the City or County Administration Departments, as may be the case, to implement the authority granted by this policy.

Commission Travel

- i. All conference travel shall be as established in the annual LAFCO budget as appropriate for LAFCO.
  - ii. Members and alternate members will be reimbursed for reasonable meal and travel expenses as stated above.
  - iii. On occasions when a Commission meeting must be recessed for a meal break or when a meal is served at a meeting, members and alternate members shall be reimbursed for reasonable meal expenses consistently with this policy.
5. Recognition by the Commission - Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

**10.4 Fixed Assets Policy**

1. LAFCO adopts a fixed assets capitalization policy with a useful life of 5 years or more and a value at purchase of \$5,000, or greater, per item.
2. It is LAFCO's policy to capitalize fixed assets. LAFCO will maintain an inventory of fixed assets, including equipment and furniture. The inventory will be maintained by staff and will be updated annually at the close of the fiscal year. Fixed assets are depreciated using the straight-line method over the estimated useful life of each asset.
3. An asset become obsolete when it is no longer operable, has been replaced, or is no longer available for use. A list of obsolete assets is provided to the Commission annually in conjunction with the audit and obsolete assets are removed from the capital assets list thereafter.
4. The Commission shall review and approve a list of any fixed assets to be declared surplus property. The Commission may dispose of surplus property by making the property available for donation to any non-profit or other agency listed or authorized by either the State of California, City of Portola or Plumas County to receive surplus property donations. The Commission may dispose of surplus property through a negotiated contract with an auction company or in any other manner that the Commission or Executive Officer determines to be reasonable. Costs of

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assets sold or retired (and related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement.

**11 Amendments**

**11.1 Regular Amendments**

Regular Amendments to these Bylaws shall be made as follows:

- a) The full text of any proposed amendment shall be sent to all Commission members in the same manner as agenda packets, as specified in Section 5.3 c), above.
- b) The proposed amendment to the Bylaws, shall also be circulated to the following entities for their review and comment at least 14 days prior to adoption:

City of Portola

County of PLUMAS

Special Districts Association

**11.2 Urgency Amendments**

An amendment to the Bylaws may be adopted as an urgency amendment effective immediately when the amendment is determined to be essential to the immediate functioning of the Commission. Any such urgency amendment may only be adopted by the affirmative vote of at least four Commissioners. Nothing in this section is intended to relieve the Commission or its staff of the obligations imposed by the Ralph M. Brown Act.

**11.3 Filing of Bylaws**

Upon approval of these Bylaws and any amendments thereto, a signed copy shall be filed with the City of Portola and PLUMAS County and maintained on file in the offices of the Commission.

**Passed and Adopted by Resolution \_\_\_\_\_ of the PLUMAS Local Agency Formation Commission the \_\_\_\_\_ day of \_\_\_\_\_ 2010**

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*Appendix 1*

**Public Member Selection Process**

As authorized by Sections 56325 and 56331 of the LAFCO Act, the Public Member and Alternate Public Member shall be appointed to LAFCO by the members of the Commission representing the City and the County.

The Commission will conduct the selection process in the following manner:

1. Whenever a vacancy occurs in the public member or alternate public member position, the commission shall cause a notice of vacancy to be posted as provided in section 56158. A copy of this notice shall be sent to the clerk or secretary of the legislative body of each local agency within the County. Prior to the expiration of terms of the public member and the alternate public member, the positions will be posted and advertised for at least 21 days in the newspaper of general circulation in the county.
2. The Commission may design an interview procedure, schedule interviews, and formulate questions to be asked of all applicants.
3. In the event interviews are scheduled, interviews of the applicants shall be conducted by the City and County members of the Commission.
4. The City and County members of the Commission shall cast written ballots for each open position. The ballots shall be called and tallied in open session. The candidates receiving the highest number of votes will take office at the next LAFCO meeting, recognizing that the votes of a majority of a quorum are required for any action of the Commission.