

County Service Area Action Plan 2017

Action	Tasks	Responsible Party	Priority	Status
All County Services Areas				
Customer Service	Set up methods for customers to communicate with CSA Administrative Support Team	Anna / Diana / Sabrina	High	Complete: general phone and e-mail set up, and fully staffed during business hours
Prop 218 Review	- Ensure all Pro 218s are legally correct - Create “short file” to readily access minimally needed documentation - Review past Grand Jury reports, MSRs	CoCo / Diana / Beth	Moderate	- Contract with NBS for audit - Complete - Complete
Assessments, collection, balances and uses	- Review assessments, collection, fund balances and permissible uses - Corrective actions if needed	Beth / CoCo / DFS	High	- Complete by County staff; NBS audit to further review - Corrective action taken in El Macero, Willowbank & NDM
Financial Statements & Accounting	- Create reports - Provide for AC meeting/website - Review purchasing policy	Diana / Beth	High	- Complete - Complete - Complete
Website Updates	- Additional clean-up/consistency (AC members, admin team contact, maps, etc.) - E-subscriptions - Financial information posted - Move webpages from CS to CAO	Beth	Moderate	- Complete - Complete - Complete - Complete
Consistent polices & procedures	- Draft policies & procedures, bylaws - Seek feedback from CSAs	Beth / CoCo	Low	- Complete - Complete
Hard files	- Obtain final boxes from Community Services - Organize, review, scan files	Beth / Diana / Sabrina	Moderate	- Complete - Files consolidated; further organization after CSA System Audit
Standard Operating Procedures	Develop/refine SOPs for all CSAs	Beth	Moderate	Yet to be completed
Water meters & sewer connections	Count for DFS	Beth	Low	Complete

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Clarksburg Lighting Assessment District (Not a CSA – street lighting)				
Resident request for streetlight removal	• Research standards • Identify options for appropriate advisory body if needed • Circle back with District 1	Beth	High	• Complete • Deemed unnecessary • Complete
Transfer service to appropriate responsible party	• Research establishing authority • Identify appropriate party to transfer responsibility to	Beth	Medium	• Complete • Community Services considering taking on street lighting countywide
Dunnigan CSA #11 (street lighting)				
Lighting Plan	• Follow up with PG&E to provide plan and schedule to complete retrofit	Beth	High	• Retrofit complete
MSR	• Review/provide edits	Beth	High	• Complete
Identify and implement alternative to CSA	• Discuss consolidation with DFD • Identify appropriate party to transfer service responsibility • Identify alternatives, pros and cons to CSA mechanism to allow community freedom to pursue interests outside County confines while maintaining vehicle to communicate with County representative	Beth / LAFCo	Low	• DFD not interested • Community Services considering taking on street lighting countywide • Yet to be completed
El Macero CSA #1 (1968: sewer, water, drainage; 1971: street sweeping and lighting; 1994: roads; ?: median-front entry landscaping)				
Landscaping	• Median re-landscaping design • Transfer responsibility of EM3 well to Club • Renew landscape maintenance contract • Reconcile past HOA payments	Beth / CSA	Medium	• Complete • Complete • Complete • Awaiting more detail from HOA
Water service	• Meter and telemetry upgrade • Revise agreement for direct City billing	Beth	Low	• Complete • Yet to be completed
Sewer Settlement Agreement	• Sewer settlement agreement • Weigh in on City sewer fee changes	Elisa / CSA / Beth	High	• Complete • Complete

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	• Revise agreement for direct City billing			• Yet to be completed
Litigation Settlement	• Reconcile assessments, collection, fund balances and permissible uses • Settlement • Settlement paid/funds adjusted	CoCo / DFS	High	• Complete • Complete • Complete
Roads improvements	• Identify options	CSA	Medium	• Underway
MSR Recommendations	• Create report for CSA summarizing LAFCo recommendations and progress addressing issues	Beth	High	• Complete
Miscellaneous	• Send letter to residents about e-subscription • Provide glossary to explain line items in fiscal reports	Beth	High	• Complete • Complete
Garcia Bend CSA #9 (paper district for fire protection and emergency medical services)				
Agreement for fire protection	• Track down/draft agreement with WSFD	Beth	Low	• Complete
MERCSEA #13 & 14 (soil erosion, storm drainage and parks & recreation – CSA will be dissolved 7/1/17)				
Agreements for interim services	• Agreement with YCFC&WCD for Madison area • Agreement with Esparto CSD for Esparto area	Beth	High	• Complete • Complete
North Davis Meadows CSA #10 (water, drainage, lighting, landscaping, sewer)				
Grinder Pumps	• Agreement with City to place storage locker at Golf Course • Purchase storage locker and transfer grinder pumps to storage locker • Assess health of system • Identify better service provision • Identify on-call solution • Research connection to septic system and process for those without grinder pumps to connects	Beth	High	• Complete • Complete • Complete • Complete • Complete

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	• Fix sewer fund deficit • Revise City sewer agreement once water project completed • Necessary studies and Prop 218 to revise sewer fees			• Complete • Will occur following water project • Will occur following water project
Broadband	• Ensure conduit in concert with Water Connection Project	Broadband Taskforce	High	• Deemed not feasible
Water quality	• Public notices posted on website and in community • Mail public notices with water project info • Monthly, quarterly and annual water reporting • Create SOP for reporting to meet compliance plan requirements per EH	Beth	High	• Complete • Complete • Complete • Yet to be completed
Water Connection Project	• Create/add timeline to website • Bartles Wells contract for rate study • West Yost Informing Letter • Agreements with City • Water Service Agreement • Golf Course Agreement • LAFCo Out of Agency Services authorization • Hire project manager • Revised Prop 218 for planning; new Prop 218 for planning/construction • SRF loan • Identify operator for non-potable well system and acquire necessary reserve studies • Necessary studies and Prop 218 to revise non-potable water fees	Beth / Ponticello	High	• Complete • Complete • Complete • Draft with City • Informal Agreement • Deemed unnecessary • Complete • Residents informed; awaiting final estimate • Planning loan app canceled; combined loan app underway • No longer necessary with revised project • Will occur following water project
Ditch drainage, vegetation management, landscaping	• Maintenance plan for regular ditch cleaning	Beth	High	• Complete

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	• Coordinate with Teichert, CalTrans & adjacent property owner • Craft agreement with YCFC&WCD for storm drainage maintenance • Better refine work of CA Landscaping • Address broken sprinkler heads			• Complete • Complete • Complete • Complete
City Concerns (as Water Operators)	• Update to SCADA so wells talk to each other and report issues • Conduit separations, electrical panel repairs • NDM1 fence replacement, tree trimming at sampling station • Meter and telemetry upgrade	Beth	Low	• No longer necessary with revised water connection project • Deemed not feasible • No longer necessary; wells will be demolished following water connection project
Rolling Acres Assessment District (Not a CSA – road maintenance)				
Culvert replacement	• Revised estimates from contactor	Anna	Low	• Per Anna, \$26K; won't have enough funding until 2017-18
Transfer to appropriate responsible party	• Research establishing authority • Identify appropriate party to transfer responsibility to	Beth	Medium	• Complete • Public Works likely appropriate RP or could convert to HOA
Snowball CSA #6 (responsibility transferred to Elisa Sabatini, Natural Resources Manager) (levee repair, operations, control and maintenance)				
Levee cleaning	• Priority areas of levee cleared following State inspection • Develop maintenance plan	Anna / Elisa	High	• Limbing and trimming of priority areas done in fall 2016 • Provided on 7/18/17 • Sensitive Natural Resources Assessment at planned maintenance areas completed Oct 2017 • Negative Declaration being prepared for maintenance plan to ensure no significant impacts to environment
Ongoing Flood Protection	• Work with MBK/DWR to complete Small Communities Flood Risk Reduction Plan for	Elisa	High	

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	Knights Landing to evaluate flood risk reduction options for CSA 6 & RD 108			
Levee research	Funding available to restore/upgrade levee to pass to RD 108	Elisa	Medium	
Levee maintenance	- Evaluate need for flood engineer required to properly conduct operations/infrastructure (flow gates?) - Grants to e-gauge (OES to monitor now) - Grant to replace gates	Elisa / Dana	High	Dana submitted grant app to DWR to replace gates
Flood fight	- Determine protocol for flood fight with Community Service (patrols, resources needed/available) - Draft Board resolution for flood plan designating IC to make expenditures (cannot be Dana) - Determine need for flood engineer	Elisa / Dana	High	- Roads Crew and OES patrolled in Winter of 2017 - Dana to provide list of needs to complete KSN flood plan
Transfer to appropriate responsible party	- Address integrity of levee - Identify appropriate responsible party	Elisa	Medium	
Wild Wings CSA #15 (water, sewer, golf course)				
Financials	- Review fees that have/are ending and past charges - Evaluate Operations vs. Reserves and modify budget as needed - Provide info on 2015-16 sewer charges - Determine what sewer "unassigned" for - Research sewer lining expenses 2011-2013 - Water fund permissible uses 5 year history of reserve accounts expenditures and revenues - Revise fees as needed	Beth / CoCo	High	- Complete - Complete - Complete - In progress - Complete - Complete - Complete - Upon Engineer's Fee Report update

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Water System	• Find new home for meter sending devices • Replace broken meter sending devices • Determine opportunities to partner with software vendor to upgrade meter read format • Water balance reports (bi-monthly) • Schedule walk thru with company that engineered system, including review of plans to address arsenic • FD proposal for hydrant repairs and flushing • Investigate system deficiencies • Capital Improvement Plan • Further investigation of wells and pump stations • Evaluate status of plant • Evaluate operation of plant • Emergency Notification Plan • Engineer's Fee Report update	Beth / National O&M / LSCE / Ponticello	High	• Complete • Complete • Complete • Complete • Complete • Complete • In progress • In progress • In progress • In progress • In progress • In progress • Complete • In progress
Sewer System	• Odor Control Plan • Capital Improvement Plan • Evaluate status of plant • Evaluate operation of plant • Engineer's Fee Report update	Beth / National O&M / Lee & Ro / Ponticello		• Complete • In progress • In progress • In progress • In progress
Golf Course	• Identify long- & short-term plan for pond maintenance • Craft agreement with YCFC&WCD for pond maintenance • Determine ABD pond responsibility (County easement) • Reserve study and Capital Improvement Plan	Beth	High	• Complete • Complete • Complete • Yet to be completed

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Willowbank CSA #12 (No current services; assessment pays for CSA staff time and minute taker)				
Irrigation Separation Project	• Request 2016 usage data and fold into table • District 4 meeting with City on water rate calculation	Beth	High	• Complete • Complete
Other community interests	• CCE Presentation • Irrigation separation study • Greenwaste		Medium	• Complete • Complete • Discussed options with Landfill and relayed those to community which has formed greenwaste subcommittee
Financial	• Identify deficit gap and options to fill gap	Beth	High	• Complete
Alternatives to CSA	• Identify alternatives, pros and cons to CSA mechanism to allow community freedom to pursue interests outside County confines while maintaining vehicle to communicate with County representative	Beth	Low	• Per Supervisor Provenza, consider in 2020-21