

TRINITY LOCAL AGENCY FORMATION COMMISSION

June 15, 2021 at 4:00 p.m.

By Virtual Teleconference Only

AGENDA

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public are encouraged to access and participate in the meeting.

DIRECTIONS FOR LISTENING TO THE MEETING AND COMMENT REMOTELY:

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How to Submit Public Comment:

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The chair will call you by name or phone number when it is your turn to comment. Please state your name for the record before sharing comments, and please do not unmute your microphone during times when public comment has not yet been invited. Speakers will be limited to three minutes.

If you choose not to observe the LAFCo meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 12:00 p.m. the day of the meeting. Please submit your comment to Kathy Bull at kathy@trinitylafco.org. Your comment will be placed into the record at the LAFCo meeting.

If you require an accommodation due to a disability under the Americans with Disability Act that does not allow you to participate remotely please notify Kathy Bull at kathy@trinitylafco.org as soon as possible to make other arrangements for viewing the meeting and/or commenting.

AGENDA

1. CALL TO ORDER/ROLL CALL

A. Roll Call

2. PRESENTATIONS/ANNOUNCEMENTS

None

3. CONSENT CALENDAR (Action Item)

A. Approval of Minutes from April 20, 2021 Commission Meeting

4. PUBLIC COMMENT OPPORTUNITY

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. All statements that require a response will be referred to staff for reply in writing.

5. PUBLIC HEARINGS

- A. MSR/SOI Update for Hyampom Community Services District (Potential Action)
- B. Final Budget for Fiscal Year 2021/2022 (Potential Action)

6. NEW BUSINESS

A. Professional Services Contract for Executive Officer and Clerk (Potential Action)

7. OLD BUSINESS

None

8. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE

- A. CALAFCO Quarterly (May 2021)
- B. Check-in and Discuss Return to In-person Meetings

9. COMMISSIONER'S COMMENTS

10. ADJOURNMENT

The next LAFCo meeting is scheduled for August 17, 2021, at 4:00 p.m. via Zoom Videoconference.

TRINITY LOCAL AGENCY FORMATION COMMISSION

April 20, 2021 at 4:00 p.m.

Via Virtual Teleconference

MINUTES

These minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.

1. CALL TO ORDER/ROLL CALL

A. Chair Groves called the meeting to order at 4:20 p.m.

Members present: Commissioners Evan Barrow, Anna Burke, Jill Cox, Dan Frasier, Keith Groves, Joseph Kasper

Members absent: Commissioner Andrew Johnson; Alternate Pat Frost, Liam Gogan

2. NEW APPOINTMENTS

A. Special District Member Appointment Process Update

Ms. Santsche explained LAFCo received one nomination so the balloting process was not required. The new Special District appointment is Andrew Johnson from Trinity Public Utility District.

B. Public Member Appointment

One Regular Public Member term ends April 30, 2021, and one Alternate Public Member position is vacant. One application was received from current Commissioner Burke expressing interest to continue serving on LAFCo. The remaining vacant alternate seat will remain open until filled.

Motion to accept nomination of Anna Burke was presented by Commissioner Kasper, seconded by Commissioner Frasier, and passed by the following votes:

Ayes: Cox, Frasier, Groves, Kasper

Noes: None

Abstain: Barrow, Burke

Absent: Johnson

3. PRESENTATIONS/ANNOUNCEMENTS

No presentations were presented.

4. CONSENT CALENDAR

A. Approval of Minutes from February 16, 2021 Commission Meeting

Motion to approve the consent calendar was presented by Commissioner Barrow, seconded by Commissioner Kasper and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper

Noes: None

Abstain: None

Absent: Johnson

5. PUBLIC COMMENT OPPORTUNITY

There were no comments received from the public.

6. **PUBLIC HEARINGS**

A. MSR/SOI Update for Trinity Public Utilities District

Executive Officer Santsche introduced the MSR and noted the TPUD SOI is proposed to remain coterminous with the district boundary apart from the expanded SOI in the Post Mountain area which generally corresponds with the service area of the Post Mountain PUD. There was discussion regarding the District's Wildfire Risk Reduction, Reliability, and Asset Protection (WRAP) Project. Commissioner Kasper noted concern for the use of herbicides as part of proposed right-of-way expansion. Executive Officer Santsche noted that such concerns should be submitted as part of the public review period for the Draft EIS/EIR on the Project.

Motion to approve the Trinity Public Utilities District MSR/SOI Update by Resolution 2021-01 was presented by Commissioner Cox, seconded by Commissioner Burke, and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper
Noes: None
Abstain: None
Absent: Johnson

B. Proposed Budget for Fiscal Year 2021/2022

The current fiscal year is expected to be under budget. There are no proposed changes to the budget for fiscal year 2021/2022. There is the possibility of a proposed increase to contributions from local funding agencies in the Fiscal Year 2022/2023 to reduce reliance on reserves needed to balance the operational budget.

Motion to approve the proposed Fiscal Year 2021/2022 Budget by Resolution 2021-02 was presented by Commissioner Kasper, seconded by Commissioner Frasier, and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper
Noes: None
Abstain: None
Absent: Johnson

C. Policies and Procedures Update

Staff provided the complete Policy and Procedures document with changes for the Commission's final approval.

Motion to adopt the Policies and Procedure Update as presented by Resolution 2021-03 was presented by Commissioner Kasper, seconded by Commissioner Barrow, and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper
Noes: None
Abstain: None
Absent: Johnson

D. Deposit/Fee Schedule

At the previous meeting, the Commission reviewed draft changes to the LAFCo Deposit/Fee Schedule. A final Deposit/Fee Schedule was presented for approval.

Motion to adopt the updated Deposit/Fee Schedule by Resolution 2021-04 was presented by Commissioner Kasper, seconded by Commissioner Frasier, and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper

Noes: None

Abstain: None

Absent: Johnson

7. NEW BUSINESS

A. Trinity County Waterworks #1 Tule Creek Road Annexation – Time Extension

Ms. Santsche provided information regarding the administrative need to update the description and map in order to complete a Certificate of Completion.

Motion to approve a one-year extension for the Trinity County Waterworks #1 Tule Creek Road Annexation by Resolution 2021-05 was presented by Commissioner Barrow, seconded by Commissioner Kasper, and passed by the following votes:

Ayes: Barrow, Burke, Cox, Frasier, Groves, Kasper

Noes: None

Abstain: None

Absent: Johnson

8. OLD BUSINESS

No Old Business was scheduled.

9. EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE

No further reports were provided.

10. COMMISSIONERS' COMMENTS

Commissioner Burke thanked the Commission for voting her back for another term.

11. ADJOURNMENT

Chair Groves noted the next meeting is scheduled for August 17, 2021. There being no further business, Chair Groves adjourned the meeting at 5:03 p.m.

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Keith Groves
Chair

DATE: _____

DATE: _____



Agenda Item: 5.A.

Meeting: June 15, 2021

To: Trinity LAFCO Commissioners

From: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

Subject: MSR/SOI Update for Hyampom Community Services District

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 Hyampom Community Services District (CSD). This report incorporates technical information collected and analyzed by LAFCo staff. The report also draws on information provided by Hyampom CSD, including response to information request and financial data provided by District Manager Patricia Mortenson.

The report recommends the District's SOI be coterminous to match with the District Boundary. Staff respectfully seeks Commission input with regards to content, conclusions, and recommendations provided in the Hyampom 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 Hyampom CSD MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachment A: Hyampom CSD MSR & SOI Update
Attachment B: Resolution 2021-06

Hyampom Community Services District

Municipal Service Review &
Sphere of Influence Update

Public Hearing Draft
June 2021

Trinity
Local Agency Formation Commission

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1. 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 Hyampom 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 Hyampom CSD.

1.1 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 Members-At-Large. The Commission also includes one alternate member for each represented category.

1.2 Community Service District and Principal Act Overview

Community Service Districts are independent special districts governed under CSD law (Government Code § 61000 – 61850). A CSD can be authorized to provide a wide variety of services to unincorporated areas including domestic water, wastewater, garbage collection, security, fire protection, public recreation, street lighting, and many others. CSDs are governed by a board of directors, all of whom are elected at large.

Hyampom CSD is authorized to provide fire protection, rescue, and emergency medical services, ambulance services, and public recreation services. Recreation services are authorized but are not provided at this time. All other remaining services, facilities, functions or powers enumerated in

the District's principal act but not identified in the formation resolution are considered "latent," meaning that they are authorized by the principal act under which the District was formed but are not being exercised. Activation of these latent powers and services requires LAFCo authorization in accordance with Government Code Section 56824.10 et seq.

1.3 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; and
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.

1.4 Sphere of Influence Determinations

A Sphere of Influence (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 or as needed. 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; and
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 (effective July 1, 2012).

1.5 Review Methods

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

- Agency-specific data: responses to LAFCo Requests for Information, LAFCo service authorizations and other documents
- Demographic data: U.S. Census Bureau; Department of Finance; CA Water Resources Board
- Finances: budgets, audits, rates and fees; and
- Personal Communications with District staff
- 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.

1.6 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.

2. AGENCY OVERVIEW

Table 1: Hyampom CSD Agency Profile	
Formation	
Agency Name	Hyampom Community Services District
Formation Date	1968
Principal Act	California Government Code §61000 - 61850
Contact	
Main Contact	Patricia Mortenson, District Manager
E-mail	patmortenson68@gmail.com
District Office Address	22547 Hyampom Rd, Hyampom, CA 96046
Mailing Address	PO Box 214, Hyampom, CA 96046
Phone	(530) 628-4533
Website	None
Governance	
Governing Body	5 Member Board of Directors
Board Meetings	2 nd Monday of every month at the Fire Hall (summer months) or the Community Center (winter months)
Staffing	Part time District Manager and volunteer Fire Chief
Services	
Services Provided	Fire protection, rescue, and emergency medical services and ambulance services. Recreation services are authorized but are not provided at this time.
Areas Served	Unincorporated community of Hyampom and adjacent rural residential areas

2.1 Formation

Hyampom CSD was formed by the Trinity County Board of Supervisors in 1968 (BOS Resolution No. 31-68), but aside from acting as a public forum it provided no authorized services beyond enumerating all potential services available in Community Services District Law (California Government Code §61000 et. seq). Fire protection, rescue and first aid services began in 1986 with the establishment of the Hyampom Volunteer Fire Department. In 1987, LAFCo authorized the district to provide fire protection, rescue and recreation services (LAFCo Resolution No. 87-09). Subsequently, rescue operations were enhanced by EMT-1 training and Fire Chiefs Association grant money for rescue equipment and supplies. In 1995, LAFCo authorized the district

to provide ambulance transport services (LAFCo Resolution No. 95-01), which also received majority voter support at an election held on September 5, 1995¹.

2.2 Services

Hyampom CSD is authorized to provide fire protection, rescue, and emergency medical services, ambulance transport services, and public recreation services to the unincorporated community of Hyampom and adjacent rural residential areas along Hyampom Road, Lower South Fork Road, Corral Bottom Road, Pelletreau Ridge Road and St. Johns Road. Currently the district is limited in providing BLS Ambulance transport until more volunteers receive EMT training. In addition, Hyampom CSD does not currently provide recreation facilities or services; however, with the closure of Hyampom Elementary School in 2016, there is community interest in forming a community center at the former school site for which the CSD could potentially play some role if deemed feasible.

2.3 Boundary and Sphere

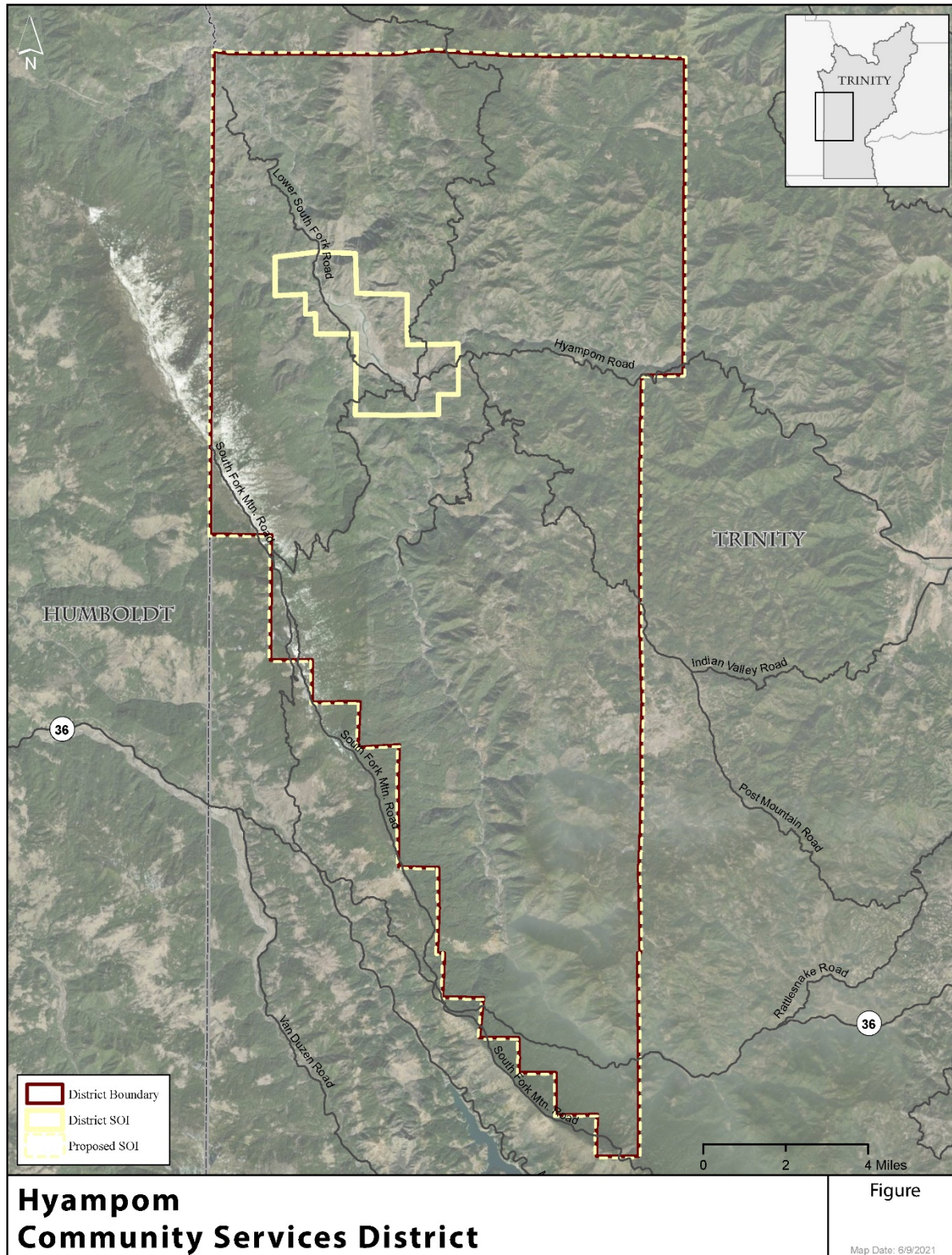
Hyampom CSD is located along Hyampom, Garrett and Lower South Fork roads in Trinity County, within the South Fork Trinity River watershed, west of the community of Hayfork (Figure 1). The Hyampom CSD covers approximately 136,194 acres (212.8 square miles). There have been no changes to the district's boundary since its formation in 1968, which was drawn to correspond with the Hyampom Elementary School District boundary as it existed at that time.

Hyampom CSD currently has a "reduced" Sphere of Influence (SOI) that is smaller than the District's Boundary (see Figure 1). Typically, exclusion of areas from an agency's sphere indicates that there is no need for services from the agency and that detachment, or the removal of territory from a district, may be appropriate in the future. According to the District, the reduced SOI was originally drawn to define the core Hyampom community area (within a 10 to 15-minute distance of the fire station)². However, the district responds to fire and medical calls throughout the district boundary where no other service provider is available. As such, a "coterminous" SOI is proposed to match with the district boundary. This indicates that neither annexation nor detachment is anticipated in the next 5-10 years.

¹ The 2006 rewrite of the CSD statute eliminated the requirement for voter approval of new services consistent with the CKH Act (Government Code Section 56824.10 et seq).

² Personal communication with Pat Mortensen, June 4, 2021

Figure 1. District Boundary and SOI



3. GOVERNMENT STRUCTURE

3.1 Governing Body

Hyampom CSD is governed by a five-member Board of Directors, elected at large by District residents 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 boundary. 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 stipends for attending meetings but are reimbursed for travel expenses should they attend district-related events or conferences.

The Board meets the 2nd Monday of every month at either the Fire Hall (summer months, 22547 Hyampom Road) or the Community Center (winter months, corner of Hyampom Schoolhouse Road and Underwood Mountain Road). Meeting dates and agendas are posted at least 72 hours prior to meetings on the community bulletin board at the Hyampom Post Office.

Table 2: Hyampom CSD Board of Directors		
Board Member	Title	Term Expiration
Carol Minor	Board Chair	December 2024
Marianna Strong	Director	December 2022
Larry Murray	Director	December 2024
Cynthia Boche	Director	December 2022
Sharron Parra	Director	December 2024

Succession planning will be important for the current Board to plan for future leadership changes. This includes new Board member and staff recruitment and training. By recruiting members before retirement, institutional knowledge and information on the District can be passed on and transition in leadership can be smoother. In addition, the current District Manager, Pat Mortenson, has been with the District for decades and has amassed a large amount of institutional knowledge. It would benefit the District and the community it serves to train an administrative assistant to absorb important knowledge from the District Manager before she retires.

3.2 Management & Staffing

Hyampom CSD has a part-time District Manager that oversees financial and administrative duties for the district. The District Manager receives a \$100 per month stipend plus a flat fee of \$200 for preparing the audit material to send to the auditor and \$200 for preparing Hyampom CSD's annual budget. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion. The Fire Chief provides monthly reports to the Board regarding fire department activities, including calls during the prior month, training reports, and other

department-related activities. The Fire Chief is authorized to spend up to \$500.00 without prior authorization from the Board.

3.3 Public Outreach

In addition to public meetings, the District works to reach constituents through community events and fundraising efforts. An annual solicitation letter is sent to all property owners within the District describing the services and activities of the Hyampom VFD during the year and accepting donations for the fire department. A community 4th of July BBQ is held at the fire hall along with breakfasts and dinners at the Hyampom Community Center. These activities are all overseen by the VFD to raise funds for the department to pay for insurance, electricity, training, and other operational expenses. It is important to note that due to COVID-19, Hyampom CSD had to cancel all in-person fundraising events for which the district relies upon to fund critical services. The VFD has also been supported by annual donations from the Hyampom Community Council from their annual pie auction. The Embers Auxiliary, which formed in 1986, utilizes the old schoolhouse and operates a small thrift shop that helps support the department as well.

The District does not currently offer any formal community safety or disaster preparedness programs, such as Community Emergency Response Team (CERT) program. However, firefighters speak with residents individually about improving fire safe activities on their properties. Formerly, with the Red Truck Program, the Hyampom VFD was able to visit with property owners and promote fire safe activities. Bulletins are posted on the necessity of fire permits.

The District does not maintain a website. 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, meeting all the special district transparency requirements of State law including the availability of agendas, policies, and financial information. 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. Hyampom CSD indicated that it adopts a hardship exemption annually.³

3.4 Accountability

Hyampom CSD has an adopted Policies and Procedures Manual, but it is only updated as needed to address things such as ambulance usage, personal protective equipment (PPE) needs, personnel, travel, COVID-19 regulations, etc. The Manual addresses administrative, financial, and general operating policies and procedures for the District.

³ LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

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 Board of Directors does not receive any compensation.

Hyampom CSD complies with the above requirements. They currently hold general liability and vehicle insurance through Shaw Insurance in Red Bluff, CA. Coverage is provided by VFIS (A Division of Glatfelter Insurance Group), which is a provider of insurance, education and consulting services to emergency service organizations such as fire departments, ambulance and rescue squads and 911 centers. Worker's Compensation Insurance is provided by the Fire Association Self Insurance System (FASIS).

4. OPERATIONAL EFFICIENCY

4.1 Service Overview

The Hyampom VFD, serving on behalf of the Hyampom CSD, 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. The department has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest to provide initial attack response. Currently, the department is reimbursed after the first three hours following initial dispatch of suppression resources. All assistance beyond this “mutual aid” period is considered assistance by hire and billed retroactively for the full period from the time of initial dispatch. In addition, the Hyampom VFD is available for mutual aid fire response to other departments within Trinity County if it does not jeopardize the protection of Hyampom.

4.2 Service Demand

Hyampom VFD responds to an average of 20-25 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 VFD activities.

Table 3: Hyampom VFD Calls for Service								
Call Type	2017		2018		2019		2020	
	Calls	%	Calls	%	Calls	%	Calls	%
Structure Fire	2	5%	1	5%	1	5%	3	12%
Vegetation Fire	2	5%	3	15%	4	20%	6	23%
Forest Fires	-	-	4	20%	1	5%	-	-
Medical	32	90%	12	60%	14	70%	16	62%
Vehicle Accident	-	-	-	-	-	-	1	13%
Total Calls	36	100%	20	100%	20	100%	26	100%

4.3 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. The most recent ISO audit took place in 2011 and Hyampom CSD was given a “9” rating.⁴ 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.

4.4 Personnel

Hyampom VFD has 14 volunteer personnel including a fire chief, an assistant fire chief, and four captains⁵. All firefighters are trained in wildland firefighting (CICCS) and first responder (medical) training which includes AED and CPR certification. As of 2021, eleven firefighters have Basic Life Support and 14 have CPR and AED certifications, although these certifications require frequent renewal. All 14 will be taking Title 22 (Basic Life Support) this year, which requires renewal every two years.

Training has been the top priority for the Department. Some training is received at the Fire Hall, and, when available, members travel to Hayfork, Weaverville or Redding for additional training, all expenses paid. CAL FIRE provides monthly training for Wildland fire. The volunteers have additional bi-monthly training at the Fire Hall for other skills such as vehicle driving, water pump operation, hose maintenance, radio communications, etc. Some members take internet training from authorized firefighter educational providers and receive a certificate for each element.

The department does not have EMT certified personnel at this time. Trinity Life Support ambulance is dispatched concurrently for all medical calls. Dispatching is handled by the Trinity County Dispatch Center from its headquarters in Weaverville. EMS services are provided under authority of NorCal EMS. Hyampom VFD operates a Basic Life Support (BLS) ambulance for transport to Hyampom Airport. Hyampom VFD uses air evacuation for seriously ill or injured patients and all personnel are trained for integration with air operations. The nearby Hyampom Airport, along with other prearranged landing zones, enable air ambulance service, saving two hours 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 Hyampom VFD response area.

There were a total of 444 volunteer hours in 2020 with 26 given to incident calls, 348 to training, and 70 to maintenance. No time was devoted to fundraising due to the COVID-19 pandemic. For comparison, approximately 150 hours were devoted to fundraising in 2018.

Hyampom CSD has been highly successful in volunteer recruitment and retention. The District maintains a robust VFD despite the rural and remote location of the community.

⁴ LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

⁵ In addition, three firefighters are new and on probation while they get their training.

5. INFRASTRUCTURE AND FACILITIES

Hyampom VFD, operating under Hyampom CSD, deploys from one fire station located at 22547 Hyampom Road in the community of Hyampom. The Station is a 60x60' building that houses an office, bathroom, and apparatus/equipment storage. Apparatus used by the District includes one 2,100 gallon water tender, four fire engines, and one ambulance (Table 4). In July 2020, the District purchased a 2008 GMC Type 3 Engine for \$70,000. The District has equipment including an AED, Jaws of Life, pumps, ropes, chainsaws, portable tanks, generators and night lights.

Table 3: Hyampom VFD Apparatus			
Apparatus Make	Classification	Model Year	Type
Van Pelt Pumper	Pumper	1974	Type 5
International Water Tender	Water Tender	1982	Type 2
Ford Mini Pumper	Pumper	1981	Type 5
Ford Pumper	Pumper	1991	Type 3
GMC Pumper Tanker	Wildland	2008	Type 3
Ford Ambulance	Ambulance	1993	n/a

5.1 Challenges and Needs

Like many rural departments, Hyampom VFD is challenged with aging equipment. The District specifically noted that it needs a garage to store one of its engines and is working to construct a storage garage using multiple shipping containers with a roof. Replacement of engines occurs when there are enough funds to purchase a used/refurbished one. While wildland gear is in good condition, the department's structural PPE needs to be replaced.

5.2 Regional Collaboration

Hyampom VFD has mutual aid agreement with the U.S. Forest Service Shasta-Trinity National Forest to provide initial attack response. Hyampom VFD does not maintain any automatic aid agreements. Hyampom VFD is a member of the Trinity County Fire Chiefs Association (although they have not found anyone available to attend the monthly Fire Chiefs meetings recently). They also collaborate with the Trinity County Fire Safe Council (FSC) and participated in the first

comprehensive Trinity County Community Wildfire Protection Plan (CWPP) between 1999 and 2005, with the most current CWPP published in 2015.⁶

5.3 Other Service Providers

There are no other special district service providers in the Hyampom Valley. Water service in the area is provided by individual wells. Wastewater services are provided by individual septic tanks for sewage disposal. Trinity County provides land use and other general governmental services.

⁶ Trinity County Community Wildfire Protection Plan Update 2015

6. FINANCING

6.1 Revenue and Expenses

Hyampom CSD's primary revenue sources include property taxes and donations. The District holds two accounts, one with the County Treasury for the property tax revenue which generates approximately \$9,000 per year, and a separate account with a local bank that holds all other income proceeds from fundraisers and donations which generates approximately \$25,000 per year. Depending on the severity of fire season and volunteer availability, the District also receives income from 'Response by Hire' contracts with the Forest Service, which generated \$61,000 in fiscal year 2018-19. It is important to note that a large portion of this income is then paid out directly to volunteers as a reimbursement for their time and expense.

The District's expenses include workers compensation and salaries, costs associated with providing fire and emergency services (equipment, supplies, training, etc.), and other related costs. Budgets are augmented at the end of the year from reserve fund savings for over-runs such as training and personal protective gear. The District is able to fund larger equipment and apparatus purchases once sufficient reserves are in place. In FY 2020-21, the District was able to purchase a 2008 GMC Type 3 Engine for \$70,000 (see fixed assets line item).

Table 5: Hyampom CSD Budget Summary				
	FY 2018-19 Adopted	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Adopted
Revenues				
County Funds (Property Taxes)	\$7,000	\$9,929	\$7,000	\$9,000
Donations and Fundraising	16,000	24,957	25,000	23,283
Interest Income	-	414	-	-
Firefighting Contracts	-	61,140	-	-
Other Income	-	1,395	-	-
Total Revenues	\$23,000	\$97,835	\$32,000	\$32,283
Expenditures				
Workers Comp	4,500	4,503	5,000	7,100
Salaries	1,600	1,600	1,600	1,600
Misc. Insurance	4,000	4,038	4,300	4,800
Maintenance Equipment	3,500	5,681	3,500	3,500
Medical Supplies	1,000	322	800	800
Misc. Expenses	1,500	1,102	1,500	1,500
Misc. Expenses Fire	-	40,907	-	-
Office Expenses	900	550	900	900
Professional Services	-	-	3,250	-

Special District Expenses: PPE & Training	2,000	3,328	2,000	7,500
Trans and Travel	2,000	-	1,000	1,000
Utilities	3,250	3,623	3,650	3,650
Fixed Assets - Equipment	7,000	3,505	7,000	77,000
Total Expenditures	\$31,250	\$69,159	\$34,500	\$109,350
Under/(Over)	(\$3,252)	\$28,676	(\$2,500)	(\$77,067)
Fund Balance – Beginning of Year		132,584		
Fund Balance – End of Year		161,260		

6.2 Audit Information

The District conducts bi-annual audits. As of this writing, the audit for fiscal years 2017-18 and 2018-19 is completed and information from it can be seen in Table 6. Net position of the District's activities increased by 6.8% (\$271,987 in FY 2018-19 compared to \$253,496 in FY 2017-18).

Table 6: Hyampom CSD Audit Information		
	FY 2017-18	FY 2018-19
Cash and Investments (unrestricted)	\$132,584	\$161,260
Capital Assets	\$120,912	\$110,727
Total Net Position	\$253,496	\$271,987

Prepared by Blomberg & Griffin Accountancy Corporation, CPA

6.3 Financing Constraints and Opportunities

There is opportunity for Hyampom VFD to collaborate with CALFIRE's Strike Team since they have two wildland engines and they are now in a better position to do this. This collaboration has the potential to add a new revenue source for the District.

Currently, the Hyampom CSD is highly dependent on community donations to fund its operations. Although the community is extremely supportive, the District may ultimately need to consider levying a more stable, ongoing revenue source, such as a special tax or benefit assessment, given the crucial nature of District services provided. These parcel assessments would be collected annually on the property tax bill.

In addition, there is an opportunity for the District to apply for more grants to augment District services. State proposition 68 is dedicated to expanding community recreation opportunities in rural areas. An administrative assistant for the District may also be able to help pursue grant opportunities to support ongoing services to the community.

7. GROWTH AND POPULATION

7.1 Land Use

The Trinity County General Plan (2003) and Zoning Code guides land use decisions within Trinity County. The area served by Hyampom CSD is largely resource lands, with some agricultural lands, recreation areas, and low-density residential developments (See Figure 2).

7.2 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 2013-2017 American Community Survey 5-year Estimate. The Department of Finance (DOF, 2019) 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.

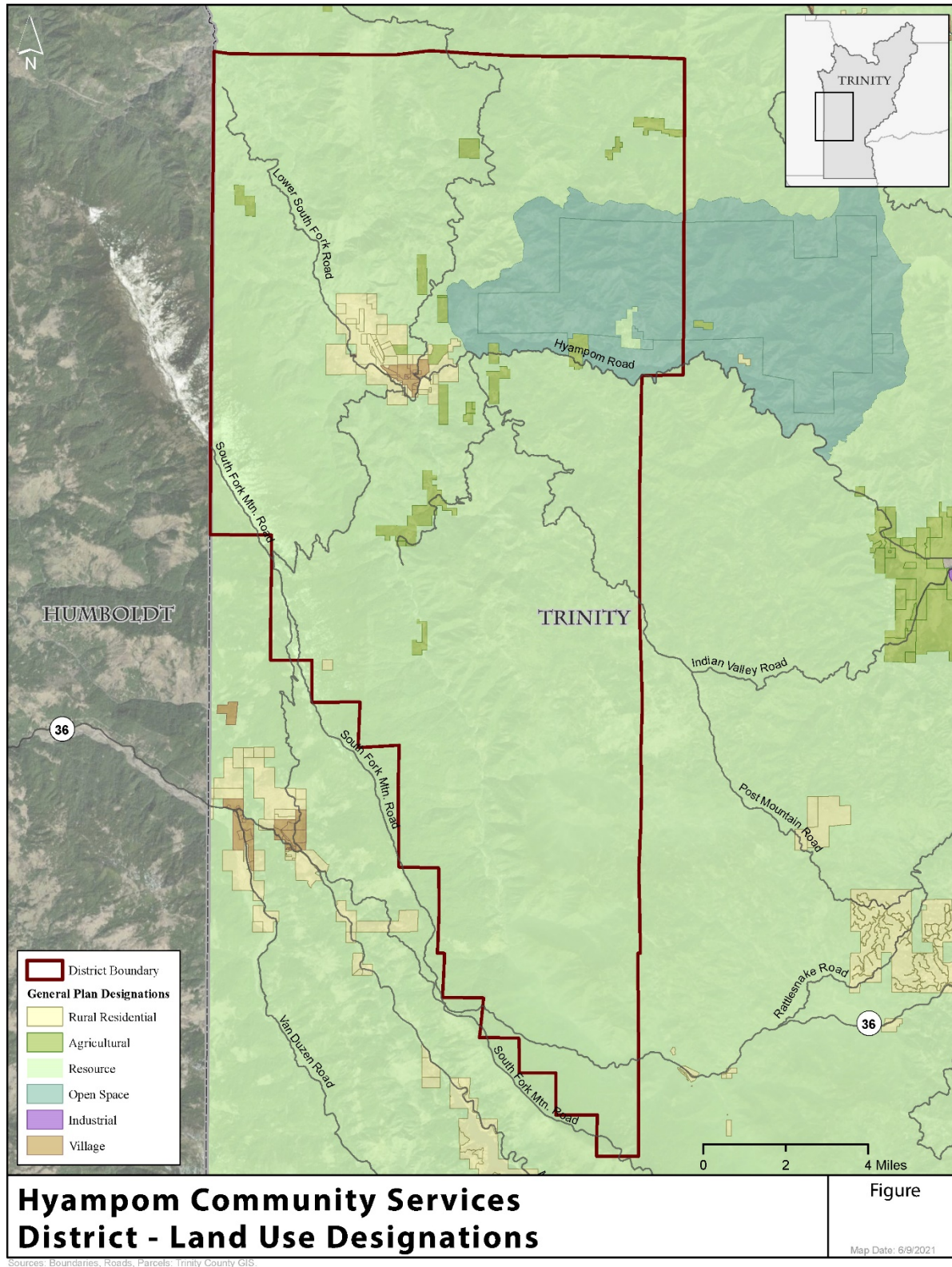
The 2010 US Census estimates a District population of approximately 320. The District will likely continue to grow at or less than the current county-wide growth rate of 0.3% per year, putting the District population at approximately 329 people in 2030. Such a low growth rate leads to very high uncertainty in population estimates, so the community may decrease in population as well. Opportunities for growth exist, but constraints such as flood plains, minimal private property and steep terrain are growth barriers.

7.3 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. Hyampom CSD provides fire protection services and is therefore responsible for assuring that this service is adequately provided to the community. Wastewater and water services are provided by individual wells and on-site septic services.

According to the 2019 American Community Survey 1-Year Estimate, the California median household income (MHI) was \$80,440, while Trinity County has an MHI of \$40,846, putting the County at 51% of the statewide MHI and classifying the entire county as disadvantaged. Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI. Hyampom has qualified for Community Development Block Grant (CDBG) program funds in the past, which is designed to benefit low- and moderate-income persons. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

Figure 2: District Land Use



8. MUNICIPAL SERVICE REVIEW DETERMINATIONS

This section addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo makes the following written determinations.

1) Growth and population projections

Hyampom CSD provides fire protection and rescue services to the community of Hyampom and surrounding areas with an estimated population of approximately 320. Population growth and population projections for the service area is expected to be less than or equal to the County average of 0.3%. There is no anticipated need for services outside the current district boundaries in the MSR timeframe, apart from mutual aid services provided to other fire agencies as needed.

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

Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI and classifying the community as disadvantaged. There are no DUCs adjacent to the Hyampom CSD that should be considered for inclusion in the SOI.

3) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The District's engines, water tenders, and other vehicles are all in operable condition. Like many rural departments, Hyampom CSD relies on grants and donations to replace aging apparatus and equipment. The Hyampom fire station is adequate to support the existing and foreseeable levels of service of the District. The District recently purchased a 2008 GMC Type 3 Engine and now is working to construct a garage to store one of its older engines adjacent to the station.

4) Financial ability of agencies to provide services

Hyampom CSD's primary revenue sources include property taxes and donations. In addition, they occasionally receive grant funding and reimbursement for services provided to other fire agencies. The District has adequate reserves which are used to augment the districts expenditures at year-end as well as fund larger equipment and apparatus purchases once sufficient reserves are in place. While it appears that the District receives adequate donations from the community to finance services, the District may ultimately need to consider levying a more stable, ongoing revenue source, such as a special tax or benefit assessment, given the crucial nature of District services provided.

5) Status of, and opportunities for, shared facilities

The department has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest to provide initial attack response. In addition, the Hyampom VFD is available for mutual aid fire response to other departments within Trinity County if it does not jeopardize the protection of Hyampom. Hyampom VFD is also a member of the Trinity County Fire Chiefs Association (although they have not found anyone available to attend the monthly Fire Chiefs meetings

recently). Due to limitations in distance and terrain, there are limited opportunities for additional shared services or facilities.

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

Hyampom CSD is governed by the five-member Board of Directors. The Board meets regularly, and meetings comply with the provisions of the Brown Act. The CSD demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests. Hyampom CSD has no website and currently adopts an annual hardship exemption to comply with SB 929. The current District Manager, Pat Mortenson, has been with the District for decades and has amassed a large amount of institutional knowledge. It would benefit the District and the community it serves to train an administrative assistant to absorb important knowledge from the District Manager before she retires.

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

Hyampom CSD currently has a “reduced” Sphere of Influence (SOI) that is smaller than the District’s Boundary (see Figure 1). The reduced SOI was originally drawn to define the core Hyampom community area. However, the district responds to fire and medical calls throughout the district boundary where no other service provider is available. As such, a “coterminous” SOI is proposed to match with the district boundary.

SPHERE OF INFLUENCE DETERMINATIONS

Trinity LAFCo makes the following written determinations:

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

The area served by the Hyampom CSD is primarily resource land with agricultural lands, recreation areas, and rural residential developments. Opportunities for growth exist, but physical constraints such as flood plains, minimal private property, and steep terrain are barriers to growth.

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

Hyampom VFD is a regional partner in the overall fire suppression and prevention effort 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. The department also has a mutual aid agreement with the US Forest Service Shasta-Trinity National Forest.

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

The current capacity of fire protection services provided by the District appear to be adequate to serve current and future demand. Hyampom CSD does not currently provide recreation facilities although they are authorized to provide recreation services. However, and with the closure of Hyampom Elementary School in 2016, there is community interest in forming a community center at the former school site for which the CSD could potentially play some role if deemed feasible.

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

The community of Hayfork serves the residents of Hyampom as a commerce and service industry hub, although Hayfork is about 40 minutes from Hyampom. Because of its remote location, Hyampom must be relatively self-sufficient.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

Hyampom is a Census Designated Place with a reported median household income of \$37,261, which is 53% of the statewide MHI and classifying the community as disadvantaged. There are no DUCs adjacent to the Hyampom CSD that should be considered for inclusion in the SOL.

10. REFERENCES

Hyampom CSD FY 2017-18 and 2018-19 Audited Financial Statements. Blomberg & Griffin Accountancy Corporation, CPA

LAFCo Request for Information (RFI) completed by Patricia Mortenson, received 4/26/21

Personal communications with Pat Mortenson, Hyampom CSD General Manager

State of California Department of Finance:
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>

Trinity County Community Wildfire Protection Plan Update 2015

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

**RESOLUTION NO. 2021-06****APPROVING THE HYAMPOM 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, capacity and efficiency of services provided by the Hyampom 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 June 15, 2021; and

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

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED 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 affecting 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: "Hyampom CSD MSR/SOI Update 2021".
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.
6. Pursuant to Government Code Section 56425(i), the Commission does hereby establish the functions and classes of services provided by Hyampom CSD as follows: fire protection, rescue, and emergency medical services; ambulance services; and recreation services. While recreation services are authorized, the district is not providing recreation services or facilities at this time.

BE IT FURTHER RESOLVED by the Commission that:

The Hyampom CSD MSR/SOI Update 2021 is hereby approved, and the sphere of influence for the District is hereby coterminous with the District Boundary.

PASSED AND ADOPTED at a public hearing of the Trinity Local Agency Formation Commission on the 15th day of June 2021, by the following roll call vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Keith Groves
Chair



Agenda Item: 5.B.

Meeting: June 15, 2021

To: Trinity LAFCO Commissioners

From: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

Subject: Final Budget for Fiscal Year 2021/2022

BACKGROUND

Local Agency Formation Commissions (LAFcos) are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th in accordance with Government Code Section 56381. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds the reduced costs will nevertheless allow the agency to fulfill its prescribed regulatory and planning duties.

A Public Hearing on the Proposed Budget for Fiscal Year 2021/2022 was held on April 20, 2021, adopted by Resolution 2021-02 and distributed to local funding agencies and county agencies. No written comments have been received regarding the proposed Final Budget.

DISCUSSION

Funding Sources:

Trinity LAFCo's annual operating expenses are principally funded through appropriations from the County and Special Districts, in addition to application fees. Each fiscal year, after the Commission adopts the final budget, the County Auditor-Controller apportions operating expenses between the County and the independent special districts. Statutory authority allows the County Auditor-Controller to collect the amounts apportioned.

Operating Expenses:

The proposed operating expenses reflect the anticipated staffing services, daily operational needs, and preparation of municipal service reviews and sphere of influence updates. There are no changes in operating expenses from the prior fiscal year.

Operating Revenues:

The operating revenues are proposed to remain equal with last year in the amount without an increase to local funding agencies. All essential LAFCo operational functions will be met in accordance with California law.

RECOMMENDATION

Staff recommends the Commission approve the Final Budget for Fiscal Year 2021/2022 referenced in Resolution 2021-07 as outlined in Exhibit A with any requested changes; and direct staff to forward the final budget to local funding agencies and the County Auditor-Controller.

The Fiscal Year 2021/2022 Budget can be adopted and implemented without an increase in contributions from funding agencies while able to fulfill its regulatory and planning responsibilities.

Exhibit A: Trinity LAFCo FY 2021/2022 Final Budget
Exhibit B: Trinity LAFCo Resolution Number 2021-07

Trinity LAFCo Budget

Fund No. 270-0100
Department No. 8270

Categories	Acct #	FY 2019/20 Adopted Budget	FY 2019/20 Budget Adjustments	FY 2019/20 Year End Actual	FY 2020/21 Adopted Budget	FY 2020/21 Q3 Actual	FY 2021/22 Final Budget
REVENUES:							
Interest	6601	-	-	1,671	-	-	-
LAFCo Fees (Applications)	8404	-	-	1,216	5,000	2,952	5,000
Cont From Other Agencies:							
County	9282	14,000	14,000	14,000	14,000	14,000	14,000
Indep Spec Districts	9285	14,000	14,000	13,450	14,000	9,328	14,000
TOTAL Revenues		\$ 28,000	\$ 28,000	\$ 30,337	\$ 33,000	\$ 26,280	\$ 33,000

EXPENDITURES:							
Memberships	2240	1,500	1,500	1,075	1,500	1,185	1,500
Office	2260	600	600	655	600	36	600
Professional & Specialized:	2300	40,800	40,800	39,837	45,800	25,090	45,800
- Staffing services		15,000	25,000	24,985	25,000	14,546	25,000
- MSR/SOI		25,000	15,000	11,732	15,000	9,858	15,000
- Applications		-	-	2,839	5,000	686	5,000
- Legal Counsel		500	500	-	500	-	500
- Web Service		300	300	282	300	-	300
Publications & Legal Notices	2500	500	500	947	500	268	500
Transportation & Travel	2750	1,500	1,500	406	1,500	58	1,500
Training	2756	-	-	-	-	-	-
Contrib to Non LAF Agency	3200	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-
TOTAL Expenditures		\$ 44,900	\$ 44,900	\$ 42,921	\$ 49,900	\$ 26,637	\$ 49,900

Operating Difference		\$ (16,900)	\$ (16,900)	\$ (12,584)	\$ (16,900)	\$ (357)	\$ (16,900)
<i>(Negative Balance Indicates Use of Reserves)</i>							

FUND BALANCE/RESERVES

Beginning Year Fund Balance		\$ 109,160			\$96,576		
Ending Year Fund Balance				\$ 96,576			
Assigned/Designated Reserve Funds:	\$90,000						
Litigation Defense:	\$ 60,000						
Special Legal Counsel:	\$ 10,000						
Unanticipated Sp. Studies:	\$ 20,000						

**RESOLUTION NUMBER 2021-07****APPROVAL OF THE TRINITY LOCAL AGENCY FORMATION COMMISSION
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2021/2022**

WHEREAS, the Trinity Local Agency Formation Commission is required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to annually adopt a Proposed Budget by May 1st and a Final Budget by June 15th; and

WHEREAS, the Commission adopted a Proposed Budget at a noticed public hearing on April 20, 2021; and

WHEREAS, the Commission Staff circulated for review and comment of the Proposed Budget to each of the funding agencies who contribute to the budget; and

WHEREAS, the Final Budget for Fiscal Year 2021/2022 was presented to the Commission in the manner provided by law at its public hearing on June 15, 2021; and

WHEREAS, the Commission determined the overall operating costs provided in Final Budget will allow the Commission to fulfill its regulatory and planning responsibilities.

NOW THEREFORE, IT IS RESOLVED, DETERMINED AND ORDERED as follows:

1. The Final Budget for Fiscal Year 2021/2022 as outlined in Exhibit A is approved;
2. The adopted Final Budget for Fiscal Year 2021/2022 as outlined in Exhibit A be circulated to local funding agencies and the Trinity County Auditor-Controller as required under Government Code Section 56381(a);
3. The Trinity County Auditor-Controller is authorized to apportion the budget as specified in Government Code Section 56381(b) and request payment from the County and each Special District no later than July 1, 2021 as specified in Government Code 56381(c).

THE FOREGOING RESOLUTION was introduced at a public hearing of the Trinity LAFCo Commission on the 15th day of June, 2021, and adopted by the following roll call vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Keith Groves
Chair



AGENDA ITEM 6.A.

MEETING: June 15, 2021
TO: Trinity LAFCo Commissioners
FROM: Colette Metz Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
SUBJECT: Professional Services Contracts for Executive Officer and Clerk

BACKGROUND

Local Agency Formation Commissions (LAFCos) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 for making their own provisions for personnel and facilities. In making their own provisions, LAFCos may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCo under Government Code Section 56384, and marked by appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCos to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties.

DISCUSSION

Trinity LAFCo has no employees and began contracting with Planwest Partners Inc. for executive officer and clerk services beginning in fiscal year 2019-20. The contract may be renewed or extended by mutual written agreement. The current term for contract extensions is one year. Previously at the April 21, 2020 Commission meeting, the Commission suggested a two-year contract period be considered during the next renewal. The Commission also has the option to extend its current contracts or carry out a recruitment process.

RECOMMENDATION

Staff recommends the Commission discuss this item and consider approving Amendment No. 2 to its Professional Services Agreement with Planwest Partners for executive officer and clerk services, as included in Attachment A, thereby extending the term of agreement and other particulars for a two-year period (July 1, 2021 – June 30, 2023).

AMENDMENT NO. 2

**AGREEMENT BETWEEN
TRINITY LOCAL AGENCY FORMATION COMMISSION
AND
PLANWEST PARTNERS INC.
FOR PROFESSIONAL SERVICES**

THIS AMENDMENT (Amendment No. 2) is made and entered into this 20th day of April 2021, by and between the Trinity Local Agency Formation Commission, hereinafter referred to as "Trinity LAFCo," and Planwest Partners Inc., a planning consulting firm, hereinafter referred to as "Contractor".

RECITALS:

WHEREAS, the original Agreement for Professional Services ("Agreement") provides for services of Contractor through fiscal year 2019-20; and

WHEREAS, an Amendment No. 1 to the original Agreement provides for services of Contractor through fiscal year 2020-21; and

WHEREAS, Trinity LAFCo wishes to extend the term and other particulars of the Agreement.

NOW, THEREFORE, for and in consideration of the agreement made, the parties agree to amend the Agreement as follows:

- I. **SCOPE OF SERVICES:** Contractor agrees to provide all of the services described in Exhibit "A" attached hereto and by this reference made a part hereof.
- IV. **FEES:** The fees for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit "B" and by this reference incorporated herein. Said fees shall remain in effect for the entire term of this contract.
- V. **TRINITY LAFCO COSTS:** Notwithstanding any other provision of this contract, in no event will the cost to Trinity LAFCo for the services to be provided herein exceed the FY 2021-22 Budget Amounts for staffing services and MSRs and SOI updates, and at-cost travel expenses billed at current IRS rates. These amounts are subject to budget amendments during the fiscal year.
- XIII. **TERM OF AGREEMENT:** This Agreement shall commence on July 1, 2021 and shall terminate on June 30, 2023 unless amended in writing and approved by both parties.

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

TRINITY LAFCO:

CONTRACTOR:

By: _____

By: _____

Name: Keith Groves

Name: Colette Santsche, AICP

Title: Chair, Trinity LAFCo

Title: Senior Planner/Partner, Planwest

Date: _____

Date: _____

EXHIBIT “A”

SERVICES TO BE PROVIDED BY CONTRACTOR

Operations and Staffing

Planwest will manage the day-to-day operations of the Commission, including maintaining LAFCo's files and records, prepare technical and administrative reports and written correspondence (including agendas, staff reports, public notices, resolutions, recordings, filings, and minutes), and responding to inquiries from agency representatives and members of the public.

Application Processing Services

Planwest will provide technical and policy guidance to prospective applicants early-on in the proposal development phase to help them with pre-application development and review. When applications are filed, Planwest will notify affected and interested agencies and will work to address issues and concerns prior to hearing. Planwest will coordinate with County departments, including the assessor, auditor, surveyor, public works, environmental health, and planning and building to coordinate review, entitlements, and other matters such as property tax negotiations. When needed, Planwest will work with applicants to identify alternatives that address agency/residential concerns or which may more fully comply with the considerations of the CKH Act.

Commission Meetings and Proceedings

A Planwest representative will attend up to six (6) regular/special Commission meetings during the fiscal year. Planwest will work with Trinity County Legal Counsel on issues related to legislative authority, conflict of interest, complex procedures, and other issues as needed. Planwest will support the Commission and provide staff reports, resolutions and other support materials as needed for Commission decision-making on LAFCo action items.

LAFCo Studies

Planwest will prepare municipal service reviews and sphere of influence updates for agencies under LAFCo's jurisdiction. Anticipated MSRs for FY 2021-22 include:

- Ruth Lake Community Services District
- Post Mountain Public Utilities District
- Douglas City Community Services District
- Junction City Fire Protection District

Budgeting

LAFCo funds are held with the Trinity County Auditor-Controller. Planwest will work to ensure timely payments of claims and deposits of revenues, and track costs separately for budget line items and applications. On an annual basis, Planwest will prepare a proposed and final budget for Commission review, and will provide periodic budget updates throughout the fiscal year.

Environmental Review Services

Planwest will provide environmental compliance services, consistent with the California Environmental Quality Act, for all discretionary actions that come before Trinity LAFCo.

EXHIBIT "B"
COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Primary Contract Staff:

Executive Officer:	\$115.00 per hour
Clerk /Administrator:	\$48.00 per hour

Additional Staffing Support:

Analyst:	\$95.00 per hour
GIS Analyst:	\$92.00 per hour
Services Specialist:	\$85.00 per hour
Services Technician:	\$70.00 per hour
Planning Intern:	\$55.00 per hour

Routine clerical assistance, word processing, and similar administrative functions are normal overhead and included in the staff services hourly rates.

Office Management

Office facilities, printing, postage, telephone, e-mail services and website will be provided at-cost as included in the LAFCo budget. Facilities will include a small meeting room, storage area for LAFCo files, and a space for administrative staff and the LAFCo Executive Officer as needed.

Travel

Travel to and from Weaverville and outlying areas for Commission business such as meeting with LAFCo member entities, conducting public hearings on behalf of LAFCo, etc. shall be billed at then-current IRS rates for auto expense.

Compliance with Budget

The Executive Officer Services include management and administration of the LAFCo budget. If it appears that the contract services may exceed the annual budget, Planwest shall promptly advise LAFCo and shall discuss the potential over-budget expenditure.

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A message from the Executive Director

Greetings from your CALAFCO Board of Directors and Executive Director. Spring is in the air and things seem to be shifting. Spring is a time of renewal and re-awakening and that is exactly what it feels like this year - in so many ways.

This Second Quarterly Report of 2021 will begin by highlighting the good news in our CALAFCO family first, followed by Association updates. Happy reading!

LAFcos in the News

Alameda LAFCo Awarded Sustainable Agricultural Lands Conservation (SALC) Grant

In our last Quarterly Report we announced SALC grants for San Bernardino and San Diego LAFcos. CALAFCO inadvertently omitted Alameda LAFcos grant award and apologize for the oversight. We are pleased to announce their grant award.

Alameda LAFCo, in partnership with the Alameda County Resource Conservation District, was awarded a SALC planning grant for \$250,000. The planning grant project is aimed at collaborative stakeholder planning in Alameda County to ensure the identification and preservation of agricultural and working lands, an infill development focus on healthy and resilient communities for disadvantaged and low-income populations, and a reduction in greenhouse gas emissions.

The Strategic Growth Council (SGC) added LAFcos to the list of eligible entities to apply for SALC grants in January 2019 after many years of CALAFCO trying to get LAFcos eligible for state-level grant funding. We are pleased that to date, three of our member LAFcos have received these grants.

Los Angeles LAFCo Executive Officer Receives State Appointment

On January 4, 2021, Assembly Speaker Anthony Rendon appointed **Los Angeles LAFCo Executive Officer Paul Novak** to the Board for Professional Engineers, Land Surveyors, and Geologists. The Board regulates the practices of engineering (civil, electrical, structural, geotechnical/soils), land surveying, geology, and geophysics in the State of California to safeguard the life, health, property and welfare of the public. The Board licenses qualified individuals, based on experience and successfully passing examinations; establishes regulations and promotes professional conduct; enforces laws and regulations; and provides information to the public on using professional engineering and land surveying services. Paul's term runs to June 30, 2023.

Marin LAFCo Holds Shared Services Workshop For Agencies

Marin LAFCo held a Shared Services Workshop on April 29, 2021. Partners for the workshop included Marin County Council of Mayors and Councilmembers, Marin County Special Districts Association, and Marin County Office of Education. The workshop had 2 panels, one on successful shared services in Marin, and another exploring how to successfully implement shared services. Marin LAFCo reports the workshop was a success with 78 people attending, including elected officials and staff throughout the County, as well as staff from 2 other LAFcos. If you are curious about this event, a recording is posted on their website at www.marinlafco.org. Marin LAFCo thanks CALAFCO for offering their Zoom account, noting the webinar function played a large role in the success of this workshop.

Orange LAFCo Welcomes New Assistant EO

Orange LAFCo is pleased to welcome a new member to the Orange LAFCo team. **Raymond Barragan** will serve as Orange LAFCo's Assistant Executive Officer and brings extensive experience in local government to his new role. Before joining Orange LAFCo, he served as the Acting Director of Community Development with the City of Gardena where he was employed since 2012. Raymond holds a bachelor's degree in urban and regional planning and is a master's candidate in Community and Economic Development at Penn State.

San Luis Obispo Announces New Hire and Promotion

San Luis Obispo LAFCo is excited to announce **Robert "Rob" Fitzroy** as its new Executive Officer. Most recently he was the Director of the Community Development Department for the City of Arroyo Grande. Prior to that, Rob was the Asst. Director for the County Planning & Building Department. Rob graduated from Cal Poly San Luis Obispo with a bachelor's degree and has a master's of Natural Resource Management, Environmental Planning & Public Policy. He begins his new role on May 24, 2021.

Imelda Marquez, **San Luis Obispo LAFCo** Clerk, was promoted to Analyst late last year. Imelda has been with SLO LAFCo for about 19 months. Her broad range of skills and analytical abilities are numerous. She is a proud Fresno St. Bulldog with a Geography degree and according to Interim EO David Church, "is an absolute delight to work with".



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Welcome to Our Newest Associate Members

CALAFCO is pleased to welcome two new Silver Associate Members.

We welcome the return of **SWALE, Inc.** SWALE's consulting services focus on LAFCOs critical issues including MSRs, SOIs, CEQA compliance, strategic planning, workshops and mapping with GIS. Their northern California office is expanding to bring you the best of consulting services. To learn more about the services provided by SWALE, contact **Kateri Harrison** at harrison@swaleinc.com, or visit their website at www.swaleinc.com.

We also welcome **DTA**. DTA is a national public finance and urban economics consulting firm specializing in infrastructure and public service finance. Their financing programs have utilized a variety of public financing mechanisms such as Ads, CFDs, LLDs and various types of fee programs. To learn more about DTA, contact **Nathan Perez** at Nate@FinanceDTA.com, or visit their website at www.FinanceDTA.com.

CALAFCO Educational Events

MARK YOUR CALENDARS FOR THESE UPCOMING CALAFCO EDUCATIONAL EVENTS!

CALAFCO 2021 ANNUAL CONFERENCE

Join us **October 6-8** at the **Hyatt Regency Newport Beach John Wayne Airport** for the 2021 Annual Conference. It's been so long since we've gathered in person and the time is finally here! The program planning committee is forming and CALAFCO staff is working with the facility on details to keep all of our attendees safe. Watch for Conference registration and hotel reservations to be open soon. Conference registration rates will be at the 2019 rates. We look forward to seeing you in Newport Beach later this year.

CALAFCO UNIVERSITY

We are pleased to continue offering webinars at no cost to our membership and are preparing several great sessions for you. Registration is now open for our **June 7** session: **Financial Health Indicators for Cities and Districts**. Registration is open until June 2. You will find all the details on the CALAFCO website at www.calafco.org.

We are also working on a very unique 4-part series on **Fire & EMS** services and a session on **Forming a CSD**. Watch for details and registration for these offerings coming soon.



CALAFCO Board of Directors

CALAFCO BOARD ACTIONS

The Board met virtually on April 30 with a full agenda. Under the leadership of **Chair Mike Kelley**, the Board took a number of important actions.



- ✓ **The FY 2021-22 budget was adopted.** For the first time, the Board considered a rolling 2-year budget. The FY 21-22 budget reflects a decrease of 2.1% over the current FY operating budget. The adopted budget can be found on the CALAFCO website.
- ✓ **The 2021-22 Strategic Plan was adopted.** The three primary strategies for the Association are: (1) Serve as an educational resource to member LAFCo Commissioners, LAFCo staff, Associate Members, and stakeholders; (2) Focus efforts on Association member relations, development, recognition and communication. Continue development of a strong and sustainable Association; and (3) Serve as an information resource to all Association members, work as a legislative and policy advocate for LAFCo issues and provide information to the Legislature and other stakeholders. The adopted Strategic Plan can be found on the CALAFCO website.
- ✓ **Updated Policies for Sections I and II of the current CALAFCO Policies were adopted.** One of the goals for 2021 is to conduct a comprehensive review of CALAFCO Policies, considering two sections per quarter. This is the first of a three-phase update process. The updated policies can be found on the CALAFCO website.
- ✓ **The new Annual Achievement Awards program was approved.** As the membership is aware, last year the Board approved consideration of an update to the Achievement Awards program. CALAFCO staff and Regional Officers worked for many months in crafting two options for the Achievement Awards Committee to consider. The Committee unanimously approved one of the options and recommended adoption of that option to the Board, which was unanimously approved. Watch for an announcement on the new program and the opening of the nomination period coming soon!
- ✓ **The Board ratified approval of filing an amicus letter in support of San Luis Obispo (SLO) LAFCo's appeal to the State Supreme Court.** As a follow up to the Superior Court decision in favor of the City of Pismo Beach, and at the request of SLO LAFCo, CALAFCO filed an amicus letter requesting the court review the case. The Court of Appeal opinion in *San Luis Obispo Local Agency Formation Commission v. City of Pismo Beach*

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threatens to change operations across of LAFcos throughout the state.

By limiting the ability of LAFcos to require indemnification agreements from annexation applicants, the opinion conflicts with a number of decisions on which LAFcos reasonably relied to require indemnification as part of their implied powers. We thank **BBK** for their work on this amicus letter (which was preceded by an amicus brief). CALAFCO will keep our members posted on the appeal process.

- ✓ **The Board received the 3rd quarter financial reports and the projected FY 20-21 year-end fiscal report.**
- ✓ **The Board received several verbal updates from staff.**

All Board meeting documents are on the CALAFCO website.

CALAFCO Administrative Update

The 2021-22 CALAFCO Membership Directory is out! Each LAFCo received their requested number of hard copy directories and each Associate Member also received a copy. There is an electronic version of the Membership Directory on the CALAFCO website.



CALAFCO Legislative Update



What an interesting and busy legislative year this is turning out to be! CALAFCO is sponsoring the 2021 Assembly Local Government Committee (ALGC) **Omnibus bill, AB 1581**. This year's Omnibus contains a record number of items, totaling 13. Six of the items came from member LAFcos and seven from the protest provisions rewrite working group (deleting obsolete provisions). CALAFCO is currently tracking 32 bills, has a formal position on 9, and has been actively engaged on amendment negotiations for 10 bills.

This year there seems to be a number of bills addressing the same issue by several different authors, who, at the beginning of the year, did not appear to be talking with each other. The primary topics include COVID relief, wildfire prevention, climate resilience, homelessness and affordable housing, bridging the equity divide and transparency and public participation.

To complicate matters, the Legislature is still meeting under COVID restrictions with the majority of their staff working remotely. There are only a handful of meeting rooms in the Capitol that allow for social distancing, so the number of committee meetings have been reduced and the timeframe condensed.

Here are a few of the bills of importance we are tracking or working on:

- ✓ **AB 339 (Lee) CALAFCO Watch** - Open meetings. Requirements recently drastically amended and narrowed the scope to now apply only to cities and counties with a population over 250,000 with a sunset of 12-31-23 (requirements no longer applies to LAFCo).
- ✓ **AB 1195 (C. Garcia) CALAFCO Watch With Concerns** - Drinking water. Creates the So LA County Human Rights to Water Collaboration Act and gives the Water Board authority to appoint a Commissioner to oversee the Central Basin Municipal Water District.
- ✓ **SB 403 (Gonzalez) CALAFCO Oppose Unless Amended** - Drinking water consolidation. Authorizes the Water Board to order consolidation where a water system serving a disadvantaged community is an at-risk water system, as defined, or where a disadvantaged community is substantially reliant on at-risk domestic wells, as defined. Two of our three requested amendments have been taken (define "at risk" and put a cap on the number of users to be added to the subsuming system). The third request to add GSAs to the list of entities the Board must consult with has not yet been taken.

The last day for all policy committees to pass bills originating in their house was May 14. With one additional week for fiscal committees to pass bills to the respective floors, the Legislature will spend the last several weeks of May focusing on passing bills to the other house and the first part of June negotiating last minute budget deals for the June 15 budget passage deadline.

All bills being tracked by CALAFCO can be found on the CALAFCO website inside the Legislation section of the site (log in with your member id first to access this section). CALAFCO's position on all bills is reflected there, and any letters issued by CALAFCO are posted. The CALAFCO Legislative Committee meets regularly and all meeting materials are located in the Legislation section of the CALAFCO website.



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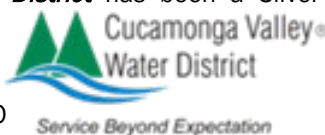
CALAFCO Associate Members' Corner



This section is dedicated to highlighting our Associate Members. The information below is provided to CALAFCO by the Associate member upon joining the Association. All Associate member information can be found in the CALAFCO Member Directory.

Cucamonga Valley Water District

The **Cucamonga Valley Water District** has been a Silver Associate Member since 2014. Formed in 1995, the district provides water and wastewater service to 200,000 customers in a 47 square mile area. The district has a mission of providing high quality, reliable water and wastewater service while practicing good stewardship of natural and financial resources. CVWD's water supply is comprised of two main sources: groundwater and imported water. Supplemented by surface water, recycled water and water conservation, the district's average daily demand is 43 million gallons. For more information on the district, contact **Cindy Cisneros** at cindyc@cvwdwater.com or visit their website at www.cvwdwater.com.



P. Scott Browne

Scott Browne has been a Silver Associate member since 2007. Scott provides legal services and staff support to various LAFcos throughout the state. He has served as a member of the CALAFCO Legislative Committee for a number of years. To learn more about the services he provides or to contact him, email him at scott@scottbrowne.com or visit his website at www.scottbrowne.com.

E Mulberg & Associates

E Mulberg & Associates has been a Silver Associate Member since 2011. Services offered include Municipal Service Reviews, Sphere of Influence updates, changes in organization, staff reports, CEQA analysis, and assistance with applications to LAFco. For more information, contact **Elliot Mulberg** at elliott@emulberg.com or visit their website at www.emulberg.com.

Policy Consulting Associates

A Silver Associate member since 2010, **Policy Consulting Associates** (PCA) prepares interdisciplinary research studies for LAFcos, councils of government, counties, cities, states, elected representatives and candidates, with an emphasis on MSRs and fiscal studies. The PCA team's combined experience covers the spectrum of governance configurations and alternatives, and runs the gamut of services under LAFco jurisdiction. For more information on PCA, contact **Jennifer Stephenson** or **Oxana Wolfson** at info@pcateam.com, or visit their website at www.pcateam.com.

CALAFCO wishes to thank all of our Associate Members for your ongoing support and partnership. We look forward to continuing to highlighting you in future Quarterly Reports.

Did You Know??

Meeting Documents Online

Did you know that all **CALAFCO Board of Directors and Legislative Committee meeting documents are online?** Visit the Boards & Committees pages in the Members Section of the site. Board documents cover 2008 to present and Legislative Committee documents span 2007 to present.



CALAFCO Webinars & Courses Archived

Did you know that all **CALAFCO Webinar recordings are archived on the CALAFCO website and available at no cost for on-demand viewing?** Visit the CALAFCO website in the CALAFCO Webinars section (log in as a member first).

Certificate of Recognition Program



Did you know that CALAFCO has a **Certificate of Recognition Program** and offers it at no cost to our members (both LAFco and Associate members)? The program has been in place several years and while a few of you utilize this service, most of you do not. For details, visit the CALAFCO website in the Member Services Section and upload the program packet or contact the CALAFCO Executive Director.

Mark Your Calendars For These Upcoming CALAFCO Events

- ❖ CALAFCO Legislative Committee virtual meeting – 6/18
- ❖ CALAFCO Legislative Committee virtual meeting – 7/23
- ❖ CALAFCO Board of Directors virtual meeting – 7/30



The **CALAFCO 2021 Calendar of Events** can be found on the CALAFCO website.