

SUTTER COUNTY LOCAL AGENCY FORMATION COMMISSION

MUNICIPAL SERVICE REVIEWS AND SPHERE OF INFLUENCE UPDATE

MOSQUITO ABATEMENT DISTRICTS

SUTTER-YUBA MOSQUITO ABATEMENT DISTRICT

RECLAMATION DISTRICTS

"70", "777", "1001", "1500", "1660", "2056"

DRAINAGE DISTRICTS

GILSIZER COUNTY DRAINAGE DISTRICT

FIRE PROTECTION DISTRICTS

MERIDIAN FIRE PROTECTION DISTRICT

LEEVE DISTRICTS

LEEVE DISTRICT NO. 1



PREPARED BY

PMC
1590 DREW AVE, SUITE 120
DAVIS, CA 95616

JANUARY 2007

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LEVEE DISTRICT NO. 1

PREPARED FOR

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JANUARY 2007

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0.1 EXECUTIVE SUMMARY

The Municipal Service Review (MSR) and Sphere of Influence (SOI) update, also called the MSR/SOI, has been prepared to comply with requirements of the Sutter County Local Agency Formation Commission (LAFCo), as well as California State Law. The MSR/SOI is a document required by the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000 (California Government Code §56425 and §56430).

This document contains Municipal Service Reviews and Sphere of Influence updates for a Mosquito Abatement District, Drainage District, Fire District, Levee Districts, and Reclamation Districts within Sutter County. The determinations and findings reached are based upon surveys of agency representatives, meetings, and assessments of existing documents.

MOSQUITO ABATEMENT DISTRICT

The Mosquito Abatement Act of California of 1915 (California Health and Safety Code § 2200) provides local governments with the power to form special districts to protect the public from vector borne diseases. This Act was amended in 2002 and is now referred to as the Mosquito Abatement and Vector Control District Law.

The Sutter-Yuba Mosquito Abatement District was established in 1946 as an independent special district. to control mosquitoes and other animals that carry diseases within Sutter and Yuba Counties.

The District is authorized by law to¹:

- 1) Conduct surveillance programs and other appropriate studies of vectors and vector borne diseases.
- 2) Take any and all necessary or proper actions to prevent the occurrence of vectors and vector borne diseases.
- 3) Take any and all necessary or proper actions to abate or control vectors and vector borne diseases.

RECLAMATION DISTRICTS

Reclamation Districts are special districts which are established and operated under California Water Code Section 50000 *et seq.* The purpose of these districts is to reclaim and protect any body of swampland and overflowed salt march, tidelands, or other lands subject to overflow; to irrigate lands; and to provide drainage, levee maintenance, or irrigation services.

The Reclamation Districts analyzed in this report are: Reclamation District 70, 777, 1001, 1500, 1660, and 2056.

DRAINAGE DISTRICT

The County Drainage District Act (California Water Code Division 17) provides for the creation of County Drainage Districts to control storm and other waste waters, protect private and public

¹ The District is also permitted to take "any and all actions necessary for or incidental to the powers granted" by the governing act (d).

0.1 EXECUTIVE SUMMARY

property from storm or waste waters, and conservation of storm and waste waters for beneficial and useful purposes.

Gilsizer County Drainage District is a County Drainage District formed was formed in 1963 to improve storm drainage service to the Yuba City area and to maintain Gilsizer Slough and a pump station. The District is comprised of approximately 6,005 acres of land, most of which is in the City of Yuba City

FIRE PROTECTION DISTRICT

The Fire Protection District Law of 1987 (Health and Safety Code 13800- 13970), also known as the Bergeson Fire District Law, provides local governments with the power to form special districts to provide fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to the protection of lives and property.

The Meridian Fire Protection District (the District) is an independent district formed to provide fire protection services in the northwest portion of Sutter County. District services include fire protection, emergency medical care, basic life support services, vehicle extraction, water rescue, and hazardous material clean up.

LEVEE DISTRICTS

The Levee District Law of 1959 (Water Code § 70000-70272) provides for the creation of Levee Districts to protect lands from overflows and to conserve of add water to sloughs and drains.

Levee District #1 was formed in April 1868 by the State Legislature to protect the residents of Sutter County from flooding by the Feather River and to maintain levees within its jurisdiction.

Each report contains the following sections:

I. Setting. This section provides a description of the geographic service area and Sphere of Influence;

II. Growth and Population. This section presents information on the present and projected service area population, and describes land uses and significant growth areas.

III. Infrastructure. This section analyzes the sufficiency of physical infrastructure and facilities to serve present and projected needs of the area based on current and projected population growth.

IV. Financing Constraints and Opportunities. This section evaluates the finance plans, joint finance projects, and revenue sources.

V. Cost Avoidance Opportunities. This section examines current practices, overlapping services, the transfer of costs to the public, and inter-agency cooperation for the prospect of cost avoidance.

VI. Rate Restructuring. This section considers the current rate structure, including an analysis of frequency of rate updates.

VII. Opportunities for Shared Facilities. This section examines currently shared resources, facilities, personnel, and system, as well as opportunities for expanded sharing.

VIII. Government Structure Options. This section reviews alternatives, such as formation and reorganization of new agencies and private sector opportunities. It also reviews previous restructuring efforts, as well as opportunities for and obstacles to restructuring.

IX. Evaluation of Management Efficiencies. This section reviews the current management structure, communication, and efficiency.

X. Local Accountability and Governance. This section analyzes the governing body, selection process, participation levels, and public access and interest.

XI. Sphere of Influence Recommendations and Determinations. This section reviews the Sphere of Influence boundaries to determine whether any changes to the boundary should be made.

XII. Determinations. This section provides determinations with respect to the analysis factors described above.

CONCLUSIONS

The MSR/SOI updates for the special districts of Sutter County will serve as the primary document for the Sutter County LAFCo in their determination of services provided to the Districts' residents. This review will ensure that municipal and rural services are provided in the most efficient manner. This information will also be used by LAFCo to determine the appropriate Sphere of Influence for each agency, as well as to pursue changes to service or boundaries if necessary. Questions regarding the MSR/SOI update process can be directed to:

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Yuba City, CA 95993
(530) 822-7400
dglibby@sutter.ca.us.

The seal of Sutter County, California, is a circular emblem. It features a central landscape with a mountain range, a river, and a field. The text "SUTTER COUNTY" is arched across the top, and "CALIFORNIA" is arched across the bottom. Two gold coins are positioned on either side of the central scene.

**1.0 SUTTER-YUBA MOSQUITO AND
VECTOR CONTROL DISTRICT**

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

I. SETTING

The Sutter-Yuba Mosquito and Vector Control District (Sutter-Yuba MVCD) is a special district that serves portions of both Sutter and Yuba Counties. The Sutter-Yuba MVCD serves the entire Sutter County except for the Sutter Buttes area in the northwest. It also serves the valley portion of Yuba County except for the area within Beale Air Force Base. **Figure 1.0-1** depicts the boundaries of the District. The land area of the District is approximately 706 square miles or 452,213 acres. Land use within the District boundaries is predominately agricultural, but it also includes the cities of Yuba City, Marysville, Wheatland and Live Oak, as well as unincorporated communities.

The purpose of the Sutter-Yuba MVCD is to control mosquitoes and other animals that can carry diseases. Mosquito control is the District's primary service. This includes the use of chemical compounds, the use of natural enemies or predators of mosquitoes, and the alteration of the physical environment to limit or prevent mosquito larval production. The Sutter-Yuba MVCD also has a public education program to increase public awareness of mosquito and vector control.

II. GROWTH AND POPULATION

Within the boundaries of the Sutter-Yuba MVCD, population growth has been increasing at a steady rate. In the Sutter County portion, development of the area in and around Yuba City has generated population growth. In the Yuba County portion, significant residential development has occurred in the unincorporated area south of Marysville, and the County has approved more development there in the future. Relatively affordable housing, compared to other regions in northern California, has been a major factor in population growth. Outside southern Yuba County and the Yuba City area, the majority of land is zoned agriculture. Sutter County cities, such as Live Oak, are predicting urban growth in the near-term future.

No precise figures for the population of the Sutter-Yuba MVCD are available. Therefore, the District uses the combined populations of Sutter and Yuba Counties as an approximation. The population of the two counties was 155,679 as of January 1, 2005, based on figures from the California Department of Finance, Demographic Research Unit. Department of Finance projections indicate that the population of the two counties in five years would be 167,263, and 182,093 in ten years. This would be an increase of approximately 17 percent in ten years. This would be consistent with the recent development occurring in the area. The mosquito population would not increase because of urbanization, but the demand for mosquito and vector control services would increase. The continued existence of irrigation in agricultural uses and the preservation of wetlands provide the main breeding grounds for mosquitoes. As the population moves closer to these areas, the demand for mosquito control would increase.

Land use reclassification of portions of the Sutter-Yuba MVCD may occur because of Advisory Measure M. On November 1, 2005, Sutter County voters approved Advisory Measure M, a mixed-use development of 7,500 acres along State Route 99 in southern Sutter County. The measure calls for up to 2,900 housing units, 3,600 commercial/industrial units, and 1,000 community use units. This would result in a significant population increase in the District service area.

III. INFRASTRUCTURE

The Sutter-Yuba MVCD facility is located at 701 Bogue Road, Yuba City, California. Aside from District offices, this facility contains a storage facility for pesticides used in District operations. This storage facility is a locked and posted area that prevents access by children and untrained persons. The building has fire-resistant materials, a cement floor, and an exhaust fan for

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

ventilation. The Sutter County Grand Jury reported in 2004 that the buildings at the facility were well-used, but neat and orderly. The area around the buildings was clean and well-maintained. The District also leases 25 acres of land in East Nicolaus in Sutter County for a facility to rear mosquito fish, which prey on mosquito larvae.

The District currently has 12 full-time employees and 19 seasonal employees. The Sutter-Yuba MVCD owns and operates 42 vehicles, 29 of which are half-ton pickup trucks. Other components of the District's fleet include five utility trailers, three Quad Runners, a 1½-ton truck, a half-ton utility vehicle, a tractor, a backhoe and a forklift.

On average, the Sutter-Yuba MVCD annually receives over 2,000 requests for mosquito control services. These requests have increased over the past five years, due to the presence of the West Nile virus in the region over the past two years. Homeowners are the primary callers for service.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES




In FY 2005, the Sutter-Yuba MVCD had \$2,129,629 in revenues and \$2,066,366 in expenditures. The main expenditure category was services and supplies. According to a detailed report on expenditures by the District, approximately 63.4% of the services and supplies expenditures were for chemicals. The other expenditures were salaries and employee benefits. Permanent salaries were the largest single expenditure item, accounting for approximately one-third of total expenditures.

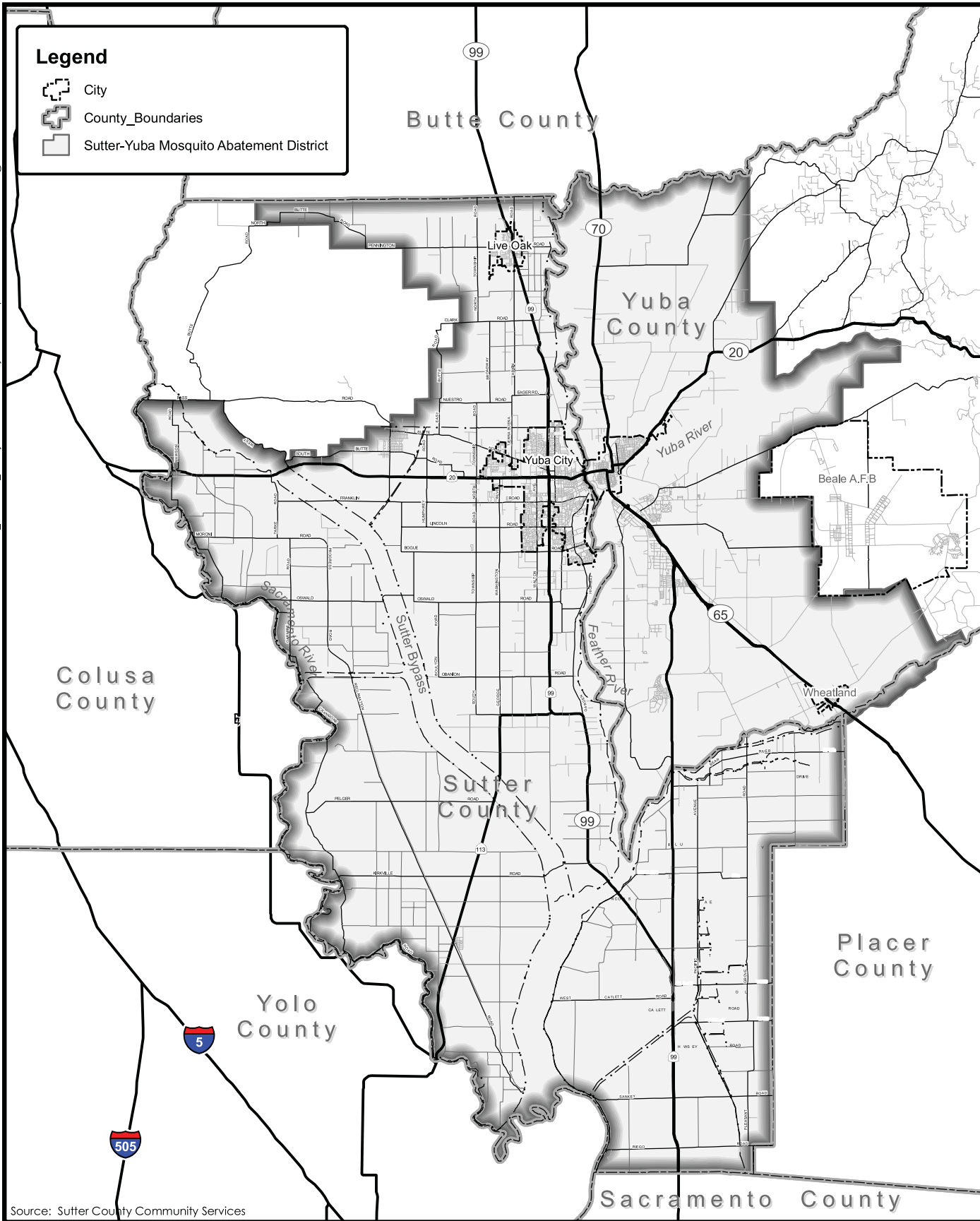
The Sutter-Yuba MVCD relies on property tax revenue, at a rate of \$0.02 per \$1.00 of taxes collected. Revenue is collected annually through the property tax roll. Property taxes account for approximately 91% of the annual revenue of the District, with additional revenue coming from special assessments, charges for services, rental income, State in-lieu funds, interest earned and other miscellaneous revenue. Property tax revenue is constrained by Proposition 13. Special assessments can be increased, but they are subject to the provisions of Proposition 218. Proposition 218 requires that any increase in an assessment be subject to two-thirds approval by the property owners required to pay the assessment.

The FY 2005-06 budget for the Sutter-Yuba MVCD projects an increase in expenditures by 3.05%. While service and supply expenditures were projected to decrease by 4.5%, salaries and benefits were projected to increase by 9.12%. The budget projects significant increases in retirement, health insurance, and salaries for extra help. It also projects an increase in workers compensation expenditures. However, actual workers compensation costs declined in the previous fiscal year, and it is possible the District will not spend as much on these costs as budgeted. The District anticipates spending less on chemicals, but more on professional and special services.

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Legend

-  City
-  County_Boundaries
-  Sutter-Yuba Mosquito Abatement District



Source: Sutter County Community Services



FIGURE 1.0-1
SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

In its FY 2005-06 annual budget, the District established three restricted reserves:

- General Reserve – to defray District expenses between the beginning of a fiscal year and the tax revenue in a fiscal year, which occurs between July 1 and January 31. The amount approved for the General Reserve in FY 2005-06 was \$1,329,038.
- Unappropriated Reserve – for emergencies in defraying unusual and unanticipated expenses. For FY 2005-06, the Unappropriated Reserve approved was \$319,508. This reserve will be used if West Nile virus is detected in the District.
- Reserve Land – for the possible purchase of land the District currently leases in East Nicolaus for its mosquito fish rearing facility. For FY 2005-06, this reserve will receive \$270,000.

California Health and Safety Code Sections 2020-2079 set forth the policies and procedures for establishing and maintaining District reserves.

Growth in property tax revenues constrains Sutter-Yuba MVCD financing. The District receives a fixed amount of property tax revenue, which averages approximately two cents for every one dollar of property tax collected. This financing constraint is due to the passage of Proposition 13 in 1978, which sets limits on property tax assessments. The District could raise additional revenue through a special parcel tax assessment under the provisions of Proposition 218. This action would require approval through an election or a vote of property owners in the District. The District has no plans for a special assessment at this time.

V. COST AVOIDANCE OPPORTUNITIES

The Sutter County Board of Supervisors sets property taxes for the District's service area. The Sutter-Yuba MVCD receives property taxes as its major source of revenue. The District relies on seasonal workers, which reduces potential labor costs. District department heads, working in conjunction with the District Manager, routinely evaluate replacement of infrastructure and other equipment. Since all District employees maintain the District's equipment and vehicles, evaluation of the need for replacing infrastructure and equipment is done on an as-needed basis.

The District may request the California Department of General Services to make purchases of materials, equipment, or supplies on its behalf, pursuant to Section 10298 of the Public Contract Code. The District may also request the purchasing agent of the principal County (Sutter County) to make purchases on materials, equipment, or supplies on its behalf, pursuant to California Government Code Title 3, Division 2, Chapter 5, Article 7 (commencing with Section 25500). Purchases in conjunction with those of other agencies often reduce the purchase price for all involved agencies.

VI. RATE RESTRUCTURING

The Sutter-Yuba MVCD has a fee rate schedule based on a percentage of property tax revenue, as mandated in its enabling legislation. The District cannot change the method of levying the rate, but a landowner vote pursuant to the provisions of Proposition 218 can increase the rate itself. The work of the vector control district benefits all the people and property owners within the District. Sutter-Yuba MVCD has not increased the rate of assessment in recent years.

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

VII. OPPORTUNITIES FOR SHARED FACILITIES

Because of its specialized character, the Sutter-Yuba MVCD has few opportunities to share facilities, infrastructure or services with other agencies. However, the District does lease a portion of its land to the Gilsizer Drainage District. The Gilsizer Drainage District maintains facilities that transport storm water runoff from the City of Yuba City to the Sutter Bypass. Service charges and rental fees are levied to defray costs.

VIII. GOVERNMENT STRUCTURE OPTIONS

In 1915, the California State Legislature adopted the Mosquito Abatement Act, which provided the legal basis for the creation, function and governing powers of mosquito abatement districts. California Health and Safety Code Chapter 5, beginning with Section 2200, codifies the provisions of the Mosquito Abatement Act. On February 12, 1946, the Board of Supervisors by resolution formed the Sutter-Yuba Mosquito Abatement District. The impetus for the formation of this district was the desire of local residents for protection against mosquito-borne diseases and relief from serious pest nuisances. In 1993, the District Board of Trustees voted by resolution to change its name to the Sutter-Yuba Mosquito and Vector Control District, to reflect more accurately its mission.

A Board of Trustees governs the Sutter-Yuba MVCD. It has seven members, appointed by each of the counties and incorporated cities within District boundaries. The Board of Trustees meets on the second Thursday of each month at the District office in Yuba City. The Sutter-Yuba MVCD operates under articles of bylaws, which are in the Health and Safety Code, Division 3, Chapter 1.

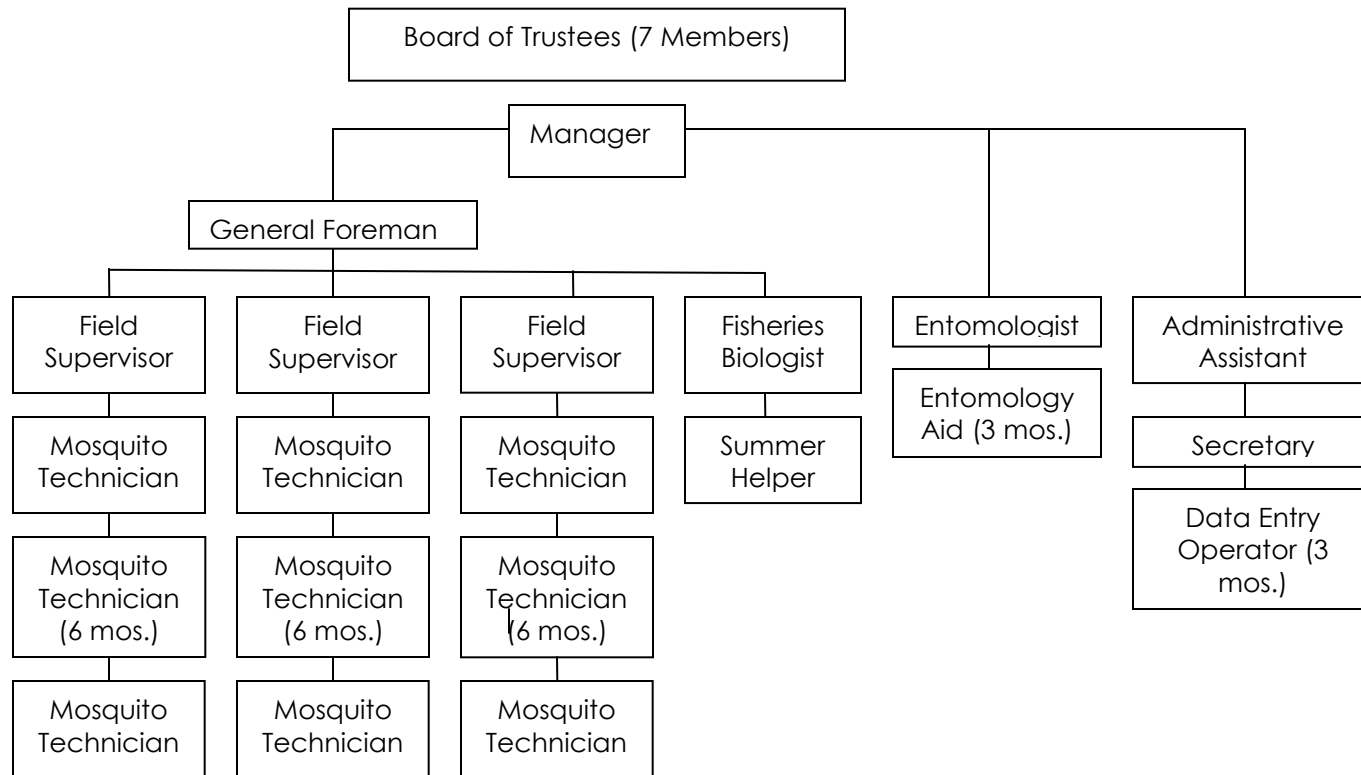
Figure 1.0-2 represents the government structure for the Sutter-Yuba MVCD. Under its current governmental structure, the District functions well. The 2002-2003 Sutter County Grand Jury did a complete review of the District's operations, while the 2003-2004 Grand Jury conducted a follow-up visit to examine the District's preparedness in dealing with the West Nile virus threat. Both Grand Juries concluded that the District is well managed and made no recommendations for improvements.

IX. EVALUATION OF MANAGEMENT EFFICIENCIES

As indicated by **Figure 1.0-2**, the District Manager is the chief manager of the Sutter-Yuba MVCD. The District Manager provides overall direction to the various operations and activities of the District. The General Foreman, who reports directly to the District Manager, directs and reviews the continuing operations of the District, including the field programs and supportive services. Below the General Foreman are the Field Foremen, who supervise field operations in specific areas of the District. As noted above, two Sutter County Grand Jury investigations concluded that the District is well-managed. The Sutter-Yuba MVCD has had no internal reorganization or restructuring within the past three years.

The District identified no barriers in the organization that would inhibit management efficiencies. The District looks at opportunities to either contract for outside services or performs in-house services, based on a number of issues. For example, District personnel maintain the District's vehicle fleet and equipment, because staff is well-trained and is familiar with the safety requirements necessary regarding handling of pesticides used by the District. In addition to vehicle and equipment maintenance, shop personnel design and fabricate equipment as needed, and work on facility yard maintenance.

FIGURE 1.0-2



X. LOCAL ACCOUNTABILITY

The Sutter-Yuba MVCD is governed by a seven-member Board of Trustees; members are appointed by each county and incorporated city in its jurisdiction. The Board meets on the second Thursday of each month at 4:00 pm at the District office on 701 Bogue Road in Yuba City. The 4:00 pm meeting time is the most convenient time for Board members, as some of them are also members of city or county boards, councils or commissions.

Meetings are accessible to the public with adequate meeting space. The agenda for Board meetings are posted outside the District office. The date and time of board meetings also are posted on the District's web site at www.sutter-yubamvcd.org. Public notification of District operations occurs through the media (newspaper, radio, and television), the District's web site, and sometimes through posting announcements at public places.

The District has not been in violation of, or has been investigated under, the Ralph M. Brown Act and Political Reform Act within the past three years. As previously noted, two Sutter County Grand Juries have investigated the District within the past three years, and have found no problems.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS AND DETERMINATIONS

The boundaries of the Sutter-Yuba MVCD's Sphere of Influence match that of the service area (as shown in Figure 1.0-1). A sphere of influence comprises the growth boundaries for an agency and provides opportunities for the service area to expand, should that agency change choose. State law requires that spheres of influence be updated at least once every five years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

Most of the land in the Sutter-Yuba MVCD is agricultural. There are concentrations of urban development at the four incorporated cities within the District, as well as at unincorporated communities. The General Plans of Sutter and Yuba Counties, as well as those of each of the incorporated cities within District boundaries, provide for multiple planned uses, including urban development, open space and agricultural uses. Urban development consists of residential, commercial, industrial and recreational uses.

Advisory Measure M calls for a mixed-use development of 7,500 acres along State Route 99 in southern Sutter County, with up to 2,900 housing units, 3,600 commercial/industrial units and 1,000 community use units. If the applicant and the County approve, this would result in a significant population increase in the service area and would require appropriate measures for the District to accommodate the anticipated increased demand for its services.

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

The demand for mosquito and vector control likely will increase, as the population of the region increases. As previously mentioned, it appears that the continued existence of irrigation in agricultural uses and the preservation of wetlands promote the main breeding ground for mosquitoes. Urban development that eliminates these types of areas can reduce the number of mosquitoes. At the same time, preservation of wetland

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

and open space areas creates the need for continued mosquito control. There is also a need to monitor catch basins and drainage facilities, constructed for urban development, to ensure they function properly to eliminate the potential for standing water in man-made facilities.

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

Since the District's establishment in 1946, it has periodically expanded the provision of its services. To reflect the broader mission, the District has changed its name to the "Mosquito & Vector Control District". The District now provides, as resources allow, consultation and assistance for all other vectors of public health importance. These include flies, fleas and ticks, along with their associated diseases such as Lyme disease and plague. The District is able presently to fulfill its mission under the parameters of the California State Health and Safety Code. There are no restrictions inhibiting the District's ability to provide services.

- 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.

The District serves both rural and urban areas within its boundary. These areas are interrelated and have direct impacts on one another. The District's goal is to reduce the potential for incidence of disease, and use all possible means to prevent epidemics, and, thereby, improve the quality of life for residents in Sutter and Yuba Counties. At the same time, the District does not have resources for service beyond its current boundary.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the district (Exhibit A) and the staff-conducted interviews and document review.

- 1) **Growth and population projections for the affected area determination** – Sutter-Yuba MVCD has sufficient ability to provide the existing residents with mosquito and vector control services. However, with an anticipated increase in residential development and the approval of Advisory Measure M, an increase in demand for mosquito control services is likely. An increase in staffing, facilities and equipment will be necessary to accommodate this increased demand.
- 2) **Infrastructure needs or deficiencies determination** – Currently, Sutter-Yuba MVCD maintains adequate infrastructure and facilities to serve its residents. If the population increases due to future development, facilities and equipment would have to expand accordingly.
- 3) **Financing constraints and opportunities determination** – Sutter-Yuba MVCD appears to have an adequate revenue stream to pay for the services it provides. The present property tax rate seems adequate for the present level of service. Since the majority of District revenue is from property tax, any increase in revenue would likely come from special assessments. Any action taken by the District to increase this revenue stream requires a vote of the property owners, subject to the provisions of Proposition 218 for special assessments.

1.0 SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

- 4) **Cost avoidance opportunities determination** – Sutter-Yuba MVCD seeks to reduce costs whenever practicable. The District relies on seasonal employees, which reduce labor costs. It also relies on its staff to perform maintenance of vehicles and equipment, and seeks to purchase materials, equipment and supplies in conjunction with other agencies.
- 5) **Opportunities for rate restructuring determination** – Sutter-Yuba MVCD appears to have an adequate revenue stream to pay for the services it provides. A rate increase may not be in order at this time. Any effort to increase revenue would be a major undertaking for the District.
- 6) **Opportunities for shared facilities determination** – Sutter-Yuba MVCD currently leases land to the Gilsizer Drainage District, which has facilities that transport runoff from Yuba City to the Sutter Bypass. However, given the specialized character of the District, there are few opportunities to share facilities with other agencies.
- 7) **Government structure options determinations** – A Board of Trustees oversees the Sutter-Yuba MVCD, with a District Manager overseeing daily operations. The District's governmental structure is considered adequate to implement the District's mission. Two investigations by the Sutter County Grand Jury concluded that the District is well-managed.
- 8) **Evaluation of management efficiencies determination** – As noted, investigations by the Sutter County Grand Jury concluded that the Sutter-Yuba MVCD is a well-managed district. The District has had no internal reorganization or restructuring in the past three years. The District seeks to manage the provision of its services as efficiently as possible, using contracted or in-house services whenever appropriate.
- 9) **Local accountability determination** – The meetings of Board of Trustees for the Sutter-Yuba MVCD are open to the public. The District makes a good-faith effort to inform the public about its meetings, with notices in the local media and postings at public places, including the District office. The District also has a website that allows people with Internet access to obtain information on District activities.

BIBLIOGRAPHY

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2.0 RECLAMATION DISTRICT 70

2.0 RECLAMATION DISTRICT 70 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District 70 (RD 70) provides drainage and flood protection to an area surrounding Meridian, CA. The District provides flood protection and drainage by maintaining approximately 23.6 miles of levees, and 100 miles of drainage ditches. The District is bounded by the Sacramento River, Butte Slough and the Sutter By-Pass, and is generally located just inside the western boundary of Sutter County, east of Colusa County. The District is approximately 17 miles west of Yuba City, and serves an area of approximately 20,315.02 gross acres, or 31.74 square miles. The predominant land uses within the District are agricultural.

Voters established Reclamation District 70 in 1905 upon a request to Sutter County, pursuant to California Water Code Section 50000. The Code defines Reclamation District as those responsible for flood protection and drainage, including those formed prior to April 5, 1911. A resolution adopted by the Sutter County Board of Supervisors granted the District with the power to provide drainage and flood protection to residents within the defined service area. RD 70 and RD 1660 are the only two drainage and flood protection districts in the area.

The California Department of Water Resources (DWR) monitors the levee maintenance program of RD 70, and has stated that their maintenance program is excellent. There have been no significant issues regarding levee maintenance. While the District does not have information regarding the structural integrity of the levees, the DWR is beginning a systems evaluation of nearly 1,600 miles of levees within California. The systems evaluation will monitor and report on the structural integrity of levees through various forms of analysis, including geotechnical surveys. The report will gather data, evaluate gaps in information, and gather additional data that will be used to make assessments regarding levee integrity. DWR's 2005 Inspection and Integrity Report will be released to the State Reclamation Board and the Reclamation Districts.

The District employs significant capital in the form of maintenance equipment to maintain levees and ensure services are provided to residents within the District. Revenues from an assessment fund the operation of District, facilities, and maintain existing infrastructure.

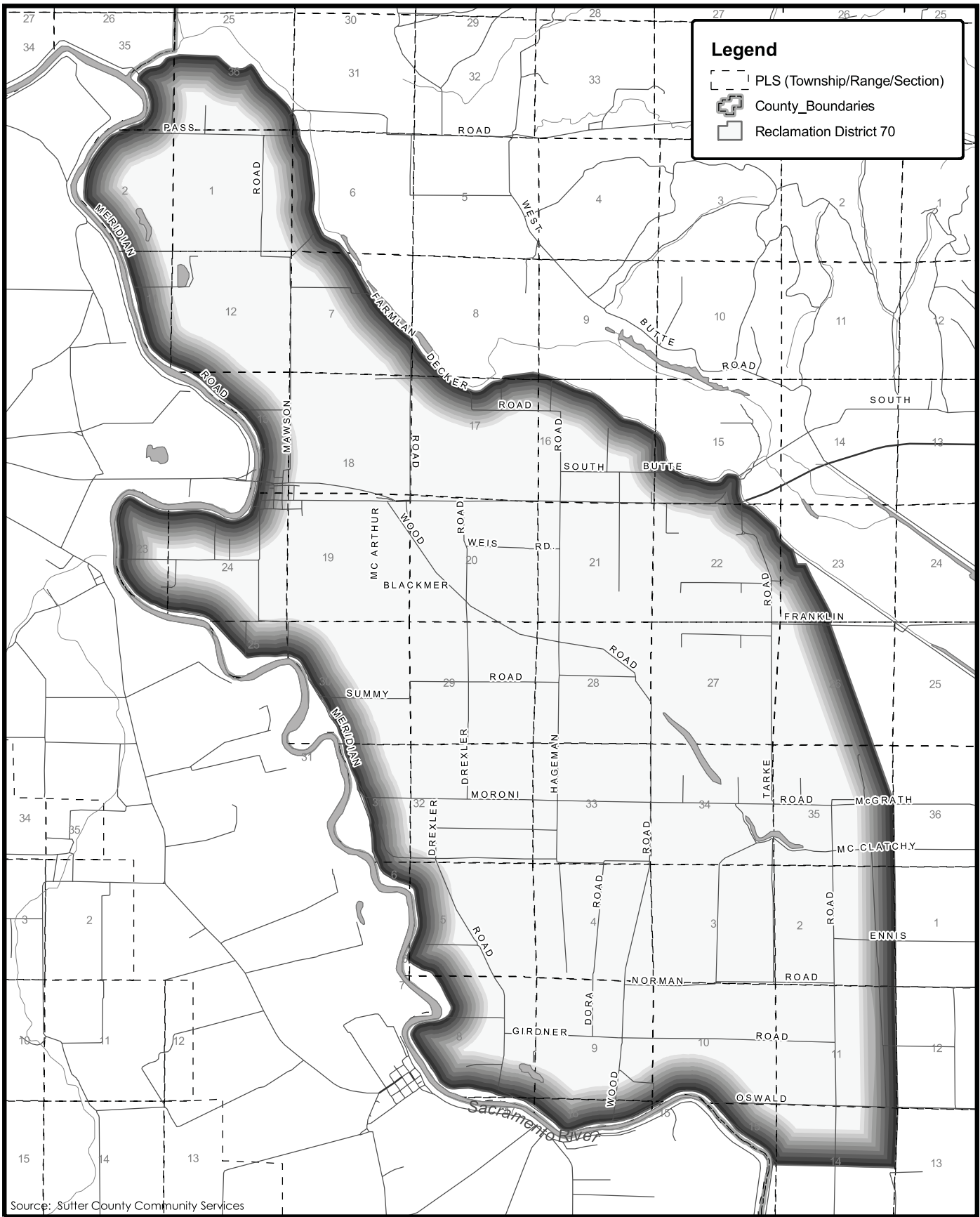
The boundaries of the District are shown in **Figure 2.0-1**.

II. GROWTH AND POPULATION

GROWTH TRENDS AND PROJECTIONS

The County's regulation of farmland within the District's boundaries limits population growth. Services are forecasted based on 102 years of operation within the District with little population growth. The 2000 Census states the population within Census Tract 509, Block 2, is 316 people. This Census Tract and Block number primarily represents persons located within the town of Meridian, and excludes surrounding areas within RD 70 jurisdiction. Ron Long, District Manager, stated that the current population within RD 70 is approximately 400 persons. This estimate includes a geographical area greater than Census Tract 509 Block 2. It is highly unlikely that the population has varied within the Districts boundaries since the year 2000 given Sutter County's regulation of farmland. Furthermore, population growth will not affect the Districts services as they are provided on more of geographical basis than a per person basis.

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Source: Sutter County Community Services

FIGURE 2.0-1
RECLAMATION DISTRICT 70



GROWTH IMPEDIMENTS

The majority of lands in RD 70 are designated for agricultural purposes. Sutter County's Zoning Ordinance requires that agricultural parcels range in size from a minimum of 20 acres to a maximum of 80 acres. These large lot sizes limit subdivision development, and therefore population growth in the area is minimal. As a result, there has been very little change in the District's population.

SPHERE OF INFLUENCE CHANGES AND BOUNDARIES

RD 70's current Sphere of Influence is seen in **Figure 2.0-1**. The land inside the District's Sphere of Influence boundary is 20,315.02 acres, and has not changed since the District was established in 1905.

III. INFRASTRUCTURE

INFRASTRUCTURE

Local landowners originally constructed the levees on a small scale in the 1800s prior to the official creation of the District. The Army Corps of Engineers (ACOE) and the State of California upgraded the levees to project levees, or those that meet Federal standards, in the early 1900s. The ACOE and the State of California updated the levees again after major flooding in 1940. The improved infrastructure affords every parcel within the District equal protection, and there are no variations in the levels of service provided by RD 70.

Infrastructure Maintenance

The General Manager is responsible for overseeing levee maintenance and review. The District follows a maintenance schedule established by the Superintendent's Guide to Operation and Maintenance of California's Flood Control Projects by the State Department of Water Resources (DWR). DWR conducts an annual review of the District's levee maintenance program and the General Manager stated that DWR has found the program excellent (Ron Long, survey). However, the review does not analyze the structural stability of the levees, which is information the District does not have. The District did repair a major section of the levee berm in 2005, and is currently repairing crowns along several sections of the District's levees.

The District currently uses a Ford tractor, a John Deere crawler dozer and Ford truck equipped for burning to maintain levees and drainage ditches. The District also shares the following equipment with RD 1660: Ford backhoe, John Deere Excavator, and Ford dump truck.

Additional facilities that District maintains include 100 miles of drainage ditches. These ditches range in age from 2 years old to 100 years old. The ditches and drains are inspected regularly and some are repaired or cleaned annually as needed. The District also maintains a pumping plant that was originally constructed in 1924, but according to the District General Manager, is in good working condition. The plant includes six pumps that are used to drain the District. The approximate capacity of all six pumps is 120,000 gallons per minute (gpm). In 2000, the District added a new pump to the plant, and overhauled another pump in 2005. There is no capital replacement or maintenance schedule for pumps or drainage ditches. Infrastructure is repaired or replaced on an as-needed basis.

2.0 RECLAMATION DISTRICT 70 MUNICIPAL SERVICE REVIEW

Potential barriers to infrastructure maintenance includes a lack of adequate funding from the ACOE and DWR (Ron Long, 2006).

Hurricane Katrina raised national questions about levee stability, integrity and strength. The District has not undertaken plans to ensure levee stability, and a disaster preparedness plan to manage a major levee breach does not exist.

PERMITTING

Permits from the State Reclamation Board, the ACOE and possibly the Department of Fish and Game are required for some repair work on the levees. Local permits required include a burning permit, a pesticide permit, and occasionally a public works permit for working in roadway areas. However, major structural repairs or rehabilitations are conducted by the ACOE and DWR, with input from the District. The County Agriculture Department issues pesticide permits to authorize the spraying of noxious or undesirable weeds on levees. Weed abatement is vital to levee stability in that it facilitates the growth of grass, which when burned, leaves a clean slope for inspection. Therefore, a burning permit is necessary in the summer and fall season because the District is required to burn levees of vegetation. Burning vegetation permits an assessment of any levee damage and facilitates slope grading in preparation for the rainy season. Burning permits are obtainable from the County Agriculture Department as well.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The 2004 audited financial statements of the District indicate total net assets of \$486,045 with total Operating Revenues of \$208,095 and Operating Expenses of \$263,546. The District's total net assets decreased by \$55,451 from 2003 to 2004 while the operating revenues decreased by \$312. At the same time, expenses increased by \$46,228 resulting in a net loss of \$55,451 compared to a prior year net loss of \$8,911. District officials noted that this is due to an increase in all District costs, primarily insurance premiums and electrical costs.

Revenue sources include primarily assessments applied to acreage within the boundaries of the district although the District sometimes provides backhoe and excavator work for landowners for a charge. Additionally, the District has minor income from local gas wells.

V. COST AVOIDANCE OPPORTUNITIES

Cost avoidance measures are built into RD 70 operations. RD 70 employs the minimal number of staff necessary to perform District operations. A General Manager oversees a staff of three full time maintenance workers who also perform maintenance for Reclamation District 1660. A bookkeeper maintains all records and does all bookkeeping for both RD 70 and RD 1660, and a Secretary of the Board of Trustees is in charge of all financial activities for these Districts. The District also minimizes costs by not employing a Treasurer. Board members are paid a minimal stipend compensation for their time. The District also avoids costs because it owns the property and buildings where its storage and operational facilities are located. Therefore, additional cost avoidance opportunities are minimal.

VI. RATE RESTRUCTURING

RD 70 relies on an annual assessment pursuant to the provisions of the State Water Code which allows for the collection of a rate per 100 dollars of assessed value. RD 70 presently collects \$0.40 per \$100 of assessed value on property within its boundaries although it is authorized to

collect \$0.60 per \$100 of assessed value. Levee maintenance and flood water protection benefit all property owners within the District based on the amount of land protected from potential flooding; therefore the rate has been established on an acreage basis. The assessments are allocated to two zones of benefit; "High" value land is assessed at a value of \$2,500 per acre and "Low" value land is assessed at \$25 per acre. The authorized rate can be increased by action of the RD 70 Board of Trustees and any action taken to increase the annual assessment is subject to the provisions of Article 13C and Article 13D of the California Constitution, better known as Proposition 218. Proposition 218 requires that any increase in the assessment be subject to two-thirds approval by the property owners required to pay the assessment. Assessments are levied annually.

VII. OPPORTUNITIES FOR SHARED FACILITIES

Reclamation District 70 is currently maximizing its opportunity to share facilities and resources with RD 1660. Reclamation Districts 70 and 1660 are the only entities that manage levees and drainage within this portion of Sutter County. These agencies merged in 1981 and together share management, employees, and equipment. The merger was somewhat informal as the Districts still maintain their own Board of Directors, rates, some equipment and offices. However, maintenance equipment shared by RD 70 and RD 1660 consists of a Ford Backhoe, John Deere Excavator and a Ford Dump truck. RD 70 and RD 1660 each own an office in Meridian. However, all daily operations for RD 70 and RD 1660 are conducted from RD 70's office located at 1138 4th Street in Meridian. Maintenance equipment is stored at either RD 70's office or RD 1660's office, depending on usage.

Sharing of these resources indicates that the District is already maximizing its opportunities for shared facilities. Opportunities to share resources with other municipalities within geographical proximity of RD 70 are minimal as well.

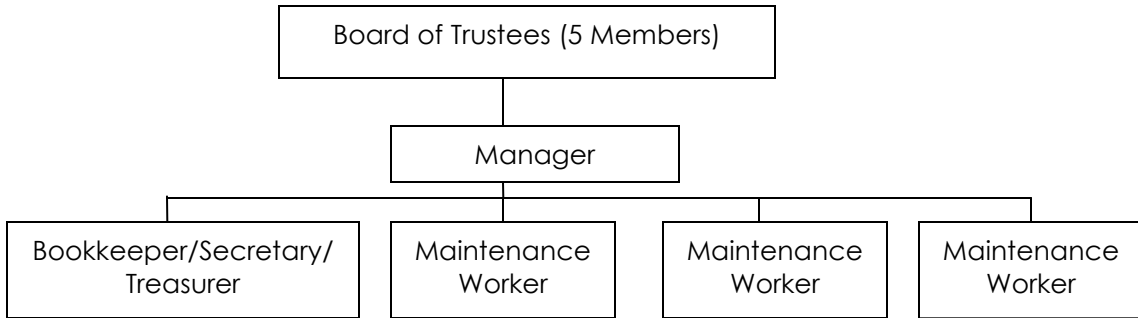
VIII. GOVERNMENT STRUCTURE OPTIONS

California Water Code section 50000 enables the formation of Reclamation Districts to provide drainage and flood protection. There are few government structure options within the California Government Code for a district to provide flood protection and drainage. The District, under its current legal form, as seen in **Figure 2.0-2**, has demonstrated an ability to function efficiently and properly. Therefore, as a result of its small size, California Government code, and the Districts enabling legislation there has been no need to reorganize the government structure of the District. Altering the government structure of the District would not result in improved services or reduced costs to residents of the District.

Figure 2.0-2 represents the government structure of the Sutter Community Service District.

FIGURE 2.0-2

Reclamation District 70



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

The management structure of the District is relatively vertical, with the General Manager receiving supervision and direction from the elected Board of Trustees, and the remainder of the staff directly supervised by the General Manager. Additionally, per Brown Act legislation, the Manager can discuss policies or upcoming meetings when outside of public meetings with only one Board member at a time. The General Manager also makes presentations to the Board when the need arises to replace and repair infrastructure. The manager must obtain authorization from the Board prior to conducting major repair and maintenance work.

Article IV of the Reclamation District 70 Amended Bylaws states the general purpose of the District. According to the Amended Bylaws, the District is to drain and reclaim lands, prevent floods, drainage of overflow, building, protection and repair of works necessary or convenient to affect the purposes of the District. RD 70 employees ensure that this mission statement is accomplished. The District employees include the following:

- General Manager
- Bookkeeper
- Three maintenance workers

The elected five member Board of Trustees appoints a General Manager who manages operations of the District and oversees the Bookkeeper and staff of three maintenance workers. Additional responsibilities of the Manager and Bookkeeper include general responses to public inquiries. The Secretary to the Board of Trustees oversees meetings of the Board and finances at the District.

The District sends all income to the County Treasurer for deposit, and withdrawals are made as needed for expenses. Purchases made by the District are accounted for in the yearly budget. However, the Board of Trustees must approve major purchases. Projects or items greater than \$25,000 are sent out to a competitive bid. The District obtains three bids and the Board of Trustees decides to whom the contract is awarded.

The current organization of the District presents few apparent management issues. Therefore, management changes are unnecessary to ensure the long-term continuation of service provision by the District.

X. LOCAL ACCOUNTABILITY

Citizen vote is an essential component of local accountability. A body of five officials elected serves as the Board of Trustees governing the District. Residents within the District elect trustees to 4-year terms, which are staggered. The Board receives \$480 each per year as compensation for their services. Additionally, Trustees may receive compensation for services performed that the Board determines to be just and reasonable. The County Board of Supervisors approves appointments to vacant seats. Elections coincide with standard state and federal elections.

Trustee members are subject to recall by District voters through the recall procedures set forth in Chapter 2, Division 13 of the Elections Code. The Board of Trustees creates policy by adopting resolutions or ordinances through duly noticed public hearings. The Board of Trustees meets once per month at the office located at 1138 4th Street in Meridian. The president or any two board members may also request a special meeting. Meetings are noticed consistent with Brown Act requirements, which include postings in public places and local newspapers.

2.0 RECLAMATION DISTRICT 70 MUNICIPAL SERVICE REVIEW

In October of each year the District conducts a budget meeting and the Board decides whether to increase or decrease the assessment. The call of assessment is then subject to approval by voters in the District.

There appear to be ample opportunities for public involvement and input at regularly scheduled meetings, and through meeting with District staff. Should a District resident have an issue with the District or the service the District is providing, he/she can address the Manager. Agenda time at a Board of Trustees meeting can also be requested, and the Board will consider the issue there. If an issue is not resolved it is continued to the next board meeting.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS AND DETERMINATIONS

The boundaries of the Reclamation District 70 Sphere of Influence are coterminous to the area that District currently serves (as shown in **Figure 2.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that Spheres of Influence be updated every 5 years. As part of updating a Sphere of Influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

The RD 70 service area is primarily comprised of agricultural uses, although some minor urban uses, specifically in the town of Meridian, exist. Future land uses in the area are not likely to result in drastic changes due to the Sutter County land use regulations governing agricultural land.

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

The District commented that there is no need for additional services or facilities at this time. Other districts are responsible for providing other services in the area. RD 70 provides flood protection and drainage and those services are adequate at this time.

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

The present public facilities and public services adequately meet the needs of residents in the District.

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.

The relevant social or economic communities of interest in the Reclamation District 70 planning area are agricultural/rural in nature. Meridian is the other economic community of interest relevant to the District.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the district (Exhibit A) and the staff-conducted interviews and document review.

2.0 RECLAMATION DISTRICT 70 MUNICIPAL SERVICE REVIEW

1. **Growth projected for the affected area determination:** RD 70 will experience minimal rural growth throughout its service area due to County zoning policies that regulate agricultural parcel sizes. Large agricultural parcels limit the ability of rural subdivision development and therefore population growth. Agricultural uses will likely not expand as well given that the majority of land currently exists in agricultural uses.
2. **Infrastructure needs or deficiencies determination:** Reclamation District 70 has sufficient infrastructure planning and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of five years. As a result, the District has sufficient flood and drainage resources to accommodate projected service demands within its current boundaries over the next five years.
3. **Financing Constraints and opportunities determination:** According to the 2004-05 audit and budget, the District's expenditures have exceeded its revenues. District officials noted that this is due to an increase in all District costs.
4. **Cost Avoidance Opportunities determination:** Reclamation District 70 appears to utilize available cost reduction measures in its operations, as related to sharing of facilities, knowledge, equipment, and personnel. Therefore, there are no outstanding opportunities identified to significantly avoid current operating costs.
5. **Opportunities for rate restructuring determination:** The present maximum assessment rate appears adequate for the present level of maintenance. Should the board desire a different level of maintenance, the board will have to increase the rate to property owners by an action that would likely trigger the provisions of Prop 218. However, consideration might be given to land based financing such as a Mello Roos CFD or assessment fee to help pay for maintenance and facilities.
6. **Opportunities for shared facilities determination:** RD 70 and RD 1660 share management, employees, offices and equipment. Daily operations for RD 70 and RD 1660 occur from the RD 70 facility. While the District currently shares resources with Reclamation District 1660, it remains autonomous by holding meetings and determining assessments relevant to RD 70. Therefore there are limited opportunities to share additional facilities and resources.
7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of Reclamation District 70 needs no changes. There has been no interest expressed by Reclamation District 70 to merge with any other district or alter the governmental structure as currently practiced. RD 70 and RD 1660 essentially exist as a consolidated District, with the only difference being variation in rates. Consolidating the Districts would result in higher rates for some users and lower rates for others, which places an unfair burden on some users. Therefore, consolidation is not recommended.
8. **Evaluation of management efficiencies determination:** The Board of Trustees must provide authorization to conduct major repair and maintenance work. As a result, there may be potential lag time should major repair and maintenance work be needed immediately. However, this situation would not affect ongoing long-term projects. The current management structure of the District has demonstrated an ability to maintain levees and drainage ditches, and therefore changes are not recommended.

2.0 RECLAMATION DISTRICT 70 MUNICIPAL SERVICE REVIEW

9. **Local accountability and governance determination:** Reclamation District 70 Board of Trustees is elected by the people within the District and is therefore accountable to the citizens of the District. All District meetings are conducted in accordance with Brown Act procedures, and the District operates within the California Water Code. There are also adequate opportunities for citizens to express concerns. Additionally, the District audits its operations to ensure fiscal accountability.



3.0 RECLAMATION DISTRICT 777

3.0 RECLAMATION DISTRICT 777 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District (RD) 777 was created to provide runoff drainage to reclaim land for farming. The District was formed by the State Reclamation Board in the early 1900s for the purposes of providing drainage and reclamation of farmlands within its boundaries. The District's enabling statutes grant the District authority to perform its functions. The District is able to fulfill its mission and purpose under the guidelines of the State Water Code under section 50000.

The District is approximately 18.5 square miles in size and bounded by the Butte-Sutter County line on the North, the Feather River on the East, in the vicinity of Township Road on the West, and Pease Road on the South. The area is primarily agricultural; most of the District's urban development is located within the City of Live Oak. The District provides for runoff water from storm events and agricultural spill water. The District has forty one (41) miles of lateral drains and main canal, and these are sufficient to provide drainage for their intended use.

The boundaries of the District are shown in **Figure 3.0-1**.

II. GROWTH AND POPULATION

The growth rate in the District is largely reflective of the growth rate in the City of Live Oak. The growth rate in Live Oak is approximately 3 to 3.5 percent per year. Growth outside the City limits is negligible. The City is in the process of annexing a large portion of land adjacent to the City, which could increase the population trend as compared to that of the past. District officials have noted that the District needs to improve the drainage system to handle the increased water caused by creating impervious areas as part of the development process. A master drainage report is presently being prepared to address problem areas and mitigation measures. Assuming development would perform the mitigation measures, The District's level of service would not decrease with an increase in population.

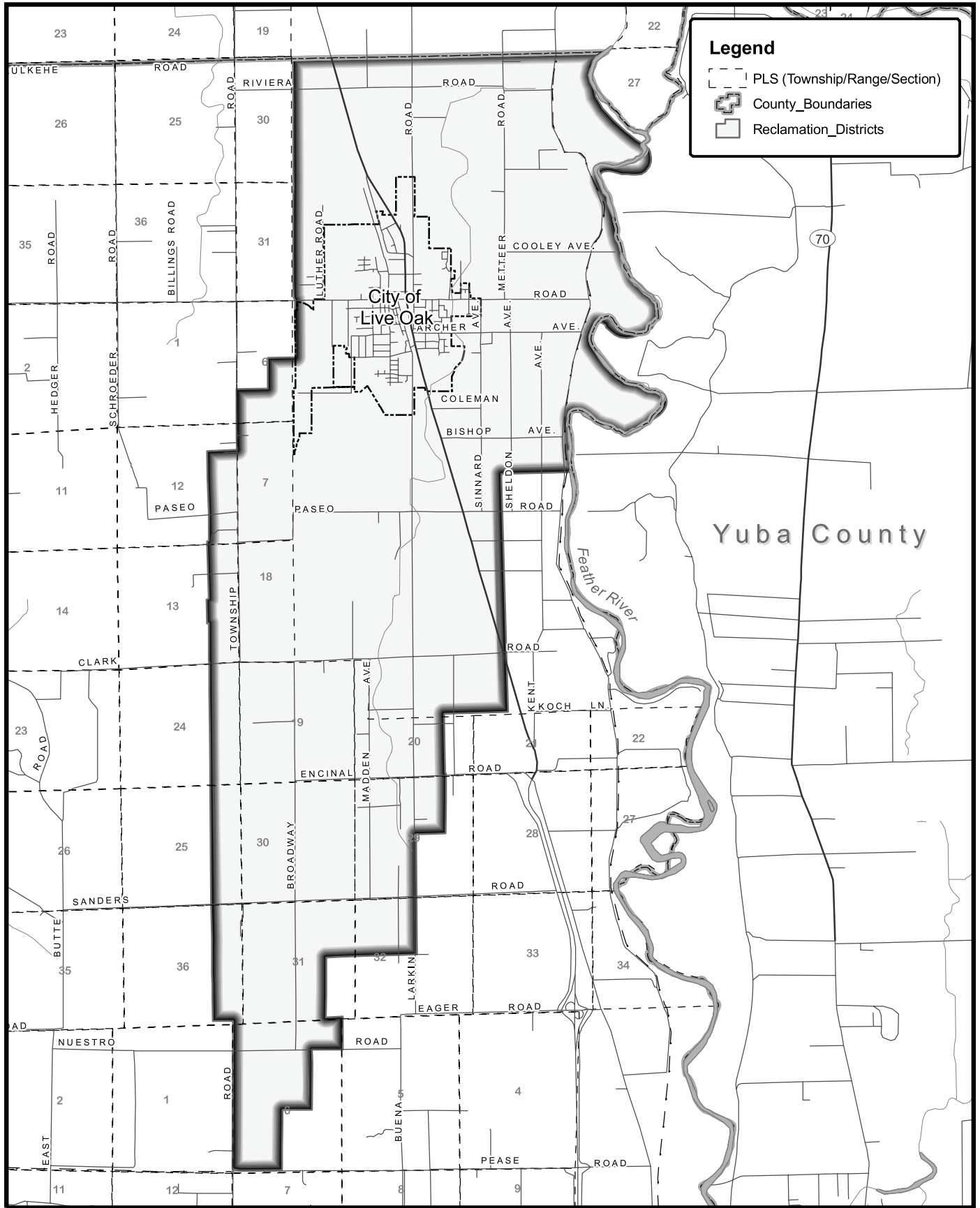
A special act of the State Legislature established Reclamation District 777's current Sphere of Influence as seen in **Figure 3.0-1**. The District's boundary/Sphere of Influence is comprised of an area of approximately 11,850 acres.

III. INFRASTRUCTURE

The District has forty one (41) miles of lateral drains and main canal, and these are sufficient to provide drainage for their intended use. Since more urbanized area is being added to the District, the capacity of the canals is inadequate unless flow rates are mitigated. The canals are maintained on an "as needed" basis and as the funds are available for maintenance. The District does not own any infrastructure or equipment. The District does not own or maintain levees within its jurisdiction. Levees exist within the boundaries of the District and are located on the west side of the Feather River, and also utilized by subdivisions as detention ponds.

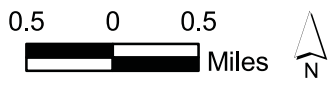
The City of Live Oak owns and maintains the pumping systems that exist within the District since they are located within City limits. The District has jurisdiction over the waterways as delineated on the District map. The District was designed to handle 15 cfs/square miles which has been equated to about a 2 year storm in a recent study by an independent engineer. None of the District falls within the Reclamation Board's floodway.

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Legend

- PLS (Township/Range/Section)
- County Boundaries
- Reclamation Districts



**FIGURE 3.0-1
RECLAMATION DISTRICT 777**



IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

According to the fiscal year (FY) 2004-05 audit, the District's total assets and unrestricted net assets increased by \$81,884 to \$248,895. Operating revenues increased by \$75,535 while expenses decreased by \$5,793, resulting in a net income of \$81,884 as compared to net income of \$556 in the prior year. The increase in operating income was due primarily to the level and collection of a special assessment to District landowners, totaling \$73,988. The primary cause for the change in operating expenses was a decrease in drainage maintenance costs from \$18,962 to \$12,896.

District revenues include Homeowners Property Tax Reimbursements, special assessments, current secured revenues, current unsecured revenues, supplemental revenues, prior unsecured revenues, and interest income. Total revenues for FY 2004-05 totaled \$120,676. The largest source of revenues for the District is special assessments, which totaled \$73,988.

District expenditures include drainage maintenance, professional fees, insurance, engineering fees, miscellaneous expenses, director fees, secretarial fees, county administration fees, public notices, and office fees. Total expenditures for FY 2004-05 totaled \$38,792.

The District receives a small portion of property taxes along with an annual assessment as needed in the amount of \$2/acre with a minimum charge of \$25/parcel.

According to District officials, RD 777 maintains reserves at a level sufficient to assist in emergency cleaning of ditches during heavy flood water years.

V. COST AVOIDANCE OPPORTUNITIES

To minimize operational costs, the District does not maintain any full time or part time employees. The District employs consultants for secretarial, engineering, accounting, legal services, and canal maintenance. The District Board of Directors has considered hiring a manager to run everyday operations, but the District does not have enough work for such a position.

The District Board of Directors utilizes a competitive bid process for the selection of a contractor for canal maintenance. The District Engineering consultant (Jeff Spence, survey) notes that the implementation of a spraying program to control weed growth would help reduce maintenance costs.

The District's services are primarily funded by a special assessment levied on properties located within the District's boundaries. Increasing the assessment levels applied to the property owners would require the approval of the property owners pursuant to the provision of Proposition 218.

VI. RATE RESTRUCTURING

RD 777 operates through a special assessment placed on District property and any increase to the rate, as it's presently levied, requires a two-thirds vote pursuant to the provisions of Proposition 218. In fiscal year 2004-05, total annual assessments accounted for \$73,988. The District Board of Directors is responsible for review and approval of rates for the District. These rates are designated to finance maintenance, professional fees, insurance costs, and county administration costs.

VII. OPPORTUNITIES FOR SHARED FACILITIES

Opportunities for shared facilities are limited, as the District does not own any real property. The City of Live Oak owns and maintains the pumping systems that are run by the District, and District maintenance activities are performed on a contract basis.

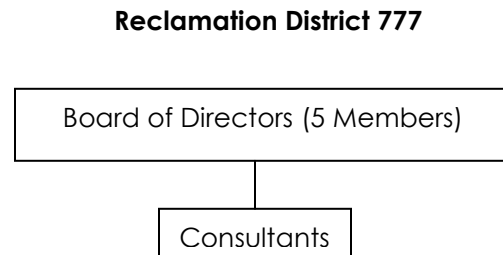
VIII. GOVERNMENT STRUCTURE OPTIONS

The Board consists of three directors and there have been no vacant positions over the past three years. Although the District is an independent special district, the Sutter County Board of Supervisors has historically recognized the District landowner's election decision for the Board of Directors, through appointment. The Board of Directors runs the District and serves as the District's acting managers.

The consolidated nature of the positions within the District limits the opportunities to restructure the Districts' organization. Furthermore, the District with its current government structure has demonstrated an ability to function efficiently and properly as required by California Government Codes. Therefore, altering the government structure of the District is not recommended nor needed.

Figure 3.0-2 represents the government structure of Reclamation District 777.

FIGURE 3.0-2



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

RD 777 was created to provide runoff drainage to reclaim land for farming. The District employs consulting services for secretarial, engineering, accounting, legal services, and canal maintenance. They are utilized on an as-needed basis. There are no direct employees for the District and there are no policies for contractor performance incentives. The Board of Directors serves as the acting manager of the District.

X. LOCAL ACCOUNTABILITY

There are three members of the Board of Directors, with elections that are held if there is more than one candidate. Although the District is an independent special district, the Sutter County Board of Supervisors has historically recognized the District landowner's election decision for the Board of Directors, through appointment. Each member's term is four years. No compensation or benefits are received. The board meets monthly during the winter months when more issues need to be discussed and every other month during the summer months.

Public notification of District meetings are posted at City Hall. The public is encouraged to attend especially if they have a project being discussed by the Board. The meetings are located at the District secretary's house in Gridley, CA; which is not ADA compliant. No other known violations or investigations have occurred in the past three years.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of RD 777's Sphere of Influence is identical to the District boundary and the area that the District currently serves (as shown in **Figure 3.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every five years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

Primary present and planned land uses within the District are agricultural uses consisting of mainly orchards and some rice fields. Urban development in the City of Live Oak is also within the District boundaries.

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

Future urban development will require that Reclamation District 777's ditches and culverts to be increased in size. Additionally, Reclamation District 777 will be unable to meet increased service demand from future urban development, unless development is required to mitigate storm water runoff.

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

The District facilities are adequate to provide drainage for agriculture only up to a two-year storm event. The present capacity of the District facilities was designed to drain the land so that it could be farmed. With urban growth, the District is being utilized more as a

3.0 RECLAMATION DISTRICT 777 MUNICIPAL SERVICE REVIEW

storm drain system and is unable to provide service based on current engineering standards.

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.

The District is of interest to the farming community as it provides runoff to make land capable of being farmed.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the District (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** Reclamation District 777 will not be able to meet projected service needs, unless future development mitigates increased runoff and helps fund the expansion of culverts and ditches. Assuming that potential development mitigates for increased runoff, Reclamation District 777 should be able to accommodate projected service demands over the next 10 years and beyond.
2. **Infrastructure needs or deficiencies determination:** Reclamation District 777 officials have noted that unless proposed developments mitigate for increased runoff rates, the existing capacity of the canals is inadequate to support future growth.
3. **Financing Constraints and opportunities determination:** Reclamation District 777 is recovering its annual costs through a rate structure and special assessment charged to its customers. The District receives a small portion of property taxes along with an annual assessment as needed in the amount of \$2/acre with a minimum charge of \$25/parcel. According to District officials, RD 777 maintains reserves at a level to assist in emergency cleaning of ditches during heavy flood water years.
4. **Cost Avoidance Opportunities determination:** Reclamation District 777 appears to utilize available cost reduction measures in its operations, as related to sharing of facilities, knowledge, equipment, and personnel. To minimize operational costs, the District does not maintain any full time or part time employees. The District employs consultants for secretarial, engineering, accounting, legal services, and canal maintenance; the District Board of Directors utilizes a competitive bid process for the selection of contractors. Therefore, there are no outstanding opportunities identified to significantly avoid current operating costs.
5. **Opportunities for rate restructuring determination:** Reclamation District 777 is funded by a combination of Homeowners Property Tax Reimbursements, special assessments, current secured revenues, current unsecured revenues, supplemental revenues, prior unsecured revenues, and interest income. The District is financially sound, with sufficient stable revenues to cover expenses and operations. There were no opportunities for rate restructuring identified.
6. **Opportunities for shared facilities determination:** Opportunities for shared facilities are limited, as the District does not own any real property. The City of Live Oak owns and maintains the pumping systems that are run by the District, and District maintenance

activities are performed on a contract basis. No opportunities for shared facilities have been identified.

7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of Reclamation District 777 needs no changes. There has been no interest expressed by the District to merge with any other district or alter the governmental structure as currently practiced.
8. **Evaluation of management efficiencies determination:** The overall management structure of Reclamation District 777 is sufficient to account for necessary services and maintain operations in an efficient and effective manner. The District employs District-related services utilizing a competitive bid process for secretarial, engineering, accounting, legal services, and canal maintenance. Therefore, the District's management is currently operating competently.
9. **Local accountability and governance determination:** Reclamation District 777's Board of Directors is a three member board, who are appointed by the County Board of Supervisors. District meetings are held in a private home, which is not ADA compliant. All other aspects of District meetings are conducted in accordance with Brown Act procedures, including meeting notifications posted at City Hall. There are sufficient opportunities for local involvement in District activities. Although the District is an independent special district, the Sutter County Board of Supervisors has historically recognized the Board of Directors election decision of the District's landowners, through appointment.

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Reclamation District 777. Personal Correspondence, Jeff Spence, Engineer.



4.0 RECLAMATION DISTRICT 1001

4.0 RECLAMATION DISTRICT 1001 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District (RD) 1001 provides water drainage and flood control to its landowners. The District is located within Sutter County, approximately 25 miles north of the City of Sacramento, California and 20 miles south of the City of Yuba City with a gross service area of approximately 32,000 acres. The District's topography is relatively flat and is confined by surface water features and engineered channels (Bear River, Feather River, Sacramento River, Natomas Cross Canal, and East Side Canal).

RD 1001 was formed by an act of the State Legislature in 1911 for the purposes of providing drainage and reclamation of lands within its boundaries. The District's enabling legislation grants it authority to perform its functions. The District is able to fulfill its mission and purpose under the guidelines of the State Water Code under the section identified as Reclamation Districts section 50000.

The District has 140 miles of drain laterals of various sizes and ages maintained on an as-needed basis. District maintains a pumping facility that was built in 1914/1915. The pumps discharge summer irrigation run-off from farmlands and discharge excess drainage water resulting from annual winter season storm events with a pumping capacity of approximately 300,000 gallons per minute. The entire District is within the scope of the Sacramento River Flood Control Project, as approved by the United States and the State of California.

The boundaries of the District are shown in **Figure 4.0-1**.

II. GROWTH AND POPULATION

The District is in a highly rural setting and the growth rate is nominal. The present growth rate is unknown, but approximately five new houses are built per year. While areas for growth remain, the service area is essentially agricultural and rural and in a flood risk area. Also, there are limited community services and resources for supporting significant construction and population expansion. Thus, significant additional growth is unlikely to occur. Current facilities are adequate for existing land uses and minimal growth is expected in the area.

An act of the State Legislature established RD 1001's current Sphere of Influence as seen in **Figure 4.0-1**. The District's Sphere of Influence is comprised of an area of approximately 32,000 acres.

III. INFRASTRUCTURE

The District has 140 miles of drain laterals of various sizes and ages maintained on an as-needed basis. District maintains a pumping facility that was built in 1914/1915. The pumps discharge summer irrigation run-off from farmlands and discharge excess drainage water resulting from annual winter season storm events with a pumping capacity of approximately 300,000 gallons per minute. The entire District is within the scope of the Sacramento River Flood Control Project, as approved by the United States and the State of California. All levee channels of the Feather, Sacramento, Bear Rivers and Yankee Slough, East Side Canal, and Natomas Cross Canal are within the State Reclamation Board's designated floodway.

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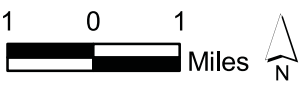
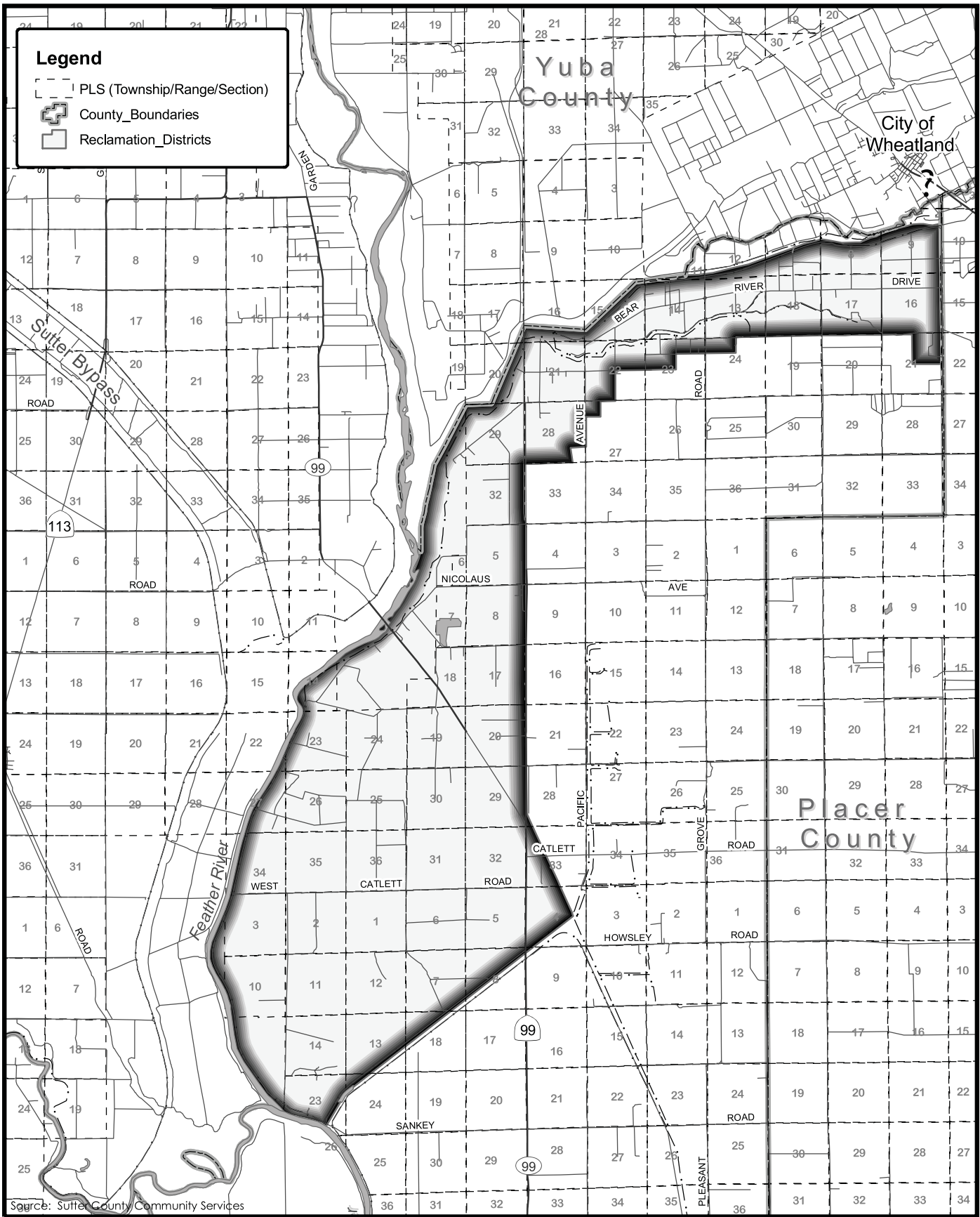


FIGURE 4.0-1
RECLAMATION DISTRICT 1001



4.0 RECLAMATION DISTRICT 1001 MUNICIPAL SERVICE REVIEW

The District was formed in 1911 and the levees were built between 1912-1914, making the levees approximately 90 years old. Annual levee inspections by the Department of Water Resources indicate that the levees are at FEMA 1/100 flood rate. In 1997 and 1998 the stone protection on the waterside of the levees was replaced. Current plans include the Mid Valley Levee Rehab Project for levee repairs along the Feather and Sacramento Rivers. Repairs were also done to the Natomas Cross Canal & Bear River after 1997 floods. The District is currently formulating a master management plan.

The District's levees are part of the Sacramento River Flood Control Project, which is based on a regional and statewide plan for flood control that was adopted by the United States and the State of California. The District regularly inspects its levees and performs annual maintenance on areas where there are problems or where problems may develop. In addition, the District cooperates with and participates in DWR's annual levee inspection program. The responsibility for "improvements" is a complicated issue. The District is responsible for maintaining the levees under its regulated guidelines as determined by the Corps of Engineers. The DWR is responsible for maintaining the portion of the levee identified as part of the channel. "Improvements" as such is probably a determination made jointly by the ACOE and DWR in concert with each other and at the urging of the District.

Significant "barriers" to levee improvements are environmental restrictions, long and expensive permitting processes, and general shortages of federal, state, and local funding for such projects. The District was formed in 1911, and the drains, ditches, and laterals were essentially established at that time or soon thereafter. Two of the pumps (150 & 250 horsepower) were rebuilt in 2005 and a 52" elbow was replaced. In 1996 and 1997, intake and discharge pipes within the pump facility were replaced and/or rebuilt.

The District has jurisdiction over interior drains, levees along Bear River, Yankee Slough, Feather River, and the Sacramento River within its borders. Flows in the Sacramento, Feather, Bear Rivers and the Yankee Slough systems vary from storm events and releases at Oroville and Shasta Dams. Internal drain capacity and flow varies throughout the year with storms and irrigation practices for agricultural crops.

The District provides equal service to all landowners and/or residents to the best of its ability.

The District staff continues to work with the State, Federal, and local agencies to ensure levee stability. The District's emergency management plan includes the Standard Operating Procedures for Responding to Flood Emergencies Under Public Law 84-99. The District has also adopted a "Slow Rise Emergency Plan."

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The Fiscal Year 2004-2005 audited financial statements for the District indicate total net assets of \$649,959 with total Operating Revenues of \$702,850 and Operating Expenses of \$723,077. The District's total net assets decreased by \$20,277 from 2003 to 2004 while the operating revenues decreased by \$6,308. At the same time, expenses increased by \$68,133 resulting in a net loss of \$20,277. The primary cause of this loss was an increase in utility, maintenance and insurance costs. This analysis, based on the time period indicated, suggests that the District will deplete its reserves in a short period if additional revenue is not immediately identified.

Revenue sources include primarily assessments applied to acreage within the boundaries of the district although the District. Additional revenue is generated through the sale of aggregate material, land rent and equipment rental.

V. COST AVOIDANCE OPPORTUNITIES

RD 1001 operates within the boundaries of its jurisdiction and there is no overlap of service with other reclamation districts. No cost avoidance opportunities are identified at present. Should the State decide that merging certain reclamation districts is a reasonable alternative, there could be savings accrued to such a merger but that contingency will not be addressed in this report.

VI. RATE RESTRUCTURING

RD 1001 has a fee rate schedule based on acreage as mandated in its enabling legislation. The method of levying the rate cannot be changed by the reclamation district but the rate can be increased by a landowner vote pursuant to the provisions of Prop 218. Proposition 218 requires that any increase in the assessment be subject to two-thirds approval by the property owners required to pay the assessment. Levee maintenance and flood water protection benefits all property owners within the District based on the amount of land protected from potential flooding therefore the rate has been established on an acreage basis. RD 1001 has not increased the rate of assessment in recent years. Assessments are levied annually.

VII. OPPORTUNITIES FOR SHARED FACILITIES

The District is completely surrounded by levees under its jurisdiction. There is no opportunity to combine services with another agency due to the relative isolation of the District.

VIII. GOVERNMENT STRUCTURE OPTIONS

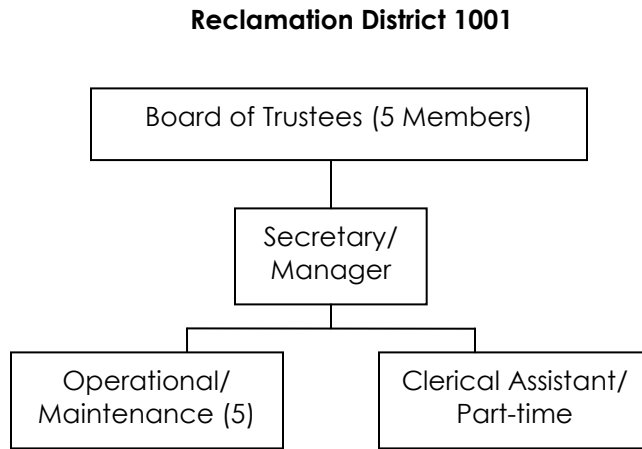
RD 1001 serves a relatively small population and maintains a minimal number of staff. As a result of its small size, there has been no need to reorganize the government structure of the District. An elected Board of Trustees governs the District, and appoints a Secretary/Manager whose responsibility is to fulfill District policies and procedures set by the Board.

The Secretary/Manager performs a variety of secretarial, administrative, and clerical duties. They also perform accounting clerical tasks, establish and maintain a variety of manual and computerized records, and direct communication between the public and the Board.

The consolidated nature of the positions within the District limits the opportunities to restructure the District's organization. Furthermore, the District with its current government structure has demonstrated an ability to function efficiently and properly as required by California Government Codes. Therefore, altering the government structure of the District would not result in any increase in service levels or reduction in costs for residents of the District.

Figure 4.0-2 represents the staff organization of Reclamation District 1001.

FIGURE 4.0-2



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

RD 1001 is dedicated to providing water drainage and flood control to its landowners. RD employees ensure that this mission is accomplished. District employees include the following:

- Secretary/Manager
- Board Members (5)
- Maintenance (5)
- Clerical Assistant
- Emergency help as needed

The elected Board of five Trustees appoints a Secretary/Manager who manages operations of the District. The Secretary/Manager oversees the staff of five maintenance positions and one part-time clerical assistant (listed above) who ensure levees function efficiently.

The Secretary/Manager performs a variety of secretarial, administrative, and clerical duties. The holder of this position also performs accounting clerical tasks, establishes and maintains a variety of manual and computerized records, and directs communication between the public and the Board.

There have been no reorganizations within the last three years. Also, one full-time administrative position has not been filled over those three years and has been supplemented through the use of part-time help. Emergency help is also utilized on an as-needed basis.

There are no apparent management problems with the District, as currently organized. With good financial and operational health, there do not appear to be any necessary management changes necessary to ensure the long-term continuation of service provision by the District.

X. LOCAL ACCOUNTABILITY

The District was adopted under a resolution in 1911. The District operates under the State Water Code under the Reclamation District section designated as 50000. The District follows policies established by the Public Contract Code and obtains competitive bids for contract work which exceeds \$25,000. Sole source procurement is only used for contract work or material supplied less than \$25,000 in value or in the event the work is so specialized that competitive bids cannot be obtained.

The District's governing board is comprised of five Trustees, who are elected by the landowners for four-year staggered terms during odd years. Each Trustee must be a landowner or a legal representative of a landowner. The governing body receives \$25 per month and CalPERS health insurance for three family members.

The Board meets at least once a month unless it is agreed that an additional meeting is necessary for a particular month. The meeting agenda is sent to the local newspaper and is posted at the District office. Meetings are accessible to the public and are held the last Wednesday of every month at 9 a.m., except in December when they are held one week earlier than the last Wednesday of the month. The Sutter County Grand Jury conducted a review in 2005 and found no violations of the Brown Act in the past three years.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of RD 1001's Sphere of Influence is identical to the area that the District currently serves (as shown in **Figure 4.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every five years. As part of updating a sphere of influence, State law requires LAFCo to prepare written statements with regard to the following four areas of attention:

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

The Sutter and Placer Counties' Board of Supervisors control present and planned land uses. No changes in land uses are expected.

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

The District is in a rural setting with very little growth at the present time.

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

Current facilities are adequate for current land uses and minimal growth is expected in the area.

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.

There are no social or economic communities in the District.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the District (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** RD 1001 has sufficient resources to accommodate projected service demands, given existing growth constraints, over the next 10 years and beyond.
2. **Infrastructure needs or deficiencies determination:** RD 1001 infrastructure planning, financial commitment, and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of five years. The District is currently formulating a master management plan. Significant "barriers" to levee improvements are environmental restrictions, long and expensive permitting processes, and general shortages of federal, state, and local funding for such projects. The District provides equal service to all landowners and/or residents to the best of its ability.
3. **Financing Constraints and opportunities determination:** Based on the revenues and expenditures in FY 2004-05 information, the district will deplete its reserves in a short period if additional revenue is not immediately identified.

4.0 RECLAMATION DISTRICT 1001 MUNICIPAL SERVICE REVIEW

4. **Cost Avoidance Opportunities determination:** RD 1001 operates within the boundaries of its jurisdiction and there is no overlap of service with other reclamation districts. No cost avoidance opportunities are identified at present. Should the State decide that merging certain reclamation districts is a reasonable alternative, there could be savings accrued to such a merger but that contingency will not be addressed in this report.
5. **Opportunities for rate restructuring determination:** The present rate structure seems adequate for the present level of maintenance. Should the board desire a different level of maintenance, the board will have to increase the rate to property owners by an action that would likely trigger the provisions of Prop 218. However, consideration might be given to land based financing such as a Mello Roos CFD or assessment fee to help pay for maintenance and facilities. RD 1001 appears to have an adequate revenue stream to pay for the services it provides and a rate increase to accommodate this spike in expenses may not be in order. Should the district experience a steady, annual increase, the district should then consider an increase in its revenue stream.
6. **Opportunities for shared facilities determination:** There is no opportunity to combine services with another agency due to the relative isolation of RD 1001.
7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of RD 1001 needs no changes. There has been no interest expressed by the District to merge with any other district or alter the governmental structure as currently practiced.
8. **Evaluation of management efficiencies determination:** RD 1001 does not appear to be in conflict with any regulatory legislation regarding government management. The overall management structure of the District is sufficient to account for necessary services and maintain operations in an efficient and effective manner. Therefore, the District's management is currently operating competently.
9. **Local accountability and governance determination:** RD 1001's Board of Trustees are elected by the people within the District and are therefore accountable to the citizens of the District. All District meetings are conducted in accordance with Brown Act procedures, and the District operates within the Community Services District Act guidelines. There are sufficient opportunities for local involvement in District activities, and information regarding the District is readily available to members of the public.

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Reclamation District 1001. Survey Response, Secretary/Manager Diane Fales.

The seal of Placer County, California, is a circular emblem. It features a central landscape with a mountain peak, a river, and a field. The text "PLACER COUNTY" is written along the top inner edge, and "CALIFORNIA" is written along the bottom inner edge. Two gold nuggets are positioned on the left and right sides of the central scene.

5.0 RECLAMATION DISTRICT 1500

5.0 RECLAMATION DISTRICT 1500 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District (RD) 1500 provides water drainage and flood control to its landowners while ensuring the long-term reliability of the District's systems and facilities. It is also a District's goal to provide a beneficial, stimulating, and safe environment that will promote competence and stability in the workplace.

The District is located within Sutter County, approximately 45 miles northwest of the City of Sacramento, California with a gross service area of 67,851 acres. The District's topography is relatively flat and is confined by surface water features and engineered channels (the Sacramento River, the Tisdale Bypass, and the Sutter Bypass) and encompasses the following surface water purveyors, Sutter Mutual Water Company (SMWC) and Pelger Mutual Water Company (PMWC), in addition to several independent irrigators (mostly, private landowners known as Rimlanders in the westerly portion of the District, outside of SMWC and PMWC.)

RD 1500 was formed by a special act of the State Legislature in 1913 for the purposes of providing drainage and reclamation of lands within its boundaries. The District's enabling statutes grant the District authority to perform its functions. The District is able to fulfill its mission and purpose under the guidelines of the State Water Code under the section identified as Reclamation Districts section 50000.

The District is comprised of two Drainage Pumping Facilities, approximately 18.5 miles of main drains, and approximately 500 miles of drainage canals, ditches, and laterals. The pumps discharge summer irrigation run-off from farmlands and discharge excess drainage water resulting from annual winter season storm events. The levees run adjacent to the Sacramento River along approximately 36 miles and adjacent to the Sutter Bypass along approximately 21 miles. The entire District is within the scope of the Sacramento River Flood Control Project, as approved by the United States and the State of California.

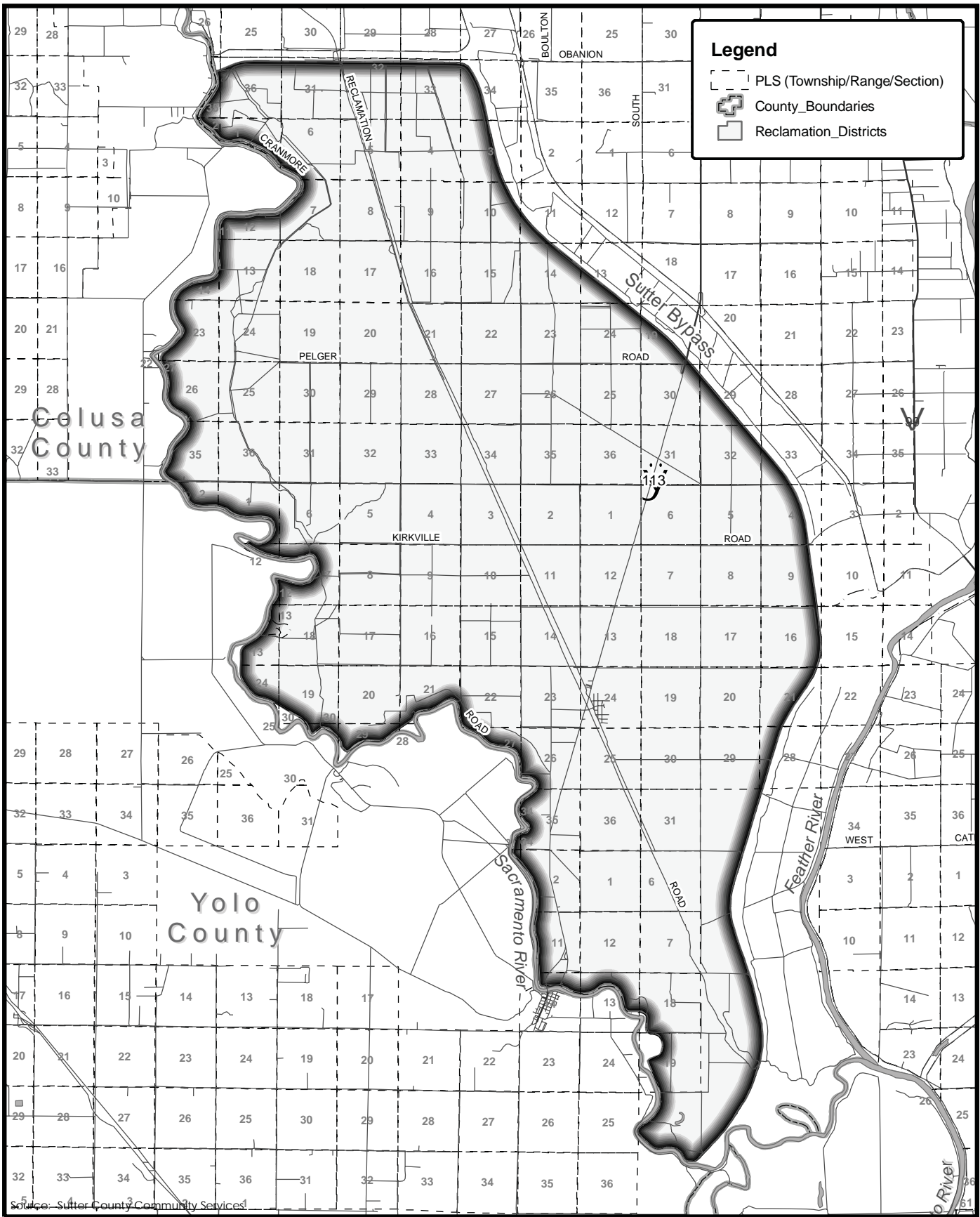
The boundaries of the District are shown in **Figure 5.0-1**.

II. GROWTH AND POPULATION

The District is in a highly rural setting and the growth rate is nominal. The current population is about 300 permanent persons and about 500 seasonal persons. The population level is considered stable for at least the next 5-10 years. A few homes have recently been built and occupied in Robbins; however, the service area is essentially agricultural and rural and in a flood risk area. Also, there are limited community services and resources for supporting significant construction and population expansion. Most of the lands in the District are agricultural, with the exception of the town of Robbins. Current facilities are adequate for existing land uses and minimal growth is expected in the area.

A special act of the State Legislature established Reclamation District 1500's current Sphere of Influence as seen in **Figure 5.0-1**. The District's Sphere of Influence is comprised of an area of approximately 67,851 acres.

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Source: Sutter County Community Services

Legend

- PLS (Township/Range/Section)
- County Boundaries
- Reclamation Districts

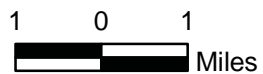


FIGURE 5.0-1
RECLAMATION DISTRICT 1500



III. INFRASTRUCTURE

The District is comprised of two Drainage Pumping Facilities, approximately 18.5 miles of main drains, and approximately 500 miles of drainage canals, ditches, and laterals. The pumps discharge summer irrigation run-off from farmlands and discharge excess drainage water resulting from annual winter season storm events. The levees run adjacent to the Sacramento River along approximately 36 miles and adjacent to the Sutter Bypass along approximately 21 miles. The entire District is within the scope of the Sacramento River Flood Control Project, as approved by the United States and the State of California. None of the District is within the State Reclamation Board's designated floodway.

The District was formed in 1913, making the levees approximately 90 years old. Annual levee inspections by the Department of Water Resources indicate that the levees are in good to outstanding condition. The last major repairs and renovations were completed in 1999 under the Mid-Valley Levee Reconstruction Program, Phase III. Works included slurry walls, stability berms, levee toe drains, and levee re-compaction. Current plans include monitoring of several identified potential or problem sites in conjunction with DWR and the State Reclamation Board. Also, these sites have been included in a summarized inventory of problem areas, which has been issued to Sutter County, DWR, and the State Reclamation Board. There are no master plans currently in place.

The District's levees are part of the Sacramento River Flood Control Project, which is based on a regional and statewide plan for flood control that was adopted by the United States and the State of California. The District regularly inspects its levees and performs annual maintenance on areas where there are problems or where problems may develop. In addition, the District cooperates with and participates in DWR's annual levee inspection program. The responsibility for "improvements" is a complicated issue. The District is responsible for maintaining the levees under its regulated guidelines as determined by the Corps of Engineers. The DWR is responsible for maintaining the portion of the levee identified as part of the channel. "Improvements" as such are probably a determination made jointly by the ACOE and DWR in concert with each other and at the urging of the District.

Significant "barriers" to levee improvements is the long and expensive permitting processes, and general shortages of federal, state, and local funding for such projects. The District was formed in 1913, and it would follow that most, if not all, the drains, ditches, and laterals were essentially established at that time or soon thereafter. The same would hold true for the main Pump Plant No. 1, while Pump Plant No. 3 was established in 1952.

KARNAK PUMPING PLANT FACILITIES REPAIR AND MAINTENANCE

The District has conducted and accomplished considerable repair and maintenance projects at the Karnak Pumping Plant facilities in the last few years. These projects were initiated with priority consideration due in part to the series of severe winter seasons beginning in 1997. A summary of the pump, motor, and/or electrical works is provided below:

Karnak Pump Plant No.1 - (6 out of 6 pumps are operable, each with 197 cfs design capacity at 20')

- | | |
|--|--------|
| *Rewind-renovate 800 hp motor #3 | 1/1998 |
| *Renovate impeller and shaft on pump unit #3 | 9/1998 |

5.0 RECLAMATION DISTRICT 1500 MUNICIPAL SERVICE REVIEW

| | |
|--|------------|
| *Install new impeller and renovate shaft on pump unit #6 | 4/1999 |
| *Install new impeller and renovate shaft on pump unit #4 | 8/1999 |
| *Install new impeller and renovate shaft on pump #2 | 10/2000 |
| *Install new suction tube on pump # 1 | 11/2001 |
| *Constructed new suction tube for pump #1 | 10-11/2001 |
| *Install new impeller and renovate shaft on pump # 1 | 11/2001 |
| *Install new impeller and renovate shaft on pump #5 | 6/2002 |
| *Install new switchgear in motor units #3, #4, #5 | 12/2006 |
| *To Install new switchgear in motor units #1, #2, #6 | 2007 |

Karnak Pump Plant No.3 (4 out of 4 pumps are operable, each with 178 cfs design capacity at 17')

| | |
|---|---------|
| *Rewind-renovate 600 hp motors # 1, 2, 3, 4 | 7/1992 |
| *Renovate impeller and shaft on pump #2 | 9/1993 |
| *Renovate impeller and shaft on pump #4 | 11/1994 |
| *Renovate impeller and shaft on pump #1 | 11/1995 |
| *Rewind-renovate 600 hp motor #3 | 3/2004 |
| *Complete major inspection and maintenance of all electrical switchgear | 8/2004 |
| *Renovate impeller and shaft on pump unit #3 | 10/2004 |
| *Rewind rotor poles pump unit #2 | 12/2005 |
| *Replace bushings and two transformers for pump unit #2 | 1/2006 |
| *Replace transformers for pump units #2 and #3 | 4/2006 |

The Sacramento River, Sutter Bypass, and Tisdale Bypass have design capacities of 30,000 cfs, 180,000-380,000 cfs, and 38,000 cfs, respectively. However, the indicated capacities are currently reduced due to deferred maintenance of the floodways and channels.

There is a variance in assessment between farmland, residential land, and commercial land. The variances in assessments is to recognize the "comparative" values of each of the types of uses of the respective land types, with farmland being the lowest amount and commercial land being the highest amount.

The District keeps a manual and file in its office that contains emergency reference documents and key local and State contacts in the event of an emergency flood flight event. These include

the Department of Water Resources Flood Emergency Operation Manual and the Sutter Basin Slow Rise Emergency Readiness Plan

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The approved projected District budget for FY 2006 (non-audited) in revenue and sources of cash is \$2,174,160 and total expenditures are \$1,590,434 which leaves a reserve of \$583,726. The District feels the reserve is not adequate for the unforeseen needs of the District and should be approximately \$750,000, or closer to 50 percent of the total annual expenditures of the District.

Revenue sources include primarily assessments applied to acreage within the boundaries of the district.

V. COST AVOIDANCE OPPORTUNITIES

RD 1500 operates within the boundaries of its jurisdiction and there is no overlap of service with other reclamation districts. No cost avoidance opportunities are identified at present. Should the State decide that merging certain reclamation districts is beneficial, there could be savings accrued to such a merger but that contingency will not be addressed in this report.

VI. RATE RESTRUCTURING

RD 1500 has a fee rate schedule based on acreage as mandated in its enabling legislation. The method of levying the rate cannot be changed by the reclamation district but the rate can be increased by a landowner vote pursuant to the provisions of Prop 218. Proposition 218 requires that any increase in the assessment be subject to two-thirds approval by the property owners required to pay the assessment. Levee maintenance and flood water protection benefits all property owners within the District based on the nature of land use, drainage, and amount of land protected from potential flooding therefore the rate has been established on an acreage basis. RD 1500 increased the rate in 2006 to \$0.77 per \$100 valuation to pay for capital expenditures in previous years.

VII. OPPORTUNITIES FOR SHARED FACILITIES

The District is completely surrounded by levees under its jurisdiction. There is no opportunity to combine services with another agency due to the relative isolation of the District. The District does maintain significant capital in the form of maintenance equipment. Maintenance equipment includes, but is not limited to, maintenance buildings, motor vehicles, pumping plants, excavator, Karnak House, used crawler, and spray rig. But these are for use by the District and combining these uses with other districts would be impractical. Large landowner or public meetings are held at the Robbins Community Hall to provide adequate space and easy parking and access. Sharing this facility with the Town of Robbins is likely to continue.

VIII. GOVERNMENT STRUCTURE OPTIONS

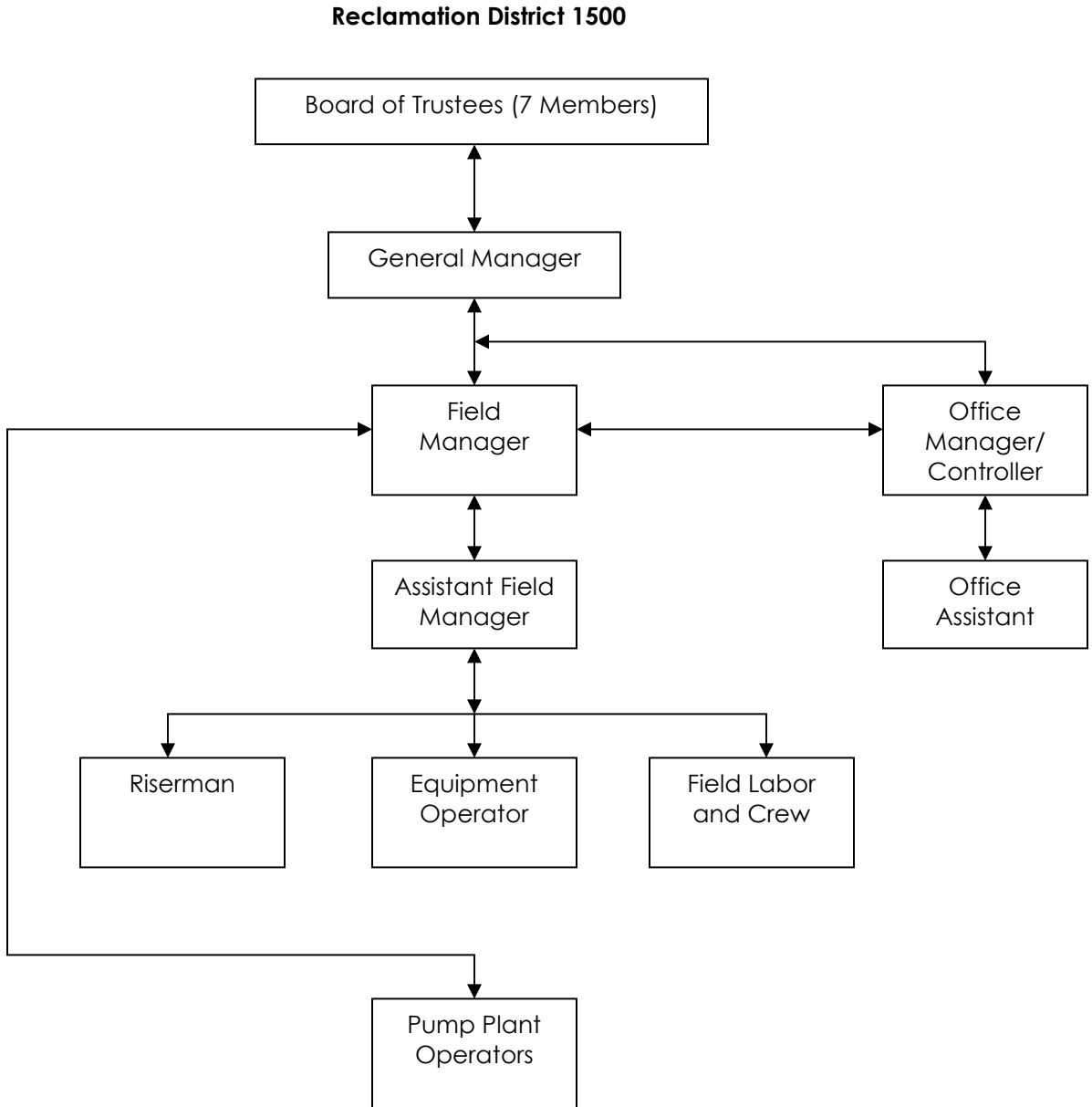
RD 1500 serves a relatively small population and maintains a minimal number of staff. As a result of its small size, there has been no need to reorganize the government structure of the District. A landowner elected Board of Trustees with confirmation and approval from the County Board of Supervisors, governs the District and appoints a General Manager whose responsibility is to fulfill District policies and procedures set by the Board.

5.0 RECLAMATION DISTRICT 1500 MUNICIPAL SERVICE REVIEW

The consolidated nature of the positions within the District limits the opportunities to restructure the District's organization. Furthermore, the District with its current government structure has demonstrated an ability to function efficiently and properly as required by California Government Codes. Therefore, altering the government structure of the District is not recommended nor needed.

Figure 5.0-2 represents the government structure of Reclamation District 1500.

FIGURE 5.0-2



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

RD 1500 is dedicated to providing water drainage and flood control to its landowners in an efficient way and at reasonable cost, while ensuring the long-term reliability of the District's systems and facilities. It is also the District's sincere desire to provide a beneficial, stimulating, and safe environment that will promote competence and stability in the workplace. RD employees ensure that this mission is accomplished. District employees include the following:

- General Manager
- Field Manager w/ Assistant
- Office Manager/Controller w/ Assistant
- Pump Plant Operators
- Riserman
- Equipment Operator
- Field Labor and Crew

The elected Board of seven Trustees appoints a General Manager who manages operations of the District, and who also serves as the District Secretary and Treasurer. The General Manger oversees the staff of two management positions and thirteen operational positions (listed above) that ensure the drainage system and levees function efficiently.

The General Manager plans, directs, manages, and oversees all operation and maintenance activities of the District. These include engineering, finance, and accounting operations. The General Manager also serves as the Secretary/Treasurer to the Board of Trustees, coordinates and collaborates with local, State, and federal agencies, and provides highly responsible and complex administrative support to the Board. Finally, the General Manager establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of flood protection and drainage methods and procedures, and allocates resources accordingly.

There have been no reorganizations within the last three years. The only changes have occurred due to personnel leaving and replacements being hired. The District's strategy is to maintain its levees in compliance with standards set by the U.S. Army Corps of Engineers and State Reclamation Board. Inspections over the last ten years by this agency have always rated the district as "Compliant," which is its highest rating.

The District has accomplished this by low turnover of its personnel and good management. The average employee has been with the District 9.2 years, with key managers and supervisors greater than the average years. This in and of itself has saved the District thousands of dollars in reduced workers compensation insurance costs and employee training costs. Efficiencies have also been achieved in the District by continually updating its computer systems and keeping its employees trained on its usages. The District manages its entire administrative staff with a halftime administrative assistant and a third time office manager/controller.

Occasionally, field labor positions have been temporarily remained unfilled due to difficulty in recruiting quality personnel. The Pump Plant Supervisor position has not been filled for 1.5 years due to difficulty in finding a qualified person meeting the job description requirements. The major responsibilities for this position are currently being handled by the use and hiring of special consultants. Special consultants are hired periodically when and as needed to expertly address and deal with specific problems that may arise, such as pump or motor operations, engineering design and supervision of construction of facility structures, and temporary office assistance.

There are no apparent management problems with the District, as currently organized. With good financial and operational health, there do not appear to be any necessary management changes necessary to ensure the long-term continuation of service provision by the District.

X. LOCAL ACCOUNTABILITY

The District files a notice of exemption under CEQA for normal operation and maintenance of levees each year.

The District has not adopted articles of incorporation or bylaws. The District operates under the State Water Code under the Reclamation District section designated as 50000. The District follows policies established by the Public Contract Code and obtains competitive bids for contract work which exceeds \$25,000. Sole source procurement is only used for contract work or material supplied less than \$25,000 in value or in the event the work is so specialized that competitive bids cannot be obtained.

The District's governing board is comprised of seven Trustees, who are elected by the landowners for four-year staggered terms. Each Trustee must be a landowner or a legal representative of a landowner. Three Trustees were elected in 2005; the remaining four Trustees' terms will expire in 2007. The governing body is changed every two years. The board is made up of seven trustees with three appointed or elected in one election and four appointed or elected in the following election. The trustees are elected for a term of four years.

The Board meets at the District's headquarters in Kirkville, at least once a month unless it is agreed that a meeting is not necessary for a particular month. Regular Board Meeting notices are posted in a public place outside the office. Notices for meetings for special purposes are mailed out to all landowners encouraging them to attend the meeting. The meetings are accessible for public participation although the matters and issues on the agenda are normally very localized, and therefore, not usually of particular interest to the general public.. There have been no known violations or investigations. The Sutter County Grand Jury conducted an interview with the District in December 1999. The findings included recommendations related to (1) authorization of reimbursements and signing of reimbursement checks, and (2) accounting and justification of overtime charges.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of RD 1500's Sphere of Influence is identical to the area that the District currently serves (as shown in **Figure 5.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every five years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

Most of the lands in the District are agricultural, with the exception of the town of Robbins. No change in land use is expected.

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

5.0 RECLAMATION DISTRICT 1500 MUNICIPAL SERVICE REVIEW

Current facilities are adequate for current land uses and minimal growth is expected in the area.

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

Current facilities are adequate for current land uses and minimal growth is expected in the area.

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.

The District provides flood control protection and drainage services for the small town of Robbins.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations PMC staff recommend to the Commission for adoption based upon information provided in the questionnaire submitted by the district (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** RD 1500 has sufficient resources to accommodate projected service demands over the next 10 years and beyond.
2. **Infrastructure needs or deficiencies determination:** RD 1500 undergoes annual inspections by the Department of Water Resources, and District day-to-day activities include inspections and maintenance. Significant "barriers" to levee improvements is the long and expensive permitting processes, and general shortages of federal, state, and local funding for such projects. However, the District has sufficient infrastructure planning, financial commitment, and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of five years.
3. **Financing Constraints and opportunities determination:** RD 1500 appears to have adequate revenues to pay for the services it provides but inadequate reserves to fund the unforeseen needs of the District.
4. **Cost Avoidance Opportunities determination:** RD 1500 operates within the boundaries of its jurisdiction and there is no overlap of service with other reclamation districts. No cost avoidance opportunities are identified at present.
5. **Opportunities for rate restructuring determination:** The present rate seems adequate for the present level of maintenance. Should the board desire a different level of maintenance, the board will have to increase the rate to property owners by an action that would likely trigger the provisions of Prop 218.
6. **Opportunities for shared facilities determination:** There is no opportunity to combine services with another agency due to the relative isolation of the District. Large landowner or public meetings are held at the Robbins Community Hall to provide adequate space and easy parking and access. Sharing this facility with the Town of Robbins is likely to continue.

7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of the Sutter Community Service District needs no changes. There has been no interest expressed by the Sutter Community Services District to merge with any other district or alter the governmental structure as currently practiced. Additionally, the consolidated nature of the positions within the District limits the opportunities to restructure the Districts organization. Furthermore, the District with its current government structure has demonstrated an ability to function efficiently and properly as required by California Government Codes.
8. **Evaluation of management efficiencies determination:** The overall management structure of RD 1500 is sufficient to account for necessary services and maintain operations in an efficient and effective manner. Therefore, the District's management is currently operating competently.
9. **Local accountability and governance determination:** RD 1500's Board of Trustees are elected by the people within the District and are therefore accountable to the citizens of the District. All District meetings are conducted in accordance with Brown Act procedures. There are sufficient opportunities for local involvement in District activities, and information regarding the District is readily available to members of the public.

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The seal of Placer County, California, is a circular emblem. The outer ring contains the text "PLACER COUNTY" at the top and "CALIFORNIA" at the bottom. The central image depicts a landscape with a mountain peak, a river, and a dam. Two gold nuggets are positioned on either side of the lower part of the central image. Two horizontal lines are drawn across the seal, one above and one below the central text.

6.0 RECLAMATION DISTRICT 1660

6.0 RECLAMATION DISTRICT 1660 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District 1660 (RD 1660) provides drainage and flood protection to an area in western Sutter County. The District accomplishes this mission by maintaining approximately 12.14 miles of project levees, and 80 miles drainage ditches along the Sacramento River and Sutter By-Pass. The District is generally bounded by the Sacramento River to the west, RD 70 to the north and the Sutter By-Pass to the east, and is generally located just inside the western boundary of Sutter County and tangential to the eastern boundary of Colusa County. The District is approximately 17 miles west of Yuba City, and serves an area of approximately 14,806.91 gross acres, or 23.14 square miles. The predominant land uses within the District are agricultural.

Voters established Reclamation District 1660 in 1915 upon a request to Sutter County pursuant to California Water Code Section 50000. A resolution adopted by the Sutter County Board of Supervisors granted the District the power to provide drainage and flood protection to residents within the defined service area. RD 70 and RD 1660 are the only two drainage and flood protection districts in the area.

The California Department of Water Resources (DWR) monitors the levee maintenance program of RD 1660, and has stated that their maintenance program is excellent. There have been no significant issues regarding levee maintenance. The District does not have information regarding the structural integrity of the levees. DWR is beginning a systems evaluation of nearly 1,600 miles of levees within California. The systems evaluation will monitor and report on the structural integrity of levees through various forms of analysis, including geotechnical surveys. The report will gather data, evaluate gaps in information, and gather additional data that will be used to make assessments regarding levee integrity.

The District employs significant capital in the form of maintenance equipment to maintain levees and ensure services are provided to residents within the District. Revenues from property tax assessments fund the operation of District facilities and maintain existing infrastructure.

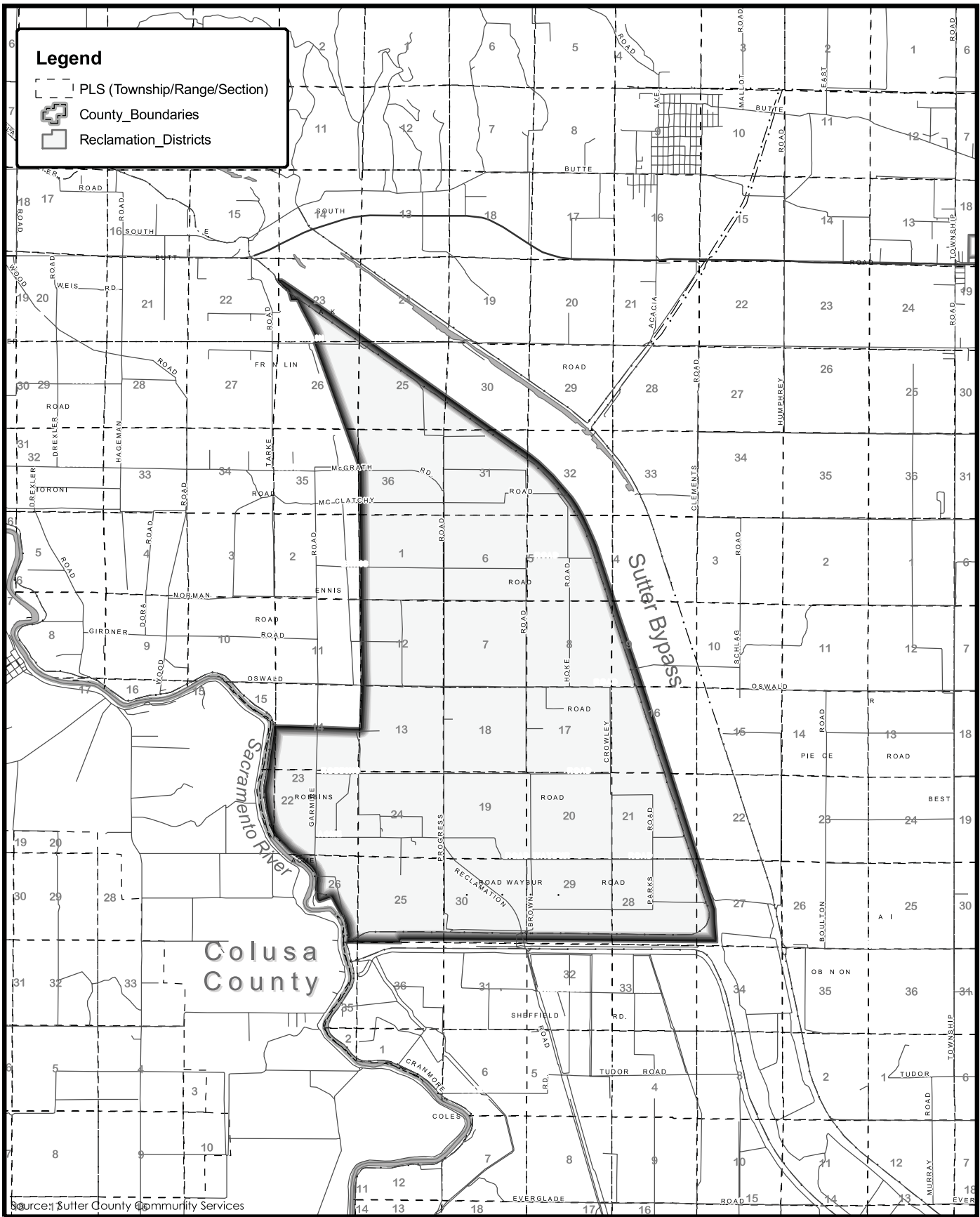
The boundaries of the District are shown in **Figure 6.0-1**.

II. GROWTH AND POPULATION

GROWTH TRENDS AND PROJECTIONS

The County's regulation of farmland within the District's boundaries limits population growth. Services are forecasted based on 91 years of operation within the District with little population growth. Ron Long, District Manager stated that the current population within RD 1660 is comprised of 8 to 10 farmhouses. According to 2006 California Department of Finance data, there are approximately 2.87 persons per household in Sutter County. Therefore, the approximate maximum population is 29 persons within the District's service area. Future population growth is unlikely given the County's regulations on farmland, and population growth will not affect the District's services as they are based on geography rather than population.

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Legend

- PLS (Township/Range/Section)
- - - County_Boundaries
- Reclamation_Districts



**FIGURE 6.0-1
RECLAMATION DISTRICT 1600**



Source: Sutter County Community Services

GROWTH IMPEDIMENTS

The majority of lands in RD 1660 are designated for agricultural purposes. Sutter County's Zoning Ordinance requires that agricultural parcels range in size from a minimum of 20 acres to a maximum of 80 acres. These large lot sizes limit subdivision development and therefore population growth in the area is minimal. As a result, there has been very little change in the District's population.

SPHERE OF INFLUENCE CHANGES AND BOUNDARIES

RD 1660's current Sphere of Influence is seen in **Figure 6.0-1**. The land area inside the District's Sphere of Influence boundary is approximately 14,806.91 acres, and has not changed since the District was established in 1915.

III. INFRASTRUCTURE

INFRASTRUCTURE

The levees within RD 1660s jurisdiction were originally constructed around 1915. The Army Corps of Engineers (ACOE) and the State of California upgraded the levees to project levees, or those that meet Federal standards, in the early 1900s. The ACOE and the State of California updated the levees again after major flooding in 1940. The improved infrastructure affords every parcel within the District equal protection, and there are no variations in the levels of service provided by RD 70.

Infrastructure Maintenance

The General Manager is responsible for overseeing that levees undergo constant maintenance and review. The District follows a maintenance schedule established by the Superintendent's Guide to Operation and Maintenance of California's Flood Control Projects by the State Department of Water Resources (DWR). DWR conducts an annual review of the Districts levee maintenance program and has concluded that the program is outstanding. However, the review does not analyze the structural stability of the levees, which is information the District does not have.

The District experienced a flood in 1997 due to catastrophic levee failure during near-record flows in the Sutter By-pass. However, the levee has since been repaired. The Corps of Engineers rebuilt the breach and initiated a man made breach to drain the District of water. The Corp of Engineers also repaired approximately nine miles of interior wave wash caused by the flooding and high winds. The cost of the repairs neared approximately 10 million dollars.

Hurricane Katrina raised national questions about levee stability, integrity and strength. The District has not undertaken plans to ensure levee stability, and a disaster preparedness plan to manage a major levee breach does not exist. However, DWR is undergoing a systems evaluation of 1,600 miles of levees in the State to assess their structural integrity. The report will analyze levee integrity and will be reviewed by the State Reclamation Board and Districts.

Potential barriers to levee work include a lack of adequate funding from the ACOE and DWR.

Additional facilities that the District maintains include 80 miles of drainage ditches that were built in the 1920s. The drains are inspected regularly and some are repaired or cleaned annually,

6.0 RECLAMATION DISTRICT 1660 MUNICIPAL SERVICE REVIEW

depending on need. The District reports that the main pumping plant, built in 1923, is in good working order. The plant maintains nine pumps that are in good condition and provide drainage to the District. Pump 2 was installed in 1960, pump 3 in 1995, and pump 4 in 2000. No major repairs are planned to the pumps or drains. The approximate capacity of all nine pumps is 150,000 gallons per minute (gpm).

The District currently utilizes an International wheel tractor, and a spray truck to maintain levees and drainage ditches within their service area. The District also shares the following capital with RD 70: a Ford backhoe, a John Deere Excavator, and Ford dump truck.

PERMITTING

Permits from the State Reclamation Board, the ACOE and possibly the Department of Fish and Game are required for some repair work on the levees. Local permits required include a burning permit, a pesticide permit, and occasionally a public works permit for working in roadway areas. However, major structural repairs or rehabilitations are conducted by the ACOE and DWR, with input from the District. The County Agriculture Department issues pesticide permits to authorize the spraying of noxious or undesirable weeds on levees. Weed abatement is vital to levee stability in that it facilitates the growth of grass, which when burned, leaves a clean slope for inspection. Therefore, a burning permit is necessary in the summer and fall season because the District is required to burn levees of vegetation. Burning vegetation permits an assessment of any levee damage and facilitates slope grading in preparation for the rainy season. Burning permits are obtainable from the County Agriculture Department as well.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The 2004 audited financial statements of the District indicate total revenues of \$195,208 with total expenditures of \$293,043 which accounts for an excess of revenue over expenditures of (\$97,835). The major source of the operating deficit is the depreciation charge of \$72,781. Without the depreciation charge, the District's excess of revenues over expenditures was (\$25,054). This analysis, based on the time period indicated, suggests that the District will deplete its reserves in a short period if additional revenue is not immediately identified.

Revenue sources include primarily assessments applied to acreage within the boundaries of the District although the District collects minor sums from dam and check fees, interest on investments and miscellaneous other revenue.

V. COST AVOIDANCE OPPORTUNITIES

Cost avoidance measures are built into RD 1660s operations. RD 1660 employs the minimal number of staff necessary to perform District operations. The General Manager for RD 1660 is also the General Manager for RD 70. This General Manager oversees a staff of three full time maintenance workers, who also perform maintenance for Reclamation District 70. A bookkeeper maintains all records and does all bookkeeping for both RD 70 and RD 1660, and a Secretary of the Board of Trustees is in charge of all financial activities for these Districts. The District also minimizes costs by not employing a Treasurer. Board members are paid a minimal stipend compensation for their time. The District also avoids costs by owning the property and buildings where its storage and operational facilities are located.

The District's services are paid for through assessment fees. No other financial cost-sharing methods are known to be available to the District. RD 1660 has cost avoidance measures built into its operations. Therefore, additional cost avoidance opportunities are minimal.

RD 1660 operates within the boundaries of its jurisdiction and there is no overlap of service with other reclamation districts. No unrealized cost avoidance opportunities are identified at present. Should the State decide that merging certain reclamation districts be a reasonable alternative, there could be savings accrued to such a merger, but that contingency will not be addressed in this report.

VI. RATE RESTRUCTURING

RD 1660 has a fee rate schedule based on acreage as mandated in its enabling legislation. The method of levying the rate cannot be changed by the District but the rate can be increased by a landowner vote pursuant to the provisions of Prop 218. Proposition 218 requires that any increase in the assessment be subject to two-thirds approval by the property owners required to pay the assessment. Levee maintenance and flood water protection benefits all property owners within the District based on the amount of land protected from potential flooding therefore the rate has been established on an acreage basis. RD 1660 has not increased the rate of assessment in recent years and still maintains a rate of \$0.45 per \$100 valuation. Two zones of benefit are used for the assessment, those properties valued at \$25 per acre and those properties valued at \$2,500 per acre. Assessments are levied annually.

VII. OPPORTUNITIES FOR SHARED FACILITIES

Reclamation District 1660 is currently maximizing its opportunity to share facilities and resources with RD 70. Reclamation Districts 1660 and 70 are the only entities in this area of Sutter County that manage levees and drainage. These agencies informally merged in 1981, and currently share management, employees, facilities and equipment. RD 1660 maintains a storage space at its District office located at 6724 Progress Road in Meridian. However, capital is frequently stored at either RD 70's office or RD 1660's office depending on where it may be needed. The District conducts all operations out of RD 70's office, located at 1138 4th Street in Meridian. However, 1660 District meetings are held at 6724 Progress Road in Meridian, in order to maintain the Districts autonomy.

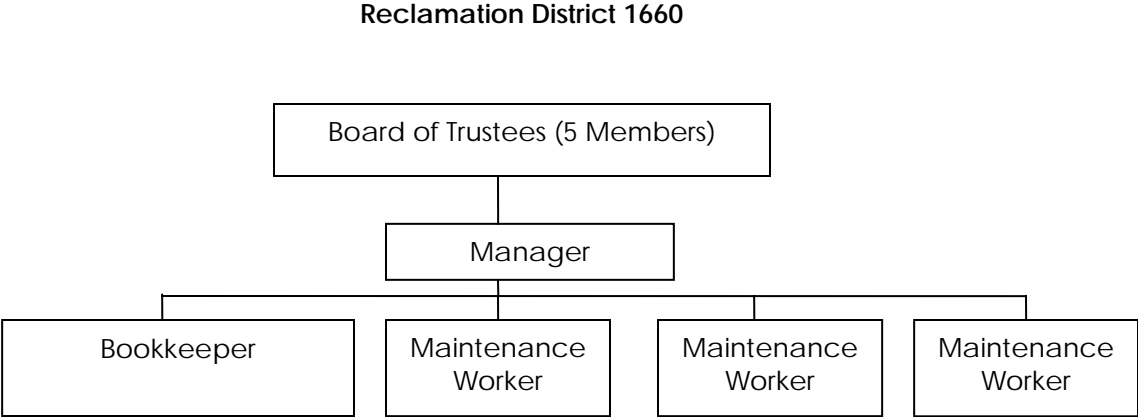
Sharing of these resources indicates that the District is already maximizing its opportunities for shared facilities. Opportunities to share resources with other municipalities within geographical proximity of RD 1660 are minimal as well.

VIII. GOVERNMENT STRUCTURE OPTIONS

California Water Code section 50000 enables the formation of Reclamation District to provide drainage and flood protection. There are few government structure options within the California Government Code for a district to provide flood protection and drainage. The District, under its current legal form, has demonstrated an ability to function efficiently and properly. Therefore, as a result of its small size, California Government code, and the Districts enabling legislation there has been no need to reorganize its government structure. Altering the government structure of the District is not recommended nor needed.

Figure 6.0-2 represents the government structure of the Sutter Community Service District.

FIGURE 6.0-2



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

The management structure of the District is relatively vertical, with the General Manager receiving supervision and direction from the elected Board of Trustees, and the remainder of the staff directly supervised by the General Manager. The elected five member Board of Trustees appoints a General Manager who manages operations of the District, and oversees the District's Bookkeeper and a staff of three maintenance workers. Additional responsibilities of the Manager and Bookkeeper include general responses to public inquiries. The Secretary to the Board of Trustees oversees meetings of the Board and finances at the District.

Additionally, per Brown Act legislation, the Manager cannot discuss policies outside of public hearings with more than one Board member at a time. The General Manager also makes presentations to the Board when the need arises to replace and repair infrastructure. This process may create delays in replacing or repairing infrastructure as the manager must get authorization from the Board prior to conducting major repair and maintenance work.

However, the current organization of the District presents few apparent management issues. Therefore, management changes are unnecessary to ensure the long-term continuation of service provision by the District.

The District sends all income to the County Treasurer for deposit, and withdrawals are made as needed for expenses. Purchases made by the District are accounted for in the yearly budget. However, the Board of Trustees must approve major purchases. Projects or items greater than \$25,000 are sent out to a competitive bid. The District obtains three bids and the Board of Trustees decides to whom the contract is awarded.

X. LOCAL ACCOUNTABILITY

Citizen vote is an essential component of local accountability. A body of five officials elected serves as the Board of Trustees governing the District. Residents within the District elect trustees to four-year terms, which are staggered. Board members receive an annual stipend as compensation for their services. Additionally, Trustees may receive compensation for services performed that the Board determines to be just and reasonable. The County Board of Supervisors approves appointments to vacant seats. Elections coincide with standard state and federal elections.

Trustee members are subject to recall by District voters through the recall procedures set forth in Chapter 2, Division 13 of the Elections Code. The Board of Trustees creates policy by adopting resolutions or ordinances through duly noticed public hearings. The Board of Trustees meets once per month at the office located at 6724 Progress Road in Meridian. The president or any two board members may also request a special meeting. Meetings are noticed consistent with Brown Act requirements, which include postings in public places and local newspapers.

In October of each year the District conducts a budget meeting and the Board decides whether to increase or decrease the assessment. The assessment is then subject to approval by voters in the District.

There appear to be ample opportunities for public involvement and input at regularly scheduled meetings, and through meeting with District staff. Should a District resident have an issue with the District or the service the District is providing, he/she can address the Manager. Agenda time at a Board of Trustees meeting can also be requested, and the Board will consider the issue there. If an issue is not resolved it is continued to the next board meeting.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS AND DETERMINATIONS

The boundaries of the Reclamation District 1660's Sphere of Influence are coterminous to the area that District currently serves (as shown in **Figure 6.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that Spheres of Influence be updated at least once every five years. As part of updating a Sphere of Influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

RD 1660's service area is primarily comprised of agricultural uses, although some minor urban uses, specifically in the town of Meridian, exist. Future land uses in the area are not likely to result in drastic changes due to the Sutter County land use regulations governing agricultural land.

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

The District commented that there is no need for additional services or facilities at this time. Other districts are responsible for providing other services in the area. RD 70 provides flood protection and drainage and those services are adequate at this time.

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

The present public facilities and public services adequately meet the needs of residents in the District.

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.

The relevant social or economic communities of interest in Reclamation District 1660s planning area are agricultural/rural in nature.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the district (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** RD 1660 will experience minimal rural growth throughout its service area as a result of County Zoning policies governing agricultural parcel sizes. Large agricultural parcels limit the ability of rural subdivision development and therefore population growth. Agricultural uses will likely not expand as well given that the majority of land currently exists in agricultural uses.
2. **Infrastructure needs or deficiencies determination:** RD 1660 has sufficient infrastructure planning and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of five years. As a result, the District has sufficient flood and drainage resources to accommodate projected

- service demands within its current Sphere of Influence boundaries over the next five years.
3. **Financing Constraints and opportunities determination:** RD 1660 appears to have an inadequate revenue stream to pay for the services it provides and a rate increase or significant cost reductions may be in order. This would be a major undertaking for the District but the District's reserves will be depleted should such action not be taken.
 4. **Cost Avoidance Opportunities determination:** Reclamation District 1660 appears to utilize available cost reduction measures in its operations, as related to sharing of facilities, knowledge, equipment, and personnel. Therefore, there are no outstanding opportunities identified to significantly avoid current operating costs.
 5. **Opportunities for rate restructuring determination:** RD 1660 appears to have an inadequate revenue stream to pay for the services it provides and a rate increase or cost reduction may be in order. This would be a major undertaking of the District but the District's reserves will be depleted should such action not be taken. As increase in assessment or establishment of a Mello Roos CFD or assessment fee are available methods for increasing revenues for the District.
 6. **Opportunities for shared facilities determination:** Reclamation District 1660 already maximizes opportunities for shared facilities. The District has an office located at 6724 Progress Road in Meridian, but conducts daily operations out of Reclamation District 70's office. RD 70 and RD 1660 maximize sharing potential by utilizing the same employees, capital and facilities. Therefore, limited opportunities for shared facilities exist.
 7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of Reclamation District 1660 needs no changes. There has been no interest expressed by Reclamation District 1660 to merge with any other district or alter the governmental structure as currently practiced. RD 70 and RD 1660 essentially exist as a consolidated District, with the only difference being variation in rates. Consolidating the Districts would result in higher rates for some users and lower rates for others, which places an unfair burden on some users. Therefore, consolidation is not recommended.
 8. **Evaluation of management efficiencies determination:** The Board of Trustees must provide authorization to conduct major repair and maintenance work. As a result, there may be potential lag time should major repair and maintenance work be needed immediately. However, this situation would not affect ongoing long-term projects. The current management structure of the District has demonstrated an ability to maintain levees and drainage ditches, and therefore changes are not recommended.
 9. **Local accountability and governance determination:** Reclamation District 1660 Board of Trustees is elected by the people within the District and is therefore accountable to the citizens of the District. All District meetings are conducted in accordance with Brown Act procedures, and the District operates within the California Water Code. There are also adequate opportunities for citizens to express

6.0 RECLAMATION DISTRICT 1660 MUNICIPAL SERVICE REVIEW

concerns. Additionally, the District audits its operations to ensure fiscal accountability.

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Department of Finance Website. <http://www.dof.ca.gov/>

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Reclamation District 1660. Personal Correspondence, General Manager, Ron Long



7.0 RECLAMATION DISTRICT 2056

7.0 RECLAMATION DISTRICT 2056 MUNICIPAL SERVICE REVIEW

I. SETTING

Reclamation District (RD) 2056 was created to provide runoff drainage to reclaim land for farming. The District was formed by the State Reclamation Board in the early 1900s for the purposes of providing drainage and reclamation of farmlands within its boundaries. The District's enabling statutes grant the District authority to perform its functions. The District is able to fulfill its mission and purpose under the guidelines of the State Water Code under Section 50000.

The District is bounded by East Gridley Road in the City of Gridley to the north, Township Road to the east, Nuestro Road to the south, and according to District officials, the western boundary is not easily discernable geographically. However, the average width of the District from east to west is two (2) miles). Land uses within the District are primarily agricultural with some urban development located within the City of Gridley. The District directs runoff water from storm events and agricultural spill water.

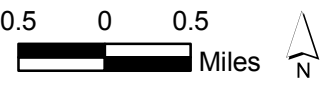
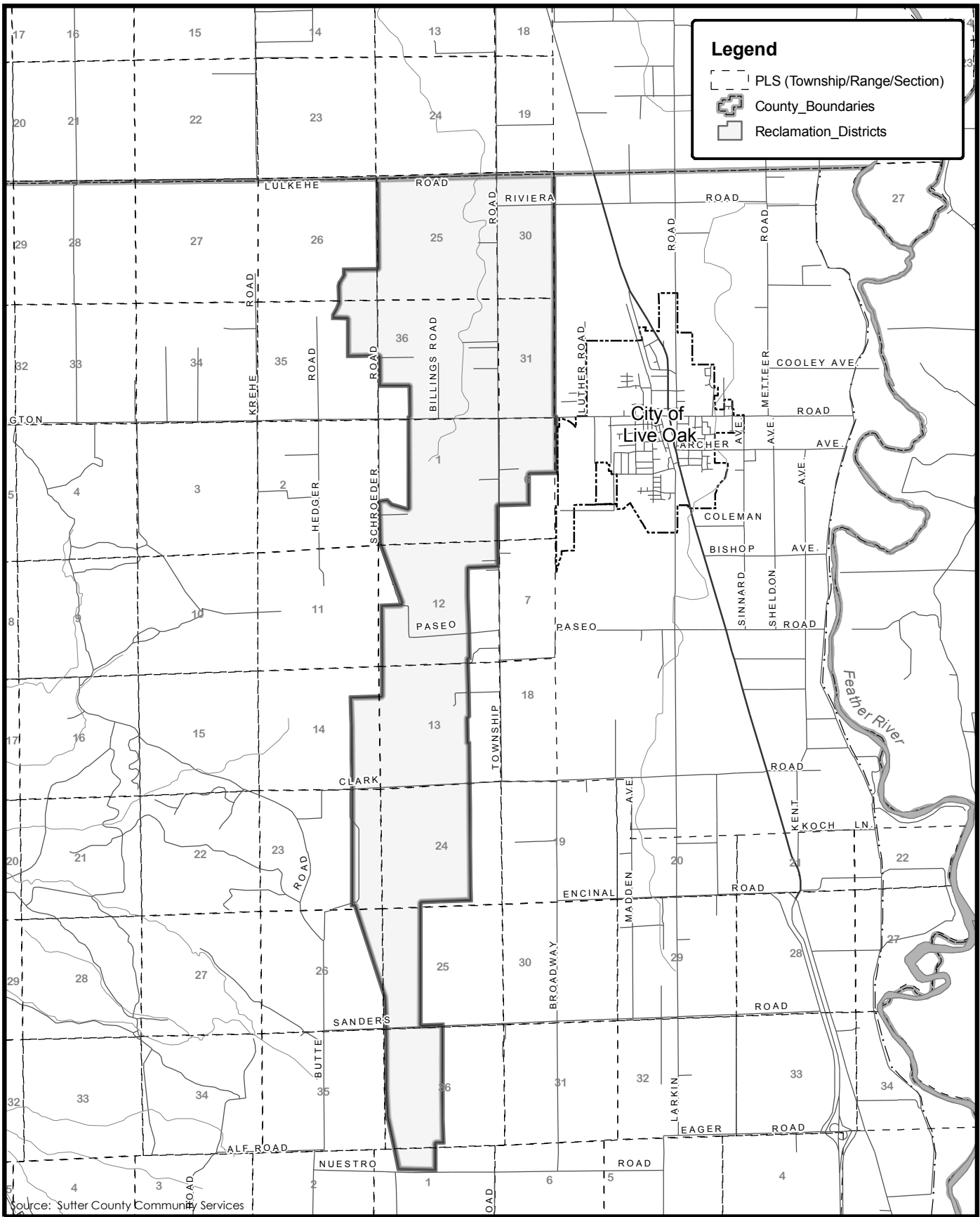
The boundaries of the District are shown on the map attached as **Figure 7.0-1**.

II. GROWTH AND POPULATION

The growth rate in the District is largely attributed to the growth rate in the City of Gridley which is estimated to be around 3 percent per year. Growth outside the City limits is negligible as compared to that within the City. The City of Gridley is in the process of approving potential subdivisions which would increase the population levels within the urbanized area. The existing drainage system is insufficient to handle the increased water caused by creating impervious surface areas associated with new development. Assuming that development would perform adequate mitigation measures, population growth would not negatively impact the operations of the District. The District's service needs, such as ditch improvements are determined as each project is proposed and any needs are provided by the individual developer. There are no present plans for any regional service improvements.

A special act of the State Legislature established Reclamation District 2056's current Sphere of Influence as seen in **Figure 7.0-1**. The District's boundary/Sphere of Influence is comprised of an area of 3,644 acres in Butte County and 5,031 acres in Sutter County. Sutter LAFCo is the principal LAFCo for review and analysis of the District under applicable rules of the Government Code.

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**FIGURE 7.0-1
RECLAMATION DISTRICT 2056**



Source: Sutter County Community Services

III. INFRASTRUCTURE

The District is comprised of eighteen miles of drains in Butte County and seventeen miles of drains in Sutter County. These are currently sufficient to provide drainage for their intended use, which is to drain land for farming. As more development occurs and more urbanized areas are added to the District, District officials have noted that the capacity of the canals will be inadequate unless flow rates are mitigated. According to the District Engineer, as urban development increases, storm water runoff rates also increase. The drainage collection system has limited capacity.

The canals are maintained on an "as-needed" basis and as the funds are available for maintenance. The District was originally designed to handle 15 cfs/square mile, which has been equated to approximately a two year storm.

The District has jurisdiction over the waterways as delineated on the District map. There are no levees or pumping systems that are owned or maintained by the District. None of the District is within the Reclamation Board's floodway. Permits are not required, but local lead agencies provide the District the opportunity to review project proposals and to provide input as to any concerns of the District.

The District does not own any real property; it is responsible for maintaining drainage ditches that are owned by the County Government for the counties in which the District operates. The District also does not own any machinery or equipment; maintenance activities are performed on a contract basis.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

According to the fiscal year (FY) 2004-05 audit, Reclamation District 2056's total assets and net assets increased by \$28,029 to \$225,586 from FY 2003-04. Operating revenues increased by \$1,353, while expenses decreased by \$4,130. The resulting net income of \$28,029 was higher than the \$22,546 balance in the prior year. FY 2004-05 operating revenues totaled \$52,066 and operating expenses totaled \$24,037. Operating expenses generally vary from year to year due to factors such as the nature and extent of the storm season and its resulting impact on the District's ditches.

District revenues include Homeowners Property Tax Reimbursements, special assessments, current secured revenues, current unsecured revenues, supplemental revenues, prior unsecured revenues, and interest income. Total revenues for FY 2004-05 totaled \$52,066. The largest source of revenue for the District is local government revenue from property taxes, which totaled \$33,463 in FY 2004-05.

District expenditures include drainage maintenance, professional fees, insurance, engineering fees, miscellaneous expenses, director fees, secretarial fees, county administration fees, public notices, and office fees. Total expenditures for FY 2004-05 totaled \$24,037.

V. COST AVOIDANCE OPPORTUNITIES

To minimize operational costs, the District does not maintain any full time or part time employees. The District employs consultants for secretarial, engineering, accounting, legal services, and canal maintenance. The District Board of Directors has considered hiring a manager to run everyday operations, but the District does not have enough work for such a position.

7.0 RECLAMATION DISTRICT 2056 MUNICIPAL SERVICE REVIEW

The District Board of Directors utilizes a competitive bid process for the selection of a contractor for canal maintenance. The District Engineering consultant notes that the implementation of a spraying program to control weed growth would help reduce maintenance costs (Jeff Spence, P.E., Laughlin and Spence Engineering).

The District's services are primarily funded by a special assessment levied on properties located within the District's boundaries. Increasing the assessment levels applied to the property owners would require the approval of the property owners pursuant to the provision of Prop 218.

VI. RATE RESTRUCTURING

RD 2056 operates through a special assessment placed on District property and any increase to the rate, as it's presently levied, requires a two-thirds vote pursuant to the provisions of Proposition 218. In fiscal year 2004-05, total annual assessments accounted for \$33,463. The District Board of Directors is responsible for review and approval of rates for the District. These rates are designated to finance maintenance, professional fees, insurance costs, and county administration costs.

VII. OPPORTUNITIES FOR SHARED FACILITIES

The District does not own any real property; it is responsible for maintaining drainage ditches that are owned by the County Government for the counties in which the District operates. The District also does not own any machinery or equipment; maintenance activities are performed on a contract basis.

VIII. GOVERNMENT STRUCTURE OPTIONS

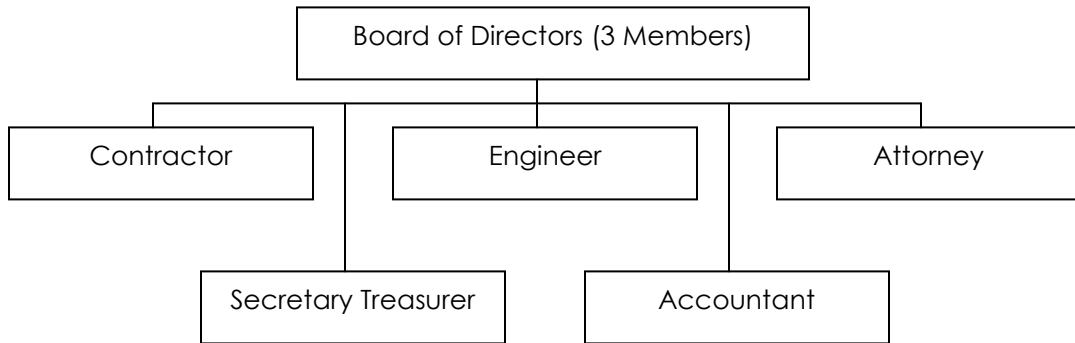
The Board of Directors runs the District and serves as the acting manager. The Board consists of three directors and there have been no vacant positions over the past three years.

The consolidated nature of the positions within the District limits the opportunities to restructure the District's organization. Furthermore, the District with its current government structure has demonstrated an ability to function efficiently and properly as required by California Government Codes. Therefore, altering the government structure of the District is not recommended nor needed.

Figure 7.0-2 represents the government structure of Reclamation District 2056.

FIGURE 7.0-2

Reclamation District 2056



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

RD 2056 was created to provide runoff drainage to reclaim land for farming. The District employs consulting services for secretarial, engineering, accounting, legal services, and canal maintenance. They are utilized on an as-needed basis. There are no direct employees for the District and there are no policies for contractor performance incentives. The Board of Directors serves as the acting manager of the District.

X. LOCAL ACCOUNTABILITY

The District adopted bylaws for the government and control of its affairs pursuant to California Water Code Section 50370.2 on May 23, 1986. The District utilizes competitive bidding every few years for canal maintenance and uses the selected contractor when available. At times they use whoever is available to do the work; there are no stated policies that ensure the use of fully qualified personnel, in this situation.

There are three members of the Board of Directors, who are elected by District landowners. Although the District is an independent special district, the Sutter County Board of Supervisors has historically recognized the Board of Directors election decision of the District's landowners, through appointment. Although the District's boundaries extend into Butte County, only the Sutter County Board of Supervisors officiate the landowner vote. No compensation or benefits are received. The board meets monthly during the winter months when more issues need to be discussed and about every other month during the summer months.

Public notification is posted at City Hall. The public is encouraged to attend all meetings that are located at the District secretary's house in Gridley, CA, which is not ADA compliant. No other known violations or investigations have occurred in the past three years.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of RD 2056's Sphere of Influence is identical to the area that the District currently serves (as shown in **Figure 7.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every 5 years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

Primary present and planned land uses within the District are agricultural uses consisting of mainly orchards and some rice fields. Urban development in the City of Gridley is also within the District boundaries.

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

The District facilities are adequate to provide drainage for agriculture. Future urban development will require the ditches and culverts to be increased in size along with mitigated release of storm water flows from development.

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

These are currently sufficient to provide drainage for their intended use, which is to drain land for farming. The District's infrastructure is designed to handle a two-year storm.

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.

The District is of interest to the farming community as it provides runoff to make land capable of being farmed.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations PMC staff recommend to the Commission for adoption based upon information provided in the questionnaire submitted by the district (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** As more development occurs and more urbanized areas are added to the District, District officials have noted that the capacity of the canals will be inadequate unless flow rates are mitigated. Reclamation District 2056 will not be able to accommodate projected service demands over the next 10 years and beyond unless new development within urban areas can effectively mitigate the increase in runoff resulting from the growth.
2. **Infrastructure needs or deficiencies determination:** The District is comprised of eighteen miles of drains in Butte County and seventeen miles of drains in Sutter County, which are currently sufficient to provide drainage for their intended use.. The canals are maintained on an "as-needed" basis and as the funds are available for maintenance.
3. **Financing constraints and opportunities determination:** Reclamation District 2056 is recovering its annual costs through the rate structure it charges its customers. The District receives a small portion of property taxes; and proposed change to this current assessment would require a two-thirds vote by the District's customers, under Proposition 218.
4. **Cost avoidance opportunities determination:** Reclamation District 2056 appears to utilize available cost reduction measures in its operations, as related to sharing of facilities, knowledge, equipment, and personnel. To minimize operational costs, the District does not maintain any full time or part time employees. The District employs consultants for secretarial, engineering, accounting, legal services, and canal maintenance; the District Board of Directors utilizes a competitive bid process for the selection of contractors. Therefore, there are no outstanding opportunities identified to significantly avoid current operating costs.
5. **Opportunities for rate restructuring determination:** Reclamation District 2056 is funded by a combination of Homeowners Property Tax Reimbursements, special assessments, current secured revenues, current unsecured revenues, supplemental revenues, prior unsecured revenues, and interest income. The District is financially sound, with sufficient stable revenues to cover expenses and operations. There were no outstanding opportunities for rate restructuring.

7.0 RECLAMATION DISTRICT 2056 MUNICIPAL SERVICE REVIEW

6. **Opportunities for shared facilities determination:** The District does not own any real property, machinery or equipment; maintenance activities are performed on a contract basis. Thus, opportunities for shared facilities are limited.
7. **Government structure determination:** The structure of Reclamation District 2056 needs no changes. There has been no interest expressed by the District to merge with any other district or alter the governmental structure as currently practiced.
8. **Evaluation of management efficiencies determination:** The overall management structure of Reclamation District 2056 is sufficient to account for necessary services and maintain operations in an efficient and effective manner. The District employs District-related services utilizing a competitive bid process for secretarial, engineering, accounting, legal services, and canal maintenance. Therefore, the District's management is currently operating efficiently.
9. **Local accountability and governance determination:** Reclamation District 2056's Board of Directors is a three member board. Although the District is an independent special district, the Sutter County Board of Supervisors has historically recognized the District landowner's election decision for the Board of Directors, through appointment. Although the District's boundaries extend into Butte County, only the Sutter County Board of Supervisors officiate the landowner vote. District meetings are conducted in accordance with Brown Act procedures, including meeting notifications posted at City Hall. Meetings are held at a private home, which is not ADA compliant. There are sufficient opportunities for local involvement in District activities. There are no stated policies that ensure the use of fully qualified contractors..

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Reclamation District 777. Personal Correspondence, Jeff Spence, Engineer.

The seal of Gilsizer County, California, is a circular emblem. It features a central landscape with a mountain range, a river, and a field. The text "GILSIZER COUNTY" is arched across the top, and "CALIFORNIA" is arched across the bottom. Two golden spheres are positioned on the left and right sides of the central scene.

**8.0 GILSIZER COUNTY DRAINAGE
DISTRICT**

8.0 GILSIZER COUNTY DRAINAGE DISTRICT MUNICIPAL SERVICE REVIEW

I. SETTING

Gilsizer County Drainage District is a County Drainage District formed under state law in 1963, to improve storm drainage service to the Yuba City area and to maintain Gilsizer Slough and the North Pump Station at the Feather River levee north of the Tenth Street Bridge. The District is comprised of approximately 6,005 acres of land, most of which is in the City of Yuba City. The north District boundary is one-half mile south of Pease road running parallel with Pease Road. The east boundary is roughly along the western edge of the Feather River and the west boundary runs along Sanborn Road, Harding Road and Tharp Road. The District's southerly boundary is Bogue Road.

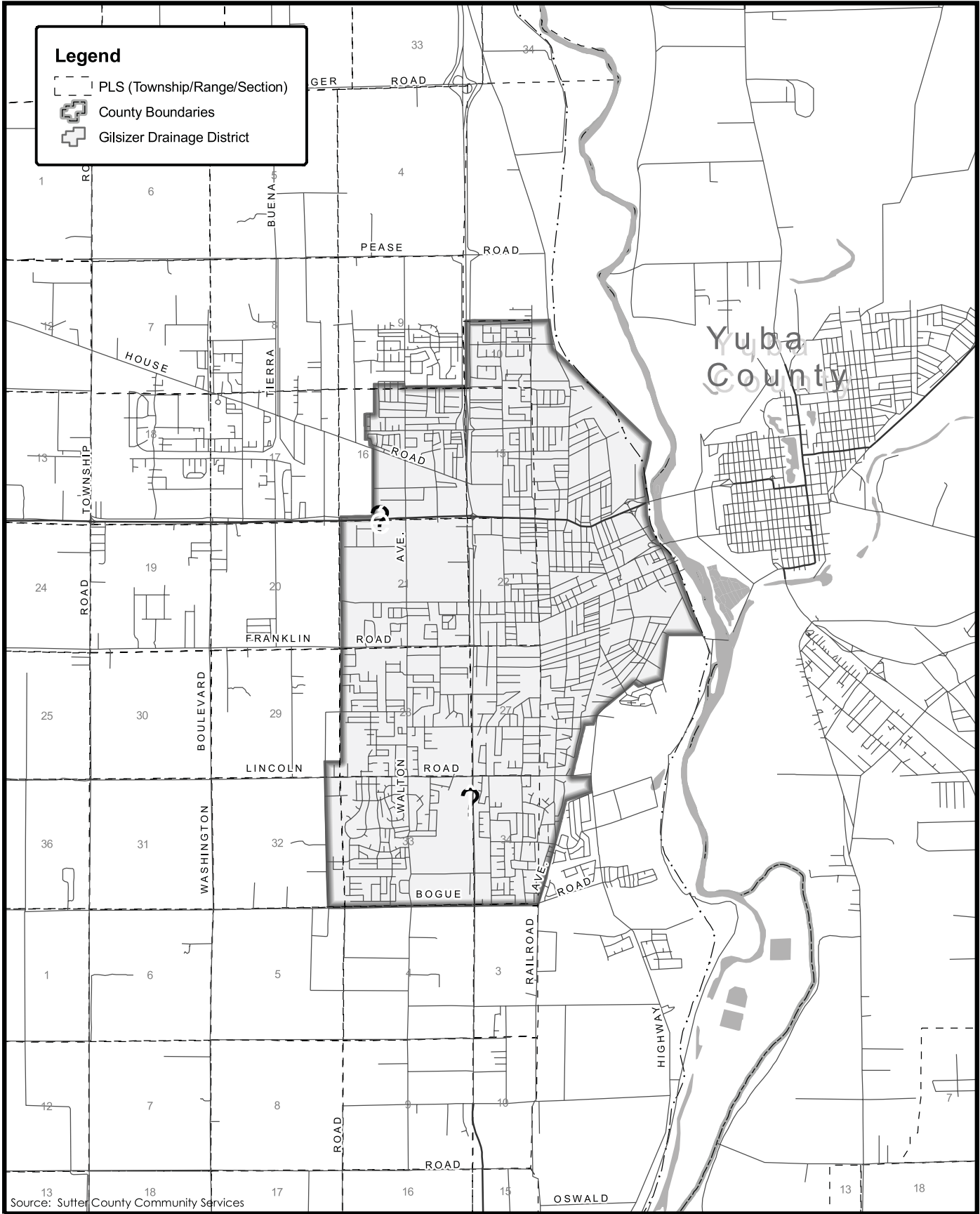
The District was formed via a Resolution 3758 on August 5, 1963. The District's enabling legislation grants the District authority to conduct drainage activities in accordance with the guidelines of the County Drainage District Act (Division 17 of the California Water Code).

Before the first Feather River levees were constructed in the late 1800s, Gilsizer Slough was a natural overflow channel of the Feather River that flowed into Sutter Basin near Robbins. Sutter Drainage District, a predecessor to Gilsizer County Drainage District, was formed in 1910 to improve the natural slough channel. When the State of California built the Sutter By-pass in the 1920s, its levees cut across the slough channel at a point downstream of Township Road blocking the flow of the slough. In an attempt to avoid resulting ponding, the State constructed drainage canals and pumping stations along the by-pass to pump the intercepted storm waters over the levee to the by-pass channel.

Gilsizer County Drainage District was formed in 1963 to provide storm drainage to the area of the Sutter Drainage lying north of Bogue Road, and acquired Sutter Drainage District's slough rights-of-way.

Since its inception, District activities have included: widening slough rights-of-way, excavation, grading, maintenance of roadway culverts including widening, and erosion control measures. Recently, District activities have increased the flow capacity of the slough to meet the area's storm drainage needs. However, storm drainage from the area continues to increase and greater flows require slough channel and road crossing improvements and more revetments to protect against bank erosion.

The boundaries of the District are shown on the map attached as **Figure 8.0-1**.



**FIGURE 8.0-1
GILSIZER DRAINAGE DISTRICT**



II. GROWTH AND POPULATION

Customers are residents and landowners within the District boundaries, which includes almost all of the City of Yuba City. The approximate population is 45,000 persons. The land within the existing District boundaries is largely developed and built out; proposed developments are in-fill.

To determine the need for probable improvements in the future, the District utilizes the recommendations of the "Nolte Report," which evaluates necessary future improvements. Based on these recommendations, District officials are planning to increase drainage infrastructure capacity, to accommodate projected growth within the district.

District officials predict that storm drainage from within the District boundaries has the potential to increase by 30 percent over the next several years, after which there should be little further increase from the present drainage area. This projection is an estimate based on in-fill development within the existing District boundaries. Extensive improvements to the Slough will be required to continue the current level of service to the area as additional lands south of the District are developed and drained to the Slough. The District has investigated possible approaches to funding for improvements but there have been no final decisions to this regard.

III. INFRASTRUCTURE

The District is comprised of mostly open, earth-lined drainage ditches with some box culverts where the drains are partially covered. The North Pump Station conveys storm water from its detention basin over the levee to the Feather River. Gilsizer Slough is an unlined storm drainage outfall canal that runs from the District's North Pump Station approximately 15 miles to the Sutter By-pass. Water drains to the south into Sutter By-pass via Market Street through the City of Yuba City. The North Pump Station serves 2,500 acres in the northeast part of the District, while Gilsizer Slough serves the remaining 3,505 acres. The City constructed the North Pump Station a few years before Gilsizer County Drainage District was formed. Soon after its formation, Gilsizer County Drainage District acquired the facility and increased its storage and pumping capacity.

The District facilities consist of the following: 1) the Gilsizer Slough, which runs through the City, via Market Street, and continuing southwesterly approximately eleven miles to the Sutter By-pass; 2) A 50,000 gallon/minute storm water pumping station (four pumps total) with a seven-acre detention pond at the head of Gilsizer Slough (at the Feather River levee north of the Tenth Street bridge); 3) two major storm drainage trunk pipelines (Walton & Onstott) each of which are about two and one-half miles long and reach 84 inches in diameter; and 4) office space leased from Yuba-Sutter Mosquito & Vector Control District.

Storm water is directed to State drains which channel it through State pumps (six pumps total) to the southern end of the District.

Existing equipment is maintained and/or replaced in accordance with manufacturer recommendations, and is currently in good working condition. The District maintains a sinking fund to finance new facilities as they are planned for and required.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The audited financial report for the District for the fiscal year ending June 30, 2005 indicates total assets of \$1,823,620 and total liabilities of \$85,154 which allows the District total net assets of \$1,737,876. As noted in the audited report prepared by Smith and Newall, "The District's net assets exceeded liabilities by \$1,437,876 at the close of the year reported. The most significant

8.0 GILSIZER COUNTY DRAINAGE DISTRICT MUNICIPAL SERVICE REVIEW

portion of the net assets is cash and investments and capital assets. Capital assets are comprised of the District's structures and improvements and equipment. Net assets increased during the year reported by approximately 37% (\$1,737,876 at year end compared to \$1,271,886 at beginning of year)."

The District's source of revenue includes taxes, use of money and property, intergovernmental, charges for service and other revenue. Total revenue for the year ending June 30, 2005 was \$827,109 which included a total of \$263,418 in tax revenue and \$490,361 in charges for service. The District's two primary sources of revenue are ad valorem property tax revenues and development impact fees (hookup fees) charged at a rate of \$0.184 per square foot per impervious surface created.

V. COST AVOIDANCE OPPORTUNITIES

Currently, the District leases office space from Yuba-Sutter Mosquito & Vector Control District. Gilsizer has exclusive use of a yard area within the total yard area of the property. The practice of leasing office space is expected to continue as long as it is efficient and cost effective. Currently, the lease option is less expensive than other options. The District employs the minimal number of staff necessary to perform District operations, which saves on labor costs. There is one operations supervisor, two year round maintenance workers and one seasonal maintenance worker. The District coordinates storm drain activities with the State Department of Water Resources, State Department of Fish and Game, Sutter County Agricultural Commission, Yuba City and Sutter County Department of Public Works.

VI. RATE RESTRUCTURING

The Gilsizer County Drainage District operates through an ad valorem property tax and hookup fees. In fiscal year 2004-05, total annual revenue accounted for \$827,109. There are no policies or procedures for increases or decreases in rates, fees, taxes, or other charges – all subject to State Constitution XIII C and XIII D -- including frequency of rate review. As new development occurs and budgets continue to be stretched thin, there might be consideration of land based financing mechanisms such as a Mello Roos Community Facilities District (CFD), or special assessment, which could help fund increased storm drain improvements. A Mello Roos CFD would be funded by a special tax voted by property owners and could fund public services and facilities like storm drain.

VII. OPPORTUNITIES FOR SHARED FACILITIES

The District currently leases office space from Yuba-Sutter Mosquito & Vector Control District. This practice is likely to continue in the foreseeable future. The District has working relationships with the State of California Department of Water Resources, California State Department of Fish and Game, Sutter County Agricultural Commissioner's Office, the City of Yuba City and Sutter County Departments of Public Works. The District has an agreement with the County of Sutter to provide administrative services. The District interacts with these agencies in planning improvements, maintenance, discharge of storm waters into the Sutter By-pass, controlling pollution and preserving animal habitat.

VIII. GOVERNMENT STRUCTURE OPTIONS

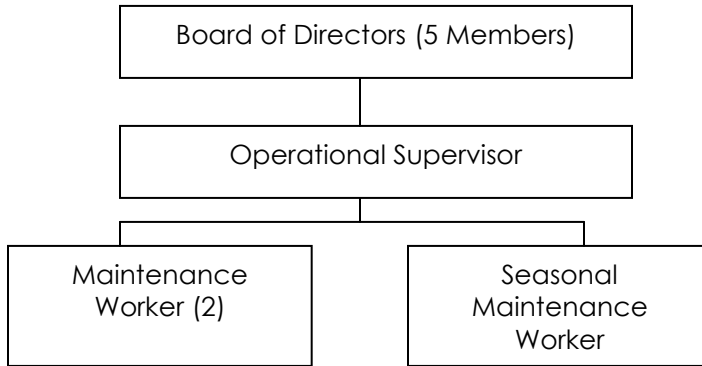
The District is governed by a five member Board of Directors; three are county supervisors and two are Yuba City council members. The Board of Supervisors appoints the three county

directors, and the City Council appoints the two city directors. There are no term limits. The governing body makes all District appointments, including the Operations Supervisor. The District Board of Directors are not compensated. Meetings are held on the 2nd Wednesday of every month with the Board at City Hall.

Figure 8.0-2 represents the government structure of Gilsizer County Drainage District.

FIGURE 8.0-2

Gilsizer County Drainage District



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

The Gilsizer Drainage District was created to improve storm drainage service to the Yuba City area and to maintain Gilsizer Slough and the North Pump Station at the Feather River levee north of the Tenth Street Bridge. The District is managed by the Operations Supervisor, who is responsible for overseeing two year-round maintenance workers and one seasonal maintenance worker. Administration and legal support are provided by Sutter County Public Works and paid for by the District.

X. LOCAL ACCOUNTABILITY

A Storm Water Management Plan guides resident and District interactions, and includes provisions for the District to conduct informational public outreach efforts through letters and posted signs to protect the slough. Board meetings are held in compliance with the Brown Act, on the 2nd Wednesday of every month with the Board at City Hall. Notices of meetings are posted at the entrance to the City Hall, in the County Community Services area, on Civic Center Boulevard, and on the Internet.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of Gilsizer County Drainage District's Sphere of Influence is identical to the area that the District currently serves (as shown in **Figure 8.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every 5 years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

Most of the lands in the District are urban uses. Future development will result from in-fill of existing sites within the District boundaries.

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

To determine the need for probable improvements in the future, the District utilizes the recommendations of the "Nolte Report," which evaluates necessary future improvements. Based on these recommendations, District officials are planning to increase drainage infrastructure capacity, to accommodate projected growth within the district.

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

Recently, the District has increased flow capacity of the slough to meet storm drainage needs. However, storm drainage from the District continues to increase as in-fill development is constructed, and the District will need to require slough channel and road crossing improvements and more revetments to protect against bank erosion. More growth in Yuba City is expected and the flow capacity will need to keep pace with the resulting storm drainage demand.

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.

The District provides drainage services for most of the City of Yuba City and surrounding areas. There are no known social or economic communities of interest in the area.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the District (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** To determine the need for future improvements, the District uses the recommendations of the "Nolte Report." District officials predict that storm drainage from within the District boundaries has the potential to increase by 30 percent over the next several years after which there should be little further increase from the present area. The District has investigated possible approaches to funding for improvements but there have been no final decisions to this regard.
2. **Infrastructure needs or deficiencies determination:** The Gilsizer Drainage District has sufficient infrastructure planning, financial commitment, and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of five years.
3. **Financing constraints and opportunities determination:** The Gilsizer County Drainage District is recovering its annual costs through the rate structure it charges its customers. The District's revenue from customers is adequate to cover costs.
4. **Cost avoidance opportunities determination:** The Gilsizer Drainage District appears to utilize available cost reduction measures in its operations, including leasing office space, employing a minimal number of staff, and coordinating activities with other related entities.
5. **Opportunities for rate restructuring determination:** The Gilsizer Drainage District is funded by a combination of ad valorem property tax and hookup fees. The District is financially sound, with sufficient stable revenues to cover expenses and operations. There were no opportunities for rate restructuring identified.
6. **Opportunities for shared facilities determination:** The Gilsizer Drainage District leases office space, and coordinated with other related agencies in planning improvements. There were no other opportunities for sharing facilities identified.
7. **Government structure determination:** The structure of the Gilsizer Drainage District needs no changes. There has been no interest expressed by the Gilsizer Drainage District to merge with any other district or alter the governmental structure as currently practiced.
8. **Evaluation of management efficiencies determination:** The overall management structure of the Gilsizer Drainage District is sufficient to account for necessary services and maintain operations in an efficient and effective manner.

8.0 GILSIZER COUNTY DRAINAGE DISTRICT MUNICIPAL SERVICE REVIEW

9. **Local accountability and governance determination:** The Gilsizer Drainage District Board of Directors consists of three members appointed by the County board of Supervisors, and two City directors appointed by Yuba City City Council. All District meetings are conducted in accordance with Brown Act procedures, and the District operates within the Community Services District Act guidelines. There are sufficient opportunities for local involvement in District activities, and information regarding the District is readily available to members of the public.

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Gilsizer Drainage District. Personal Correspondence, Manager Dave Kimerer.



**9.0 MERIDIAN FIRE PROTECTION
DISTRICT**

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

I. SETTING

The Meridian Fire Protection District (the District), originally established in 1928 as the Meridian Fire Department, was formed in 1977 to provide fire protection services in the northwest portion of Sutter County. The District is roughly 81 square miles and is bordered on the south by the Sutter Basin Fire Protection District, to the north and east by County Service Area F, and Colusa County to the west. This area includes the Town of Meridian, and the District is responsible for more acreage (approximately one-third) in the Sutter Buttes than any other county fire protection service provider. Land use in the area is predominantly agricultural, although Highway 20 runs through the District and carries thousands of commuters on a daily basis.

District services include fire protection, emergency medical care basic life support services, vehicle extraction, water rescue, and hazardous material clean up. The Main Firehouse for the District is located in the northern part of the District in the rural community of Meridian. The District provides contracted mutual aid outside its boundaries and contracts for mutual aid within its boundaries. The boundaries of the District are shown in **Figure 9.0-1**.

II. GROWTH AND POPULATION

The Meridian Fire Protection District serves a population of approximately 500 residents as well as thousands of commuters carried through the District on Highway 20. In recent years there has been an average growth rate of 1-3 new homes annually. Recently the county supervisors passed a temporary moratorium prohibiting splitting parcels into smaller lots for development, which has now expired. The District does not anticipate and increased demand for residential services.

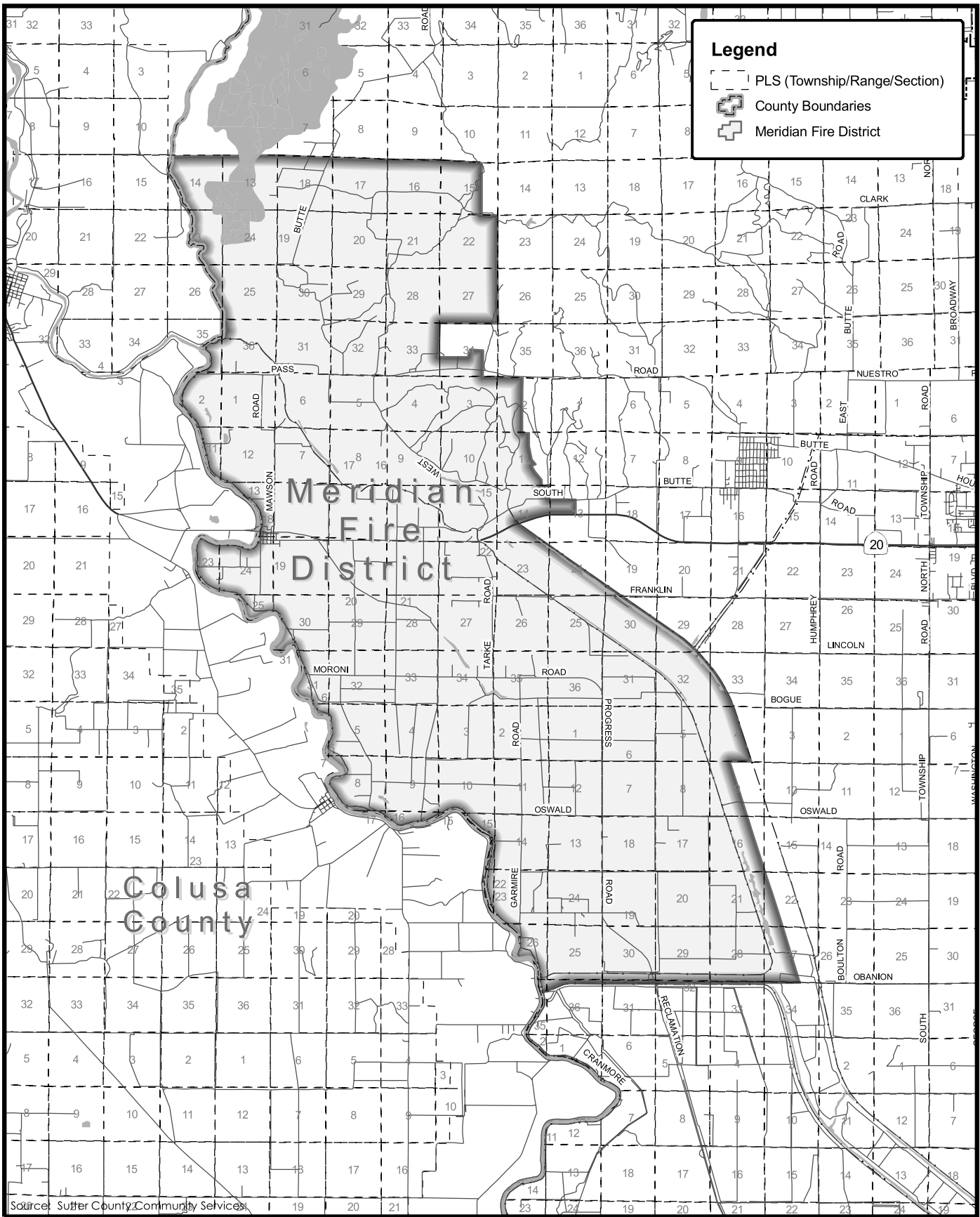
III. INFRASTRUCTURE

The District provides services to its residents with one staffed fire station, which houses three fire trucks. The station is in good condition and is located at 1100 3rd Street in Meridian, in the northern part of the District. A fourth fire truck, a Type III engine, is stationed at the Assistant Chief's home in the southern part of the District, to provide faster response times to residents.

In 2005 the District received 139 calls for service, either through 911 or directly to the Meridian station. The most frequent calls during a given year are for vegetation fires, and requests for fire suppression services account for 45 percent of the calls. Requests for rescue and emergency medical care represent another 42 percent. The District is staffed by one full time, paid Chief and is supported by one part time paid seasonal firefighter and nine volunteer firefighters.

As exemplified by the list below, the District's owns a collection of new and old vehicles in various states of repair. The District's major equipment is composed of four trucks and one boat, described below:

- 2004 Type I fire engine--carries 1,000 gallons of water and has a 1,200 GPM pump. The engine also carries a variety of tools including an auxiliary pump, two sets of Jaws of Life, hydraulic rams, air bags, generators, breathing apparatus, vehicle stabilizing equipment, medical equipment and the equipment required to fight structural fires. With only 7,051 miles this truck is in excellent condition.



Legend

- PLS (Township/Range/Section)
- County Boundaries
- Meridian Fire District



FIGURE 9.0-1
MERIDIAN FIRE DISTRICT

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

- 1975 Type II engine—carries 650 gallons of water and has a 500 GPM pump. It has been equipped with a breathing apparatus, medical equipment and structural fire fighting equipment. The engine is in fair condition and has 112,104 miles on it.
- 1978 Type III engine—carries 500 gallons of water and has a 450 GPM pump. The engine is equipped with wildland fire fighting equipment, breathing apparatus, a range of medical equipment, and a de-fibrillator. This engine is in fair but deteriorating condition and has 98,000 miles on it.
- 1986 Type IV engine—carries 450 gallons of water and has a 250 GPM pump. This engine is equipped with a medical bag and small hand tools. This engine is in good condition with 30,877 miles on it.
- 2006 Zodiac Rescue Boat for water rescue operations, equipped with rescue equipment for four firefighters. The boat is brand new and in excellent condition.

The station houses all of the District's apparatus with the exception of the fire truck located at the Assistant Fire Chief's personal home. The District performs maintenance activates on the majority of its equipment in house; equipment needing a trained personnel to repair which is sent to a qualified mechanic. At present, there is no systematic method that is used to forecast District infrastructure (e.g. equipment or staffing) needs, and the District does not have a formal policy for the replacement of older equipment. Equipment is replaced based upon the priorities identified by the Board of Directors, as the need arises and as equipment gets old.

Although the District has maintained a district wide average response time of seven minutes since moving the type III truck south, there is currently a lack of fire hydrants throughout the district, which contributes to the District's ISO rating of 8. The Insurance Services Office (ISO) assigns a numerical rating to all fire stations in the United States based on various factors including response times, training, condition of equipment, water availability, and condition of facilities. In each community the ISO analyzes relevant data and assigns a Public Protection Classification — a number from 1 to 10. Class 1 represents exemplary fire protection, and Class 10 indicates that the area's fire-suppression program does not meet ISO's minimum criteria. The lower the ISO, rating the less a property owner pays for fire insurance, and the higher the rating the more costly the insurance becomes. According to Chief Cooper, the lack of fire hydrants is not an infrastructure issue the District can correct until the Town of Meridian installs a water system.

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The auditor's report for fiscal year 2004-2005 as well as the District's actual budget for 2005-2006 and the approved 2006-2007 budget were reviewed to determine the fiscal status of the District.

The District does not budget revenues but does budget expenses in the general areas of salaries and benefits, services and supplies. The chart below contains the revenues, expenditures and net amounts for the District during the 2005- 2006 fiscal year and the approved budget for the 2006-2007 fiscal year.

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

| Descriptions | 2005 Budget | 2006 Budget |
|---------------------------|-------------|-------------|
| Permanent Salaries | 47500 | 47500 |
| Payroll Taxes | 15000 | 15000 |
| Workers Comp | 5000 | 10000 |
| General Supplies | 2500 | 3500 |
| Clothing and Personal | 2000 | 1000 |
| Communications | 4500 | 800 |
| Insurance | 8000 | 8000 |
| Health Insurance | 2000 | 2300 |
| Maintenance Equipment | 5000 | 5000 |
| Fuel and Oil | 5700 | 7800 |
| Maintenance - Structures | 1000 | 2000 |
| Auditing Fee | 2500 | 2200 |
| Miscellaneous Expense | 100 | 100 |
| Office Expense | 2500 | 5000 |
| Professional Services | 100 | 100 |
| Publication-Legal Notices | 100 | 100 |
| Volunteers | 3000 | 3000 |
| Rent | 4000 | 4000 |
| Small Tools | 0 | 0 |
| Transportation and Travel | 1000 | 500 |
| Utilities | 3700 | 4000 |
| Taxes and Assessments | 300 | 400 |
| New Equipment | 14000 | 10000 |
| Equipment Reserve Account | 14000 | 13000 |
| Contingencies | 1500 | 500 |
| Education | 3500 | 2400 |
| Total | \$148,500 | \$148,100 |

According to the District's FY 2004-05 audit, the District's total revenue was \$165,229, of which \$157,858 was generated from taxes. Actual expenditures were \$134,958, or \$5,842 less than the District's projections. The actual net change in the District's fund balance was \$30,271, but the charge-off of \$45,885 in depreciation expenses led to final expenses of \$180,853, or a net asset decrease of \$15,614.

Approximately 95% of the District's funds come through property taxes (\$0.04 per dollar assessed) and special assessment fees, with assessment fees accounting for approximately 25% of all income. Additionally, the District has recently secured more than \$250,000 in grant funds from the Federal Emergency Management Agency (FEMA), the Department of Transportation's Volunteer Fire Assistance Program, and the U.S. Department of Fish and Wildlife.

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

The District has recently begun receiving additional revenue from a cost recovery program implemented in early 2006. The program enables the District to recover costs incurred when dealing with hazardous materials, accidents involving driving under the influence (DUIs), arson, escaped controlled burns, and services rendered to anyone not a resident of the district. The fees are billed hourly and range from \$18 per firefighter engaged in a call to \$200 for the Type I engine.

The District revenues have kept pace with expenditures, as both have remained steady for the past few years except for a significant increase (200%) in state workers compensation premiums. The District has been able to purchase and/or replace some equipment, though an analysis of the budget also indicates that if one-time increases in revenues were removed, revenue sources would only be adequate enough to pay for the ongoing costs of existing equipment and personnel and leave little room for acquisitions or improvements.

In FY 04-05, the District retired some long-term debt, furthering its budgetary flexibility in the near future.

V. COST AVOIDANCE OPPORTUNITIES

The Fire Chief develops and recommends an annual budget which is then submitted to and approved by the District's Board of Directors. The Board of Directors must approve any request for moving monies from their allocated funds or for funding in excess of the base budget. The District also uses other cost-saving procedures, such as competitive bidding for large purchases, inviting sealed bids for publicized sale of surplus vehicles and equipment, and identifying reputable vendors to use for small repairs and purchases.

Also, the District recently negotiated mutual/automatic aid agreements to and from the following departments: Live Oak Fire Department, Sutter Fire Department, and Oswald Fire Department. These agreements will ensure better service to the members of all the above communities and may also help lower the District's ISO rating, therefore saving on insurance costs for residents within the District boundaries.

VI. RATE RESTRUCTURING

In 2000, nearly 75% of the District's residents voted in a special assessment to supplement the \$.04 per dollar going to the District from property taxes. The assessment set up a fee structure based on land uses. The assessments range upward from \$.02 per square foot.

| Prop 218 Special Assessment Fee Structure | |
|---|------------|
| Land use | |
| Ag land | \$.10/acre |
| Farm/grazing land | \$.50/acre |
| Residential | \$.05/sqft |
| Commercial or Industrial | \$.05/sqft |
| Structures | \$.05/sqft |
| Built on ag land | \$.05/sqft |
| Built on farm/grazing land | \$.02/sqft |
| Built on residential land | \$.04/sqft |

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

Prop 218 Special Assessment Fee Structure

Built on commercial or industrial land

\$.04/sqft

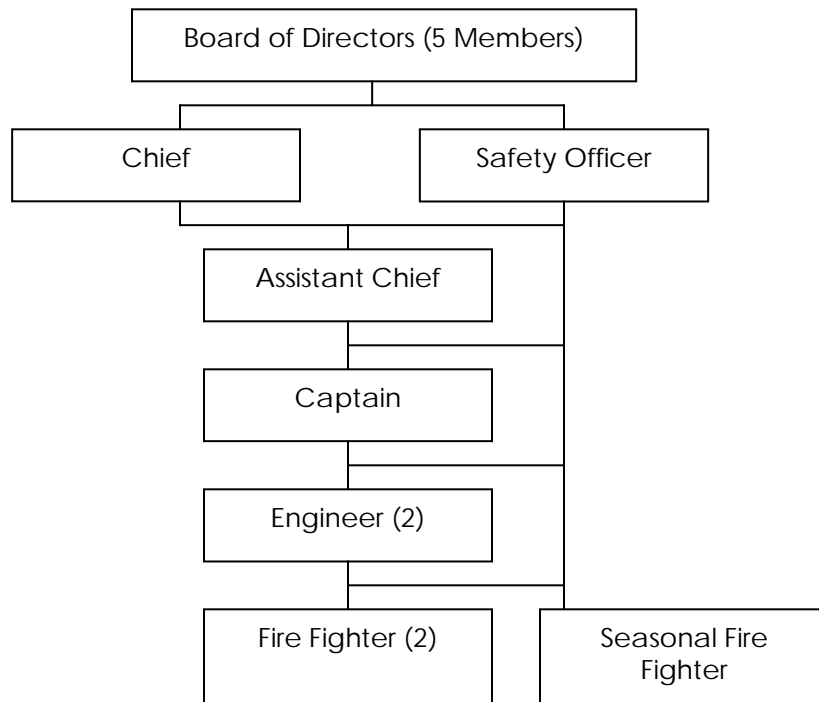
Gas Wells

\$25 per parcel

Additionally, the District has recently begun receiving additional revenue from a cost recovery program implemented in early 2006. The fees are billed hourly and range from \$18 per firefighter engaged in a call to \$200 for the Type I engine. Chief Cooper has indicated there may be more efficient price points for some of these cost recovery services, and the District will be reviewing the rate structure of the program after a year of operation.

FIGURE 9.0-2

Meridian Fire District



VII. OPPORTUNITIES FOR SHARED FACILITIES

The District provides mutual aid outside their legal boundaries and receives automatic/mutual aid within their boundaries from other fire protection districts.

VIII. GOVERNMENT STRUCTURE OPTIONS

The District is an independent special district operating under a five member Board of Directors in accordance with the Fire Protection District Law of 1987, §13801 *et seq.* of the state Health and Safety code. The Board of Directors oversees the Chief, who in turn oversees the rest of the staff.

Fire protection services for unincorporated areas of California Counties may be provided in a limited number of ways, including through contract with neighboring municipalities, through Community Service Districts (CSDs) or Community Service Areas (CSAs). As an independent special district, the District adequately and appropriately serves 81 square miles of unincorporated Sutter County. Its service capacity is sufficient to serve within its boundaries, and is held directly accountable for services by a vote of its taxpayers.

IX. EVALUATION OF MANAGEMENT EFFICIENCIES

The Board of Directors has five members who oversee the Chief who in turn oversees other staff and volunteers. The Chief is the only fulltime paid staff member except for one part-time seasonal firefighter from June through early November. The District Chief is responsible for all operations of the District including budget preparation and implementation of Board directives.

New volunteer firefighter recruits undergo a one year in-house probationary training period. Training for volunteers includes CPR, First Aid classes, vehicle and equipment maintenance and monthly fire drills. New recruits may accompany the incumbent firefighters on calls, but recruits are only allowed to watch and learn. Additional education classes are offered continually; some are mandatory others are optional. In 2005 the District hired a California State Fire Marshall-approved Training Officer to conduct most of the training that the District offers.

Other than this training, the District does not currently have in place either a structure for performance reviews or a system of employee performance measures.

X. LOCAL ACCOUNTABILITY

The Mission Statement of the District "to protect life, property, and the environment through the delivery of innovative and efficient quality emergency management services to the community."

The Meridian Fire Protection District Board of Directors is made of five members who must be property owners with residencies in the District and are elected by the District's voters. The positions, compensated at \$10 per month, include a President, a Vice President, and three Members. Vacancies are published by notice published at the Meridian Post Office and Fire Department, and qualified applicants are selected by the current board to fill their vacancies. The terms are each four years, but members may reapply at the conclusion of the term.

In 2003-4, Sutter County's Grand Jury report noted the Meridian FPD did not have by-laws in place to define the operating procedures of the Board of Directors. Up to that point the Board

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

of Directors had decided to abide by existing California Codes governing Fire Protection Districts. However, the Grand Jury's Fire & Emergency Committee strongly recommended independent by-laws to define who they are and how they operate their organization so that organizational transactions would be transparent and legally grounded. In March 2005, the Board of Directors opted for a "Resolution of Rules" in place of by-laws.

The Board meets on the second Wednesday of every month at 7 pm. A meeting notice with an agenda is posted at the Meridian Post Office and at the Meridian Fire Department. All Board Members are requested to attend all meetings. Monthly agendas are made available approximately one week before the meetings and can be picked up from the Department office. Past agendas and minutes are also made available at the Department office. The public is encouraged to participate in meetings with the Board of Directors. If a member of the public confronts a Board Member or a firefighter for any reason they have been requested to invite that person to the next meeting.

The District has a management and accountability structure in place that adequately provides fire protection and emergency medical services to the District. It encourages public participation during its monthly hearings by posting notices in accordance with the Brown Act. Its finances are periodically reviewed or audited by either the County Auditor-Controller or a private independent auditing firm contracted by the County Auditor-Controller. A recent review, performed by the Auditor-Controller found that the District's finances are in healthy shape and its reporting practices are in compliance with accepted standards.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundaries of the Meridian Fire Protection District are coterminous with its existing Sphere of Influence (SOI). State law requires SOIs to be updated at least once every five years, and as part of that process LAFCo is required to provide written statements assessing the district's capacity to serve its customers with regard to the following four areas:

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

The District includes primarily agricultural and open space lands with limited residential, commercial, or industrial uses. There are no planned changes in land uses.

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

The District is presently adequately serving its prescribed area. In 2006, adjustments were made regarding facilities (one fire truck moved south to provide faster response times) and mutual-aid agreements were reviewed and responses adjusted to provide appropriate service levels. As a low growth district (less than 1% annually), there are no expected changes in need for public facilities or services.

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

The District has adequate facilities and currently provides appropriate services within its boundaries, although one fire truck is quickly deteriorating and will need to be replaced soon to keep appropriate ISO rating and other service levels.

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.

The District serves the Town of Meridian.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the District (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth and population projections for the affected area determination** -- The Meridian Fire Protection District has sufficient ability to provide existing residents with fire protection services. With a current annual growth rate at less than 1% and the recent decision by the County Board of Supervisors to not allow subdivisions of existing lots, very little growth is anticipated.
2. **Infrastructure needs or deficiencies determination** -- The Meridian Fire Protection District currently maintains an ISO rating of 8, primarily due to the lack of fire hydrants in its service area. Additionally, although there is now enough fire fighting and emergency service capacity to serve its residents, the District's Type III engine is aging and deteriorating and will soon need replacing. The District has no policies and funding plans for replacing old equipment.
3. **Financing constraints and opportunities determination** -- The Meridian Fire Protection District passed a fire protection assessment in 2000 and has received more than \$200,000 in grants and awards.
4. **Cost avoidance opportunities determination** -- In May 2006 the Meridian Fire Protection District implemented a cost recovery program for incidents dealing with hazardous materials, drunk driving, and service to district non-residents. Moving a truck to the southern end of the district saves time and money and has improved the ISO rating from 10 to 8. Also, there is only one full-time and one seasonal full-time employee, and the rest of the emergency services are provided by volunteers. This framework establishes significant salary, tax, and benefit savings.
5. **Opportunities for rate restructuring determination** -- As the Meridian Fire Protection District continues to implement its cost-recovery programs, opportunities may arise to adjust fees according to costs of services provided and costs directly involved with fee recovery.
6. **Opportunities for shared facilities determination** -- The Meridian Fire Protection District operates under automatic/mutual aid agreements with neighboring districts, and presently is able to maintain first-responder status in its own district and would not benefit from shared facilities.
7. **Government Structure options determination** -- The Meridian Fire Protection District serves its customers efficiently within logical service boundaries and would not benefit from operating under a different government structure.
8. **Evaluation of management efficiencies determination** -- Although the Meridian Fire Protection District appears to operate efficiently and effectively in its provision of services,

9.0 MERIDIAN FIRE PROTECTION DISTRICT MUNICIPAL SERVICE REVIEW

the District would benefit from either a structure for performance reviews or a system of employee performance measures.

9. **Local accountability determination** -- The Meridian Fire Protection District's Board of Directors and District Staff hold regular public meetings and are otherwise very accessible to the public, including having recently implemented a customer response/review system to help the district understand more completely how their services are viewed by customers.

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10.0 LEVEE DISTRICT No. 1

10.0 LEVEE DISTRICT NO. 1 MUNICIPAL SERVICE REVIEW

I. SETTING

Levee District #1, California's first district, was formed in April 1868 by the State Legislature and has been in continuous operation. Its mission is to protect the residents of Sutter County from flooding by the Feather River and to maintain levees within its jurisdiction. The District is comprised of approximately 41,083 acres of land. District boundaries begin at Pease Road in northern Yuba City and run south downstream along the Feather River for 17 miles. The total footprint of the levees is approximately 270 acres.

The boundaries of the District are shown on the map attached as **Figure 10.0-1**.

II. GROWTH AND POPULATION

Customers are residents and landowners within District boundaries, including almost all of the City of Yuba City. The approximate population is 50,000 persons, according to District General Manager William Hampton. The State runs Maintenance Area #3 (MA-3) to the South; the District is interested in annexing MA-3 at the request of the area's land owners. The District's population will increase as the City of Yuba City's population increases. There are no existing plans for expansion of operations to adjust to population growth. The District relies upon Federal funding for the Army Corps of Engineers to complete any work that is needed. However, there are no official triggers to dictate when work needs to be completed on the levees. Service needs would not change with growth, as the same level of service is provided throughout the District.

III. INFRASTRUCTURE

The District's levees were first constructed in 1868 and have been raised in height several times since that date. The Department of Water Resources rates California's levee districts, and continues to give Levee District #1 an "excellent" rating. The District underwent major maintenance/repairs in 1999. Current maintenance plans include a set back levee and repair of an erosion site. The last major flood occurred in 1955.

The District facilities consist of two pump back stations to pump relief-wells back into the river; one 50 years old and another that is nine years old. A new 25 horsepower motor was installed nine years ago on the oldest pump back station. Pumps only operate when a flood causes the relief wells to run. The last time this occurred was in 1997. Average flow in the west bank is between 8,000 and 12,000 cubic feet per second. The highest recorded capacity was 325,000 cubic feet per second in 1997.

The Gilsizer Drainage District performs drainage for the area in this District; Levee District #1 performs levee maintenance, which is scheduled by season. There is no levee replacement schedule in place within the District. Daily activities include visual survey's of the levees, and maintenance is conducted on an as-needed basis. The State Department of Water Resources and the Army Core of Engineers perform the major levee improvement work. Current improvement needs include a new set back levee and more slurry walls. The District follows two disaster preparedness plans from Yuba City and Sutter County. The State Reclamation Board owns the actual levees which have a 270-acre footprint.

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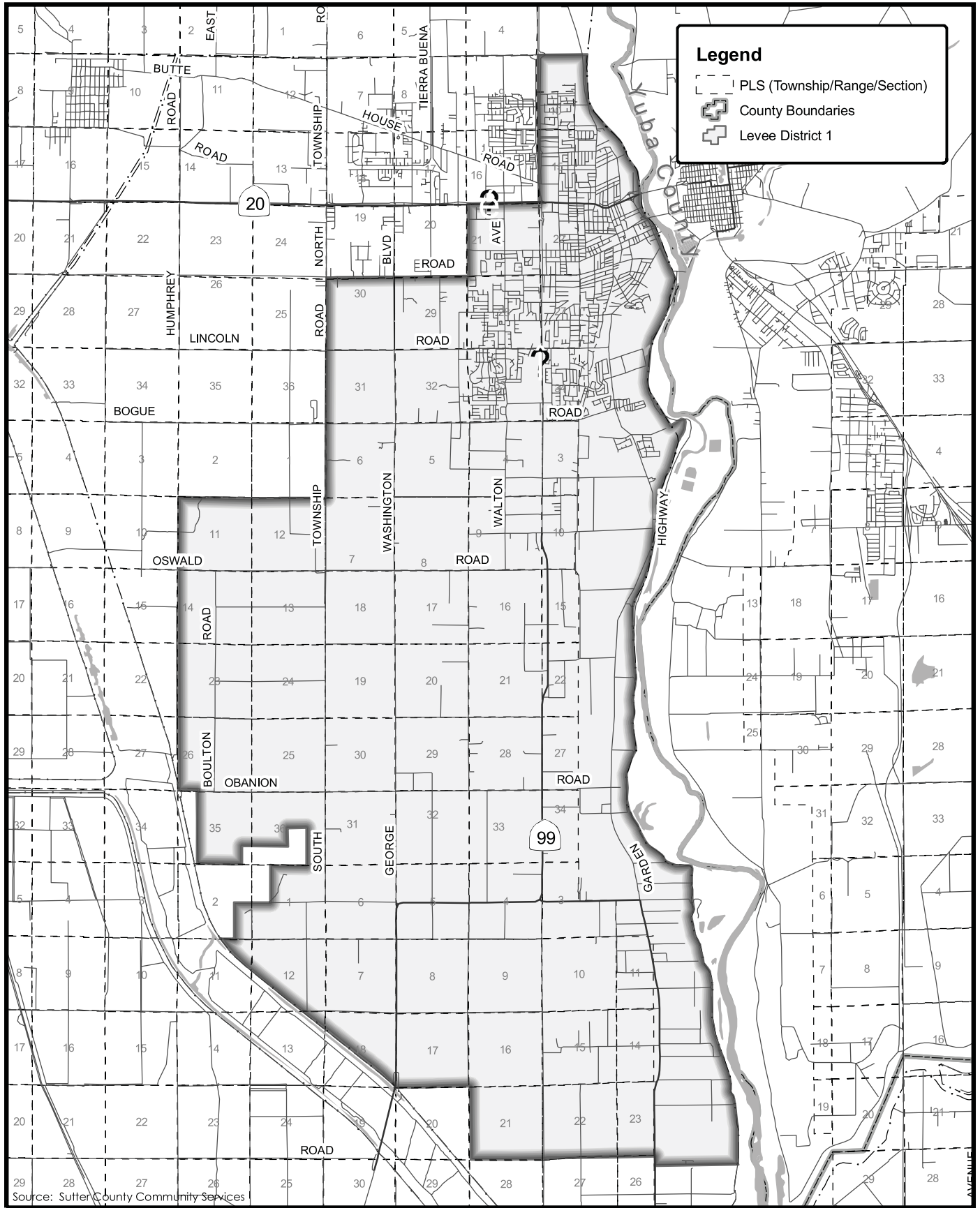


FIGURE 10.0
LEVEE DISTRICT 1
PMC

The District owns the building on 243 2nd St. and leases equipment from private entities. Equipment includes:

- 1 Tractor
- 1 Front end Loader
- 2 Pickups
- 1 Dump Truck
- 1 Fire Truck
- A few Sump Pits
- 3 25-horse power pumps
- 1 15-horse power pump

IV. FINANCING CONSTRAINTS AND OPPORTUNITIES

The approved District budget for FY 2006-07 is \$1,644,528 in revenues and expenses. The budget is divided by revenues and expenditures. Revenues include miscellaneous revenues and prior/current benefit assessments. Expenditures include salaries, benefits, services, supplies, and contingencies.

The audited financial report for the District for the fiscal year ending June 30, 2005 indicates total assets of \$1,527,058 and total liabilities of \$16,913 which allows the District total net assets of \$1,510,145. As noted in the audited report prepared by Smith and Newall, "The most significant portion of the District's net assets is its cash and investments in the amount of \$1,209,240. The District's cash and investments are pooled with the County of Sutter. The pooled funds are invested in accordance with the County of Sutter's investment policy established pursuant to State law."

The District's sole source of revenue is a benefit assessment levied on each property within the boundaries of the District. The ability of the District to increase the current assessment levy is governed by the limitations of Proposition 218, Article XIII C and Article XIII D of the California Constitution, which requires a two thirds vote of the affected property owners.

District staff has the ability to expend District funds up to \$5,000 without board review or approval. Any amount greater than \$5,000 but less than \$10,000 may be expended with board review and any amount greater than \$10,000 must be publicly bid.

V. COST AVOIDANCE OPPORTUNITIES

The District Board of Directors has implemented all cost saving measures available to date. The District coordinates levee maintenance activities with the Gilsizer Drainage District, Yuba City and Sutter County to save costs. Coordination with other levee districts in the neighboring area to share resources such as heavy equipment is an option available to the District. Increasing the assessment levels applied to the property owners would require the approval of the property owners pursuant to the provision of Prop 218.

VI. RATE RESTRUCTURING

District 1 operates through a special assessment placed on District property and any increase to the rate, as it's presently levied, requires a two thirds vote of the participating property pursuant to the provisions of Proposition 218. In fiscal year 2004-05, total annual assessments accounted for \$388,759. There are no policies or procedures for increases or decreases in rates, fees, taxes,

10.0 LEEVE DISTRICT NO. 1 MUNICIPAL SERVICE REVIEW

or other charges – all subject to State Constitution XIII C and XIII D -- including frequency of rate review.

VII. OPPORTUNITIES FOR SHARED FACILITIES

The District owns the building on 243 2nd St. and does not share it with other entities. This practice is likely to continue in the foreseeable future since the District has no plans to share the facility. The District works collaboratively with the State of California Department of Water Resources, the Army Corp of Engineers, the City of Yuba City and Sutter County Departments of Public Works. The District interacts with these agencies in planning improvements and maintenance.

VIII. GOVERNMENT STRUCTURE OPTIONS

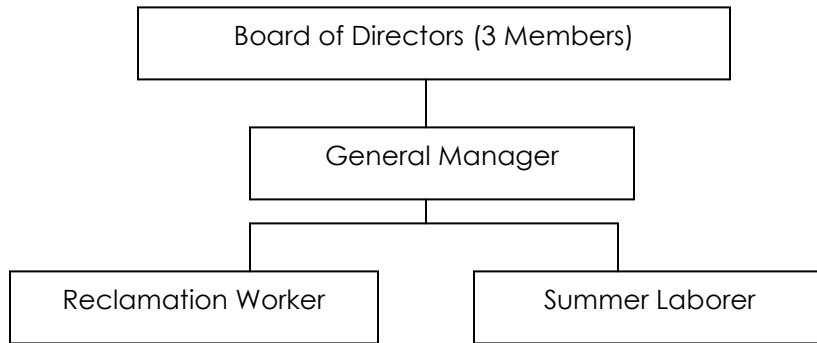
The District is governed by a Board consisting of three officials (Directors), each of whom are elected by the voters of the District. The governing body has had only one new member in last 10 years. The Directors receive a stipend of \$125 per meeting. Meetings are held on the 2nd Monday of every month. Terms are not staggered and they last for four years. There are no term limits for elected officials. The public is notified of meetings through a published agenda and public participation is encouraged. The meetings are conducted starting at 8 A.M. at the District office, which has ample room for attendees.

The State runs Maintenance Area #3 (MA-3) to the South; the District is interested in annexing MA-3 at the request of the area's land owners.

Figure 10.0-2 represents the organizational structure of Levee District #1.

FIGURE 10.0-2

Levee District #1



IX. EVALUATION OF MANAGEMENT EFFICIENCIES

Personnel consists of one management position (General Manager), two reclamation workers (Laborers) and from 1-3 seasonal laborers in the summer. The District also trains emergency volunteers during the fall for the flood season. All full time employees including the Manager are expected to perform all jobs on the levee.

X. LOCAL ACCOUNTABILITY

The public is notified of meetings through a published agenda; the public is encouraged to participate. Meeting agendas are available through the local paper, the radio, at the District Office and by direct mailing request. Generally, four to six District residents will attend a monthly meeting. Also, the District conducts bus trips advertised by the local media (newspaper and radio) for the public to learn about the District. These bus trips take the residents onto the levee to see more of the protected area than they can usually see from the roads.

There have been no violations of the Brown Act. When a resident has an issue with the District, the first point of contact is the General Manager, followed by one of the Board of Directors. If the resident is still unsatisfied, they may attend a Board meeting and voice their concern. The last resort would be filing a complaint with the State Reclamation Board.

XI. SPHERE OF INFLUENCE RECOMMENDATIONS

The boundary of Levee District #1's Sphere of Influence is coterminous with the District boundary (as shown in **Figure 10.0-1**). A Sphere of Influence comprises the growth boundaries for an agency and provides opportunities for the District to expand, should they choose. State law requires that spheres of influence be updated at least once every five years. As part of updating a sphere of influence, State law requires LAFCO to prepare written statements with regard to the following four areas of attention:

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

There are 17 miles of levees; five of these miles are within the Yuba City city limits. The remaining 12 miles are on unincorporated agricultural land. Within Yuba City, traditional municipal land uses are present, including commercial, residential, industrial, and institutional structures.

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

There is no present need for expansion of operations to adjust to population growth. As need for maintenance arises, the District submits requests to the Army Corps of Engineers to complete any work that needs to be done. Probable need is not based on any official triggers that would dictate when work needs to be completed on the levees.

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

There are no existing plans for expansion of operations to adjust to population growth as the public facilities are adequate in size to accommodate existing and potential residents. The levee structure is equally maintained and the District is able to provide an equal level of service to all residents within its jurisdiction.

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.

The District provides flood protection services for most of the City of Yuba City and surrounding areas. There are no known social or economic communities of interest in the area.

XII. MUNICIPAL SERVICE REVIEW DETERMINATIONS

Below are the nine proposed determinations for adoption based upon information provided in the questionnaire submitted by the District (Exhibit A) and the staff-conducted interviews and document review.

1. **Growth projected for the affected area determination:** Levee District #1 has sufficient resources to accommodate projected service demands over the next 10 years and beyond. Continued population growth within the District will not result in a decreased level of service.
2. **Infrastructure needs or deficiencies determination:** Levee District #1 has sufficient infrastructure planning, financial commitment, and practices to ensure that infrastructure and capital facilities can be maintained within the planning period of 5 years. The District continues to receive an "excellent" rating from the Department of Water Resources. Improvements are made as needed and as federal officials can respond.
3. **Financing Constraints and opportunities determination:** Levee District #1 is recovering its annual costs through the rate structure it charges its customers. The District's sole source of revenue is a benefit assessment levied on each property within the boundaries of the District. The ability of the District to increase the current assessment levy is governed by the limitations of Proposition 218.
4. **Cost Avoidance Opportunities determination:** Levee District #1 to utilize available cost reduction measures in its operations, as related to sharing of facilities, knowledge, equipment, and personnel. Coordination with other levee districts in the neighboring area to share resources such as heavy equipment is an option available to the District; there are no other outstanding opportunities identified to significantly avoid current operating costs.
5. **Opportunities for rate restructuring determination:** Levee District # 1 operates through a special assessment placed on District property and any increase to the rate, as it's presently levied, requires a two thirds vote of the participating property pursuant to the provisions of Proposition 218.
6. **Opportunities for shared facilities determination:** Levee District #1 owns the building on 243 2nd St. and does not share it with other entities. This practice is likely to continue in the foreseeable future since the District has no plans to share the facility. However, the District continues to work collaboratively with other agencies for improvements and maintenance.
7. **Government Structure options, including advantages and disadvantages of consolidation or reorganization of service providers determination:** The structure of the Levee District #1 needs no changes. The State runs Maintenance Area #3 (MA-3) to the South; the District is interested in annexing MA-3 at the request of the area's land owners.

10.0 LEEVE DISTRICT NO. 1 MUNICIPAL SERVICE REVIEW

8. **Evaluation of management efficiencies determination:** The overall management structure of Levee District #1 is sufficient to account for necessary services and maintain operations in an efficient and effective manner.
9. **Local accountability and governance determination:** Levee District #1's Board of Directors is a three member board, who are elected by the majority of the registered voters in the District. All District meetings are conducted in accordance with Brown Act procedures, including meeting notifications posted at City Hall. There are sufficient opportunities for local involvement in District activities.

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Levee District #1. Personal Correspondence, Manager Bill Hampton.



EXHIBIT A

MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE SURVEY

TO: Water Districts and Agencies

FROM: Ben Luna, Pacific Municipal Consultants

DATE: January 11, 2006

RE: Municipal Service Review

Thank you for taking the time to answer the following questions related to the MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE (MSR/SOI). The last section below requests various documents to complete your MSR/SOI. If survey questions can be answered by referencing a document, please simply identify that document in the response space below and forward the document to PMC. Documents can be mailed to the PMC office at 1590 Drew Avenue, Suite 120, Davis, CA 95616. Electronic documents can be emailed to bluna@pacificmunicipal.com, and hard copies can be faxed to (530) 750-2811. If too many documents make mailing infeasible, pick up can be arranged.

When finished answering all questions, please email this survey to me at the above email address. As emphasized during today's meeting, thorough responses to the questions below will make the MSR/SOI process more efficient and less time consuming for everyone. Conversely, vague, incomplete answers typically require follow-up telephone calls, emails, and requests for documents, which slows the process down. Ultimately, better information results in a better MSR/SOI analysis that will benefit your district. Please call or email me with any questions about completing this survey. My direct telephone number is (530) 750-7076 ext 205.

I. GENERAL QUESTIONS

1. What is your name and position?

Ronald L. McBride, District manager

2. 2. What is your official title? If you serve in more than one position/role, please list them all.

District Manager

3. 3. What is your district's/agency's mission statement?

The District's primary goal is to conduct field surveillance to facilitate the detection and control of mosquitoes in order to suppress their populations below public nuisance levels and prevent the transmission of mosquito-borne diseases such as malaria and encephalitis.

4. 4. Please provide a brief but specific description of the area within your district boundaries and services your district provides.

The District serves both the incorporated and unincorporated territory of Sutter and Yuba Counties that are within the district boundaries. The cities include: Marysville, Yuba City, Live Oak and Wheatland. The communities include Sutter, Tierra Buena, Pennington, Robbins, Meridian, Trowbridge, Rio Oso, Nicolaus, Pleasant Grove, Linda, Olivehurst, Arboga and the Plumas Lake area.

The District is responsible for controlling mosquitoes and other vectors (animals that transmit disease producing organisms). The District uses preventative methods that lower mosquito populations to levels that reduce chances for the spread of diseases. The services are based on biologically and environmentally sound programs of integrated insect pest management.

Mosquito control efforts are directed into four major components:

- - Physical Control – Involves changing the environment, where allowed by law, to limit or prevent mosquito larval production.
- - Biological Control – makes use of natural enemies or predators of mosquitoes and mosquito larvae.
- - Chemical Control – utilizes natural and man-made compounds to suppress mosquito numbers.
- - Public Education – is designed to increase the public's awareness of the importance of mosquito and vector control.

On an annual basis, the District's comprehensive management program includes:

- - A staff that responds to over 2,000 service requests.
- - Planting over 2,000,000 mosquito eating fish (*Gambusia affinis*), enough to treat 9,600 acres of mosquito breeding habitat.

- - Maintains and operates a leased 25 acre rearing facility in E. Nicolaus, California that produces thousands of pounds of mosquito eating fish.
- - Treating hundreds of thousands of acres with environmentally compatible materials to suppress adult mosquitoes.
- - Identifying and treating over 8,000 mosquito sources.
- - A laboratory staff that maintains 39 adult mosquito surveillance devices and identifies over 800,000 adult mosquitoes.
- - A laboratory staff that collects blood samples from 70 sentinel chickens every two weeks for virus testing.
- - A laboratory staff that collects thousands of mosquitoes and hundreds of dead birds for virus testing.
- - The District provides a number of outstanding education programs to educate the public about mosquitoes and other vectors and their disease potential. Subjects covered include mosquitoes, bats, skunks, fleas, lice, ticks, biting flies, bees and wasps and the associated public health concerns relating to them. Our staff makes presentations to schools, service clubs, homeowner groups and governmental agencies.
- - Maintains an information booth at the Yuba-Sutter fair and local health expositions.
- - Provides free mosquitofish and various brochures to the public. They can be picked up at the District office during business hours.
- - Maintains a web page (www.sutter-yubamvcd.org) that provides a valuable resource to the public to gather additional information about mosquito and vector control and services the District provides.

(II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. 1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information.

| year | <u>District Population</u> | | <u>Projected</u> | |
|------|----------------------------|--|------------------|-----|
| | Current | | 5-year | 10- |
| | 155,679 | | 167,263 | |
| | 182,093 | | | |

Source of information is from the State of California Department of Financing, Demographic Research Unit.

2. 2. Please describe any distinct population trends in your service area.

Over the past five years, the population in Sutter and Yuba Counties has been increasing at a steady rate. This trend is due primarily to the area's affordable housing. People are moving away from more expensive and highly populated areas such as Sacramento and Placer Counties.

3. 3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years?

The population growth rate within the District's service area will depend on the economy, local jobs and local housing market.

4. 4. What is the geographic size of your service area boundary in square miles and in acres?

The Sutter-Yuba Mosquito & Vector Control District is comprised of approximately 706 square miles and 452,213 acres.

5. 5. How are service needs forecasted and how are growth/population projections integrated with plans for future services?

The mosquito population does not increase as the result of urbanization but the demand for mosquito and vector control increases as the population of the region increases. The continued existence of irrigation in agricultural uses and the preservation of wetlands promote the main breeding ground for mosquitoes. As the population moves closer to these areas the demand for mosquito control increases.

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. 1. Describe the extent of your agency's current facilities and infrastructure. Please include a description of known or suspected infrastructural deficiencies.

The District's facility is located at 701 Bogue Road, Yuba City, California. The District facilities, equipment and vehicles at the present time are sufficient to provide competent services to the residents in Sutter and Yuba Counties. At the same time, the District does not have the resources to provide services beyond its current boundaries.

2. 2. Describe any variance or inequity in levels of services provided to customers. Explain why unequal service levels are present.

The District strives to provide equal service to all citizens within the boundaries of the District.

3. 3. Describe joint power agreements or other arrangements for sharing facilities, infrastructure, or services with other agencies.

The District leases a portion of its land to the Gilsizer Drainage District.

4. 4. Please describe the status of government permits required for service delivery, including the name of the agency, or agencies, that govern them.

The District was formed pursuant to the laws in the California State Health and Safety Code (The Mosquito Abatement Act of 1915, with amendments). This Act gives broad powers to the District to do whatever is necessary, within the judgment of the Board of Trustees, to control mosquitoes, flies or vector insects.

Numerous laws and regulations regulate pesticide use and safety by enforcement agencies at the federal, state and local level. The basic law, which governs the District's pesticide use, is known as the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). This law is regulated by the Environmental Protection Agency and also Cal-EPA. State laws affecting the District and other mosquito and vector control districts are found in the California Health and Safety Code, the Food and Agricultural Code and the Government Code.

All mosquito and vector control districts in the state of California contractually enter into a cooperative agreement with the California Department of Health Services. This signatory agreement grants mosquito and vector control districts special exemptions from some pesticide laws and regulations.

5. 5. What constraints, if any, limit the service your district can provide?

The District's financing is constrained by growth in property tax revenue and all District services are based on the availability of these revenues. The District receives a fixed amount of property tax revenue, which averages approximately two cents per \$1 of taxes collected.

6. 6. Describe the vehicle fleet used by the district, including number and type of vehicle.

District Vehicles

The District operates and owns the following vehicles:

| | | |
|----|----|-----------------------|
| 29 | 29 | ½-ton Pickups |
| 1 | 1 | ½-ton Utility Vehicle |
| 1 | 1 | 1½-ton Truck |
| 3 | | Quad Runners |
| 5 | 5 | Utility Trailers |
| 1 | 1 | Tractor |
| 1 | 1 | Backhoe |
| 1 | 1 | Forklift |

7. 7. Are there any significant issues that would affect your district's ability to provide vector control services within or beyond your Sphere of Influence?

Any reductions in property tax revenues would affect the District's ability to provide vector control services within its sphere of influence. The District's ability to provide services beyond its sphere of influence would be affected by limited revenue and/or political issues.

8. 8. How many service calls does the district receive annually? Have there been more or fewer service calls over the past five years? Who are the primary callers for service?

On average, the District annually receives over 2,000 requests for mosquito control. These requests have increased over the past five years due to the presence of West Nile virus in the region the past two years. The primary callers for service are homeowners.

9. 9. Describe storage facilities and capacities for pesticides and other vector control substances. Is storage in compliance with applicable regulations and plans? List the regulations and plans, and please provide copies of plans.

Storage of pesticides is regulated in California by CAL-EPA. The stored pesticides are stored at the District's facility at 701 Bogue Road, Yuba City, California. The pesticides are stored in a locked and posted area that prevents access to children and other untrained persons. The storage facility is constructed of fire-resistant materials, a cement floor,

and an exhaust fan for ventilation, good lighting, and a lock on the door. The location of the storage facility is away from people and animals to minimize the risk of exposure to pesticides in the case of fire and/or earthquake. The county agricultural commissioner's office and the city fire department do annual inspections to make sure the storage facility is in compliance.

IV. FISCAL

1. 1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.).

Approximately ninety-one percent of the District's revenue comes from ad valorem property tax. Nine percent of the revenues come from special assessments, charges for services, rental income, State in-lieu money, interest earned and other miscellaneous revenue.

2. 2. Explain constraints associated with your agency's ability to generate revenue.

The District's financing is constrained by growth in property tax revenue. The District receives a fixed amount of property tax revenue, which averages approximately two cents per \$1 of taxes collected. This financing constraint is due to the passage of Proposition 13 that became law in the 1970's. The District could raise additional revenue through a special parcel tax assessment through proposition 218. This action would require an election, or vote of the property owners to be assessed.

3. 3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval.

The Board of Trustees, through Board action, has established that the District Manager shall act as purchasing agent for the District. The purchasing agent shall, within the intent and limits of the District budget, purchase all materials, supplies, equipment, furnishings and other personal property for the District. The purchasing agent may delegate purchasing authority to other personnel in accordance with work functions and operational feasibility.

Purchases constituting costs of less than \$1,000 may be made without securing formal competitive bids. Purchases of more than \$1,000 may be made in this same manner with the approval of the Board.

4. 4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement.

There have been no legal expenses incurred by the District the past three years.

5. 5. What is your district's bond rating (if applicable)? Please discuss basis for rating.

The District does not have a bond rating.

6. 6. Describe policies and procedures for investment practices.

The District has not established policies and procedures for investment practices since all District funds are held in the Sutter County Treasury. The Sutter County Treasurer invests the District funds into the county funds.

7. 7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?

Policies and procedures for establishing and maintaining District reserves can be found in the California Health and Safety Code, Division 3, Chapter 1 Article 6, Section 2070-2079.

In the 2005-2006 Annual Budget, the District established three restricted reserves:

- (1) (1) General Reserve – the purpose of this reserve is for defraying district expenses between the beginning of a fiscal year and the tax revenue in a fiscal year. This occurs between July 1st. and January 31st. of each year. This reserve is considered dry period funding.
- (2) (2) Unappropriated Reserve – The reserve is for emergencies in defraying unusual and unanticipated expenses. This reserve will be used if West Nile virus is again detected in the District this year.

- (3) (3) Reserve-Land – this reserve is for the possible purchase of land the District presently leases in E. Nicolaus for its fish rearing facility.

In the District's 2005-2006 annual budget, the Board approved a total budget of \$2,215,063. The amount of restricted reserves approved was:

| | |
|---------------------------|--|
| General Reserves - | \$1,329,038, (60% of the total operating budget) |
| Unappropriated Reserves - | \$319,508, (14.4% of the total operating budget) |
| Reserve Land - | \$270,000, (12.2% of the total operating budget) |

- 8. 8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers.

There are no variances in rates, fees, or taxes that are charged to residents within the District.

- 9. 9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers.

The District does not have any provisions for fee rebates or tax credit.

- 10. 10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.

Ad Valorem property tax revenues increases or decreases each year based on property values.

- 11. 11. Discuss opportunities for rate restructuring.

The District does not use rate restructuring.

- 12. 12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment.

Department heads, working in conjunction with the District Manager, routinely evaluate replacement of infrastructure and other equipment. Since all District employees maintain the District's equipment and vehicles, evaluating the need for replacing of infrastructure and equipment is on an as-needed basis. The District Manager then

obtains Board approval to replace worn or obsolete equipment and infrastructure.

- 13.13. Are there opportunities to improve economic or management efficiency and district operations? Please explain.

The District is presently in sound financial shape and has the ability to provide cost-effective service to the citizens within its boundaries.

- 14.14. Is approval by a vote of the residents within the district/agency required to increase rates?

See California State Health and Safety Code, Division 3, Chapter 1, Article 7, Sections 2080-2085.

- 15.15. Do rate increase votes occur during a special election or during state and federal elections?

See California State Health and Safety Code, Division 3, Chapter 1, Article 7, Sections 2090-2093.

- 16.16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.

See attached budgets for fiscal years 2004-2005 and 2005-2006. Also attached is the District's independent financial audit for fiscal year 2003-2004.

V. DISTRICT FORMATION

1. 1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document.

In 1915, the California State Legislature adopted the Mosquito Abatement Act, which formed the basis for the creation, function and governing powers of Mosquito Abatement Districts. District governing powers can be found in the California Health and safety Code, Division 3, Chapter 1.

On February 25, 1946, the Sutter-Yuba Mosquito Abatement was formed by Board resolution. The motivating force for the formation of

the District was the desire of the people for protection against mosquito-borne diseases and relief from serious pest nuisance. Additional annexations occurred on January 30, 1947, October 14, 1948, December 8, 1949, April 10, 1952 and May 1995. In April 1993, the District Board voted by resolution to change the name of the District to the Sutter-Yuba Mosquito & Vector Control District to more accurately reflect the District's mission.

Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe.

The District is able at the present time to fulfill its mission under the parameters of the California State Health and Safety Code. Presently there are no restrictions that inhibit the District's ability to provide services. District services are based on the availability of property tax revenue. If the State Legislature decides to reduce the District's property tax revenue in order to backfill the State's General Fund, District services severely could be impacted.

2. 2. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred.

No.

3. 3. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district?

No.

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. 1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre - and post - reorganization charts.

There have been no reorganizations within the last 3 years.

2. 2. Describe any special management strategies or policies the district employs, and efficiencies gained by it.

The District Board, District Manager and staff strive to make the District cost-effective, efficient and perform in a highly professional manner.

The District looks at opportunities to either contract for outside services or perform in-house services based on a number of issues. For example, District personnel service all of the District's vehicle fleet and equipment because staff is not only well trained but also familiar with the safety requirements necessary regarding pesticide handling of those pesticides used by the District. In addition to vehicle and equipment maintenance, shop personnel design and fabricate equipment as needed, and also work on facility yard maintenance.

3. 3. If applicable, describe positions that have remained vacant during the past three years and why.

There presently are no positions vacant within the organization.

4. 4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each.

| District Employees | Number at Position |
|--|--------------------|
| Manager | 1 |
| General Foreman | 1 |
| Entomologist | 1 |
| Administrative Assistant | 1 |
| Fisheries Specialist | 1 |
| Field Foreman | 3 |
| Mosquito Technician III | 4 |
| Mosquito Technician I (6-month seasonal) | 2 |
| Mosquito Aide (3-month seasonal) | 15 |
| Entomology Aide (3-month seasonal) | 1 |
| Data Entry Operator (3-month seasonal) | 1 |

5. 5. Describe any barriers in your organization that inhibit management efficiency.

None.

6. 6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements.

None.

7. 7. Describe any policies for employee and contractor performance incentives.

None.

VII. LOCAL ACCOUNTABILITY

1. 1. Does your district operate under articles of incorporation or bylaws? Please provide copies.

The Sutter-Yuba Mosquito and Vector control District operates under articles of bylaws, which can be found in the California Health and Safety Code, Division 3, Chapter 1.

2. 2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff?

No.

3. 3. Explain policies and procedures for competitive bidding and sole source procurement.

Purchases constituting costs of less than \$1,000 may be made without securing formal competitive bids. Purchases of more than \$1,000 may be made in this same manner with the approval of the Board.

When deemed advisable by the Board, sealed bids shall be obtained from purveyors through direct notification, or appropriate advertising, or both. Bids thus obtained shall be referred to the Board for their notification.

The District may request the State Department of General Services to make purchases of materials, equipment, or supplies on its behalf pursuant to Section 10298 of the Public Contract Code.

The District may also request the purchasing agent of the principal county to make purchases on materials, equipment, or supplies on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3 of the Government Code.

4. 4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district.

The District is governed by a seven member Board of Trustees appointed by each county and the incorporated cities in its jurisdiction.

Board of Trustees

| <u>Board Member</u> | <u>Represents</u> |
|---------------------|--------------------|
| David Schmidl | Sutter County |
| John Sanbrook | Sutter County |
| Bob Coykendall | City of Yuba City |
| Charles Eggert | City of Live Oak |
| Erica Jeffrey | Yuba County |
| Bill Harris | City of Marysville |
| Vacant | City of Wheatland |

5. 5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms?

The term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Reappointments are also at the discretion of the appointing authority. The terms of the board members are staggered.

6. 6. Does the governing board receive compensation and benefits? If so, please describe.

The Board of Trustees receives \$100 per month in-lieu expenses for attending Board meetings.

7. 7. How frequently does the governing body meet?

The Board of Trustees meets the second Thursday of the month at 4:00 p.m.

8. 8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?

The Board of Trustees meets on the second Thursday of the month at 4:00 P.M. in the Board Room at the District Office, 701 Bogue Road, Yuba City, California. Meetings are accessible to the public with adequate meeting space. The agenda for board meetings are posted outside the District office. The date and time of board meetings are also posted on the District's web site at www.sutter-yubamvcd.org. Public notification of District operations is done through the media (newspaper, radio, television), the District's web site and sometimes through posting announcements at public places.

9. 9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings.

There have been no violations or investigations within the past three years related to the Ralph M. Brown Act or Political Reform Act. The 2002-2003 Sutter County Grand Jury did a complete review of the District's operations (see attached copy) and a follow up visit by the 2003-2004 Sutter County Grand Jury (see attached copy) to re-examine the District's preparedness to deal with the threat of West Nile virus. Both grand jury findings found the District to be a well-managed Special District serving the Sutter-Yuba area. There were no recommendations for improvement.

10. 10. Does your district maintain a website?

Yes. The District's website is at www.sutter-yubamvcd.org.

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. 1. Describe the present and planned land uses in the area, including agricultural and open space lands.

The General Plans of Sutter and Yuba Counties, as well as each of the cities within the bi-county District boundary, provide for multiple planned uses, including urban development, open space and agricultural uses. Urban development consists of residential, commercial, industrial and recreational uses.

2. 2. Describe the present and probable need for public facilities and services in the area.

The demand for mosquito and vector control will likely increase as the population of the region increases. However, it appears that the continued existence of irrigation in agricultural uses and the preservation of wetlands promote the main breeding ground for mosquitoes. Urban development that eliminates these types of areas can reduce the number of mosquitoes, but at the same time preservation of wetland and open space areas create the need for continued mosquito control. There is also a need to monitor and ensure catch basins and drainage facilities, constructed for urban development, function properly to eliminate the potential for standing water in man-made facilities.

3. 3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide.

Since the District was established in February 1946, it has continuously expanded the provision of its services. To reflect the broader mission, the District has changed its name to the "Mosquito & Vector Control District". The District now provides, as resources allow, consultation and assistance for all other vectors of public health importance such as: flies, fleas, ticks and their associated diseases such as Lyme Disease and Plague.

4. 4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission.

The District serves both rural and urban areas within its boundary. These areas are interrelated and have direct impacts on one another. Mosquito control is a regional issue that goes beyond the jurisdiction of local agencies within the District's boundary. Mosquitoes respect no boundaries. The District's goal is to reduce the potential for incidence of disease, and use all possible means to prevent epidemics, and, thereby, improve the quality of life for residents in Sutter and Yuba Counties. At the same time, the District does not have resources that can be used beyond its current boundary.

5. 5. Does your district/agency have the ability to provide services to all residents within your sphere of influence?

Yes.

6. 6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have.

The District currently serves both the incorporated and unincorporated territory of most of Sutter County and a portion of Yuba County. The Cities include Live Oak, Yuba City, Marysville and Wheatland. The communities include Pennington, Tierra Buena, Sutter, Meridian, Tudor, Robbins, Linda, Olivehurst, Arboga, Plumas Lake, Rio Oso, Trowbridge, Nicolaus, East Nicolaus, Pleasant Grove and Rio Ramaza. Excluding the Butte Sink and the Sutter Buttes, the rest of Sutter County is within the boundaries of the District. Excluding the Yuba County Foothills and Beale Air Force base, the rest of Yuba County is within the boundaries of the District.

7. 7. Are there presently any boundary disputes with a neighboring district? If so, please explain.

No boundary disputes.

8. 8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments.

In 1994, the District annexed approximately 70 square miles of land in the Meridian area of Sutter County into the District. With the on going threat of mosquito-borne diseases and mosquito nuisance, residents of the Meridian area requested that they be annexed into the boundaries of the Sutter-Yuba Mosquito and Vector Control District. Revenue from the Meridian annexation comes from a benefit assessment that the landowners pay on a yearly basis to help control mosquitoes in their area.

IX. DOCUMENTS REQUESTED

Please “double-click” into the boxes below that indicate what documents your district will be sending to PMC. A “Checkbox Form Field” will appear and click in the “checked” field.

Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district).

Most recent annual audit.

Year-end financial statements for the past 5 years.

Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment.

Copy of enabling legislation.

Governing by-laws.

Policy documents reflecting management strategies, spending and investment, cuts or increases in services.

Staff organizational chart (if no chart is available, please draw one).

Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.

Job descriptions.

Rate schedule.

Any other documents related to the above question.
Grand Jury reports



MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE SURVEY

TO: Reclamation Districts
FROM: Ben Luna, Pacific Municipal Consultants (PMC)
DATE: January 11, 2006
RE: Municipal Service Review/SOI Update

Thank you for taking the time to answer the following questions related to the MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE (MSR/SOI). The last section below requests various documents to complete your MSR/SOI. If survey questions can be answered by referencing a document, please simply identify that document in the response space below and forward the document to PMC. Documents can be mailed to the PMC office at 1590 Drew Avenue, Suite 120, Davis, CA 95616. Electronic documents can be emailed to bluna@pacificmunicipal.com, and hard copies can be faxed to (530) 750-2811. If too many documents make mailing infeasible, pick-up can be arranged.

When finished answering all questions, please email this survey to me at the above email address. As emphasized during today's meeting, thorough responses to the questions below will make the MSR/SOI process more efficient and less time consuming for everyone. Conversely, vague, incomplete answers typically require follow-up telephone calls, emails, and requests for documents, which slows the process down. Ultimately, better information results in a better MSR/SOI analysis that will benefit your district. Please call or email me with any questions about completing this survey. My direct telephone number is (530) 750-7076 ext 205.

CHICO
140 Independence Circle
Suite C
Chico, CA 95973
(530) 894-3469
Fax (530) 894-6459

DAVIS
1590 Drew Ave
Suite 120
Davis, CA 95616
(530) 750-7076
Fax (530) 750-2811

MONTEREY
585 Cannery Row,
Suite 304
Monterey, CA 93940
(831) 644-9174
Fax (831) 644-7696

MT. SHASTA
508 Chestnut Street
Suite A
Mt. Shasta, CA 96067
(530) 926-4059
Fax (530) 926-4279

OAKLAND
1440 Broadway
Suite 1008
Oakland, CA. 94612
(510) 272-4491
Fax (510) 268-9207

PHOENIX
1616 E. Indian School Road
Suite 440
Phoenix, AZ 85016
(602) 279-1360
Fax (602) 879-1326

SACRAMENTO
10461 Old Placerville Road
Suite 110
Sacramento, CA 95827
(916) 361-8384
Fax (916) 361-1574

SAN DIEGO
10951 Sorrento Valley Road
Suite 1-A
San Diego, CA 92121
(858) 453-3602
Fax (858) 453-3628

I. GENERAL QUESTIONS RECLAMATION DISTRICT 70

1. What is your name and position? **Ron Long (General Manager)**
2. What is your official title? If you serve in more than one position/role, please list them all. **General Manager**
3. What is your district's/agency's mission statement? **To provide drainage of the district with a series of drainage ditches and pumps, and to provide flood protection by maintaining 23.57 miles of project levees along the Sacramento River, Butte Slough and the Sutter By-Pass.**
4. Please provide a brief but specific description of the area within your district boundaries and services your district provides. **Within the boundaries of the District is basically farm land with the small town of Meridian along the Sacramento River in the North West area of the District. Approximate population of 400 people. Approximately 30 to 40 farm houses outside the town of Meridian. Services provided are Flood Control and Drainage.**

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information. **The growth potential in Reclamation District 70 is small because of county ordinances governing farm land and the amount of growth allowed.**
2. Please describe any distinct population trends in your service area. **Very small growth potential unless the county changes the laws involving farm land usage.**
3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years? **County regulation regarding farm land**
4. What is the geographic size of your service area boundary in square miles and in acres? **There are 20,315.02 gross acres and approximately 31.74 square miles.**
5. How are service needs forecasted and how are growth/population projections integrated with plans for future services? **Services are forecast based on 102 years of operation within the District with little population growth.**

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district? **The levees were originally built to a small scale by the local landowners in the 1800's but became project levees updated**

by the Corp of Engineers and State in the early 1900's and updated again after the 1940 flood by the State and Corp of Engineers.

2. What condition are the levees in? **The Maintenance reports put out by The State Department of Water Resources annually state the District levee maintenance program is outstanding. This however does not describe the structural stability of the levees, and this is information the District does not have.**
3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe. **The District repaired a section of levee berm this past year that we call major work and minor repairs are always ongoing. For example as I fill out this report my crews are repairing levee crowns in several areas of the District.**
4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan. **There is no master plan, our maintenance schedule is following the Superintendent's Guide to Operation & Maintenance of California's Flood Control Projects by the State Department of Water Resources.**
5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule. **See above**
6. Who is responsible for completing improvements to the levees in your district? **As general Manager I am responsible for all aspects of maintenance, but major repairs or rehabilitation is the Corp of Engineers and the State Reclamation Board with some input from the District.**
7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe. **The two main barriers are money, either from the District, the State or the Corp of Engineers. The second is the Endangered Species Act which slows progress in all aspects of major work on the Levees.**
8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems? **The District has approximately 100 miles of drainage ditches that range in age of 2 years to 100 years old. The drains are inspected regularly and some are repaired or cleaned annually. The pumping plant was constructed in 1924 and is in good working order. A new pump was added in 2000.**
9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these? **The drains are repaired or cleaned as needed. The pumping plant is repaired as needed and one pump was overhauled in 2005.**

10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity? **The district pumping plant is for drainage of the District. Approximate capacity of all 6 pumps is 120,000 gallons per minute**
11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects. **Permits are required for some District services. Some repair work on the levees may require permits from the State Reclamation Board, The Corp of Engineers and possibly the Department of Fish & game. Local permits required include Burning permit, a Pesticide permit, and occasionally a Public works permit for working in roadway areas. There are no permits pending.**
12. What waterways does the District have jurisdiction over? **The district has no jurisdiction over any waterways other than there drainage system that lies within the boundaries of the District.**
13. What is the flow and capacity of these waterways in terms of the type/year of storm? **Unknown**
14. What geographic portion of the District is within the Reclamation Board's Designated Floodway? **The water side of the levees.**
15. What portion of the District falls under an Adopted Plan for Flood Control? **The levees are under the jurisdiction of the State Reclamation Board and as such may have an Adopted Plan for Flood Control.**
16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance. **There are no variances in the levels of service. All parcels are treated the same.**
17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies. **None**
18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan. **No.**

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.). **Assessments are the major source of income.**

Occasionally the District does outside backhoe and excavator work for the landowners for a small amount of income. The District has some income from local gas wells.

2. Explain constraints associated with your agency's ability to generate revenue. **The major constraint is proposition 218. It takes an election of the landowners to raise assessments, which is expensive in itself. Before prop 218 the Board of trustees was able to raise assessments as needed for projects and then lower them back when they were no longer needed. Now this no longer possible without an election.**
3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval. **The Board of Trustees approves all expenditures, although the General Manager may expend for general operations of the District. All major expenses must be approved by the Board.**
4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement. **None**
5. What is your district's bond rating (if applicable)? Please discuss basis for rating. **N/A**
6. Describe policies and procedures for investment practices. **The District follows the Water Code and all income goes into the County Treasure for deposit, and withdrawals are made as needed for expenses.**
7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue? **The Board has no policy for this.**
8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers. **None, the assessments are based on benefit and there are two zones of benefit within the District, which were established by assessment commissioners. High value land assessed at a value of \$2500 per acre and low value land assessed at \$25 per acre. The call of assessment is at 45cents per every \$100 of assessed valuation.**
9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. **None**
10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years. **None. Although the District did**

go through a prop 218 election, which passed but has not raised the assessment because there is no need at this time.

11. Discuss opportunities for rate restructuring. **None. The water Code allows the District to operate on a benefit assessment which is very clear how we generate income.**
12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment. **None. The board makes decisions as to what equipment needs to be replaced after the manager brings them the issues.**
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain. **We have joined together with Reclamation District No. 1660 to share Management, employees and equipment to cut expenses for both Districts.**
14. Is approval by a vote of the residents within the district/agency required to increase rates? **Yes**
15. Do rate increase votes occur during a special election or during state and federal elections? **Special election**
16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document. **State legislature**
2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe. **Yes. None**
3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred. **None**
4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district? **Not a formal merger but a mutual agreement between Districts. See question 13**

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre - and post - reorganization charts. **None**
2. Describe any special management strategies or policies the district employs, and efficiencies gained by it. **None**
3. If applicable, describe positions that have remained vacant during the past three years and why. **None**
4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each. **Five Board of Trustees. 1 General Manager, 1 Bookkeeper, 3 maintenance personal**
5. Describe any barriers in your organization that inhibit management efficiency. **None**
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements. **None**
7. Describe any policies for employee and contractor performance incentives. **None**

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies. **Bylaws**
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff? **No.**
3. Explain policies and procedures for competitive bidding and sole source procurement. **Competitive bidding required on any item over \$25,000**
4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district. **President and 4 Trustees. They are elected as per the Water Code for a four year term. Elections are staggered, three Trustees up for election, and then two years later the other two are up for election. Appointments for vacant seats are approved by the County Board of Supervisors.**

5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms? **See above**
6. Does the governing board receive compensation and benefits? If so, please describe. **The Board receives \$480.00 per year and no benefits.**
7. How frequently does the governing body meet? **Once per Month normally but on occasion there are special meetings that are called in addition to the regular meetings.**
8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.? **Agenda is posted in public places and dates and times of the meeting in the local newspaper. The meetings are usually held in the day time unless it is an important meeting then it may be held at night in one of the local halls to give all the public an opportunity to come to the meeting.**
9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings. **None**
10. Does your district maintain a website? **No**

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands. **Farmland**
2. Describe the present and probable need for public facilities and services in the area. **None**
3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide. **The District office will hold approximately 20 people. This is adequate for this area.**
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission. **None**
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence? **Yes**
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have. **We provide services to all areas within our boundaries.**

7. Are there presently any boundary disputes with a neighboring district? If so, please explain. **No.**
8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments. **None**

IX. DOCUMENTS REQUESTED

Please "double-click" into the boxes below that indicate what documents your district will be sending to PMC. A "Checkbox Form Field" will appear and click in the "checked" field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district).
- Most recent annual audit.
- Year-end financial statements for the past 5 years.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment.
- Copy of enabling legislation.
- Governing by-laws.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
- Staff organizational chart (if no chart is available, please draw one).
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
- Job descriptions.
- Rate schedule.
- Any other documents related to the above question.

I. GENERAL QUESTIONS

1. What is your name and position? **Jeff Spence, Engineer**
2. What is your official title? If you serve in more than one position/role, please list them all.
District Engineer
3. What is your district's/agency's mission statement? **The district does not have a mission statement that I am aware of, but was created to provide runoff drainage to reclaim land for farming.**
4. Please provide a brief but specific description of the area within your district boundaries and services your district provides. **The area within the District is primarily from the Butte-Sutter on the North, the Feather River on the East, in the vicinity of Township Road on the West, and Pease Road on the South. The area is primarily agriculture with urban development within the City of Live Oak. The District provides for runoff water from storm events and agricultural spill water.**

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information. **The growth rate in the District is largely attributed to the growth rate in the City of Live Oak. The City of Live Oak general plan webpage shows the growth rate between 3 to 3.5% per year. Growth outside the City limits is negligible to that of the City.**
2. Please describe any distinct population trends in your service area. **The City of Live Oak is in the process of annexing a large portion of land adjacent to the City which would increase the population trend compared to the past if the real estate market remains stable.**
3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years? **The District needs to improve the drainage system to handle the increased water caused by creating impervious areas. A master drainage report is presently being prepared to address problem areas and mitigation measures. Assuming development would perform the mitigation measures, the population growth would not be discouraged. The service of providing storm drainage would not encourage population growth.**
4. What is the geographic size of your service area boundary in square miles and in acres? **18.5 square miles or 11,850 acres.**
5. How are service needs forecasted and how are growth/population projections integrated with plans for future services? **The service needs are determined as each project is proposed and any needs are provided by the individual developer. There are no present plans for any regional plans for service improvements, but the master drainage plan currently being prepared will likely address these needs.**

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district? **No District owned or maintained levees exist within our district. Levees exist within the boundaries of 777 being the West side of the Feather River and possibly for subdivision detention ponds, but do not know any information regarding them.**
2. What condition are the levees in? **Not applicable, see item #1 above.**
3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe. **Not applicable, see item #1 above.**
4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan. **Not applicable, see item #1 above.**
5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule. **Not applicable, see item #1 above.**
6. Who is responsible for completing improvements to the levees in your district? **Not applicable, see item #1 above.**
7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe. **Not applicable, see item #1 above.**
8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems? **The District has 41 miles of lateral drains and main canal, and are sufficient to provide drainage for their intended use, being to drain land in order to farm. Since more urbanized area is being added to the District, the capacity of the canals are inadequate unless flowrates are mitigated. The canals are maintained on an "as-needed" basis and as the funds are available for maintenance.**
9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these? **The pumping systems that existing are owned or maintained by the City of Live Oak and located within the city limits. The District has no information on these pumps.**
10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity? **No District pumps exist, therefore the question is not applicable.**
11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects. **Permits are not required, but the local lead agencies provide the District the opportunity to review project proposals and to provide input as to any**

concerns of the District or any conditions we may have. There are no pending reviews at this time.

12. What waterways does the District have jurisdiction over? **The District has jurisdiction over the waterways as delineated on the District map.**
13. What is the flow and capacity of these waterways in terms of the type/year of storm? **The District was originally designed to handle 15 cfs/square mile which has been equated to about a 2 year storm in a recent study by an independent engineer doing a study in the City.**
14. What geographic portion of the District is within the Reclamation Board's Designated Floodway? **None of the District is within the Rec. Board's floodway**
15. What portion of the District falls under an Adopted Plan for Flood Control? **The District does not know of any adopted plan for flood control and therefore assume we are not in any.**
16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance. **Certain areas in the District lie within lower areas topographically that are subject to flooding.**
17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies. **Not applicable, see response to item #1 above.**
18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan. **A plan has not been prepared.**

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.). **The District receives a small portion of property taxes along with an annual assessment as needed in the amount of \$2/acre with a minimum charge of \$25/parcel.**
2. Explain constraints associated with your agency's ability to generate revenue. **The District would need to perform a proposition 218 study and obtain a majority of votes in order to increase the current assessment. The Board believes a majority of the population would not approve an increase.**
3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval. **Expenditures may only be made by the Board.**
4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement. **Legal expenses have been limited to legal opinions regarding items such as interpretations of easement and assistance with the enforcement of policies with local agencies. No claims by employees or other parties have occurred within the past three years.**
5. What is your district's bond rating (if applicable)? Please discuss basis for rating. **The District does not have any bonds.**
6. Describe policies and procedures for investment practices. **The district does not have any investments.**
7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue? **The District does not have a set amount for maintaining reserves. They maintain enough to provide funds to assist in emergency cleaning of ditches during years with heavy flood waters.**
8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers. **Assessments are on a per acre basis and therefore are no variances in rates, fees, etc.**
9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. **The District does not have any fee rebates, tax credits or other relief to customers.**
10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years. **There have been no changes in rates, fees, taxes or other charges in the last three years.**
11. Discuss opportunities for rate restructuring. **There are no rates in the District.**

12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment. **The District does not own any infrastructure or equipment.**
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain. **The District is required to use mechanical means (i.e. excavators) to clean a majority of the ditches. Spraying of the weed growth would be used but since water is in the ditches almost year round the use of pesticides is not an option.**
14. Is approval by a vote of the residents within the district/agency required to increase rates? **As per proposition 218, a vote of the people is required to increase the annual assessment.**
15. Do rate increase votes occur during a special election or during state and federal elections? **No rate increases have occurred since the adoption of proposition 218.**
16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available. **Attached.**

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document. **I've been informed the District was formed by the Reclamation Board in the early 1900's, but have never seen a copy of the document.**
2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe. **The district is able to provide services for which it was established which was to provide drainage for farming purposes. With the increase in population and additional runoff, the canals as designed are not capable of providing the expected service of urban design standards.**
3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred. **No.**
4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district? **No.**

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre – and post – reorganization charts. **There have been no internal reorganizations during the past three years.**
2. Describe any special management strategies or policies the district employs, and efficiencies gained by it. **The District is run by the Board of Directors and they are the “management”.**
3. If applicable, describe positions that have remained vacant during the past three years and why. **No positions have remained vacant during the past 3 years**
4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each. **Three directors; Consultants: secretary, engineer, attorney, accountant.**
5. Describe any barriers in your organization that inhibit management efficiency. **An option that could be considered to run the District would be to add a manager to run everyday operations, but the District does not have enough work to keep a person with this title busy but for a couple hours per week which is not feasible. In addition the use of spray to control weed growth would help reduce maintenance costs.**
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements. **The District has consulting services for secretarial, engineering, accounting, legal services, and canal maintenance and are utilized on an as-needed basis.**
7. Describe any policies for employee and contractor performance incentives. **There are no employees, and no policies for contractor performance incentives.**

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies. **Bylaws, copy attached**
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff? **None known.**
3. Explain policies and procedures for competitive bidding and sole source procurement. **The District will go out for competitive bidding every few years for canal maintenance and use the selected contractor when available. At times they use whomever is available to do the work.**
4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district. **There are three board of directors with elections are held if more than one candidate. The County Board of Supervisors approves each director.**
5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms? **The directors term is 4 years and terms are staggered.**
6. Does the governing board receive compensation and benefits? If so, please describe. **No compensation or benefits are received.**
7. How frequently does the governing body meet? **The board meets monthly during the winter months when more issues need to be discussed and about every other month during the summer months.**
8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.? **Public notification is posted at City Hall. The public is encouraged to attend especially if they have a project being discussed by the Board. The meetings are located at the District secretary's house in Gridley**
9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings. **No violations or investigations have occurred in the past three years.**
10. Does your district maintain a website? **No.**

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands. **The District has primarily agriculture uses consisting of mainly orchard and some rice. Urban development being the City of Live Oak is also located within the District.**
2. Describe the present and probable need for public facilities and services in the area. **The District facilities are adequate to provide drainage for agriculture, but flooding may occur. Future urban development will require the ditches and culverts to be increased in size along the mitigated release of stormwater flows from development.**
3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide. **The present capacity of the District facilities was designed to basically drain the land such that it could be farmed. With the urban growth, the District is being utilized more as a storm drain system and is unable to provide service based on current engineering standards.**
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission. **The District is obviously of interest to the farming community as it provides runoff to make land capable of being farmed.**
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence? **No, there are some areas within the District that are unable to drain to a canal due to topography.**
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have. **The sphere of influence and the service area are the same. A copy of the District map has been provided.**
7. Are there presently any boundary disputes with a neighboring district? If so, please explain. **No boundary disputes with neighboring districts exist.**
8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments. **No.**

IX. DOCUMENTS REQUESTED

Please “double-click” into the boxes below that indicate what documents your district will be sending to PMC. A “Checkbox Form Field” will appear and click in the “checked” field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district). **(NONE AVAILABLE TO OUR KNOWLEDGE)**
- Most recent annual audit.
- Year-end financial statements for the past 5 years.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment. **(NO RATE SCHEDULES)**
- Copy of enabling legislation. **(NONE KNOWN IN DISTRICT RECORDS)**
- Governing by-laws.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
- Staff organizational chart (if no chart is available, please draw one).
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
- Job descriptions.
- Rate schedule. **(NO RATE SCHEDULES)**
- Any other documents related to the above question.

I. GENERAL QUESTIONS

1. What is your name and position?

Diane Fales- Secretary/Manager

2. What is your official title? If you serve in more than one position/role, please list them all.

Secretary to Board and Manager of District

3. What is your district's/agency's mission statement?

4. Please provide a brief but specific description of the area within your district boundaries and services your district provides.

Boundaries- South of Bear River, East of Feather River, East of Sac River from end of Feather River, north of Natomas Cross Canal and West of East Side Canal.

District provides flood and drainage control.

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information.

Unknown, potential for growth with current development trends could be significant five to ten years down the road.

2. Please describe any distinct population trends in your service area.

Population trends appear to be approximately 5 new homes per year.

3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years?

Population growth is encouraged by the fact that the area is a rural setting. Growth could be discouraged by potential for flooding.

4. What is the geographic size of your service area boundary in square miles and in acres?

Approximately 52 square miles within District boundaries and approximately 32,000 acres

5. How are service needs forecasted and how are growth/population projections integrated with plans for future services?

N/A District is currently not involved in forecasting future needs.

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district?

Levees were built in 1912-1914.

2. What condition are the levees in?

Current status-FEMA 1/100 flood rate

3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe. **1997-98 stone protection on waterside was placed. Currently have Mid Valley Levee Rehab Project for levee repairs along the Feather and Sacramento Rivers. Repairs were done to N Cross Canal & Bear River after 1997 floods**

4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan.

Yes, as per US Army Corps standards

5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule.

Yes, District is formulating a master management plan at the present time. Levees are maintained to US Army Corp of Engineers maintenance standards and inspected by the Department of Water Resources twice a year.

6. Who is responsible for completing improvements to the levees in your district? US Army Corps of Engineers, Calif. Department of Water Resources, and District's Board of Trustees

7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe.

Financial & Environments restrictions along with the permitting process

8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems?

District has 140 miles of drain laterals of various sizes and ages maintained on an as-need basis. District maintains a pumping facility that was built in 1914/1915

9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these? **Two of the pumps (150 & 250 hsp) were rebuilt in 2005 and 52" elbow was replaced. 1996/1997 replaced and/or rebuilt intake and discharge pipes within the pump facility.**

10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity? **Pumps function is to remove excess water from the District with a capacity of**

pumping approximately 300,000 gal per minute.

11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects. **State Project Levee improvements and/or repairs other than routine maintenance take State of Calif Rec.Board permits. Non project levees and any District facility repairs/improvements may need permits require by law.**

12. What waterways does the District have jurisdiction over? **Interior drains, levees along Bear River, Yankee Slough, Feather River, Sacramento River within District**

13. What is the flow and capacity of these waterways in terms of the type/year of storm? **Flows in the Sacramento, Feather, Bear Rivers and the Yankee Slough systems vary from storm events and releases at Oroville and Shasta Dams. Internal drain capacity and flow varies throughout the year with the storms and irrigation practices for ag. crops.**

14. What geographic portion of the District is within the Reclamation Board's Designated Floodway? **All levee channels of the Feather, Sacramento, Bear Rivers and Yankee Slough, East Side Canal and Natomas Cross Canal.**

15. What portion of the District falls under an Adopted Plan for Flood Control? **All of the District as specified by Flood Control Acts**

16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance. **District provides equal service to all landowners and/or residents to the best of its ability.**

17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies. **District staff continues to work with the State, Federal and local agencies to ensure levee stability.**

18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan. **Standard Operating Procedures for Responding to Flood Emergencies Under Public Law 84-99. District has an adopted "Slow Rise Emergency Plan"**

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.). **Majority of revenue**

comes from annual assessments. Some revenue is generated through the sale of material (District has a Mining Pit), land rent and some equipment rental sources.

2. Explain constraints associated with your agency's ability to generate revenue.

In order to increase assessments, the District would have to hold an election of the landowners of the District based on land value and a 2/3's majority vote in favor to increase rates would be needed. Prop 218 constraints

3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval. **All major purchases and expenditures are approved by the Board of Trustees. The Sec/Manager is limited to a maximum purchase of \$5,000 without Board approval.**

4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement.

Legal Expenses for the past three years are the following: 2004/2005 \$2107

2003/2004 \$2291

2002/2003 \$1530

5. What is your district's bond rating (if applicable)? Please discuss basis for rating.

N/A- Dist does not have a bond rating.

6. Describe policies and procedures for investment practices.

District does not make investments. County of Sutter Treasurer maintains District's revenue.

7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?

District does not have a policy for maintaining reserves. Reserves are used for District improvements.

8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers.

Assessment rate has been the same for more than ten years.

9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers.

N/A- No policy and/or procedure. No rebates, tax credits or other relief are authorized .

10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.

N/A- no increase or decrease during the past three years

11. Discuss opportunities for rate restructuring. Limited opportunities for rate restructuring due to Prop. 218.

12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment. **Depreciation Schedule was set up beginning fiscal year 03-04 with \$5,000 minimum amount for capitalization of capitol assets for purpose of Depreciation Schedule District replaces equipment as the budget allows.**

13. Are there opportunities to improve economic or management efficiency and district operations? Please explain.

Yes

14. Is approval by a vote of the residents within the district/agency required to increase rates?

YES, based on land values

15. Do rate increase votes occur during a special election or during state and federal elections?

Special election held by the District

16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.

O.K.

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document. **Established by Act of Legislation of 1911**

2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe.

District continues to provide services on its limited funding.

3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred. **No**

4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district?

NO

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre - and post - reorganization charts. **Organization chart in mail**

2. Describe any special management strategies or policies the district employs, and efficiencies gained by it.

3. If applicable, describe positions that have remained vacant during the past three years and why.

Full time Administrative Position has not been filled for three years. District uses part time help.

4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each.

Management - Sec/Manager (1)

Executive- Board Members (5)

Operational-Maintenance (5)

Clerical Assistant-Part time

Emergency Help as needed

5. Describe any barriers in your organization that inhibit management efficiency.

Unknown

6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements.

CSDA- Calif. Special District Association provides assistance through sample policy manual handbook, educational workshops and legislative updates.

7. Describe any policies for employee and contractor performance incentives.

N/A- District does not provide performance incentives.

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies.

Yes, established in 1911

2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff?

Board of Trustees has an adopted Code of Ethics policy

3. Explain policies and procedures for competitive bidding and sole source procurement.

As provided by law

4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district.

District has a five person Board of Trustees. Elections are conducted in accordance with State of California Water Code-Elections

5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms?

Terms are staggered every two years in odd numbered years. - terms are for 4 years

6. Does the governing board receive compensation and benefits? If so, please describe. Governing Body receives \$25 per month and CaPers Health Benefits

Governing body receives \$25 per month and Cal Pers health insurance for three families

7. How frequently does the governing body meet?

Board meets once a month and an occasional emergency meeting. Board meets once a month with an occasional emergency meeting.

8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?

Local newspaper is sent the meeting agenda and the agenda is posted at the District office. Meetings are accessible to the public and are held the last Wed. of every month at 9:00 a.m. except in December when they are held one week earlier than the last Wed of the month.

9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings.

No Brown Act violations in the past three years Sutter County Grand Jury conducted a review in 2005.

10. Does your district maintain a website?

NO

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands.

Present and planned land uses are controlled by Sutter and Placer Counties Board of Supervisors.

2. Describe the present and probable need for public facilities and services in the area.

N/A- District is in a rural setting with very little growth at the present time

3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide.

RD provides for flood control & drainage of the District.

4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission.

N/A- No social or economic communities in the District.

5. Does your district/agency have the ability to provide services to all residents within your sphere of influence?

Yes

6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have.

Map mailed

7. Are there presently any boundary disputes with a neighboring district? If so, please explain.

NO

8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments.

NO



MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE SURVEY

TO: Reclamation Districts
FROM: Ben Luna, Pacific Municipal Consultants (PMC)
DATE: January 11, 2006
RE: Municipal Service Review/SOI Update

Thank you for taking the time to answer the following questions related to the MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE (MSR/SOI). The last section below requests various documents to complete your MSR/SOI. If survey questions can be answered by referencing a document, please simply identify that document in the response space below and forward the document to PMC. Documents can be mailed to the PMC office at 1590 Drew Avenue, Suite 120, Davis, CA 95616. Electronic documents can be emailed to bluna@pacificmunicipal.com, and hard copies can be faxed to (530) 750-2811. If too many documents make mailing infeasible, pick-up can be arranged.

When finished answering all questions, please email this survey to me at the above email address. As emphasized during today's meeting, thorough responses to the questions below will make the MSR/SOI process more efficient and less time consuming for everyone. Conversely, vague, incomplete answers typically require follow-up telephone calls, emails, and requests for documents, which slows the process down. Ultimately, better information results in a better MSR/SOI analysis that will benefit your district. Please call or email me with any questions about completing this survey. My direct telephone number is (530) 750-7076 ext 205.

CHICO
140 Independence Circle
Suite C
Chico, CA 95973
(530) 894-3469
Fax (530) 894-6459

DAVIS
1590 Drew Ave
Suite 120
Davis, CA 95616
(530) 750-7076
Fax (530) 750-2811

MONTEREY
585 Cannery Row,
Suite 304
Monterey, CA 93940
(831) 644-9174
Fax (831) 644-7696

MT. SHASTA
508 Chestnut Street
Suite A
Mt. Shasta, CA 96067
(530) 926-4059
Fax (530) 926-4279

OAKLAND
1440 Broadway
Suite 1008
Oakland, CA 94612
(510) 272-4491
Fax (510) 268-9207

PHOENIX
1616 E. Indian School Road
Suite 440
Phoenix, AZ 85016
(602) 279-1360
Fax (602) 879-1326

SACRAMENTO
10461 Old Placerville Road
Suite 110
Sacramento, CA 95827
(916) 361-8384
Fax (916) 361-1574

SAN DIEGO
10951 Sorrento Valley Road
Suite 1-A
San Diego, CA 92121
(858) 453-3602
Fax (858) 453-3628

January 30, 2006

I. GENERAL QUESTIONS

1. What is your name and position?
Max Sakato, General Manager
2. What is your official title? If you serve in more than one position/role, please list them all.
**Reclamation District No. 1500 General Manager and Secretary/Treasurer
Sutter Mutual Water Company General Manager and Secretary/Treasurer**
3. What is your district's/agency's mission statement?
The District is dedicated to providing water drainage and flood control to its landowners in an efficient way and at reasonable cost, while ensuring the long-term reliability of the District's systems and facilities. It is also the District's sincere desire to provide a beneficial, stimulating, and safe environment that will promote competence and stability in the workplace.
4. Please provide a brief but specific description of the area within your district boundaries and services your district provides.
RD 1500 was formed by a special act of the State Legislature in 1913 for the purposes of providing drainage and reclamation of lands within its boundaries. The District is located within Sutter County, approximately 45 miles northwest of the City of Sacramento, California. The District is confined by surface water features and engineered channels (the Sacramento River, the Tisdale Bypass, and the Sutter Bypass) and encompasses the following surface water purveyors, Sutter Mutual Water Company and Pelger Mutual Water Company (PMWC), in addition to several independent irrigators (mostly, private landowners known as Rimlanders in the westerly portion of the District, outside of SMWC and PMWC.) RD 1500 provides services to nearly 68,000 acres.

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information.
District is in a highly rural setting. Growth rate is nominal. Current population is about 300 person permanent and about 500 persons seasonally. Growth rate viewed as stable for next 5-10 years.
2. Please describe any distinct population trends in your service area.
A few homes have recently been built and occupied in Robbins; however, construction is limited by community services and resources.
3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years?

The service area is essentially agricultural and rural and in a flood risk area. Also, there are limited community services and resources for supporting significant population expansion.

4. What is the geographic size of your service area boundary in square miles and in acres?

Gross service area: 67,850.81 acres

5. How are service needs forecasted and how are growth/population projections integrated with plans for future services?

These elements are not under the purview of the District.

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district?

The District was formed in 1913 making the levees approximately 90 plus years old.

2. What condition are the levees in?

Annual levee inspections by the Department of Water Resources report that the levees are in good to outstanding condition.

3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe.

The last major repairs and renovations were completed in 1999 under the Mid-Valley Levee Reconstruction program, Phase III. Works included slurry walls, stability berms, levee toe drains, and levee re-compaction.

Current plans include monitoring of several identified potential or problem sites in conjunction with DWR and the State Reclamation Board. Also, these sites have been included in a summarized inventory of problem areas, which has been issued to Sutter County, DWR, and the State Reclamation Board.

4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan.

See response to #3 above. There is no master plan as such. The District's levees are part of the Sacramento River Flood Control Project, which is based on a regional and statewide plan for flood control that was adopted by the United States and the State of California.

5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule.

See response to #3 above. The District regularly inspects its levees and performs annual maintenance on areas where there are problems or where problems may develop. In addition, the District cooperates with and participates in DWR's annual levee inspection program.

6. Who is responsible for completing improvements to the levees in your district?
 The responsibility for "improvements" is a complicated issue. The District is responsible for maintaining the levees under its regulated guidelines as determined by the Corps of Engineers. The DWR is responsible for maintaining the portion of the levee identified as part of the channel. "Improvements" as such is probably a determination made jointly by the COE and DWR in concert with each other and at the urging of the District.

7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe.
 The significant "barriers" to levee improvements would be ESA, long and expensive permitting processes, and general shortages of federal, state, and local funding for such projects.

8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems?
 The District was formed in 1913, and it would follow that most, if not all, the drains, ditches, and laterals were essentially established at that time or soon thereafter. The same would hold true for the main Pump Plant No. 1. Pump Plant No. 3 was established in 1952.

Main drain miles: 18.50 (approximate miles)
 Drainage ditches and laterals: 500 (approximate miles)

9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these?

Karnak Pumping Plant Facilities Repair and Maintenance

The District has conducted and accomplished considerable repair and maintenance projects at the Karnak Pumping Plant facilities in the last few years. These projects were initiated with priority consideration due in part to the series of severe winter seasons beginning in 1997. A summary of the pump, motor, and/or electrical works is provided below:

Karnak PumDina Plant No.1

- *Rewind-renovate 800 hp motor #3 1/1998
- *Renovate impeller and shaft on pump unit #3 9/1998
- *Install new impeller and renovate shaft on pump unit #6 4/1999
- *Install new impeller and renovate shaft on pump unit #4 8/1999
- *Install new impeller and renovate shaft on pump #2 10/2000
- *Install new suction tube on pump # 1 11/2001
- *Constructed new suction tube for pump #1 9-10/2001
- *Install new impeller and renovate shaft on pump # 1 11/2001
- *Install new impeller and renovate shaft on pump #5 6/2002

Karnak PumD Plant No.3

- *Rewind-renovate 600 hp motors # 1, 2, 3, 4 7/1992
- *Renovate impeller and shaft on pump #2 9/1993
- *Renovate impeller and shaft on pump #4 11/1994
- *Renovate impeller and shaft on pump #1 11/1995

- *Rewind-renovate 600 hp motor #3 3/2004
- *Complete major inspection and maintenance of all electrical switchgear 8/2004
- *Renovate impeller and shaft on pump unit #3 10/2004

10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity?
 The functions are (1) for discharging summer irrigation run-off from the farmlands in the service area and (2) for discharging excess drainage water resulting from annual winter season storm events. See attached for pumping capacity table and pumping plant diagram.
11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects.
 The District files a notice of exemption under CEQA for normal operation and maintenance of levees each year.
12. What waterways does the District have jurisdiction over?
 District levees are adjacent to the Sacramento River and the Sutter Bypass.
 River levee miles: 35.57
 Bypass levee miles: 20.77
13. What is the flow and capacity of these waterways in terms of the type/year of storm?
 Sacramento River: 30,000 cfs design capacity
 Sutter Bypass: 180,000 to 380,000 cfs design capacity
 Tisdale Bypass: 38,000 cfs design capacity
- Note: The indicated capacities are currently reduced due to deferred maintenance of the floodways and channels.
14. What geographic portion of the District is within the Reclamation Board's Designated Floodway?
 None of the District is within a floodway.
15. What portion of the District falls under an Adopted Plan for Flood Control?
 All of the District is within the scope of the Sacramento River Flood Control Project, as approved by the United States and the State of California.
16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance.
 There is a variance in assessment between farmland, residential land, and commercial land. The variances in assessments is to recognize the "comparative" values of each of the types of uses of the respective land types, with farmland being the least amount and commercial land being the most amount.

17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies.
See answer to #3 above.

18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan.
The District keeps a manual and file in its office that contains emergency reference documents and key local and State contacts in the event of an emergency flood fight event. See attached Department of Water Resources Flood Emergency Operation Manual and Sutter Basin Slow Rise Emergency Readiness Plan.

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.).
The primary revenue source is from landowner assessments, with minor revenue sources from rents, interest on funds maintained at the county and various miscellaneous and fee income.
2. Explain constraints associated with your agency's ability to generate revenue.
General condition of the farming economy and affordability of the landowners.
3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval.
Staff expenditures are only made by three officers: General Manager, Operations Manager and the Office Manager/Controller. Their authority to spend is predicated on the operating budget approved by the Board and for only ordinary and necessary day to day expenditures of running the district. All expenditures over \$2,000 that are not in the normal course of business and expenditures for capital assets require board approval.
4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement.

Reclamation District 1500
 Summary of Legal Fees
 For The Three Years Ending 12/31/2005

| Year | Total | Elections | Personnel | Flood | Water Law | General |
|--------------|------------------|-----------------|-------------|-----------------|---------------|------------------|
| 2005 | 15,692.04 | 6,967.13 | 0.00 | 6,408.51 | 336.00 | 1,980.40 |
| 2004 | 8,149.49 | 0.00 | 0.00 | 773.50 | 84.08 | 7,331.91 |
| 2003 | 2,097.33 | 0.00 | 0.00 | 0.00 | 0.00 | 2,097.33 |
| Total | 25,938.86 | 6,967.13 | 0.00 | 7,182.01 | 420.08 | 11,409.64 |

5. What is your district's bond rating (if applicable)? Please discuss basis for rating.
Not applicable.

6. Describe policies and procedures for investment practices.
All funds other than those needed for day-to-day operations are invested at the county and managed by county treasurer.

7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?
The District currently maintains a reserve of \$225,000. The District maintains three reserve accounts: Levees, Power, and Pump Plant. All excess funds at the end of the year are put back into replenishing these accounts. There is no dollar limit on the reserves but drawing down of the combined accounts below \$200,000 would be unacceptable to the board. The District does not maintain a reserve ratio but tries to forecast contingencies and budgets according.

8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers.
There is a variance in assessment between farmland, residential land, and commercial land. The variances in assessments are to recognize the "comparative" values of each of the types of uses of the respective land types, with farmland being the least amount and commercial land being the most amount.

9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers.
Not applicable.

10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.

In 2004 the landowner assessment rate was 65 cents per \$100 of assessed valuation. In 2005 the rate was 68 cents per \$100 of assessed valuation. Due to capital expenditures in the previous years the rate was increased in 2006 to 77 cents per \$100 valuation.

11. Discuss opportunities for rate restructuring.
The valuation assessment procedure is set by law; therefore, the only opportunities to increase revenues is to increase the rate per assessed valuation, which is reviewed and set annually by the board of trustees.
12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment.
This is the second year that the district has complied with GASB 34, which requires that the district record and depreciate its assets in accordance with GAAP. The policy is that all capital expenditures for infrastructure will be depreciated over its useful life. The infrastructure and equipment is replaced as needed. Each year the capital expenditure budget is assessed and approved by the board to handle these replacements.
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain.
The District has worked jointly and cooperatively especially in the last several years to share costs as much as legally possible with the Sutter Mutual Water Company in the areas of administration, facilities, personnel, and field operations.
14. Is approval by a vote of the residents within the district/agency required to increase rates?
Yes, to the extent Prop 218 requires.
15. Do rate increase votes occur during a special election or during state and federal elections?
Special elections.
16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.
See attached.

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document.
RD 1500 was formed by a special act of the State Legislature in 1913 for the purposes of providing drainage and reclamation of lands within its boundaries. **See attached.**
2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe.

The District's enabling statutes grant the District authority to perform its functions. The District is able to fulfill its mission and purpose under the guidelines of the State Water Code under the section identified as Reclamation Districts section 50000.

3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred.

No.

4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district?

No.

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre - and post - reorganization charts.

There have been no reorganizations within the last three years. The only changes have occurred due to personnel leaving and replacements being hired.

2. Describe any special management strategies or policies the district employs, and efficiencies gained by it.

The District's strategy is to maintain its levees in compliance with standards set by the U.S. Army Corps of Engineers and State Reclamation Board. Inspections over the last ten years by this agency has always rated the district as "Compliant," which is its highest rating. The District has accomplished this by low turnover of its personnel and good management. The average employee has been with the district 9.2 years, with key managers and supervisors greater than the average years. This in and of itself has saved the District thousands of dollars in reduced workers compensation insurance costs and employee training costs. Efficiencies have also been achieved in the District by continually updating its computer systems and keeping its employees trained on its usages. The District manages its entire administrative staff with a halftime administrative assistant and a third time office manager/controller.

3. If applicable, describe positions that have remained vacant during the past three years and why.

Occasionally, field labor positions have been temporarily not filled due to difficulty in finding good, reliable, and stable people. Our Pump Plant Supervisor position has not been filled for 1.5 years due to difficulty in finding a qualified person meeting our job description requirements. The major responsibilities for this position are currently being handled by the use and hiring of special consultants.

4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each.

Executive 1
Management 2
Operational 13

5. Describe any barriers in your organization that inhibit management efficiency.
None in particular to note.
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements.
Special consultants are hired periodically when and as needed to expertly address and deal with specific problems that may arise, such as pump or motor operations, engineering design and supervision of construction of facility structures, and temporary office assistance.
7. Describe any policies for employee and contractor performance incentives.
None in particular to note.

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies.
The District has not adopted articles of incorporation or bylaws. The District operates under the State Water Code under the Reclamation District section designated as 50000.
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff?
No.
3. Explain policies and procedures for competitive bidding and sole source procurement.
The District follows policies established by the Public Contract Code and obtains competitive bids for contract work which exceeds \$25,000. Sole source procurement is only used for contract work or material supplied less than \$25,000 in value or in the event the work is so specialized that competitive bids cannot be obtained.
4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district.
The District's governing board is comprised of seven Trustees, who are elected by the landowners for four-year staggered terms. Each Trustee must be a landowner or a legal representative of a landowner. Three Trustees were elected in 2005; the remaining four Trustees' terms will expire in 2007.
5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms?

The governing body is changed every two years. The board is made up of seven trustees with three appointed or elected in one election and four appointed or elected in the following election. The trustees are elected for a term of four years.

6. Does the governing board receive compensation and benefits? If so, please describe.

No.

7. How frequently does the governing body meet?

At least once a month unless it is agreed that a meeting is not necessary for a particular month.

8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?

Regular Board Meeting notices are posted in a public place outside the office. Notices for meetings for special purposes are mailed out to all landowners encouraging them to attend the meeting. The meetings are accessible for public participation although the matters and issues on the agenda are normally very localized, and therefore, not usually of particular interest to the general public. Large landowner or public meetings are held at the Robbins Community Hall to provide adequate space and easy parking and access.

9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings.

There have been no known violations or investigations. The Sutter County Grand Jury conducted an interview with the District in December 1999. The findings included recommendations related to (1) authorization of reimbursements and signing of reimbursement checks, and (2) accounting and justification of overtime charges.

10. Does your district maintain a website?

NO.

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands.

Do not have jurisdiction in this matter. Most of the lands in the District are agricultural, with the exception of the town of Robbins.

2. Describe the present and probable need for public facilities and services in the area.

Do not have jurisdiction in this matter. Current facilities are adequate for current land uses and minimal growth is expected in the area.

3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide.
Do not have jurisdiction in this matter. Current facilities are adequate for current land uses and minimal growth is expected in the area.
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission.
The District provides flood control protection and drainage services for the small town of Robbins.
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence?
Yes.
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have.
The current service area is identical to the sphere of influence.
7. Are there presently any boundary disputes with a neighboring district? If so, please explain.
None.
8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments.
None to our knowledge.

IX. DOCUMENTS REQUESTED

Please "double-click" into the boxes below that indicate what documents your district will be sending to PMC. A "Checkbox Form Field" will appear and click in the "checked" field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district).
- Most recent annual audit.
- Year-end financial statements for the past 5 years.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment.
- Copy of enabling legislation.
- Governing by-laws.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
- Staff organizational chart (if no chart is available, please draw one).
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
- Job descriptions.
- Rate schedule.
- Any other documents related to the above question.



MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE SURVEY

TO: Reclamation Districts
FROM: Ben Luna, Pacific Municipal Consultants (PMC)
DATE: January 11, 2006
RE: Municipal Service Review/SOI Update

Thank you for taking the time to answer the following questions related to the MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE (MSR/SOI). The last section below requests various documents to complete your MSR/SOI. If survey questions can be answered by referencing a document, please simply identify that document in the response space below and forward the document to PMC. Documents can be mailed to the PMC office at 1590 Drew Avenue, Suite 120, Davis, CA 95616. Electronic documents can be emailed to bluna@pacificmunicipal.com, and hard copies can be faxed to (530) 750-2811. If too many documents make mailing infeasible, pick-up can be arranged.

When finished answering all questions, please email this survey to me at the above email address. As emphasized during today's meeting, thorough responses to the questions below will make the MSR/SOI process more efficient and less time consuming for everyone. Conversely, vague, incomplete answers typically require follow-up telephone calls, emails, and requests for documents, which slows the process down. Ultimately, better information results in a better MSR/SOI analysis that will benefit your district. Please call or email me with any questions about completing this survey. My direct telephone number is (530) 750-7076 ext 205.

CHICO
140 Independence Circle
Suite C
Chico, CA 95973
(530) 894-3469
Fax (530) 894-6459

DAVIS
1590 Drew Ave
Suite 120
Davis, CA 95616
(530) 750-7076
Fax (530) 750-2811

MONTEREY
585 Cannery Row,
Suite 304
Monterey, CA 93940
(831) 644-9174
Fax (831) 644-7696

MT. SHASTA
508 Chestnut Street
Suite A
Mt. Shasta, CA 96067
(530) 926-4059
Fax (530) 926-4279

OAKLAND
1440 Broadway
Suite 1008
Oakland, CA. 94612
(510) 272-4491
Fax (510) 268-9207

PHOENIX
1616 E. Indian School Road
Suite 440
Phoenix, AZ 85016
(602) 279-1360
Fax (602) 879-1326

SACRAMENTO
10461 Old Placerville Road
Suite 110
Sacramento, CA 95827
(916) 361-8384
Fax (916) 361-1574

SAN DIEGO
10951 Sorrento Valley Road
Suite 1-A
San Diego, CA 92121
(858) 453-3602
Fax (858) 453-3628

I. GENERAL QUESTIONS RECLAMATION DISTRICT NO. 1660

1. What is your name and position? **RON LONG (GENERAL MANAGER)**
2. What is your official title? If you serve in more than one position/role, please list them all. **GENERAL MANAGER**
3. What is your district's/agency's mission statement? **To provide drainage of the District with a series of drainage ditches and pumps, and to provide flood protection by maintaining 12.14 miles of project levees along the Sacramento River and the Sutter By-Pass**
4. Please provide a brief but specific description of the area within your district boundaries and services your district provides. **The area within the boundaries of the District is farm land with approximately 8 to 10 farm houses and buildings, and 1 large warehouse.**

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information. **The growth potential in Reclamation District 1660 is small due to county ordinances governing farm land and the amount of growth allowed.**
2. Please describe any distinct population trends in your service area. **Very small growth potential unless the county changes the laws involving farm land usage.**
3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years? **County regulations regarding farm land.**
4. What is the geographic size of your service area boundary in square miles and in acres? **There are 14806.91 gross acres and approximately 23.14 square miles.**
5. How are service needs forecasted and how are growth/population projections integrated with plans for future services? **Services are forecast based on 91 years of operation as a District with little population growth.**

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district? **The levees are approximately 91 years old.**

2. What condition are the levees in? **The Maintenance reports put out by the State Department of Water Resources annually state the District maintenance program is outstanding. This however does not describe the structural stability of the levees, and this information the District does not have.**
3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe. **There are no current plans to upgrade the levees, however general maintenance and minor repairs are always ongoing.**
4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan. **There is no master plan, our maintenance schedule is following the Superintendent's Guide to Operation & Maintenance of California's Flood Control Projects by the State Department of Water Resources.**
5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule. **See above**
6. Who is responsible for completing improvements to the levees in your district? **As General Manager I am responsible for all aspects of maintenance, but major structural repairs is the responsibility of the State Reclamation Board and the Corp of Engineers with input from the District.**
7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe. **The two main barriers are money, from the District the State or the Corp of Engineers. The second is the endangered species act which slows progress in all aspects of major work on the levees.**
8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems? **The District has approximately 80 miles of drainage ditch that was built in the 1920's. These drains are inspected regularly and some are repaired or cleaned annually. The main pumping plant was built in approximately 1923 and is in good working order. Pump # 2 was installed in approximately 1960. Pump # 3 was installed in 1995. Pump # 4 was installed in 2000, all are in good working order.**
9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these? **Some portion of the drainage system is cleaned annually. The pumps are in good working order and no major repairs are planned.**
10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity? **The Districts pumps**

are for drainage of the District. There are a total of 9 pumps with an approximate capacity is 150,000 gallons per minute.

11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects. **Permits are required for some District services. Some repair work on the levees may require permits from the State Reclamation Board, the Corp of Engineers, and possibly Department of Fish & Game. Local permits required include Burning permit, a Pesticide permit, and occasionally a Public works permit for working in roadway areas. There are no permits pending.**
12. What waterways does the District have jurisdiction over? **None other than the drainage system that lies within the boundaries of the District.**
13. What is the flow and capacity of these waterways in terms of the type/year of storm? **Unknown**
14. What geographic portion of the District is within the Reclamation Board's Designated Floodway? **The area that lies on the water side of the levees.**
15. What portion of the District falls under an Adopted Plan for Flood Control? **The levees are under the jurisdiction of the State Reclamation Board and may have an Adopted Plan for Flood Control.**
16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance. **None**
17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies. **None**
18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan. **No.**

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.). **Assessments are the major source of income. Occasionally the District does outside backhoe and excavator work for the landowners for a small amount of income.**
2. Explain constraints associated with your agency's ability to generate revenue. **The major constraint is proposition 218. It takes an election of the landowners**

to raise assessments, which is expensive. Before prop 218 the board of trustees was able to raise assessments as needed for projects and then lower them when they were no longer needed. This no longer possible now.

3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval. **The Board of Trustees approves all expenditures, although the General Manager may expend for general operations of the District. All major expenses must be approved by the Board.**
4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement. **None**
5. What is your district's bond rating (if applicable)? Please discuss basis for rating.
N/A
6. Describe policies and procedures for investment practices. **The District follows the Water Code and all income goes to the County Treasure for deposit, and withdrawals are made as needed for expenses.**
7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue? **The Board has no policy for this.**
8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers. **None, the assessments are based on benefit and there are two zones of benefit within the District, which were established by assessment commissioners. High value land assessed at a value of \$2500 per acre and low value land assessed at \$25 per acre. The call of assessment is at 55 cents per every \$100 of assessed value.**
9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. **None**
10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years. **The assessments were increased 5 cents on every \$100.00 of assessed valuation in 2004. The assessment is at 55 cents for ever \$100 of assessed valuation for 2006.**
11. Discuss opportunities for rate restructuring. **None. The Water Code allows the District to operate on a benefit assessment which is very clear how we generate income.**

12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment. **None. The Board makes decisions as to what equipment needs to be replaced after the manager brings them the issues.**
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain. **We have joined together with Reclamation District 70 to share Management, employees and equipment to cut expenses for both Districts.**
14. Is approval by a vote of the residents within the district/agency required to increase rates? **Yes**
15. Do rate increase votes occur during a special election or during state and federal elections? **Special Election**
16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document. **State Legislature**
2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe. **Yes. None**
3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred. **No.**
4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district? **Not a formal merger but a mutual agreement between Districts. See question 13**

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre – and post – reorganization charts. **None**

2. Describe any special management strategies or policies the district employs, and efficiencies gained by it. **None**
3. If applicable, describe positions that have remained vacant during the past three years and why. **None**
4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each. **5 Board members. The District has no employees. Work is completed by using Reclamation District No. 70 employees, which include 1 general manager, 1 bookkeeper, and 3 maintenance personal.**
5. Describe any barriers in your organization that inhibit management efficiency. **None**
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements. **None**
7. Describe any policies for employee and contractor performance incentives. **None**

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies. **Bylaws**
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff? **No.**
3. Explain policies and procedures for competitive bidding and sole source procurement. **Competitive bidding required on any item over \$25,000**
4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district. **President and 4 Trustees. They are elected as per the Water Code for a four year term. Elections are staggered, three Trustees up for election, and then two years later the other two are up for election. Appointments for vacant seats are approved by the County Board of Supervisors.**
5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms? **See above**

6. Does the governing board receive compensation and benefits? If so, please describe. **Each Trustee receives \$50.00 for each meeting attended and no benefits**
7. How frequently does the governing body meet? **Once per month normally but on occasion there are special meetings in addition to regular meetings.**
8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.? **Agenda is posted in public places and dates and times of the meeting in the local newspaper. The meetings are held during the day. Some meetings may be held at night in a local hall to give all the public an opportunity to attend if it is an important meeting.**
9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings. **None**
10. Does your district maintain a website? **None**

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands. **Farm land**
2. Describe the present and probable need for public facilities and services in the area. **None**
3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide. **The District office will hold approximately 25 people. This is adequate for this District.**
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission. **None**
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence? **Yes**
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have. **We provide services to all areas within our boundaries.**

7. Are there presently any boundary disputes with a neighboring district? If so, please explain. **No.**
8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments. **No.**

IX. DOCUMENTS REQUESTED

Please "double-click" into the boxes below that indicate what documents your district will be sending to PMC. A "Checkbox Form Field" will appear and click in the "checked" field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district).
- Most recent annual audit.
- Year-end financial statements for the past 5 years.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment.
- Copy of enabling legislation.
- Governing by-laws.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
- Staff organizational chart (if no chart is available, please draw one).
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
- Job descriptions.
- Rate schedule.
- Any other documents related to the above question.

I. GENERAL QUESTIONS

1. What is your name and position? **Jeff Spence, Engineer**
2. What is your official title? If you serve in more than one position/role, please list them all.
District Engineer
3. What is your district's/agency's mission statement? **The district does not have a written mission statement that I am aware of, but was created to provide runoff drainage to reclaim land for farming.**
4. Please provide a brief but specific description of the area within your district boundaries and services your district provides. **The area within the District is primarily from the East Gridley Road in Gridley on the North, in the vicinity of Township Road on the East, and Nuestro Road on the South. The western edge of the District is not geographically describable in general terms, but the District averages 2 miles in width. The area is primarily agriculture with urban development within the City of Gridley. The District provides for runoff water from storm events and agricultural spill water.**

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information. **The growth rate in the District is largely attributed to the growth rate in the City of Gridley which is estimated to be around 3% per year. Growth outside the City limits is negligible to that of the City.**
2. Please describe any distinct population trends in your service area. **Due to the recent development in Northern California, the City of Gridley is experiencing a possibility of potential subdivisions which would increase the population trend compared to the past if the real estate market remains stable.**
3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years? **The District needs to improve the drainage system to handle the increased water caused by creating impervious areas. Assuming development would perform the mitigation measures, the population growth would not be discouraged. The service of providing storm drainage would not encourage population growth.**
4. What is the geographic size of your service area boundary in square miles and in acres? **The district has approximately 3644 acres in Butte County and 5031 acres in Sutter County.**
5. How are service needs forecasted and how are growth/population projections integrated with plans for future services? **The service needs are determined as each project is proposed and any needs are provided by the individual developer. There are no present plans for any regional plans for service improvements.**

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. How old are the levees in your district? **No District owned or maintained levees exist within our district.**
2. What condition are the levees in? **Not applicable, see item #1 above.**
3. When were the last upgrades/repairs to the levees, and are there current plans for repairing any of the levees? Please describe. **Not applicable, see item #1 above.**
4. Is there a levee master/management plan for the levees in your district? If so, is this part of a regional or statewide plan? Please provide copy of plan. **Not applicable, see item #1 above.**
5. Is there a levee maintenance and improvement schedule for the levees in your district? If so, please provide the schedule. **Not applicable, see item #1 above.**
6. Who is responsible for completing improvements to the levees in your district? **Not applicable, see item #1 above.**
7. Are there any barriers inhibiting needed improvements to the levees in your district? Please describe. **Not applicable, see item #1 above.**
8. Does the District include any lateral drains and/or pumping systems? If so, what is the age and condition of the drains and/or pumping systems? **The District has 18 miles of drains in Butte County and 17 miles in Sutter County. They are sufficient to provide drainage for their intended use, being to drain land in order to farm. Since more urbanized area is being added to the District, the capacity of the canals are inadequate unless flowrates are mitigated. The canals are maintained on an "as-needed" basis and as the funds are available for maintenance.**
9. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these? **There are no pumping systems in the District.**
10. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both), and what is their pumping capacity? **No District pumps exist, therefore the question is not applicable.**
11. Are permits required for district services? If so, please discuss permitting agencies; permit requirements, and date(s) of permit expiration. Please also describe any pending permits for new activities and projects. **Permits are not required, but the local lead agencies provide the District the opportunity to review project proposals and to provide input as to any concerns of the District or any conditions we may have. There are no pending reviews at this time.**
12. What waterways does the District have jurisdiction over? **The District has jurisdiction over the waterways as delineated on the District map.**

13. What is the flow and capacity of these waterways in terms of the type/year of storm? **The District was originally designed to handle 15 cfs/square mile which has been equated to about a 2 year storm in a recent study by an independent engineer doing a study in the City of Live Oak.**
14. What geographic portion of the District is within the Reclamation Board's Designated Floodway? **None of the District is within the Rec. Board's floodway**
15. What portion of the District falls under an Adopted Plan for Flood Control? **The District does not know of any adopted plan for flood control and therefore assume we are not in any.**
16. Describe any variance or inequity in levels of services provided to residents. Please explain the basis for the variance. **Certain areas in the District lie within lower areas topographically that are subject to flooding.**
17. What steps, if any, have been taken, or are being taken, in the wake of Hurricane Katrina, to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies. **Not applicable, see response to item #1 above.**
18. Is there a disaster preparedness plan in place in the event of a major levee breach? Please provide copy of the plan. **A plan has not been prepared.**

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.). **The District receives a small portion of property taxes along with an annual assessment as needed in the amount of \$2/acre with a minimum charge of \$25/parcel.**
2. Explain constraints associated with your agency's ability to generate revenue. **The District would need to perform a proposition 218 study and obtain a majority of votes in order to increase the current assessment. The Board believes a majority of the population would not approve an increase.**
3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval. **Expenditures may only be made by the Board.**
4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement. **Legal expenses have been limited to legal opinions regarding items such as interpretations of easement and assistance with the enforcement of policies with local agencies. No claims by employees or other parties have occurred within the past three years.**
5. What is your district's bond rating (if applicable)? Please discuss basis for rating. **The District does not have any bonds.**
6. Describe policies and procedures for investment practices. **The district does not have any investments.**
7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue? **The District does not have a set amount for maintaining reserves. They maintain enough to provide funds to assist in emergency cleaning of ditches during years with heavy flood waters.**
8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers. **Assessments are on a per acre basis and therefore are no variances in rates, fees, etc.**
9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. **The District does not have any fee rebates, tax credits or other relief to customers.**
10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years. **There have been no changes in rates, fees, taxes or other charges in the last three years.**
11. Discuss opportunities for rate restructuring. **There are no rates in the District.**

12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment. **The District does not own any infrastructure or equipment.**
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain. **The District is required to use mechanical means (i.e. excavators) to clean a majority of the ditches. Spraying of the weed growth would be used but since water is in the ditches almost year round the use of pesticides is not an option.**
14. Is approval by a vote of the residents within the district/agency required to increase rates? **As per proposition 218, a vote of the people is required to increase the annual assessment.**
15. Do rate increase votes occur during a special election or during state and federal elections? **No rate increases have occurred since the adoption of proposition 218.**
16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available. **Attached.**

V. DISTRICT FORMATION

1. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document. **I've been informed the District was formed by the Reclamation Board in the early 1900's, but have never seen a copy of the document.**
2. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe. **The district is able to provide services for which is was established which was to provide drainage for farming purposes. With the increase in population and additional runoff, the canals as designed are not capable of providing the expected service of urban design standards.**
3. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred. **No.**
4. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district? **No.**

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre – and post – reorganization charts. **There have been no internal reorganizations during the past three years.**
2. Describe any special management strategies or policies the district employs, and efficiencies gained by it. **The District is run by the Board of Directors and they are the “management”.**
3. If applicable, describe positions that have remained vacant during the past three years and why. **No positions have remained vacant during the past 3 years**
4. List the current number of employees by category: executive, management, professional, operational, etc. and please provide job descriptions for each. **Three directors; Consultants: secretary, engineer, attorney, accountant.**
5. Describe any barriers in your organization that inhibit management efficiency. **An option that could be considered to run the District would be to add a manager to run everyday operations, but the District does not have enough work to keep a person with this title busy but for a couple hours per week which is not feasible. In addition the use of spray to control weed growth would help reduce maintenance costs.**
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements. **The District has consulting services for secretarial, engineering, accounting, legal services, and canal maintenance and are utilized on an as-needed basis.**
7. Describe any policies for employee and contractor performance incentives. **There are no employees, and no policies for contractor performance incentives.**

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies. **Bylaws, copy attached**
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff? **None known.**
3. Explain policies and procedures for competitive bidding and sole source procurement. **The District will go out for competitive bidding every few years for canal maintenance and use the selected contractor when available. At times they use whomever is available to do the work.**
4. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district. **There are three board of directors with elections are held if more than one candidate. The County Board of Supervisors approves each director.**
5. How frequently is the governing body changed? Are terms staggered? How long are board members' terms? **The directors term is 4 years and terms are staggered.**
6. Does the governing board receive compensation and benefits? If so, please describe. **No compensation or benefits are received.**
7. How frequently does the governing body meet? **The board meets monthly during the winter months when more issues need to be discussed and about every other month during the summer months.**
8. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.? **Public notification is posted at City Hall. The public is encouraged to attend especially if they have a project being discussed by the Board. The meetings are located at the District secretary's house in Gridley**
9. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings. **No violations or investigations have occurred in the past three years.**
10. Does your district maintain a website? **No.**

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands. **The District has primarily agriculture uses consisting of mainly orchard and some rice. Urban development being the City of Gridley is also located within the District.**
2. Describe the present and probable need for public facilities and services in the area. **The District facilities are adequate to provide drainage for agriculture, but flooding may occur. Future urban development will require the ditches and culverts to be increased in size along the mitigated release of stormwater flows from development.**
3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide. **The present capacity of the District facilities was designed to basically drain the land such that it could be farmed. With the urban growth, the District is being utilized more as a storm drain system and is unable to provide service based on current engineering standards.**
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission. **The District is obviously of interest to the farming community as it provides runoff to make land capable of being farmed.**
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence? **No, there are some areas within the District that are unable to drain to a canal due to topography.**
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have. **The sphere of influence and the service area are the same. A copy of the District map has been provided.**
7. Are there presently any boundary disputes with a neighboring district? If so, please explain. **No boundary disputes with neighboring districts exist.**
8. In the last fifteen years, have there been any SOI boundary changes? If so, please describe basis for amendments. **No.**

IX. DOCUMENTS REQUESTED

Please “double-click” into the boxes below that indicate what documents your district will be sending to PMC. A “Checkbox Form Field” will appear and click in the “checked” field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district). **(NONE AVAILABLE TO OUR KNOWLEDGE)**
- Most recent annual audit.
- Year-end financial statements for the past 5 years.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment. **(NO RATE SCHEDULES)**
- Copy of enabling legislation. **(NONE KNOWN IN DISTRICT RECORDS)**
- Governing by-laws.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
- Staff organizational chart (if no chart is available, please draw one).
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
- Job descriptions.
- Rate schedule. **(NO RATE SCHEDULES)**
- Any other documents related to the above question.

GILSIZER COUNTY DRAINAGE DISTRICT

701 BOGUE ROAD

YUBA CITY, CALIFORNIA 95991

(530)673-0134, FAX (530)673-0134

June 15, 2006

Sidney Vergis
Pacific Municipal Consultants
1590 Drew Avenue, Suite 120
Davis, CA 95616

Dear Sydney:

Enclosed please find our response to LAFCO Questionnaire dated May 30, 2006.

Sincerely,



Dave Kimerer
Operations Supervisor

Encl.

1. Mission Statement

The District's purpose is to provide storm drainage to the district area by means of drainage pipelines and of Gilsizer Slough which runs from a point at the Feather River levee north of the Tenth Street Bridge to the Sutter By-pass approximately eleven miles down stream.

2. Governing Body

The district is governed by a five member Board of Directors of which three are county supervisors and two are City of Yuba City council members. The Board of Supervisors appoints the three county directors, and the City Council appoints the two city directors. There is no term limit. The governing body makes appointments such as Operations Supervisor. The District Board of Directors are not compensated. Notices of meetings are posted at the entrance to the City Hall, in the County Community Services area on Civic Center Boulevard and on the Internet.

3. Organizational Chart

Inquire of the County Department of Public Works.

4. Employees

The Operations Supervisor and two maintenance workers are full-time employees. There is one part-time trainee maintenance worker.

5. Contract Service to Other Agencies

Gilsizer County Drainage District does not provide services to other agencies,

6. Joint Powers Authorities

No Joint Power Authorities.

7. Customers

Customers are residents and landowners within the district boundaries, which includes almost all of the City of Yuba City. The District will enlarge Gilsizer Slough to increase its drainage capacity to accommodate growth. The land within the existing district boundaries is largely developed and built out, Storm drainage from within the district boundaries might increase by 30 percent over the next several years after which there should be no further increase from the present district area. However, Gilsizer County Drainage District improves and maintains eleven miles of Gilsizer Slough, outside of the district boundaries, from the southerly

district boundary at Bouge Road to the Sutter By-pass. The district area is a small fraction of the total area that drains to Gilsizer Slough. Extensive improvements to the Slough will be required to continue the current level of service to the district area as additional lands south of the District are developed and drained to the Slough. Lands outside of the district boundaries do not contribute to the district revenue.

8. Service Needs

Service needs are established by observation of the effectiveness of drainage resulting from rainstorms that are classified by their average return period and by hydraulic studies made in preparation for new or enlarged facilities. The District's short term and long term goals are to provide effective storm drainage to the district area.

9. Infrastructure

The district facilities consist of 1) Gilsizer Slough running through the City and continuing southwesterly approximately eleven miles to the Sutter By-pass. 2) A 50,000 gallon/minute storm water pumping station with a detention pond at the head of Gilsizer Slough at the Feather River levee north of the Tenth Street Bridge, and 3) two major storm drainage trunk pipelines each of which are about two and one-half miles long and reach 84 inches in diameter. The District maintains a sinking fund to finance new facilities as they are planned for and required. Equipment is maintained in good working condition through maintenance and replacement.

10. District Boundaries

The north district boundary is one-half mile south of Pease Road running parallel with Pease Road. The east boundary roughly runs along the west Feather Rive Levee. The south boundary is Bogue Road and the west boundary runs along Sanborn Road, Harding Road and Tharp Road. The district area is 6005 acres. There is no immediate consideration of expanding the district boundaries. The City of Yuba City constructs and maintains storm drainage lateral pipelines that drain to the District's trunk line and to Gilsizer Slough. Also, the City maintains a storm water detention pond in the northwest part of town. No part of the district area lies within Designated Floodway.

11. Funding

The District's primary source of revenue is ad valorem property taxes and hookup fees of 18.4 cents per square foot paid by developers when they convert pervious land surfaces, within the District, to impervious surface such as pavement and roofs. The District has a small debt for remaining installment payments on a backhoe. The District applies for grants that become available. Currently, the District is in the process of acquiring a grant from FEMA for repairs of erosion damage to Gilsizer Slough caused

the 2005 winter storm.

Gilsizer County Drainage District
Answers to LAFCO Questionnaire of May 30, 2006
page 3

12. Other

The District has working relationships with the State of California Department of Water Resources, California State Department of Fish and Game, Sutter County Agricultural Commissioner's Office, and City of Yuba City and Sutter County Departments of Public Works. The District interacts with these agencies in planning improvements, maintenance, discharge of storm waters into the Sutter By-pass, controlling pollution and preserving animal habitat. The District does not maintain a web site.

Recent budgets, financial reports etc. have been submitted..



MERIDIAN FIRE PROTECTION DISTRICT

P.O. Box 298
1100 3RD STREET
MERIDIAN, CA 95957

530 696-2306
FAX 530 696-0214
MDNFIRE@SUCCEED.NET

SUTTER LAFCO MUNICIPAL SERVICE REVIEW JUNE 15, 2006

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11. FUNDING
12. OTHER

PREPARED BY CHIEF JASON COOPER

1. MISSION STATEMENT

THE MISSION OF THE MERIDIAN FIRE PROTECTION DISTRICT (MFPD), IS TO PROTECT LIFE, PROPERTY, AND THE ENVIRONMENT THROUGH THE DELIVERY OF INNOVATIVE AND EFFICIENT QUALITY EMERGENCY MANAGEMENT SERVICES TO OUR COMMUNITY. THE MFPD RESPONDS TO FIRE, MEDICAL, AND OTHER EMERGENCIES (E.G. TOXIC CLEANUP).

2. GOVERNING BODY

THE MERIDIAN FIRE PROTECTION DISTRICT BOARD OF DIRECTORS IS MADE UP OF FIVE MEMBERS. THESE MEMBERS ARE ELECTED BY MFPD VOTERS. VACANCIES ARE PUBLISHED BY NOTICE POSTED AT THE MERIDIAN POST OFFICE AND FIRE DEPARTMENT, AND QUALIFIED APPLICANTS ARE SELECTED BY THE CURRENT BOARD TO FILL THE VACANCY.

APPLICANTS MUST BE PROPERTY OWNERS AND HAVE RESIDENCY WITHIN THE MERIDIAN FIRE PROTECTION DISTRICT BOUNDARIES. THE TERM LIMIT FOR A MEMBER IS FOUR YEARS AND THEN HE/OR SHE MUST REAPPLY.

MEMBERS OF THE MERIDIAN FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ARE COMPENSATED FOR THEIR TIME. COMPENSATION IS \$10.00 PER MEETING, WHICH IS PAID AT THE DECEMBER MEETING.

THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN MEETINGS WITH THE BOARD OF DIRECTORS. IF A BOARD MEMBER OR A FIREFIGHTER IS CONFRONTED BY THE PUBLIC FOR ANY REASON THEY HAVE BEEN REQUESTED TO INVITE THAT PERSON TO THE NEXT MEETING. THIS IS BECAUSE THE COMMUNITY MEMBERS MAY BE UNAWARE OF HOW OR WHY THE MERIDIAN FIRE PROTECTION DISTRICT OPERATES. IF THE PUBLIC DOES ATTEND A MEETING, THEY WILL BE EDUCATED OR GIVEN AN ANSWER TO WHAT EVER QUESTIONS THEY MAY HAVE.

MFPD MEETS ON THE SECOND TUESDAY OF EVERY MONTH AT 19:00HRS. A MEETING NOTICE WITH AN AGENDA IS POSTED AT THE MERIDIAN POST OFFICE AND AT THE MERIDIAN FIRE DEPARTMENT. ALL BOARD MEMBERS ARE REQUESTED TO ATTEND ALL MEETINGS. IF THEY ARE NOT ABLE TO MAKE A MEETING THEY ARE ASKED TO CONTACT SECRETARY VERN REISCHE.

THE MEMBERS OF THE MERIDIAN BOARD OF DIRECTORS ARE LISTED BELOW:

| | |
|----------------|----------------|
| PRESIDENT | MILES SHAFER |
| VICE PRESIDENT | CLIFTON DAVIS |
| MEMBER | LYLE CALLAWAY |
| MEMBER | AARON ANDERSON |
| MEMBER | ROBERT PIHERA |

3. ORGANIZATIONAL CHART

A FIVE MEMBER BOARD OF DIRECTORS OVERSEES CHIEF JASON COOPER AND CHIEF COOPER OVERSEES THE REST OF THE STAFF.

THE MEMBERS OF THE MERIDIAN BOARD OF DIRECTORS ARE AS LISTED BELOW.

| | |
|----------------|----------------|
| PRESIDENT | MILES SHAFER |
| VICE PRESIDENT | CLIFTON DAVIS |
| MEMBER | LYLE CALLAWAY |
| MEMBER | AARON ANDERSON |
| MEMBER | ROBERT PIHERA |

THE MEMBERS OF THE MERIDIAN FIRE PROTECTION DISTRICT ARE LISTED IN RANK BELOW.

| | |
|------------------|---------------------------------|
| JASON COOPER | CHIEF |
| JEFF LONG | ASSISTANT CHIEF |
| BENJAMIN SALO | SAFETY/TRAINING OFFICER |
| JOSEPH CARTER | CAPTAIN |
| GEORGE MCNEILL | ENGINEER |
| NORMAN ALEXANDER | ENGINEER |
| JON CUNNINGHAM | SEASONAL/ VOLUNTEER FIREFIGHTER |
| JIM HAFFERTY | FIREFIGHTER |
| STUART HALL | FIREFIGHTER |

4. EMPLOYEES

THE MERIDIAN FIRE PROTECTION DISTRICT HAS ONE FULL-TIME EMPLOYEE, A PAID CHIEF. THE CHIEF WORKS MONDAY THRU FRIDAY 08:00-17:00. THIS MAY BE EXTENDED INTO THE WEEKEND AND AFTER HOURS IF THE DISTRICT'S VOLUNTEERS ARE UNAVAILABLE.

IN ADDITION, MFPD EMPLOYS ONE PART-TIME SEASONAL FIREFIGHTER THROUGH THE SUMMER MONTHS. THIS USUALLY BEGINS IN EARLY JUNE AND EXTENDS THROUGH EARLY NOVEMBER. THE SEASONAL FIREFIGHTER WORKS MONDAY THRU FRIDAY 08:00-17:00. THE DURATION OF THE SEASONAL FIREFIGHTER'S EMPLOYMENT DEPENDS ON THE WEATHER.

MFPD ALSO MAKES USE OF VOLUNTEER FIREFIGHTERS. IF THE VOLUNTEER FIREFIGHTER IS IN THE DISTRICT AT THE TIME OF AN EMERGENCY, HE/SHE IS REQUESTED TO RESPOND.

OUR DISTRICT PROVIDES EMERGENCY SERVICES TO 81 SQUARE MILES. WE HAVE MOVED A FIRE ENGINE TO THE BOTTOM OF OUR DISTRICT TO BETTER SERVE AND MORE QUICKLY RESPOND TO THESE EMERGENCIES **SEE ATTACHED AVERAGE RESPONSE TIME FOR THE LAST TWO YEARS.** OUR EXISTING PERSONNEL LEVEL IS SUFFICIENT TO PROVIDE PROPER AND ADEQUATE EMERGENCY RESPONSES TO THE TAX PAYERS OF MERIDIAN FIRE PROTECTION DISTRICT. HOWEVER, THE MFPD STAFF CONTINUALLY ATTEMPTS TO RECRUIT NEW VOLUNTEERS. THIS IS DIFFICULT IN AN AREA WHERE THE POPULATION IS ALREADY LOW AND MANY OF THE COMMUNITY MEMBERS ARE ELDERLY, NOT TO MENTION THE DEDICATION AND TIME IT TAKES TO MEET THE GROWING STANDARDS REQUIRED BY THE STATE OF CALIFORNIA.

WE HAVE SEEN VERY LITTLE GROWTH IN OUR DISTRICT. WHEN AND IF THE TIME COMES, MFPD HAS DISCUSSED THE BEST WAY TO MEET AN INCREASE IN DEMAND. THIS WOULD MOST LIKELY BE DONE BY EITHER GOING TO A 24-HOUR PAID STAFF OR AN ON-CALL PAID STAFF. IN THE FORESEEABLE FUTURE, WE DO NOT ANTICIPATE A NEED FOR EITHER OF THESE MEASURES.

THE CURRENT LIST OF FIREFIGHTERS IS IN SECTION 3.

5. CONTRACT SERVICES

MERIDIAN FIRE PROTECTION DISTRICT DOES PROVIDE EMERGENCY SERVICES TO OTHER FIRE AGENCIES OUTSIDE ITS EXISTING BOUNDARY. THIS IS DONE THROUGH MUTUAL/AUTOMATIC AID AGREEMENTS. MUTUAL AID CAN BE TO A NEIGHBORING DEPARTMENT OR ANYWHERE IN THE STATE. AUTOMATIC AID IS A WRITTEN AGREEMENT BETWEEN TWO DEPARTMENTS THAT STATES A DEPARTMENT WILL RESPOND TO A PREDETERMINED AREA FOR CERTAIN EMERGENCIES.

AT THIS TIME MERIDIAN FIRE PROTECTION DISTRICT DOES NOT EMPLOY ANY PRIVATE CONTRACTORS.

6. JOINT POWERS AUTHORITIES

MERIDIAN FIRE PROTECTION DISTRICT DOES NOT BELONG TO ANY JPA'S. HOWEVER MFPD DOES HAVE A WRITTEN AUTOMATIC/MUTUAL AID AGREEMENT WITH SACRAMENTO RIVER FIRE PROTECTION DISTRICT. THIS AGREEMENT PROVIDES BOTH MERIDIAN FIRE PROTECTION DISTRICT AND SACRAMENTO RIVER FIRE PROTECTION DISTRICT WITH ADDITIONAL EQUIPMENT AND PERSONNEL IN THE TIME OF NEED.

AT THIS TIME, MFPD IS WORKING WITH THE SUTTER COUNTY FIRE DEPARTMENTS TO UPDATE THE MUTUAL/AUTOMATIC AID AGREEMENT. THIS AGREEMENT HAS NOT BEEN UPDATED FOR MANY YEARS AND NEITHER DEPARTMENT HAS A WRITTEN DOCUMENT THAT STATES WHERE THE BOUNDARIES ARE.

WHEN FINISHED, MERIDIAN FIRE PROTECTION DISTRICT WILL PROVIDE AND RECEIVE MUTUAL/AUTOMATIC AID TO AND FROM THE FOLLOWING DEPARTMENTS: LIVE OAK FIRE DEPARTMENT, SUTTER FIRE DEPARTMENT, AND OSWALD FIRE DEPARTMENTS. THIS WILL BETTER SERVE THE MEMBERS OF ALL THE ABOVE COMMUNITIES AND WILL ALSO OPEN THE DOOR TO POSSIBLY LOWERING THE ISO RATING IN THE MERIDIAN FIRE PROTECTION DISTRICT.

7. CUSTOMERS

MERIDIAN FIRE PROTECTION DISTRICT CONSIDERS ANYONE THAT NEEDS EMERGENCY SERVICES A CUSTOMER. THIS MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING: AN MFPD TAX PAYER, SOMEONE WHO IS PASSING THROUGH THE DISTRICT, AND/OR A VISITOR.

MFPD SERVES A POPULATION OF APPROXIMATELY 500 PEOPLE. HOWEVER, A MAJOR HIGHWAY PASSES THROUGH OUR DISTRICT THAT CARRIES THOUSANDS OF COMMUTERS DAILY.

WE HAVE NOT SEEN AND DO NOT EXPECT TO SEE ANY MAJOR CHANGES IN OUR DEMOGRAPHICS. IN THE LAST THREE YEARS, LESS THAN A DOZEN HOMES BUILT HAVE BEEN BUILT IN OUR DISTRICT. AT THIS TIME WE ARE ABLE TO PROVIDE ADEQUATE SERVICES WITHOUT MUCH CONCERN.

WE DO NOT EXPECT TO SEE ANY MAJOR GROWTH IN OUR DISTRICT. THE COUNTY SUPERVISORS, AS OF APPROXIMATELY TWO MONTHS AGO, ARE NOT ALLOWING PROPERTIES TO BE SPLIT INTO SMALLER LOTS AND BUILT ON. FURTHERMORE THERE ARE VERY FEW SMALL BUILDING LOTS LEFT IN THE MERIDIAN FIRE PROTECTION DISTRICT. AS A RESULT, WE DO NOT ANTICIPATE ANY FUTURE NEEDS BEYOND WHAT WE ARE PROVIDING FOR ALREADY.

8. SERVICE NEEDS

SERVICE NEEDS ARE ESTABLISHED BY CALLING 911 OR MERIDIAN FIRE PROTECTION DISTRICT DIRECTLY. MFPD IS A FULL SERVICE DEPARTMENT. OUR SERVICES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING AREAS: FIRE PROTECTION, EMERGENCY MEDICAL SERVICES, VEHICLE EXTRICATION, WATER RESCUE AND HAZARD MATERIALS SPILLS.

IN ORDER TO ENSURE THAT WE MEET INTERNAL PERFORMANCE STANDARDS, WE ENCOURAGE FEED BACK FROM COMMUNITY MEMBERS AND ANY CUSTOMERS OF THE MERIDIAN FIRE PROTECTION DISTRICT. MFPD VOLUNTEERS RECENTLY CAME UP WITH THE IDEA SENDING CUSTOMERS A SHORT QUESTIONNAIRE ASKING FOR FEEDBACK. BEING INVOLVED WITH THE FIRE SERVICE FOR ALMOST TEN YEARS I THINK THIS IS THE BEST WAY TO RECEIVE INFORMATION BACK FROM THE PUBLIC AND IMPROVE OUR SERVICES.

MERIDIAN FIRE PROTECTION DISTRICT SERVES A VERY LARGE AREA. FROM OUR MAIN STATION, IT TAKES NEARLY 20 MINUTES TO ARRIVE AT A SCENE AT THE SOUTH END OF OUR DISTRICT. IN AN EMERGENCY, THIS IS TOO LONG TO WAIT FOR A RESPONSE. IN 2003, WE MOVED AN ENGINE TO THE HOME OF OUR ASSISTANT CHIEF WHO LIVES AT THE SOUTH END OF THE DISTRICT. THIS HAS ALLOWED US TO STAY UNDER THE TARGETED TEN MINUTE RESPONSE TIME WE HAVE SET FOR OUR AREA. OVER THE LAST TWO YEARS, MFPD HAD AN AVERAGE RESPONSE TIME OF SEVEN MINUTES. IN 2006 WE HAD A SIX MINUTE AVERAGE RESPONSE TIME.

MERIDIAN FIRE PROTECTION DISTRICT AT THIS TIME HAS AN ISO RATING OF 8. DUE TO THE LACK OF ADEQUATE FIRE HYDRANTS, THIS IS NOT SOMETHING THE DISTRICT IS GOING TO BE ABLE TO IMPROVE ON UNTIL THE TOWN OF MERIDIAN RECEIVES A WATER SYSTEM.

MERIDIAN FIRE PROTECTION DISTRICT CANNOT FORECAST NEW SERVICE NEEDS. THE ONLY THING WE CAN DO IS LOOK YEAR TO YEAR AND SEE IF THE SERVICE REQUIREMENTS GO UP OR DOWN. WEATHER IS ALSO A FACTOR. ON AVERAGE, MERIDIAN FIRE PROTECTION DISTRICT HANDLES 150-180 EMERGENCY RESPONSES YEARLY.

AGAIN, MERIDIAN FIRE PROTECTION DISTRICT DOES NOT SEE ANY MAJOR CHANGES IN GROWTH PROJECTION, EITHER SHORT OR LONG TERM.

9. INFRASTRUCTURE

THE FOLLOWING IS A LIST OF ALL MERIDIAN FIRE PROTECTION DISTRICT'S MAJOR EQUIPMENT:

E661 IS A 2004 HME TYPE I FIRE ENGINE. THIS ENGINE WAS PURCHASED WITH THE HELP OF A FEMA GRANT IN 2004. IT IS USED FOR A WIDE VARIETY OF EMERGENCIES. IT CARRIES 1,000 GALLONS OF WATER AND HAS A 1,200 GPM PUMP. THIS ENGINE HAS ALSO BEEN EQUIPPED WITH AN AUXILIARY PUMP WHICH ALLOWS THE ENGINE TO BE USED FOR FIGHTING WILDLAND FIRES. IT HAS A FULL COMPLIMENT OF RESCUE TOOLS. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING: TWO SETS OF JAWS OF LIFE, "ONE LARGE AND NOT PORTABLE AND ONE SMALL PORTABLE SET," HYDRAULIC RAMS, AIR BAGS, GENERATORS, BREATHING APPARATUS, VEHICLE STABILIZING EQUIPMENT AND A FULL LINE OF MEDICAL EQUIPMENT INCLUDING A DE-FIB AND ALL THE EQUIPMENT NEEDED TO FIGHT STRUCTURAL FIRES. THIS ENGINE IS IN GREAT SHAPE AND CURRENTLY HAS 7,051 MILES.

E672 IS A 1975 CDF MODEL 9, A TYPE II ENGINE WHICH IS USED FOR BUT NOT LIMITED TO WILDLAND FIREFIGHTING. THIS ENGINE CARRIES 650 GALLONS OF WATER AND HAS A 500 GPM PUMP. THIS ENGINE HAS BEEN EQUIPPED WITH BREATHING APPARATUS, MEDICAL EQUIPMENT & STRUCTURAL FIREFIGHTING EQUIPMENT. THE CURRENT MILEAGE ON THIS ENGINE IS 112,104 AND IT IS IN FAIR SHAPE.

E664 IS A 1978 MODEL 12 TYPE III WHICH IS USED BUT NOT LIMITED TO WILDLAND FIREFIGHTING. THIS ENGINE HAS BEEN MOVED TO THE MOST SOUTHERN PART OF OUR DISTRICT TO THE HOME OF OUR ASSISTANT CHIEF FOR BETTER RESPONSE TIMES IN THE MERIDIAN FIRE PROTECTION DISTRICT. THIS ENGINE CARRIES 500 GALLONS OF WATER AND HAS A 450 GPM PUMP. THE ENGINE HAS BEEN EQUIPPED WITH BUT NOT LIMITED TO THE FOLLOWING: A FULL LINE OF WILDLAND FIREFIGHTING EQUIPMENT, BREATHING APPARATUS, A FULL COMPLIMENT OF MEDICAL EQUIPMENT AND A DE-FIB. THE CURRENT MILEAGE ON THIS ENGINE IS APPROXIMATELY 98,000 MILES AND IT IS IN FAIR CONDITION.

WT669 IS A 1990 INTERNATIONAL MADE BY WESTATE. ITS PRIMARY FUNCTION IS TO TRANSPORT WATER TO AND FROM FIRES. IT CARRIES 2,800 GALLONS OF WATER AND HAS A 500 GPM. IT HAS ADDITIONAL LIMITED EQUIPMENT SUCH AS BREATHING APPARATUS AND SMALL HAND TOOLS. THIS WATER TENDER CURRENTLY HAS 16,264 MILES AND IS IN GOOD SHAPE.

E665 IS A TYPE IV FIRE ENGINE AND IS USED TO FIGHT WILDLAND FIRES. IT WAS PURCHASED NEW IN 1986 AND CARRIES 450 GALLONS OF WATER WITH A 250 GPM PUMP. THIS ENGINE HAS BEEN EQUIPPED WITH A MEDICAL BAG ALSO ALONG WITH OTHER SMALL HAND TOOLS. ITS CURRENT MILEAGE IS 30,877 AND IT IS IN GOOD SHAPE.

BOAT 65 IS A 2006 14' ZODIAC RESCUE BOAT. ITS PRIMARY FUNCTION IS TO PERFORM LIFE SAVING WATER OPERATIONS. IT HAS BEEN EQUIPPED WITH A 2006 HONDA MOTOR AND RESCUE EQUIPMENT TO OUTFIT FOUR FIREFIGHTERS. BOAT 65 IS ONLY A FEW MONTHS OLD AND IS IN PERFECT SHAPE.

10. DISTRICT BOUNDARIES

STARTING ON THE SOUTHWEST CORNER OF THE SACRAMENTO AND THE TISDALE BY-PASS, MERIDIAN FIRE PROTECTION DISTRICT COVERS FROM THE CENTER OF THE SACRAMENTO RIVER, AND CONTINUES NORTH APPROXIMATELY 20 MILES TO THE COLUSA COUNTY LINE. IT THEN TURNS EAST FOR APPROXIMATELY 1 MILE, THEN TURNS NORTH AGAIN AND FOLLOWS BUTTE CREEK NORTH TO APPROXIMATELY THE 7400 BLOCK OF WEST BUTTE ROAD. THIS IS KNOWN AS THE WESTERN BOUNDARY. IT THEN TURNS EAST AND RUNS INTO THE SUTTER BUTTES FOR APPROXIMATELY 5 MILES FROM BUTTE CREEK INTO THE BUTTES. THIS IS THE NORTHERN BOUNDARY. FROM THE NORTHEAST CORNER IT RUNS THROUGH THE SUTTER BUTTES UNTIL IT REACHES HWY 20 THEN FOLLOWS THE CENTER OF THE SUTTER BY-PASS SOUTH TO THE TISDALE BY-PASS. THIS IS KNOWN AS THE EASTERN BOUNDARY. FROM THERE IT TURNS WEST AND FOLLOWS THE SOUTHERN-MOST PART OF THE TISDALE BY-PASS UNTIL IT MEETS UP WITH THE SACRAMENTO RIVER. THIS IS WHAT IS KNOWN AS THE SOUTHERN BOUNDARY. SEE ATTACHED MAP.

THE DISTRICT BOUNDARIES ARE APPROPRIATE AND MERIDIAN FIRE PROTECTION DISTRICT CAN REACH ALL PARTS OF OUR DISTRICT BEFORE ANY NEIGHBORING DEPARTMENT COULD.

THE SERVICES PROVIDED TO MERIDIAN FIRE PROTECTION DISTRICT COMMUNITY MEMBERS ARE EQUAL OR GREATER THAN OTHER AGENCIES PROVIDE IN THE ADJACENT AREA.

AT THIS TIME, MERIDIAN FIRE PROTECTION DISTRICT IS NOT EXPANDING ITS BOUNDARIES AND WILL NOT IN THE FORESEEABLE FUTURE.

11. FUNDING

FUNDING COMES FROM AN ANNUAL PROPERTY TAX THAT IS BASED ON .04\$ PER ASSESSED DOLLAR. THIS IS COLLECTED BY THE SUTTER COUNTY TAX ASSESSOR. IN EARLY 2000 MERIDIAN FIRE PROTECTION DISTRICT PASSED A SPECIAL ASSESSMENT FEE, PROP 218, THAT HAS ENABLED US TO PURCHASE NEW EQUIPMENT AND CONTINUE TO HAVE FULL TIME AND PART TIME PERSONNEL.

IN EARLY 2006, I PUT A COST RECOVERY PROGRAM IN PLACE. THIS ENABLES MFPD TO RECOVER COSTS INCURRED WHEN DEALING WITH HAZMATS, DUI'S, AND ANYONE THAT MIGHT NEED OUR SERVICES WHO IS NOT A TAXPAYER IN OUR DISTRICT. THIS HAS BEEN A LEARNING PROCESS FOR OUR FIREMEN AND ME, BUT WE ARE STARTING TO SEE SOME MONIES COME IN.

MERIDIAN FIRE PROTECTION DISTRICT HAS WRITTEN GRANTS IN THE PAST AND CONTINUES TO DO SO. WE HAVE RECEIVED GRANTS FROM THE FOLLOWING: FEMA \$222,007, DOT \$17,164.40 VOLUNTEER FIRE ASSISTANCE PROGRAM \$8,220.00 AND US FISH & WILDLIFE GRANT \$3,000 FOR A TOTAL OF \$250,391.40

12. OTHER

MERIDIAN FIRE PROTECTION DISTRICT HAS AN OUTSTANDING RECORD WORKING WITH OUTSIDE AGENCIES. WE ARE A SMALL DEPARTMENT BUT HAVE VOLUNTEERS WITH BIG HEARTS AND A LOT OF DEDICATION. ON MANY OCCASIONS, WE RESPOND TO OUT OF COUNTY STRIKE TEAMS AND WORK SIDE BY SIDE WITH STATE AND FEDERAL ORGANIZATIONS.

AT THIS TIME MERIDIAN FIRE PROTECTION DISTRICT DOES NOT HAVE A WEB SITE.

MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE SURVEY

TO: Levee Districts

FROM: Ben Luna, Pacific Municipal Consultants

DATE: 06-27_____, 2006

RE: Municipal Service Review

Thank you for taking the time to answer the following questions related to the MUNICIPAL SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE (MSR/SOI). The last section below requests various documents to complete your MSR/SOI. If survey questions can be answered by referencing a document, please simply identify that document in the response space below and forward the document to PMC. Documents can be mailed to the PMC office at 1590 Drew Avenue, Suite 120, Davis, CA 95616. Electronic documents can be emailed to bluna@pacificmunicipal.com, and hard copies can be faxed to (530) 750-2811. If too many documents make mailing infeasible, pick up can be arranged.

When finished answering all questions, please email this survey to me at the above email address. As emphasized during today's meeting, thorough responses to the questions below will make the MSR/SOI process more efficient and less time consuming for everyone. Conversely, vague, incomplete answers typically require follow-up telephone calls, emails, and requests for documents, which slows the process down. Ultimately, better information results in a better MSR/SOI analysis that will benefit your district. Please call or email me with any questions about completing this survey. My direct telephone number is (530) 750-7076 ext 205.

I. General Questions

1. What is your name and position?
William Hampton, General Manager
2. What is your official title? If you serve in more than one position/role please list them all.
General Manager.
3. What is your district's/agency's mission statement?

To provide safety to the residents of Sutter County from flooding by the Feather River.

4. Please provide a brief but specific description of the area within your district boundaries and services your district provides.

Levee District One starts at Pease Road in North Yuba City and runs South down stream of the feather river for 17 miles.

II. GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA

1. What is the present growth rate, and what is the current and projected population of your district in the next 5 and 10 years? Please include source of information.

We do not have this information.

2. Please describe any distinct population trends in your service area?

We do not have this information.

3. What factors in your district's service area boundary will encourage or discourage population growth in the next 5 to 10 years?

Home buyers may be discouraged if they cannot get reasonable flood insurance.

4. What is the geographic size of your service area boundary in square miles and in acres?

41083. ACREAS BASED ON OUR BENEFIT ASSESSMENT

5. How are service needs forecasted and how are growth/population projections integrated with plans for future services?

NO CONSIDERATION IS GIVEN TO GROWTH. The same level of service is Given at all times

III. INFRASTRUCTURE NEEDS AND DEFICIENCIES

1. What are the age and condition of the levees?

Levee District One levees were started in 1868 and have been raised in height various times since that date. As for condition, D.W.R. gives us an excellent rating.

2. When were the last upgrades/repairs to the levees and are their plans for repairing any of the levees in the District?

The last major work was completed in 1999. We have current plans for a set back levee and repair of an erosion site.

3. Have there been any significant floods or structural issues associated with the levees?
The last major flood was in 1955.
4. Does the District include any lateral drains and/or pumping systems?
We do not have any lateral drains, however we do have two pump back stations to pump relief wells back into the river.
5. If so, what are the age and condition of the drains and/or pumping systems?
One pump back station is 50 years old and the other is nine years old.
6. If your District does not provide drainage, then who does?
Gilsizer drainage district
7. If pumping systems do exist, when were the last upgrades/repairs to the drains and/or pumping systems and are there plans for repairing any of these in the District?
A new 25 h.p. motor was installed 9 years ago on the oldest pump back station
8. If pumping systems do exist, what are the functions of the pumps (irrigation, flood control, both)?
Our pumps only work whenever a flood causes the relief wells to run (last time was 1997)
9. What is the number of current activities requiring permits (dates of implementation and expiration)?
No permits required.
10. What is the number of pending permits for new activities and projects (expected date of approval)?
No permits required.
11. What streams does the District oversee?
West bank of feather river.
12. What is the flow and capacity of these streams?
Normal flow is between 8000 and 12000 cubic feet per second. 1997 set a record for capacity at 325000 cubic feet per second.
13. What portion of the District is within the Reclamation Board's Designated Floodway?
All of it.

14. What portion of the District falls under an Adopted Plan for Flood Control?

All of it.

15. Describe any variance or inequity in levels of services provided to residents. Explain why unequal service levels are present.

All services are equal.

16. Is there a infrastructure maintenance and/or replacement schedule? How is infrastructure replaced/maintained?

Maintenance is scheduled by season. There is no replacing.

17. In the wake of Hurricane Katrina, levee stability is under question. What steps have been undertaken to ensure levee stability? Please provide reports, policy documents, or summaries of planned studies.

State D.W.R. and the Army Core of Engineers take care of major work.

18. Is there a disaster preparedness plan in place in the event of major levee breach? Please provide a copy of the plan.

We have two plans. Yuba city and Sutter County which are about the same. We work with both agencies.

IV. FISCAL

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.).

Our only revenue comes from a benefit assessment.

2. Explain constraints associated with your agency's ability to generate revenue.

If we should have to generate more revenue, a vote of the people would have to be taken and a 2/3 majority to ok it.

3. Describe policies and procedures for limiting expenditures, which staff may make, without board/council approval.

Up to \$5,000. Anything above that to \$10,000. The Board may review. Anything above \$10,000. Must go out to bid.

4. Provide a summary of annual legal expenses for the past three years; if applicable, segregate expenses associated with settling claims by employees or other parties and describe the basis for each settlement.

Legal expense runs an average of \$500. A month to have counsel be present at each Board meeting. We have not had any claims filed against Levee One the past three years.

5. What is your district's bond rating (if applicable), and please discuss basis for rating.
Does not apply.
6. Describe policies and procedures for investment practices.
The District does not handle revenue. Our funds are deposited with the Sutter County Treasurer who invest all funds.
7. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?
Levee District One is a small District. We must use every penny we can on levee maintenance. At this time we do have a cash undesignated reserve.
8. Explain any variances in rates, fees, taxes, etc., which are charged to agency customers.
All Benefit assessments are based on acreage, not on buildings.
9. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers.
We have not given any.
10. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.
There have been none in the past three years.
11. Discuss opportunities for rate restructuring.
Does not apply.
12. Describe policies and practices for depreciation and replacement of infrastructure and other equipment.
Equipment is replaced every five years if we have the funds.
13. Are there opportunities to improve economic or management efficiency and district operations? Please explain
There is always room to improve if you have the money.
14. Is approval by a vote of the residents within the district/agency required to increase rates?
Yes.

15. Do rate increase votes occur during a special election or during state and federal elections?

By mail in ballots as a special election.

16. Please attach latest budgets, preferably FY's 2004-05 and 2005-06, and independent financial audits if available.

V. DISTRICT FORMATION

1. When was your District officially established?

April 1868.

2. How was your district formed, i.e., by ordinance, resolution, state legislature, vote of the people, etc.? Please provide a copy of the enabling document.

District was formed by State Legislature.

3. Is your district able to fulfill its mission under the parameters of your enabling legislation? Are there restrictions that have inhibited your district's ability to provide services? If so, please describe.

None.

4. Has your district ever considered a different legal form that would broaden decision-making authority? If so, please describe that discussion and when it occurred.

No.

5. Has there ever been an amendment, reformation, or merger of your district's legal structure, i.e., merger with another district?

No, only the State can do that.

VI. EVALUATION OF MANAGEMENT EFFICIENCIES

1. Describe internal reorganizations within the past three years; list job titles or position that have been eliminated; and please provide pre – and post – reorganization charts.

There have been none.

2. Describe any special management strategies or policies the district employs, and efficiencies gained by it.

None.

3. If applicable, describe positions that have remained vacant during the past three years and why.

None.

4. List the current number of employees by category: executive, management, professional, operational, etc. and **please provide job descriptions for each.**
One Management, Two Reclamation workers. All full time employees including the Manager expected to perform all jobs on levee.
5. Describe any barriers in your organization that inhibit management efficiency.
None.
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or savings gained by these arrangements.
None.
7. Describe any policies for employee and contractor performance incentives.
None.
8. What resources does your District share with other Districts? What potential exists for sharing resources such as facilities, infrastructure, personnel and equipment with other Districts?
None.

VII. LOCAL ACCOUNTABILITY

1. Does your district operate under articles of incorporation or bylaws? Please provide copies.
Water code of California.
2. Besides the Brown Act, are there any agency policies, rules, or procedures that regulate communication between elected officials and staff?
None.
9. Explain policies and procedures for competitive bidding and sole source procurement.
Anything over \$10,000. Must go out to bid.
10. Explain the composition your district's governing body and indicate how elections, or appointments, are conducted within the district.
Directors are elected at the November regular election.

11. How frequently is the governing body changed? Are terms staggered? How long are board members' terms?
Governing body had one new member in last 10 years because of death of one member. Terms are not staggered. Terms are four years.
12. Does the governing board receive compensation and benefits? If so, please describe.
Directors receive \$125.00 per meeting attended. This pays for any time spent driving on the levee between meeting. No other benefits.
13. How frequent does the governing body meet?
Directors meet once a month.
14. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?
Public is notified of meeting through a published agenda. The public is encouraged to participate. The meetings are conducted starting at 8: A.M. at the District office which has ample room.
15. Describe any violations or investigations within the past three years related to the Ralph M. Brown Act and Political Reform Act. Also describe grand jury or law enforcement agency investigations and findings.
There have been no violations of the Brown act. The Grand Jury has made a courtesy call and gave the Levee District a good report.
16. Does the District have a written policy for the monetary threshold at which the General Manager must go to the Board for approval expenditure? What is that threshold?
The District has no written policy.
17. How does a resident within the District go about voicing an issue or concern regarding District operations and levees?
A resident can start with the Manager, if he is not satisfied he can contact one of the Directors, if that is not satisfactory, he may come to a Board meeting and voice his concern to the full Board and as a last resort he may file a complaint with the State Reclamation Board. The County and City would have to follow the same procedure.
18. Does your district maintain a website?
No.

VIII. SPHERE OF INFLUENCE UPDATE INFORMATION

1. Describe the present and planned land uses in the area, including agricultural and open space lands.
Of the 17 miles of levee, about 5 miles are within Yuba City, the rest is all agriculture.
2. Describe the present and probable need for public facilities and services in the area.
Does not apply.
3. Describe the present capacity of public facilities and adequacy of public services that your agency provides or is authorized to provide.
Does not apply.
4. Describe the existence of any social or economic communities of interest in the area that are relevant to the agency's mission.
Does not apply.
5. Does your district/agency have the ability to provide services to all residents within your sphere of influence?
Yes.
6. Please describe the current area you provide services to in relation to your sphere of influence. If possible, please attach any maps you may have.
41083 acres.
7. Are there presently any boundary disputes with neighboring district? If so, please explain.
No.
8. In the last fifteen years have there been any SOI boundary changes? If so, please describe basis for amendments.
No.

IX. DOCUMENTS REQUESTED

Please "double-click" into the boxes below that indicate what documents your district will be sending to PMC. A "Checkbox Form Field" will appear and click in the "checked" field.

- Budgets for the last two years (if budget is part of the County budget, please provide the section(s) relevant to your district).
Will be sent by mail.

- Most recent annual audit.
You picked this up at the time of your visit.
- Year-end financial statements for the past 5 years.
Not enclosed.
- Rate schedules and fee histories for the past 5 years, including rate restructuring studies and reports, frequency of rate adjustments, process for rate adjustment.
Not enclosed
- Copy of enabling legislation.
Go to Gov. code and Water code.
- Governing by-laws.
Will try to find them.
- Policy documents reflecting management strategies, spending and investment, cuts or increases in services.
None.
- Staff organizational chart (if no chart is available, please draw one).
Two People,
- Infrastructure documents, i.e., studies, reports, capital improvement/maintenance schedules.
This is to much.
- Job descriptions.
We do not have job descriptions.
- Rate schedule.
Attached.
- Any other documents related to the above question.
No.