

PLUMAS LAFCO
REGULAR MEETING AGENDA

MONDAY October 21, 2019

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org

Commissioners:

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

Staff:

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

MEETING - CONVENES AT 10:00 A.M.

- 1. CALL TO ORDER: Pledge of Allegiance and Roll Call**
- 2. Approval of Agenda (additions or deletions)**
- 3. Correspondence:**
- 4. CONSENT ITEM (S)**
 - a) *Approval of the August 12th, 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 August 2019 and September 2019

- a) Authorize payment of claims for August 2019 and September 2019.*

PUBLIC HEARINGS and ACTION ITEMS:

7. Public Hearing regarding annexation of California Highway Patrol project property to the American Valley Community Services District and the Quincy Fire Protection District

- a) Receive Executive Officer's report
b) Conduct Public Hearing
c) Consider Resolution 2019-0008 approving annexation of parcels into American Valley CSD and Quincy FPD*

8. Consider updated Bylaws for approval

- a) Receive Executive Officer's report
b) Consider Resolution 2019-0009 approving the updates to the Bylaws*

9. Executive Officer's Report

- a) Upcoming conference
b) PDH and IVHD Consolidation Status
c) Eastern Plumas Fire Provider Potential Change of Organization*

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 December 9, 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

Contact LAFCO Staff LAFCO staff may be contacted at 530-283-7069 or by mail at LAFCo of Plumas County, 5050 Laguna Blvd #112-711, Elk Grove, CA 95758 or by email at jennifer@pcateam.com or by fax at 888-501-0395.

PLUMAS LAFCO
REGULAR MEETING MINUTES

MONDAY August 12, 2019

10:00 AM

BOARD OF SUPERVISORS CHAMBERS - PLUMAS COUNTY COURTHOUSE

520 Main Street
QUINCY, CALIFORNIA

Website: www.plumaslafco.org





Commissioners:

Tom Cooley, City Member, Chair
Vacant, 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 City Member Tom Cooley, Co. Member Sharon Thrall, City Member Bill Powers, Co. Member Alternate Kevin Goss.
2.  **Approval of Agenda (additions or deletions)**
No additions or deletions.
3.  **Correspondence:**
 - a) *Resignation of Commissioner Sanchez from Board of Supervisors and LAFCO*
 - b) *Letter from Beckwourth Fire Protection District*
4.  **CONSENT ITEM (S)**
 - a) *Approval of the June 10th, 2019 LAFCo minutes*
Motion: *June 10th, 2019 LAFCo minutes approved as written, **Action:** Approve, **Moved by** City Member Bill Powers, **Seconded by** Co. Member Sharon Thrall. Kevin Goss abstained. Chair Tom Cooley voted in favor. Motion passed.*

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 June 2019 and July 2019**

- a) *Authorize payment of claims for June 2019 and July 2019.*
Motion: *Payment of claims for June 2019 and July 2019 authorized. Action:* Approve, **Moved by** Co. Member Sharon Thrall, **Seconded by** City Member Bill Powers.
Kevin Goss abstained. Chair Tom Cooley voted in favor. Motion passed.

PUBLIC HEARINGS and ACTION ITEMS:

7.  **Public Hearing regarding a Sphere of Influence amendment for Plumas Hospital District, annexation of territory within Indian Valley Healthcare District to the Plumas Hospital District, and dissolution of Indian Valley Healthcare District**

- a) *Receive Executive Officer's report*
b) *Conduct Public Hearing*
c) *Consider Resolution 2019-0005 adopting a Sphere of Influence Amendment for Plumas Hospital District*
d) *Consider Resolution 2019-0006 approving annexation of territory within Indian Valley Healthcare District to the Plumas Hospital District*
e) *Consider Resolution 2019-0007 approving dissolution of the Indian Valley Hospital District*
Motion: *Approve Resolutions 2019-0005, 2019-0006 and 2019-0007.*
Moved: Co. Member Alternate Kevin Goss; Seconded: Co. Member Sharon Thrall.
Vote: *Motion carried by unanimous roll call vote (summary: Yes = 4).*
Yes: *Chair Tom Cooley, City Member Bill Powers, Co. Member Alternate Kevin Goss, Co. Member Sharon Thrall.*








8.  **Discuss Bylaws and potential updates**

- a) *Review edited Bylaws for consideration at October 21, 2019 meeting*

9.  **Consider selection of a Public Member to fill a vacancy per Government Code Section 56331**

- a) *Consider selection of a Public Member*

Letters of interest received from Matthew Haesche and Robert Meacher. Brief interviews given to both candidates. Matthew Haesche selected by ballot vote.

10.   **Conduct vote for SDRMA Board representation**
 - a) *Conduct a vote for SDRMA Board (up to three representatives)
Nominated Sandy Seifert-Raffelson.*
11.  **Select Commissioner to attend the CALAFCO Annual Conference at the Hyatt Regency in Sacramento October 30- November 1, 2019.**
 - a) *Select commissioner to attend the CALAFCO Annual Conference October 30 – November 1, 2019.
Kevin Goss and Bill Powers appointed to attend. Matthew Haesche has also been invited to attend.*
12.  **Nomination for the CALAFCo Board of Directors 2019-2020. Nominate a County Member (and) or a Special District Member for the CALAFCO Northern Region.**
 - a) *Nominate a County and (or) a Special District Member to the CALAFCO Board of Directors
No nomination made.*
13.  **Consider nominations for CALAFCO 2019 Annual Achievement Awards**
 - a) *Nominate individuals/groups for any of the following 1) Outstanding CALAFCO Member, 2) Most Effective Commission, 3) Outstanding Commissioner, 4) Outstanding LAFCo Professional, 5) Outstanding LAFCo Clerk, 6) Outstanding CALAFCO Associate Member, 7) Project of the Year, 8) Distinguished Service Award, 9) Government Leadership Award, 10) Legislator of the Year, 11) Mike Gotch Courage and Innovation in Local Government Award, 12) Lifetime Achievement Award.
Nominated John Benoit for Lifetime Achievement Award.*
14.  **Designate voting member (and voting member alternate) to vote on behalf of Plumas LAFCo at the Annual CALAFCO Conference in Sacramento.**
 - a) *Designate voting member (and voting member alternate)
Kevin Goss as primary, Bill Powers in case Kevin does not attend. John Benoit is alternate.*
15.  **Election of Chair and Vice-Chair for FY 2019-2020.**
 - a. *Election of the LAFCo Chair for FY 2019-2020
Bill Powers nominated Kevin Goss for LAFCo Chair for FY 2019-2020.*
 - b. *Election of the LAFCo Vice-Chair for FY 2019-2020*

Kevin Goss nominated Bill Powers for LAFCo Vice-Chair for FY 2019-2020.

Unanimous approval.

16.  **Executive Officer's Report**

- a) *Update from CALAFCO Legislation Committee – AB1822 passed*
- b) *Application status of CHP facility (File 2019-0001) – Still in process*
- c) *Meeting for Eastern Plumas Fire Provider Potential Change of Organization – Jennifer meeting with several Eastern Plumas providers tomorrow*
- d) *John Benoit – CALAFCO will be looking at a revised dues structure.*

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.

Bill Powers did a brief study of other LAFCo commissions re: seating special districts on the commission.

17.  **Adjourn to next regular meeting.**

LAFCo's next regular meeting to take place 10:00 am on October 21, 2019 (due to Columbus Day being on October 14, 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.

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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.

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Chair:
Kevin Goss

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

Clerk:
Cheryl Kolb



LAFCo

Agenda Item #6

*The Local Agency Formation
Commission Serving Plumas County*

**Claim Authorization Form
August 2019 and September 2019 Expenses**

The Local Agency Formation Commission of Plumas County hereby authorizes the payment of the following claims from the 2019-2020 budget:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
August 7, 2019	Pers unfunded liability August 19	\$ 531.24
August 1, 2019	Health Care-Gullixson Sep 19	\$ 650.69
August 8, 2019	CalPERS Admin Expense	\$ 350.00
August 15, 2019	AT&T (Aug 19)	\$ 56.42
August 25, 2019	Commissioner Mileage Aug 19	\$ 160.78
September 1, 2019	Benoit Svcs Aug 19	\$ 765.00
September 1, 2019	Health Care-Gullixson Oct 19	\$ 650.40
September 5, 2019	Staff Svcs Aug 2019	\$ 5,443.67
September 7, 2019	Pers unfunded liability Sept 19	\$ 531.24
September 10, 2019	CALAFCO Conference Registration	\$ 1,560.00
September 16, 2019	Feather River Publishing (File 2019-1)	\$ 98.90
September 16, 2019	Feather River Publishing (Bylaws Update)	\$ 197.60
September 15, 2019	AT&T (Aug 19)	\$ 55.84
October 1, 2019	Staff Svcs September 19	\$ 5,237.98
October 7, 2019	Pers unfunded liability Oct 19	\$ 531.24
TOTAL Aug and Sep 2019 (FY 19-20) - LAFCo expenses:		\$ 16,821.00

DATED: October 21, 2019

APPROVED: October 21, 2019

Kevin Goss, Chair Plumas LAFCo

Attest:

Jennifer Stephenson, Executive Officer

Plumas LAFCO FY 19-20 Bookkeeping

Item	Insurance	Office	Copies	Communications	Postage	Memberships	Legal Svcs	Ex. OFF. Svcs	Clerk	Publications	Travel	Mileage	MSR/SOIs	Commiss	File Management
Account Number	SDRMA	Expense									Commission			Stipends	
Total Budgeted	\$ 1,300.00	\$ 300.00	\$ 800.00	\$ 900.00	\$ 300.00	\$ 1,576.00	\$2,000.00	\$ 43,000.00	\$1,035.00	\$ 1,300.00	\$ 2,500.00	\$ 1,500.00	\$ 16,000.00	\$1,200.00	\$ 3,700.00
Pers unfunded liability Jul19															
Health Care-Gullixson Jul 19															
Health Care-Gullixson Aug 19															
AT&T (Jul 19)				\$ (55.90)											
Calafco dues						\$ (1,075.00)									
SDRMA	\$ (1,380.00)														
Feather Publishing Legal Notice (File 2018-2)															
Staff Svcs Jul 19				\$ (27.98)				\$ (3,500.00)							
Pers unfunded liability Aug19															
Pers unfunded liability Sep19															
Health Care-Gullixson Sep 19															
Health Care-Gullixson Oct 19															
CalPERS Admin Expense															
AT&T (Aug 19)				\$ (56.42)											
AT&T (Sep 19)				\$ (55.84)											
Commissioner Mileage												\$ (160.78)			
Benoit Staff Svcs															
CALAFCO Registration											\$ (1,560.00)				
Feather Publishing Legal Notice (File 2019-1)															
Feather Publishing Legal Notice (Bylaws)										\$ (197.60)					
Staff Svcs Aug19								\$ (3,500.00)	\$ (172.50)						\$ (17.50)
Staff Svcs Sept19				\$ (27.98)				\$ (3,500.00)					\$ (855.00)		
TOTAL EXPENDED	\$ (1,380.00)	\$ -	\$ -	\$ (224.12)	\$ -	\$ (1,075.00)	\$ -	\$ (10,500.00)	\$ (172.50)	\$ (197.60)	\$ (1,560.00)	\$ (160.78)	\$ (855.00)	\$ -	\$ (17.50)
TOTAL REMAINING	\$ (80.00)	\$ 300.00	\$ 800.00	\$ 675.88	\$ 300.00	\$ 501.00	\$ 2,000.00	\$ 32,500.00	\$ 862.50	\$ 1,102.40	\$ 940.00	\$ 1,339.22	\$ 15,145.00	\$ 1,200.00	\$ 3,682.50

Plumas LAFCO FY 19-20 Bookkeeping

Item	County	Health	CalPERS	Agency	TOTAL	RESERVE	Contingency	EP Consolidation	IV Consolidation	CHP Annex
Account Number	Contract	Insurance	Unfunded	Training	BUDGET		4451	File 2018-0001	File 2018-0002	File 2019-0001
Total Budgeted	\$ 1,300.00	\$ 7,903.00	\$ 59,192.00	\$ 5,000.00	\$150,806.00	\$44,529.92	\$ 5,000.00	\$ 10,254.76	\$12,622	\$9,835
Pers unfunded liability Jul19			\$ (531.24)		\$ (531.24)					
Health Care-Gullixson Jul 19		\$ (650.40)			\$ (650.40)					
Health Care-Gullixson Aug 19		\$ (650.69)			\$ (650.69)					
AT&T (Jul 19)					\$ (55.90)					
Calafco dues					\$ (1,075.00)					
SDRMA					\$ (1,380.00)					
Feather Publishing Legal Notice (File 2018-2)					\$ -				\$ (187.20)	
Staff Svcs Jul 19					\$ (3,527.98)				\$ (1,665.00)	
Pers unfunded liability Aug19			\$ (531.24)		\$ (531.24)					
Pers unfunded liability Sep19			\$ (531.24)		\$ (531.24)					
Health Care-Gullixson Sep 19		\$ (650.69)			\$ (650.69)					
Health Care-Gullixson Oct 19		\$ (650.69)			\$ (650.69)					
CalPERS Admin Expense			\$ (350.00)		\$ (350.00)					
AT&T (Aug 19)					\$ (56.42)					
AT&T (Sep 19)					\$ (55.84)					
Commissioner Mileage					\$ (160.78)					
Benoit Staff Svcs					\$ -				\$ (765.00)	
CALAFCO Registration					\$ (1,560.00)					
Feather Publishing Legal Notice (File 2019-1)					\$ -					\$ (98.90)
Feather Publishing Legal Notice (Bylaws)					\$ (197.60)					
Staff Svcs Aug19					\$ (3,690.00)				\$ (1,485.00)	
Staff Svcs Sept19					\$ (4,382.98)				\$ (682.50)	\$ (225.00)
					\$ -					
TOTAL EXPENDED	\$ -	\$ (2,602.47)	\$ (1,943.72)	\$ -	\$ (20,688.69)	\$ -	\$ -	\$ -	\$ (4,784.70)	\$ (323.90)
TOTAL REMAINING	\$ 1,300.00	\$ 5,300.53	\$ 57,248.28	\$ 5,000.00	\$130,117.31	\$44,529.92	\$ 5,000.00	\$ 10,254.76	\$ 7,837.28	\$ 9,510.60

Invoice #PLUMAS-2019-9
Policy Consulting Associates, LLC

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

Date: October 1, 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)		\$35	\$0.00
Dennis Miller, GIS	3.00	\$60	\$180.00
Subtotal			\$3,680.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	7.50	\$ 90.00	\$675.00
Jennifer Stephenson, MSR and SOI Updates	9.50	\$ 90.00	\$855.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Cheryl Kolb, Applications/Projects - File 2019-0001	1.50	\$ 35.00	\$52.50
Subtotal			\$1,530.00

Reimbursements

Reproduction Costs	\$0.00
Postage	\$0.00
Phone and Communications	\$27.98
Office Supplies (folders and envelopes)	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$27.98

Amount Due	\$5,237.98
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

10/1/19

Date

Jennifer Stephenson Sept 2019 Timesheet

Date	Hours	Description	Special Project
9/1/19			
9/2/19	4.25	Conference registration and hotel reservations	
9/3/19			
9/4/19			
9/5/19	4	Development of Certificate of Filing	
9/6/19			
9/7/19			
9/8/19			
9/9/19			
9/10/19			
9/11/19			
9/12/19	1.5	Coordination with applicant (File 2019-1)	X
9/13/19			
9/14/19			
9/15/19	2.5	Mapping coordination re: (File 2019-1 and 2018-2)	
9/16/19			
9/17/19			
9/18/19			
9/19/19			
9/20/19	5.5	Mapping coordination re: SOI updates, Initiating City SOI Update	X
9/21/19	4	Drafting lighting Soi update	X
9/22/19	2.5	Response to inquiries (File 2018-2)	X
9/23/19			
9/24/19			
9/25/19			
9/26/19			
9/27/19			
9/28/19			
9/29/19			
9/30/19	1.5	Response to Commissioner mail about JPAs	



INVOICE

Invoice: 19-0017
Date: 9/29/2019

Featherhorse Designs

Dennis Miller - Principal
15 Lost Meadow Lane
Sequim, WA 98382
(360) 681-8175
featherhorsesdesigner@gmail.com

Jennifer Stephenson

Policy Consulting Associates

Projects: Plumas Hospital District

Date		County	Hours
9/9	Created a revised feature class of the Plumas Hospital District boundary; the boundary is a consolidation of Plumas Hospital District and Indian Valley Health Care District; created a feature class of the Plumas Hospital District sphere of influence boundary; created a Plumas Hospital District map identifying the Hospital District and sphere of influence boundaries as set forth in LAFCo Resolution 2019-0005; adopted August 12, 2019. Created high and low resolution maps	Plumas	3
	Created a map of Plumas County which displays the Plumas Hospital District and Indian Valley Healthcare District boundaries prior to consolidation. The map displays the Plumas Hospital District sphere of influence boundary, which is coincident with the Hospital District boundary following consolidation. Created high and low resolution maps.		
Total Hrs:			3
Rate \$60/hr			
Total Due:			\$180.00

Invoice #PLUMAS-2019-8
Policy Consulting Associates, LLC

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

Date: September 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)	0.50	\$35	\$17.50
Dennis Miller, GIS		\$60	\$0.00
Subtotal			\$3,690.00

Projects: Applications, MSRs and SOI Updates

	Hours	Rate	Amount
Jennifer Stephenson, Applications/Projects - File 2019-0001 & 2019-0002	16.50	\$ 90.00	\$1,485.00
Jennifer Stephenson, MSR and SOI Updates	0.00	\$ 90.00	\$0.00
Oxana Wolfson Analyst	0.00	\$ 80.00	\$0.00
Subtotal			\$1,485.00

Reimbursements

Reproduction Costs	\$233.49
Postage	\$7.20
Phone and Communications	\$27.98
Office Supplies (folders and envelopes)	\$0.00
Mileage	\$0.00
Transportation and Travel	\$0.00
Subtotal	\$268.67

Amount Due	\$5,443.67
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Please remit invoices to Policy Consulting Associates, LLC



Jennifer Stephenson, Principal

9/2/19

Date

Jennifer Stephenson Aug 2019 Timesheet

Date	Hours	Description	Special Project
8/1/19	9.25	Drafting of Staff Report (File 2018-2)	X
8/2/19			
8/3/19	8.75	Development of agenda packet	
8/4/19	6.5	Development of agenda packet	
8/5/19	4.5	Distribution and posting of agenda packet	
8/6/19			
8/7/19			
8/8/19			
8/9/19			
8/10/19			
8/11/19	10.5	Travel and meeting preparation	
8/12/19	5.25	Commission meeting, meeting with IVHD applicant and County	X
8/13/19	7.5	Preparation, Eastern plumas fire meeting	
8/14/19	2.25	Coordination about protest hearing facility in Greenville	X
8/15/19			
8/16/19			
8/17/19	2.5	Scanning and archiving of resolutions, posting on website	
8/18/19			
8/19/19	2.5	Development of public notice for File 2018-2	X
8/20/19	1.25	Development of public notice for Bylaws	
8/21/19			
8/22/19	0.5	Mapping coordination File 2018-2	X
8/23/19			
8/24/19			
8/25/19			
8/26/19			
8/27/19			
8/28/19			
8/29/19	1.25	Follow up with applicant re: next steps (File 2019 - 0001)	X
8/30/19			
8/31/19			

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: September 18, 2019

LAFCO---Plumas County



Publish: Hearing—annexations for new CHP facility

Feather River Bulletin only

TOTAL DUE: \$ 98.80

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971
Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress

INVOICE

Feather Publishing Co. Inc.

P.O. Box B Quincy, CA 95971

Date: September 18, 2019

LAFCO---Plumas County

RECEIVED
SEP 16 2019
PC Planning+Building

Publish: Notice intention to update bylaws

all Plumas newspapers

TOTAL DUE: \$ 197.60

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971
Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress

F EATHER PUBLISHING CO., INC.

(530) 283-0800

P.O. BOX B, QUINCY, CA 95971

RECEIVED

SEP 16 2019

PC Planning+Building

STATE OF CALIFORNIA }
County of Plumas } ss.
and/or Lassen }

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> BULLETIN
Quincy, Plumas County
Adjudication Decree #4644 | <input checked="" type="checkbox"/> RECORD
Greenville, Plumas County
Adjudication Decree #6462 |
| <input checked="" type="checkbox"/> Chester Progressive
Chester, Plumas County
Adjudication Decree #5956 | <input checked="" type="checkbox"/> PORTOLA REPORTER
Portola, Plumas County
Adjudication Decree #2497 |
| <input type="checkbox"/> Times
Susanville, Lassen County
Adjudication Decree #15466 | |

Plumas LAFCO
NOTICE OF INTENTION TO
UPDATE BYLAWS
Monday, October 21st, 2019
10:00 a.m.
in the Board of Supervisors Chambers
Plumas County Courthouse-520 Main
Street
Quincy, Calif.

NOTICE IS HEREBY GIVEN that PLUMAS LAFCO intends to adopt updated Bylaws in the interest of best serving the public. Plumas LAFCO Bylaws were most recently updated in 2010. The Commission identified certain deficiencies and out-of-date references within the Bylaws and desires to update the Bylaws to appropriately guide internal operations and processes of LAFCO.

Any interested person may present written comments concerning the proposed updates to the Bylaws no later than October 21st, 2019 at the conclusion of a public hearing to Plumas LAFCO in person at the hearing or in writing to Ms. Jennifer Stephenson, Plumas LAFCO Executive Officer, 5050 Laguna Blvd #112-711 Elk Grove, CA 95758 or jennifer@pcateam.com or (310)936-2639.

Plumas LAFCO has discussed recommended changes to the Bylaws at the August 12 and June 10, 2019 meetings. Copies of the proposed updated Bylaws and all of the information upon which it is based may be obtained free from Plumas LAFCO at the address above or on the Plumas LAFCO website. Any inquiries concerning the proposed Bylaws should be directed to Jennifer Stephenson at the address above.
Published FRB, IVR, PR, CP
Sept. 18, 2019

that the Notice of Intention to Update Bylaws,
Plumas LAFCO

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 Sept. 18, 2019
and ending Sept. 18, 2019, both dates inclusive,
to wit: Sept. 18, 2019

Date: Sept. 18, 2019

/s/

Keri B. Taborski

Keri B. Taborski

FEATHER PUBLISHING CO., INC.
(530) 283-0800
P.O. BOX B, QUINCY, CA 95971

STATE OF CALIFORNIA }
County of Plumas } ss.
and/or Lassen }

RECEIVED

SEP 16 2019

PC Planning+Building

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"/> BULLETIN
Quincy, Plumas County
Adjudication Decree #4644 | <input type="checkbox"/> RECORD
Greenville, Plumas County
Adjudication Decree #5462 |
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Chester, Plumas County
Adjudication Decree #5966 | <input type="checkbox"/> PORTOLA REPORTER
Portola, Plumas County
Adjudication Decree #2497 |
| <input type="checkbox"/> Timen
Susanville, Lassen County
Adjudication Decree #15466 | |

that the Public Hearing, Plumas LAFCo re: AVCSD
and QFPD annexation for CWP facility

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 Sept. 18, 2019
and ending Sept. 18, 2019, both dates inclusive,
to wit: Sept. 18, 2019

Date: Sept. 18, 2019 /s/ Keri B. Taborski
Keri B. Taborski

**PLUMAS LOCAL AGENCY
FORMATION COMMISSION
NOTICE OF PUBLIC HEARING**

Monday, October 21, 2019
10:00 a.m. (or as soon thereafter as
possible) in the
Board of Supervisors Chambers
Plumas County Courthouse-
520 Main Street
Quincy, Calif.

Notice is hereby given that the Plumas
Local Agency Formation Commission
(LAFCO) will hold public hearing to consider
the following item:

**Annexation to American Valley
Community Services District and Quincy
Fire Protection District for the purposes
of a new CHP facility.**

This proposal is for the American Valley
Community Services District and the
Quincy Fire Protection District to annex 5
acres more or less of territory that lies along
Lee Road in Quincy, CA and is within each
of the agency's Sphere of Influence. The
application was filed by the property owner
- the State of California. The proposal, if
approved, would result in the addition of 5-
acres more or less to the American Valley
Community Services District boundaries
and the Quincy Fire Protection District
boundaries.

The Commission will consider oral and writ-
ten testimony by any interested person or
affected agency as well as the report of the
Executive Officer. At the hearing, the
Commission may approve or disapprove a
proposal with or without amendment, whol-
ly, partially, or conditionally, may include or
exclude territory in a change of organization
or may continue its consideration with or
without amendment, as a whole, in part, or
upon such conditions as the Commission
may determine. The extension or continua-
tion of any previously authorized charge,
fee, assessment, or tax by a local agency or
a successor local agency may be applied in
the affected territory. Pursuant to
Government Code Section 56662, the
Commission intends to

wave the protest proceeding if the
Commission approves the annexation as
the property is uninhabited, there is 100
percent landowner consent and there is no
written opposition by the subject agencies.
The Commission intends to affirm the Lead
Agency's CEQA findings as contained in
the applicant's Initial Study/Mitigated
Negative Declaration. This notice complies
with Section 15182 of the CEQA
Guidelines.

Persons may attend and be heard at the
time and place of the hearing. If you chal-
lenge the action of the Commission on any
of the above stated items in court, it may be
limited to only those issues raised at the
public hearing described in this notice, or in
written correspondence delivered to the
Plumas Local Agency Formation
Commission at, or prior to, the public hear-
ing.

The Executive Officer's report will be avail-

able for review at the Plumas County
Planning Department located at 555 Main
St. Quincy, California, and as practicable,
the LAFCO website www.plumaslafco.org
five (5) days prior to the hearing. The con-
tact person is Jennifer Stephenson,
Executive Officer who may be reached at
(310) 936-2639 or jennifer@pcatsam.com.
Published FRB
Sept. 18, 2019]

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SEP 16 2019

PC Planning+Building

INVOICE Plumas LAFCo Aug 2019

John Benoit

Invoice number: **2019-0070**

Invoice date: 1-Sep-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	6.75	PHCD-IVHD	Aug 1-31, 2019	\$675.00

Total activity cost: \$675.00

Materials / Other Expenses	Reason / Vendor	Amount
Reproduction Costs		
Postage		
Phone & Communications		
Office Supplies		
Mileage	mileage to Quincy	\$ 87.00
Transportation and Travel		\$ -

Total materials cost: \$87.00

Total billing: \$ 762.00

Plumas LAFCO

Executive Officer's Report

October 21, 2019

TO: Plumas Local Agency Formation Commission

FROM: Jennifer Stephenson, Executive Officer

SUBJECT: LAFCO File 2019-0001 Reorganization including a 5.00-acre annexation to both the American Valley CSD and the Quincy FPD

EXECUTIVE OFFICER'S RECOMMENDATIONS: Adopt the proposed Resolution (Resolution 2019-0008 (see Attachment #1)) approving LAFCO project 2019-0001, a reorganization annexing 5-acres more or less of state-owned property to the American Valley Community Services District (AVCSD) and Quincy Fire Protection District (QFPD) subject to the recommended terms and conditions (herein after referred to as Annexation in this report).

Suggested Motions:

Adopt proposed Resolution 2019-0008 approving an annexation consisting of 5 acres more or less to the American Valley Community Services District for water and wastewater services and Quincy Fire Protection District for fire services subject to recommended terms and conditions.

I. BACKGROUND:

A. Summary:

The State of California has made an application for annexation of 5 acres more or less to the American Valley Community Services District and Quincy Fire Protection District on property located on Assessor's parcel #117-140-027 located in Quincy.

The purpose of this annexation is to include this area in the American Valley Community Services District to connect to AVCSD's water and wastewater system and in the Quincy Fire Protection District to ensure fire protection services on the site of the planned site of the California Highway Patrol replacement facility.

Government Code Section 56662 allows the Commission to make determinations without notice and hearing provided there is 100 percent landowner consent, the territory is uninhabited (less than 12 registered voters) and no agency has submitted a written demand for a notice and hearing within 10-days of receiving notice, which was mailed by LAFCo staff to agencies on May 10, 2019. This proposal qualifies since the State owns 100 percent of the land to be annexed, no demand for notice and hearing was requested,

the proposal is within the Sphere of Influence and there are less than 12 registered voters. Both districts have the ability to serve this parcel.

Staff recommends that the Plumas Local Agency Commission approve the annexation bringing the approximate 5 acres of territory into the American Valley Community Services District and the Quincy Fire Protection District, subject to the terms and conditions stated in the proposed Resolution 2019-0008.

B. Proposal and Justification

The purpose of the proposed project is to annex a total of 5 acres into the American Valley Community Services District in order to connect the proposed CHP facility to water and wastewater utilities. Simultaneously, the proposed project is to annex the same territory into the Quincy Fire Protection District to provide fire protection and emergency medical services to the proposed facility, as provided by QFPD.

In January 2019, LAFCo received an application for this annexation to the American Valley Community Services District and the Quincy Fire Protection District (LAFCo file 2019-0001). The purpose of this proposal to provide water, wastewater, and fire services for a proposed California Highway Patrol facility, as opposed to constructing a well and septic system and related infrastructure. This proposal is within the Spheres of Influence of both the AVCSD and QFPD. The AVCSD provides domestic water and wastewater collection and treatment services. Infrastructure for these services is in Lee Road running in front of the proposed area for annexation. QFPD provides fire and emergency medical services to the area up to Lee Road abutting the proposed annexation area.

C. Location and Property Address:

The property is located at 2037 Lee Road in Quincy, CA. The property is in the East Quincy area contiguous to the American Valley Community Services District and the Quincy Fire Protection District where Alta Avenue intersects with Lee Road. The property consists of APN 117-140-027.

D. Purpose

The purpose of this annexation into American Valley Community Services District and the Quincy Fire Protection District is for safe and reliable water supply, wastewater collection services, and fire services.

II. ANALYSIS

A. Accepted for filing:

September 12, 2019

B. Publication and Posting:

Published in Feather River Bulletin
on September 18, 2019.
Posted with agenda.

C. Compliance with CEQA:

Lead Agency:	California Highway Patrol
Responsible Agency:	N.A.
Environmental Finding:	Mitigated Negative Declaration (See Attachment 2)
Date of Finding:	June 13, 2019

D. Compliance with applicable Plans:

Existing land use on the subject territory is pasture grazing. The County General Plan designates the territory as agricultural preserve but is also in a planning expansion area—an area delineated within the General Plan Land Use Map that identifies potential future expansion of a town or community boundary to accommodate additional growth, based upon such factors as the ability to provide services to the area. However, pursuant to Government Code 66428 (a)(2), the State is not subject to local zoning laws or the Subdivision Map Act.

E. Compliance with applicable Spheres of Influence:

The proposed annexation is within the Sphere of Influence for the American Valley Community Services District as adopted in 2017 and the Quincy Fire Protection District as adopted in 2014.

F. Existing Land Use and Zoning:

-LAND USE DESIGNATION:	Agricultural Preserve
-ZONING:	Agricultural Preserve
-DWELLINGS:	none
-POPULATION:	uninhabited
-REGISTERED VOTERS:	0

G. Landowner(s)/applicant(s):

State of California - California
Highway Patrol

H. Existing Land Use and Zoning for Surrounding Territory:

The current land use/zoning plan for the Annexation Area is Agricultural Preserve.

- North: Agricultural Preserve
- South: Periphery Commercial and Single Family Residential ½-acre
- West: Light Industrial
- East: Agricultural Preserve

I. Proposed Development: A replacement California Highway Patrol Facility

J. Fiscal Data: As a State-owned property, the property is exempt from taxation (California Constitution, Article XIII, Section 3(b)). There will be a zero property tax change for base property tax and zero property tax exchange for the annual tax increment for the territory to be annexed to AVCS and QFPD as stated in Plumas County Resolution 2019-8427 for services provided.

K. Existing and Proposed Service Agencies:

<u>Service:</u>	<u>Existing Provider:</u>	<u>Proposed Provider:</u>
School Districts	Plumas Unified	Same
Fire Protection	None	Quincy FPD
General Government	Plumas County	Same
Police Protection	Plumas County Sheriff	Same
Off-site Drainage and Flood Control	Plumas County	Same
Water and Wastewater	None	American Valley CSD
Street Lighting	Quincy Lighting District	Same
Roads	Plumas County	Same
Emergency Services	None	Quincy FPD

Conclusion:

The above considerations are the basis to support the inclusion of 5 acres to the American Valley Community Services District and Quincy Fire Protection District. Recommended actions are presented in accordance with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 as they apply to this annexation.

Based upon the foregoing, it is recommended this annexation be approved by adopting attached Resolution 2019-0008 Making Determinations and Approving the CHP Annexation to the American Valley Community Services District and the Quincy Fire Protection District including 5 acres.

III. POLICY ANALYSIS - ANNEXATION

1. GOVERNING LAW

LAFCO is charged with applying the policies and provisions of the Cortese-Knox-Hertzberg Act to its decisions regarding annexations, incorporations, reorganizations, and other changes of government. Section 56668 of the Government Code states the following:

Factors to be considered in the review of a proposal shall include, but not be limited to, all of the following:

- (a) Population, and population density; land area and land use; assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent incorporated and unincorporated areas, during the next 10 years.
- (b) The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation; formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.
“Services,” as used in this subdivision, refers to governmental services whether or not the services are services, which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.
- (c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.
- (d) The conformity of both the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns, of urban development, and the policies and priorities set forth in Section 56377.
- (e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.
- (f) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.
- (g) A regional transportation plan adopted pursuant to Section 65080.
- (h) The proposal's consistency with city or county general and specific plans.
- (i) The Sphere of Influence of any local agency which may be applicable to the proposal being reviewed.
- (j) The comments of any affected local agency or other public agency.
- (k) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

- (l) Timely availability of water supplies adequate for projected needs as specified in Section 65352.5
- (m) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with section 65580) of Chapter 3 of Division 1 of Title 7.
- (n) Any information or comments from the landowner or landowners, voters, or residents of the affected territory
- (o) Any information relating to existing land use designations.
- (p) The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.
- (q) Information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone pursuant to Section 51178 or maps that identify land determined to be in a state responsibility area pursuant to Section 4102 of the Public Resources Code, if it is determined that such information is relevant to the area that is the subject of the proposal.

These factors will be reviewed with regard to the CHP Annexation to the American Valley Community Services District and the Quincy Fire Protection District:

- (a) Population, and population density; land area and land use; assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent incorporated and unincorporated areas, during the next 10 years.

This proposal will not have any impact upon population growth in the area since the annexation is to serve a planned California Highway Patrol facility that will not have residents.

- (b) The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation; formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.
 "Services," as used in this subdivision, refers to governmental services whether or not the services are services, which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.

At present, American Valley CSD and Quincy FPD serve areas immediately adjacent to the proposed annexation area and are capable of extending services to the annexation area.

The American Valley CSD water and wastewater mains run along Lee Road, which abuts the property. Connection costs to the water and wastewater system would be borne by the applicant. Without connection to these services, private septic and a well would be necessary on the property. Connection to a water and wastewater system is the preferred option, given historically high groundwater levels impacting septic and well installation as well as regulations on a what would be considered a nontransient noncommunity water system.

The nearest Quincy FPD fire station is approximately 250 feet away from the annexation property. As identified in the project Initial Study/Mitigated Negative Declaration it is anticipated that the additional employees associated with the facility would not generate substantial demand for fire protection, significantly affect the average response times or other performance metrics, or require provision of new fire protection facilities.

(c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.

This annexation will likely have little effect on adjacent areas as the property is generally surrounded by agricultural land, a barn, and large lot residential. Across the street to the south is an animal hospital, residences, a few dining areas, gas stations, and some commercial uses. Additionally, the only change in local governmental structure will be the proposed annexation into AVCSD and QFPD. The County would continue to be the land use authority for the property.

(d) The conformity of both the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns, of urban development, and the policies and priorities set forth in Section 56377.

The adopted Commission policies are examined below. Government Code Section 56377 states the following:

56377. In reviewing and approving or disapproving proposals which could reasonably be expected to induce, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider all of the following policies and priorities:

- (a) Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing nonprime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.
- (b) Development of existing vacant or nonprime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the Sphere of Influence of a local agency should be encouraged before any proposal is approved which would allow for or lead to the development of existing open-space lands for non-open-space uses which are outside of

the existing jurisdiction of the local agency or outside of the existing Sphere of Influence of the local agency.

The annexation area is designated as Agricultural Preserve in the Plumas County General Plan and zoned as the same. Some grazing occasionally occurs on the site. Plumas County is not mapped in the Farmland Mapping and Monitoring Program; however, the soils are rated by the USDA as Class 4 and 6, which do not meet the criteria for Prime Farmland.¹ The proposed annexation area is within the Sphere of Influence of both AVCSD and QFPD.

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| (e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016. |
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Government Code Section 56016 states the following:

56016. "Agricultural lands" means land currently used for the purpose of producing an agricultural commodity for commercial purposes, land left fallow under a crop rotational program, or land enrolled in an agricultural subsidy or set-aside program.

The occasional grazing offered on the property meets the definition of agricultural lands in Section 56016. The parcel lines were redrawn to accommodate the proposed site, which minimizes the impact on the use of surrounding areas for these grazing purposes.

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| (f) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries. |
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The boundaries are definite and certain. The area was originally comprised of a portion of two parcels (117-140-026 and 116-310-003), but a new APN has been allocated to the new parcel (117-140-027). The land will adjoin other land in AVCSD and QFPD.

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| (g) A regional transportation plan adopted pursuant to Section 65080. |
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The project is generally consistent with the Regional Transportation Plan adopted in 2010. The project environmental review found that with respect to conflict with any applicable plan, ordinance or policy regarding transportation that there were “less than significant impacts with mitigation incorporated.” The mitigation measure is development and implementation of a Construction Traffic Management Plan.

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| (h) The proposal's consistency with city or county general and specific plans. |
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¹ CHP, Quincy Area Office Replacement Project Initial Study/Mitigated Negative Declaration, February 2019, p. 3-20.

While the proposed annexation area is designated as Agricultural Preserve in the 2035 Plumas County General Plan, it is also identified as a planned expansion area for the Quincy community. Consequently, the area is generally consistent with applicable plans. However, pursuant to Government Code 66428 (a)(2), the State is not subject to local zoning laws or the Subdivision Map Act.

(i) The Sphere of Influence of any local agency which may be applicable to the proposal being reviewed.

This proposal does not conflict with the Sphere of Influence of any other district providing similar services. This area is within the AVCSD and QFPD Spheres of Influence.

(j) The comments of any affected local agency or other public agency.

Letters of notification and solicitation of comments were mailed to the affected and other public agencies on May 10, 2019. LAFCO did not receive any comments.

(k) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.
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The American Valley Community Services District has indicated its ability to extend the water and wastewater services to the annexation area.² The most recent MSR (2015) for AVCSD (Quincy CSD and East Quincy CSD at that time) notes that water and wastewater services offered are adequate with certain challenges, in particular occasional positive coliform tests and capacity constraints at the wastewater treatment plant. The District is working to expand treatment capacity at its wastewater treatment plant. AVCSD's financing level was found to be sufficient to deliver services. As the CHP will be paying rates to cover utility costs to the property, it is anticipated that revenues will continue to be sufficient.

The Quincy Fire Protection District has indicated the ability to extend fire protection and emergency medical services to the annexation area.³ The most recent MSR (2013) for QFPD determined that services provided by the District appear to be adequate based on response times and the ISO rating. It is noted in the MSR that current financing levels are adequate following the approval of Measure A—a special tax measure of \$98.50 per developed and undeveloped parcel in 2013. Given that the property is state-owned, it is tax exempt, which precludes the QFPD from recouping its special tax on that property although services will be rendered. It is recommended that the State consider an annual payment equal to the special tax presently collected by QFPD on all other parcels to be used for fire mitigation.

² Phone call with General Manager Jim Doohan, May 7, 2019.

³ Phone call with Fire Chief Robbie Cassou, May 9, 2019.

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| (l) Timely availability of water supplies adequate for projected needs as specified in Section 65352.5 |
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Water will be available from the American Valley Community Services District for the proposed annexation.

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| (m) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with section 65580) of Chapter 3 of Division 1 of Title 7. |
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This application is not applicable to this consideration.

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| (n) Any information or comments from the landowner or landowners, voters, or residents of the affected territory |
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A public hearing notice was published in the Feather River Bulletin on September 18, 2019. No comments have been received.

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| (o) Any information relating to existing land use designations. |
|---|

Existing land use on the subject territory is pasture grazing. The County General Plan designates the territory as agricultural preserve but is also in a planning expansion area—an area delineated within the General Plan Land Use Map that identifies potential future expansion of a town or community boundary to accommodate additional growth, based upon such factors as the ability to provide services to the area. However, pursuant to Government Code 66428 (a)(2), the State is not subject to local zoning laws or the Subdivision Map Act.

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| (p) The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services. |
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There are no issues associated with environmental justice with this proposal.

2. PLUMAS LAFCO POLICY

The following analysis is provided as a guide for the Commission to consider. This proposal complies with applicable legal and policy requirements, as summarized below:

LAFCO Policy 2.A. Communication Between Local Agencies

Plumas LAFCO has determined that an important part of its role is to encourage and promote communication and collaborative planning and studies between public agencies (such as the county, cities and special districts), members of the public, and service-providing members of the private sector such as water and electric companies.

LAFCO has communicated with AVCSO, QFPD, and the County on this annexation on multiple occasions.

LAFCO Policy 2.B. Urban Development

Plumas LAFCO will encourage proposals that promote urban development to include annexation to a city or district where it is reasonable to do so, and to discourage proposals for urban development without annexation. Plumas LAFCO will also encourage cities and districts to annex lands that have been developed to urban levels, particularly areas that receive city or district services.

As stated in this policy, it is preferred that whenever possible urban development annex to available service providers. In this case, the proposed annexation area is within the Sphere of Influence of both AVCSO and QFPD; therefore, annexation to these areas aligns with this policy.

LAFCO Policy 2.C. Discouraging Urban Sprawl

Plumas LAFCO will discourage urban sprawl, and the Commission will make findings and deny proposals that can reasonably be expected to result in sprawl. Sprawl is characterized by irregular, dispersed, and/or disorganized urban or suburban growth patterns occurring at relatively low density and in a manner that precludes or hinders efficient delivery of municipal services, especially roads, public sewer and public water.

The property is within the General Plan area designated as planning expansion area—an area delineated within the General Plan Land Use Map that identifies potential future expansion of a town or community boundary to accommodate additional growth, based upon such factors as the ability to provide services to the area. And, as such, the annexation will not promote urban sprawl.

LAFCO Policy 2.D. Environmental Consequences (CEQA)

LAFCO shall operate in accordance with the California Environmental Quality Act (CEQA), Public Resources Code Sections 21000 and the Guidelines for implementation of the California Environmental Quality Act. Like other public agencies, LAFCO is required to comply with the California Environmental Quality Act and consider the

environmental consequences of its actions. Each proposal must receive the appropriate environmental review for consideration by the Commission in making its decisions.

The CHP, as lead agency, compiled an initial study/mitigate negative declaration for the project. The study was released in February 2019. LAFCO provided comments on the draft report on May 7, 2019. The CHP approved a mitigated negative declaration and adopted a mitigation monitoring and reporting program on June 13, 2019.

LAFCO Policy 2.E. Balancing Jobs and Housing

Plumas LAFCO will encourage applications, which improve the regional balance between jobs and housing. Plumas LAFCO will consider the impact of a proposal on the regional supply of residential housing for all income levels. The agency that is the subject of the proposal must demonstrate to the Commission that any adverse impacts of the proposal on the regional affordable housing supply will be mitigated.

This policy is not applicable to this application.

LAFCO Policy 2.F. Compact Urban Form and Infill Development Encouraged

When reviewing proposals that result in urban development, Plumas LAFCO will consider whether the proposed development is timely, compact in form and contiguous to existing urbanized areas. Plumas LAFCO will favor development of vacant or under-utilized parcels already within a city or other urbanized area before annexation of new territory.

The property is within the General Plan area designated as planning expansion area—an area delineated within the General Plan Land Use Map that identifies potential future expansion of a town or community boundary to accommodate additional growth. The area is contiguous to existing urbanized areas and promotes compact development.

LAFCO Policy 2.G. Public Accessibility and Accountability

LAFCO recognizes that the public's ability to participate in the local governance process is improved when the government structure is simple, accessible, and when decision-makers are accountable to those affected. The Commission will consider this principle when it evaluates proposals for change of organization or reorganization.

AVCSD holds regular public meetings. The Directors are elected and are accountable to the voters. The State Water Resources Control Board and the Regional Water Quality Control Board regulate the utility services provided by the District.

QFPD holds regular public meetings. The Directors are elected and are accountable to the voters. The services provided by the District are regularly reviewed by the Insurance Services Office.

LAFCO Policy 2.H. Adequate Services

Plumas LAFCO will consider the ability of an agency to deliver adequate, reliable and sustainable services and water resources, and will not approve a proposal that has significant potential to diminish the level of service in the agency's current jurisdiction. The agency must provide satisfactory documentation of capacity to provide service within a reasonable amount of time.

Both districts demonstrated the ability to provide an adequate level of services in the most recent MSRs. AVCSD has water source and distribution capacity to provide services to the proposed area. AVCSD has capacity in its wastewater collection system to provide services. Although AVCSD has capacity constraints at its wastewater treatment plant, the District is in the process of addressing those constraints through expansion of the plant.

QFPD has response times appropriate to the area and an ISO rating similar to other Plumas County providers. Addition of a single parcel contiguous to QFPD's boundaries is not anticipated to increase demand on the District.

LAFCO Policy 2.I. Efficient Services

Community needs are normally met most efficiently and effectively by proposals that:

1. Utilize Existing Public Agencies rather than create new ones.
2. Consolidate the Activities and Services of public agencies in order to obtain economies from the provision of consolidated services.
3. Restructure Agency Boundaries and service areas to provide more logical, effective, and efficient local government services.

The proposed annexation territory will become part of the existing districts, which will promote efficient services rather than forming a new district in the Sphere of Influence or other method of providing the services.

LAFCO Policy 2.J. Community Impacts

Plumas LAFCO will consider the impacts of a proposal and any alternative proposals on adjacent areas, on mutual social and economic interests, and on the local government structure. The Commission may deny a proposal if adverse impacts are not mitigated to an acceptable level.

The community impacts will be beneficial from the proposed annexation because the Area will have the appropriate services and is a logical extension of the existing districts.

LAFCO Policy 2.K. Conformance With General and Specific Plans

Plumas LAFCO will approve changes of organization or reorganization only if the proposal is consistent with the General Plan and relevant Specific Plans of the applicable planning jurisdiction.

While the proposed annexation area is designated as Agricultural Preserve in the 2035 Plumas County General Plan, it is also identified as a planned expansion area for the Quincy community. Consequently, the area is generally consistent with applicable plans. However, pursuant to Government Code 66428 (a)(2), the State is not subject to local zoning laws or the Subdivision Map Act.

LAFCO Policy 2.L. Boundaries

Plumas LAFCO will not accept as complete any application for a proposal unless it includes boundaries that are definite, certain, and fully described.

The boundaries of the proposed annexation are definite and no lines of assessment are split. One assessor's parcel will be annexed.

LAFCO Policy 2.M. Revenue Neutrality

Revenue Neutrality Is Applicable to All Proposals. Plumas LAFCO will approve a proposal for a change of organization or reorganization only if the Commission finds that the proposal will result in a similar exchange of both revenues and service responsibilities among each affected agency. A proposal is deemed to have met this standard if the amount of revenue that will be transferred from an agency or agencies currently providing service in the subject territory to the proposed service-providing agency is substantially equal to the expense the current service provider bears in providing the services to be transferred.

The proposed annexation will not take revenue from any other special district or the County. As a State-owned property, the property is exempt from taxation (California Constitution, Article XIII, Section 3(b)). There will be a zero property tax change for base property tax and zero property tax exchange for the annual tax increment for the territory to be annexed to AVCS and QFPD as stated in Plumas County Resolution 2019-8427 for services provided. New district connections will be fee supported.

Given that the property is state-owned, it is tax exempt, which precludes the QFPD from recouping its special tax on that property although services will be rendered. It is recommended that the State consider an annual payment equal to the special tax presently collected by QFPD on all other parcels within its parcels to be used for fire mitigation.

LAFCO Policy 2.N. Agricultural and Open Space Land Conservation

A primary goal of Plumas LAFCO is the preservation of open space and prime agricultural lands. Plumas LAFCO will exercise its powers to preserve prime agricultural ("ag") land as defined in Section 56064 of the Government Code, and open space land as defined in Section 65560 of the Government Code pursuant to standards.

As noted in Plumas LAFCO's Policies, one of LAFCO's core purposes is preservation of open space and prime agricultural land. (Policy 2.14.) The policy goes on to state that The Commission will exercise its powers to conserve prime agricultural ("ag") land as defined in Section 56064 of the Government Code."

This annexation project is not located on land meeting the LAFCO definition of prime agricultural land as stated in Government Code Section 56064.

LAFCO Policy 2.O. Need for Services

A need for the services that will be made available must be established. Plumas LAFCO will determine that a need for service exists if any of the following situations is present:

1. Public Health and Safety Threat - If the lack of the service creates a demonstrated threat to the public health and safety.
2. Community Needs - If a proposal includes the extension or provision of community services that are not considered growth inducing, such as fire protection, recreation, road maintenance, etc., and the residents of the area have indicated a desire for the service.
3. Five-year Urbanization - If a proposal will result in the extension of services that may reasonably be expected to result in urbanization of the subject territory, the area growth patterns must indicate that the subject area is likely to be developed for urban use within five years, if permitted, and local planning regulations provide.

The property owner has indicated a desire for the services offered by AVCSD and QFPD. Additionally, the annexation area is in an area that is to be considered for expansion of the developed Quincy community core.

LAFCO Policy 2.P Tribal Lands

If a proposal involves an amendment or establishment of a Sphere of Influence or change of organization, which could ultimately lead to the provision of services to tribal lands, the proper tribal authority shall be informed of LAFCO's intention to seek a partial waiver of sovereign immunity prior to its approval of a change of organization.

This policy is not applicable to this application.

LAFCO Policy 2.Q Updated Municipal Service Review Required

At the time LAFCO receives an application for a Sphere of Influence amendment, information contained in the applicable Municipal Service Review (MSR) shall be reviewed and updated, as necessary. Revised determinations within an applicable MSR will be required when significant changes in the MSR baseline result in inconsistencies with existing MSR determinations.

The property is within the Spheres of Influence of AVCSD and QFPD; therefore, no amendment is necessary.

LAFCO Policy 2.R. Exceptions

Plumas LAFCO may make exceptions to any of the standards in this Chapter if it determines that such exceptions can be justified (based on outlined grounds).

No exceptions to LAFCO Policy are recommended.

3. LAFCO POLICIES REGARDING ANNEXATIONS

Plumas LAFCO has adopted the following policies regarding annexations:

LAFCO POLICY 4.A.1 Consistency with LAFCO Policies

The annexation or detachment must be consistent with the General Policies set forth in Section II of this Chapter above.

As mentioned, the proposed annexation to AVCSD and QFPD is consistent with Plumas LAFCO policies.

LAFCO POLICY 4.A.2 Consistency with Spheres and Service Review

- a) The annexation or detachment must be consistent with the internal Spheres of Influence boundaries.
- b) The annexation must also be consistent with the applicable Municipal Service Review.
- c) Proposed annexations of lands that lie outside of the near-term sphere horizon are presumed to be inconsistent with the Sphere Plan.

The annexation to the AVCSD and QFPD is consistent with the Sphere of Influence and Service Review.

LAFCO POLICY 4.A.3 Plan for Services Required

Every proposal must include a Plan for Services that addresses the items identified in Government Code Section 56653. This Plan for Service must be consistent with the Municipal Service Review of the agency.

A plan for services was included as part of the application.

LAFCO POLICY 4.A.4 Contiguity

If required by statute, or if necessary to ensure efficient service provision, territory proposed to be annexed must generally be contiguous to the annexing city or district.

The proposed annexation is contiguous to the AVCSD and QFPD.

LAFCO POLICY 4.A.5 Piecemeal Annexation Prohibited

Plumas LAFCO will favorably consider proposals that are a part of an orderly, phased annexation program by an agency for territory within its Sphere of Influence.

Other parcels in this area are already in the district. This annexation will not result in piecemeal annexations of other parcels in the area.

LAFCO POLICY 4.A.6 Annexations to Eliminate Islands

Proposals to annex islands and that otherwise correct illogical distortion of boundaries will be approved unless they would violate another provision of these standards.

This policy is not applicable to this application.

LAFCO POLICY 4.A.7 Annexations that Create Islands

An annexation will not be approved if it will result in the creation of islands of incorporated or unincorporated territory or otherwise cause or further the distortion of existing boundaries.

The proposed annexation does not eliminate or create islands.

LAFCO POLICY 4.A.8 Service Requirements

An annexation or attachment shall not be approved merely to facilitate the delivery of one or a few services to the detriment of either existing or future delivery of a larger number of services or services more basic to public health and welfare.

Extension of services to the proposed annexation area by AVCSD and QFPD does not appear to be detrimental or potentially detrimental to other customers or services.

**LAFCO POLICY 4.A.9 Adverse Impact of Annexation on other Agencies
or Service Recipients**

Plumas LAFCO will deny annexation proposals that would result in significant adverse effects upon other service recipients or other agencies serving the affected area unless the approval is conditioned to avoid such impacts.

The proposed annexation to AVCSD and QFPD will have no adverse impact on other agencies or existing service recipients.

LAFCO POLICY 4.A.10 Need for Services

An annexation will normally not be approved unless an agency can demonstrate there is a demand and need for services in the short-term and that the annexation will not be premature meeting the criteria in Section II N.

Without connection to water and wastewater services, private septic and a well would be necessary on the property. Connection to a water and wastewater system is the preferred option, given historically high groundwater levels impacting septic and well installation, as well as regulations on a what would be considered a nontransient noncommunity water system once installed.

Fire protection and emergency medical services are recommended for all structures and surrounding areas. The services offered by QFPD are essential to the planned project.

LAFCO POLICY 4.B. Determination of the Most Efficient Service Provider
Plumas LAFCO will approve an annexation and (or) detachment only if the Commission determines that the annexing agency possesses the capability to provide better services for the affected population.

AVCSD and QFPD will be the most efficient service providers for the relevant services, as they are located immediately adjacent to the proposed annexation area. There are no other feasible service providers in the vicinity. Both agencies have demonstrated in their MSRs the ability to provide adequate services.

LAFCO POLICY 4.B.1 Optimum Combination of Service and Cost
For purposes of this standard, the best provider is the agency that provides the best combination of service cost and service level.

AVCSD and QFPD are the most efficient providers of these services in this area. There are no other feasible service providers in the vicinity.

LAFCO POLICY 4.B.2 City Annexations and Detachments
In the case of a city annexation and detachment from a special district, LAFCO may consider the broader service issues in making the determination whether to approve the detachment and shift of services from the special district to the city.

This policy is not applicable to this application.

LAFCO POLICY 4.B.3 “Affected Population” Defined
For purposes of this standard, “affected population,” means any of the following:

- i) The population, which inhabits or will inhabit the area to be annexed.
- ii) The population already being served by the annexing agency.
- iii) The population of existing or potential alternative service providers.

There are not presently, nor are there anticipated to be any inhabitants in the annexation area. The population already being served by AVCSD and QFPD will not be adversely affected in any way from this annexation. There are no other alternative service providers.

LAFCO POLICY 4.B.4 Factors to Be Considered
LAFCO shall take into account all of the following factors:

- a) Physical accessibility of the territory to the agency’s service provision resources.
- b) The agency’s possession of or ability to acquire resources necessary to provide the needed service.
- c) The agency’s historic service provision effectiveness and efficiency.

- d) The appropriateness of the agency's organizational structure to meet service needs.
- e) The legislative policy established in the Cortese-Knox-Hertzberg Act to favor consolidation of services in a single multi-service provider over allowing the proliferation of single-purpose service agencies.
- f) The possibility of a negative effect on alternative service providers and those who use their services.
- g) Other information supplied by the agencies and (or) developed by LAFCO.
- h) The factors listed in Government Code Section 56668.

- a) The territory is physically accessible to the AVCSD and QFPD.
- b) AVCSD and QFPD have the resources to provide the services including financial resources.
- c) AVCSD and QFPD have historically been good service providers to the residents.
- d) AVCSD and QFPD are the appropriate service providers and the Board of each of the respective district will be accountable to the voters.
- e) The legislative policy of the Cortese-Knox-Hertzberg Act favors a single multi-service provider. While the territory is to be annexed into two districts, the project does not call for the formation of a new service provider or promote proliferation of special districts.
- f) There will be no adverse effect on other service providers and there is no other service provider for these specific services.
- g) There has been no further information provided by the agencies or developed by LAFCO.
- h) Factors listed in Gov. Code 56668 were previously discussed in this report.

LAFCO POLICY 4.B.5 LAFCO Responsibility for Determination

LAFCO shall determine the most efficient overall service provider or combination of providers, not the affected agencies.

Although there are many service providers in Plumas County, LAFCO has determined that the most efficient way to provide for these services is to use special districts. The proposed annexations to AVCSD and QFPD is a logical and efficient way to provide for water, wastewater, fire protection, and emergency medical service.

4. COMMENTS RECEIVED FROM THE PUBLIC AND AGENCIES

No comments received.

5. ALTERNATIVE ACTIONS BY THE COMMISSION

The Commission has the following alternatives for action:

Alternative #1

The Commission may wish to consider the annexation of the 5 acres as well as adjacent parcels. The district and (or) the landowners are not requesting annexation of additional parcels.

Alternative #2 Continue the Hearing.

The Commission may determine that it does not have sufficient information to make a decision at this time, and continue the matter to a date and time certain.

Alternative #3 Approve the project as submitted.

The Commission may approve the annexation as submitted for 5 acres.

6. STAFF RECOMMENDATION

Staff recommends the Commission approve the CHP Annexation, as submitted, to the American Valley Community Services District and Quincy Fire Protection District by adopting Resolution 20189-0008.

Respectfully Submitted,

Jennifer Stephenson,
Executive Officer

Attachments:

- 1. Proposed Resolution 2019-0008*
- 2. Notice of Determination*

Resolution # 2019-0008

**LOCAL AGENCY FORMATION OF THE COUNTY OF PLUMAS,
STATE OF CALIFORNIA**

A Resolution Making Determinations and Approving the Annexation of 5 acres more or less to the American Valley Community Services District and Quincy Fire Protection District –LAFCO File 2019-0001—CHP Annexation

WHEREAS, the California Highway Patrol has filed an application to annex 5 acres more or less into the American Valley Community Services District and the Quincy Fire Protection District known as LAFCO File 2019-0001, CHP Annexation. This property is on Assessor's parcel #117-140-027 and described and depicted in Exhibits "A" and "B", attached hereto and incorporated herein and filed with the Executive Officer of the Plumas Local Agency Formation Commission pursuant to the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act (Section 56000 *et seq* of the Government Code); and

WHEREAS, pursuant to Government Code section 56662 this Commission has authority to approve this annexation to said American Valley Community Services District and Quincy Fire Protection District without notice and hearing and without an election where all property owners in said territory consent to said annexation, the annexation is uninhabited, the territory is within the Sphere of Influence and when no agency has protested the annexation or when all registered voters and landowners within the territory have been given notice and no written protests or objections have been received; and

WHEREAS, the California Highway Patrol prepared and certified as the Lead Agency a Notice of Determination for this change of organization for the affected territory pursuant to the requirements of the California Environmental Quality Act (Section 21000 *et seq.* of the Public Resources Code); and

WHEREAS, Government Code Section 56662 allows the Commission to make determinations without notice and hearing provided there is 100 percent landowner consent; and

WHEREAS, the Executive Officer reviewed the application and determined its completeness within 30 days of their submission and prepared and filed his report with this Commission at least five days prior to the regularly scheduled meeting during which this application is to be considered; and

WHEREAS, the Plumas County Board of Supervisors adopted Resolution 2019-8427 on September, 12 2019 pertaining to the Tax Revenue Exchange for this annexation; and

WHEREAS, this Commission has considered the application, the report of the Executive Officer, the environmental documentation and determination, applicable General and Specific Plans, LAFCO's policies and each of the factors required by Government Code Section 56668 to be considered in the review of a proposal; and

WHEREAS, information satisfactory to this Commission has been presented that all the owners of land and registered voters within the affected territory have been given notice for this proposal in accordance with Government Code Section 56663(d); and

WHEREAS, all interested parties and proponents of the proposal were given an opportunity to comment; and

WHEREAS, it is desired that the proposed annexation to the American Valley Community Services District and Quincy Fire Protection District be subject to terms and conditions as follows:

NOW, THEREFORE IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Local Agency Formation Commission of Plumas County as follows:

1. The foregoing recitals are true and correct.
2. In reviewing this application, the Commission finds that all property owners and registered voters in said territory have been given an opportunity to testify regarding this reorganization herein referred to an annexation into both the American Valley CSD and Quincy FPD.
3. In reviewing this application, the Commission finds that services to be provided by the American Valley CSD and Quincy FPD are necessary and that there will not be a duplication of other powers provided by the American Valley CSD and Quincy FPD with any other special district.
4. In reviewing this application, this Commission has considered each of the factors required by Government Code Section 56668 and LAFCO's adopted policies.
5. The LAFCO Executive Officer's Staff Report including attachments and recommendation for approval of the proposal is hereby incorporated by reference and hereby adopted.
6. The boundary description and map, if rejected by the State Board of Equalization or amended by LAFCO, will be revised at the expense of the applicant. The applicant shall be responsible for all associated costs.
7. The boundaries, as set forth in the proposal or as amended by action of the Commission, are hereby approved as submitted and are as described in Exhibits "A" Boundary Description and "B" Map attached hereto and by this reference incorporated herein subject to the terms and conditions included. The boundary description and map if amended by action of the Commission will be revised and checked by the Plumas County Surveyor at the expense of the applicant, prior to filing of the Certificate of Completion.
8. As stated in the LAFCO Staff Report of October 21, 2019, the amount of base property tax and tax increment transferred shall be in accordance with Plumas County Resolution 2019-8427 attached hereto as Exhibit "C".

9. Said annexation territory is found to be uninhabited (less than 12 registered voters).
10. The subject proposal is assigned the following short form designation: CHP Annexation to the AVCSD and QFPD (LAFCO File 2019-0001).
11. The boundaries of the affected territory are found to be definite and certain.
12. The application for the annexation to the American Valley CSD (LAFCO 2019-0001) is hereby approved to provide water and wastewater services within the territory.
13. The application for the annexation to the Quincy FPD (LAFCO 2019-0001) is hereby approved to provide fire protection and emergency medical services within the territory.
14. Further protest proceedings are waived and the Commission orders the 5-acre more or less annexation to the American Valley CSD and Quincy FPD pursuant to Part 4 of Division 3 of the California Government Code commencing with Section 57000. Satisfactory proof has been given that the subject territory is uninhabited, that all landowners within the affected territory have given their written consent to the proposal and all affected agencies have not objected in writing to the waiver of conducting authority proceedings (Section 56663 of Government Code). Therefore, The Commission does hereby approve and authorize the conducting authority to annex the territory described in Exhibits "A" and "B" to the American Valley CSD and Quincy FPD without notice and election.
15. All American Valley CSD previously authorized fees and charges shall apply to this annexed territory upon recordation of the Certificate of Completion.
16. All Quincy FPD previously authorized fees and charges shall apply to this annexed territory upon recordation of the Certificate of Completion.
17. While not required as a state-owned property, it is requested that the California Highway Patrol consider payment of the amount annually levied on all other parcels in Quincy FPD in the amount of \$98.50, unless another amount is agreed to between the Quincy FPD and the State.
18. Verification of payment of any charges and engineering and infrastructure costs, owed (unless waived) to the County, LAFCo and (or) the district respectively shall be submitted to LAFCO prior to the issuance of the Certificate of Completion.
19. All LAFCO, Plumas County, LAFCo and State of California fees must be paid in full prior to filing the Certificate of Completion. LAFCO will forward invoices and (or) a list of estimated required fees or deposits to the agency prior to filing the Certificate of Completion.

20. Four large copies and two 8 1/2 x 11 reductions of all maps along with two copies of the final LAFCO approved boundary description along with an electronic copy of both the map and description shall be submitted to LAFCO prior to recordation of the Certificate of Completion. All descriptions and maps shall be wet stamped by a California Licensed Land Surveyor
21. Approval of this annexation is conditioned upon the applicant's obligation to defend, indemnify, and hold harmless the Plumas Local Agency Formation Commission and its agents, officers and employees from any claim, action or proceeding against the Commission or its agents, officers, and employees; including all costs, attorney's fees, expenses and liabilities incurred in the defense of such claim, action, or proceeding to attack, set aside, or void the approval or determinations of this Commission concerning this annexation. The Plumas Local Agency Formation Commission shall promptly notify the applicant of any such claim, action, or proceeding and be entitled to representation by counsel of its choosing.
22. The Executive Officer of this Commission is instructed to mail a certified copy of this resolution to those persons so indicated on the application and as required by Government Code Section 56882.
23. The Initial Study, Negative Declaration and the Notice of Determination prepared for this annexation is hereby affirmed by Plumas LAFCO.
24. The Commission directs the Executive Officer to file a Notice of Determination within 5-days of Commission approval of this annexation. Applicant shall be responsible for payment of any documentary handling fees or Fish and Game fees required by the Plumas County Clerk or the State Department of Fish and Game.
25. The Executive Officer is directed to record a Certificate of Completion for this proposal upon completion of all proceedings.
26. The effective date shall be the date of recordation of the Certificate of Completion.
27. Completion of proceedings shall be concluded within one-year after adoption of this resolution. If the proceedings are not concluded within one-year after passage of this resolution, all proceedings shall be terminated.

PASSED AND ADOPTED at a regular meeting of the Plumas Local Agency Formation Commission, State of California, on the 21st day of October, 2019 by the following votes:

AYES:
NOES:
ABSTAINS:
ABSENT:

Kevin Goss, Chair, or
Bill Powers, Vice-Chair
Plumas Local Agency Formation
Commission

PLUMAS LOCAL AGENCY
FORMATION COMMISSION
ATTEST:

Jennifer Stephenson
Executive Officer

EXHIBIT A

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF QUINCY, COUNTY OF PLUMAS, AND STATE OF CALIFORNIA DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE NORTHERLY LINE OF LEE ROAD AS DESCRIBED IN THAT CERTAIN ROAD AND UTILITY EASEMENT RECORDED IN VOLUME 444, PAGE 75 OF OFFICIAL RECORDS, SAID POINT ALSO BEING THE NORTHEASTERLY CORNER OF PARCEL A, AS SHOWN IN BOOK 2 OF PARCEL MAPS AT PAGE 118, THENCE FROM SAID POINT OF COMMENCEMENT, ALONG SAID NORTHERLY LINE OF LEE ROAD, SOUTH 65°18'08" EAST 19.48 FEET; THENCE SOUTH 62°40'23" EAST 384.22 FEET TO THE **POINT OF BEGINNING**;

THENCE FROM SAID POINT OF BEGINNING, CONTINUING ALONG SAID NORTHERLY LINE OF LEE ROAD, SOUTH 62°40'23" EAST 180.35 FEET;

THENCE SOUTH 62°52'35" EAST 119.65 FEET;

THENCE LEAVING SAID NORTHERLY LINE OF LEE ROAD, NORTH 16°03'35" EAST 741.63 FEET;

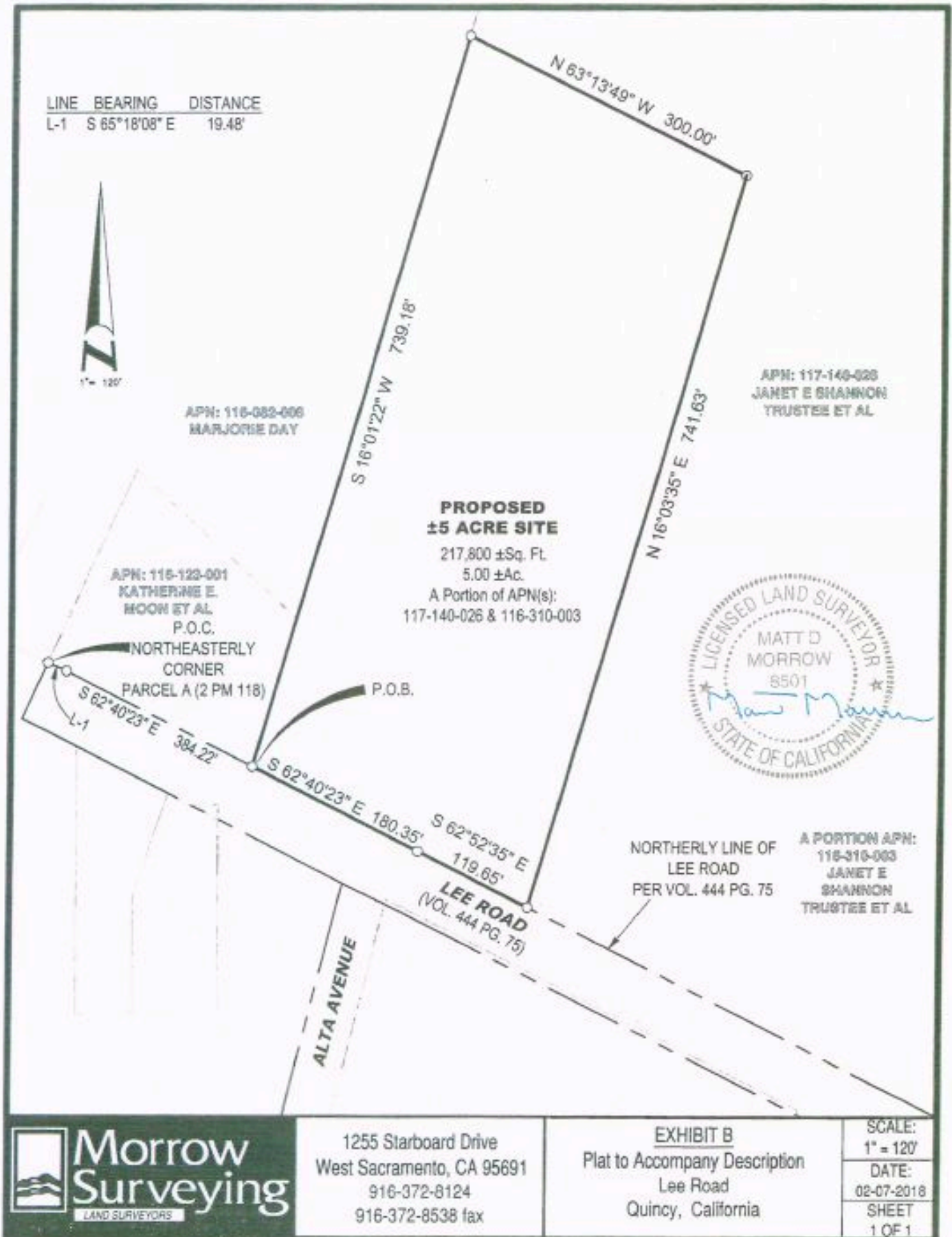
THENCE NORTH 63°13'49" WEST 300.00 FEET;

THENCE SOUTH 16°01'22" WEST 739.18 FEET TO THE **POINT OF BEGINNING**.

CONTAING 5.00 ACRES, MORE OR LESS.



Exhibit B



FOR T. 24 N., R. 10 E., M.D.B. & M.

Tax Rate Area
53-009
53-010
53-043

117-14



Map of the section shown on the map
prepared by the County Assessor
in 1998

Assessor's Report Section 117-14
Book 117, Page 14
Plumas County Assessor's Map

NOTE: ALL INFORMATION SHOWN ON THIS MAP
WAS OBTAINED FROM THE COUNTY'S OFFICE FOR
LAND USE AND DEVELOPMENT. THE COUNTY
DOES NOT WARRANT THE ACCURACY OF THE
INFORMATION SHOWN ON THIS MAP.

Exhibit C

Resolution No. 2019 – 8427

**A RESOLUTION OF AGREEMENT BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
ADOPTING A PROPERTY TAX TRANSFER AGREEMENT FOR PLUMAS COUNTY LAFCO FILE NO.
2019-ANNX-0001 CALIFORNIA HIGHWAY PATROL FACILITY TO QUINCY FIRE PROTECTION
DISTRICT AND AMERICAN VALLEY COMMUNITY SERVICES DISTRICT**

WHEREAS, an application has been filed with the Plumas County Local Agency Formation Commission proposing the annexation of certain territory located in tax rate areas 053-043, 053-048 (APN: 117-140-027) as described in LAFCO file No. 2019-ANNX-0001, and Exhibit "A" attached hereto, to the American Valley Community Services District for the provision of water supply and wastewater services and the Quincy Fire Protection District for fire services.

WHEREAS, in the case of a jurisdictional change other than a city incorporation or district formation which will alter the service area or responsibility of a local agency, Revenue and Taxation Code Section 99(b) requires that the amount of property tax revenue to be exchanged, if any, and the amount of annual tax increment to be exchanged among the affected local agencies shall be determined by negotiation; and

WHEREAS, in the event a jurisdictional change would affect the service area or service responsibility of one or more special districts, the board of supervisors of the county in which the districts are located shall, on behalf of the district or districts, negotiate any exchange of property tax revenues; and

WHEREAS, pursuant to Revenue and Taxation Code Section 99(b)(5), on July 7, 2019 the County of Plumas notified each local agency whose service responsibility may be affected by the jurisdictional change that the County would negotiate upon that agencies behalf; and

WHEREAS, only American Valley Community Services District responded to such notification advising it would negotiate on its own behalf, and there being no response by any other local agency; and

WHEREAS, correspondence has taken place and American Valley Community Services District has not requested the transfer of any property tax revenue; and

WHEREAS, correspondence has taken place and Quincy Fire Protection District was unresponsive; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas as follows:

1. That the recitals set forth above are true, correct and valid.
2. That the jurisdiction change will not decrease the responsibility for services by either the County of Plumas or any affected local agencies.
3. That the Board of Supervisors of the County of Plumas agrees to accept the following negotiated exchange of property tax revenues and annual tax increment.

A. Property tax revenue in the amount of zero dollars (\$0) shall be transferred from the Plumas County General Fund, Plumas County Flood Control District, Quincy Lighting District, Quincy Cemetery District, Quincy Fire Protection District, Plumas Hospital District and Central Plumas Recreation District to the American Valley Community Services District.

B. Annual tax increment in the amount of zero dollars (\$0) shall be transferred from the Plumas County General Fund, Plumas County Flood Control District, Quincy Lighting District, Quincy Cemetery District, Quincy Fire Protection District, Plumas Hospital District and Central Plumas Recreation District to the American Valley Community Services District.

C. Property tax revenue in the amount of zero dollars (\$0) shall be transferred from the Plumas County General Fund, Plumas County Flood Control District, Quincy Lighting District, Quincy Cemetery District, Plumas Hospital District and Central Plumas Recreation District to the Quincy Fire Protection District.

D. Annual tax increment in the amount of zero dollars (\$0) shall be transferred from the Plumas County General Fund, Plumas County Flood Control District, Quincy Lighting District, Quincy Cemetery District, Plumas Hospital District and Central Plumas Recreation District to the Quincy Fire Protection District.

The foregoing resolution was duly and regularly adopted at a regular meeting of the Plumas County Board of Supervisors held on the 10th day of September, 2019, by the following vote.

AYES: SUPERVISORS SIMPSON, THRALL, ENGEL, GOSS


NOES: NONE

ABSENT: NONE



Kevin Goss
Chair, Board of Supervisors

ATTEST:



Nancy DaForno
Clerk of the Board

EXHIBIT A

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF QUINCY, COUNTY OF PLUMAS, AND STATE OF CALIFORNIA DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE NORTHERLY LINE OF LEE ROAD AS DESCRIBED IN THAT CERTAIN ROAD AND UTILITY EASEMENT RECORDED IN VOLUME 444, PAGE 75 OF OFFICIAL RECORDS, SAID POINT ALSO BEING THE NORTHEASTERLY CORNER OF PARCEL A, AS SHOWN IN BOOK 2 OF PARCEL MAPS AT PAGE 118, THENCE FROM SAID POINT OF COMMENCEMENT, ALONG SAID NORTHERLY LINE OF LEE ROAD, SOUTH 65°16'08" EAST 19.48 FEET; THENCE SOUTH 62°40'23" EAST 384.22 FEET TO THE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING, CONTINUING ALONG SAID NORTHERLY LINE OF LEE ROAD, SOUTH 62°40'23" EAST 180.35 FEET;

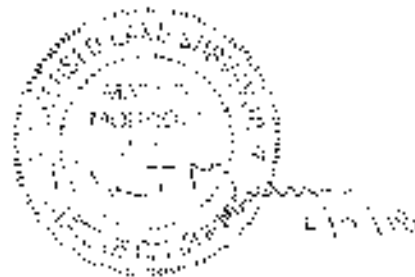
THENCE SOUTH 62°52'35" EAST 110.65 FEET;

THENCE LEAVING SAID NORTHERLY LINE OF LEE ROAD, NORTH 16°04'56" EAST 741.03 FEET;

THENCE NORTH 65°13'49" WEST 300.00 FEET;

THENCE SOUTH 16°01'22" WEST 739.18 FEET TO THE POINT OF BEGINNING.

CONTAINING 5.00 ACRES, MORE OR LESS



Notice of Determination**Attachment #2****To:**

☐ Office of Planning and Research
 U.S. Mail: _____ Street Address: _____
 P.O. Box 3044 1400 Tenth St., Rm 113
 Sacramento, CA 95812-3044 Sacramento, CA 95814

☒ County Clerk
 County of: Plumas
 Address: 520 Main St
Quincy, CA 95971

From:

Public Agency: Plumas LAFCO
 Address: 5050 Laguna Blvd #112-711
Elk Grove, CA 95758
 Contact: Jennifer Stephenson
 Phone: 310-936-2639

Lead Agency (if different from above):
California Highway Patrol
 Address: 601 N. 7th Street
Sacramento, CA 95811
 Contact: Chuck King, Asst. Chief
 Phone: 916-843-3500

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2019029108

Project Title: File 2019-0001 Annexation to American Valley CSD and Quincy FPD

Project Applicant: California Highway Patrol

Project Location (include county): North of intersection of Lee Rd and Alta Rd, Quincy, Plumas County

Project Description:

The proposed project involves the annexation of 5 acres to the American Valley CSD and Quincy FPD on Assessors parcel #117-140-027. The area to be annexed is planned to be a California Highway Patrol facility. The planned facility will need water, wastewater, fire, and emergency medical services. American Valley CSD and Quincy FPD are immediately adjacent to the proposed annexation area and are the only feasible service providers to the planned project area.

This is to advise that the Plumas Local Agency Formation Commission has approved the above
 (☐ Lead Agency or ☒ Responsible Agency)

described project on 10/21/19 and has made the following determinations regarding the above
 (date)
 described project.

1. The project [☐ will ☒ will not] have a significant effect on the environment.
2. ☐ An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
☒ A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [☒ were ☐ were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [☒ was ☐ was not] adopted for this project.
5. A statement of Overriding Considerations [☐ was ☒ was not] adopted for this project.
6. Findings [☐ were ☒ were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

<http://chp-ceqa.com/quincy/>

Signature (Public Agency): _____ Title: _____

Date: _____ Date Received for filing at OPR: _____

PLUMAS LAFCO

MEMORANDUM
October 21, 2019

To: Plumas LAFCO Commissioners
From: Jennifer Stephenson, Executive Officer
Subject: Update of Bylaws

In 2010, Plumas LAFCO adopted a new set of Bylaws to serve as a guide for the Local Agency Formation Commission of Plumas County in its internal operations and processes. In 2012, the Bylaws were amended to reflect the adjusted schedule of meeting every two months.

Attached is the proposed resolution approving the proposed Bylaw amendments for Plumas LAFCO. Also attached are the Bylaws with the proposed amendments. The amendments address the deficiencies and out-of-date references identified over the course of two meetings (June 10, 2019 and August 12, 2019) where the Bylaws were reviewed and discussed. The proposed amendments affect the following sections in the Bylaws:

- 3.2 Budgeting Policies
- 4.2 Appointment of Members
- 4.6 Commission Officers
- 4.9 Executive Officer (typo correction)
- 5.7 Conduct of Meetings (g)
- 10.4 Fixed Assets Policy

Notice of intent to update the Bylaws was published in the four Plumas newspapers on September 18, 2019.

RECOMMENDATION:

Adopt Resolution Approving and Adopting the Bylaw amendments for the Plumas Local Agency Formation Commission and adopting a Notice of Exemption. (Please see attached Resolution and Exhibits).

Resolution 2019-0009

PLUMAS LOCAL AGENCY FORMATION COMMISSION

A Resolution of the Plumas Local Agency Formation Commission updating its Bylaws

WHEREAS, the Plumas Local Agency Formation Commission has determined that it is in the best interest of the public for the Commission to keep its Bylaws up-to-date.

WHEREAS, the Bylaws were adopted in 2010 and last updated in 2012.

WHEREAS, The Commission finds that the updated Bylaws will serve as a guide for the Local Agency Formation Commission of Plumas County in its internal operations and processes.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Plumas Local Agency Formation Commission as follows:

1. Any Rule, Regulation, Resolution, Policy, Bylaw, Standard (and) or Procedure previously adopted by the Plumas Local Agency Formation Commission, which is in conflict with or otherwise inconsistent with these Bylaws is hereby repealed.
2. The Plumas Local Agency Formation Commission hereby adopts a Notice of Exemption based on the General Rule exemption 15061 (b) 3 and 15308 activities for the protection of the environment since these bylaws are for internal management purposes only so LAFCO may carry out its functions.
3. The Bylaws attached hereto and incorporated herein by this reference are hereby adopted.

PASSED AND ADOPTED at a regular meeting of the Local Agency Formation Commission of the County of Plumas, State of California, on the 21st day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

KEVIN GOSS, CHAIRMAN
LOCAL AGENCY FORMATION
COMMISSION
COUNTY OF PLUMAS

ATTEST:

Jennifer Stephenson
LAFCO Executive Officer

PLUMAS
LOCAL AGENCY
FORMATION COMMISSION
(LAFCO)

PROPOSED UPDATED BYLAWS

Adopted
January 11, 2010
Resolution 2010-0001

Amended August 20, 2012 Resolution 2012-0004

**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**

**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

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 15th. When the Commission has fi-

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nalized the budget, the Executive Officer shall promptly send it on to the County and City as provided by the LAFCO Act, Section 56381.

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

3.2. Budgeting Policies

1. LAFCO shall ~~adopt~~ develop 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 and legal delivery of LAFCO services to the Community.
 - d. Need of special studies to further LAFCO's goals.
 - e. Prioritization of work plan based on available funding, legal requirements, agency needs, and existing regional demands.
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. The Commission shall establish a reserve account and budget annual funds to meet a minimum balance of at least \$100,000. The Commission shall direct the Executive Officer to deposit 20% of any unallocated rollover into said reserve account up to \$100,000 once the final rollover (carryover

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from previous budgets) is determined. Use of funds from the reserve account shall require approval by 4 of 5 of the Commissioners.

5. The annual budget shall include a contingency reserve as determined by the Commission during the budget process. Funds budgeted in the contingency reserve may be used or transferred to any other expense account as authorized in the monthly commission warrant or claims form and approved by the Chair or Vice-Chair for the months the Commission does not meet otherwise by a vote of approval of at least 4 of the 5 Commissioners at a regular or special meeting.

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.

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. The selection process for the Public Member position is further outlined in Appendix 1.

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.

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- 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.

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~~ at the next meeting. If a vacancy occurs in

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any Commission office during the year, it shall be filled by election at the next regular meeting following occurrence of the vacancy.

- a)b) The Chair and Vice-Chair positions shall be held alternatively by a County and City member, and will rotate annually between representatives from each agency.
- b)c) 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.
- e)d) 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)e) 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, correspondence, 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)f) 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.
- f)g) 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)h) 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.

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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-to-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.

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

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seq. and applicable provisions of the LAFCO Act. (Amended by Resolution 2012-0004 August 20, 2012)

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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

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

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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.
- 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.

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- 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 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)

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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 [Rosenberg's](#) Rules of Order.

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.

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- 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.

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.

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- 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 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

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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.

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

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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.)

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:

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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.

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

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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 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.

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- 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 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

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“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 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.

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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 becomes s 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 annual reconciliation of accounts 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 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

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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 2010-0001 of the PLUMAS Local Agency Formation Commission the 11th day of January 2010 and amended on August 20, 2012 by Resolution 2012-0004.

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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.

NOTICE OF EXEMPTION

Exhibit B

TO: County Clerk
County of Plumas

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

PROJECT TITLE: Plumas LAFCO Bylaw Amendments

PROJECT LOCATION: Plumas County

DESCRIPTION OF PROJECT:

The proposed project involves various amendments to LAFCO's existing Bylaws.

NAME OF PUBLIC AGENCY APPROVING PROJECT:

Plumas Local Agency Formation Commission

NAME OF PERSON OR AGENCY CARRYING OUT THE PROJECT:

Jennifer Stephenson, Plumas Local Agency Formation Commission

EXEMPT STATUS:

Class 20 Categorical Exemption, "Actions by Regulatory Agencies for Environ. Protection" CEQA
Guideline Section 15308 and 15061(b)(3) General Rule Exemption.

REASONS WHY THIS PROJECT IS EXEMPT:

The proposed project would not result in construction or the relaxation of any existing environmental standards. There is no possibility that adoption of revised bylaws may have a significant effect on the environment. Therefore, no impacts to the environment could or would occur pursuant to this action and, pursuant to §15308 and 15061 of the CEQA Guidelines, this action is exempt from CEQA.

CONTACT PERSON:
Jennifer Stephenson
LAFCO Executive Officer

TELEPHONE NUMBER:
(530) 283-7069

By: _____

Date: October 21, 2019