

February 3, 2022 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Work Program for Water/Sewer/Recycled Water/Stormwater Municipal Service & Sphere Review

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission discuss and approve the proposed outline for the upcoming countywide service and sphere review regarding water, wastewater, recycled water, stormwater services in Santa Barbara County.

DISCUSSION

Pursuant to the direction by the Commission on January 6, 2022 meeting this report includes an outline and scope to conduct a report that will collectively analyze 33 agencies that provide such services. The report would include an analysis of the agency's ongoing operations, current financial performance, existing governance structure, ability to provide services, and its importance within its jurisdictional area. The report will include determinations required by State law.

A comprehensive service review analyzing multiple agencies that provide the same service may provide a better understanding of how agencies are financed, governed, and structured. Identifying best practices, regional issues and joint opportunities are key takeaways from service reviews.

The table on the next page illustrates the five volumes and identifies the agencies that would be apart of the respective service review.

Table A – MSR Program

MSR Document Volume	Community Included in Volume
Water/Wastewater/Stormwater	Community Services Districts of Los Alamos, Los Olivos, Santa Ynez, Mission Hills, Vandenberg, Casmalia & Cuyama
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	County Service Areas of CSA 12
	County Water Agency & Flood Control
	Water Districts of Carpinteria Valley, Goleta, Montecito, San Antonio & Cuyama Basin
	Water Conservation District of Santa Maria Valley & Santa Ynez River & Imp District #1
	Sanitary Districts of Carpinteria, Goleta, Goleta West, Montecito & Summerland; Laguna County Sanitation
	Embarcadero Municipal Improvement District (EMID)
Transportation/Parking/St Sweep & Beauty/Lighting/ Transit/Airport	County Service Areas of CSA 3, 11, 31 & 41
	Community Services Districts of Vandenberg, Santa Ynez, Mission Hills, Santa Rita Hills & Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Santa Maria Airport
	SB Metro Transit
Parks/O.S./Library/Fac Rentals	County Service Areas of CSA 3, 4 & 5
	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Cachuma RCD
	Isla Vista Rec & Park
Other Services	Cemeteries
	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Lompoc Valley Hospital
	SB Mosquito & Vector District
	Embarcadero Municipal

Proposed Outline

Table B below provides an overview of the sections that will be covered in the upcoming countywide service reviews. Staff is suggesting three different chapters that will focus on various factors modeled after the Fire & Police MSR. It is important to note that this

is a draft outline, and the Commission is encouraged to identify any necessary modifications.

Table B – Proposed Outline for upcoming MSR Report

Chapters	Description
<p><u>Executive Summary:</u> Overview and Key Findings</p>	<p>This introductory section will specify the purpose of the report and how the comprehensive analysis will fulfill the state mandate outlined in the Cortese-Knox-Hertzberg Act (“CKH Act”)</p>
<p><u>Chapter One:</u> Service Review Determinations</p>	<p>This section will fulfill the service determinations in accordance with the CKH Act for all agencies (Government Code Section 56430).</p>
<p><u>Chapter Two:</u> Sphere of Influence Determinations</p>	<p>This section will fulfill the sphere determinations in accordance with the CKH Act for all fire districts (Government Code Section 56425)</p>
<p><u>Chapter Three:</u> Agency Profiles</p>	<p>This section will contain a review of each of the agencies within Santa Barbara County. Each profile will contain a summary of LAFCO’s findings, background information, and data regarding their operations and boundaries. The profiles will include tables and charts outlining the agency’s formation and duties, revenue attributes, types of service, apparatus, and calls for service. A map of the agency’s jurisdictional and sphere boundaries will also be included.</p>
<p><u>Appendix:</u> Acknowledgements & Relationship to other Service Reviews</p>	<p>This section will provide a description and sources of data, outline the network of service providers within the County including ambulance, State & Federal providers.</p>

Next Steps

In mid-February, LAFCO staff will be sending out a survey to all the agencies in order to gather the necessary information for the countywide report. **Attachment A** provides a copy of the draft questionnaire. The agencies will have ~50 days to respond to the survey. The deadline to submit responses will be March 31, 2022. After LAFCO receives the requested information, staff will prepare an administrative draft of the service review. The draft report will then be shared with the agencies in September 2022 with a

request for internal review and comments. This will be an opportunity to ensure accuracy in content and tone. Following the completion of the survey deadline and draft report, LAFCO staff will schedule to present the final version of the countywide service and sphere review in February 2023. **Attachment B** outlines the service review process and highlights key dates.

ALTERNATIVES FOR COMMISSION ACTION

After reviewing this report and any testimony or materials that are presented, the Commission can direct one of the following options:

OPTION 1 – APPROVE the Staff recommendation regarding the outline, scope, and schedule for the Water/Sewer/Recycled Water/Stormwater municipal service and sphere review.

OPTION 2 – DEFER the municipal service review for another time.

OPTION 3 – MODIFY the staff recommendation and direct staff to proceed with a municipal service review with a different outline, scope, or schedule.

RECOMMENDED ACTION:

APPROVE OPTION 1.

Attachments

Attachment A -Survey/Questionnaire

Attachment B -Tentative Schedule

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY

**Comprehensive Water/Wastewater/Recycled
Water/Stormwater Service & Sphere Review (Survey
Questions – Deadline is March 31, 2022)**

****Please refer to page 7 for information on how to respond to this survey****

Survey Questions	Agency Response
A. Overview:	
1) Administrative Office Address and Mailing Address (if different)	
2) Website Address	
3) Contact Information of LAFCO Liaison (for any follow-up questions)	
4) Number of Employees for entire agency. Please indicate whether employees are full-time, part-time, contract, etc.	EXAMPLES: GM (1), Plant Manager (1) Operators (4) all grade levels, Admin (3), Other Staff (5)
5) Number of Operators and their Grade Levels. Number of Emergency Operators available.	EXAMPLES: Supervisor (1) grade 4; or Operators (3) grade 1, etc
6) Staffing experience and tenure to the agency. Please indicate # years each employee has been in the industry and the number of years with the current agency.	EXAMPLES: Plant Manager 10 years in Industry w/ 3 years with the current agency.
7) Current Board/Council Members and Term Limits. Please indicate who is the current Board Chair/President.	
8) Board/Council Members background and years on the board. Background example indicate educator, finance, etc.	EXAMPLES: John/Jane Smith, Vice Chair – Nurse Jim/Sara Jones, President – Retail Sales
9) Current Plant/Operations Manager. Please list for both Water Treatment and Wastewater Treatment, if applicable. Please indicate the number of years serving as the current Manager.	
10) Regular Board meeting date and location.	
11) Would you be able to participate in an online short survey as well or further encourage citizen participation in an online survey?	

B. Boundaries:

- 1) Does your agency desire to change its existing jurisdictional boundary? If yes, please indicate the area(s) and reason(s).
- 2) Does your agency desire to change its existing sphere of influence boundary? If yes, please indicate the area(s) and reason(s).
- 3) Does your agency plan to or currently provide services outside its existing boundaries? If yes, please indicate the area(s) and reason(s).
- 4) Are there any overlaps or duplicate services being provided by another agency within your agency's boundaries?
- 5) Have consolidation or reorganization with others been considered in the past 5 years? Would this evaluation benefit your agency?

C. Service Provisions

Please indicate which services your agency provides related to the service review of Water/Wastewater/Recycled Water/Stormwater. Examples include

- 1) Collection
- 2) Treatment
- 3) Disposal
- 4) Recycled Water Use (list level of treatment)
- 5) Stormwater Management
- 6) Groundwater Sustainability Agency Member
- 7) Other

Please indicate whether your agency provides these services in-house or by-contract with another agency within your boundaries, and whether your agency provides a service outside your boundaries.

Please provide a current draft of your Groundwater Sustainability Plan (GSP).

<p>D. Connection Types</p> <p>1) Total number of water, wastewater connections for each following type.</p> <ul style="list-style-type: none"> a) Single Family b) Multi-Family c) Commercial d) Industrial e) Agricultural f) Other? 	
<p>E. Population</p> <p>1) Please provide population estimates for the following years: 2020, 2025, 2030, 2035, and 2040. If a population forecast is unavailable, please provide the current population amount.</p> <p>Do you believe future population or housing will affect your agency's service capacity?</p> <p>2) Is your agency aware of any disadvantage communities within or adjacent to your boundary?</p>	
<p>F. Capacity and System Demands</p> <p>1) Please indicate the permitted capacity and any estimated equivalent units. Provide any State Permitting Documents.</p> <p>2) Estimated annual demand in gallons and AF</p> <p>3) Estimate gallons per day for each resident or equivalent unit.</p> <p>4) Distribution/Collection and Storage description.</p> <p>5) Any other Information your agency tracks?</p>	<p>EXAMPLES:</p> <p>2020 Well A produced 22%, Well B produced 43%, etc. Or 1,800-2,000 gallons per minute, availability averaging 16,500 acre-feet per year</p> <p>estimated 129.3 gallons per day for each resident or 351.1 gallons per day for each occupied housing unit</p> <p>Maintains approximately 27.5 miles of various sized pipes. Two storage tanks that hold 1.8 million gallon of water.</p>

<p>G. Treatment Plants, Boosters, Lift Stations</p> <p>Please provide information for the following:</p> <ol style="list-style-type: none"> 1) Number of and type of treatment plants 2) Name and location of treatment plants 3) Built date of treatment plants 4) Current condition of treatment plants 5) Size, square footage/ acres of treatment plants 6) Number of Boosters and Lift Stations 7) Name/location of Boosters and Lift Stations 8) Current condition of Boosters and Lift Stations 9) Size, capacity of Boosters and Lift Stations 10) Disposal process <p>Are there any plans to upgrade current treatment plants or construct new treatment plants?</p>	<p>EXAMPLES:</p> <p>Describe treatment system and process.</p> <p>If available, a brief description of each pump station</p> <p>800 gpm, or 30hp motor, provide a brief description.</p> <p>Hauled off-site to landfill, percolation, etc.</p>
<p>H. Finances</p> <p>Please provide information for the following:</p> <ol style="list-style-type: none"> 1) Adopted Financial Statements (2018 to 2021) 2) Adopted/Proposed Budgets (2021 and 2022) 3) Capital Improvement Plans (if applicable) 4) Any Pension/OPEB Obligations and payments 5) Ending Fund Balance for 2021 6) Total Fund Balance/Annual Revenue for 2021 7) Revenue sources 8) COVID Fund/Refund Applications (ARPA, Cares Act, Grants, etc.) 	

I. Water Supply Sources

Please indicate which type of water supply and estimated acre-feet are available for your agency use: Examples include:

- 1) Groundwater
- 2) Surface Water
- 3) State Water
- 4) Recycled Water
- 5) Desalination
- 6) River Alluvium
- 7) Other(s)?

(Acre-Feet Estimates for each)

J. Shared Services

Please indicate whether your agency collaborates with other organizations through any of the following:

- 1) Exchange Agreement
- 2) Wheeling Arrangements
- 3) Lease Agreement
- 4) Memorandum of Understanding
- 5) Joint Power Authorities/Agreements
- 6) Other Contracts?

Please name the organizations and purpose that your agency collaborates with and provide documents, if possible. LAFCO would like to highlight these partnerships and joint efforts.

K. Distribution/Collection Maintenance

Please indicate which Inspection, Repair, Replacement, Upgrade or Addition your agency addressed during FY 2016 to 2021. Also indicate how many miles of system lines were addressed for each FY from 2016-2021:

- 1) Inspected
- 2) Cleaned
- 3) Replaced
- 4) Added
- 5) Video
- 6) Booster Stations addressed
- 7) Treatment Plant Upgrades, Repairs,
- 8) Other(s)?
- 9) Storm Drains

EXAMPLES:

120 miles of lines inspected in 2020
 10 miles cleaned in 2019
 15 miles replaced in 2020 & 25 miles in 2019
 4 miles added in 2021, 6 miles in 2019, 7 miles in 2016
 1 Booster replaced at (location) in 2018
 Upgrades include (list components) in 2017, 2018, 2019
 30 drains cleaned each year

L. Other Information

Please provide the following:

- 1) Rate Structure. Connection Fees, User Fees per Month for various types (SFR, MFR, MHP, Commercial, Industrial, etc)
- 2) Provide most recent Rate Study Report.
- 3) Does your agency have an emergency and disaster mitigation plan? If so, please provide a copy/link to review the document.
- 4) Does your agency have an Urban Water Management Plan? If so please provide a copy/link to review the document.
- 5) Does your agency have a Sewer System Management Plan? If so please provide a copy/link to review the document.
- 6) Please provide a copy/link to review the following documents? Master Plans, Strategic Plans, Conservation Plans, Reclaimed Water Reports/Studies.
- 7) Has climate change affected your agency? Do you have a Climate Action plan?
- 8) How is your agency preparing for future service needs/demands? What strategies are used to direct growth/service demands where infrastructure is or will be available?
- 9) Are there any new or pending laws that have affected your agency? If so, please provide information on such laws/bills.
- 10) List agencies to which your agency is required to report and for what. Do you prepare or receive annual reports or inspections?
- 11) Describe your agencies efforts regarding Public Outreach?

EXAMPLES:

Please provide a sample billing residential of 10 units or equivalent for 1 unit = 100 cubic feet

L. Other Information (continued)

- 12) How are the operations of your agency routinely evaluated, and by whom? Any procedures, customer feedback, etc.?
- 13) Are there any best practices or recent success stories you would like LAFCO to highlight in the upcoming service review?
- 14) What opportunities/challenges does your agency face?
- 15) What regional collaboration does your agency participate in?
- 16) Are there any specific topics you would like LAFCO to analyze as part of the upcoming service review?

LAFCO Staff Comments

Survey Responses: If the requested information is available on the agency's website or online, please provide the hyperlink and direct us to the proper location. We understand that your time is limited, and LAFCO staff can retrieve the information if pointed in the right direction.

Thank you for participating in LAFCO's survey. Please send your responses to LAFCO no later than **Thursday, March 31, 2022**. Responses can be sent by email at lafco@sblafco.org. Feel free to contact LAFCO staff if you have any questions. The LAFCO office number is 805-568-3391.

Water/Sewer/Recycled Water/Stormwater Agencies (33 in total)
Proposed Service & Sphere Review Schedule
(For Discussion Purposes Only - Dates Subject to Change)

Action	Target Date	Description
Pre-LAFCO Process		
Survey Distribution	February 11, 2022	LAFCO will solicit comments and information from all affected agencies. This will be an opportunity to gather the necessary data to conduct a comprehensive report that will be a resource for the Commission, the affected agencies, and the general public.
Discussion with Representatives	Feb - March 2022	Prior to the development of the report, the Agencies and LAFCO should schedule a meeting (virtual, conference call, or in-person) to discuss certain items, including but not limited to: *Purpose of the Service & Sphere Review *Status of Agency (issues/concerns/future) *Retrieval of required documents (ex. audited financial statements)
Survey Deadline	March 31, 2022	This is the deadline to submit survey responses for each affected agency. Please notify LAFCO if more time is needed.
During LAFCO Process		
Develop Administrative Draft of Service & Sphere Review	Late-Sept 2022	LAFCO staff will develop an administrative draft of the report that will fulfill the requirements outlined in Government Code Section 56425 (sphere determinations) and 56430 (service determinations).
Distribute Administrative Draft to Agencies	September 2022	LAFCO staff will provide the Agencies an advance copy of the draft report for feedback. The purpose of this internal assessment is to ensure accuracy of the information.
Submit Comments on Administrative Draft	November 2022	LAFCO encourages comments and questions to be submitted as soon as possible to ensure that the report addresses any discrepancies or issues prior to Commission consideration.
Determine Environmental Document	December 2022	Pursuant to State law, and based on local practices, LAFCO files an environmental document regarding the service review. If LAFCO staff has determined that the service review is exempted from CEQA. A Notice of Exemption will be recorded after the LAFCO hearing date.
Advertise LAFCO Hearing in Newspaper	January 20, 2023	Pursuant to State law, LAFCO will advertise the consideration of the Service & Sphere Review in a newspaper at least 21-days prior to the hearing date.
Post Draft Service & Sphere Review on Website Hold a meeting announcing the release	January 20, 2023 & February 2, 2023	LAFCO publishes the meeting's agenda packet, with all staff reports and attachments, no later than the Thursday before the meeting date.
Conduct LAFCO Hearing to Consider Service & Sphere Review	April 6, 2023	The Commission will consider the 2022 Service & Sphere Review in a public forum. The Agencies and members of the public will have an opportunity to address the Commission on this matter.
Post-LAFCO Process		
Distribute Copies of the adopted Resolution and Service & Sphere Review	May 2023	Copies of the signed resolution and 2022 Service & Sphere Review will be sent to the Agencies for their records. The report will also be available on the LAFCO website.