



AGENDA ITEM 5.B.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Trinity Center Community Services District MSR & SOI Update

BACKGROUND:

In accordance with the CKH Act, LAFCos are required to prepare municipal service reviews (MSRs) prior to or in conjunction with its mandate to review and update each local agency's sphere of influence (SOI) every five years or as necessary. The legislative intent of the MSR is to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations. Municipal service reviews may also lead LAFCos to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION:

This MSR evaluates services provided by the Trinity Center Community Services District (CSD). This report incorporates technical information collected and analyzed by LAFCo staff. The report also draws on information provided by Trinity Center CSD, including items sent by General Manager Erik Anderson and Fire Chief Bob Byrant.

The report recommends the District's SOI remain coterminous to the District Boundary. Staff respectfully seeks Commission input with regards to content, conclusions, and recommendations provided in the Trinity Center CSD MSR. A public hearing notice was posted on the Commission's website and published in the *Trinity Journal*.

RECOMMENDATION:

This item has been agendized for consideration as part of a noticed public hearing. Staff recommends the Commission hold the public hearing, invite testimony, and approve the Trinity Center Community Services District MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments.

1. Trinity Center Community Services District MSR & SOI Update
2. Resolution 2020-02

Trinity Center
Community Services District

Municipal Service Review &
Sphere of Influence Update

Trinity
Local Agency Formation Commission

Public Hearing Draft

February 2020

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INTRODUCTION

This Municipal Service Review (MSR) and Sphere of Influence (SOI) Update was prepared as part of a mandated review of the municipal services of all government entities in the county by the Trinity Local Agency Formation Commission (LAFCo). This report focuses on the Trinity Center Community Services District (CSD). The purpose of this study is to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This MSR presents a discussion, analysis, and recommendations regarding services provided by Trinity Center CSD.

Trinity LAFCo

Local Agency Formation Commissions (LAFCos) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFCo has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

Trinity LAFCo has a public Commission with seven regular Commissioners and three alternate Commissioners. The Commission is composed of three members of the Trinity County Board of Supervisors, two Special District Representatives, and two Public Member-At-Large. The Commission also includes one alternate member for each represented category.

Community Service Districts and Principal Act Overview

Community Service Districts (CSDs) are independent special districts governed under Community Service District law (Government Code § 61000 – 61850). CSDs can provide up to 32 different services ranging from water and wastewater service to parks and recreation. However, most CSDs are only authorized by LAFCo to provide two or three of those 32 different services depending on the needs of the community. CSDs are governed by a board of directors, elected at large.

Trinity Center CSD was authorized by its enabling act in 1961 to provide a full range of services including water, wastewater, stormwater management, garbage disposal, fire protection, parks and recreation, street lighting, mosquito abatement and police services. The District currently

provides only fire protection/emergency medical services and street lighting. In addition, the District's Parks and Recreation power was activated by LAFCo in 2010. The District also maintains the fire hydrants in the Scott and Trinity Lake Knolls subdivisions. All other services that the CSD could provide are considered latent and would need to be brought before LAFCo for powers activation.

Trinity Center Volunteer Fire Department (TCVFD) is a department of the Trinity Center CSD. TCVFD has a small team of firefighters and Emergency Medical Technicians (EMTs) and is staffed by volunteers. The department is managed by a volunteer Fire Chief, an Assistant Chief, and two Captains. The District also maintains the fire hydrants in the Scott and Trinity Lake Knolls subdivisions.

Municipal Service Review Determinations

Government Code § 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determinations with respect to each of the following topics:

1. Growth and population projections
2. Disadvantaged unincorporated communities within or contiguous to the sphere of influence
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence)
4. Financial ability of agencies to provide services
5. Shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

Sphere of Influence Determinations

An SOI is a LAFCo-approved plan that designates an agency's probable physical boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years. For a SOI update, LAFCo is required to conduct an MSR and adopt related determinations. It must also make the following SOI determinations:

1. The present and planned land uses in the area, including agricultural and open-space lands
2. The present and probable need for public facilities and services in the area
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency
5. The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence.

Review Methods

The following information was considered in the development of this service review:

- o Agency-specific data: responses to LAFCo Requests for Information
- o Demographic data: U.S. Census Bureau; Department of Finance
- o Finances: budgets, rates and fees
- o Personal Communications with District staff
- o Other Reports: Trinity County Community Wildfire Prevention Plan Update 2015

Information gathered was analyzed and applied to make the required determinations. All information gathered for this report is filed by LAFCo for future reference.

California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

AGENCY OVERVIEW

Table 1: Trinity Center CSD Agency Profile	
Formation	
Agency Name	Trinity Center Community Services District
Formation Date	September 18, 1961
Principal Act	Community Services District Law (Government Code §61000 – 61850)
Contact	
Main Contact	Erik Anderson, General Manager
E-mail	TrinityCenterVFD@gmail.com
District Mailing Address	P.O. Box 175, Trinity Center, CA 96091
District Office Address	Trinity Center IOOF Hall, 20 Scott Blvd, Trinity Center, CA 96091
Alternate Contact	Linnea Kneaper, Secretary/Treasurer
Phone/ Fax	(530) 266-3420
Website	www.trinitycentervfd.org www.tcvfdauxiliary.org www.northtrinitylake.com/services/TCCSD
Governance	
Governing Body	Board of Directors
Board Meetings	First Tuesday of every month
Staffing	General Manager and part-time Secretary/Treasurer
Services	
Services Provided	Fire protection, rescue, and emergency medical services, street lighting, fire hydrant maintenance
Areas Served	Unincorporated community of Trinity Center and adjacent rural residential areas

Formation

The Trinity Center Community Services District (CSD) was formed by Trinity County Board of Supervisors Resolution No. 69-61 on October 3, 1961. The District is located in Trinity County, approximately 30 miles northeast of Weaverville along Highway 3. It is bordered on the west by the Trinity Alps and is adjacent to an impounded section of the Trinity River known as Trinity Lake (Figure 1). The District serves the unincorporated community of Trinity Center and the Trinity Center Volunteer Fire Department (VFD) responds to medical and fire calls from Hatchet Creek (which flows into the northern end of Trinity Lake) to Cedar Stock Resort at the southern end of the Lake.

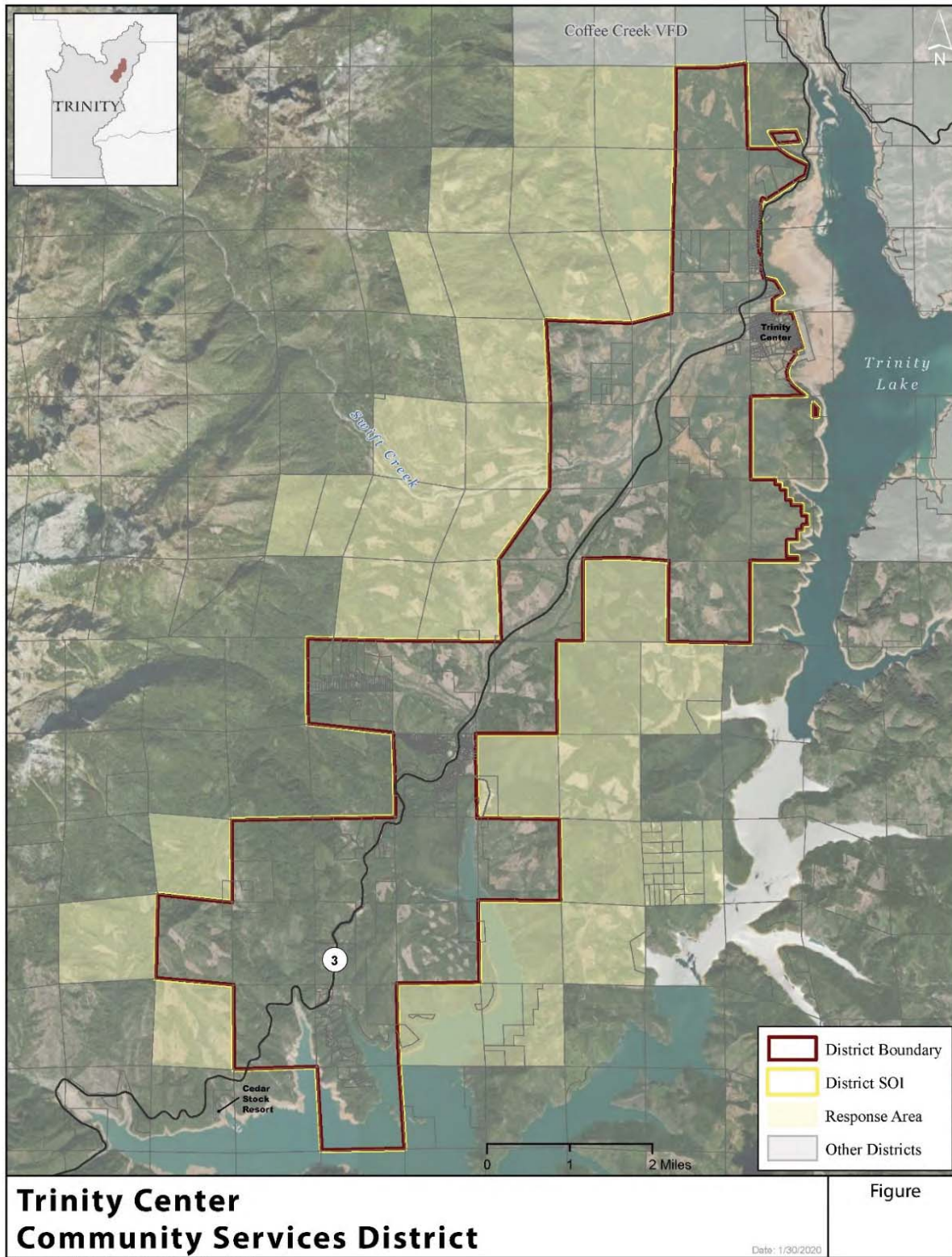
Services

Upon formation in 1961, Trinity Center CSD was authorized to provide a full range of services including water, wastewater, stormwater management, garbage disposal, fire protection, parks and recreation, street lighting, mosquito abatement and police services. The District currently provides only fire protection/emergency medical services, street lighting and fire hydrant maintenance. In addition, the District's Parks and Recreation power was activated by LAFCo in 2010. All other services that the CSD could provide are considered latent and would need to be brought before LAFCo for powers activation.

Boundary

The District boundary, Sphere of influence (SOI) and the Trinity Center VFD extended response area are shown on Figure 1. Prior to District boundary changes initiated in 2010, via Resolution 2010-02, the District consisted of 3,614 acres and the SOI was a subset of District boundaries encompassing 1,353 acres. The SOI was reduced from its original size in 1984. Key constraints to growth within the SOI include timber zoning, low property ownership turnover and septic requirements. The annexation of the Covington Mill, Lake Forest Estates, Long Canyon and Ridgeville communities in 2010 was reviewed in the last approved MSR from 2010. The 2010 MSR included two SOI study areas. The first study area was recommended for annexation and inclusion in the District SOI. The second study area included the broader response area and included more resource lands. The 2010 annexation significantly increased the District boundaries and the District currently covers approximately 18,517 acres (29 square miles). The service area is comprehensive and does not need updating at this time.

Figure 1. District Boundary and SOI



GOVERNMENT STRUCTURE

Governing Body

Trinity Center CSD is governed by a five-member Board of Directors, elected at large by District residents to serve four-year terms (Table 2). In order to be elected to the Board, candidates must be registered voters residing within the District boundaries. If there are insufficient candidates for election, or if the number of filed candidates is equal to the number of vacancies, then Board members may be appointed in lieu of election. The Board of Directors appoints officers, including a Chair and Vice Chair. There are no term limits for serving as an officer of the Board. Board members do not receive a stipend for attending meetings.

The Board meets on the first Tuesday of each month at IOOF Hall. In accordance with the Brown Act, all meetings of the District Board are open to the public and are publicly posted a minimum of 72 hours prior to regular meetings and a minimum of 24 hours prior to special meetings at the post office, fire department, and IOOF Hall. Meeting information is also posted online at www.northtrinitylake.com, and minutes are kept for all Board meetings and are available upon request.

Board Member	Title	Term Expiration
Trish Wardrip	Board Chair	2020
Pat Frost	Vice Chair	2022
Mike McHugh	Director	2022
Martie Mullen	Director	2020
Drew Rusnak	Director	2022

Management & Staffing

The District contracts for Secretary/Treasurer services. The General Manager is a volunteer, unpaid position. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion.

Public Outreach

The Trinity Center Volunteer Fire Department (VFD) is a department of the Trinity Center CSD. Fire department operating expenses are District funded, whereas most capital improvement projects for the VFD are accomplished through fundraising and grants. The Trinity Center VFD Auxiliary, a non-profit, tax exempt charitable organization, plays a major role in fundraising for the department. The Auxiliary is committed to helping provide the equipment and facilities the department needs to operate. VFD fundraising events include the biennial Fire (Rummage) Sale, Firehouse Open Houses, Prime Rib Dinner and Pancake Breakfasts. Fundraising for the VFD also occurs at other area events.

The District does not maintain a website. However, the Trinity Lake Revitalization Alliance non-profit, non-government organization maintains a website at www.northtrinitylake.com that provides information regarding the District and Board of Directors, history of the VFD, budget, meeting agendas and minutes, and contact information. In addition, Trinity Center VFD and the Trinity Center VFD Auxiliary both have their own websites at www.trinitycentervfd.org and www.tcvfdauxiliary.org.

SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to have and maintain a website by January 1, 2020. Only hardship-based findings, identified in a board resolution approved at a regular meeting, would allow a district to be exempt from establishing or maintaining a website. The findings may include inadequate internet access; significantly limited financial resources; or insufficient staff resources. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists. The CSD Board adopted a hardship resolution (Resolution 2019-04) exempting themselves from the website requirement on December 3, 2019.

Accountability

The Trinity Center CSD has an adopted Policies and Procedures Manual that addresses administrative, financial, and general operating policies and procedures for the District. The Policies and Procedures Manual was last updated in 2019. The Volunteer Fire Department also has its own policies and operating guidelines that guide department activities.

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq. The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203.

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235. In addition, AB 1661 went into effect in 2016 and addresses local government sexual harassment prevention training and education.

The District complies with the above requirements. They currently hold insurance through Golden State Risk Management, which offers programs and trainings as well as an annual conference.

OPERATONAL EFFICIENCY

Service Overview

Trinity Center CSD provides fire protection/EMS services within District boundaries. The District maintains fire hydrants located in Trinity Center, Trinity Meadows, Northwood Estates, Trinity Lake Knolls and the KOA. Street lighting is provided in in the Scott and Trinity Lake Knolls subdivisions.

The Trinity Center VFD is an active member of the fire service in Trinity County and is staffed entirely by volunteers. The department provides a full range of fire protection services, including emergency medical services, auto extrication, search and rescue, and general public assistance. Trainings of the Trinity Center VFD are held at 5:00 P.M. on the first three Wednesdays of each month. An annual meeting is typically held in January to discuss general topics and elect department officers. In 2019, the Department hosted a countywide wildland preparedness training in Trinity Center.

Trinity Center VFD has an automatic aid agreement with the Coffee Creek VFD and jointly responds to all emergency calls. The entire District is located within the State Responsibility Area (SRA) and the department works closely with the USFS, through an interagency agreement with CAL FIRE to respond to wildfire incidents on SRA lands.

Service Demand

Trinity Center VFD receives an average of 8 calls per month, with call volume increasing in the summer months. The District responds to an average of 90 calls per year, with the majority of calls being medical-related. Other calls such as vehicle accidents may also involve the delivery of emergency medical services. The District maintains an emergency response log and training records (Table 3). During the District Board meetings, the Fire Chief provides a report on all emergency calls that occurred since the prior meeting and provides an update on Trinity Center VFD activities and volunteer hours.

Activity Type	Number	Personnel Hours
Fire call	28	170
Medical call	68	310
Vehicle Accident call	8	71
Other	49	303
Training	33	332
FEAT	23	279
Total Responses	209	1,465 hours

ISO Rating

There are several benchmarks by which the level of fire service provided by an agency may be measured, and the Insurance Services Office Public Protection Classification, or ISO PPC, is one such measure. The ISO is a rating commonly used by insurance companies to determine fire insurance rates, with 1 being the best rating which indicates the highest level of fire protection and the lowest is 10. ISO sends a comprehensive questionnaire, and schedules a site visit by an auditor, to measure the capabilities of a department. The most recent audit was conducted in 2018 and the department received an ISO rating of "5/9". The Class 5 rating applies to all properties within five road miles of the Trinity Center fire station and within 1,000 feet of a creditable hydrant or alternate water supply. This includes the Trinity Center subdivision, Trinity Meadows, Northwood Estates, Trinity Lake Knolls and KOA. Class 9 applies to properties beyond 1,000 feet of a fire hydrant, but within five road miles of the fire station. Properties beyond five road miles from the fire station are Class 10.

Personnel

The VFD has 12 active volunteer personnel. The department is managed by a volunteer Fire Chief/Medical Director Bob Byrant and two Captains Mike McHugh and Steve Noverr. All firefighters are CPR and First Responder certified. 1 member is EMT certified and 1 is a certified paramedic. The Department operates an Advanced Life Support (ALS) ambulance when staffing is available. When the paramedic is unavailable, the department's ambulance operates as a Basic Life Support (BLS) service. In any case, a Trinity County Life Support ambulance is dispatched concurrently for all medical calls and usually rendezvouses with Trinity Center VFD midway to Weaverville to take over treatment and transport. Dispatching is handled by the Trinity County Dispatch Center from its headquarters in Weaverville. EMS services are provided under authority of NorCal EMS.

Trinity Center VFD frequently uses air evacuation for seriously ill or injured patients and all personnel are trained for integration with air operations. The nearby Trinity Center Airport, along with other prearranged landing zones, enable air ambulance service, saving 50 to 90 minutes in the time it takes to transport a patient to a hospital in Redding. Two air ambulance services (REACH and PHI) regularly provide service to the Trinity Center VFD response area as well as to the CA Highway Patrol Air Division under special circumstances.

Trinity Center VFD's Fire Emergency Assistance Team (FEAT) helps the department with traffic and crowd control. FEAT provides crucial traffic and crowd control support to the fire department and other agencies working along the highway. If a medical situation requires an off-airport helicopter landing, FEAT manages traffic at the landing zone. Fire incidents, such as small fires along the highway, or fuel reduction projects, can also require FEAT's assistance. FEAT has 10 members.

Street Lighting

Trinity Center CSD maintains 18 streetlights in the Scott and Trinity Lake Knolls subdivisions. Requests for a new streetlight can be submitted to Trinity County Public Utilities District, with final approval required by the District at a public hearing.

Parks and Recreation

As was discussed with LAFCo in the 2010 hearings regarding the annexation, it is the intent of the Trinity Center CSD to provide a recreational facility or facilities in the future. Examples contemplated include a town park or a town community hall. Therefore, LAFCo activated the District's latent Parks and Recreation power at that time.

Fire Hydrant Maintenance

Trinity Center CSD maintains fire hydrants in Trinity Center, Trinity Meadows, Northwood Estates, Trinity Lake Knolls and the KOA. In addition, the VFD has access to a 430,000-gallon tank in Scott subdivision and two tanks totaling 210,000 gallons in the Trinity Lake Knolls subdivision for fire flows. There is also water access via Swift Creek and Trinity Lake.

INFRASTRUCTURE AND FACILITIES

The Trinity Center VFD station is located at 111 Trinity Vista Drive and houses three engines, one rescue vehicle, and one ambulance, as follows:

- Type I pumper engine (1973 International Harvester)
- Type II pumper engine (1985 Grumman Attack Cat)
- Type III CAFS/pumper engine (2004 Ford F-550 4x4 CAFS)
- Rescue truck (1999 Ford F-350 4x4)
- ALS ambulance (2002 Ford F-350 4x4)

Trinity Center VFD is in the plan review phase for a new apparatus building that will be constructed next to the current fire station. The new apparatus station will be temperature-controlled and accommodate larger vehicles. In addition, the existing station will be remodeled to accommodate expanded training, storage, kitchen facilities, separate dressing facilities for male and female responders, and offices. The Trinity Center VFD Auxiliary has been instrumental in helping the VFD to reach its fundraising goals and they are nearly ready to begin construction in 2020.

Trinity Center VFD recently completed a Radio Repeater project in December 2019 to improve emergency communications coverage south of Trinity Center. The total cost for the repeater was approximately \$19,000 including donated space in an equipment shed and on an antenna tower. A \$20,000 grant was received from Coast Central Credit Union Community Investment Fund that covered the costs of the new repeater.

Challenges and Needs

Like many rural departments, Trinity Center VFD is challenged with aging equipment and relies heavily on grants to fund larger purchases. In 2017, the department was able to replace their Jaws of Life (\$28,000) and is planning to replace its 1985 pumper truck (\$72,000). The 30-year-old Engine has a small water tank and limited effectiveness for dealing with rural brush and structure fires. During the VFD's recent ISO insurance audit, the Department learned that their Engine's small tank and pump capacity negatively impacted their overall ISO rating, so an engine upgrade is necessary to maintain service levels. The fire district's ISO score is extremely important to property owners in the District in purchasing fire insurance.

In coordination with the Trinity County Fire Chiefs Association, Trinity Center VFD is planning to refurbish nine (9) SCBA packs in 2020 and replace 18 SCBA bottles in 2021. The department also needs to replace its wildland gear and ultimately its structure gear in the next couple years. Group purchasing and coordination with other departments through the Chiefs Association has helped build interoperability and capacity of rural fire agencies in Trinity County.

Regional Collaboration

Trinity Center VFD has an automatic aid agreement with Coffee Creek VFD and jointly responds to all calls dispatched within both districts. Trinity Center VFD also supports CAL FIRE and the US Forest Service during local wildfire fighting operations. The team was onsite for both the Coffee fire in 2016 and the Delta fire in 2018. The Delta Fire started six days after the devastating Carr Fire was contained on August 30, 2018. The Delta fire edged into Trinity County in the Trinity Lake area threatening East Fork Valley. To provide efficient air support, the U.S. Forest Service took over Trinity Center airport as a tactical helicopter base and contracted with Trinity Center VFD to provide standby crash rescue services for eight days (368.5 hours.) This same service was contracted by the Forest Service for the 2016 Coffee Fire.

Work on the 2018 Trinity Center Fuel Reduction Project was done by the Trinity County Resource Conservation District (TCRCD) and funded by the California Fire Foundation and PG&E. The project treated land between Trinity Center Elementary School and Highway 3, down Airport Road, and two empty, absentee-owner lots in the Scott subdivision. The grant covered \$14,400, plus \$250 from the Trinity Center VFD Auxiliary, \$750 from Trinity Center CSD and \$5,537 from Trinity PUD. Trinity Center VFD provided over 100 hours of in-kind service. The Trinity Center VFD was awarded a small grant (\$3,240) through Title III of the Secure Rural Schools Act to continue the defensible space work within Trinity Center and likely will contract with the TCRCD to implement the project in the Spring of 2020.

Other Service Providers

Community water in the Trinity Center area is provided by private water companies including Trinity Center Mutual Water Company (MWC), Trinity Knolls MWC and the Covington Mill MWC Divisions A and B. These companies operate water systems that serve different areas of the Trinity Center community. Trinity Center MWC has 252 service connections and gets raw water from Swift Creek. Trinity Knolls MWC serves 65 connections and gets its water from seven wells. Covington Mill MWC Division A serves 42 service connections from one well. Division B serves 99 connections from seven well sources. Water service in the area is also provided by individual wells. Community wastewater services are not provided in this area; the community relies upon individual septic tanks for sewage disposal.

FINANCING

Revenue and Expenditures

The Trinity Center CSD provides the majority of the Trinity Center VFD's operations funding. In addition to funding the Trinity Center VFD, the Trinity Center CSD maintains the Trinity Center's fire hydrants and streetlights. These items require about \$20,000 per year, leaving \$30,000 to \$40,000 of District revenues of about \$60,000 annually for the VFD's operating budget. The District's actual financial performance is audited annually by outside audit firms.

The Trinity Center CSD is primarily funded by a small percentage of property taxes collected by Trinity County for all private parcels within the county boundary. The District operates on property tax budget of about \$58,000 a year, of which \$28,200 is spent on district fire hydrant maintenance, street lighting, and financial management. The remaining budget is allocated to the VFD's normal operating expenses and the purchase of small assets.

The District's annually budgeted revenues and expenses are shown in Table 4. The District budgets very conservatively based on county tax revenue forecasts and already-awarded grants. The approved annual budgets occasionally show a negative effect on the District's funds. This approach shows funding priorities and emphasis. However, in most years, actual expenses do not reach the levels budgeted, and typically, very large expenses are offset by grant funding and donations to the Fire Department from a very generous community. Table 4 shows these differences between budget numbers and actual expenses. In fact, in all the years analyzed, the District reserves grew, because actual expenses were less than budgeted expenses, and revenues exceeded tax revenue forecasts. Note that FY 2019-20 is the current year ending June 30, 2020, and the FY 2018-19 audit is underway.

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Revenues			
Secured and Unsecured Tax	\$56,400.00	\$56,400.00	\$76,667.00
Prior Year Unsecured Tax	-	-	\$100.00
Timber Yield Tax	-	-	\$100.00
Supplemental Tax	\$1,600.00	\$1,600.00	\$2,175.00
Interest Income	\$600.00	\$600.00	\$1,675.00
State Hoptr.	\$700.00	\$700.00	\$700.00
Special District Revenue	\$4,500.00	\$3,000.00	-
Other Revenue	\$1,000.00	\$1,000.00	\$1,000.00
Grants	\$3,000.00	-	\$20,000.00
Total Budget Revenue	\$67,800.00	\$63,300.00	\$102,417.00
Expenditures			
Salaries	\$4,800.00	\$4,800.00	\$4,800.00

Communications	\$750.00	\$750.00	\$800.00
Household Expense	\$450.00	\$400.00	\$1,000.00
Insurance	\$8,500.00	\$8,755.00	\$9,000.00
Vehicle Maintenance	\$5,500.00	\$9,000.00	\$9,000.00
Structure Maintenance	\$1,000.00	\$1,000.00	\$1,500.00
Fire Equipment Supply/ Maintenance	\$9,000.00	\$9,000.00	\$9,000.00
Medical Equipment and Supply	\$2,500.00	\$2,500.00	\$2,500.00
Communication Equipment	\$3,000.00	\$5,000.00	\$5,000.00
Office Expense	\$1,500.00	\$750.00	\$1,000.00
Professional Services	\$2,000.00	\$2,000.00	\$2,000.00
Physicals & Certifications	\$1,000.00	\$1,000.00	\$2,000.00
Equipment Lease	-	-	-
Rent/Lease Grounds	\$240.00	\$240.00	\$240.00
Purchase Grounds	-	-	-
Small Tools/Instruments	-	\$500.00	\$500.00
Special Department Expense	\$1,000.00	\$2,500.00	\$500.00
Transportation & Travel	\$2,000.00	\$1,700.00	\$2,650.00
Utilities	\$5,200.00	\$4,750.00	\$5,000.00
Fixed Assets (Land & Equipment)	\$15,000.00	\$15,000.00	\$42,500.00
TC Structure & Improvement	\$10,000.00	\$10,000.00	\$10,000.00
Total Budget Expense	\$73,440.00	\$79,645.00	\$108,990.00
Budget Revenue less Expense	(\$5,640.00)	(\$16,345.00)	(\$6,573.00)
Actual Total Revenues	\$121,756.00	\$136,537.00	
Actual Total Expenses	\$61,429.00	\$77,682.00	
Actual Audited Results	\$60,327.00	\$58,855.00¹	(current year)

Grants

An important source of funding for Trinity Center CSD, and in particular the VFD, comes from grants. Grant funding organizations include FEMA (Federal Emergency Management Agency) and Title III funding. These grants are usually dedicated to specific equipment needs such as fire suppression equipment, rolling stock, uniforms, and SCBA's (Self Contained Breathing Apparatus), as well as partial reimbursement of Workers Compensation insurance. The District dedicates significant effort and diligence to stay on top of grant opportunities that can benefit the District.

¹ Unaudited results. The FY 2018-19 audit is underway as of this writing; these are preliminary results.

The District performs outreach to local and regional organizations who offer grants to public safety departments. The major project underway at Trinity Center CSD is the construction of the new apparatus building that will cost approximately \$500,000. Major grant contributions to this effort, both in funding as well as in-kind donations, will offset nearly two thirds of the total cost. In particular, a generous donation from the McConnell Foundation, and a pending Community Development Block Grant from the State of California will provide over half the required funding.

Following are some of the items that the department has purchased with grants:

- Engine #1134 (\$98,000 of the \$141,000 price)
- Mobile radios in vehicles
- Handheld radios and pagers
- Structural turnouts, including jackets, pants, boots, helmets, masks, suspenders, gloves, and face shields
- Wildland turnouts, including jackets, pants, boots, helmets, NOMEX hoods, goggles, and gloves
- Vehicle stabilization equipment
- SCBA (breathing) units
- Thermal imaging camera
- Radio repeater equipment on Freethy Ridge (near Norwegian Meadow)

Audit Information

The District conducts annual audits and the available audit information indicates that the financial health of the District is strong. Audit results are often not available for as much as six months after the end of the fiscal year due to the time it takes for the county to close its books and provide final results. The county acts as the bank repository for District funds and thus must close its books in order to complete the District audit. As of this writing, the FY 2018-19 audit is underway.

Financing Constraints and Opportunities

Like many rural departments, the Trinity Center VFD relies on grants and donations to replace aging apparatus and equipment. The North Lake communities are very generous and Trinity Center VFD fundraising events are typically very successful. The District dedicates significant effort to stay on top of grant opportunities that can benefit the District.

GROWTH AND POPULATION

Existing Population and Projected Growth

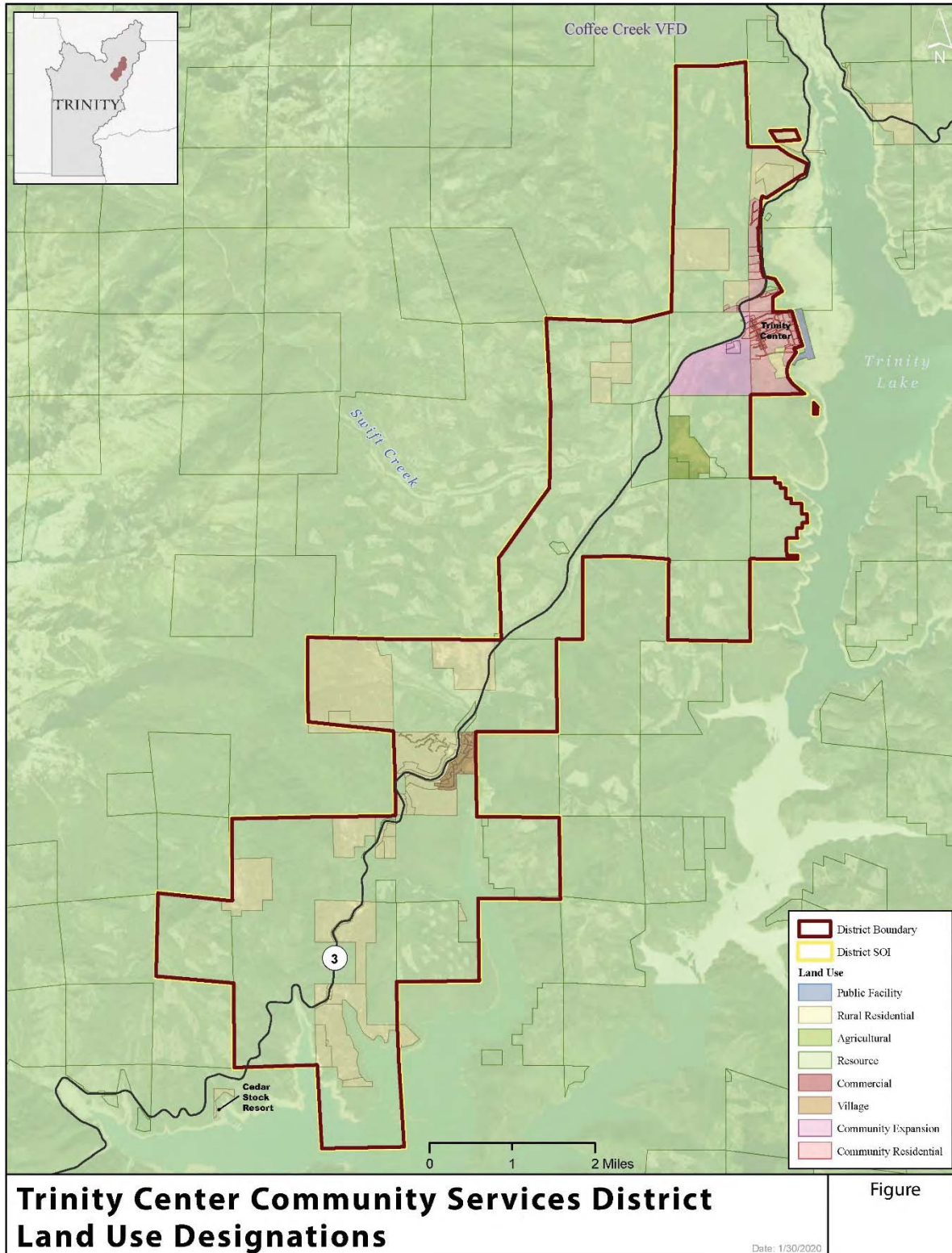
According to the US Census, the total population in Trinity County was 13,786 in 2010 and 13,037 in the 2013-17 American Community Survey 5-year Estimate. The Department of Finance 2019 (DOF) reports a 0.3% increase in the unincorporated population of Trinity County between 2018 and 2019, for a total County population of 13,688 estimated in 2019.

Trinity Center is a Census Designated Place (CDP) and has an estimated population of 202 based on 2013-2017 American Community Survey 5-year population estimates. The District will likely continue to grow at or less than the current county-wide growth rate of 0.3% per year, putting the District population at approximately 208 in 2030.

Existing and Planned Uses

The Trinity County General Plan (1988) and Zoning Code guides land use decisions within Trinity County, including the community of Trinity Center. The area served by Trinity Center CSD is largely agricultural, commercial timber production lands, recreation areas, and low density residential. The District also contains areas of light industrial and commercial areas, generally along Highway 3 and includes areas along Trinity Lake (Figure 2). Over 20% of the land in the District is federal land, including recreation areas, campgrounds, and forest land where the District responds to medical incidents, and can provide first-on-scene firefighting activities in support of the USFS.

Figure 2 Trinity Center CSD Land Use Designations



Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Community wastewater services are not provided in this area; the community relies upon individual septic tanks for sewage disposal. Water service in the area is provided by private water companies including Trinity Center Mutual Water Company and Trinity Knolls Mutual Water Company. The District provides fire protection services through the Trinity Center VFD.

According to the 2015 American Community Survey 1-Year Estimates, the California median household income (MHI) is \$31,964 for Trinity Center, which is 48% of the state average MHI of \$67,169, thereby qualifying this area as disadvantaged. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

MUNICIPAL SERVICE REVIEW DETERMINATIONS

1) Growth and population projections for the affected area

Trinity Center CSD provides EMS and fire protection services to the entire District, fire hydrant maintenance and street lighting to the communities of Trinity Center and Trinity Knolls, and is authorized to provide parks and recreation services. Trinity Center CSD estimates a full-time District population of approximately 200, with a summer population up to ten times greater. Population growth for the service area is expected to be limited or none and population projections indicate a very slight increase. While the growth rate within the district is projected to be low (less than one percent annually) there are undeveloped areas designated for residential use and some underutilized commercial areas along Highway 3. The District should continue to work with Trinity County and be involved in the review of new development proposals to ensure that adequate access and fire safe provisions are incorporated into project design.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence

Trinity Center CSD has been identified as being a DUC. According to the 2015 American Community Survey 1-Year Estimates, the California median household income (MHI) is \$31,964 for Trinity Center, which is 48% of the state average MHI of \$67,169. There are no other DUCs in the vicinity that could be served by the CSD.

3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI)

Public facilities within the District are adequate to serve resident needs with the exception of the fire station. The Trinity Center fire station is inadequate to support the existing and foreseeable levels of service of the District and plans for a new fire station are actively being pursued by the CSD manager.

4) Financial ability of agencies to provide services

The District's budgeted expenses exceeded its budgeted revenue for the three fiscal years analyzed; however, the VFD generally appears to receive adequate donations from the community to finance services. In addition, they receive grant funding, reimbursement for services provided to other fire agencies, and other revenues.

5) Status of, and opportunities for, shared facilities

Trinity Center VFD, a department of the Trinity Center CSD, has an automatic aid agreement with Coffee Creek VFD. Both agencies jointly respond and train together, and likely there are only limited opportunities for expanded facility and service sharing opportunities. Trinity Center CSD

is located in a rural region where physical separation from other communities limits the area where extension of services is practical.

6) Accountability for community service needs, including governmental structure and operational efficiencies

The Trinity Center CSD is governed by the TCCSD Board of Directors. The Board meets regularly, and district board meetings comply with the provisions of the Brown Act. In addition, District representatives coordinate training and response activities with the Trinity Fire Safe Council and participate in the Fire Chiefs Association. This allows the District to keep current on community service needs. District representatives also coordinate training activities with other districts and entities, giving greater operational efficiencies for the staff and the District overall. The District is committed to maintaining these relationships and continuing with joint training and operations programs. The CSD demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests.

7) Any other matter related to effective or efficient service delivery, as required by commission policy

The District completed a comprehensive annexation in 2010. As such, no change to the District's coterminous SOI is proposed at this time.

SPHERE OF INFLUENCE DETERMINATIONS

1) Present and planned land uses in the area, including agricultural and open-space lands

The area served by Trinity Center CSD is primarily agricultural, commercial timber production lands, recreation areas, and residential developments. Opportunities for growth exist but are limited by resource constraints and development potential.

2) Present and probable need for public facilities and services in the area

Trinity Center VFD is a regional partner in the overall fire suppression and prevention effort in Trinity County. While CAL FIRE is nominally responsible for wildland fire protection for non-federal land within the majority of the district and SOI areas, the USFS actually provides wildland fire protection on both federal and non-federal lands under the annual Direct Protection Agreement for Trinity County. Trinity Center VFD provides enhanced fire protection services in the local community for structure fire, medical aid, vehicle accidents and extraction, and similar traditionally local fire department type services. Prior to considering expanding services outside the current service area, the TCCSD must demonstrate the ability to provide services to those areas.

3) Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

The current capacity of public facilities provided by the District appear to be adequate to serve current demand, other than the construction of a new fire station, which is actively being pursued by the District. All community services districts are now required to have websites. TCCSD does not have a separate website but extensive information about the District is available on a regional website called North Trinity Lake Online.

4) Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

Trinity Center CSD is located north of the community of Weaverville, which provides a major shopping and service industry hub for local residents in Trinity County. Trinity Center's commercial and public businesses support daily local needs of the population.

5) The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence

According to the 2015 American Community Survey 1-Year Estimates, the California median household income (MHI) is \$31,964 for Trinity Center, which is 48% of the state average MHI of \$67,169, thereby qualifying this area as disadvantaged. There are no disadvantaged communities immediately adjacent to the District that should be considered for inclusion in the SOI.

REFERENCES

North Trinity Lake Online <http://www.northtrinitylake.com/>

Trinity Center VFD Auxillary <http://tcvfdauxiliary.org/equipment/>

US Census Bureau: <https://www.census.gov/quickfacts/table/PST045215/06>



RESOLUTION NO. 2020-02

ATTACHMENT 2

APPROVING THE TRINITY CENTER COMMUNITY SERVICES DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

WHEREAS, the Trinity Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Trinity County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the availability and performance of services provided by the Trinity Center Community Services District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence review for the District pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on February 18, 2020; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56430 and 56425.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.
2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to Title

14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Trinity Center CSD MSR/SOI Update 2020".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.

BE IT FURTHER RESOLVED by the Commission that:

The Trinity Center CSD MSR/SOI Update 2020 is hereby approved, and the sphere of influence for the District remains conterminous with the District Boundary.

PASSED AND ADOPTED at a regular meeting of the Trinity Local Agency Formation Commission on the 18th day of February 2020, by the following roll call vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair