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LAFCO
San Bernardino County

**County Service Area 79 DISTRICT
DISTRICT PROFILE SUMMARY SHEET**

3181

District Contact Person(s):

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E-mail Address:

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Website Address:

www.specialdistricts.org

Date of Formation:

September 7, 1971

Principal Act:

CSA 252101

Improvement District(s): YES NO

If yes, please indicate name and define area of service (include map).

Governing Body:

San Bernardino County Board of Supervisors

Membership:

Public Meetings:

Board of Supervisors Meeting Every Tuesday
CSA 79 Advisory Commission Meeting on 1st Monday Even Months

SERVICES

Currently Authorized Powers (Services):

SERVICE	FUNCTIONS
Sanitation Services	Wastewater Collection System

Latent Powers (Services) -- those services authorized by the Agency's principal act, but not activated through the LAFCO process:

SERVICE	FUNCTIONS
N/A	

Area Served: 1 Square Miles/ Acres

Population: 1,860 (2000 Census) (Outline source for figure)

Registered Voters: As Of (Date)

Services Provided Outside Agency Boundaries:

SERVICE	PROVIDED TO WHOM	DATE OF CONTRACT	SUNSET DATE
Collection system	Snow Valley	Agreement 04/25/1978	40yr Agrmt 04/25/2018

Special charges for service outside boundaries:

 N/A

Special policies for providing service outside boundaries:

 N/A

SPHERE OF INFLUENCE

Established:

LAFCO Number	Resolution No./ Date Adopted	Location
	09/07/71	CSA 79 GREEN VALLEY LAKE

CHANGES:

LAFCO Number	Resolution No./ Date Adopted	Type Of Change	Location

MUNICIPAL SERVICE REVIEW

INTRODUCTION: The following provides an outline of the mandatory determinations for a municipal service review as set out in Government Code Section 56430. In addition, it provides an explanation of the purpose of the determination and the issues to be considered. While no agency will be required to respond to each of the issues identified below, this list is intended to be illustrative of the scope of issues that might be relevant to a local agency service review. Please review the list and identify those issues that are relevant to your agency and develop narrative responses to each determination.

I. **Growth and Population**

Purpose: To evaluate service needs based upon existing and anticipated growth patterns and population projections.

1. Population Information (include identification of source for growth projection)
 - a) Existing and projected within agency boundary
The population of CSA 79 is 1,860 (2000 Census)
 - b) Existing and projected within sphere of influence (not to include area within agency's boundaries)
Currently, there are no plans for any projects that would add customers to the system nor in the Sphere of Influence.
2. General Plan
 - a) Excerpts regarding existing and projected growth
N/A
 - b) Other
N/A
3. Identify Significant Growth Areas
N/A

II. **Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies**

Purpose: To evaluate the infrastructure needs and deficiencies of a jurisdiction in terms of capacity, condition of facility, service quality and levels of services and its relationship to present and planned capacity. (Provide copies of documents where necessary).

1. Capital Improvement Plans/Studies
A Preliminary Engineering Report and Facility Plan was prepared for CSA 79 by PBS&J in 2002. A Facility Plan is less intensive than a Master Plan, However it identifies needed Capital Improvement Projects. (Attached)
2. Water Service Plans/Studies
 - a) Supply and demand information

3. Sewer Service Plans/Studies
 - a) Capacity and demand information
CSA 79 has 1,602 connections available, and 1,017 connections have been made to date.

4. Age and Condition of Facilities
 - a) Water supply and distribution system
N/A
 - b) Wastewater collection and treatment
CSA79 Collection System was originally constructed in the late 1970's. The facilities consist of 35 miles of gravity sewer mains, 481 manholes and 4 pump stations. CSA 79 contracts with Running Springs Water District for wastewater treatment.

5. Capacity Analysis
 - a) Number of service units available
585 connections available.
 - b) Number of service units currently allocated
1,017 connections to date.
 - c) Total number of service units within agency boundaries
1,602 units in agency boundary
 - d) Total number of service units outside agencies boundaries. Are there out-of-agency contracts? Is the out-of-agency rate different than the in-agency rate for service?
N/A

6. Future Development
 - a) What additional infrastructure is needed?
Currently there are no known future projects planned that would add customers to the sewage collection system.
 - b) Description of additional facilities?
N/A
 - c) How will it be funded?
N/A
 - d) Is there a schedule for improvement?
N/A

7. Reserve Capacity
 - a) What is the policy?
To ensure collection system capacity for all connections available.
 - b) Are there inter-ties with other agencies?
N/A

III. Financial ability to provide services

Purpose: To evaluate factors that affects the financing of providing services and needed improvements. To identify practices or opportunities that may help eliminate unnecessary costs. (Provide copies of documents where necessary).

1. Finance Documents/Plans for:

- a) Two most recent adopted budgets
- b) Two most recent completed audits
- c) Service upgrades
N/A
- d) Capital improvements
Please see attached CIP List from the FY 08-09 Budget

2. Bond Rating
N/A

3. Revenue Sources
- a) Identify
Main source of revenue is from User Fees Billed
 - b) Can they be expanded?
Revenue sources will not likely be expanded

4. Major Expenditure Categories
- a) Identify
Operation and Maintenance of the Districts 4 pump stations and collection system.
 - b) What methods are used to control costs?
O & M costs are evaluated annually as part of the budgeting process. Methods of cutting costs are evaluated annually and include: using contractors for multiple sanitation districts instead of using a separate contractor for each district; pooling and combining workforces by using one or two employees to inspect/maintain multiple sanitation districts; pooling equipment so that it can be used throughout all water/sanitation districts so that all districts share in equipment costs.

5. Joint Financing Projects
- a) Does agency participate? If so, what are they?
N/A
 - b) What are the policies?
Joint financing projects are set up through general contract/agreement and sent to the County Board of Supervisors for approval.
 - c) Please provide a copy of the agreement.

6. Overlapping/Duplicative Services
No overlapping or duplicative services.

7. Rely on Other Agencies
- a) Administrative functions
Administrative functions provided by County Special Districts Department.
 - b) Grant management
Grant Management provided by County Special Districts Department
 - c) In-house cost vs. outside cost
In house costs vs. outside costs have not be specifically evaluated

8. Per-Unit Service Costs

a) Identify

Current Rate is \$54.54 per month per Equivalent Dwelling Unit (EDU)

b) Comparison with others

Annually, the State Water Resources Control Board conducts a rate survey of all wastewater agencies and publishes their findings. CSA 79 rates are in the middle range.

9. Identify current rates and plans. Please identify any planned rate changes.

County Special Districts/Budget Finance Division prepares CSA 79 budget. Fees are evaluated and adjusted annually to meet the operation and maintenance costs of the district. Rates will be adjusted minimally to reflect cost of living adjustments. Please see attached Ordinance No. 08-06 and 08-07.

IV. **Status of, and opportunities for shared facilities**

Purpose: To evaluate the opportunities for a jurisdiction to share facilities and resources to develop more efficient service delivery systems.

1. Shared Facilities

a) Existing – flood, parks, groundwater storage, etc.

No existing shared facilities

b) Future opportunities/options

No future plans for shared facilities.

2. Duplication of Facilities

a) Existing duplication?

No duplication of facilities

b) Planned/future duplication?

No planned or future duplication of facilities at this time

c) Excess capacity available to outside customers?

Capacity is only calculated and available to District customers.

d) Productivity ratings, if any, for staff

N/A, District employees are not rated for productivity

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

Purpose: To evaluate the accessibility and levels of public participation associated within the agency's decision-making and management processes, to consider the advantages and disadvantages of various government structures to provide public services, and to evaluate whether organizational changes to governmental structure can be made to improve the quality of public services in comparison to cost.

1. Budget

a) Policies

CSA 79 Budget is prepared by County Special Districts

Department/Finance Division in conjunction the County's annual

Budgeting process and are fully compliant with legal requirements and County Administrative Policy

b) Policies for payment of stipend, benefits, travel, educational expenses of the governing body

N/A

c) Preparation/public involvement

Noticing to the public will normally be given in writing of all proposed and/or implemented changes in fees and charges. Community meetings and public hearings are scheduled to provide a forum for public involvement. Where conditions warrant and in emergencies, the District may resort to notification by telephone, messenger, newspaper or any other media available which has significant public exposure.

d) Analysis – revenues/reserves/expenditures

Expenditures and revenues are reviewed on a monthly basis by management. Budgets are reviewed by management and the County's Administrative Office prior to submission to the County Board of Supervisors. Annually, County Auditor/Controller audits and prepares a consolidated financial report of expenditures, revenues and reserves.

2. Governing Body

a) Selection process

The San Bernardino County Board of Supervisors governs CSA 79 located within the boundaries of the Third Supervisorial District. The Third District Supervisor is selected through voter participation every Four years. The Board forms district commissions and the District Supervisor appoints commissioners.

b) Representation (Districts, area-wide)

CSA 79 Advisory Commission

c) Frequency of meetings

The Board of Supervisors meet every Tuesday and the Advisory Commission meets the first Monday of even months.

d) Brown Act compliance

Rules for complying with the Brown Act are explained to Commission Members by Department Staff in training sessions. Each Commission Member is given a specially prepared binder of the Brown Act with Rules for compliance included for future reference. The CSA 79 Advisory Commission has an appointed Secretary who maintains compliance for the Advisory group,

e) Number of elections over last decade

N/A

3. Level of Service

a) Meets or exceeds customer needs?

The district has been meeting the needs of the customers by providing administrative support and comprehensive maintenance/operational procedures that meet or exceed regulatory compliance.

b) Customer satisfaction

All customers are provided a level of superior service by qualified Customer service representatives.

i) Surveys

N/A

ii) Complaint tracking

Customer complaints are recorded in the billing system on the customer accounts. Most complaints are resolved at the customer representative level. Any dispute that may escalate is reviewed by management for determination, prompt response and resolution.

4. Customer/Community Access

a) Hours

The Water and Sanitation Division's Victorville Business Office operates between 8:00 am and 4:00 pm, Monday through Friday except major holidays.

b) Newsletters

The Water and Sanitation Division does not currently publish a newsletter but utilizes the billing statement to keep customers informed. Additionally, the Division may enclose fliers with the billing statements.

c) Website

The Water and Sanitation Division is accessible through the Special Districts website at www.specialdistricts.org

d) Media coverage

N/A

e) Cable/public access TV

N/A

5. Regular Progress Reports

a) Budget – major projects

District budgets are published annually, containing operations and Maintenance, replacement, expansion and capital improvement plans. The budgets are distributed to management, including commission Members during scheduled meetings referred to as budget workshops. Commission members are briefed on the various aspects of the budgets. Public questions and comments are contemplated and addressed. Commissioners make recommendations to the Board of Supervisors. The District provides customer written notification of proposed sanitation Rates and facility charge changes.

b) Operations

Monthly/quarterly financial reports are provided to Commission members During regularly scheduled commission meetings.

c) Voter participation

District customers are notified of rate presentation meetings and encouraged to attend. Mailers containing proposed increases or Decreases to District fees and charges and the change impact on the average user is provided.

6. Does the agency recommend any government structure options (consolidation, reorganization, status quo)?

a) Benefit to customers

CSA 79 is a dependent District of the County Special Districts Department which provides administration and pooled staffing and equipment.

b) Services to be provided

N/A

c) What would the hurdles be to consolidation/reorganization?

N/A

7. Does the agency have strategies or policies for future service delivery?

a) Strategies for directing growth

N/A

b) Infill

N/A

c) Conservation

N/A

d) Annexation policies

Possible annexations require feasibility studies with LAFCO involvement/oversight.

e) Policies related to providing service outside agency boundaries

N/A

8. Operational Efficiencies

a) Staffing Levels

CSA 79 is staffed with two (2) full time personnel, with oversight from a supervisor. Depending on the season or project this level can increase.

b) Technology (e.g. billing systems)

CSA enjoys the benefit of participating in the County Special Districts Department billing system which cost is proportionately shared by all water and sanitation Districts. The billing system used both by Crestline Sanitation District and the Water/Sanitation Division is the Data Stream billing software, a UNIX based software.

c) Joint Powers Agreements

N/A

i) Identify and describe

N/A

ii) Please provide copy of agreement

N/A

iii) Generally describe service area

N/A

iv) Describe any specific policies related to the agreement

N/A

**MANDATORY FIVE YEAR
SPHERE OF INFLUENCE UPDATE**

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INTRODUCTION: The questions on this form are designed to obtain data about the entity's existing sphere of influence to allow the Commission and its staff to begin to assess the mandated sphere update process. You are encouraged to include any additional information that you believe is pertinent to the process. Use additional sheets where necessary and/or include any relevant documents.

1. NAME OF AGENCY: COUNTY SERVICE AREA 79 (GREEN VALLEY LAKE)
2. Provide an identification of the entities that provide service to your agency. Please indicate whether they are public or private entities and include subsidiary districts in this description. Please include a description of City or District-governed agencies (i.e., redevelopment agency, development corporations, joint powers authorities, improvement districts, etc.):

Southern California Edison (Public)
Verizon (Private)
Honeywell (Private)
Green Valley Lake Mutual Water Co. (Public)
Running Springs Water District (Public)

3. Provide a narrative description of anticipated alterations in the agency's current sphere of influence that should be considered in this review. This identification should include any potential development that would require a sphere of influence amendment for implementation, etc. (If additional room for response is necessary, please attach additional sheets to this form.)

None

4. **CITIES:** Provide an outline of negotiations with the County of San Bernardino related to any sphere change anticipated. Please include an outline of agreements on boundaries, development standards, zoning requirements, if any. This is required pursuant to Government Code Section 56425(b).

None

5. **CITIES:** Provide an outline of the dates for adoption and plans for update, if any, for:

General Plan Elements if adopted separately NAME	DATE OF ADOPTION/UPDATE PLANS
_____	_____
_____	_____
_____	_____
_____	_____

6. **CITIES/SPECIAL DISTRICTS:** For the services provided by the agency identify the appropriate document below and provide an outline of the date of adoption, schedule for update, copy of the document and copy of environmental document, if applicable:

Master Plan for Water Utility	_____
Master Plan for Sewer Utility	<u>Focus Study Prepared by PBS&J 2002</u>
Master Plan for Fire Service	_____
Master Plan for Park Service	_____
Urban Water Management Plan (with copy of certification from Department of Water Resources)	_____
Other (Please name):	_____
_____	_____
_____	_____
_____	_____

7. **SPECIAL DISTRICTS:** Provide an outline of the following items related to the services provided by the District. This response is specifically required by Government Code Section 56425(i) et seq.

a) Provide a written statement specifying the functions and/or classes of service provided by your District.

Sewer Service (Wastewater Collection System) Treatment Provided by Running Springs Water District.

b) Provide a written description of the nature, location and extent of the functions and/or classes of service outlined above. Where the service area is less than the boundaries of the District provide a map depiction of the location.

- c) Provide a brief outline of master plans adopted for each of the services listed above including a summary of their findings and the date of their adoption. If master plans are required to be filed with a County, State or Federal agency please note the date of their acceptance. Provide a copy of the master plans with this document if not previously provided to the LAFCO staff office including a copy of the environmental determination associated with the document.

NONE

8. Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:

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

Commercial

Residential

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

None

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

Adequate

d) The existence of any social or economic communities of interest in the area.
None

CERTIFICATION

I hereby certify that the statements furnished above and in the attached supplements, exhibits, and documents present the date and information required for this mandatory review to the best of my ability, and that the facts, statements, and information presented herein are true and correct to the best of my knowledge and belief.

DATE: 2/26/09



Signature of Official

Walter O. Rigney

Printed Name

Director

Title