

Pine Grove CSD				
Water Rates and Financing				
Domestic Water Rates-Ongoing Charges FY 12 ¹				
Rate Description			Avg. Monthly Charges	Consumption ²
Residential	Flat Bi-monthly: \$82.75 for 500 cubic feet Water Use: \$0.036/cubic foot (501-1000 cf) \$0.040/cubic foot (1001-2000 cf) \$0.046/cubic foot	501-1000 cu ft \$.039 1001-2000 \$.043 2001+ \$.05	\$ 61.65	250 gal/day
Special Rates				
Water rates are the same throughout the District, based on residential and commercial applications.				
Rate-Setting Procedures				
Policy Description		The rate is based on flat bi-monthly fee for maintenance and a charge for volume of water used to encourage conservation.		
Most Recent Rate Change	2018	Frequency of Rate Changes ³	As needed	
Water Development Fees and Requirements				
Connection Fee Approach		New connections pay for the cost of increased demand on facilities and \$650 for a new meter.		
Connection Fee Timing		Upon close of escrow		
Connection Fee Amount		\$6,300/Single Family Unit		
Water Enterprise Revenues, FY 18			Expenditures, FY 18	
Source	Amount	%	Amount	Amount
Total	\$399,579		Total	\$350,290
Rates & charges	\$305,913	77%	Administration	\$96,966
tower Rental	\$15,515	4%	O & M	\$155,893
Misc	\$740	0%	Capital Depreciation	\$31,081
Interest	\$1,090	0%	Debt	\$0
Connection Fees	\$20,475	5%	Purchased Water	\$66,350
Reimbursements	\$13,284	3%	Other	\$0
Assessments	\$42,562	11%		
Notes:				
(1) Rates include water-related service charges and usage charges.				
(2) Water use assumptions were used to calculate average monthly bills. Assumed use levels are consistent countywide for comparison purposes.				
(3) The District reported that it reviews rates annually, but only changes rates when needed.				

continued

Pine Grove CSD			
Water Service Adequacy, Efficiency & Planning Indicators			
Water Planning	Description		Planning Horizon
Water Master Plan	2018		
UWMP	None, not required		
Capital Improvement Plan	Nov-18		
Emergency Response Plan	Updated 2017		
Water Quality Emergency Plan	Updated 12/2017		NA
Service Challenges			
The district plans to replace all meters and all current tanks with a new tank in 2019 with grant funding. The district plans to seek further funding to replace outdated and undersized lines over the next 10 years.			
Service Adequacy Indicators			
Connections/FTE	688	O&M Cost Ratio ¹	\$767,946
MGD Delivered/FTE	0.20	Distribution Loss Rate	17%
Distribution Breaks & Leaks	4	Distribution Break Rate ²	36.4
Response Time Policy	ASAP	Response Time Actual	<1 day
Water Pressure	20 psi +	Total Employees (FTEs)	1
Water Operator Certification			
The District employs a D1 certified water manager. The district has a part-time General Manager			
Drinking Water Quality Regulatory Information³			
	#	Description	
Health Violations	2	PH and PO4 and total alkalinity low in 2015. Orthophosphate avg. low in 2015	
Monitoring Violations	0	None	
DW Compliance Rate ⁴	100%		
Notes:			
(1) Operations and maintenance costs (exc. purchased water, debt, depreciation) per volume (mgd) delivered.			
(2) Distribution break rate is the number of leaks and pipeline breaks per 100 miles of distribution piping.			
(3) Violations since 2013, as reported by the U.S. EPA Safe Drinking Water Information System.			
(4) Drinking water compliance is percent of time in compliance with National Primary Drinking Water Regulations in 2012.			

PARK AND RECREATION SERVICES

Nature and Extent

Pine Grove CSD owns and maintains one park. The district water/park manager maintains and manages the Pine Grove Community Park. Capital improvements are funded by income generated by the cellular tower rental agreement.

The District is not a member of the Amador County Recreation Agency (ACRA).

Location

Pine Grove Community Park is located within district bounds, on SR 88. It is adjacent to the Pine Grove CSD office. Residents of the District and non-residents, including pass-through visitors heading to higher elevations, can use the park free of charge.

Infrastructure

PGCSD key park infrastructure consists of a single neighborhood park of 1.1 acres. It has a playground, picnic tables, barbecue pits and a restroom. It is open 24 hours. The District identified the park as being in excellent condition.

Since the 2008 MSR, the District has upgraded the current park. The District added a restroom, a new line of trees and a hedge for visual and safety enhancements, new parking spaces and sidewalks, and pavement for walkways. The District continually upgrades and maintains Pine Grove Community Park as possible.

The Amador County Regional Recreation Plan makes no recommendations for improvements or changes at the neighborhood park. The ACRA plan recommends that an additional park is needed in the Pine Grove community based on their projections to provide a broader range of facilities and activities to citizens.

Service Adequacy

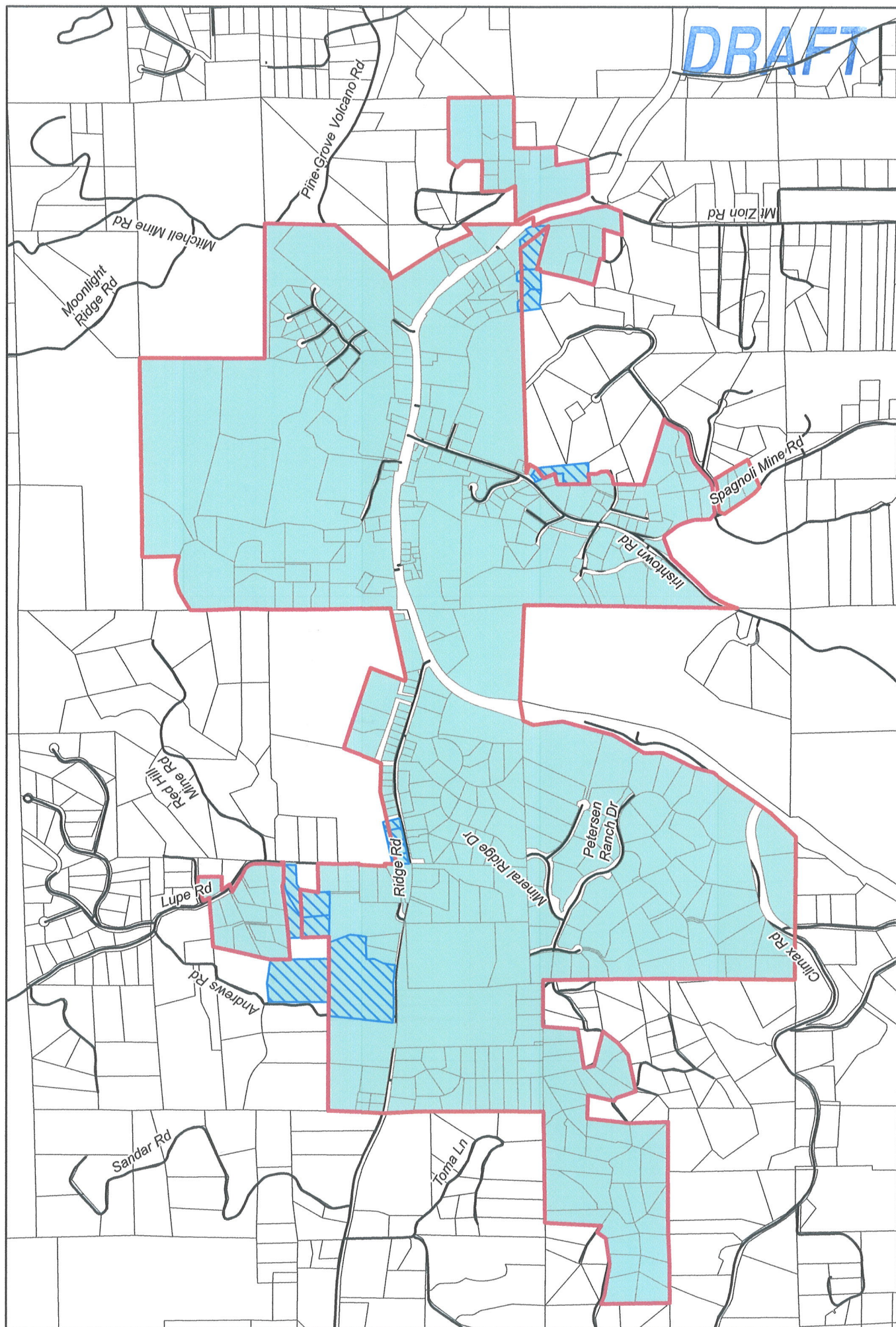
The District reported that it is able to maintain its park at adequate levels.

The District has a ratio of 1.6 acres of parkland per 1,000 residents. This is less than the current countywide parkland ratio of 13.7 acres per 1,000 residents. The near proximity of park and recreational opportunities in the area surrounding Pine Grove is noted.

Figure 3: Pine Grove CSD Park Profile

Pine Grove CSD					
Park and Recreation Service Configuration					
Service Configuration					
Park Maintenance	Direct	Number of Parks Maintained	1		
Recreation	ACRA	Number of Recreation Centers	0		
Service Adequacy FY 12					
Park Acres per 1,000 residents ¹		1.6			
Adopted Policy:		13.7 acres per 1,000 population, countywide ²			
Park Acreage					
Local Open Space	0.0	Neighborhood Parks	1	Undeveloped	0.0
Special Use Areas	0.0	Community Parks	0.0	Landscaped	0.0
Park Name	Location	Condition	Acres		
Pine Grove Community Park	SR 88	Excellent	1.1		
Service Challenges					
The District did not identify any service challenges.					
Facility Needs/Deficiencies					
The District reported that the Park needs lighting. Lighting for the Pine Grove Park Towne Plaza has been ordered, using a local firm.					
Facility Sharing					
The District did not identify facility sharing opportunities.					
Developer Fees and Requirements					
Development Impact Fee	\$4,300/dwelling unit fee charged by Amador County.				
Land Dedication Requirement	Five acres per 1,000 residents.				
In-Lieu Fees	None				
Notes:					
(1) Developed park acreage per 1,000 residents.					
(2) Amador County Recreation Agency Master Plan.					

DRAFT



- Pine Grove CSD Boundary
- Parcel only partially within PGCS (11)
- Parcels in PGCS (472)
- Parcel

Parcels within the Pine Grove
Community Services District Boundary

working map



Map created October 25, 2016 for Amador LAFCO by:
Amador County Transportation Commission GIS staff
117 Valley View Way, Sutter Creek CA 95685 (209) 267-2282

AGENDA ITEM # 11

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: FOLLOW UP JACKSON VALLEY FIRE PROTECTION DISTRICT
DATE: MEETING OF JANUARY 17, 2019

BACKGROUND:

During the Municipal Service Review for the Jackson Valley Fire Protection District several issues and deficiencies were identified. The commission directed staff to follow up in six months and report back on the status of those issues.

DISCUSSION:

The executive officer contacted district staff on December 20, 2018. The following list of issues were provided by email and district staff forwarded the list to the board members.

The Executive Officer discussed the questions with Renee Fogel, Admin Assistant and with Chief Randy Makemson. The JVFPD board reviewed the items at their meeting of January 9th.

- **Establish terms of office and communicate to county/elections**

This has been completed. The district established terms and sent them to the County Elections Office with a cc to LAFCO.

- **Employee & officer reimbursement policies**

This is pending final approval.

- **Website – are the agendas posted 72 hours prior to meetings, are meeting records (minutes) posted and available?**

Past agendas and minutes are posted and available on the website.

- **Are agenda items clearly describing the potential action that could be taken by the board?**

Agenda items all state “Suggested action; Discussion and possible action” . The specific action being considered by the board is not identified in the on line agendas reviewed by the Executive Officer.

- **Have Board members and the chief completed Brown Act training?**

Reported as “pending”. The chief has not completed ethics or Brown Act training. Certificates were not available in the office. No information on the required sexual harassment training

- **Is there a written complaint process in place?**

Reported as pending formal approval. Renee Fogel states she intends to place a vehicle for complaints on the website.

- **Is there a program (checklist or a plan in place) for orientation of board members?**

This is reported to have been located in the district documents and is pending an update

- **Description or list of board duties, responsibilities, roles of officers**

This is reported to have been located in the district documents and is pending an update

- **Status of official records, records management plan, records retention schedule**

Reported to be pending formal approval

- **Status of conflict of interest code**

Reported to be pending formal approval

- **Financial policies or procedures adopted for fraud, capital assests, signature authority, payment of claims**

Reported to be pending formal approval

STATUS OF RE-NEGOTIATION OF INTERGOVERNMENTAL SERVICES AGREEMENT (ISA)

Amador County entered into an agreement with the tribe for the provision and mitigation of certain services, including fire and emergency services on March 11, 2008.

Agreements among the county, CALFire, Jackson Valley FPD were based on that original agreement, but several changes need to be renegotiated. Currently, there is still no agreement regarding which agency will be the provider for the casino fire/emergency mitigation. Other agreements among the county, CALFire and Jackson Valley FPD will likely change based on changes negotiated in the (ISA).

Parties will be meeting again January 15th. At issue are who will be the fire and emergency service provider, what will be the levels of staffing and service, and whether a new station owned by the tribe will be built.

AGENDA ITEM # 12

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: SCHEDULE OF MEETINGS FOR 2019
DATE: MEETING OF JANUARY 17, 2019

BACKGROUND:

Policy 1.8.1 provides for a meeting schedule to be adopted annually. The regular meeting date has been the third Thursday of each month for many years. The 6:00 PM starting time has been in effect since 2016.

As in past years, it is very likely some meetings will be cancelled based on workload and projects. The entire CALAFCO calendar is attached.

RECOMMENDATIONS:

1. Continue the current meeting schedule on the third Thursday
2. Cancel meetings as needed during the year, based on workload.

Meeting Dates for Amador LAFCO 2019

February 21	Mid Year Budget Report
March 21	
April 18	Proposed Budget; CALAFCO staff workshop April 10-12
May 16	Final Budget Hearing
June 20	
July 18	
August 15	
September 19	
October 17	CALAFCO annual meeting 10/30-31 in Sacramento
November 21	
December 19	

Attachment: CALAFCO 2019 Events Calendar

2019 Events Calendar

JANUARY

- 16-18 League New Mayor & Council Academy (Sacramento)
- 23-25 CA Assn. of Sanitation Agencies Conference (Palm Springs)
- 25 CALAFCO Legislative Committee (San Diego)
- 30-2/1 League New Mayor & Council Academy (Irvine)

FEBRUARY

- 22 CALAFCO Legislative Committee (Sacramento)
- 28 CALAFCO Board of Directors Strategic Planning Retreat (Irvine)

MARCH

- 1 CALAFCO Board of Directors Meeting (TBD)
- 13 Assn. of CA Water Agencies Legislative Symposium (Sacramento)
- 14-17 Local Government Commission Ahwahnee Conference (Yosemite)
- 22 CALAFCO Legislative Committee (San Diego)

APRIL

- 3-5 Fire District Assn. Annual Meeting (Monterey)
- 10-12 CALAFCO Staff Workshop (San Jose)
- 24 League of Cities Legislative Day (Sacramento)
- 24-25 CA State Assn. of Counties Legislative Days (Sacramento)

MAY

- 3 CALAFCO Legislative Committee (Sacramento)
- 10 CALAFCO Board of Directors Meeting (Sacramento)
- 7-10 Assn. of CA Water Agencies Conference (Monterey)
- 21 CA Special Districts Assn. Legislative Days (Sacramento)

Sharing Information and Resources

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS

1215 K Street, Suite 1650
Sacramento, CA 95814
916-442-6536

JUNE

- 7 CALAFCO Legislative Committee (Conference call)
- 19-21 League Mayor & Council Executive Forum (Newport Beach)

JULY

- 26 CALAFCO Legislative Committee (Conference call)

AUGUST

- 9 CALAFCO Board of Directors Meeting (San Diego)
- 21-23 CA Assn. of Sanitation Agencies Annual Conference (San Diego)

SEPTEMBER

- 25-27 Regional Council of Rural Counties Annual Conference (South Lake Tahoe)
- 25-28 CA Special Districts Assn. Annual Conference (Anaheim)

OCTOBER

- 11 CALAFCO Legislative Committee (2020) (Conference call)
- 16-18 League Annual Conference (Long Beach)
- 30-31 CALAFCO Annual Conference (Sacramento)
- 31 CALAFCO Annual Business Meeting (Sacramento)

NOVEMBER

- 1 CALAFCO Annual Conference (Sacramento)
- 1 CALAFCO Board of Directors Meeting (Sacramento)
- 15 CALAFCO Legislative Committee (2020) (Sacramento)

DECEMBER

- 3-6 CA State Assn. of Counties Annual Conference (San Francisco)
- 3-6 Assn. of CA Water Agencies Conference (San Diego)
- 13 CALAFCO Board of Directors Meeting (Sacramento)



AGENDA ITEM # 14

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: DESIGNATION OF SIGNATURE AUTHORITY
DATE: MEETING OF JANUARY 17, 2019

BACKGROUND:

LAFCO POLICY 2.3.5 states that disbursements from the LAFCO budget require two signatures; the Executive Officer and the Commission Chair are designated to sign. (adopted July 20, 2006).

Currently, the Chairman, and two additional members designated by the commission are authorized to sign. These are the Vice-Chairman, Jim Vinciguerra, and Brian Oneto.

DISCUSSION:

Designating these additional signers allows for convenience and timely payment of bills, in the absence of the Chairman. Having two other possible signers is a convenience to staff and ensures timely payment processing.

Any newly authorized commissioners will need to sign the Auditor's forms immediately following the meeting.

RECOMMENDATION:

1. Retain the current commissioners designated to sign for disbursements.