

TRINITY LOCAL AGENCY FORMATION COMMISSION

February 18, 2020 at 4:00 p.m.

Trinity County Library meeting room,
Weaverville

AGENDA

1. **CALL TO ORDER/ROLL CALL**

2. **PRESENTATIONS/ANNOUNCEMENTS**

Certificate of Recognition to John Jelichich

3. **CONSENT CALENDAR (Action Item)**

A. Approval of Minutes from December 10, 2019 Commission Meeting

4. **PUBLIC COMMENT OPPORTUNITY**

This agenda time is for information from the public for items *not* appearing on today's agenda. No action or discussion will be conducted on matters presented at this time. When addressing the Commission, please state your name for the record prior to providing your comments. Address the Commission as a whole through the Chair. Comments are limited to three (3) minutes in length, subject to the discretion of the Chair, and must pertain to matters within the jurisdiction of this Commission.

5. **PUBLIC HEARINGS**

- A. Coffee Creek Volunteer Fire District MSR & SOI Update (Potential Action)
- B. Trinity Center Community Services District MSR & SOI Update (Potential Action)

6. **NEW BUSINESS**

- A. Selection of Vice Chair

7. **OLD BUSINESS**

- A. Special District Member Appointment Process Update (Informational)
- B. 2020 Planned Commission Meeting Schedule Change (Potential Action)
- C. Review Financial Mid-Year Report (Potential Action)
- D. Commission Policies and Procedures Update – Section 1. and Section 2. (Potential Action)

8. **EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE**

9. **COMMISSIONER'S COMMENTS**

10. **ADJOURNMENT**

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.

All persons are invited to testify and submit written comments to the Commission. If you challenge a LAFCo action in court you may be limited to issues raised at the public hearing or submitted as written comments prior to the close of the public hearing. All written materials received by staff before 1:00 p.m. on the day of the hearing will be distributed to the Commission. If you wish to submit written material at the hearing, please supply 15 copies.

Accessibility

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 Executive Officer or Commission Clerk at least 24 hours before the meeting.

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 Trinity 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 agent (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 LAFCO office, as indicated below.

Contact LAFCO Staff. LAFCo staff may be contacted via mail at Trinity LAFCo, P.O. Box 1445, Weaverville, CA 96093; or via email at kathy@trinitylafco.org or by fax at (530) 623-1353.

TRINITY LOCAL AGENCY FORMATION COMMISSION

December 10, 2019 at 4:00 p.m.

Trinity County Library meeting room,
Weaverville

MINUTES

1. CALL TO ORDER

Chair Morris called the meeting to order at 4:00 p.m.

Members present: John Fenley, Keith Groves, Judy Morris and Clarence Rose.

Members absent: Bill Britton, Bobbi Chadwick and Pat Frost. Public Member positions are currently vacant.

Staff Present: Colette Metz Santsche, Executive Officer; Kathy Bull, Administrator/Clerk

2. PRESENTATIONS/ANNOUNCEMENTS

No presentations or announcements were provided

3. APPROVAL OF MINUTES

A. Approval of Minutes from September 17, 2019 Commission Meeting

Motion to approve the minutes was presented by Commissioner Grove, seconded by Commissioner Rose and passed by the following votes:

Ayes: Fenley, Groves and Rose

Noes: None

Abstain: Morris

Absent: Britton, Chadwick

4. PUBLIC COMMENT OPPORTUNITY

There were no comments received from the public.

5. PUBLIC HEARINGS

No public hearings were scheduled.

6. NEW BUSINESS

A. Public Member Appointment

Ms. Metz Santsche explained the two Public Members and one Alternate Public Member positions were vacant. Staff published information in the newspaper and sent to multiple agencies and LAFCo has received two applications, one from Anna Burke and one from Evan Barrow. Commissioner Groves informed the Commission that he had done a small amount of business with Evan Barrow, but it would not impact any decisions LAFCo is involved with. Ms. Burke provided information regarding her interest to serve on the LAFCo Commission and answered Commission questions. Mr. Barrow then provided

information regarding his interest to serve on the LAFCo Commission and answered Commission questions.

Motion to select Anna C. Burke as Regular Public Member (voting seat #1 with term ending 4/30/2021) was presented by Commissioner Groves, seconded by Commissioner Fenley and passed by the following votes:

Ayes: Fenley, Groves, Morris and Rose

Noes: None

Abstain: None

Absent: Britton, Chadwick

Motion to select Evan Barrow as Regular Public Member (voting seat #2 with term ending 4/30/2023) was presented by Commissioner Groves, seconded by Commissioner Rose and passed by the following votes:

Ayes: Fenley, Groves, Morris and Rose

Noes: None

Abstain: None

Absent: Britton, Chadwick

B. Special District Member Appointment

The process to appoint a Special District Member was explained by Ms. Metz Santsche and noted a current vacancy as well as an upcoming vacancy. Staff asked to hold a Joint Meeting of the Independent Special Districts in order to elect two Regular Special District Members. Typically, one person is nominated from a Fire District and one from a Public Utility District. The Commission directed staff to contact the Special Districts to organize the meeting.

C. Coffee Creek Volunteer Fire District MSR & SOI Update

Ms. Metz Santsche provided information regarding staff working with the District to obtain information to complete a Municipal Service Review (MSR) and Sphere of Influence (SOI). The MSR & SOI's are updated every five years or as needed. Staff should be able to bring the draft update for adoption at a future meeting as well as for updates to the Trinity Center CSD.

D. Senate Bill 929 Website Requirements for Special Districts

Staff proposed to send a letter to Special Districts along with information to be in compliance with the new Senate Bill 929. A resolution for hardship exemption would be included.

E. New Trinity LAFCo Website (www.trinitylafco.org)

The Commission was directed to the new website, where LAFCo information on meetings, noticing, and resources will be posted.

F. 2020 Proposed Commission Meeting Schedule

A proposed change in schedule from third Tuesday to second Tuesday of every other month beginning at 4:00 p.m. There was discussion to hold meeting at an earlier time, but the Commission decided to keep meeting at 4:00 p.m.

Motion to approve the change was presented by Commissioner Fenley, seconded by Commissioner Groves and passed by the following votes:

Ayes: Fenley, Groves, Morris and Rose

Noes: None

Abstain: None

Absent: Britton, Chadwick

G. Commission Policies and Procedures Update

The last update to the Policies and Procedures was done in 2013 and Ms. Metz Santsche informed the Commission the need for another update trying to maintain the original format and content as much as possible.

7. **NEW BUSINESS**

A. Trinity Life Support CSD Status Report

John Jelich, Former Executive Officer provided minutes from the Conducting Authority Hearing held on October 22, 2019. Depending on results of election, either a certificate of completion or certificate of termination will be completed.

8. **EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE**

Ms. Metz Santsche stated she had received GIS files from the County and was preparing a map with all the special district to be provided at a future meeting. It was also noted that staff met with Chair Morris regarding finances.

9. **COMMISSIONERS' COMMENTS**

Each Commissioner provided their thoughts and thanks for the years of service John Jelich provided to Trinity LAFCo.

10. **ADJOURNMENT**

There being no further business, Chair Morris adjourned the meeting at 4:57 p.m.

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair

DATE:_____

DATE:_____



AGENDA ITEM 5.A.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Coffee Creek Volunteer Fire 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 fire protection services provided by the Coffee Creek Volunteer Fire District (VFD). This report incorporates technical information collected and analyzed by LAFCo staff. The report also draws on information provided by Coffee Creek VFD, including items sent by Board Member David Overly and Fire Chief Tony Valls.

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 Coffee Creek VFD 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 Coffee Creek Volunteer Fire District MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments.

1. Coffee Creek Volunteer Fire District MSR & SOI Update
2. Resolution 2020-01

Coffee Creek
Volunteer Fire District

Municipal Service Review &
Sphere of Influence Update

Trinity
Local Agency Formation Commission

Public Hearing Draft

February 2020

TABLE OF CONTENTS

INTRODUCTION	1
Trinity LAFCo.....	1
Fire-Related Districts In Trinity Count.....	1
Municipal Service Review Determinations.....	2
Sphere Of Influence Determinations.....	2
Review Methods.....	3
California Environmental Quality Act.....	3
AGENCY OVERVIEW.....	4
Formation.....	4
Services.....	5
Boundary.....	5
GOVERNMENT STRUCTURE.....	7
Governing Body.....	7
Management & Staffing.....	8
Public Outreach.....	8
Accountability.....	8
OPERATIONAL EFFICIENCY	10
Service Overview.....	10
Service Demand.....	10
ISO Rating.....	10
Personnel.....	11
INFRASTRUCTURE AND FACILITIES	12
Challenges and Needs.....	12
Regional Collaboration.....	12
Other Service Providers.....	13

FINANCING.....	14
Revenue and Expenditures	14
Grants	15
Audit Information.....	15
Financing Constraints and Opportunities	15
GROWTH AND POPULATION.....	16
Existing Population and Projected Growth.....	16
Existing and Planned Uses.....	16
Disadvantaged Unincorporated Communities	16
MUNICIPAL SERVICE REVIEW DETERMINATIONS.....	17
SPHERE OF INFLUENCE DETERMINATIONS	19
REFERENCES	21

LIST OF TABLES AND FIGURES

Table 1: Coffee Creek VFD Agency Profile.....	4
Table 2: Coffee Creek FPD Board of Directors.....	7
Table 3: Coffee Creek VFD Calls for Service.....	10
Table 4: Coffee Creek VFD Apparatus.....	12
Table 5. Coffee Creek VFD FY 2019-20 Budget.....	14
Figure 1 Coffee Creek VFD Boundary and SOI.....	6

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 Coffee Creek Fire Protection District (FPD). 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 the Coffee Creek FPD.

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.

Fire-Related Districts in Trinity County

The majority of structural fire protection services in Trinity County are provided by special districts. A special district is a local governmental agency that delivers public services to a specific area. They are most often established by residents to supply local services in areas not being served by another service provider.

Special districts provide critical services such as fire protection and emergency response and are governed by a board of directors and have defined boundaries in which it provides services and facilities. Special districts must have a statutory authority in order to be established. This authority can take the form of a generic statute which applies to all special districts of that type

or may be formed by a special act tailored to the unique needs of a specific area. In Trinity County, there are 20 special districts.

Fire Protection Districts (FPDs) are independent special districts governed under Fire Protection District law (Health and Safety Code § 13000-14960). An FPD can be authorized to provide services including:

- a) Fire protection services.
- b) Rescue services.
- c) Emergency medical services.
- d) Hazardous material emergency response services.
- e) Ambulance services
- f) Any other services relating to the protection of lives and property.

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 for the affected area
2. The location and characteristics of any 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. Status of, and opportunities for, 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 and audits
- o Personal Communications with District staff including David Overly and Tony Valls
- o Other Reports: Trinity County Community Wildfire Prevention Plan Update 2015, California Strategic Fire Plan. 2010

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: Coffee Creek VFD Agency Profile	
Formation	
Agency Name	Coffee Creek Volunteer Fire District
Formation Date	July 1, 2004
Principal Act	Fire Protection District Law (Health and Safety Code §13000 et seq.)
Contact	
Main Contact	Tony Valls, Fire Chief
Alternate Contact	George Lawrence, Board President
E-mail	coffeecreekvfd@gmail.com
District Mailing Address	PO Box 3951 Trinity Center, CA 96091
District Office Address	1 Cedar Rd, Trinity Center, CA 96091
Phone/ Fax	(530) 266-3955
Governance	
Governing Body	Board of Directors
Board Meetings	Fourth Wednesday monthly in the Coffee Creek fire hall
Staffing	Fire chief, Tony Valls; Assistant chief, Steve Renten; Secretary, Gene Casey
Services	
Services Provided	Fire protection, rescue, and emergency medical services
Areas Served	Unincorporated community of Coffee Creek and adjacent rural residential areas along Highway 3

Formation

The Coffee Creek Fire Protection District was formed on July 1, 2004 pursuant to LAFCo Resolution No. LAFCO-04-01. The District assumed all responsibility for providing services from the Coffee Creek Volunteer Fire Company, which disbanded upon formation and transferred all assets to the District. Shortly after formation, the District officially changed its name from the Coffee Creek Fire Protection District to the Coffee Creek Volunteer Fire District (VFD) on November 9th, 2004. The District was formed without an election due to sufficient registered voter petition in favor of district formation. For the initial Board of Directors, eight of nine Board members were appointed by the Trinity County Board of Supervisors, with the remaining member appointed by the Siskiyou County Board of Supervisors as set forth in Section 13836 of the Health and Safety Code.

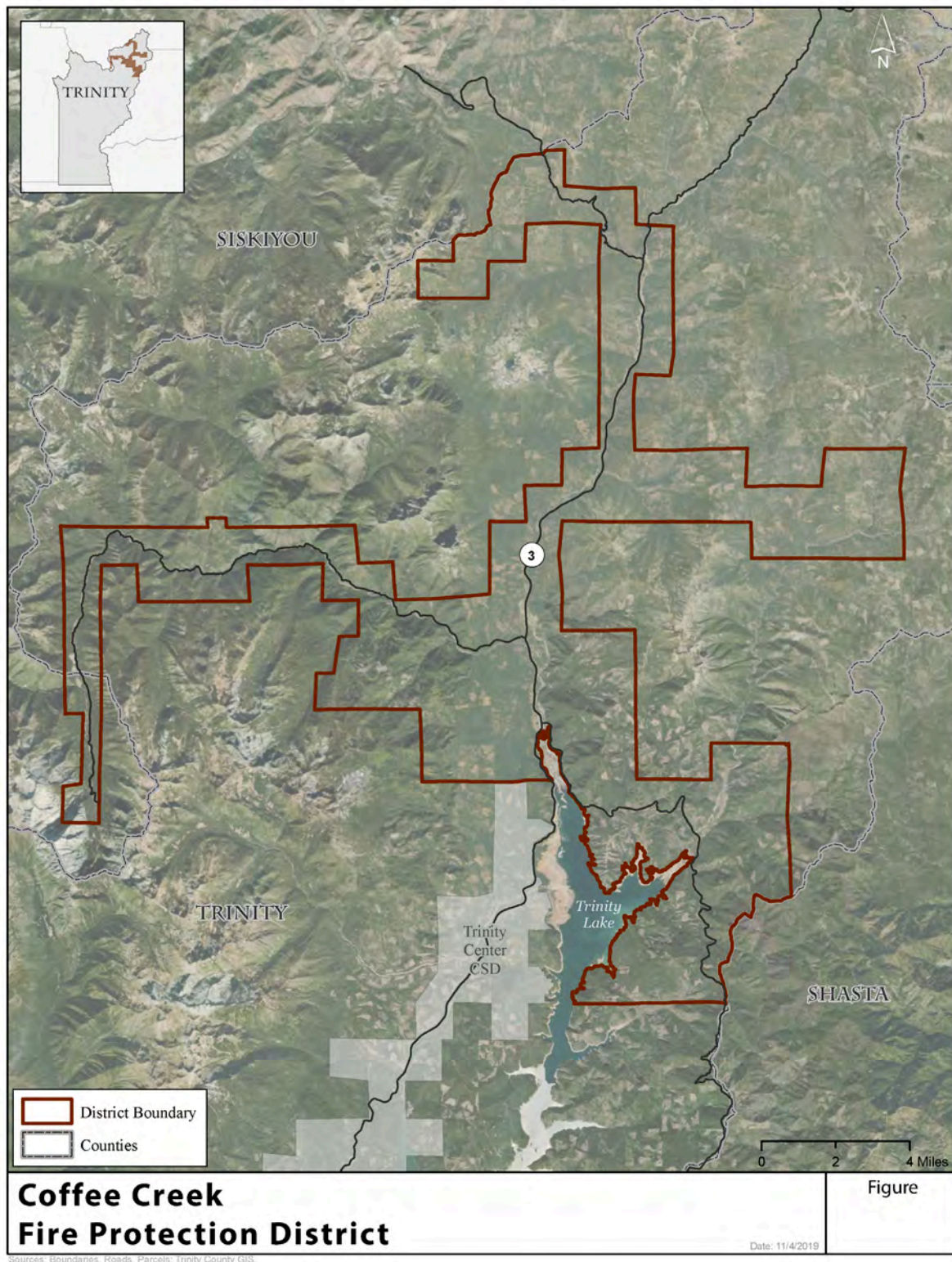
Services

The Coffee Creek VFD is an independent single purpose special district authorized to provide fire protection, rescue, emergency medical services, and ambulance services pursuant to the Fire Protection District Law of 1987 (Health & Safety Code §13800, et seq.). The District has a mutual aid agreement with the Trinity Center CSD and jointly responds to all calls with the Trinity Center Volunteer Fire Department.

Boundary

The Coffee Creek VFD boundary comprises approximately 123 square miles (79,200 acres) and encompasses the unincorporated community of Coffee Creek (Figure 1). The District includes virtually all private lands north of Hatchet Creek, which flows into the northwestern edge of Trinity Lake. State Highway 3 traverses the District in a north-south direction and is the primary transportation route in the area. The District also extends to the northwest along Coffee Creek Road and includes approximately 2,000 acres in Siskiyou County. Currently, the District's Sphere of Influence (SOI) is coterminous with the District boundary. Because of the District's relatively recent formation in 2004, the SOI is comprehensive and does not need updating at this time.

Figure 1 Coffee Creek VFD Boundary and SOI



GOVERNMENT STRUCTURE

Governing Body

Coffee Creek VFD is governed by a nine-member Board of Directors elected at-large to serve staggered 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 President (Chairman), Vice- President, and Treasurer. 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 fourth Wednesday of each month in the Coffee Creek fire hall but there is interest in reducing the frequency of meetings. Fire Protection District Law notes that fire district boards must meet at least once every three months (H&S Code § 13855). 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 Fire Hall, Post Office and the Coffee Creek Country Store. Meeting information is also posted online at www.northtrinitylake.com and minutes are kept for all Board meetings and are available upon request.

Table 2: Coffee Creek FPD Board of Directors		
Board Member	Title	Term Expiration
George Lawrence	President	12/1/2020
Laurence Fitzsimons	Vice-President	12/1/2022
Linda Bullock	Director	12/1/2022
Lorrac Craig	Director	12/1/2020
David Overly	Treasurer	12/1/2020
Robert Rangel	Director	12/1/2022
vacant	-	-
vacant	-	-
vacant	-	-

The District Board has expressed interest in reducing the number of Board seats from nine to five due to the difficulty of recruiting new Board members in a rural area. There are currently four vacant positions on the Board, so board reduction must be timely to avoid loss of a quorum for conducting district business. According to Fire Protection District Law, the number of members of a district board may be increased or decreased if a majority of voters are in favor of the change at a general district or special election (H&S Code § 13845). To initiate the process, the District Board may adopt a resolution placing the question on the ballot. Alternately, a similar ballot question can be initiated by petition signed by at least 25 percent of the registered voters

of the district. The District is determining whether an election can be waived if a petition is signed by a majority of the voters of the District (corresponding with the threshold for a favorable election). According to the District, there are 160 registered voters within the District boundaries, therefore it is possible that the District will be able to obtain enough signatures on a petition in favor of board membership reduction. As mentioned previously, the District was formed without an election due to sufficient registered voter petition in favor of District formation. If the voters approve of decreasing the number of directors, current board members will continue to serve until the end of their current terms.

Management & Staffing

The District is staffed entirely by volunteers. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion.

Public Outreach

In addition to public meetings, the District works to reach constituents through community outreach efforts. The Coffee Creek VFD is very involved in community events and fundraising, including an annual spring chili feed and auction and summer pancake breakfasts held by the VFD Auxiliary known as the “Fire Flies”. The Fire Flies also host craft and bake sales and dinners on a regular basis to raise money for the District.

The District does not maintain a website. However, the Trinity Lake Revitalization Alliance maintains a website at www.northtrinitylake.com that provides information regarding the District and Board of Directors, history of the VFD, and contact information.

SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to 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. Since Coffee Creek VFD is staffed completely by volunteers, it would likely qualify for hardship-based findings, making the District exempt from the website requirement. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists.

Accountability

The Coffee Creek VFD has an adopted Policy Handbook that addresses administrative, financial, and general operating policies and procedures for the District. The Policy Handbook is being updated as of 2019.

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 regularly attended by the District.

OPERATIONAL EFFICIENCY

Service Overview

The Coffee Creek VFD is an active member of the fire service community in Trinity County. The department provides a full range of fire protection services, including emergency medical services, auto extrication, search and rescue, and general public assistance. Ambulance or medical transport service is provided within the District. The Coffee Creek VFD has an automatic aid agreement with the Trinity Center 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 CAL FIRE to respond to wildfire incidents during the fire season.

Service Demand

The Coffee Creek VFD receives an average of 1-2 calls per month, with call volume increasing in the summer months. The District responds to an average of 70 to 100 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 Coffee Creek VFD activities.

Table 3: Coffee Creek VFD Calls for Service			
Response	2016	2017	2018
Fire	10	10	9
Fire Training	14	22	20
Medical	50	52	29
Medical Training	5	10	6
Search and Rescue	0	0	0
Motor Vehicle Crash	2	5	4
Public Assist	0	1	0
Other	1	0	4
Total Responses	82	100	72

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. Based on a recent ISO audit in 2018, the Coffee Creek FPD has a “5/5Y” rating (Personal Communication with Fire Chief, 2/12/20).

Personnel

The District reports six active volunteer personnel. All firefighters are CPR and First Responder certified. Two members are EMT certified and one member has emergency transport BLS authorization. The District is always looking for more recruits. Recruitment is conducted on an annual basis as well as through the Auxiliary group, the Fire Flies, and fundraising events. All staff members work as volunteers. The District Fire Chief, Tony Valls is certified as an Emergency Medical Technician (EMT) and works with Trinity County Life Support. The Assistant Fire Chief is Steve Renten and the volunteer Secretary is Gene Casey. There is always ongoing need for both responders and administrative volunteers.

INFRASTRUCTURE AND FACILITIES

The Coffee Creek VFD operates from one fire station located at 1 Cedar Road in the community of Coffee Creek. A kitchen remodel at the firehall is underway and will be completed in early 2020. Apparatus used by the District includes a Type 1 Engine, Ambulance, Type III wildland brush rig, and a Type II Tanker (Table 4). The District has extrication equipment including Jaws of Life, Hydra-Ram, vehicle stabilizer, circular saws, cutters, rescue kits, and more. Each volunteer is equipped with a hand-held radio and pager.

Table 4: Coffee Creek VFD Apparatus				
Apparatus Number	Apparatus Make/Type	Purchase Date	Purchase Description	Pump Capacity (GPM)
1311	1991 KME Engine	6/30/2007	Title III Grant from Trinity County	1000 GPM
309	Ambulance	1/31/2002	Title III Grant from Trinity County	n/a
1332	1991 Dodge Brush Rig	1/31/2002	Loan from Bureau of Land Management	31 GPM
1341	2005 Kenworth Tanker	7/1/2005	FEMA grant	1002 GPM

Challenges and Needs

Like many rural departments, Coffee Creek VFD is challenged with aging equipment and volunteer recruitment. The District specifically noted that it needs a new brush rig engine. It only has 2-wheel drive capabilities, and 4-wheel drive is preferred to serve more isolated areas and off-road terrain. Another engine also needs replacing due to age. The District is providing matching funds to a countywide grant to upgrade their wildland gear in 2020.

Regional Collaboration

Coffee Creek FPD has mutual aid agreements with all of the fire protection districts in Trinity County, as well as the National Park Service, California Department of Forestry and Fire Protection (CAL FIRE), and the U.S. Forest Service. In addition, Coffee Creek FPD has an automatic aid agreement with the Trinity Center Volunteer Fire Department. Coffee Creek FPD is a member of the Trinity County Fire Chiefs Association and the Trinity County Fire Safe Council (FSC), and helped develop the first comprehensive Trinity County Community Wildfire Protection Plan (CWPP) between 1999 and 2005, with the most current CWPP published in 2015.¹

¹ Trinity County Community Wildfire Protection Plan Update 2015

CAL FIRE is responsible for the suppression of wildland fires within State Responsibility Areas (SRA). CAL FIRE stations are staffed during declared fire season, typically June to October, and engines may respond to calls other than wildland fires if they are available and the call will not affect their core responsibilities. Although the State is responsible for wildland fire suppression within the SRA, CAL FIRE relies on local fire departments to respond to such incidents and provide initial attack to ensure that the fires are suppressed at the earliest possible stage. District volunteers participate as needed on CAL FIRE strike teams and also loan equipment to CAL FIRE as needed.

Other Service Providers

Community water in the Coffee Creek area is provided by private water companies including Coffee Creek Mutual Water Company (MWC), Coffee Creek Acres MWC, Treasure Creek Woods MWC and the Seymour's Mutual Water System. These companies operate water systems that serve different areas of the Coffee Creek community. Treasure Creek Woods MWC has 32 service connections and two active groundwater wells. Seymour's Mutual Water System serves 27 service connections from three springs. 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

Coffee Creek VFD receives no property tax funds or special tax allocations. It relies purely on donations from the community to cover its operating expenses. Fundraising by the “Fire Flies”, the District Auxiliary group, provides about one third of needed income. It also receives income from North Coast Air Quality Control Board burn permits, liability insurance reimbursement from the County, and grants. Donations are received in conjunction with the District’s annual newsletter that details needed funds. Maintenance of equipment, structures and property, and training and travel are some of the larger expenditures incurred by the Coffee Creek VFD. Fees for professional services are also an expense incurred by the District. As reported to the California State Controller’s Office, revenues were \$59,897 for FY 2017-18 and \$75,197 for FY 2018-19, while expenditures were \$32,248 for FY 2017-18 and \$27,372 for FY 2018-19. Total revenue for FY 2019-20 is projected to be \$39,800, while total expenses are estimated at \$56,560, giving a cost overrun of \$16,760. This is due in large part to the cost of the remodeling the station kitchen, which is listed as a \$24,000 expense in the FY 2019-20 Budget.

Table 5. Coffee Creek VFD FY 2019-20 Budget	
Income	
Donations	\$37,400.00
Misc. Income	\$1,200.00
Interest Income	\$1,200.00
Total Income	\$39,800.00
Expenses	
Travel and Training	\$420.00
Spring Dinner/Auction Expense	\$1,500.00
Printing/Copying	\$182.40
Office Supplies/Postage	\$710.00
Kitchen Remodel Purchases	\$24,000.00
Purchases less than 1K	\$1,200.00
Fire/Medical Team Gear	\$3,600.00
Maintenance– Equipment	\$3,840.00
Maintenance–Buildings/Grounds	\$780.00
Medical Supplies	\$600.00
Fuel-Vehicles and Equipment	\$600.00
Licenses and Fees	\$111.00
Administrative & Accounting	\$4,500.00
Advertising & Promotion	\$2,500.00
Utilities	\$3,000.00
Telephone & Internet	\$720.00

Insurance	\$8,297.00
Total Expense	\$56,560.40
Revenues Over (Under)Expenditures	(16,760.40)

Grants

An important source of funding for the Coffee Creek 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) for example, 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 Coffee Creek VFD.

Audit Information

The District conducts periodic audits and documents were provided for FY 2015-16 and 2016-17. The audit for these fiscal years indicates that the financial health of the District is strong; specifically, assets exceeded liabilities by \$241,614.00 at the end of FY 2016-17 and that net assets increased by \$23,476.00. The District has no long-term debt as of the end of FY 2016-17. Based on information from FY 2015-16 and 2016-17, the actual donations often exceeded the budgeted amount by a significant margin. The District is in the process of undergoing an audit to be completed November 2019.

Financing Constraints and Opportunities

Like many rural departments, the Coffee Creek 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. 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.

According to the District, the Coffee Creek VFD serves approximately 200 residents. In addition, Coffee Creek is a Census Designated Place (CDP) and has an estimated population of 298 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, increasing the population by only nine people in ten years, putting the District population at approximately 307 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 Coffee Creek. The area served by Coffee Creek VFD is largely agricultural, commercial timber production lands, recreation areas, and low density residential.

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% of the statewide annual median household income.

According to the 2013-2017 American Community Survey 5-Year Estimates, the California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169; therefore, this area does not qualify as disadvantaged. There are no disadvantaged communities immediately adjacent to the District that require evaluation.

MUNICIPAL SERVICE REVIEW DETERMINATIONS

1) Growth and population projections for the affected area

Coffee Creek FPD has approximately 298 residents within the district boundary based on 2013-2017 American Community Survey 5-year population estimates. Currently, the district has adequate infrastructure to serve the existing population and service demand. 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 and in the Coffee Creek community. 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

The unincorporated community of Coffee Creek and surrounding rural residential areas is the population center within the District. According to the 2013-2017 American Community Survey 5-Year Estimates, the California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169; therefore, this area does not qualify as disadvantaged. There are no disadvantaged communities immediately adjacent to the District that require evaluation.

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)

The District's engines, water tenders, and other vehicles are all in operable condition. Like many rural departments, Coffee Creek VFD relies on grants and donations to replace aging apparatus and equipment. The Coffee Creek fire station is adequate to support the existing and foreseeable levels of service of the District. A kitchen remodel at the firehall is underway and will be completed in early 2020.

4) Financial ability of agencies to provide services

The Coffee Creek VFD 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

The Coffee Creek VFD has an automatic aid agreement with Trinity Center VFD, which is a department of the Trinity Center CSD. Both agencies jointly respond and train together, and likely there are only limited opportunities for expanded facility and service sharing opportunities. In addition, the Coffee Creek FPD has a comparable number of volunteers and facilities

compared to other similar sized districts in the county. The District conducts all of its business, meetings, and training from its Coffee Creek station.

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

The Coffee Creek VFD Board of Directors 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.

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

The District's response area generally matches the District's boundary. No change to the District's coterminous SOI is proposed at this time.

SPHERE OF INFLUENCE DETERMINATIONS

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

Present land uses in the District include rural residential, agriculture, timber, resource conservation areas, public lands and related uses. The planned land uses are similar, with future residential development expected to occur at existing county-wide rates of 0.3 percent per year for rural areas. The provision of fire services is not expected to change planned land uses in the area.

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

Coffee Creek FPD is a regional partner in the overall fire suppression and prevention effort in Trinity County. While CAL FIRE is responsible for wildland fire protection for non-federal land within the majority of the district and SOI areas, Coffee Creek FPD 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 District must demonstrate the ability to provide fire protection services to those areas.

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

Based on present and projected demand for fire protection services, the District has the ability to meet the level of demand for at least the next five years of projected growth within the district boundaries. Coffee Creek FPD makes an ongoing effort to build volunteer capacity and to improve response times to the surrounding areas. Overall, the District currently functions efficiently and there are no service gaps or underserved areas. There is enough revenue to sustain the District at its current capacity.

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

Coffee Creek FPD is located along State Highway 3 about 37 miles or a 50 minute drive from the County hub of Weaverville. It is located near many trailheads into the Trinity Alps in Trinity County, California, just south of the Oregon border and sees a large influx of seasonal tourists. There are no social or economic communities of interest immediately adjacent to the District that require evaluation.

- 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**

Coffee Creek FPD is not considered a DUC. The California median household income (MHI) is \$55,625 for Coffee Creek, which is 82% of the state average MHI of \$67,169. There are no disadvantaged communities immediately adjacent to the District that should be considered for inclusion in the SOI.

REFERENCES

California Strategic Fire Plan. 2010. State Board of Forestry and Fire Protection and the California Department of Forestry and Fire Protection. URL: http://resources.ca.gov/climate_adaptation/statewide_adaptation/climate_change_and_wildfire.html

Personal Communications with David Overly and Tony Valls, November and December 2019

Scores and PPC Ratings. ISO Mitigation Online. URL: <http://www.isomitigation.com/>

Trinity County Community Wildfire Prevention Plan Update 2015, Report to the Trinity County Fire Safe Council from the Trinity County Resource Conservation District and the Watershed Research and Training Center

US Census Bureau. American Fact Finder, Trinity County, California. URL: <http://factfinder.census.gov>



RESOLUTION NO. 2020-01

ATTACHMENT 2

APPROVING THE COFFEE CREEK VOLUNTEER FIRE 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 Coffee Creek Volunteer Fire 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: "Coffee Creek VFD 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 Coffee Creek VFD 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



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

TABLE OF CONTENTS

INTRODUCTION	1
Trinity LAFCo	1
Community Service Districts and Principal Act Overview	1
Municipal Service Review Determinations	2
Sphere of Influence Determinations	2
Review Methods.....	3
California Environmental Quality Act	3
AGENCY OVERVIEW	4
Formation.....	4
Services	5
Boundary	5
GOVERNMENT STRUCTURE	7
Governing Body.....	7
Management & Staffing	7
Public Outreach	7
Accountability.....	8
OPERATONAL EFFICIENCY	9
Service Overview	9
Service Demand.....	9
ISO Rating	10
Personnel	10
Street Lighting	11
Parks and Recreation.....	11
Fire Hydrant Maintenance	11
INFRASTRUCTURE AND FACILITIES	1
Challenges and Needs	1
Regional Collaboration	2

Other Service Providers.....	2
FINANCING.....	3
Revenue and Expenditures.....	3
Grants.....	4
Audit Information.....	5
Financing Constraints and Opportunities.....	5
GROWTH AND POPULATION.....	6
Existing Population and Projected Growth.....	6
Existing and Planned Uses.....	6
Disadvantaged Unincorporated Communities	8
MUNICIPAL SERVICE REVIEW DETERMINATIONS.....	9
SPHERE OF INFLUENCE DETERMINATIONS.....	11
REFERENCES.....	12

LIST OF TABLES AND FIGURES

Table 1: Trinity Center CSD Agency Profile.....	4
Table 2: Trinity Center CSD Board of Directors	7
Table 3: Trinity Center VFD Calls for Service	9
Table 4: Trinity Center CSD Budget Summary	3
Figure 1. District Boundary and SOI.....	6
Figure 2 Trinity Center CSD Land Use Designations	7

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.

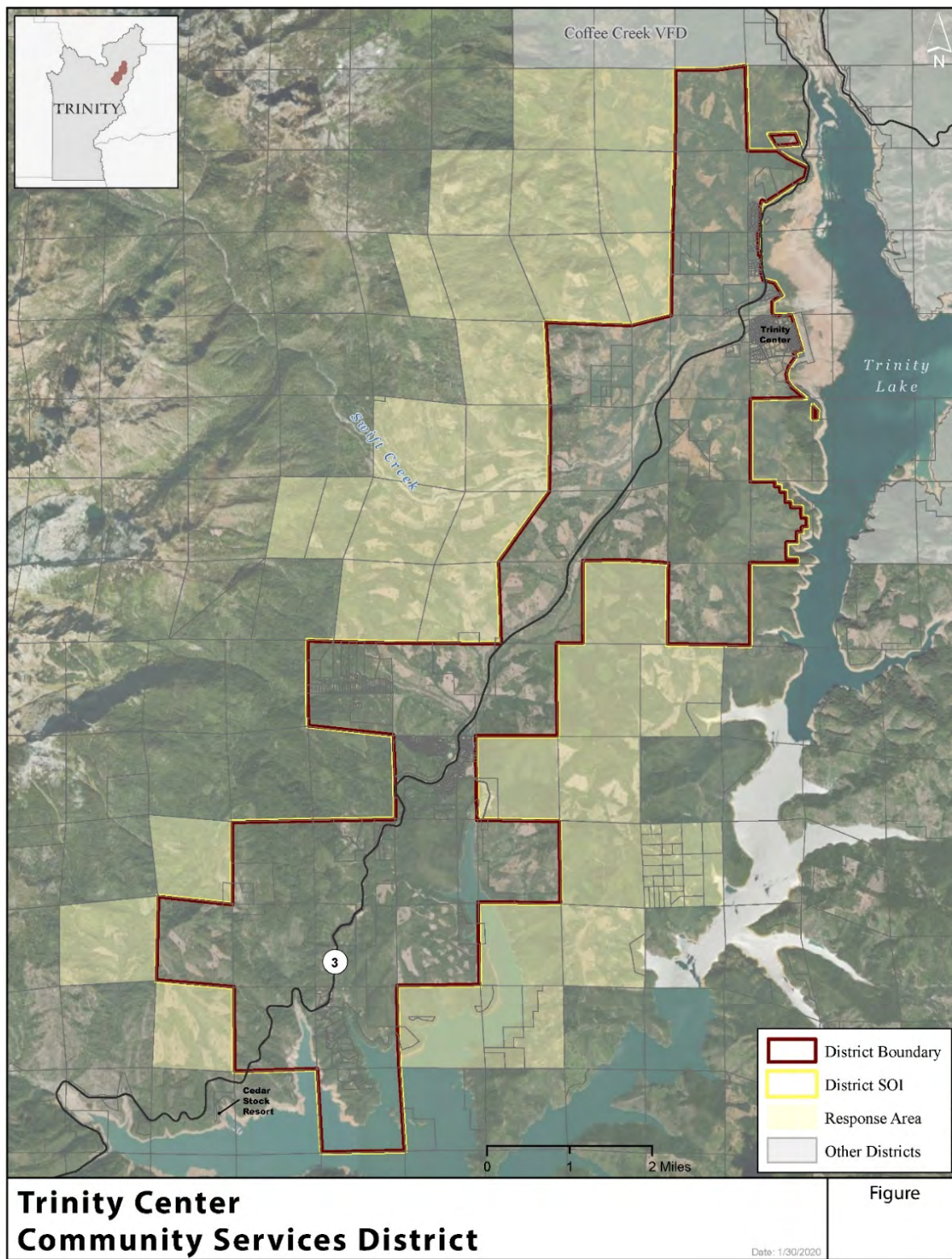
Services

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.

Table 2: Trinity Center CSD Board of Directors		
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.

Table 3: Trinity Center VFD 2019 Service Activities		
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.

Table 4: Trinity Center CSD Budget Summary			
	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

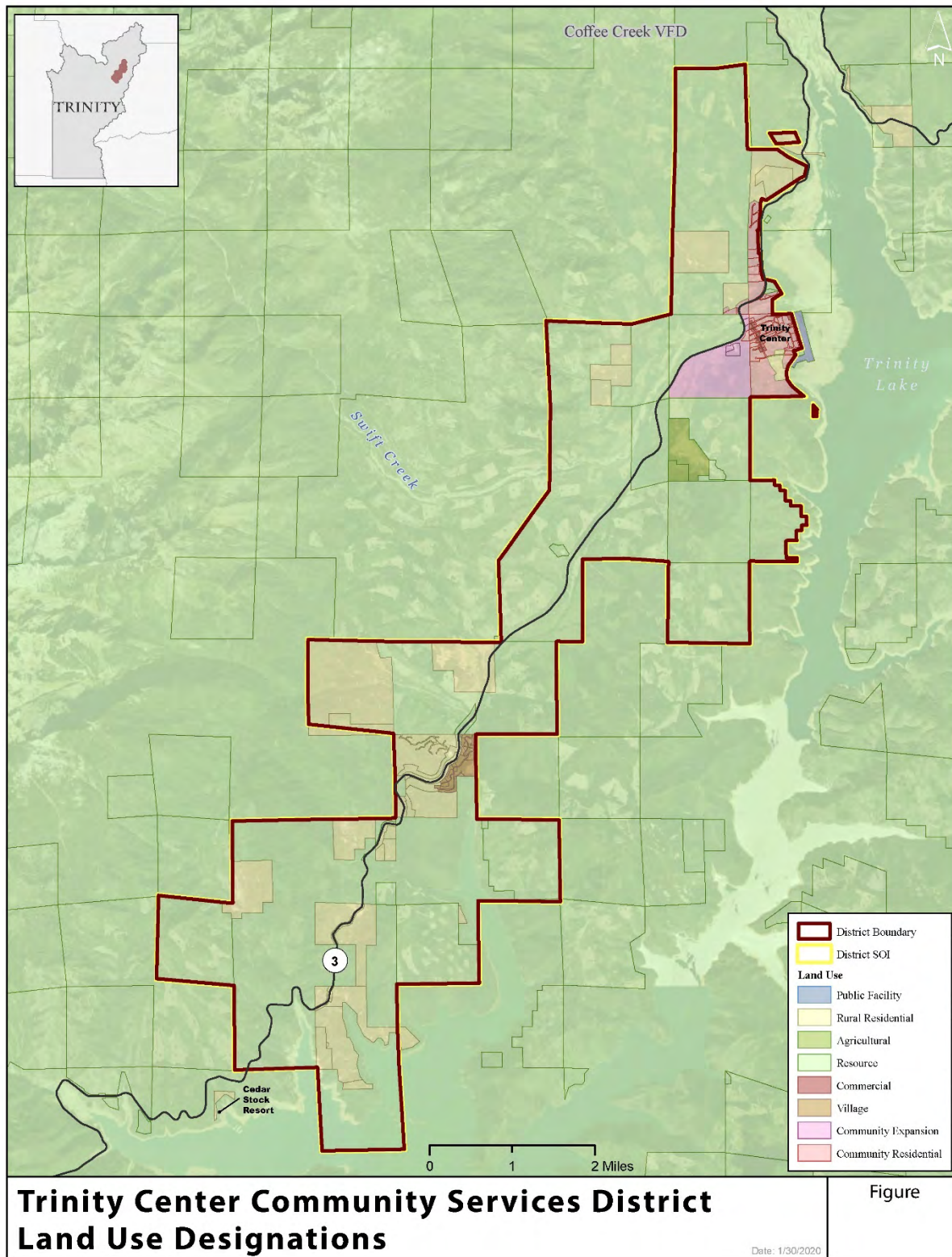
According to the US Census, the total population in Trinity County was 13,786 in 2010 and 13,037 in the 2013-17 American Community Survey 5-year Estimate. The Department of Finance 2019 (DOF) reports a 0.3% increase in the unincorporated population of Trinity County between 2018 and 2019, for a total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



Agenda Item: 6.A.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Selection of Vice Chair

Background:

It is the policy of the Commission to annually designate a Chair and Vice Chair among its regular members. The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by the Commission's policies. In the absence of the Chair, the Vice-Chair shall act as Chair and exercise all the powers and duties of the Chair.

Discussion:

Previously in 2019, Commissioner Morris was elected as Chair and Commissioner Britton as Vice Chair. Due to the recent vacancy of Commissioner Britton's seat, a new Vice Chair is needed to serve the remaining 2020 calendar year.

Recommendation:

It is recommended that the Commission elect a Vice Chair to serve the remaining 2020 calendar year. Per Commission policy, the Chair and Vice Chair shall not be members of the same appointing authority (county, special district, or public).



Agenda Item: 7.A.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Special district Member Appointment Process Update

Background:

The Commission consists of seven regular and three alternate members as follows:

- County** - Three regular members and one alternate appointed by the Board of Supervisors;
- Special Districts** - Two regular members and one alternate appointed by the Independent Special Districts; and
- Public Members** - Two regular members and one alternate appointed by the Commission.

The term of office for each member pursuant to CKH Act § 56334 is four years and until the appointment of a successor. Pursuant to CKH Act § 56332, Special Districts Members are appointed by the Independent Special District Selection Committee.

Discussion:

Due to the resignation of Bill Britton in September 2019 and the resignation of Clarence Rose in February 2020, both of the regular Special District Member positions have become vacant. The term of office for that position began May 1, 2018 and will end April 30, 2022 and any newly appointed regular Special District Member will serve the remaining of the four-year term. The term of office for Clarence Rose, Regular Special District Member will end April 30, 2020.

As there are two vacant positions, Trinity LAFCo will need to fill two Special District Member positions. The terms of office for Special District Member positions are as follows:

- Vacant (previously held by Clarence Rose), Regular Special District Member, term ends 4/30/2020
- Vacant, (previously held by Bill Britton), Regular Special District Member, term ends 4/30/2022
- Pat Frost, Alternate Special District Member, term ends 4/30/2022

In order to fill these vacancies, it is necessary to hold a Joint Meeting of all Independent Special Districts in which a nomination and election is held. A draft Call for Nominations is included as Attachment 1.

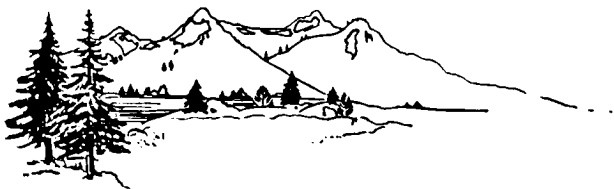
It is important to note that the CKH Act does include a provision for a mailed ballot election process should the Executive Officer determine that a meeting of the Independent Special District Selection Committee for this purpose is not feasible due to the likelihood that a quorum would not be achieved. In this case, the Executive Officer may conduct the business of the committee in writing, including notification to districts of the vacancy, call for nominations, and provision of a mail-ballot election. For an election to be valid, at least a quorum of the independent special districts must submit valid ballots.

Recommendation:

Staff is seeking approval to proceed with contacting the Special Districts to schedule and hold a Joint Meeting of all Independent Special Districts to nominate and elect two Regular Special District Members to sit on the Trinity LAFCo Commission or provide further direction to staff.

Attachments.

1. Announcement of Upcoming Special District Vacancies on LAFCo, Call for Nominations and for Names of Voting Delegates



January 19, 2020 [TO BE MAILED]

To: Each Presiding Officer, Board Member, and General Manager/Clerk of Each Independent Special District in Trinity County

From: Colette Metz Santsche, LAFCo Executive Officer

Subject: **Announcement of Upcoming Special District Vacancies on LAFCo, Call for Nominations and for Names of Voting Delegates**

This is to advise all independent special districts that the term of office for two regular special district members on the Trinity Local Agency Formation Commission (LAFCo) are currently vacant. We are currently accepting nominations for these seats as shown in the following table.

Designation	Current Member	Term of Office
Regular Member (Seat 1 - Enterprise District)	Vacant	4/30/2020
Regular Member (Seat 2 - Non-Enterprise)	Vacant	4/30/2022
Alternate Member (Enterprise or Non-Enterprise)	Pat Frost, Trinity Center CSD	4/30/2022

Pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee (Attachment A), I am announcing the election and calling for nominations for the vacancies to be submitted to the LAFCo office by **April 3, 2020** - please see attached 2020 Election Schedule.

The following summarizes the process:

- 1) Selection Committee: The Independent Special District Selection Committee consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members to serve on LAFCo.
- 2) Voting Delegate: Attached please find a list of the independent special districts eligible to vote in this election (Attachment A). **Please provide us with the name of your District's presiding officer or voting designee** (must be a board member) for the Selection Committee meeting. Board action is not necessary to name your voting representative. Please provide this information by April 3, 2020.
- 3) Nominations: If your District would like to nominate a candidate to serve on LAFCo, please schedule this item on the Board's agenda and obtain consent from the Director you intend to nominate. **A nomination must be approved by the District's Board.** Each candidate must be a board member/trustee of an independent special district. *Please note: Based on past practice, one Regular Member seat is designed as an "Enterprise District" seat, whereas the second Regular Member seat is designated as a "Non-Enterprise District" seat (see attached Procedures for more information on seating designations).*

- 4) **Nominations are required to be submitted by 5:00pm, April 3, 2020.** Late nominations will not be considered. The completed and signed nomination form (attached) may be submitted to the LAFCo office via mail, fax 707-825-9181, or e-mail to colette@trinitylafco.org. The form must be signed by the General Manager or Board President, and the Nominee.
- 5) Election Procedures: A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for April 21, 2020 at 5:30 p.m. (after the LAFCo meeting) at the Library Meeting Room in Weaverville. Prior to the meeting, a list of candidates and nominating resolutions will be sent to each special district.

Official ballots will be distributed at the meeting on April 21. Please ensure that the presiding officer/designated alternate for your district will attend this meeting. Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote. ***Without a quorum of Independent Special Districts, no action can be taken at the meeting to fill the vacancy, which would delay the election and require the election process to be conducted by email/U.S. mail.***

Prior to or at the election meeting, eligible nominated candidates may circulate a statement of qualifications. At the Selection Committee meeting, each candidate will be given an opportunity to make a brief presentation to the Selection Committee.

- 6) Majority Vote: For the Selection Committee to transact business, a quorum (50% plus one) of independent special districts must be present to cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to attend in order to assure a quorum. There is a total of 18 districts eligible to vote; thus, we need at least 10 districts to be present and cast a vote in order to achieve a quorum.

If you have any questions, please feel free to contact the LAFCo Office at: (707) 825-8260; or e-mail: colette@trinitylafco.org.

Attachments:

- A. List of Independent Special Districts Eligible to Vote in the 2020 Election
- B. Nomination Form
- C. Election Procedures for the Special District Selection Committee

INDEPENDENT SPECIAL DISTRICTS

Community Services Districts

Douglas City CSD
Hyampom CSD
Lewiston CSD
Ruth Lake CSD
Salyer CSD
Trinity Center CSD
Weaverville CSD

Sanitary Districts

Weaverville Sanitary District

Public Utility Districts

Post Mountain PUD
Trinity PUD

Fire Protection Districts

Coffee Creek VFD
Hayfork FPD
Junction City FPD
Weaverville FPD

Recreation and Park Districts

Greater Hayfork Valley Park & Recreation District
Weaverville/Douglas City Park & Recreation District

Other Districts

Mountain Communities Healthcare District (Trinity Hospital)
Trinity County Resource Conservation District

NOMINATION FOR LAFCO
REGULAR SPECIAL DISTRICT MEMBER

The _____
(Insert Name of Special District)

Hereby nominates _____ to serve as the
(Insert Name of Nominee)

Regular Special District Member on the Trinity Local Agency Formation Commission (LAFCo)
for the following seat: (pick one)

_____ Regular Member (enterprise) expiring 4/30/2020

_____ Regular Member (non-enterprise) expiring 4/30/2022

Board of Director's action in the nomination was taken on:

Insert Date of Board Action

General Manager or Chair/President

Consent of the Nominee - Signature

Independent Special District Selection Committee Election Procedures 2020

1. **Purpose.** The purpose of the Independent Special District Selection Committee (Selection Committee) shall be to appoint the regular and alternate special district members to the Trinity Local Agency Formation Commission (LAFCo) whenever a vacancy exists among members representing independent special districts (Government Code Section 56332).
2. **Meetings.** The LAFCo Executive Officer shall give written notice to the presiding officer of each eligible independent special districts that a meeting of the Selection Committee will be held on a specified date and at a specified time and place. All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.
3. **Quorum.** Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened by the LAFCo Executive Office prior to establishing a quorum.
4. **Voting.** Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer (Government Code Section 56332).
5. **Eligibility.** To be eligible for nomination and selection to Trinity LAFCo, an individual:
 - a. Must be an elected or appointed independent special district officer within Trinity County (Government Code Section 56332(c));
 - b. Must be a resident of Trinity County (Government Code Section 56332(c));
 - c. Must not be a member of the legislative body of a city or county (Government Code Section 56332(c));
 - d. Must act in such a manner so as to represent the diverse interests of all agencies, not his or her individual district; and
 - e. Must be willing to make a time commitment to fulfilling his or her countywide role representing all special districts.

Note: An elected or appointed independent special district board member who is an employee of the State of California, the county, or a special district is eligible for nomination and selection to the Commission as a special district representative. (Government Code Section 56332(c))

6. **Seating Designation.** The seating of special district representatives on Trinity LAFCo shall be in accordance with the following designations:
 1. One regular seat shall be designated as an "Enterprise District" seat;
 2. One regular seat shall be designated as a "Non-Enterprise District" seat; and
 3. One alternate seat shall be designated from either an enterprise or non-enterprise district.

An "Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from user fees and/or service charges. A "Non-Enterprise" district is defined as any jurisdiction that derives the majority of its total revenues from property taxes.

7. **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting. Board action is not necessary to name your voting representative.
8. **Nomination Procedure.** Each independent special district is entitled to nominate a maximum of one board member, either from its own district or another, if so desired. A nomination must be approved by the District's Board. Each candidate must be a board member/trustee of an independent special district. An eligible district nominee may circulate a statement of his/her qualifications prior to the date of the Selection Committee meeting. Nominations may be received from the floor during the Selection Committee meeting. If nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.
9. **Alternate Position.** If the Alternate LAFCo Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
10. **Election and Balloting Process.** At the Selection Committee meeting, the balloting shall be conducted in accordance with the following:
 - a. A notice of nomination is mailed by the LAFCo Executive Officer to the Special Districts requesting that nominations be submitted within 45 days.
 - b. A candidate's information package is emailed to all Special Districts prior to the Selection Committee meeting. It shall include a list of the nominees for each vacant seat. The package would be emailed as soon as the nomination period ends and the package can be compiled.
 - c. At the Selection Committee meeting, Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
 - d. Each candidate shall be given up to five minutes at the Selection Committee meeting to present his/her qualifications.
 - e. The District representatives in attendance complete and submit ballots and the election is conducted.
 - f. The ballots shall be counted by three reviewers appointed by the Selection Committee.
 - g. Results shall be announced at the Selection Committee meeting.
 - h. If a quorum is not achieved at the meeting, the voting period will be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.
11. **Terms of Office.** Regular representatives shall serve staggered four-year terms. The alternate representative shall serve a four-year term. The expiration date of the term of office of each member shall be the first day in May in the year in which the term of the member expires (Government Code Section 56334).
12. **Removal.** Any district member may be removed at any time and without cause by a majority vote of the Selection Committee, as the appointing body (Government Code Section 56334).



Agenda Item: 7.B.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: 2020 Planned Commission Meeting Schedule Change

Background:

Trinity LAFCo's policy is to have Regularly Scheduled Commission Meetings on the third Tuesday of every month located at the Trinity County Library Conference Room in Weaverville. A schedule was formalized for the year 2020 Regular Commission Meetings at the December 10, 2019 Commission meeting.

Discussion:

Previously during the December 19, 2019 Commission meeting, there was discussion and approval to change the schedule for the meeting occurrences. Due to a scheduling conflict with the meeting room availability, staff needs to make changes to the schedule.

Below are three options suggested as Regular Scheduled Commission meetings for 2020.

Option A – 2nd Wednesday

- April 15, 2020
- June 10, 2020
- August 12, 2020
- October 14, 2020
- December 9, 2020

Option B – 3rd Tuesday

- April 21, 2020
- June 16, 2020
- August 18, 2020
- October 20, 2020
- December 15, 2020

Option C – 3rd Wednesday

- April 22, 2020
- June 17, 2020
- August 19, 2020
- October 21, 2020
- December 16, 2020

Recommendation:

It is recommended that the Commission accept and approve the provided dates for Regularly Scheduled Commission Meetings in 2020, or provide direction to staff with alternate dates.



Agenda Item: 7.C.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Review Financial Mid-Year Report

Background:

LAFCo operating costs are annually funded by Trinity County (1/2) and special districts (1/2). Special District apportionments are proportional to each agency's total revenues as a percentage of the overall revenue amount collected. The apportionment funds are collected by the Trinity County Auditor.

Discussion:

Trinity LAFCo's adopted FY 2019-20 budget for staffing and services/supplies totaled \$44,900. Budgeted revenues from intergovernmental contributions and fund balance carryover also totaled \$44,900.

Mid-year actuals are provided in the Budget Attachment. With regard to revenues, the county and majority of independent special districts allocations have been collected by the Auditor. With regard to actual expenses, costs associated Publications and Legal Notices are more than budgeted. It is anticipated that Staffing Services will also be more than budgeted by year-end. Staff will bring a Budget Amendment to the April meeting for consideration.

Recommendation:

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

Attachments.

1. FY 2019-20 Mid-Year Budget Report

Trinity LAFCo Budget

Fund No. 270-0100

Department No. 8270

		FY 2018/19	FY 2019-2020		
		FY 2018/19	FY 2019/20	FY 2019/20	Difference
		Adopted	Adopted	Mid Year	Under/
		Budget	Budget	Actual	(Over)
REVENUES:	Acct #				
Interest	6601			505.76	
Current Services	8010			-	
Cont From Other Agencies:					
County	9282	7,060	14,000	14,000	-
Indep Spec Districts	9285	7,060	14,000	11,504	2,496
Cash Carryover			16,900	16,900	-
TOTAL Revenues		\$ 14,120	\$ 44,900	\$ 42,910	

		FY 2018/19	FY 2019/20	FY 2019/20	Difference
		Adopted	Adopted	Mid Year	Under/
		Budget	Budget	Actual	(Over)
EXPENDITURES:	Acct #				
Memberships	2240	925	1,500	1,075	425
Office	2260	220	600	238	362
Professional & Specialized:	2300	12,675	40,800	16,568	24,232
- Staffing services			15,000	12,204	2,796
- MSR/SOI			25,000	4,083	20,918
- Legal Counsel			500	-	500
- Web Service			300	282	18
Publications & Legal Notices	2500	300	500	625	(125)
Transportation & Travel	2750		1,500	233	1,267
Training	2756		-	-	-
					-
Contrib to Non LAF Agency	3200		-	-	-
Transfer Out			-	-	-
TOTAL Expenditures		\$ 14,120	\$ 44,900	\$ 18,740	

GENERAL RESERVES

Revenue over (under) Expenditures		0	0	24,170	
Beginning Yr Fund Balance		94,260	94,260	109,160	
Ending Year Fund Balance		106,000	90,000		
Litigation Defense:	\$60,000				
Special Legal Counsel:	\$10,000				
Unanticipated Sp. Studies:	\$20,000				
Anticipated Total Reserve:	\$90,000				

Amount to be apportioned: County (1/2) and Independent Special Districts (1/2)	\$14,120	\$28,000	\$28,000	
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Agenda Item: 7.D.

MEETING: February 18, 2020
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Policy and Procedures Revision – Section 1. General, “Bylaws”, and Related Administration Policies; and Section 2. LAFCo Operations and Financial Policies

Background:

Trinity LAFCo has drafted Policies and Procedures pursuant to Section 56300(a) of the Cortese-Know-Hertzberg Local Government Reorganization Act of 2000. Previously at the December 10, 2019 Commission meeting, staff proposed updating the Policies and Procedures to ensure consistency and clarity of Commission duties.

Discussion:

Section 1. and Section 2. of the Policies and Procedures has been drafted with proposed changes and revisions in ~~strikeout~~/underlined text for the Commission’s consideration and input. Once all Sections of the Policies and Procedures have been revised and updated, staff will provide a complete Policy and Procedures document in its entirety for the Commission’s final approval.

Recommendation:

Staff recommends that the Commission provide direction to staff regarding policy revisions and consider accepting proposed changes to *Section 1. General, “Bylaws”, and Related Administration Policies*; and *Section 2. LAFCo Operations and Financial Policies*.

Attachments.

1. Section 1. General, “Bylaws”, and Related Administration Policies
2. Section 2. LAFCo Operations and Financial Policies

Section 1. GENERAL, “BYLAWS”, AND RELATED ADMINISTRATION POLICIES

1.1 COMMISSION TITLE

This Commission shall be entitled and known as the Trinity Local Agency Formation Commission (“Trinity LAFCo”).

1.2 MISSION, AUTHORITY AND PURPOSES

Trinity LAFCo was established and operates under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) (California Government Code Sections 56000 et seq.)¹

The Local Agency Formation Commission coordinates logical and timely changes in local governmental boundaries (§56001); conducts special studies which review ways to reorganize, simplify and streamline governmental structures (§56031); and prepares spheres of influence for each city and special district within the County (§56425). The Commission promotes provision of efficient and economical services while encouraging protection of agricultural and open space lands (§56001, §56300). Further efforts include discouraging urban sprawl and encouraging orderly formation and development of local agencies based upon local conditions and circumstances (§56301).

Local Agency Formation Commissions are independent commissions that are not a part of county government and are not under the County Board of Supervisors authority. Each Commissioner is independent when weighing and reviewing information and when making determinations (§56325.1 and Attorney General Opinion 98.802).

The mission of the Trinity LAFCo is to implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 with an understandable and open public process leading to informed decisions.

1.3 INTEGRATION WITH STATE LAWS

This document and its subsequent sections will contain the policies, procedures and guidelines needed to implement LAFCo’s statutory purposes and its mission. They are general guidelines for the Commission to follow; however, they are not mandatory or binding. The Commission can and will consider each action upon its

¹ Note: All code notations in the Policies and Guidelines refer to the California Government Code unless otherwise noted.

merits within the parameters set forth in state law. The provisions of this document are not intended to preempt state law. In the event of a conflict between these policies and guidelines, and the provisions set forth in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the provisions of the Act shall prevail.

1.4 MEMBERSHIP

1.4.1 Membership: Trinity LAFCo shall be composed of seven (7) regular members and three alternate members (§56325, §56332). All members must be residents of Trinity County.

(a) County: Three members and one alternate from the County Board of Supervisors are selected by that Board (§56329).

(b) Special Districts: Two Special District Members and one alternate are designated by the Independent Special District Selection Committee (§56332).

(c) Public Member: ~~The Two~~ Public Members and one alternate Public Member are appointed by the other five Commissioners (§56325(d) & 56329). A Public Member cannot be an officer or employee of the County or any Special District having territory within Trinity County. Appointments are made in the following manner:

(i) The vacancy shall be posted by the Executive Officer within 21 days after the vacancy occurs or term of office ends (§54974). At the same time notice shall be published in a newspaper of general circulation.

(ii) The application period will run not less than 30 days from the date of posting and publication. Letters of application with attached resumes, or similar demonstration of qualifications and interest, shall be submitted to the LAFCo Executive Officer within the time period specified in the posted notice of vacancy.

(iii) The Commission may, at its discretion, designate a committee to review applications and recommend an appointment. Depending on the number of applicants, the Commission or committee may interview the most qualified applicants.

(iv) Selection of the public member and alternate public member shall be subject to the affirmative votes of at least one County and at least one District member seated on LAFCo. (§56325(d))

1.4.2 Alternate Commissioners: Alternate members may vote in place of the regular member who is absent or who disqualifies himself or herself from participating in an action (§56325). Alternate Commissioners may participate in closed sessions when sitting in and voting for an absent Commissioner.

1.4.3 Term of Office: The term of each member shall be four years. Commissioners serve until the appointment and qualification of a successor or until removed by the appointing body (§56334). A Commissioner is required to vacate their seat if he or she ceases to hold the originating office (§56337). LAFCo terms begin on the first day of May.

1.4.6 Independent Judgement: All Commission members shall exercise their independent judgment on behalf of the interests of residents, property owners, and the public as a whole. Any member appointed on behalf of local governments shall represent the interests of the public as a whole and not solely the interests of the appointing authority. This does not require the abstention of any member on any matter, nor does it create a right of action in any person. (§56325.1)

1.5 OTHER

1.5.1 It is the policy of Trinity LAFCo to be a member of CALAFCO and to support and actively participate in the State association.

1.6 DOCUMENTS

1.6.1 No staff member will distribute campaign related documents or items unrelated to the business of LAFCo (Government Code §54964, Penal Code 424).

1.6.2 Subject to the discretion of the Executive Officer, printed material relevant to the business of LAFCo, including proposed or anticipated LAFCo actions, may be included in the meeting packet on an informational basis.

1.6.3 All persons are invited to submit written comments for any matters set for hearing before LAFCo. Members of the public are strongly urged to submit their comments sufficiently in advance of meetings to allow Commissioners to review the information.

(a) Written comments will be included in the meeting packet if received by the Executive Officer prior to the distribution of the packet.

(b) Written comments received up to 48 hours prior to the LAFCo meeting will be duplicated by Executive Officer for distribution at the meeting.

(c) Persons submitting written comments less than 48 hours before a LAFCo meeting must provide at least fifteen (15) copies for distribution.

1.7 OFFICERS

1.7.1 Elections: The Chair (§56334) and Vice-Chair shall be elected by a majority vote of the Commission. Elections shall be held annually at the ~~regular Commission meeting in April~~first regular meeting of the calendar year.

1.7.2 Terms of Office: The offices of Chair and Vice Chair are one--year terms to coincide with the calendar year. ~~The term of office begins the first day of May. Terms of office shall rotate each year between the County, Special District and Public members. The Chair and Vice Chair shall not be members of the same appointing authority (county, special district, or public). Should the Chair or Vice Chair position become vacant during the calendar year, the Commission shall, at the meeting at which the vacancy occurs, elect a successor to serve the balance of that calendar year.~~

1.7.3 Duties of Chair: The Chair, when present, shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these ~~rules~~policies. The Chair shall preserve order and decorum, set time limits for speakers, and shall decide all questions of order subject to the action of a majority of the Commission.

The Chair may also, from time to time, appoint Commission members to subcommittees and may call special meetings as necessary and as provided by law (§54956). All documents involving official acts of the Commission shall be signed in accordance with appropriate statutes relating to such acts. In the absence of specific regulations, the signature of the presiding officer shall be deemed sufficient.

1.7.4 Duties of Vice-Chair: In the absence of the Chair or if for any reason the Chair is unable to act as Chair, the Vice-Chair shall act as Chair and exercise all the powers and duties of the Chair.

1.7.5 Chair Pro Tem: In the absence of the Chair or Vice Chair or if the Chair or Vice-Chair is unable to participate in the proceedings, the immediate past chair of the Commission will act as Chair. If the Chair, Vice Chair and immediate past Chair are not available, then the members of the Commission present shall, by an order entered in the minutes, select one of their members to act as Chair Pro-Tem with all the powers and duties of the Chair.

1.7.6 Spokesperson: The Commission may, from time to time, designate a spokesperson to represent the Commission for a particular matter.

1.7.7 Speaking in Public: All Commissioners, when speaking in public forums of any kind, must clearly state that they are expressing their own views, unless they have been designated to be the spokesperson on that matter and to represent the Commission.

1.8 MEETINGS

1.8.1 Regular meetings are conducted monthly (§54954) and are usually held in the Trinity County Library Conference Room (Board Chambers) located at 351 Main Street, Weaverville, California. Regular meetings are held, as necessary, on the third Tuesday of ~~each even numbered~~ months at 4:00 pm. The Commission may change the meeting schedule or location, add or cancel hearings.

1.8.2 The Chair, Executive Officer or a majority of the Commission may call a special meeting at any time, pursuant to the provisions of Government Code Section 54956. "For the majority to act, there is implied authority for them to communicate to determine if they want to call a special meeting" (Open & Public III: A user's guide to the Ralph M. Brown Act).

1.8.3 Notice of meetings will be provided in accordance with the provisions of the Cortese-Knox-Hertzberg Act, the Brown Act, and the California Environmental Quality Act, as applicable. The Executive Officer may provide public notice, above that required by law, when appropriate. The meeting agenda will be provided to LAFCo's established agenda mailing list, including appropriate media, project proponents, and interested parties requesting notice for a specific hearing.

1.9 AGENDAS

1.9.1 Items are placed on the meeting agenda by any member of the Commission, the Executive Officer, or by the Commission's direction or consensus.

1.9.2 Meeting ~~agendas and packets shall be posted on the LAFCo website and available to Commissioners at least five days prior to the meeting. Copies of the staff reports shall be made available to proponents, affected local agencies, and agendas will be provided to LAFCo's established agenda mailing list, including appropriate media, project proponents, and~~ interested parties requesting notice for a specific hearing.

1.9.3 In accordance with the Ralph M. Brown Act, the Commission may not take action on any items that do not appear on the Trinity LAFCo agenda posted 72 hours prior to the meeting unless an exception is made as permitted under Government Code Section 54954.2 (immediate action required, etc).

1.10 QUORUM, VOTING AND CONDUCT OF MEETINGS

1.10.1 Quorum: Four (4) members of the Commission shall constitute a quorum for the transaction of business. ~~Alternate members, when seated in place of regular members, shall be considered a regular member for quorum determination.~~ In the absence of a quorum, the members present shall adjourn the hearing to a stated time and place (Rosenberg's Rules of Order).

1.10.2 Voting: When applicable, a roll call vote shall be conducted by the Commission Clerk, with the Chair voting last. No act of the Commission shall be valid or binding unless four (4) or more members concur. A tie vote, or any failure to act by at least four affirmative votes, shall constitute a denial.

1.10.3 Order of Business: The business of the Trinity LAFCo at its meetings will be conducted in accordance with the following order of business unless otherwise specified. The Executive Officer or any member of the Commission may request that the order of business be changed to accommodate a special circumstance.

The usual order of business is as follows:

1. Call to Order/Roll Call
2. Presentations/Announcements
3. ~~Approval of Minutes~~Consent Calendar
4. Public Comment Opportunity
5. Public Hearings
6. ~~Action Items~~ New Business
7. ~~Administrative Business~~ Old Business
8. Executive Officer's Report/Correspondence
9. Commissioner's Comments
10. Adjournment

1.10.4 Public Comment/Public Forum: Any person wishing to address the Commission on any item within LAFCo's jurisdiction but **not** appearing on the agenda may do so during this section of the agenda (Section 54954.3). The Commission cannot take action on a matter that is not listed on the agenda, including matters raised during Public Comments. The Chair, however, may request the Executive Officer to provide brief additional information on a matter of general interest to the Commission or public-at-large. The time limit is three minutes per speaker, subject to the discretion of the Chair.

1.10.5 Public Hearings:

~~(a)~~ For a full discussion of public hearing procedures and policies, please refer to Section 1.11.

1.10.6 Executive Officer's Report: The Executive Officer shall provide periodic reports to the Commission on agency activities, pending projects, and the budget.

1.10.7 Commissioner's Comments: Commissioners' reports may include individual or committee activities, intergovernmental items, announcements and other relevant matters.

1.10.8 Speakers:

- (a) All communications from the floor are addressed to the Commission.
- (b) Members of the public who speak at a meeting are requested to identify themselves ~~and to sign in with the Clerk (Section 54953.3) to facilitate preparation of the minutes and address remarks to the Commission, as a body, and not to any member thereof.~~ Those attending a meeting are not required to identify themselves.
- (c) No person is allowed to speak from the audience.
- (d) Each speaker is allowed to speak once on an agenda item.

1.10.9 Time Limits: The Chairman may limit the time for speakers or may limit the total time allotted for any individual item (Brown Act). The usual time limit is three minutes for speakers.

1.10.10 Motions: Motions may be made by any regular member of the Commission or alternate member acting in place of a regular member, including the presiding officer, provided that before the presiding officer offers a motion the opportunity for making a motion should be offered to other members of the Commission. Any regular member of the Commission or alternate member acting in place of a regular member, other than the person offering the motion, may second a motion.

1.10.11 Procedure for Motion: The following is the general procedure for making motions:

- (a) Before a motion can be considered or debated it must be seconded.
- (b) A commission member wishing to second a motion should do so through a verbal request to the Chair.
- (c) Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Commission member or alternate properly recognized by the Chair.
- (d) Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed, provided, however, Commission members may be allowed to explain their vote.

1.10.12 Motion Amendments: When a motion is on the floor, and an amendment is offered, the amendment should be acted upon prior to acting on the main motion.

1.10.13 Voting: Any regular member of the Commission, or alternate member acting in place of a regular member, present at a meeting when a question

comes up for a vote should vote for or against the measure unless he/she is disqualified from voting and abstains because of such disqualification. If the vote is a voice vote, the Chair shall declare the result. The Commission may also vote by roll call. Regardless of the manner of voting, the results reflecting all “ayes” and noes” must be clearly set forth for the record.

Whenever a roll call vote is in order, the Commission Clerk shall call the names of the members in the following order: the mover, the second, other members, providing that the name of the Chair shall be called last.

1.10.14 Abstention:

- (a) Commission members should declare their intention to abstain on an item on the agenda as soon as the agenda item is announced.
- (b) When Commission members abstain or excuse themselves from a portion of a Commission meeting because of a legal conflict of interest, the Commission member must briefly state on the record the nature of the conflict. Including this information in the public record as required by law. A Commissioner excusing him/herself for a legal conflict shall leave the meeting room.
- (c) Whenever a regular member of the Commission abstains, for whatever reason, that member’s alternate is eligible to replace the abstaining regular member and participate fully in all actions, provided the alternate member does not have a conflict of interest.

1.10.15 Motions for Reconsideration: Reconsideration of any resolution of the Commission making determinations must comply with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

1.11 PUBLIC HEARINGS

1.11.1 General Procedure: The Commission procedure for the conduct of public hearings is generally as follows:

- (a) The Chair announces the item to be considered.
- (b) LAFCo staff presents its report
- (c) Commission members and alternates may ask questions of staff if they so desire.
- (d) The Chair opens the public hearing to statements from the applicant and public
- (e) The applicant or applicant representative then has the opportunity to present comments, testimony, or argument.
- (f) Members of the public are provided with the opportunity to present their comments, testimony or argument.
- (g) The applicant or applicant representative is given an opportunity for rebuttal or concluding comments. No new information shall be introduced

except by specific permission of the Chair, in which event opponents shall, again, be given an opportunity to rebut.

- (h) LAFCo staff is given an opportunity for concluding comments.
- (i) The public hearing is closed.
- (j) The Commission deliberates on the issue.
- (k) If the Commission raises new issues through deliberation and seeks to take additional public testimony (questions of the public, applicant or appellant), the Public Hearing must be reopened. At the conclusion of the public testimony, the Public Hearing is again closed.
- (l) The Commission deliberates and takes action.
- (m) The Chair announces the final decision of the Commission.

1.11.2 Time for Consideration: Matters noticed to be heard by the Commission will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible, and will continue until the matter has been completed or until other disposition of the matter has been made.

1.11.3 Continuance of Hearings: Any hearing being held or noticed or ordered to be held by the Commission at any meeting of the Commission may, by order or notice of continuance, be continued or re-continued to any subsequent meeting within the time limits require by law.

1.11.4 Public Discussion at Hearings:

- (a) When a matter for public hearing comes before the Commission, the Chair will open the public hearing. Upon opening the public hearing and before any motion is adopted related to the merits of the issue to be heard, the Chair shall call for presentation of the staff report. Following any staff presentation and Commissioner questions, the Chair shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting the matter. The applicant or applicant's representative would generally speak first.
- (b) Request to Speak – Any person desiring to speak shall make his/her presence known to the Chair and upon being recognize by the Chair, the person may speak relevant to the matter being heard. No person may speak without first being recognized by the Chair.
- (c) Commission Questions of Speakers – Members of the Commission or alternates who wish to ask questions of the speakers or each other during the public hearing portion may do so buy only after first being recognized by the Chair. Interactions with a speaker shall be limited to a question or questions, rather than an ongoing dialogue. Commission members and alternates should avoid raising question as a method to extend the allocated time for a speaker.
- (d) Material for Public Record – All persons interested in the matter being heard by the Commission shall be entitled to speak and to submit written or graphic information. All written and graphic information presented will be

retained by the Clerk of the Commission as part of the record of the hearing, unless otherwise directed.

- (e) Germane Comments – No person will be permitted during the hearing to speak about matters or present information not germane to the matter being considered. A determination of relevance shall be made by the Chair, subject to approval by the full Commission if requested by and Commission member or alternate.

1.11.5 Communications and Petitions: Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the Chair, or at the Chair's direction by the Executive Officer. A reading in full shall take place if requested by the Commission.

1.12 RECORD OF PROCEEDINGS

1.12.1 General Procedure: The Commission Clerk or designee shall record and prepare minutes of each meeting. The minutes are intending to be a summary of the order of business and general nature of testimony, Commission deliberation, and action taken. After approval, the minutes shall become the official record of actions of the Commission.

Section 2. LAFCO OPERATIONS AND FINANCIAL POLICIES

2.1 LAFCO BUDGET

Government Code §56381, et. seq., and the following policies will apply to the LAFCo budget process:

2.1.1 The Commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15 in the manner prescribed by §56381.

2.1.2 LAFCo will encourage an open process in the development and approval of its budget. LAFCo will encourage cooperation and collaborative efforts among agencies in order to reduce the costs of special projects, studies and state mandates.

2.1.3 LAFCo will annually review and consider budget priorities to fulfill the purposes and programs of state law and local policy. These work priorities will help guide the development of the budget.

2.1.4 The budget will identify the resources available for LAFCo's use under the law and those resources necessary for the purpose of carrying out state law and the Commission's goals and policies.

2.1.5 The LAFCo Executive Officer shall serve as budget administrator to prepare, present, transmit, review, execute and maintain the LAFCo budget.

2.1.6 Contingency/Reserve:

- (a) ~~As part of the annual budget process, the Commission shall determine whether a contingency appropriation to the reserve is needed. The annual budget shall include a contingency appropriation of 10% of total operating expenses, but not less than \$5,000, unless the Commission deems a different amount appropriate.~~
- (b) Funds budgeted for contingency reserve shall not be used or transferred to any other expense account code without the prior approval of the Commission.
- (c) Whenever the actual year-end closing figures of the LAFCo general fund show that available financing exceeds financing requirements, the excess fund balance shall be transferred to a designated reserve account unless allocated to the next fiscal year, as determined by the Commission. ~~an account designated for subsequent years financing, lawsuits or other unanticipated events. These designated funds will be considered as a reserve account. The County of Trinity Auditor-Controller, with the~~

~~concurrence of the Executive Officer, is authorized to transfer an amount equal to the amount of excess financing to this account, which shall be augmented, as funds may be available, until it contains an amount equal to at least 25% of the current year budget, but not less than \$30,000. Once the account equals at least this amount any remaining funds in excess of the actual fund balance amount may be appropriated for any allowed expense at the Commission's discretion.~~

- (d) Whenever actual year end closing figures of the LAFCo general fund show that financing requirements exceed available financing, the Executive Officer shall notify the Commission at its next regular meeting. Any associated reductions in appropriations may not be made without prior approval of the Commission.
- (e) Funds in the ~~designation the LAFCo designated~~ reserve accounts~~s~~, shall not be used for any current year's expenses or considered as a financing source for on-going operations without the prior approval of the Commission. It is the intent of the Commission that any funds considered as reserves only be used in the case of extraordinary expenses that could not have been anticipated.

2.1.7 Budget Adjustments:

- (a) The Commission may make adjustments to its budget at any time during the fiscal year, as it deems necessary.
- (b) Adjustments between accounts within the same budget income group may be approved by the Executive Officer.
- (c) Transfers between budget income groups shall be subject to approval by the Commission.

2.1.8 Audits. An independent audit of LAFCo finances will be conducted as the Commission deems necessary. Cash handling, receipts, deposits and claims procedures will be processed through the Trinity County Auditor. ~~At each regular meeting the Commission will review the 'budget-to-actual' report.~~

2.1.9 Apportionments. Funding for the normal operational expenses of Trinity LAFCo shall be borne from Trinity County and its special districts. Trinity County shall apportion ½ of LAFCo budget from Trinity County and ½ from the special districts. The apportionment funds shall be collected by the Trinity County Auditor.

2.2 LAFCO FEES

2.2.1 Application Fees

- (a) The Commission shall periodically review fees and adopt a fee schedule for the purpose of recovering the costs pursuant to the Cortese-Knox-Hertzberg Act (§56383(a), §56384, §66016).

Trinity LAFCo
Policies, Guidelines and Procedures

- (b) The schedule of fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged and shall be imposed pursuant to §66016 and §56383. Charges listed on the schedule of fees are initial payments toward the total cost of processing ("project cost").
- (c) Project cost is defined as staff time plus materials. Staff charge-out rates include personnel costs plus a percentage of LAFCo operating expense and administrative overhead. Materials include, but are not limited to, mailing costs, charges for advertisement of hearings, petition reviews, as well as fees charged for project reviews by affected agencies.
- (d) No petition shall be deemed filed and a Certificate of Filing shall not be issued until fees have been deposited (§56383(c)). Charges must be paid by the applicant prior to recording the Certificate of Completion or at other times during the LAFCo process as deemed appropriate by the Executive Officer. The Certificate of Completion shall not be recorded until outstanding fees and charges are paid.
- (e) Any individual or entity that requests a LAFCo initiated study or service review of special district changes of organization or reorganization shall be responsible for required fees. Charges for Reconsideration of a LAFCo Determination are the responsibility of the requesting party.
- (f) Applicants are responsible for payment of other agency fees, such as: State Board of Equalization fees, County Surveyor fees, County Elections Department costs, Environmental Document preparation fees, mapping, Fish and ~~Game~~Wildlife fees, and County Recording Fees.
- (g) Staff time will be monitored against the deposit paid. If cost of processing an application begins to exceed the deposited amount, additional deposits will be required. Any hearing on the application may be deferred or continued pending receipt of the additional deposit.
- (h) If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
- (i) Pre-Application Expenses: LAFCo will charge its pre-application staff time spent conducting research, reviewing environmental and other documents and participating in the process as the lead agency or responsible agency, as part of the processing costs. The initial deposit for proposals will be due and payable at the time LAFCo initiates preliminary work on the proposal or when the estimated time of preliminary work exceeds 2 hours.
- (j) Public inquiries and one-time general research requiring less than ~~30 minutes~~2 hours will not be subject to charges for staff time.

2.2.2 Reimbursement Agreements: Whenever a deposit of funds is required, the applicant shall enter into an agreement providing for LAFCo to be reimbursed for all costs related to the application based on the fee schedule in place at the time funds are deposited.

2.2.3 Legal Defense Fees: LAFCo retains the right to control its defense. The applicant may provide his or her own legal counsel in the defense of the action taken, under the supervision of LAFCo legal counsel, or, if LAFCo consents, the applicant may elect to use the services of LAFCo in that defense. In any case, the Executive Officer may require a deposit of funds by the applicant sufficient to cover LAFCo's estimated expenses of the legal defense litigation.

2.2.4 Appeal of Fees:

- (a) Appeals shall be submitted in writing with the application and contain specific justification for the request. The appeal will be considered at the next LAFCo hearing.
- (b) Project processing will not begin until a fee determination is rendered by LAFCo.
- (c) The Commission may reduce or waive a fee or deposit if it finds that payment would be detrimental to the public interest; however, it is the Commission's policy to not waive fees except in the direst of circumstances because most special districts, which would share in the costs that are waived or reduced, have severely limited financial resources (56383(d)). The Commission will also consider the budget impacts of any fee waivers or reductions. Absent compelling circumstances, the Commission will not normally adjust or waive deposits and/or fees.

2.2.5 Refunds:

- (a) Deposits on file with LAFCo which exceed the cost of processing the application by \$25 or more will be refunded to the applicant after LAFCo completes its final filings.

2.3 LAFCO EXPENDITURES

2.3.1 While CKH allows Commission members and alternates, sitting in and voting at a meeting, to receive a meeting stipend, the Commission has chosen not to receive any stipend or reimbursement for expenses incurred in performing the duties of their office (§56334).

2.3.2 Commission members, including alternates, and staff compelled to travel out-of-county in the performance of their duties shall be reimbursed for their actual and necessary expenses, including reasonable incidental expenses. Reimbursement shall be made at the rates specified for officers or employees of Trinity County, or as otherwise specified by the Commission. Travel claims will be made in the form

Trinity LAFCo
Policies, Guidelines and Procedures

and manner as such claims are processed for officers or employees of Trinity County subject to approval of the Executive Officer, or if the Executive Officer is making the claim pursuant to Section 2.3.5.

2.3.3 All travel arrangements are coordinated through the Executive Officer and should be as economical as possible.

2.3.4 In order to avoid late payment penalties, or to secure an early payment discount, the Executive Officer is authorized to approve all claims for payment, except his/her own claims. At each regular meeting, the listing of approved claims shall be submitted to the Commission.

2.3.5 The Executive Officer shall submit his/her claims to the Chair and Vice-Chair for approval. Two signatures are required. If either the Chair or Vice-Chair is not available, then any other regular member of the Commission may sign. Claims approved for the Executive Officer shall also be reported to the Commission along with other approved claims.

2.3.6 The Executive Officer is designated as the financial officer of LAFCo and shall review all invoices, including claims and payment requests received by LAFCo and shall be responsible to process documents necessary for payment in a timely manner.