



## AGENDA ITEM 6C

**MEETING:** January 20, 2016  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** **MSR and SOI Work Plan and Schedule**  
The Commission will receive a progress report on its MSR and SOI Work Plan. The report is being presented to the Commission to accept and file as well as to discuss any desired changes going forward.

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### **BACKGROUND**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 directs Local Agency Formation Commissions (LAFCOs) to review and update each local agency's sphere of influence every five years as needed. Spheres are planning tools used by LAFCOs to define the territory representing the affected agency's appropriate future service area and jurisdictional boundary within a specified time period. All jurisdictional changes and outside service extensions must be consistent with the affected agencies' spheres with limited exceptions. LAFCOs must inform their sphere determinations by preparing municipal service reviews to consider the level, range, and need for governmental services within their county jurisdiction.

### **DISCUSSION**

An updated MSR and SOI Work Plan and Schedule is being presented, which identifies the status of the current 5-year cycle. For FY 2015-16, staff is making progress on regional fire services MSRs. These efforts include addressing out of district goodwill services provided by fire districts and volunteer fire companies throughout the county. Looking ahead, FY 2016-17 will primarily be focused on completing agency-specific service reviews for each city (with the exception of the City of Eureka, which was completed in FY 2013-14).

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report as presented. The Commission is invited to discuss the item and provide direction to staff as needed.

### **Attachments**

Attachment A: MSR Work Plan and Schedule

**MUNICIPAL SERVICE REVIEW WORK PLAN AND SCHEDULE  
2013-2018, 5-YEAR REVIEW CYCLE**

Humboldt LAFCo has prepared a municipal service review (MSR) schedule and work plan that focuses on expanding the baseline information collected during the last 5-year cycle of service reviews, and identifying shared trends relating to the adequacy, capacity, and cost of providing essential governmental services. The objectives for the next cycle of service reviews include the following:

***Scope of review***

- o Update agency profiles/maps
- o Consider community plan boundaries, general plan land use designations, and adopted development area boundaries as indicators for the location of potential sphere expansions, service expansions, or changes in organization
- o Identify governance/boundary/service delivery needs and opportunities
- o Develop determinations per 56430 for each local agency covered
- o Identify recommended sphere updates/changes, as appropriate

***Streamline process***

- o Continue to use questionnaires for data collection
- o If desired, establish a special committee or advisory committee consisting of LAFCo and agency representatives to guide MSR process, including reviewing information, evaluating options, and developing recommendations (with staff support)

***Budget***

- o Given limited resources to devote to the many MSRs needed to be updated, the regional and/or countywide MSRs are intended to be broad in scope for purposes of identifying agencies where an SOI update is needed or where a more comprehensive study may be necessary.

LAFCo has developed a regional approach for reviewing water/wastewater and fire protection service providers. Countywide service reviews are proposed for cemetery services and for parks and recreation services considering the limited number of districts required for review. Further, in order to review the full range of governmental services provided by the seven incorporated cities, agency-specific service reviews are proposed for each, along with the districts that provide distinct services. The organization of service review preparation is proposed as follows:

***Region-Specific***

- A. Water/Wastewater
  - 1. North County Water/Wastewater MSR
  - 2. Central County Water/Wastewater MSR
  - 3. South County Water/Wastewater MSR

B. Fire Protection

1. East County Fire MSR (complete-2013)
2. North County Fire MSR
3. Humboldt Bay Fire MSR
4. Eel River-Lost Coast Fire MSR
5. South County Fire MSR

***Service-Specific***

1. Countywide Cemetery MSR
2. Countywide Parks and Recreation MSR

***Agency-Specific***

1. City of Arcata
2. City of Blue Lake
3. City of Eureka
4. City of Ferndale
5. City of Fortuna
6. City of Rio Dell
7. City of Trinidad
8. Humboldt Bay Harbor, Recreation and Conservation District
9. Humboldt County Resource Conservation District
10. Southern Humboldt Community Healthcare District

**Exhibits:**

Exhibit A: Schedule

Exhibit B: Work Plan Summary

**EXHIBIT A**  
**HUMBOLDT LOCAL AGENCY FORMATION COMMISSION**  
**MUNICIPAL SERVICE REVIEW SCHEDULE (2013-2018)**

<b>FY 2013-14</b>	<b>Status</b>
East County Fire MSR	Adopted July 17, 2013
City of Eureka MSR	Adopted January 15, 2014
Countywide Cemetery Services MSR	Adopted January 15, 2014
<b>FY 2014-15</b>	
Humboldt CSD MSR and SOI Amendment	Adopted March 18, 2015
Fruitland Ridge FPD MSR and SOI Establishment (for formation)	Adopted May 20, 2015
<b>FY 2015-16</b>	
Telegraph Ridge FPD MSR and SOI Amendment (for annexation)	Adopted July 15, 2015
Fieldbrook-Glendale CSD MSR and SOI Amendment (for annexation)	Adopted July 15, 2015
South County Fire MSR	In progress
Eel River-Lost Coast Fire MSR	In progress
North County Fire MSR	In progress
Humboldt Bay Fire MSR	In progress
Countywide Parks and Recreation Services MSR	Draft prepared
<b>FY 2016-17</b>	
City of Arcata MSR	Questionnaire being prepared
City of Blue Lake MSR	Questionnaire being prepared
City of Ferndale MSR	Questionnaire being prepared
City of Fortuna MSR	Questionnaire being prepared
City of Rio Dell MSR	Questionnaire being prepared
City of Trinidad MSR	Questionnaire being prepared
<b>FY 2017-18</b>	
North County Water/Wastewater MSR	
Central County Water/Wastewater MSR	
South County Water/Wastewater MSR	
Humboldt County Resource Conservation District MSR	
Humboldt Bay Harbor, Recreation and Conservation District MSR	
Southern Humboldt Community Healthcare District MSR	

**EXHIBIT B**  
**HUMBOLDT LOCAL AGENCY FORMATION COMMISSION**  
**MUNICIPAL SERVICE REVIEW WORK PLAN**

**Regional Water/Wastewater MSRs - Summary**

Critical Areas to Explore:

- o Identify out of agency service areas and identify needed boundary changes, as appropriate
- o Methods for evaluating the availability of adequate water supply and wastewater capacity
- o Water service issues such as groundwater supplies and pumping, groundwater recharge, water conservation, recycled water, treated water, flood control and storm water runoff
- o Reliability of water supply and wastewater systems in the event of an emergency, natural disaster, particularly given the age of some of the infrastructure
- o Status of water quality issues (e.g. septic system concerns, nitrates, etc.)
- o Opportunities for improved water and wastewater services
- o Coordination with private water service providers
- o Identification of best practices in long-term water and wastewater service planning

Opportunities for Collaboration:

- o Coordinate the preparation of regional water/wastewater MSR with the State specified Housing Element schedule.

<b>Water/Wastewater MSR Regions</b>	<b>Cities/Districts Covered</b>	<b>Other Local Water Service Providers</b>
North County Water/Wastewater MSR (covers areas north of McKinleyville)	City of Blue Lake, City of Trinidad, Big Lagoon CSD, Fieldbrook-Glendale CSD, McKinleyville CSD, Orick CSD, Orleans CSD, Patrick Creek CSD, Westhaven CSD, Willow Creek CSD	Big Lagoon Park Company Inc., Orleans MWC, Seawood Estates MWC, Hoopa Valley Tribe/ Hoopa Valley PUD
Central County Water/Wastewater MSR (covers areas between Arcata and Rio Dell)	City of Arcata, City of Eureka, City of Ferndale, City of Fortuna, City of Rio Dell, Humboldt CSD, Hydesville CWD, Jacoby Creek CWD, Loleta CSD, Manila CSD, Palmer Creek CSD, Riverside CSD, Humboldt Bay Municipal Water District	Mill Creek MWC
South County Water/Wastewater MSR (cover unincorporated areas south of Rio Dell)	Alderpoint CWD, Briceland CSD (water only), Garberville Sanitary District, Miranda CSD, Phillipsville CSD, Redway CSD, Weott CSD, Ruth Lake CSD (Trinity LAFCo is principal), Resort Improvement District No. 1	Myers Flat MWS, Palomino Estates MWC, Redcrest Water Works

## Regional Fire MSRs - Summary

### Critical Areas to Explore:

- o Address out of district/goodwill services and identify needed boundary changes to expand service to areas outside existing fire-related district boundaries (annexation, formation, etc.).

### Opportunities for Collaboration:

- o Coordinate with the Fire Safe Council and the Fire Chief's Association to ensure that regional fire MSRs incorporate any level of service planning and analysis that has been done by these organizations.
- o Coordinate with the Public Works Natural Resources Division and the Fire Chief's Association to avoid duplication in data gathering (i.e., Fire Service Annual Reports prepared for the Board of Supervisors).

Fire MSR Regions	County CWPP* Planning Units	Fire-Related Districts Covered	Other Local Fire Service Providers
East County Fire MSR (complete-2013)	Hoopa	None	Hoopa VFC
	Redwood Creek	Blue Lake FPD	
	Trinity	Willow Creek FPD	
	Kneeland-Maple Creek	Kneeland FPD	
North County Fire MSR	Redwood Park	Orick CSD (Orick VFD)	
	Up River	None	Yurok VFC, Yurok Wildland Fire Crew
	East Klamath	None	Orleans VFC, USFS
	Trinidad	County Service Area No. 4, City of Trinidad (Trinidad VFD)	Westhaven VFC
Humboldt Bay Fire MSR	Eureka Plain	Arcata FPD, Humboldt Bay Fire (Humboldt No. 1 FPD/City of Eureka FD), Samoa Peninsula FD, Fieldbrook-Glendale CSD (Fieldbrook VFD)	
Eel River Valley/ Lost Coast Fire MSR	Eel	Loleta FPD, Ferndale FPD, Fortuna FPD, Rio Dell FPD, Carlotta CSD (fire only), Scotia CSD (Scotia VFD)	Redcrest VFC
	Mad-Van Duzen	Bridgeville FPD	Ruth Lake CSD (Trinity LAFCo is principal)
	Mattole-Lost Coast	Petrolia FPD	Honeydew VFC
South County Fire MSR	Southern Humboldt	Briceland FPD, Fruitland Ridge FPD, Garberville FPD, Myers Flat FPD, Redway FPD, Resort Improvement District No. 1 (Shelter Cove VFD), Telegraph Ridge FPD, Weott CSD (Weott VFD), Whitethorn FPD, Miranda CSD (Miranda VFD)	Phillipsville VFC, Alderpoint VFC, Palo Verde VFC, Salmon Creek VFC, Sprowel Creek VFC, Whale Gulch VFC

\* Humboldt County Community Wildfire Protection Plan

**Countywide Cemetery Services MSR - Summary**

<b>Cemetery Districts Covered</b>	<b>Other Service Providers</b>
Fortuna Cemetery Petrolia Cemetery	Private cemetery service providers to be generally covered and reviewed, as necessary

**Countywide Parks and Recreation Services MSR - Summary**

<b>Park and Recreation Districts Covered</b>	<b>Other Local Recreation Service Providers</b>	<b>Other Agencies</b>
North Humboldt Recreation and Park District  Rohner Community Recreation and Park District	Resort Improvement District No. 1, Manila CSD, McKinleyville CSD, Willow Creek CSD, Rio Dell FPD, City of Arcata, City of Blue Lake, City of Eureka, City of Ferndale, City of Fortuna, City of Rio Dell, City of Trinidad	County of Humboldt Non-profits Federal and State agencies HSU Schools

**Agency-Specific MSRs - Summary**

Agency-specific municipal service reviews would be conducted for the following agencies:

Cities

City of Arcata  
City of Blue Lake  
City of Eureka  
City of Ferndale  
City of Fortuna  
City of Rio Dell  
City of Trinidad

Other Special Districts (not covered above)

Humboldt County Resource Conservation District  
Humboldt Bay Harbor Recreation and Conservation District  
Southern Humboldt Community Healthcare District