



FINAL

MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE PLAN UPDATE

FOR THE

BUTTE COUNTY RESOURCE CONSERVATION DISTRICT



**Prepared by the
Butte Local Agency Formation Commission
MARCH 7, 2019**

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INTRODUCTION

LAFCO

Established in 1963, Local Agency Formation Commissions (LAFCO) are responsible for administering California Government Code Section 56000 *et. seq.*, which is known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). CKH charges LAFCO's with encouraging the orderly formation and development of all local governmental agencies in their respective counties in a manner that preserves agricultural and open-space lands, promotes the efficient extension of municipal services, and prevents urban sprawl. Principle duties include regulating boundary changes through annexations or detachments, approving or disapproving city incorporations; and forming, consolidating, or dissolving special districts. There is a LAFCO located in each of the 58 counties in California.

Sphere of Influence

Under the CKH, LAFCO's are required to "develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote logical and orderly development of areas within the sphere" (CKH §56425). A Sphere of Influence (SOI) is generally considered a 20-year, long-range planning tool, and is defined by Government Code (GC) §56425 as ". . . a plan for the probable physical boundary and service area of a local agency. . . ." The sphere indicates the logical area in which the jurisdiction anticipates services will be needed and can be provided. According to the CKH, LAFCO's are required to, as necessary, review and update SOI's every five years.

A SOI is a long-range planning tool that analyzes the physical boundary of a local agency or jurisdiction, and the present and probable need for services within that area. As such, it does not give property inside the sphere boundary any more development rights than already exist as land use authority in these areas remains entirely at the discretion of the County of Butte. Realistically, an agency's SOI is solely reactive to the land use decisions already adopted by the agencies with land use authority. Ultimately, an SOI study assists LAFCO in making decisions about a change in a jurisdiction's future service area boundary.

Butte LAFCO policies allow for different categories of spheres of influence including:

- "**Growth**" spheres that are larger than an agency's jurisdictional boundaries and anticipates a need to expand services to new territory;
- "**Coterminous**" spheres which mirror the agency's jurisdictional boundaries and indicates no additional service expansions are needed or an inability to expand services; and
- "**Zero**" spheres, which indicate the agency cannot or does not provide any services and should be considered for a merger or dissolved altogether.

- A “**minus**” sphere when it has determined that some territory within the agency's jurisdictional boundaries is not in need of all or some of the agency's services, or when the agency has not feasible plans to provide efficient and adequate service to the territory in question.
- A “**limited or service specific**” sphere designation for territory outside the agency's jurisdiction that may require some-but not all-of the services that the agency is authorized to provide.

Establishing the appropriate sphere category can be challenging as individual circumstances can vary between agencies. City spheres, which may convey future land use entitlements, are more scrutinized for growth impacts than a mosquito abatement district. Although a helpful tool for future planning, a sphere of influence determination does not convey any specific entitlements to landowners nor require an agency to guarantee services should priorities change.

Pursuant to Butte LAFCO's Operations Manual Policies and Procedures, the SOI Plan for all government agencies within LAFCO's jurisdiction shall contain the following:

1. A map defining the probable 20-year boundary of its service area and coordinated with the Municipal Service Review.
2. Maps and explanatory text delineating the present land uses in the area, including, without limitation, improved and unimproved parcels; actual commercial, industrial, and residential uses; agricultural and open space lands; and the proposed future land uses in the area.
3. The present and probable need for public facilities and services in the sphere area. The discussion should include consideration of the need for all types of major facilities, not just those provided by the agency.
4. The present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.
5. Identification of any relevant social or economic communities of interest in the area.
6. Existing population and projected population at build-out of the near- and long-term spheres of the agency.
7. A Municipal Service Review.

Municipal Service Review

The CKH requires that a Municipal Service Review (MSR) be conducted prior to, or in conjunction with, the adoption or update of an SOI plan. A MSR is a comprehensive analysis of service provision by each of the special districts, cities, and the unincorporated county service areas within the legislative authority of the LAFCO. It essentially evaluates the capability of a jurisdiction to serve its existing residents and future development in its SOI. The legislative authority for conducting MSRs is provided in §56430 of the CKH, which states “. . . in order to prepare and to update Spheres of Influence in accordance with §56425, LAFCO's are required to conduct a MSR of the municipal services provided in the County...”

Pursuant to CKH §56430, in order to update a SOI, the associated MSR must have written determinations that address the following factors:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

These determinations must be determined by the Commission before, or concurrently with, the sphere review and update for the Butte County Resource Conservation District (BCRCD).

Sphere of Influence Plan Update Process

Butte LAFCO is now in the process of updating the SOI Plan for the BCRCD. There are numerous factors to consider in reviewing a SOI Plan, including current and anticipated land uses, facilities, and services, as well as any relevant communities of interest. Updates generally involve a comprehensive review of the entire SOI Plan, including boundary and SOI maps and the completion of a MSR. In reviewing an agency's

sphere, the Commission is required to consider and prepare written statements addressing five factors enumerated under GC §56425(e). These factors are identified below.

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
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.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

California Resource Conservation Districts

Resource Conservation Districts (RCDs), formerly known as soil conservation districts, are considered special districts within the State of California. Under California law, RCDs are locally-governed agencies with their own locally-appointed and independent board of directors. RCDs are not county government agencies, and are regulated by each the county's LAFCO as special district. RCD's often work in cooperation with county governments.

Under Division 9 of the California Public Resources Code (PRC), RCDs function to a certain degree as enterprise districts, as they are empowered to charge reasonable fees for services rendered to individuals. Although not governed directly by the state, special districts, such as RCDs, are subject to state laws governing elections, responsibilities, conducting meetings, and other activities.

Soil conservation districts were originally empowered to manage soil and water resources for conservation purposes; however, these powers were expanded in the early 1970s to include "related resources," such as fish and wildlife habitat. In 1971, Soil Conservation Districts were renamed to RCDs to reflect this expansion in scope and powers.

Today, there are approximately 102 RCDs in California, including one district in Butte County.

RCDs manage a variety of resource conservation projects, including soils and water conservation, wildlife habitat enhancement and restoration, control of exotic plant species, watershed restoration, conservation planning and many others. RCDs also provide educational outreach on these programs to landowners, schools, and community organizations. Most RCDs receive little regular funding through local taxation, relying heavily on grants and other types of fundraising to remain in operation.

RCDs and the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) share common conservation goals and have a close working relationship. At the request of an RCD, USDA NRCS will appoint a local district conservationist in an effort to provide technical assistance to districts, as well as act as a liaison between the district and federal programs. Local USDA NRCS offices also frequently employ other specialists, such as soil conservationists and engineers, to provide technical assistance to RCDs.

DISTRICT DATA SHEET

BUTTE COUNTY RESOURCE CONSERVATION DISTRICT

Address: 150 Chuck Yeager Way, Oroville, CA 95965
Phone: (530) 534-0122, ext. 122
Webpage: www.bccrd.org

Contact: David Lee, Board President
Address: 150 Chuck Yeager Way, Oroville, CA 95965
Phone: 530-521-4707
E-Mail: ssadave@comcast.net

GOVERNING BOARD

The District is governed by a five member Board of Directors, who are appointed by the Butte County Board of Supervisors to serve four-year, staggered terms. The Board of Directors meet at 9:00 a.m. on the third Thursday of every month in the Truckee Conference Room located at 202 Mira Loma Drive in Oroville, CA.

FORMATION INFORMATION

LAFCO

Resolution No.: 08 2001/02
Date Adopted: April 6, 2001
Effective Formation Date: April 26, 2002

Conducting Authority

Butte County Board of Supervisors
Date Adopted: April 23, 2002
Resolution No.: 02-062

PURPOSE

1. Enabling Legislation: Public Resources Code, Division 9 [9001-9972].
2. Authorized Services: Management of soil, water, fish and wildlife habitat.
3. Provided Services: Through grants and other funding, addresses soil and water conservation issues, manages water run-off and sedimentation of natural water ways.

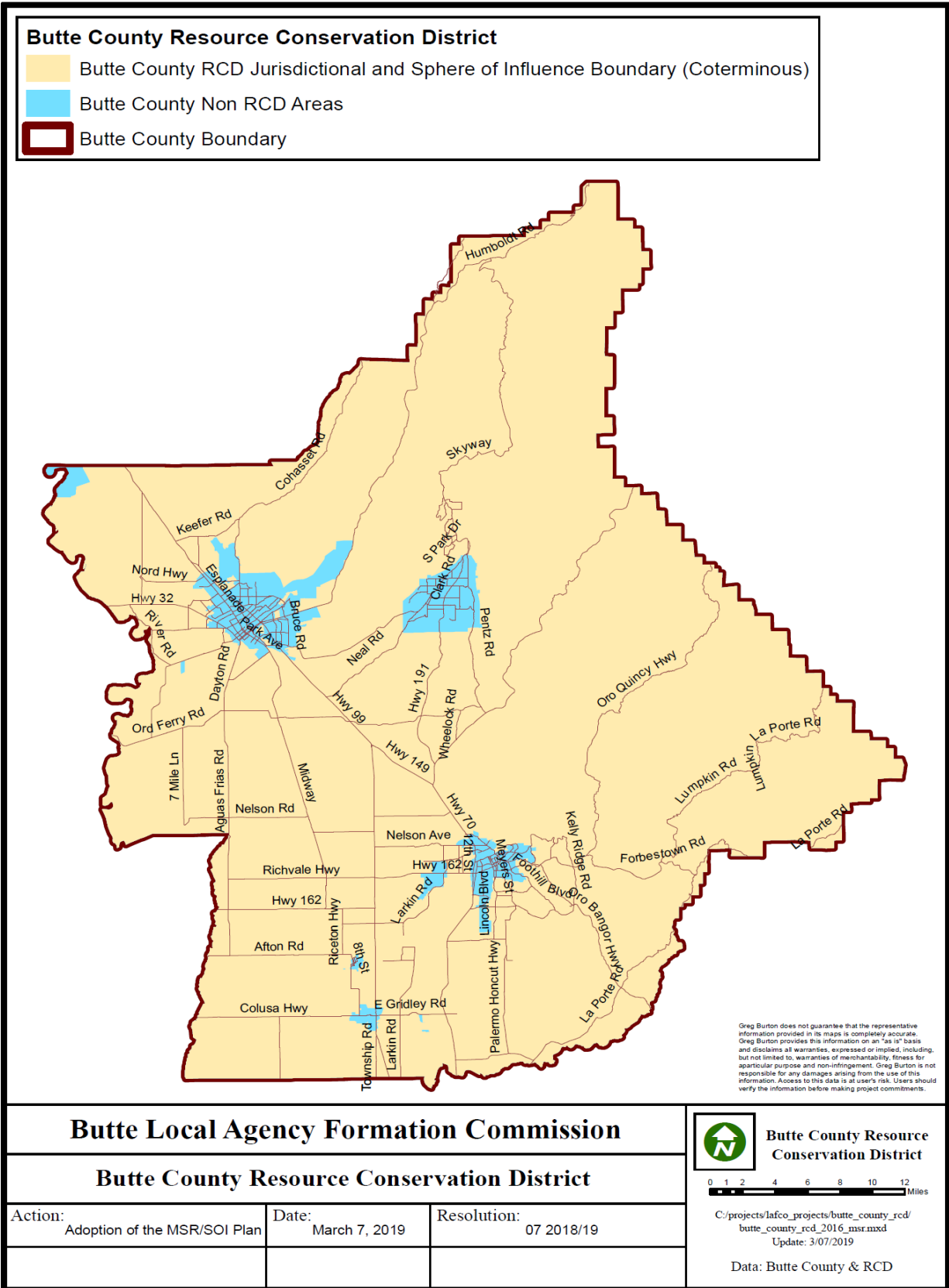
AREA SERVED

1. Supervisorial District: 1, 2, 3, 4 & 5
2. No. of Parcels: 46,713
3. District Size: 1,027,640.9 acres
4. Estimated Population: 80,534
5. Location: Unincorporated territory of Butte County w/the sole exclusion of the northwest corner of the County, bordering Tehama County.
6. SOI: Coterminous.

FINANCIAL INFORMATION

Revenue sources include intergovernmental revenues, mainly through securing federal and state grants, agreements and contracts.

Figure 2.1 Butte County Resource Conservation District



District Summary



The District was formed in 2002 to address a need for active resource management in the County. At the time, it was considered a useful approach to obtain grants and other funding from both public and private sources to address the conservation issues including, but not limited to soil and water conservation, the control of runoff, the prevention; and control of soil erosion and erosion stabilization in open areas, agricultural areas, wildlife areas, watershed areas, timberlands and other non-urban lands and the treatment of such land according to its needs.

According to the District's website, its mission is to protect, enhance, and support Butte County natural resources and agriculture by working with willing land owners and citizens through education, land management, and on-the-ground projects.

The District is governed by a five member Board of Directors, who are appointed by the Butte County Board of Supervisors. The Board of Directors meet at 9:00 a.m. on the third Thursday of every month in the Truckee Conference Room, located at 202 Mira Loma Drive in Oroville, CA.

MUNICIPAL SERVICE REVIEW FACTORS

Pursuant to GC §56430, in order to update a SOI for a city or special district, the associated MSR must include written determinations that address various factors regarding the ability of the subject agency to provide services, as listed below:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

The following provides an analysis of the seven categories or components required by GC §56430 for the MSR for the BCRCD.

MSR Factor No. 1: Growth and Population Projects for the Affected Area

The District encompasses 46,713 parcels or approximately 1,606 square miles of unincorporated territory of Butte County with the sole exclusion of the northwest corner of the County, bordering Tehama County which at the time of formation was a part of the Vina Resource Conservation District. In accordance with its formation conditions, the incorporated territories of Biggs, Chico, Gridley, Oroville and Paradise are not included within the District.

The District has no land use authority; therefore, it does not have a role in developing or implementing growth strategies. The land use authority for unincorporated areas is Butte County.

The District's estimated population is approximately 80,534 and its growth varies by location. The following table provides population data for Butte County for the years 2010 to 2017:¹

	4/1/10	1/1/11	1/1/12	1/1/13	1/1/14	1/1/15	1/1/16	1/1/17	2010-2017 Growth Rate	Compound Annual Growth Rate 2010-2016
Biggs	1,707	1,711	1,703	1,713	1,708	1,767	1,899	1,905	11.6%	1.6%
Chico	86,187	86,819	88,068	89,283	90,217	91,306	92,117	93,383	8.4%*	1.2%
Gridley	6,584	6,585	6,519	6,648	6,655	6,654	6,663	6,704	1.8%	0.26%
Oroville	15,546	15,532	15,524	15,989	15,994	16,139	17,999	18,037	16.0%*	2.25%
Paradise	26,218	26,215	25,915	25,759	25,769	25,739	25,755	25,841	-1.4%	-0.21%
Unincorporated	83,758	83,966	83,335	82,949	82,958	82,862	80,270	80,534	-3.8%*	-0.6%
Incorporated	136,242	136,862	137,729	139,392	140,343	141,605	144,433	145,870	7.0%*	1%
County Total	220,000	220,828	221,064	222,341	223,301	224,467	224,703	226,404	2.9%	0.4%

*The increases, or decreases, in these populations were due in large part to annexations of developed unincorporated parcels to the cities.

As a whole, the County's growth rate for 2010 to 2017 was 2.9 percent, a compound annual growth rate of approximately 0.4 percent. The population growth rate during this period was lower than previous years due to the slowdown in the economy and in the housing market that began in 2008.

MSR Determination 1.1: The District's current population projection is 80,534 and is anticipated to grow at an annual rate of approximately one percent. This increase will have little impact on the District's ability to provide services.

MSR Factor No. 2: The Location and Characteristics of any Disadvantaged Unincorporated Communities within or Contiguous to the Sphere of Influence

In accordance with CKH, §56425-56430, LAFCO is required to address the location and characteristics of any disadvantaged unincorporated communities within or contiguous to a special district's sphere of influence if that city or special district provides sewer, municipal and industrial water, or structural fire protection services.

As a California RCD, the District was formed in 2002 pursuant to Division 9 of the PRC with the purpose of performing natural resource conservation work within its boundaries. The District does not provide domestic water, fire protection or wastewater services. Therefore, pursuant to CKH, §56425(e)(5); LAFCO is not required to address disadvantaged communities within the MSR.

¹ State of California, Department of Finance, *E-4 Population Estimates for Cities, Counties, and the State, 2011-2017, with 2010 Census Benchmark*. Sacramento, California, May 2017.

MSR Determination 2.1: The District does not provide domestic water, fire protection or wastewater services. Therefore, pursuant to CKH, §56425(e)(5); LAFCO is not required to address disadvantaged communities within the MSR.

MSR Factor No. 3: Present and Planned Capacity of Public Facilities, Adequacy of Public Services, and Infrastructure Needs or Deficiencies including Needs or Deficiencies related to Sewers, Municipal and Industrial Water, and Structural Fire Protection in any Disadvantaged, Unincorporated Communities within or Contiguous to the Sphere of Influence

Adequacy of Public Services

Pursuant to Division 9 of the PRC, the District is authorized to:

- To obtain grants and other funding from public and private sources.
- To address soil and water conservation issues including the prevention of soil erosion and erosion stabilization in open areas, agricultural areas, wildlife areas, watershed areas, timberlands and other non-urban lands where these functions are not presently being addressed by another local agency or where a collaborative agreement has been reached with an affected local agency to manage an identified need.
- To control water run-off and sedimentation of natural waterways provided such products do not conflict with existing water reclamation or irrigation facilities operated by an existing local agency unless a cooperative agreement is approved by all agencies.



The District provides services in conjunction with the USDA NRCS office located at 150 Chuck Yeager Way, Oroville, California. This includes sharing an office space, equipment and staff resources. Both agencies work together in their outreach efforts to introduce emerging conservation technologies to landowners and community leaders in Butte County. In addition, they work together in providing leadership in facilitating community and land management forums to encourage the formulation of effective and practical conservational policies and practices.

In preparing this MSR-SOI Update, LAFCO provided the District with an evaluation questionnaire related to various topics. With respect to services, the District states that

it currently provides the following services through a coordinated effort with other affected agencies:

- Over-site for trails maintenance and construction on national forest lands through contract with the United States Forest Service.
- Range land mitigation, including maintenance and reporting on conservation easements through agreement with the California Department of Transportation.
- Inventory for soil erosion and mapping maintenance of approximately 63 miles of County maintained roads located in Northern Butte County through grant contract with the County of Butte.
- Off highway vehicle (OHV) trail assessment, layout, reclassification of roads, through grant contract with the County of Butte and the United States Forest Service.
- Over-site for development of plans and specifications for reconstruction of approximately 64 miles of rural roads in Butte County, through a grant contract with the County of Butte.
- Provide manpower and services for administration of RCD programs with the USDA NRCS.

According to the District's website, ongoing projects are as follows:

1. Rehabilitation of Forest and Woodland Areas

Together, the District and its partners work together to assist private landowners throughout the County in an effort to rehabilitate and protect forest and woodland areas that were devastated by recent catastrophic wildfires. Partners include:

- USDA NRCS, a federal agency that provides cost share assistance to landowners to protect soil and water resources.
- CalFire, a California State Agency that assists landowners with fire protection and prevention.
- Terra Fuego, a non-profit organization that implements landscape level restoration, conservation and risk reduction to improve the health of forest ecosystems, as well as to improve the well-being of residents in the Wild land Urban Interface (WUI) and rural communities.
- Alliance for Workforce Development, an employment center that Terra Fuego works with to provide job training to job seekers wishing to learn fire protection and fuels management skills.

With the ongoing assistance from these partners, the District is able to assist landowners in developing management plans which outline potential treatments anywhere from two to ten years into the future. Once developed, these plans provide landowners the basis for the District to acquire the necessary funding to plan and implement projects. Sources include:

- USDA NRCS Environmental Quality Incentives Program (EQIP). A cost sharing program that provides landowners with financial resources and one-on-one help to plan and implement conservation practices that protect soil and water resources.
- CalFire California Forest Improvement Program (CFIP). A cost sharing program that provides landowners with financial resources to improve management of forest lands and resources.

The District recently assisted a private landowner in the Big Chico Creek Watershed whose property was significantly affected by wildfire. The landowner applied for USDA NRCS EQIP funds to rehabilitate a 43.5 acre burned area through the removal of burned brush and trees. In addition, the District successfully acquired CalFire CFIP funds and worked together with the landowner in developing a Forest Management Plan outlining strategic steps to treat an addition 120 acres on the subject property over the next 10 years, eventually utilizing prescribed fire as a low cost method of maintaining fuel breaks and improving woodland/forest ecology.

2. Butte County Trails Plan

In cooperation with Butte County, the District, along with local land agencies and recreational user groups have successfully completed the Butte County Trails Plan. According to the County's 2030 General Plan, trails based recreation has been identified as an important factor in quality of life and economic development for the residents of Butte County and has determined a need for such a plan. The Plan is the result of over two years of public input, feedback from County staff, the County Board of Supervisors and Coordinating Committees. It identified current trail resources, future needs, opportunities for new trail development and funding and steps that ordinary people can take to improve local trails. The heart of the document is an action plan that addresses five main themes identified in the process: maintenance, public outreach, new project implementation, information resources and cultivating trail champions. The Trails Plan was developed by a working group composed of trail users representing OHV riders, hikers, equestrians, mountain bikers, trail runners, as well



as the United States Forest Service, County staff and elected officials. Results of the 2017-18 Butte County Trails Survey was also incorporated into the Trails Plan. Although the plan has been adopted, the District has indicated that other related work remains in working progress.

3. Butte County OHV and Trails Network

- Through the California State Parks Off Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program, the Butte County Department of Public Works was awarded grant funding to provide off highway vehicles trail maintenance on 48 miles of maintenance level 2 roads in the Plumas National Forest and 39.7 miles of the County-maintained Concow, Dixie and French Creek Roads. Work consists of road and trail maintenance, clearing downed trees, brushing, assuring adequate drainage, repairing and replacing signs, and installing and maintaining barriers to restrict travel off designated routes. Maintenance activities on Plumas National Forest ML2 (maintenance level 2) roads are performed by Cal Fire and volunteers from local OHV clubs. Maintenance activities on County maintained roads (Concow, Dixie and French Creek Roads) are performed by County road crews and volunteers from local OHV clubs. Through contract with Butte County, all work is supervised by a Project Coordinator from the BCRCD.



- The Department of Public Works is also currently identifying required mitigation to add trails from the 2010 FEIS Plumas National Forest Public Motorized Travel Management, Appendix A to the Motorized Vehicle Use Map and for a feasibility study to obtain an easement or right-of-way on Four Trees Road from Highway 70 to Plumas National Forest. Through contract, the District is providing Butte County with assistance.
- Bald Rock Trail safety improvements through a contract with the United States Forest Service.
- Walk trail development and rehabilitation on California Highway 32 in Butte Meadows through a grant contract with the United States Forest Services.

4. Irrigation Water and Green House Gasses

Through the California Department of Food and Agriculture, Office of Environmental Farming and Innovation, the State Water Efficiency and Enhancement Program (SWEET) provides financial assistance in the form of

grants to implement irrigation systems that reduce greenhouse gases and water on California agricultural operations. Eligible system components, among others include: soil moisture monitoring, drips systems, switching to low pressure irrigation systems, pump retrofits, variable frequency drives and installation of renewable energy to reduce on-farm water use and energy.

Infrastructure Needs

The District serves a unique function unlike traditional districts that maintain fixed assets and deliver defined services with dedicated staff subject to demand such as sewer, water or public works services. It maintains a partnership with the USDA NRCS; therefore, with the exception of computers and office furniture, the District does not own, operate, or maintain any vehicles, property, machinery or public infrastructure. The District does not have a traditional capital improvement plan, and it has indicated that there are no current plans to expand or acquire new infrastructure. Essentially, the District provides services that are human resource dependent more than equipment or infrastructure.

Pursuant to its formation documents, the District does not include incorporated territories of Biggs, Chico, Gridley, Oroville and Paradise. According to the District, it has no interest in annexing any of the incorporated territories, nor has it ever been a topic for consideration. During the MSR-SOI Update, LAFCO staff reached out to the cities and town to inquire of their interest, if any, in conservation services provided by the District. Only the City of Chico indicated a potential interest in the District's services related to the management/maintenance of public lands such as Bidwell Park, a service currently being provided to the City under contract with the District. However, annexation of any incorporated territory may prove not feasible, as landowners may not see any potential benefit and would likely defeat such a proposal.

MSR Determination 3.1: The District provides valuable resource conservation services in that it obtains grants and other funding from public and private sources to address unmet local resource management and conservation needs.

MSR Determination 3.2: The District does not provide water, sewer, or fire protection services and therefore, is not responsible for assuring that these services are adequately provided to the area within its boundaries.

MSR Determination 3.3: The District's primary functions of public education and resource evaluation are human resource dependent and the District does not have the financial resources necessary to maintain a full-time staff capable of executing the many programs with which the District is associated. The District is heavily dependent on shared staffing resources with other agencies.

MSR Determination 3.4: The District does not own and maintain any facilities and consequently does not have any infrastructure needs or deficiencies associated with district-owned infrastructure.

MSR Determination 3.5: The District does not include incorporated territories of Biggs, Chico, Gridley, Oroville and Paradise, nor does it have an interest in annexing said territories. The District should reach out to the City of Chico who has indicated an interest in annexation into the District although it is recognized that annexation may not prove feasible and contractual agreements may prove to be best practice. However, these areas are recommended to be included within the District's Sphere of Influence to reduce obstacles to both annexation and service agreements.

MSR Factor No. 4: Financial Ability of Agencies to Provide Services

The District serves as a central hub for various resource agencies and private property owners to form partnerships, evaluate government grant applications, identify grant opportunities and educate the public about conservation practices. This function is heavily human resource dependent and personnel costs are generally the largest expense in any public agency.

When the District was initially formed in 2002, operations were funded without the benefit of any property tax exchange, fees or other assessments. The County of Butte provided \$6,000 annually for an initial period of five years to provide insurance coverage and auditing services. Initially, administrative services were provided by the Butte County Department of Water and Resource Conservation. It should be noted that one significant reason the District was initially minimally funded were concerns of landowners that such a district could develop a regulatory function and become less voluntary. The District was expected to have a minimal footprint while providing voluntary access to funding resources targeted for specific programs. While this funding arrangement reduced landowner concerns, it also greatly limited the ability of the District to conduct conservation studies, create plans and implement associated actions or even effectively compete for all the available public resources.

The District is primarily funded by, and is wholly dependent upon, intergovernmental revenues, mainly through securing federal and state grants, service agreements and contracts. These funding resources are then utilized by the District to secure the necessary personnel to implement the funded program. These revenue sources are by nature unpredictable and make the District financially reliant on a revenue stream that is subject to fluctuations. Without predictable or traditional revenue sources such as property tax or parcel assessments, it is very difficult for any public agency to develop long-term comprehensive planning or provide consistent services.

The District has no fixed assets, maintains no facilities or infrastructure and operates on irregular grant funding; therefore, it has no need for a capital improvement plan. However, it is currently reviewing sections within its previously adopted Policy and Procedures Manual which will address asset management of what little assets they do possess. The District has reported that it has no outstanding debt, nor has it ever defaulted on repayment of any bonds or other debt.

The District claims that although it has been a party to a legal action within the past five years, the result was a small claims action and was minimal. At this time, the District has stated it has no outstanding litigation at this time.

In preparing this MSR-SOI Update, LAFCO Staff provided the District with an evaluation questionnaire that requested copies of the District's adopted budgets, independent audits and financial statements filed with the State Controller's Office.

Budget

Initially the District responded to the questionnaire that it did not have a standalone comprehensive budget document; however, it does prepare and maintain individual budgets for each grant, which are reviewed monthly by a team leader and by the District Board. Since those initial communications, LAFCO Staff has received *only* a copy of the District's 2018/19 FY budget document. A copy of this document can be found in the "Comments Received" section of this document and is summarized below.

The District's FY 2018/19 Budget reflects a revenue of \$361,210.50 and expenditures of \$313,975.63, resulting in a net income of \$47,234.87. At fiscal year's end, the District projects that revenue received will total \$361,210.50 and that expenditures will amount to \$314,892.59. Although the projected expenditure increased by \$916.96, the resulting net income is \$46,317.91.

Butte County Resource Conservation District FY 2018/19 Budget		
REVENUE:	Adopted	Proposed Year End June 30, 2019
Donations	525.00	525.00
Aid from State Govt.	142,595.21	142,595.21
Aid from Federal Govt.	33,086.75	33,086.75
Aid from Local Govt.	6,325.00	6,325.00
Fees for Service	178,678.54	178,678.54
Total Revenue	361,210.50	361,210.50
EXPENDITURES:		
Salaries & Benefits	133,147.79	133,147.79
Office Supplies	1,060.00	1,060.00
Equipment Supplies	2,090.00	2,090.00
Independent Contractors	164,000.00	164,000.00
Insurance	2,000.00	2,000.00
Printing & Reproduction	375.00	375.00
Marketing	325.00	325.00
Continuing Education	3,839.00	3,839.00
Internet & Utilities	2,028.84	2,945.80
Travel & Lodging	730.00	730.00
Event Expense	320.00	320.00
Dues & Subscriptions	1,125.00	1,125.00
Professional Fees	2,375.00	2,375.00
Miscellaneous Expense	560.00	560.00
Total Expenses	313,975.63	314,892.59

For FY 2018/19, the District reported a beginning balance of \$28,525.00. Although the projected expenditures increased by \$916.96, the resulting net income is \$46,317.91. Therefore, the District anticipates an ending balance of \$74,842.91.

Butte County Resource Conservation District FY 2018/19	
Beginning Balance	28,525.00
Plus Projected Revenue	361,210.50
Less Projected Expenditures	(314,892.59)
Ending Balance	74,842.91

Audits

Upon further review, the District indicated that its last audit was prepared in 2009 (which was not provided) and that in 2013, the District requested the Butte County Board of Supervisors approve a three-year audit cycle with the next audit due in 2016. The District stated that it had requested that the County Auditor's Office provide this service, which has yet to respond to the District. In addition and most recently, the District informed LAFCO Staff that obtaining an updated audit is a priority of the Board and that it is currently preparing a Request for Proposal.

Financial Statements

Although copies of financial statements filed with the State Controller's Office (SCO) were not provided; a follow-up review by LAFCO staff found subsequent information on-line at the SCO's website which did show budgeted amounts for 2017. The District shall ensure that all future financial statements be submitted to the SCO in a timely manner.

Grants

As discussed above, the District is wholly dependent on outside revenues in the form of grants and service contracts. At present, the District has twelve(12) active pending grants/contracts (see table below) which span several years and have a value of \$1,156,745, of which, \$837,263 remains to be received pending completion of the specific grant/contract. It is important to reiterate that District grants/contracts do not follow a fiscal year budget format and therefore, the District maintains standalone budgets for each contracted service category which can be found in the "Comments Received" section of this document and are summarized below.

Grant/ Project Name	Agreement #	Performance Period	Start Date	Grant Amount	Balance to date	Payment Schedule	Recurring
NRCS Conservation Planning	68-9104-17-008	9/30/2020		\$ 75,000.00	\$ 44,351.25	monthly	yes
NRCS Engineering	68-9104-17-024	9/30/2020		\$ 110,000.00	\$ 49,663.00	monthly	yes
North County Road Improvement- SWRCB	D1713503	12/31/2020	6/1/2018	\$ 375,000.00	\$ 324,504.00	quarterly	no
North County Road Improvement- Matching	X90259	12/31/2020	7/25/2017	\$ 100,000.00	\$ 49,973.00	monthly	no
Granite Basin Development- Project Admin	X90294	12/31/2020	3/3/2018	\$ 113,000.00	\$ 98,312.62	monthly	no
Granite Basin Development- Enviro	X90314		5/22/2018	\$ 249,000.00	\$ 194,071.27	monthly	no
DOC- Capacity Building	3016-633	2/28/2019	5/4/2017	\$ 46,205.56	\$ (3.69)	quarterly	no
Stoney Fire Assessment- City of Chico	Letter	6/30/2019	10/1/2018	\$ 20,000.00	\$ 14,177.16	monthly	no
Cottonwood Easement	n/a						yes
Terra Fuego CEQA	Coop Agreement	10/18/2019	12/12/2018	\$ 38,600.00	\$ 38,600.00	monthly	no
Woody Nelson FMP	Coop Agreement	12/31/2019	11/15/2018	\$ 4,939.00	\$ 4,939.00	project completion	no
City of Chico Master Agreement- Grant Services	Service Porvider	11/30/2021	11/19/2018	\$ 25,000.00	\$ 18,675.00	as requested	yes
			TOTAL	\$ 1,156,744.56	\$ 837,262.61		

Revenue Options

In the event that the District wishes to enhance and/or stabilize its revenues, there are few good options. The District could review its current Fee for Services Schedule, in accordance with applicable law and collect fees with respect to applicable projects and services. Other options include seeking property tax sharing or parcel assessments. A tax could be levied solely for the purpose of funding the District's conservation activities, while an assessment would have to convey an actual benefit to the specific property or properties being assessed. Creation of a tax or assessment could be initiated by either the District's Board of Directors or by petition. A popular vote (Proposition 218) would be required in order to formally establish either of these sources of revenue.

MSR Determination 4.1: The District was initially formed without a permanent funding source in order to mitigate landowner concerns about increased government regulation of private property. Without the benefit of any property tax exchange, fees or other assessments, the ability of the District to conduct its authorized services or even effectively compete for all the available public resources is significantly limited.

MSR Determination 4.2: The District initially could not immediately provide adopted budgets, independently prepared audits or financial statements, as requested. The unavailability of the District's financial documents makes it difficult for the public to assess the financial health of the agency or track the expenditure of public funds.

MSR Determination 4.3: The District shall immediately assemble and make available as appropriate, the District's budget, audits and financial statements to the State Controller's Office, the general public at its office and on its website. All public agencies should be able to immediately produce to the public a full disclosure of its finances including at a minimum adopted budgets and financial audits.

MSR Determination 4.4: The District depends solely upon intergovernmental revenues, mainly through securing federal and state grants, agreements and contracts to fund conservation services. In addition, the District does not benefit from property tax exchanges, fees or other assessments. Therefore, the District is financially reliant on a revenue stream that is potentially inconsistent and subject to fluctuations. Without predictable or traditional revenue sources such property tax or parcel assessments, it is very difficult for any public agency to develop long-term comprehensive planning or provide consistent services.

MSR Factor No. 5: Status of, and Opportunities for, Shared Facilities

The District does not own, operate or maintain any facilities; however, it has maintained a long-standing partnership with the USDA NRCS. This partnership, which includes the sharing of office space, equipment, and staff resources, is formalized through a memorandum of understanding and helps to coordinate and enhance local conservation activities.



There are active RCD's in all surrounding counties with greater resources. The District has not reported much interaction with these neighboring RCDs; however, it would seem beneficial to seek more cooperative arrangements with them.

MSR Determination 5.1: The District maintains a long-standing partnership with the USDA NRCS. This partnership, which includes the sharing of office space, equipment, and staff resources, is formalized through a memorandum of understanding and helps to coordinate and enhance local conservation activities.

MSR Determination 5.2: The District has not reported much interaction with neighboring RCD's who have greater resources and more substantial work programs and administrative capacity. The District should consider substantial partnerships and cooperative arrangements with other RCD's or local agencies in order to maximize services.

MSR Factor No. 6: Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies

The District is the only public agency authorized to provide a full range of soil and water conservation services within its jurisdictional boundary. The conservation services provided by the District are important in restoring, enhancing and protecting the community's natural resources.

Board of Directors

The District is governed by a five member Board of Directors, one from each supervisorial district, made up of local land owners, ranchers, farmers and professors. Directors are appointed by the Butte County Board of Supervisors, based upon their strengths as active partners in the conservation community. Terms of office are for four years. Directors are volunteer positions and receive no compensation.

The PRC, §9314(a) states that "the term of office of the directors, except those first elected, shall be four years. The expiration of the term of any director does not constitute a vacancy, and the director shall hold office until his or her successor has

qualified." In addition, §9352(b) of the PRC states that directors shall reside within the district and either own real property or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors, or be a designated agent of a resident landowner within the district.

Currently, the District's Board of Directors are as follows:

Position	Trustee Name	Area Represented	Term	Start	End
Director	John Christofferson	County District 1	4-Year	4/24/2018	1/5/2021
Director	Allen Harthorn	County District 2	4-Year	2/12/2019	1/9/2023
Director	Colleen Hatfield	County District 3	4-Year	1/13/2015	1/7/2019
Director	Vacant	County District 4	4-Year		
Director	Dave Lee	County District 5	4-Year	4/24/2018	1/5/2021

The Board of Directors shall manage and conduct the business and affairs of the District (PRC §9401). In addition, they may employ such agents, officers, and employees as may be necessary, prescribe their duties and fix their compensation (PRC §9404).

The Board of Directors meet on the third Thursday of each month at 9:00 a.m., in the Truckee Conference Room located at 202 Mira Loma Drive in Oroville, CA. Agendas for the Board of Directors are publicly noticed 72 hours in advance of meetings at the District's office located at 150 Chuck Yeager Way, Suite A, Oroville; at the location of the meeting, Truckee Conference Room, 202 Mira Loma Drive, Oroville and on the district's website at www.bcrd.org. Meetings are held in compliance with both the Americans Disability Act and Brown Act.

The District's Board meetings are open to the public and provide a forum for discussion of current conversation issues. Public comment is encouraged and any member of the public is welcome to address the Board with issues related to the District's areas of concern. No actions can be taken by the Board on such items at the time it is presented; however, the Board may direct its staff to agendize such items for consideration at a future meeting.

Staffing

While public sector management standards vary depending on the size and scope of an organization, there are minimum standards. Well-managed organizations evaluate employees annually, track employee and agency productivity, periodically review agency performance, prepare a budget before the beginning of the fiscal year, conduct periodic financial audits to safeguard the public trust, maintain current financial records, conduct advanced planning for future needs and plan and budget for capital needs.

The District staffing model is such that the District contracts with Allevery Employer Solutions to provide the prescribed staff. This arrangement allows the District to directly manage the work products of its staff but all other employment related personnel

matters are conducted by Allevity Employer Solutions. In addition to these staffing services, NRCS also provides staffing by contract and helps fund some positions.

Historically, the District has been managed by a District Manager, who is appointed by the District's Board of Directors and who serves at the will of the Directors. The District Manager is responsible for managing services and overseeing staff. However, in fiscal year 2017-18, the District's Manager was terminated for cause. While details related to an individual employee's employment record are confidential, the District does have a responsibility to maintain the public trust and sunlight issues dealing with the employees' termination so that future corrective measures might be taken to avoid similar occurrences.

At this time, the District's volunteer Board Chair has assumed the duties of the Manager. The District is encouraged to quickly fill the vacant District Manager position with a person who has a demonstrated ability to seek and obtain contracts, grants and other much needed revenue opportunities, as well as managing District business and overseeing staff. Other District staff and contractual working partners includes:

- Conservation Grant and Project Manager (Part-Time)
- Conservation Project Coordinator (2, Part-Time)
- Engineering Technician (Part-Time)
- TCK Ecological Consulting (Contract)
- Karen Vaccaro Bookkeeping (Contract)

The District acknowledges that the current staffing level is not adequate and that it is difficult in keeping up with its current projects. However, the District is managing its projects through an extended effort put forth by its Board of Directors which the District indicates has been sufficient to manage its workload. As discussed in the finance section above, the District's revenues are extremely limited and rely exclusively on interagency funding schemes, this in turn has an impact on staffing options. Without a consistent reliable revenue stream it will remain difficult for the District to recruit and maintain consistent staffing. Without consistent staffing, the District will struggle to implement programs and thus, generate more funding.

Website

The District has a new website (www.bcrccd.org) that is easy to navigate and contains useful information. The District's website provides information on the District, including names of the District's Board of Directors, staff contact information, and provide information on the services the District provides. In addition, the District's website includes:

- Overview of California Resource Conservation Districts
- District's Mission, Services, Projects and Partners
- Director's meeting Agendas and Minutes

- Information for Getting Involved, either becoming a Volunteer, Associate Director, Donor or Supporter
- Useful Links

Although the District's website is new, the continued progress of updating and including additional information reflects the District's desire for transparency and encourages citizen participation. The minutes of the Board of Director's meetings posted on the District's webpage are minimal, reflecting actions and motions; however, are not current. Other documents not found included Policies, Procedures and Bylaws. Understanding that the website is constantly under construction, posting minutes in a timely fashion and including the District's Policies, Procedures and Bylaws would provide for better public understanding and overall transparency.

Operational Efficiencies

In preparing this MSR-SOI Update, LAFCO provided the District with an evaluation questionnaire related to various topics. Although the District responded to the questionnaire, the District did not complete the questionnaire in its entirety, nor were the adopted budgets, comprehensive annual financial reports and audited financial statements provided. Often, the inability to readily provide key agency documents and other service information is an indicator of administrative inefficiencies.

Governance Boundaries

When formed in 2002, the District did not include the Butte County portion of the Vina Resource Conservation District (VRCD). In 2005, the Tehama County Resource Conservation District (TCRCD) consolidated with the VRCD; however, they detached the portion of the VRCD that was located in Butte County. Butte LAFCO, at that time, requested the Tehama LAFCO and TCRCD to dissolve and annex that portion of the VRCD located in Butte County. The TCRCD chose not to follow this request and therefore, the remaining portion of the VRCD in Butte County remained. In 2005, the BCRCDC initiated discussions with Butte LAFCO to affect the annexation of the VRCD and subsequently requested Butte LAFCO to waive the associated filing fees. Butte LAFCO approved the waiver of fees; however, BCRCDC did not follow through with initiating an application.

The District's current board members were unaware of the detached portion of what was once part of the VRCD, located in Butte County. However, the District has indicated that its Board may consider initiating annexation and that such consideration would address the potential "need" vs. "cost".

It is recommended that the BCRCDC initiate the annexation of this territory as recommended in 2005.

MSR Determination 6.1: As the only RCD in Butte County, the District is authorized to provide a full range of soil and water conservation services within its jurisdictional boundary. The conservation services provided by the District are important in restoring and protecting the community's natural resources.

MSR Determination 6.2: The District is governed by a five member Board of Directors who are appointed by the Butte County Board of Supervisors. The District holds regular meetings that are open and accessible to the public. The District maintains accountability and compliance in its governance and public meetings appear to be held in compliance with Brown Act requirements.

MSR Determination 6.3: The District's Manager is appointed by the Board of Directors and is responsible for managing operations, services and overseeing staff. In Fiscal Year 2017-18, the District's Manager was terminated for cause by the District's Board of Directors; therefore, the District's Board Chair immediately assumed duties of the Manager. The District is encouraged to quickly fill the vacant District Manager position with a person who has demonstrated ability to seek and obtain contracts, grants and other much needed revenue opportunities, as well as managing District business and overseeing staff.

MSR Determination 6.4: The District currently has a new website and continues to update the site with additional information that reflects the District's desire for transparency and encourages citizen participation. However, to provide for a better public understanding and overall transparency, the District is encouraged to post minutes in a timely fashion and to include Policies, Procedures and Bylaws,

MSR Determination 6.5: Although the District responded to LAFCO's evaluation questionnaire, it did not immediately provide key documents or information, i.e., adopted budgets, independently prepared audits, financial statements, policies and procedures or bylaws, as requested. Often, the inability to readily provide key agency documents and other service information is an indicator of administrative inefficiencies.

MSR Determination 6.6: It is recommended that the District initiate the annexation of the detached portion of what was once a part of the VRCD located in Butte County.

MSR Factor No. 7: Any Other Matter Related to Effective or Efficient Service Delivery, as Required by Commission Policy

None noted.

SPHERE OF INFLUENCE PLAN REVIEW FACTORS

There are numerous factors to consider in reviewing a SOI Plan, including current and anticipated land uses, facilities, and services, as well as any relevant communities of interest. Updates generally involve a comprehensive review of the entire SOI Plan, including boundary and SOI maps and the District's MSR. In reviewing an agency's sphere, the Commission is required to consider and prepare written statements addressing five factors enumerated under GC §56425(e), as listed below.

1. The present and planned land uses in the area, including agricultural and open space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services which the agency provides, or is authorized to provide; and
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.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

The following provides an analysis of the categories or components required by GC §56425 for the SOI for the District.

SOI Factor No. 1: The Present and Planned Land Uses in the Area, including Agricultural and Open Space Lands

The District encompasses approximately 1,606 square miles and is comprised of approximately 46,713 parcels. The District's jurisdictional boundaries consist of the unincorporated territory of Butte County with the sole exclusion of the former Vina Soil Conservation District located in the northwest corner of the County, bordering Tehama County. Properties within the District's boundary and Sphere of Influence generally consist of timber lands, agricultural uses, primarily rice and orchards, while rural residential uses are found in the valley area of the District. Livestock grazing and rural residential uses are found in the foothill areas of the District. Timber harvesting is the primary land use in the mountainous portion of the District. Lands within the cities of Biggs, Chico, Gridley as Oroville, as well as the Town of Paradise are excluded from the District.

SOI Determination 1.1: The District generally consists of agricultural uses, primarily rice and orchards, and rural residential uses in the valley. Livestock grazing and rural residential uses are found in the foothill areas while timber harvesting is the primary land use in the mountainous areas. Little change in actual or designated land uses within the District is anticipated over the next 20 years.

SOI Factor No. 2: The Present and Probable Need for Public Facilities and Services in the Area

The District's current population projection is 80,534. Population is projected to grow at an annual rate of approximately one percent. The projected population increase has very little relevance in that the District provides no development or growth related services.

SOI Determination 2.1: The District provides no development or growth related services, therefore, the annual projected population rate of one percent has very little relevance.

SOI Factor No. 3: The Present Capacity of Public Facilities and Adequacy of Public Services that the Agency Provides or is Authorized to Provide

The District provides and/or obtains services from many different entities. It maintains a long-standing partnership with the USDA NRCS. This partnership, which includes the sharing of office space, equipment, and staff resources, is formalized through a memorandum of understanding and helps to coordinate and enhance local conservation activities.

SOI Determination 3.1: The District provides valuable resource conservation services to landowners and collaborates with several other agencies. RCD's generally are constrained by available funding sources; the District has been consistent in that it continues to receive grant funding in order to continue providing services.

SOI Factor No. 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

SOI Determination 4.1: The social and economic health of the area is measurably enhanced by the conservation services provided by the District; however, reliable and consistent funding will greatly enhance the District in its ability to provide services.

SOI Factor No. 5: For an Update of a Sphere of Influence of a City or Special District that Provides Public Facilities or Services Related to Sewers, Municipal and Industrial Water, or Structural Fire Protection, that Occurs Pursuant to Subdivision (G) on or after July 1, 2012, the Present and Probable Need for those Public Facilities and Services of Any Disadvantaged Unincorporated Communities Within the Existing Sphere of Influence

The District provides resource conservation and management services. While there are disadvantaged unincorporated communities within the District's sphere, the District does not provide public facilities or services related to sewers, municipal and industrial water, or structural fire protection.

SOI Determination 5.1: The District does not provide public facilities or services related to sewers, municipal and industrial water, or structural fire protection.

Based on the MSR and SOI determinations as listed above, the Commission:

1. Finds that the services being provided by the District are adequate but given the financial and staffing issues described herein, are not provided in the most effective and efficient manner.
2. Modify the existing coterminous Sphere of Influence to include all five incorporated cities, as well as, the area located in the northwest corner of Butte County that was historically a part of the Vina Resource Conservation District.
3. Request the District to initiate an annexation of this territory.

ADOPTING RESOLUTION AND APPROVED SOI MAP

RESOLUTION NO. 07 2018/19

ADOPTION OF BUTTE COUNTY RESOURCE CONSERVATION DISTRICT MUNICIPAL SERVICE REVIEW AND WRITTEN DETERMINATIONS AND ADOPTION OF SPHERE OF INFLUENCE PLAN UPDATE

WHEREAS, a municipal service review mandated by Government Code Section 56430 and a sphere of influence update mandated by Government Code Section 56425 for the Butte County Resource Conservation District has been conducted by the Local Agency Formation Commission of the County of Butte (hereinafter referred to as "the Commission") in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.); and

WHEREAS, at the times and in the form and manner provided by law, the Executive Officer has given notice of the public hearing by the Commission on this matter; and,

WHEREAS, the Executive Officer, pursuant to Government Code Section 56428 and 56430, has reviewed this proposal and prepared a report, including his recommendations thereon, and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, this Commission held public hearings regarding the Public Review Draft Butte County Resource Conservation District Municipal Service Review and Sphere of Influence Plan Update on February 7 and March 7, 2019; and at the time and place specified in the notice of public hearing and as continued open by the Commission; and

WHEREAS, at the hearing, this Commission heard and received all oral and written comments; the Commission considered the plan and proposed sphere of influence amendment, objections and evidence which were made, presented, or filed; and all persons present were given an opportunity to hear and be heard in respect to any matter relating to the proposal, in evidence presented at the hearing; and

WHEREAS, acting as Lead Agency pursuant to the California Environmental Quality Act (CEQA) Guidelines, the Commission finds that the Butte County Resource Conservation District Municipal Service Review and Sphere of Influence Plan Update is Categorically Exempt from the provisions of CEQA under Section 15306, "Information Collection" and under Categorically Exempt from the provisions of CEQA under Section 15061(b)(3) – General Rule Exemption, respectively; and

WHEREAS, Municipal Service Review determinations for the Butte County Resource Conservation District are made in conformance with Government Code Section 56430 and local Commission policy; and

WHEREAS, Sphere of Influence determinations for the Butte County Resource Conservation District are made in conformance with Government Code Section 56425 and local Commission policy; and

WHEREAS, based on presently existing evidence, facts, and circumstances considered by this Commission, including the findings as outlined above, the Commission adopts written determinations as set forth and modifies the existing coterminous Sphere of Influence to include all five incorporated cities, as well as, the area located in the northwest corner of Butte County that was historically apart of the Vina Resource Conservation District.

RESOLUTION NO. 07 2018/19

NOW, THEREFORE, BE IT RESOLVED, that pursuant to powers provided in §56425 and §56430 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the Local Agency Formation Commission of the County of Butte adopts written determinations as set forth in the Butte County Resource Conservation District Municipal Service Review and Sphere of Influence Plan Update, dated February 27, 2019, and adopts the Butte County Resource Conservation District Municipal Service Review and Sphere of Influence Plan Update, adopted by the Commission on March 7, 2019.

PASSED AND ADOPTED by this Local Agency Formation Commission of the County of Butte, on the 7th day of March 2019 by the following vote:

AYES: Connelly, McGreehan, Wilkinson, Lambert and Chair Leverenz

NOES: None

ABSENT: Bolin and Kiely

ABSTAINS: None




ATTEST:

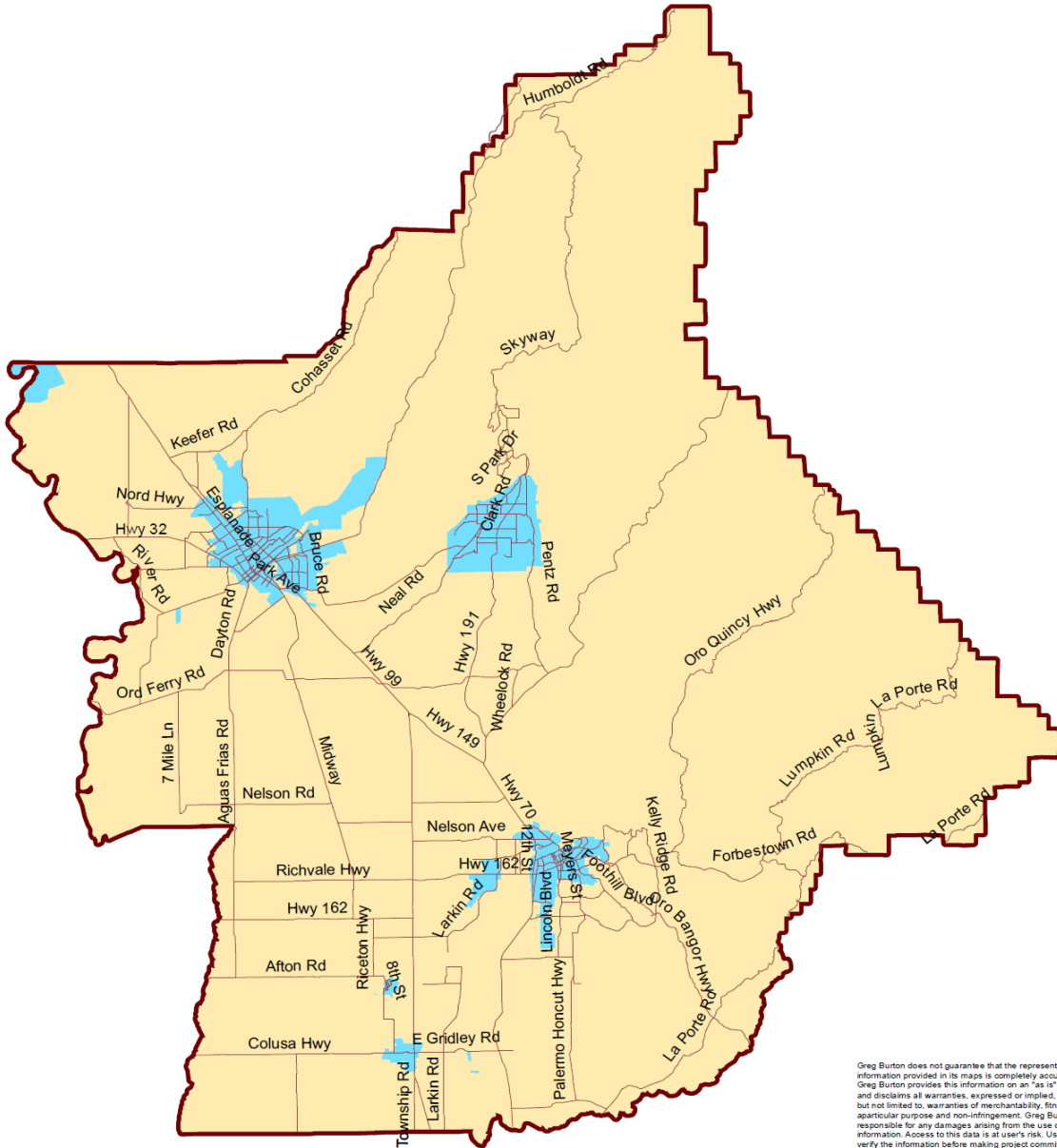

Clerk of the Commission



CARL LEVERENZ, Chair
Butte Local Agency Formation Commission

Butte County Resource Conservation District

-  Butte County RCD Jurisdictional and Sphere of Influence Boundary (Coterminous)
-  Butte County Non RCD Areas
-  Butte County Boundary



Greg Burton does not guarantee that the representative information provided in its maps is completely accurate. Greg Burton provides this information on an "as is" basis and disclaims all warranties, expressed or implied, including, but not limited to, warranties of merchantability, fitness for particular purpose and non-infringement. Greg Burton is not responsible for any damages arising from the use of this information. Access to this data is at user's risk. Users should verify the information before making project commitments.

Butte Local Agency Formation Commission

Butte County Resource Conservation District

Action:	Date:	Resolution:
Adoption of the MSR/SOI Plan	March 7, 2019	07 2018/19



Butte County Resource Conservation District



C:/projects/lafco_projects/butte_county_rcd/
butte_county_rcd_2016_msr.mxd
Update: 3/07/2019

Data: Butte County & RCD

COMMENTS RECEIVED

PROPERTY NAME	Butte County R C D				
DATE PREPARED	Last updated 2/6/19				
INCOME	TOTAL	JULY - SEPT 2018	OCT - DEC 2018	JAN - MAR 2019	APR - JUNE 2019
RENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DONATIONS	\$525.00	\$0.00	\$525.00	\$0.00	\$0.00
AID FROM STATE GOV	\$142,595.21	\$28,751.70	\$44,175.77	\$34,667.74	\$35,000.00
AID FROM FED GOV	\$33,086.75	\$3,478.00	\$8,208.75	\$10,400.00	\$11,000.00
AID FROM LOC GOV	\$6,325.00	\$0.00	\$0.00	\$6,325.00	\$0.00
FEE FOR SERVICE	\$178,678.54	\$44,279.61	\$21,398.93	\$55,000.00	\$58,000.00
SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISC INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GROSS INCOME	\$361,210.50	\$76,509.31	\$74,308.45	\$106,392.74	\$104,000.00
EXPENSES	TOTAL	JULY - SEPT 2018	OCT - DEC 2018	JAN - MAR 2018	APR - JUNE 2019
SALARIES & EMP BEN	\$133,147.79	\$22,041.77	\$37,665.28	\$33,440.74	\$40,000.00
OFFICE SUPPLIES	\$1,060.00	\$160.00	\$300.00	\$300.00	\$300.00
EQUIP SUPPLIES	\$2,090.00	\$970.00	\$220.00	\$600.00	\$300.00
PROJ SUP (N/a)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDEPENDENT CONTR.	\$164,000.00				
PWA	\$125,750.00	\$0.00	\$9,500.00	\$66,250.00	\$50,000.00
Andrew/TrailWorks	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
McCombs Archaeology	\$16,000.00	\$2,860.00	\$13,140.00	\$0.00	\$0.00
TCK Ecological	\$16,550.00	\$14,250.00	\$2,300.00	\$0.00	\$0.00
Dan Lipp, Wildlife Biolgst	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$0.00
Other?	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSURANCE	\$2,000.00	\$1,500.00	\$0.00	\$0.00	\$500.00
PRINTING & REPRODUCTION	\$375.00	\$75.00	\$75.00	\$75.00	\$150.00
MARKETING	\$325.00	\$0.00	\$25.00	\$150.00	\$150.00
RECRUITMNT & HIRING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTINUING EDUCATION	\$3,839.00	\$0.00	\$1,839.00	\$800.00	\$1,200.00
INTERNET & UTILITIES	\$2,028.84				
Streamline	\$300.00	\$75.00	\$75.00	\$75.00	\$75.00
Garmin	\$529.44	\$150.00	\$126.48	\$126.48	\$126.48
Digital Path	\$1,199.40	\$299.85	\$299.85	\$299.85	\$299.85
Google	\$116.96	\$20.49	\$25.49	\$35.49	\$35.49
ArcGIS	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00
Misc Software	\$0.00	\$0.00	\$475.00	\$0.00	\$0.00
TRAVEL & LODGING	\$730.00				
Mileage charged to DOC grant	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00
Mileage charged to Granite					
Basin	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00
Other mileage?	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other mileage?	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EVENT EXPENSE	\$320.00	\$0.00	\$20.00	\$200.00	\$100.00
DUES & SUBSCRPTNS	\$1,125.00				
CARCD	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00
Special Districts Assoc.	\$475.00	\$0.00	\$0.00	\$475.00	\$0.00
Other?	\$350.00	\$250.00	\$0.00	\$100.00	\$0.00
PROFESSIONAL FEES	\$2,375.00	\$750.00	\$0.00	\$625.00	\$1,000.00
MISC EXPENSE	\$560.00	\$500.00	\$0.00	\$0.00	\$0.00
Rabobank fee	\$60.00	\$15.00	\$15.00	\$15.00	\$15.00
TOTAL EXPENSES	\$313,975.63	\$48,202.11	\$67,786.10	\$104,282.56	\$94,561.82
NET INCOME	\$47,234.87	\$28,307.20	\$6,522.35	\$2,110.18	\$9,438.18

CASH FLOW SUMMARY					
	TOTAL	JULY-SEPT 2018	OCT-DEC 2018	JAN-MAR 2019	APR-JUNE 2019
BEG. BALANCE		\$28,525	\$56,832	\$63,355	\$65,465
NET INCOME		\$28,307	\$6,522	\$2,110	\$9,438
CASH AVAIL.		\$56,832	\$63,355	\$65,465	\$74,903
CAP. EXPENSE		\$0	\$0	\$0	\$0
PROGRAM DEVEL.		\$0	\$0	\$0	\$0
LOAN PAYMENT		\$0	\$0	\$0	\$0
INCOME DIST.		\$0	\$0	\$0	\$0
END. BALANCE		\$56,832	\$63,355	\$65,465	\$74,903

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name	Agreement #	Performance Period	Start Date	Grant Amount	Balance to date	Payment Schedule	Recurring
NRCS Conservation Planning	68-9104-17-008	9/30/2020		\$ 75,000.00	\$ 44,351.25	monthly	yes
NRCS Engineering	68-9104-17-024	9/30/2020		\$ 110,000.00	\$ 49,663.00	monthly	yes
North County Road Improvement- SWRCB	D1713503	12/31/2020	6/1/2018	\$ 375,000.00	\$ 324,504.00	quarterly	no
North County Road Improvement- Matching	X90259	12/31/2020	7/25/2017	\$ 100,000.00	\$ 49,973.00	monthly	no
Granite Basin Development- Project Admin	X90294	12/31/2020	3/3/2018	\$ 113,000.00	\$ 98,312.62	monthly	no
Granite Basin Development- Enviro	X90314		5/22/2018	\$ 249,000.00	\$ 194,071.27	monthly	no
DOC- Capacity Building	3016-633	2/28/2019	5/4/2017	\$ 46,205.56	\$ (3.69)	quarterly	no
Stoney Fire Assessment- City of Chico	Letter	6/30/2019	10/1/2018	\$ 20,000.00	\$ 14,177.16	monthly	no
Cottonwood Easement	n/a						yes
Terra Fuego CEQA	Coop Agreement	10/18/2019	12/12/2018	\$ 38,600.00	\$ 38,600.00	monthly	no
Woody Nelson FMP	Coop Agreement	12/31/2019	11/15/2018	\$ 4,939.00	\$ 4,939.00	project completion	no
City of Chico Master Agreement- Grant Services	Service Porvider	11/30/2021	11/19/2018	\$ 25,000.00	\$ 18,675.00	as requested	yes
			TOTAL	\$ 1,156,744.56	\$ 837,262.61		

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name	Agreement #	Performance Period	Start Date	Grant Amount	Balance to date	Payment Schedule	Recurring	Paid	
Butte County Trails Plan		9/30/2018	6/27/2017	\$ 20,000.00	invoiced for 20,000	10/12/18	when complete	no	Yes

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name USDA NRCS Engineering
 Partner USDA NRCS
 Agreement # 68-9104-17-024
 Performance Period 9/30/2020
 Start Date 8/9/2017
 Payment Schedule Monthly
 Recurring Yes
 Hourly Rate Per Hour \$ 55.00

Total Funds Available	\$	110,000.00
Funds Expended	\$	60,337.00
Balance	\$	49,663.00
Funds Expended		55%
Work Completed		55%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
7/1/17-9/30/17	1	\$ 10,630.75	\$ 10,630.75	10630.75			
10/1/17-12/31/17	2	\$ 22,522.50	\$ 22,522.50	22522.5			
1/1/18-3/31/18	3	\$ 16,733.75	\$ 16,733.75	16733.75			
4/1/18-6/30/18	4	\$ 4,372.50	\$ 4,372.50	4372.5			
7/1/18-9/30/18	5	\$ -	\$ -	0			
10/1/18-12/31/18	6	\$ 701.25	\$ 701.25	701.25			
1/1/19-3/31/19	7	\$ 5,000.00	\$ 1,567.50	\$ 5,000.00			
4/1/19-6/30/19	8	\$ 7,000.00		\$ 7,000.00			
7/1/19-9/30/19	9	\$ 10,000.00		\$ 10,000.00			
10/1/19-12/31/19	10	\$ 10,000.00		\$ 10,000.00			
1/1/20-3/31/20	11	\$ 10,000.00		\$ 10,000.00			
4/1/20-6/30/20	12	\$ 10,000.00		\$ 10,000.00			
7/1/20-9/30/20	13	\$ 10,000.00		\$ 10,000.00			
Total		\$ 116,960.75	\$ 56,528.25	116960.75			

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	9/18/2017	1	\$ 10,630.75	\$ 10,630.75			
2		2	\$ 7,345.00	\$ 7,345.00			
3	12/7/2017	2	\$ 12,285.00	\$ 12,285.00			
4	1/3/2018	2	\$ 2,892.50	\$ 2,892.50			
5	2/13/2018	3	\$ 5,912.50	\$ 5,912.50			
6	3/1/2018	3	\$ 6,215.00	\$ 6,215.00			
7	4/5/2018	3	\$ 4,606.25	\$ 4,606.25			
8	5/9/2018	4	\$ 4,372.50	\$ 4,372.50			
9	11/13/2018	6	\$ 701.25	\$ 701.25			
10	12/10/2018	6	\$ 2,846.25	\$ 2,846.25			
11	1/16/2019	6	\$ 962.50	\$ 962.50			
12	2/11/2019	7	\$ 1,567.50	\$ 1,567.50			
Total			\$ 60,337.00	\$ 60,337.00			

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name USDA NRCS Conservation Planning
 Partner USDA NRCS
 Agreement # 68-9104-17-008
 Performance Period 9/30/2020
 Start Date 9/22/2017
 Payment Schedule Monthly
 Recurring Yes- through 2020
 Hourly Rate Per Hour \$ 55.00

Total Funds Available	\$ 75,000.00
Funds Expended	\$ 30,648.75
Balance	\$ 44,351.25
Funds Expended	41%
Work Completed	41%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
1/1/18-3/31/18	1	\$ 10,862.50	\$ 10,862.50	\$ 10,862.50			
4/1/18-6/30/18	2	\$ 5,582.50	\$ 5,582.50	\$ 5,582.50			
7/1/18-9/30/18	3	\$ 3,478.75	\$ 3,478.75	\$ 3,478.75			
10/1/18-12/31/18	4	\$ 5,651.25	\$ 5,651.25	\$ 5,651.25			
1/1/19-3/31/19	5	\$ 4,000.00	\$ 5,073.75	\$ 5,073.75			
4/1/19-6/30/19	6	\$ 4,000.00					
7/1/19-9/30/19	7	\$ 4,000.00					
10/1/19-12/31/19	8	\$ 4,000.00					
1/1/20-3/31/20	9	\$ 4,000.00					
4/1/20-6/30/20	10	\$ 4,000.00					
7/1/20-9/30/20	11	\$ 4,000.00					
10/1/20-12/31/20		\$ -					
Total		\$ 53,575.00	\$ 30,648.75	\$ 30,648.75			

Invoice Tracking

Invoice#/ Payment Request	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	1/8/2018		1 \$ 3,753.75	\$ 3,753.75			
2	3/8/2018		1 \$ 4,620.00	\$ 4,620.00			
3	N/A						
4	4/3/2018		1 \$ 2,488.75	\$ 2,488.75			
5	5/14/2018		2 \$ 1,650.00	\$ 1,650.00			
6	6/7/2018		2 \$ 1,553.75	\$ 1,553.75			
7	7/3/2018		2 \$ 2,378.75	\$ 2,378.75			
8	10/12/2018		3 \$ 1,705.00	\$ 1,705.00			
9	10/5/2018		3 \$ 1,773.75	\$ 1,773.75			
10	11/5/2018		4 \$ 2,488.75	\$ 2,488.75			
11	12/10/2018		4 \$ 2,090.00	\$ 2,090.00			
12	1/16/2019		4 \$ 1,072.50	\$ 1,072.50			
13	2/11/2019		5 \$ 5,073.75	\$ 5,073.75			
Total			\$ 30,648.75	\$ 30,648.75	\$ -	\$ -	\$ -

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name Granite Basin Development Grant- Enviromental
 Partner Butte County Public Works
 Agreement # X90314
 Performance Period 1/1/18-12/31/2020
 Start Date 6/1/2018
 Payment Schedule Monthly
 Recurring No
 Hourly Rate(s)

Total Funds Available	\$ 249,000.00
Funds Expensed	\$ 54,928.73
Balance	\$ 194,071.27
Funds Expensed	22%
Work Completed	25%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
1/1/18-3/31/18		\$ -	\$ -				
4/1/18-6/30/18	1	\$ 7,667.35	\$ 7,667.35				
7/1/18-9/30/18	2	\$ 33,994.66	\$ 33,994.66				
10/1/18-12/31/18	3	\$ 10,997.77	\$ 10,997.77				
1/1/19-3/31/19	4	\$ 50,000.00	\$ 2,268.95				
4/1/19-6/30/19	5	\$ 50,000.00					
7/1/19-9/30/19	6	\$ 50,000.00					
10/1/19-12/31/19	7	\$ 46,340.22					
1/1/20-3/31/20	8						
4/1/20-6/30/20	9						
7/1/20-9/30/20	10						
10/1/20-12/31/20	11						
Total		\$ 249,000.00	\$ 54,928.73				

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	7/9/2018		\$ 7,667.35				
2	8/13/2018		\$ 16,449.74				
3	9/6/2018		\$ 13,738.71				
4	10/11/2018		\$ 3,806.21				
5	11/23/2018		\$ 9,083.09				
6	12/10/2018		\$ 1,914.68				
7	2/13/2019		\$ 2,268.95				
Total			\$ 54,928.73				

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name Granite Basin Development Grant- Administration Component
 Partner Butte County Public Works
 Agreement # X90294
 Performance Period 1/1/18-12/31/2020
 Start Date 6/1/2018
 Payment Schedule Monthly
 Recurring No
 Hourly Rate(s) \$ 65.00 Project Admin

Total Funds Available	\$ 113,176.00
Funds Expensed	\$ 14,863.37
Balance	\$ 98,312.62
Funds Expensed	13%
Work Completed	10%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
1/1/18-3/31/18	1	\$ -	\$ -				
4/1/18-6/30/18	2	\$ -	\$ -				
7/1/18-9/30/18	3	\$ 12,000.00	\$ 8,123.70				
10/1/18-12/31/18	4	\$ 2,000.00	\$ 6,739.67			597.17	
1/1/19-3/31/19	5	\$ 2,000.00					
4/1/19-6/30/19	6	\$ 2,000.00					
7/1/19-9/30/19	7	\$ 20,000.00					
10/1/19-12/31/19	8	\$ 20,000.00					
1/1/20-3/31/20	9	\$ 5,000.00					
4/1/20-6/30/20	10	\$ 20,000.00					
7/1/20-9/30/20	11	\$ 20,000.00					
10/1/20-12/31/20	12	\$ 10,000.00					
Total		\$ 113,000.00	\$ 14,863.37			\$ 597.17	

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	7/1/2018	3	\$ 8,123.70				
2	10/8/2018	4	\$ 2,161.25				
3	11/13/2018	4	\$ 4,578.42	\$ 3,981.25	\$ -	\$ 597.17	
Total			\$ 14,863.37	\$ 3,981.25	\$ -	\$ 597.17	

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name **Granite Basin Development Grant- Administration Component**
Partner City of Chico Public Works- Parks Division
Agreement # Letter
Performance Period 6/1/2019
Start Date 9/1/2018
Payment Schedule Monthly
Recurring No
Hourly Rate(s) \$ 75.00 Tree and Trail Assessment

Total Funds Available	\$ 20,000.00
Funds Expended	\$ 5,822.84
Balance	\$ 14,177.16
Funds Expended	29%
Work Completed	40%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
7/1/18-9/30/18	1	\$ -	\$ -				
10/1/18-12/31/18	2	\$ 10,000.00	\$ 3,966.59				
1/1/19-3/31/19	3	\$ 5,000.00	\$ 1,856.25				
4/1/19-6/30/19	4	\$ 5,000.00					
Total		\$ 20,000.00	\$ 5,822.84				

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	11/14/2018	1	\$ 3,966.59	\$ 3,525.00	\$ 441.59		
2	1/15/2019	3	\$ 1,856.25	\$ 1,856.25			
Total			\$ 5,822.84	\$ 5,381.25	\$ 441.59		

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name Granite Basin Development Grant- Administration Component
Partner City of Chico Public Works- Parks Division
Agreement # MSA
Performance Period 11/30/2021
Start Date 11/30/2008
Payment Schedule As Billed
Recurring Yes
Hourly Rate(s) According to Fee for Service Rates

Total Funds Available	\$ 25,000.00
Funds Expended	\$ 6,325.00
Balance	\$ 18,675.00
Funds Expended	25%
Work Completed	n/a

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
10/1/18-12/31/18	1						
1/1/19-3/31/19	2		\$ 6,325.00				
4/1/19-6/30/19	3						
7/1/19-9/30/19	4						
10/1/19-12/31/19	5						
1/1/20-3/31/20	6						
4/1/20-6/30/20	7						
7/1/20-9/30/20	8						
Total		\$ -	\$ 6,325.00				

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	1/14/2019	2	\$ 6,325.00	\$ 6,325.00	\$ -		
Total			\$ 6,325.00	\$ 6,325.00	\$ -		

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name Department of Conservation (DOC Financial Assistance Program)FAP
 Partner DOC
 Agreement # 3016-633
 Performance Period 5/4/2017 - 2/28/2018
 Start Date 5/4/2017
 Payment Schedule Quarterly
 Recurring No
 Hourly Rate(s)

Total Funds Available	\$ 46,209.25
Funds Expended	\$ 46,209.25
Balance	\$ -
Funds Expended	100%
Work Completed	100%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
1/1/17-3/31/17		\$ -	\$ -				
5/1/17 to 7/31/17	1	\$ 441.41	\$ 441.41				
8/1/17 to 10/31/17	2	\$ 1,131.11	\$ 1,131.11				
11/1/17 to 1/31/18	3	\$ 3,297.65	\$ 3,297.65				
2/1/18 to 4/30/18	4	\$ 8,433.61	\$ 8,433.61				
5/1/18 to 7/31/2018	5	\$ 4,789.70	\$ 4,789.70				
8/1/18 to 10/31/18	6	\$ 10,903.64	\$ 10,903.64				
11/1/18 to 1/31/18	7	\$ 17,212.13	\$ 17,212.13				
2/1/19-2/28/19	8						
Total		\$ 46,209.25	\$ 46,209.25				

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1		1	\$ 441.41				
2		2	\$ 1,131.11				
3		3	\$ 3,297.65				
4		4	\$ 8,433.61				
5		5	\$ 4,789.70				
6	12/10/2018	6	\$ 10,903.64				
7	2/21/2019	7	\$ 17,212.13				
Total			\$ 46,209.25				

Butte County RCD
Project Status - Dec. 2018

Grant/ Project Name **State Water Resources Control Board (SWRCB) Timber Resource Fund (TRF) - North Butte County Road Inventory and Improvement Project**
Partner SWRCB/Butte County/PWA
Agreement # D1713503
Performance Period 6-1-2018 to 12-31-2020
Start Date 6/1/2018
Payment Schedule Quarterly
Recurring No
Hourly Rate(s)

Total Funds Available	\$ 375,000.00
Funds Expended	\$ 50,496.00
Balance	\$ 324,504.00
Funds Expended	13%
Work Completed	13%

Budget by Quarter

Date	Quarter	Projected	Actual	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Projected Income
1/1/18-3/31/18		\$ -	\$ -				
4/1/18 to 6/30/18		\$ -					
7/1/18 to 9/30/18	1	\$ 23,962.00	\$ 23,962.00	22603.04	23962	0	
10/1/18 to 12/31/18	2	\$ 23,399.00	\$ 23,399.00	18244.14	23399		
1/1/2019 to 3/31/2019	3	\$ 35,000.00	\$ 3,135.00				
4/1/2019 to 6/30/2019	4	\$ 100,000.00					
7/1/19 to 9/30/19	5	\$ 30,000.00					
10/1/19 to 12/31/19	6	\$ 30,000.00					
1/1/20-3/31/20	7	\$ 30,000.00					
4/1/20-6/30/20	8	\$ 30,000.00					
7/1/20-9/30/20	9	\$ 30,000.00					
10/1/20-12/31/20	10	\$ 42,639.00					
Total		\$ 375,000.00	\$ 50,496.00	40847.18			

Invoice Tracking

Invoice#	Date	Quarter	Amount	Contract Cost	Invoiced Expenses	Indirect Cost/ Admin	Income
1	12/13/2018	1	\$ 23,962.00				
2	1/18/2019	2	\$ 23,399.00				
Total			\$ 47,361.00				

GLOSSARY

Adopted Budget	The spending plan approved by resolution of the Board of Directors after the required public hearing and deliberations on the Recommended Budget. The Adopted Budget must be balanced with Total Financing Sources equal to Total Financing Uses.
Annexation	The inclusion, attachment, or addition of a territory to a city or district.
Board of Supervisors	The elected board of supervisors of a county.
Budget	The planning and controlling document for financial operation with appropriations and revenues for a given period of time, usually one year.
California Environmental Quality Act (CEQA)	The California Environmental Quality Act (CEQA) is intended to inform governmental decision-makers and the public about potential environmental effects of a project, identify ways to reduce adverse impacts, offer alternatives to the project, and disclose to the public why a project was approved. CEQA applied to projects undertaken, funded, or requiring issuance of a permit by a public agency.
Contingency	An amount appropriated for unforeseen expenditure requirements.
District or Special District	An agency of the state, formed pursuant to general law or special act, for the local performance of government or proprietary functions within limited boundaries. "District" or "special district" includes a county service area.
Expenditures	Expenditures occur when the County buys goods and services and pays its employees. Expenditures can be categorized into three types: operating expenditures, capital expenditures, and debt service expenditures. Operating expenditures are the day-to-day spending on salaries, supplies, utilities, services, and contracts. Capital expenditures are generally for acquisition of major assets such as land and buildings or for the construction of buildings or other improvements. Debt expenditures repay borrowed money and interest on that borrowed money.

Fiscal Year	Twelve-month period for which a budget is prepared, generally July 1 through June 30 of each year.
Fund Balance	The difference between assets and liabilities reported in a governmental fund.
General Plan	A document containing a statement of development policies, including a diagram and text setting forth the objectives of the plan. The general plan must include certain state mandated elements related to land use, circulation, housing, conservation, open-space, noise, and safety.
Interfund Transfer	A transfer made between budget units in different funds for services rendered and received. The service rendering budget unit shows these transfers as revenue, as opposed to expenditure reduction.
LAFCO	Local Agency Formation Commission. A state mandated local agency that oversees boundary changes to cities and special districts, the formation of new agencies including incorporation of new cities, and the consolidation of existing agencies. The broad goals of the agency are to ensure the orderly formation of local government agencies, to preserve agricultural and open space lands, and to discourage urban sprawl.
Local Accountability And Governance	The term "local accountability and governance," refers to public agency decision making, operational and management styles that include an accessible staff, elected or appointed decision-making body and decision making process, advertisement of, and public participation in, elections, publicly disclosed budgets, programs, and plans, solicited public participation in the consideration of work and infrastructure plans, programs or operations and disclosure of results to the public.
Management Efficiency	The term "management efficiency," refers to the organized provision of the highest quality public services with the lowest necessary expenditure of public funds. An efficiently managed entity (1) promotes and demonstrates implementation of continuous improvement plans and strategies for budgeting, managing costs, training and utilizing personnel, and customer service and involvement, (2) has the ability to provide service over the short and long term, (3) has the resources (fiscal, manpower,

equipment, adopted service or work plans) to provide adequate service, (4) meets or exceeds environmental and industry service standards, as feasible considering local conditions or circumstances, (5) and maintains adequate contingency reserves.

Municipal Service Review (MSR)

A study designed to determine the adequacy of governmental services being provided in the region or sub-region. Performing service reviews for each city and special district within the county may be used by LAFCO, other governmental agencies, and the public to better understand and improve service conditions.

Public Agency

The state or any state agency, board, or commission, any city, county, city and county, special district, or other political subdivision.

Reserve

(1) For governmental type funds, an account used to earmark a portion of the fund balance, which is legally or contractually restricted for a specific use or not appropriate for expenditure. (2) For proprietary type/enterprise funds, the portion of retained earnings set aside for specific purposes. Unnecessary reserves are those set aside for purposes that are not well defined or adopted or retained earnings that are not reasonably proportional to annual gross revenues.

Revenue

Funds received to finance governmental services from various sources and treated as income to the County. Examples: property taxes, sales taxes, and per parcel service charges.

Sphere of Influence (SOI)

A plan for the probable physical boundaries and service area of a local agency, as determined by the LAFCO

Sphere of Influence Determinations

In establishing a sphere of influence the Commission must consider and prepare written determinations related to present and planned land uses, need and capacity of public facilities, and existence of social and economic communities of interest.

Zone of Benefit

A geographic area within a special district that provides a particular service or services to the parcels within that area.

Zoning

The primary instrument for implementing the general plan. Zoning divides a community into districts or “zones” that specify the permitted/prohibited land uses.

APPENDIX



**Butte Local Agency Formation Commission
Preliminary MSR & SOI Update Evaluation Questionnaire
for the
Butte County Resource Conservation District**

Please submit this Questionnaire to the Butte LAFCO no later than Friday, June 15, 2018.

A. AGENCY DESCRIPTION

1. Official Name of Special District: **BUTTE COUNTY RESOURCE CONSERVATION DISTRICT**
2. District Contact. This is the individual who will coordinate responses to the questionnaire and will work with LAFCO on this project:

Name: DAVID LEE
Title: BOARD PRESIDENT
Address: 8941 SKYWAY, PARADISE, CA 95969

Telephone: (530) 521-4707 (c)
Fax: SSADAVE@COMCAST.NET

Email: _____
Website: _____
3. Identify the statute(s) under which the agency was formed and operates. The answer should identify specific laws or statutory code sections. **DIVISION 9, PRC, SECTIONS 9003, 9314, 9404**
4. When was the district formed? 4/23/2002
5. Does the agency have a mission statement? Yes No
If so, please enclose a copy.
6. Describe the method in which your district's Board of Directors, including Associate Directors are selected, whether elections or appointments are at large or by geographical division, and your schedule of regular meetings. **APPOINTMENT BY THE BOARD OF SUPERVISORS**
7. Identify the district's Board of Directors, including Associate Directors, if any, together with their current term information.

DAVID LEE, APPOINTED APR. 24, 2018, 4 YEARS

JOHN D. CHRISTOFFERSON, APPOINTED APR. 24, 2018, 4 YEARS

COLEEN HATFIELD, APPOINTED JAN. 13, 2015, 4 YEARS

MIKE FELKINS, APPOINTED MAR. 14, 2017, 2 YEARS

VACANT

7. Identify the number of employees, including titles and status (full-time, part-time, seasonal or contract).

THAD WALKER, CONSERVATION PROJECT MANAGER, PART TIME

WOOLFIE ROUGLE, ASSISTANT PROJECT MANAGER, PART TIME

TIM KEESEY, TCK ECOLOGICAL CONSULTING, CONTRACTING

B. SERVICES PROVIDED AND FUNCTIONS

1. Please list the types of services that the district provides. Briefly describe how each service is provided.

U.S.F.S.: OVER SITE FOR TRAILS MAINTENANCE & CONSTRUCTION; BY CONTRACT

CAL-TRANS: MAINTENANCE AND REPORTING ON CONSERVATION EASEMENT; BY AGREEMENT

BUTTE COUNTY: ROAD INVENTORY FOR SOIL EROSION, MAPPING, MAINTENANCE; BY GRANT CONTRACT

BUTTE COUNTY/USFS: O.H.V TRAIL ASSESSMENT, LAYOUT, RECLASSIFICATION OF ROADS; BY GRANT CONTRACT

BUTTE COUNTY: OVER SITE FOR DEVELOPMENT OF PLANS AND SPECIFICATIONS FOR RECONSTRUCTION OF BUTTE COUNTY RURAL ROADS, BY GRANT CONTRACT

U.S.D.A., NATIONAL RESOURCE CONSERVATION SERVICE: PROVIDE MANPOWER AND SERVICES FOR ADMINISTRATION OF THEIR PROGRAMS

2. What are the district's functions? Briefly explain each function.

3. Does the district provide services by contract to other agencies? X Yes No If yes, please identify district(s), type of services and geographic areas served in this manner. SEE ABOVE
4. List all of the Joint Powers Authorities (JPA's) or joint decision-making efforts to which the district belongs or participates. NONE
5. What is the district's purpose for belonging to or participating in the JPA's? N.A.

C. GROWTH AND POPULATION PROJECTIONS

1. What is the existing population of your district? Please provide population within your district boundaries based on the most current U.S. Census or subsequent data. N.A.
2. How will projected population growth within your district boundaries affect your ability to provide future service? N.A.

D. DISADVANTAGED UNINCORPORATED COMMUNITIES WITHIN OR CONTIGUOUS TO THE SPHERE OF INFLUENCE (Applicable, if the district provides any of the following services: sewer, municipal and industrial water and fire protection services water)

Is the district aware of any disadvantaged unincorporated communities within its boundaries? Yes No

Please explain: N.A.

E. PRESENT AND PLANNED CAPACITY OF PUBLIC FACILITIES AND ADEQUACY OF PUBLIC SERVICES, INCLUDING INFRASTRUCTURE NEEDS OR DEFICIENCIES

1. Does the district have any concerns or questions with both its existing and future capacity to provide services? Yes X No

What about over the next 20 years?

Please explain:

2. Does the district have adequate physical resources in order to provide its services to the public? X Yes No

Please explain: _____

What about over the next 20 years? _____

3. Does the district own any vehicles, property, machinery or infrastructure?
X Yes No

If yes, please identify: COMPUTERS, OFFICE FURNITURE

4. Does the district have plans have for expanding or acquiring new infrastructure for expansion, replacement and upgrades? Yes X No

If yes, please identify: _____

5. Identify types of infrastructure and/or services that your district would consider inadequate. N.A.

7. Do you feel that your agency's sphere and district boundaries are adequate at this time? X Yes No

Please explain: _____

3. The district's SOI is co-terminus with its boundaries; therefore, do you feel that the SOI and boundaries are adequate? Yes No

Please explain: UNKNOWN

4. The district does not include the incorporated areas of Biggs, Chico, Gridley, Oroville and Paradise; therefore,

- a.) Has the district ever considered annexation of either or all of the incorporated areas of Biggs, Chico, Gridley, Oroville and Paradise?
 Yes No

If yes, please explain: _____

- b.) Have any representatives, i.e., city, county, public, ever expressed an interest in annexation to the district? Yes X No

If yes, please explain: _____

- c.) Does the district have a desire to include any of the incorporated areas?
 Yes N No

If yes, please explain: _____

5. Are there areas that your district currently serves that might be served more efficiently by another district? Yes N No

Please explain: _____

F. FINANCIAL ABILITY TO PROVIDE SERVICES

1. What is the current fiscal status of your district? GRANT FUNDED. Please provide a copy of the district's last three most recently adopted budgets.
2. Will the fiscal impacts of any change to the district's sphere of influence be greater or lesser than the fiscal benefits? NO
3. Does the district have financial reserves? If so, what percent of the general fund to the reserves represent? NO
4. How will the district fund needed capital improvement projects? GRANTS
5. Does the district have a current fee schedule? Yes No
If yes, please provide a copy of the district's current fee schedule.
6. If the district has a current fee schedule, are fee increases planned?
 Yes No
Please explain: N.A.
7. Does the district follow all applicable GASB accounting standards?
 Yes No
8. Attach the districts' two most recent Comprehensive Annual Financial Reports (CAFR) or Independent Audited Financial Statements. Indicate which have been attached and the auditing firm for each year. _____
9. Are financial statements audited in accordance with auditing standards generally accepted in the United States of America? Yes No
10. Describe funding sources/strategies, fee structure, depreciation policies, reserve policies for lawsuits, other potential liabilities, and other financial factors that affect the districts' ability to operate. GRANT FUNDED
11. Describe all compensation and benefits for members of the governing body, including any limitations on such payments. NONE
12. Does the district have an adopted Capital Improvement Plan (CIP)?
 Yes No
If yes, please provide LAFCO with a copy of the most recent CIP.
13. Does the district have any outstanding debt? Yes No
If "yes", please explain the purpose of the debt, the type of debt and issuing organization, and how the debt is being retired. _____
14. Has the district ever defaulted on repayment of any bonds or other debt?
 Yes No
If yes, please provide dates and explain circumstances: _____

15. Has the district been a party to any legal actions other than employee-related cases in the past five years that affect its financial status? Yes No

Please explain: SMALL CLAIMS ACTION

16. Is there outstanding litigation at this time? Yes No

Please explain: _____

G. STATUS OF, AND OPPORTUNITY FOR, SHARED FACILITIES

1. Does the district share facilities with other districts and/or agencies, federal and/or state? Yes No

If yes, please explain: OFFICE SPACE PROVIDED BY U.S.D.A.

2. Has the district considered consolidation or reorganization of itself with other districts? Yes No

If so, what issues have been drivers or deterrents to such changes? _____

3. Does the district recommend any options such as consolidation or reorganization that could benefit district(s), as well as residents? Yes No

Please explain: _____

H. ACCOUNTABILITY FOR COMMUNITY SERVICE NEEDS, INCLUDING GOVERNMENT STRUCTURE AND OPERATIONAL EFFICIENCIES

1. What efforts does the district take to encourage public participation?

a.) Public outreach (workshops, newsletters, events, speeches, tours and/or other activities). Please explain: _____

b.) District website. Please explain: NEW WEBSITE UNDER CONSTRUCTION

c.) Other. Please explain: _____

2. How does the district facilitate public access to their services (website, newspaper, telephone book, posted notices, etc.)?

Please explain: _____

3. How often does the district Board of Directors meet? (i.e., monthly, quarterly)

Please explain: MONTHLY

a.) What time do meetings begin? How long do meetings generally last?

Please explain: 09:00 UNTIL NOON

- b.) Where are meetings held? Do members of the public normally attend and are they given an opportunity to participate?

Please explain: 202 MIRA LOMA DRIVE OROVILLE, PUBLIC ATTENDS, TIME FOR PUBLIC COMMENT ON THE AGENDAS

- c.) Are agenda's posted? Yes No

If yes, please explain posting procedure and location: USDA OFFICE OROVILLE, ON BCRCD WEBSITE

4. Does the district have an adequate staffing level? Yes No

- a.) At the current staffing level, can the district keep up with current projects? Yes No

- b.) At the current staffing level, does the district experience a backlog in completing its current projects? Yes No

Please explain your answer:

5. Does the district have a customer oriented service philosophy, including written goals, mission statements, master service plans, and outreach programs for its customers? Yes No

Please explain your answer:

6. Is the district or has the district ever been involved in litigation or government enforcement actions? Yes No

If yes, please explain your answer:

7. With reference to adequacy issues and service provisions, has the district ever had any violations or compliance issues with other regulatory agencies? Yes No

If yes, please explain your answer:

8. Please explain the district's annual budget process (noticing, public hearings, public invitation/participation, adoption, etc.). Once adopted, are budgets then made publicly available? Yes No

Please explain your answer: GRANT FUNDED, NO BUDGET

9. How are appointed representative made accessible to their constituents? PUBLIC MEETINGS, BY TELEPHONE, WRITTEN COMMUNICATION

10. How does the district respond to customer complaints? NO COMPLAINTS

I. OTHER MATTERS

Please explain all other matters related to the district's effective or efficient service delivery. _____

ADDITIONAL INFORMATION

Please provide a copy of any other plans, reports, or documents that you feel would be useful to LAFCO for its preparation of the identified factors of the district's municipal service review and sphere of influence update.

By signing below, preparer and responsible party verifies that the information provided herein is deemed reliable and approved for LAFCO's evaluation and use in preparing the Preliminary Municipal Service Review and Sphere of Influence Update for the Butte County Resource Conservation District.

Name of Preparer: JOHN D. CHRISTOFFERSON

Position of Preparer: BOARD MEMBER

Address of Preparer: 1804 6TH STREET

Phone Number: (530) 518-3054

E-mail of Preparer: SURVEYORJOHN@GMAIL.COM

Date and Signature of Preparer: 6-9-2018  _____

If Different From The Above:

Name of Responsible Party: DAVID LEE

Position of Responsible Party: PRESIDENT OF THE BOARD

Address of Responsible Party: 8941 SKYWAY

Phone Number of Responsible Party: (530) 521-4707

E-mail of Responsible Party: SSADAVE@COMCAST.NET

Date and Signature of Responsible Party: _____