

PINE GROVE COMMUNITY SERVICES DISTRICT

Pine Grove Community Services District (PGCSD) provides retail water delivery and public park services.

AGENCY OVERVIEW

Background

Pine Grove Community Services District (PGCSD) was formed on November 19, 1965, as an independent special district.¹ PGCSD was formed to provide “domestic and commercial supply of water, and fire protection facilities, including hydrants.”² In 1994, PGCSD was annexed to Amador Fire Protection District (AFPD) and service was transferred to AFPD.

The principal act that governs the District is Community Services District Law.³ CSDs may potentially provide a wide array of services, including water supply, wastewater, solid waste, police and fire protection, street lighting and landscaping, airport, recreation and parks, mosquito abatement, library services; street maintenance and drainage services, ambulance service, utility undergrounding, transportation, graffiti abatement, flood protection, weed abatement, and hydroelectric power, among various other services. CSDs are required to gain LAFCO approval to provide those services permitted by the principal act but not already being performed by the end of 2005 (i.e., latent powers).⁴ LAFCO approved the PGCSD’s provision of water and park and recreation services on February 23, 2006, as the District had provided these services by the end of 2005. LAFCO reauthorized these services in 2010.⁵

Boundary

The PGCSD boundary includes the community of Pine Grove, which is located in central Amador County, along SR 88 and Ridge Road. The boundary area encompasses the town center area (designated in the Amador County General Plan) and portions of the community zoned for low-density and suburban residential, and commercial uses. The boundary extends east to west along Ridge Road (SR 104) and SR 88 from Druid Lane to Mt. Zion Road, north along Lupe Road and Pine Grove Volcano Road, and south along Irishtown Road and Spagnoli Mine Road. The District has a boundary area of approximately 524 acres (0.82 square miles).

LAFCO records of the District’s boundary history include 21 annexations and one detachment. The District serves additional parcels outside its boundaries. The District has

¹ Formation date is from Board of Equalization records.

² Board of Supervisors resolution 1088.

³ Government Code §61000-61226.5.

⁴ Government Code §61106.

⁵ LAFCO Resolution 2010-04.

long planned to annex the out-of-district parcels, however in December 2013, the District decided to proceed with the additional parcels at a later date. As of this writing the District has not yet initiated an annexation of those parcels.

Careful boundary research and verification of District boundaries is being completed as part of this review. No discrepancies between the research results and previously identified boundaries have been identified to date. Minor boundary corrections along road rights-of-way or parcel lines may be needed. The final verified boundary map will be completed with the final MSR documents.

Sphere of Influence

The District's original SOI was adopted in 1976, but the resolution does not include any description of its geographic area. Undated maps showing various sphere boundary lines are found in the LAFCO files, but it is unclear whether these were proposals or whether one might have been the adopted sphere of influence. All represent very large areas surrounding the district. In 2010, LAFCO amended the SOI for PGCSO to include all territory within the District's bounds, areas where the district currently provides service, and areas where future services are planned.⁶

Local Accountability and Governance

PGCSO is governed by a five-member governing body. Directors are to be selected via elections at large; however, in practice, positions have not been contested and members are appointed by the Board of Supervisors.

⁶ LAFCO Resolution 2010-04.

Figure 1: PGCS D Governing Body

Pine Grove Community Services District			
Governing Body			
	Name	Position	Term Ends
<i>Members</i>	Robert G. Blair	Vice-President	12/19
	R.J. Rick Shultz	President	12/19
	Paul G Johnson	Director	12/21
	Jay D. Ollig	Director	12/21
	Richard Schlaman	Finance Director	12/22
<i>Manner of Selection</i>	Elections at large; appointment by Board of Supervisors for uncontested positions		
<i>Length of Term</i>	Four years, staggered		
<i>Meetings</i>	Date: 2 nd & 4 th Wednesdays	Location: District Office, Pine Grove	
<i>Agenda Distribution</i>	website		
<i>Minutes Distribution</i>	By request, on the website, at meetings		
Contact			
<i>Contact</i>	General Manager, Lori Arnberg		
<i>Mailing Address</i>	P.O. Box 367, Pine Grove, CA, 95665		
<i>Phone</i>	(209) 296-7188		
<i>Email</i>	pgcomser@volcano.net		
<i>Website</i>	www.pgcsd.org		

The District informs constituents by posting agendas at its office and on their web site at www.pgcsd.org. Minutes are available by request, on the web site and at monthly meetings. Public outreach efforts include messages on an electronic message board, on the website, and through an automated emergency alert system, as well as flyers or mailings as special issues arise.

With regard to customer service, complaints may be submitted to the District in writing, or in person to the General Manager. Customers with complaints may also attend district meetings. The District reported that complaints most often relate to billing and water leak issues, and that it received approximately eight complaints in 2018. The district website has an on-line option for paying bills which addresses the majority of complaints as many customers have requested this payment option.

The District reported that it had no Brown Act violations in recent history. All new board members receive a copy of the Brown Act. Every January, the General Manager notifies the members of any changes in the law pertaining to the Brown Act.

The District demonstrated accountability in its disclosure of information and cooperation with LAFCO. The agency responded to LAFCO's written questionnaires and cooperated with document requests promptly and efficiently.

Management

The principal act requires that districts have five-member governing boards and appoint a general manager to implement board policies.⁷ The District is managed by a part-time General Manager and is staffed by a water manager. Both employees work approximately 20 hours per week. The General Manager reports directly to the board at regular meetings. The General Manager and water manager perform written reports monthly based on a task list outlined for their positions. The General Manager and members of the Board of Directors maintain required trainings, including Ethics and Harassment Prevention.

PGCSD performs employee evaluations on an annual basis, and informally evaluates the performance of its employees monthly at its meetings.

In order to improve operational efficiency, the District has developed a Strategic Plan and a system repair and upgrade schedule. The District's strategic plan includes capital improvements. The following improvements will be funded through grants from the State Water Board in the year 2019:

- Replace all three water tanks with a new 500,000-gallon water tank.
- Replace all residential meters to increase accuracy as well as improve efficiency. Meter data will be automatically read through a radio data collection system.
- Add ten Master Meters to help segregate system analysis and better identify areas with possible leaks.

The District will be seeking further grant opportunities to replace all Commercial Meters or will self-fund that effort when the residential meters are installed.

The District will be seeking additional grant funding for infrastructure replacement, with a plan to replace old and small sized water lines. In order for the District to effectively plan for infrastructure replacement, a contracted Engineer has been hired to complete a water model of the system.

The District will be connecting the Pine Grove Cemetery and Pine Grove Park to well water in 2019 to reduce the use of treated drinking water for irrigation.

District financial planning efforts include annual preparation of a budget and annually audited financial statements. The most recent audited financial statement provided by the District was for FY 18. In the financial statements the auditor found PGCSD presented fairly and in all material respects, the assets, liabilities and net assets of the District as of June 2018.

Management practices include risk management. The District's insurance includes a commercial package policy for general liability, worker's compensation, auto liability and wrongful acts coverage that provides limits of liability of \$1 million per occurrence and \$3 million aggregate annually.

The District began providing medical benefits to their employees in December 2018.

⁷ Government Codes §61040 and 61050.

Service Demand and Growth

Existing land uses in the District's boundary are primarily low-density and suburban residential (i.e. from three units per acre to one unit per five acres, on average), and commercial properties. Commercial areas are concentrated along SR 104, through the center of the district boundary. The District reports that it serves approximately 63 commercial properties.

Economic activity within the District includes retail, medical, legal, and telecommunications services. Employers include the United States Post Office, Pine Cone Drug Store, Pine Grove Market, Amador Cremation and Funeral, ACES Waste Services, and Volcano Telephone.

The district reports 327 water connections to residential properties within District bounds. The estimated population within District bounds is 900.⁸ The District's population density is 843 per square mile, compared to the countywide density of 64.

The District reported that service demand has not increased in recent years. Service demand may increase with development, as many property owners have split their five-acre parcels into four separate lots. For planning purposes, PGCSO continues to project less than three percent growth annually to forecast service needs.

Projected growth within the District is currently based on planned developments which continue to build out very slowly. The District eventually anticipates an additional one to two commercial units as part of the Pine Grove Bluffs development.

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies.

Disadvantaged Unincorporated Communities

LAFCO is required to evaluate disadvantaged unincorporated communities (DUCs) as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community is defined as any area with 12 or more registered voters, or as determined by commission policy, where the median household income is less than 80 percent of the statewide annual median.⁹

Any MSR conducted by LAFCO for a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, shall identify any DUCs within and contiguous to the sphere of influence of that city or special district, and describe the present and probable needs and deficiencies for the provision of those public facilities and services within such DUC.¹⁰

The California Department of Water Resources (DWR) has developed a mapping tool to assist in determining which communities meet the disadvantaged communities median

⁸ The population estimate for the District is the product of the number of water connections within the boundary area and the average household size (2.3) in Amador County in 2009-2011, according to the United States Census Bureau.

⁹ Government Code §56033.5.

¹⁰ LAFCO Policy 7.3, adopted 2-16-17.

household income definition.¹¹ DWR identified disadvantaged communities within Amador County¹². Current Median Household Income is \$48,120. The State considers Pine Grove to be a disadvantaged community and the district may be eligible for grant funding to improve water services.

LAFCO policy 7.3, adopted February 16, 2017, defines disadvantaged communities as those consisting of 15 dwelling units at a density not less than one unit per acre. Pine Grove CSD is a DUC by this standard.

LAFCO policy 7.7 adopted February 16, 2017, further defines a Legacy Community as a geographically isolated community that meets DUC criteria and is at least 50 years old. Pine Grove is a legacy community.

The District along with other regional providers do provide services for water, wastewater, and structural fire protection within the Pine Grove area at adequate levels.

Financing

Total Revenue in FY 2018 was \$538,616. Primary revenue sources were water sales (68%), Assessments (8%), and Park (14%, including \$1,307.00 monthly from AT & T cell tower rental fee). The district does not receive revenues from property taxes.

Total expenditures for the year were \$134,410. Costs were primarily composed of Cost of Goods Sold (52%), Professional fees (5%), Depreciation (11%), Payroll (21%), and other (11%).

The District's target level for financial reserves is \$60,000 annually. In FY 2018 the District ended with \$1,421,901 net assets.

¹¹ Based on census data, the median household income in the State of California in 2010 was \$57,708, 80 percent of which is \$46,166.

¹² DWR maps and GIS files are derived from the US Census Bureau's American Community Survey (ACS) and are compiled for the five-year period 2006-2010.

WATER SERVICES

This section describes the nature, extent and location of the water services provided as well as key infrastructure and water sources. The tables provide further information and indicators of the agency's water service supplies, demand, financing, service adequacy, and facilities.

Nature and Extent

PGCSD purchases treated water from AWA through the Central Amador Water Project (CAWP) and distributes it to residential and commercial users. The District does not provide water treatment services. The District provides necessary maintenance and operation of the water distribution system directly through its part-time water manager.

The District does not produce or use recycled water, and does not practice conjunctive use.

The District is a member of California Special Districts Association (CSDA) and California Rural Water Association (CRWA).

Location

PGCSD provides services within its bounds and has connections to parcels outside the district. There are less than ten parcels within district bounds that are still on private wells and are not served by the District.

Infrastructure

Key infrastructure includes the District's office, three storage tanks, 11 miles of distribution pipeline, and a well.

PGCSD purchases treated surface water from Tiger Creek Reservoir from AWA. The water is treated at AWA's Buckhorn Treatment Plant, passes through the CAWP transmission pipeline, and fills the three storage tanks serving the District. The District is not aware of any constraints on the amount that AWA will supply to the District for service within its current boundaries. During times of water shortage, AWA has the prerogative to ration water to the District; however, that has never occurred. The District must apply to AWA for a commitment to serve additional connections outside of bounds.

The District reported that water purchased from AWA is generally of excellent quality and there have been no contaminant issues.

The District uses groundwater for non-potable uses. The District maintains a single well at the district office. The well is used primarily to fill the AFPD water tender and to provide bulk water to developers for construction sites. The well was built prior to 1960, but was refurbished in 2018 and is in good condition, as identified by the District. Well water will also be extended to the park and the Pine Grove Cemetery to reduce use of treated water in these landscape applications. The District reports that water purchased from AWA is generally of excellent quality and there have been no contaminate issues. The 2018 Annual Consumer Confidence Report indicates that Pine Grove Community Service District met all standards.

The District owns and maintains 3 storage tanks. The tanks will be removed in 2019 and replaced with a new 500,000-gallon capacity tank. In the event of emergencies or when the new tank needs to be off-line temporarily for cleaning or repairs, the District is able to pull water directly from the CAWP system.

The distribution system consists of 11 miles of PVC (65%) and asbestos-cement (35%) pipes. DPH identified the pipes as being in generally good condition; however, the District reported that the pipes are undersized with four to six-inch mains in some areas and in need of replacement with eight to 12-inch pipes. The District lacks funding to replace all of its undersized pipes; consequently, replacement is done on an as-needed basis. The District plans to begin regular upgrading and upsizing of the existing pipelines in 2013-2015. The District identified a challenge maintaining sufficient pressure for fire flow and is in the process of identifying options to maintain the ISO recommended flow of 1,000 gpm for residential areas and 1,500 to 2,000 gpm in commercial areas.

The most recent inspection and report by the State Water Resources Control Board (SWRCB) on file with the Amador County Environmental Management Department is dated June 2, 2017. The report notes that the tanks and distribution system appear to be well maintained and all chemical monitoring is up to date. The water system is noted to be in good condition. The following additional items were noted:

- Minor debris located at tank site
- Water storage access hatch not properly secured with bolts
- Flushing plan to be filed with SWRCB
- Water quality monitoring for phosphates, schedule for future monitoring
- No detectable concentration of asbestos in the distribution system

Figure 2: PGCSD Water Profile

Pine Grove CSD				
Water Service Configuration & Infrastructure				
Water Service	Provider(s)	Water Service	Provider(s)	
Retail Water	Direct	Groundwater Recharge	None	
Wholesale Water	AWA	Groundwater Extraction	Direct	
Water Treatment	AWA	Recycled Water	None	
Service Area Description				
Retail Water	The PGCSD boundary includes the community of Pine Grove, located along SR 88. The service area extends west along SR 88 from Druid Lane to Mt. Zion Road, north along Lupe Road and Pine Grove Volcano Road, and south along Irishtown Road and Spagnoli Mine Road.			
Wholesale Water	NA			
Recycled Water	NA			
Boundary Area	0.8	sq. miles	Population (2013)	900
System Overview				
Average Daily Demand	0.1 mg		Peak Day Demand ²	NP
Supply	The District is not aware of any limits on the amount of water that can be purchased from AWA to serve the current District bounds. The capacity of the District's distribution system was not provided.			
Major Facilities				
Facility Name	Type	Capacity	Condition	Yr Built
Storage Tank 1	Storage	98,000 gal.	Poor	1987
Storage Tank 2	Storage	283,000 gal.	Poor	1987
The above tanks will be replaced in 2019 with one 500,000 gal. tank				
Well	Nonpotable Well	140 gpm	Good	Re-built 2018
Other Infrastructure				
Reservoirs	0	Storage Capacity (mg)	0.38 mg	
Pump Stations	0	Pressure Zones	1	
Production Wells	1	Pipe Miles	11 miles	
Infrastructure Needs and Deficiencies				
Infrastructure needs identified by the District include improved water pressure, fire flow, replacement of undersized four and six-inch mains, replacement of out of date lines, replacement of water tank and				
Facility-Sharing and Regional Collaboration				
Current Practices: The District currently receives treated water from the AWA Buckhorn Treatment Plant through CAWP pipelines, in conjunction with other CAWP members. In addition, the District shares its building with AFPD and the District rents out space for a cellular tower.				
Opportunities: The District did not identify any future opportunities for facility sharing.				
Notes:				
(1) NA means Not Applicable, NP means Not Provided, mg means millions of gallons, af means acre-feet.				
(2) Although the District did not report the Peak Day Demand number., it reported that September 6, 2012 was the day in which demand peaked in the District.				

continued

Pine Grove CSD							
Water Demand and Supply							
Service Connections	Total	Inside Bounds	Outside Bounds				
Total	388	388	0				
Irrigation/Landscape	0	0	0				
Domestic	324	324	0				
Commercial/Industrial/Institutiona	64	64	0				
Recycled	0	0	0				
Other	0	0	0				
Average Annual Demand Information (Acre-Feet per Year) ¹							
	2000	2005	2010	2015	2020	2025	2030
Total	NP	154.0	227.0	79.0	NP	NP	NP
Residential	NP	NP	NP	NP	NP	NP	NP
Commercial/Industrial	NP	NP	NP	NP	NP	NP	NP
Irrigation/Landscape	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Water Sources		Supply (Acre-Feet/Year)					
Source	Type	Average	Maximum	Safe/Firm			
Purchased water from AWA	Surface	123.0	150	NP			
Hard rock well - non-potable	Groundwater	NP	> 1 ²	NP			
Supply Information (Acre-feet per Year)							
	2000	2005	2010	2015	2020	2025	2030
Total	150.2	161.3	NP	111	NP	NP	NP
Imported	150.2	161.3	NP	111	NP	NP	NP
Groundwater	0	0	0	0	0	0	0
Surface	0	0	0	0	0	0	0
Recycled	0	0	0	0	0	0	0
Drought Supply and Plans							
Drought Supply (af) ¹	Year 1: NP	Year 2: NP		Year 3: NP			
Significant Droughts	1976, 1977, 1988-94, 2007-2009, 2015						
Storage Practices	Storage is for short-term emergencies only.						
Drought Plan	The District relies on AWA for all drought planning activities, as water is purchased from AWA. Even during multiple-year droughts, AWA has received its full water rights and has never enacted curtailments.						
Water Conservation Practices							
CUWCC Signatory	No						
Metering	Yes						
Conservation Pricing	No						
Other Practices	The District recommends conservation through postings on their website and electronic message board						
Notes:							
(1) Projections based on the District's assumptions of approximately 3 additional connections annually. The average use per connection is 1,000 cubic feet every 60 days.							
(2) The District reported that contractors purchase the well water by the container or truck fill-up on an as-needed basis. A truck load ranges from 100 gallons to 2-3 thousand gallons per fill-up; thus, in a year the District supply via well is far less than a single acre-foot annually.							
(3) http://www.water.ca.gov/waterconditions/drought/pubs.cfm							

continued

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 \$0.039 1001-2000 \$0.043 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	
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.				

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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.				

SUMMARY OF DETERMINATIONS

Growth and population projections

- ❖ Limited growth has occurred in FY 2018 and prior years. The District continues to plan for approximately 3% growth.

The Location and Characteristics of Disadvantaged Unincorporated Communities Within or Contiguous to the Agency's SOI

- ❖ The State considers Pine Grove to be a disadvantaged community based on median income levels and the district may be eligible for grant funding to improve water services.
- ❖ LAFCO policy 7.3, adopted February 16, 2017, defines disadvantaged communities as those consisting of 15 dwelling units at a density not less than one unit per acre. Pine Grove CSD is a DUC by this standard.
- ❖ LAFCO policy 7.7, adopted February 16, 2017, further defines a Legacy Community as a geographically isolated community that meets DUC criteria and is at least 50 years old. Pine Grove is a legacy community.
- ❖ The District, along with other regional government agencies, provides services for water, wastewater, and structural fire protection within the Pine Grove area at adequate levels.

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

- ❖ The District's park is well maintained with no maintenance deficiencies. Park upgrades include an additional restroom and landscaping. The District's ability to implement these upgrades demonstrates its commitment to providing high quality park service to citizens and visitors.
- ❖ The District's current developed parkland ratio to residents is less than the countywide average, however land use patterns and the near proximity of public and private open areas offsets this. Additional community park service needs will also be addressed by an ACRA-operated community park at some time in the future.
- ❖ The District has a strategic plan that includes capital improvements and will be seeking additional grant funding for infrastructure replacement, with a plan to replace old and small sized water lines.
- ❖ Water infrastructure needs include improved water pressure for fire flow and replacement of undersized four and six-inch mains; the District's infrastructure replacement plan will address these needs.

- ❖ PGCS D has connections to parcels outside the district and recognizes the need to annex those parcels and correct the boundary/service mismatch.

Financial ability of agencies to provide services

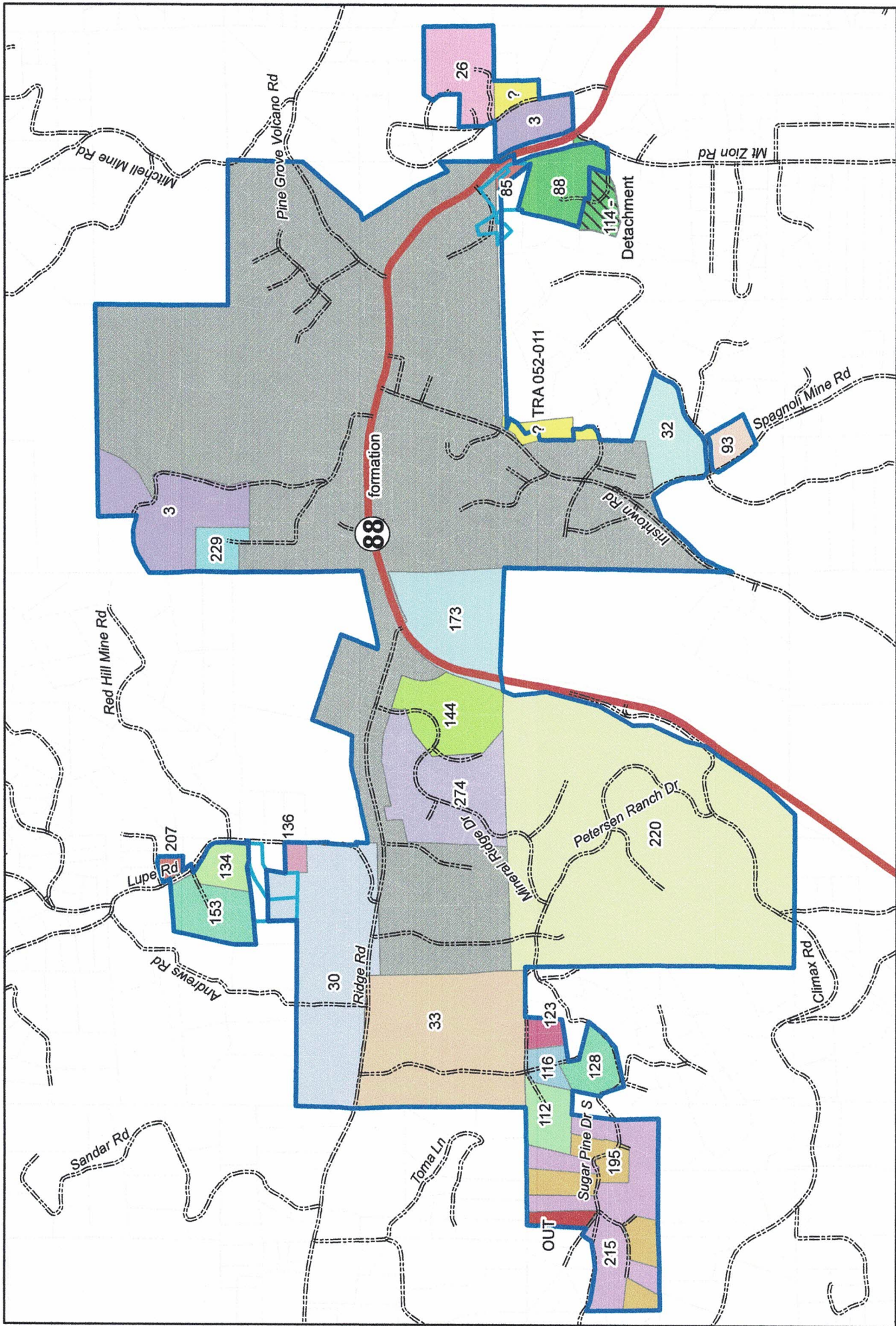
- ❖ The District is able to maintain financing sources which are sufficient to deliver adequate services.
- ❖ District financial planning efforts include annual preparation of a budget, annually audited financial statements, and a strategic plan that includes capital improvements.
- ❖ The District may be eligible for, and intends to obtain, grant funding to assist with system renovation. Annexation of parcels receiving service outside the boundaries will be desirable to support an application for grant funding.

Status of, and opportunities for, shared facilities

- ❖ Cooperative arrangements between PGCS D and AWA result in treatment and transmission of treated water through AWA facilities to citizens of Pine Grove CSD.
- ❖ Pine Grove successfully shares its facilities with Amador Fire Protection District.
- ❖ No other opportunities for facility sharing have been identified.

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

- ❖ PGCS D has not had contested elections in recent years, maintains a full 5-member board of directors, and Board members appear to be committed and responsive to the needs of the district and its citizens.
- ❖ While the district includes a small number of part time staff, the district demonstrated accountability in its disclosure of information and cooperation with LAFCO. The agency responded to LAFCO's written questionnaires and cooperated with document requests promptly and efficiently.
- ❖ The District conducts outreach efforts to inform constituents of ongoing issues through a variety of methods, including web site, mailings with bills, an electronic emergency alert system, and an electronic message board.
- ❖ The web site has a diversity of useful information about the district, its finances, board members, and allows for electronic bill payment.



- Old GIS Boundary
- Portion of Parcel in District (5 parcels)
- County Road
- State Highway

Annexations within the Pine Grove
Community Services District Boundary

DRAFT

working map



Map created October 25, 2018 for Amador LAFCO by:
Amador County Transportation Commission GIS staff
117 Valley View Way, Sutter Creek CA 95665 (209) 267-2282

AMADOR LAFCO
LOCAL AGENCY FORMATION COMMISSION

DRAFT

Notice of Exemption

TO: _____ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814
 County Clerk
County of Amador

FROM: Public Agency:
Amador LAFCO
810 Court Street, Jackson, 95642
Contact: 209-418-9377
amador.lafco@gmail.com

Project Title: Pine Grove Community Service District Municipal Services Review Pursuant to Government Code 56430

Project Location –Central Amador County, Ridge Road and State Highway 88
Project Location - County: Amador

Description of Project: Review of local government service provider

Name of Public Agency Approving Project: Amador LAFCO

Name of Person or Agency Carrying out Project: Amador LAFCO

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1);15268);
- Declared Emergency (Sec.21080(b)(3);15269(a);
- Categorical Exemption. State type and selection number:
- Statutory Exemptions. State code number: 21102, 21150

Reasons why project is exempt: Descriptive and Planning Studies for Possible Future Action for which funding has not been approved

Signature: _____ Date: 2/21/19s Title: Executive Officer

Signed by Lead Agency Date received for filing at OPR: _____
 Signed by Applicant

POSTED ON:

AGENDA ITEM #10

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: EXPIRING TERM OF PUBLIC MEMBER; REAPPOINTMENT OF INCUMBENT OR DIRECTION TO STAFF
DATE: MEETING OF FEBRUARY 21, 2019

BACKGROUND – PUBLIC MEMBER:

The Public Member term expired on the first Monday of January 2019. Government Code Section 56334 provides that the 4-year term of each seat on LAFCO is extended until the appointment and qualification of the successor. The commission has broad discretion to reappoint the incumbent or initiate a recruitment process or direct staff to an alternative course of action.

Government Code 56325(d) sets forth the process for appointment of Public Member and Alternate Public Member. Locally adopted Policy 1.4.1 (c) provides for a process when a vacancy occurs. The position is not currently vacant.

The current Public Member, Jim Vinciguerra, has served since approximately 1999. Only the two City and two County members of LAFCO choose the Public Member and Alternate Public Member.

The Brown Act does not allow closed sessions for consideration of appointments to the Commission. Such appointment actions are taken in public meetings. Practices and conventions for appointment/reappointment vary widely among LAFCOs.

DISCUSSION:

The Commission has several options to address the expiring Public Member term.

1. The commission may reappoint of the incumbent Public Member to another four-year term.
2. The commission may appoint another person to the position for a four-year term.
3. The commission may initiate a recruitment for Public Member position
4. The commission may delay or defer action, which will allow the incumbent to remain in office until action is taken later on the appointment/reappointment.

AGENDA ITEM # 11

TO: ALL COMMISSIONERS, ALTERNATES
FROM: ROSEANNE CHAMBERLAIN, EXECUTIVE OFFICER
SUBJECT: BUDGET UPDATE AND RECOMMENDED REVISED WORK PLAN
DATE: MEETING OF FEBRUARY 21, 2019

BACKGROUND & SUMMARY:

The first half of the 2018-19 Fiscal Year has been much busier than last fiscal year. There have been several annexations, including a major annexation in River Pines that involved parcels in El Dorado County. Substantial progress has also taken place with respect to verifying accurate boundaries for cities and districts and creating GIS maps of those boundaries. In addition, several MSRs and SOIs have already been completed or are in process. Progress is being made very efficiently on the work plan objectives as adopted (see below). Commission meetings have been held fairly regularly except toward the end of 2018. Significantly less than expected has been spent for professional services, including the MSR work.

Staff has been successful in the MSR work to date, so will continue to do the work in-house into the 2019-20 fiscal year. We do not expect to hire outside consultants as long as the progress is satisfactory to the commission. This effort continues to rely on the ambitious effort of both staff, and we are willing to continue to give it our best effort.

As in past years, many of the fixed expenses, such as county charges (meeting room use, financial services, IT, etc.) will be charged to LAFCO in the second half of the fiscal year. These county services represent a significant value compared to the cost of securing comparable services from alternative providers.

A summary of the current budget status as of the end of December 2018 is attached. The estimate for available funding for professional services through the end of the year is \$107,365, which should generously allow for staff to continue working with agencies on the MSR update, as well as handling any projects that arise.

WORK PLAN

The 18-19 Budget includes the following work plan:

- Prepare Municipal Service Review updates for agencies in-house using LAFCO staff, in lieu of contracting with more costly consultants.

- Continue to process applications expediently and accurately.
- Continue to adopt, update and/or affirm the spheres of influence for all agencies as the Municipal Service Reviews are completed.
- Continue remaining boundary research and verification for districts, including GIS mapping, corrections and changes with state agencies, census bureau, and local entities.
- Create and post to the website reliable GIS maps for all LAFCO agencies (not completed in 2017).
- Continue to update the LAFCO website to enhance public access and reduce staff time for public inquiries (MSR, meeting materials are available).
- Continue to shift administration work to trained support staff to decrease cost of the Executive Officer.
- Write clear procedures for remaining LAFCO processes.
- Continue to purge files, organize and create digital back up of hard copy project files.
- Continue to assist special districts and others with operational and organizational assistance.
- Continue to assist County and City staff with research and support.

EXECUTIVE OFFICER’S RECOMMENDATIONS:

1. Receive and review the mid-year budget report for Fiscal Year 2018-19
2. Affirm the existing work plan and direct staff to continue work on the 2019 update of the Municipal Services Review and provide progress reports to the commission as appropriate.

Attachments: Mid-Year Budget Summary

**Amador LAFCO - Mid-Year Summary
FY 2018-19
Agenda of February 21, 2019**

Budget Code	Expense Category	Actual Rev & Expenditures	Approved 18-19	Difference
Revenues				
44100	Interest	\$1,134.70	\$1,700	\$565
46930	Project Fees	\$317.80	\$25,000	\$24,682
	From General Fund Balance	\$56,000	\$78,000	\$22,000
Subtotal Non-Agency Revenues			\$104,700	
45640	Agency Cost Share	\$57,126	\$57,126	\$0
Revenue Subtotal		\$114,578.50	\$161,826	
Operating Expense				
50310	FICA (stipends)	\$15.19	\$50	\$35
50400	Emp Insurance	\$35.43	\$150	\$115
51200	Communications	\$259.22	\$600	\$341
51504	Liability Insurance	\$2,954.04	\$3,000	\$46
52000	Membership	\$925.00	\$925	\$0
52200	Office Expense (total)	\$67.91	\$1,015	\$947
	Postage	140	160*	
	Supplies	280	325*	
	Printing/copies 52205	480	480*	
	Publications, Ref Maps	50	50*	
52300	Prof & Spec Serv Total	\$14,747.40	\$122,112	\$107,365
	Legal Services	9,000	11612**	
	Executive Officer	38,000	38000**	
	Project Support	25,000	25000**	
	Clerical/Support	15,000	15000**	
	Meeting Exp/Stipend	2,500	2500**	
	Audit	0	0	
	GIS, mapping	10,000	10000**	
	Other County Services (Inc. Rent)	2,000	2000**	
	MSR	0	18000**	
52300(10173)	Legal Defense Reserve	\$10,000.00	\$10,000	\$0
52400	Public Notice	\$266.28	\$1,000	\$734
52900	Mileage/travel	\$534.65	\$3,000	\$2,465
52910	Conf/Mtgs (includes travel)	\$700.29	\$5,500	\$4,800
Operating Expense Sub-total to date		\$30,505.41	\$147,352	\$116,847
59500	Operating Contingency	\$0	\$14,474	
Total Budget Appropriation			\$161,826	

*Included in Offices Expense total.

** Included in Professional Services total.

Income Tax Form

[SB 1363 \(Moorlach\)](#) establishes the National Alliance on Mental Illness California Voluntary Contribution Fund on the California Resident Income Tax Return. *Signed—Chapter 359, Statutes of 2018.*

[AB 2096 \(Frazier\)](#) establishes the Organ and Tissue Donor Registry Voluntary Contribution Fund on the Personal Income Tax Return. *Signed—Chapter 276, Statutes of 2018.*

[AB 2944 \(Jones-Sawyer\)](#) establishes the Schools Not Prisons Voluntary Contribution Fund on the Personal Income Tax Return. *Signed—Chapter 441, Statutes of 2018.*

Local Agency Formation Commissions (LAFCOs) & Boundary Changes

[SB 1215 \(Hertzberg\)](#) allows Regional Water Quality Control Boards (regional boards) to order the provision of sewer service to a disadvantaged community that has inadequate onsite sewage treatment systems. *Signed—Chapter 982, Statutes of 2018.*

[AB 2050 \(Caballero\)](#) creates the Small System Water Authority Act of 2018, which authorizes the creation of a small system water authority (authority) that will have powers to absorb, improve, and competently operate noncompliant public water systems. *Vetoed by Governor.*

[AB 2238 \(Aguiar-Curry\)](#) requires LAFCOs, in the list of factors they must consider when reviewing a proposal, to additionally consider specified fire hazard information, if it is determined that such information is relevant to the area that is the subject of the proposal, and makes other minor changes to laws affecting local agencies in order to account for threats posed by fires. *Signed—Chapter 990, Statutes of 2018.*

[AB 2258 \(Caballero\)](#) establishes a grant program until July 1, 2024 for local agency formation commissions that dissolve inactive special districts or perform studies or take other actions that benefit disadvantaged communities. *Vetoed by Governor.*

[AB 2600 \(Flora\)](#) authorizes a proposal to form a new regional park and open space district to be made by the adoption of a resolution of application by the legislative body of any county or city that contains the territory proposed to be included in the district, in lieu of the petition required under existing law. *Signed—Chapter 218, Statutes of 2018.*

Land Use Planning & Development

[SB 827 \(Wiener\)](#)* requires a local jurisdiction, notwithstanding any local ordinance, general plan element, specific plan, charter, or other local law, to provide an eligible applicant with a