

County Service Area (CSA) Update

August 6, 2019

Introduction

The County of San Benito currently has 32 active County Service Areas (CSAs). The services provided through each vary but include irrigation and landscape maintenance, water services, road maintenance, sewage management, street lighting, street sweeping, and storm drainage. Some of the services are provided by County staff and others are provided through contractors. This report summarizes the recent accomplishments and developments in the administration of CSAs and provides an overview of upcoming and planned projects.

Recent Accomplishments & Developments

Fee Report

- The annual fee report for FY 19/20 was presented to the Board of Supervisors for review on August 6, 2019.
- The fee report included updated Equivalent Dwelling Unit (EDU) numbers on the tax levy list, based on whether there had been construction in a CSA that changed a parcel's classification from "undeveloped" (which is charged a lower fee) to "developed".

Budgets

- The budgets for each CSA are available on the OpenGov website, accessible at: <https://sanbenitocountyca.opengov.com/transparency>
- Staff is currently working on syncing the OpenGov website with current fund information so that the current fund balances and charges will be updated on a monthly or quarterly basis.

Provision of Services

- At the June 11th meeting, the Board of Supervisors (BOS) adopted a resolution regarding the County's policy on the provision of services to CSAs.
- Also at the June 11th meeting, the Board of Supervisors approved a license agreement with Ridgemark Homes Association (CSA #9) to provide services to the CSA.
- Lists of weekly, monthly, and yearly actionable items for each CSA are being developed to ensure the smooth provision of services.

CSA Administration & Succession Planning

- Staff has taken steps to ensure that provision of services will remain smooth, even in periods of staff transition. This has included creating a central database with BOS and LAFCO resolutions of formation, current contracts, contact information, and other background documentation specific to each CSA.

CSA #31 – Stonegate: Cross Connection Control

- A Cross Connection Control Survey (CCCS) was completed in May to identify backflow prevention devices (BPDs) that needed to be repaired/replaced at CSA #31.

- A Cross Connection Control Program (CCCP) was established to ensure that procedures are in place to maintain the backflow devices properly.
- A report was completed in July, based on the CCCP and CCCS.
- All documentation was submitted to the Department of Drinking Water in July to ensure our compliance with regulations.
- Staff is currently in the process of replacing all BPDs identified in the CCCS and subsequent report which issued a finding that the more reliable reduced pressure (RP) devices are needed instead of the current double check (DC) devices. There are around 70 devices that need to be replaced. This process will take an estimated 6 – 9 weeks to complete.

CSA #31 – Stonegate: Well

- The well that is part of Stonegate’s water system has been producing extremely low levels of water.
- To determine the problem, a video survey was completed in May. The video survey showed that the perforations in the well casing were plugged, which was restricting the amount of water the well could produce.
- On July 8 – 12, the well casing was cleaned and swabbed to remove the mineral build up. The well was also airlifted to remove any debris from the bottom of the well.

CSA #35 – Union Heights: Routine Maintenance

- There were concerns about the weed abatement at Union Heights. Staff ensured that this was addressed. Staff is currently working on a potential spraying program to continue to address weed abatement, at the request of the CSA.
- The detention pond was mowed by the County’s crew in July. It is scheduled to be ripped later in the year as well.

CSA #50 – Dunneville

- Replaced a defective backwash valve on the #2 greensand filter media tank in June.
- Added CSA #50 to the list of CSAs that will be receiving road maintenance work this year.
- The pump house at CSA #50 needs to be repainted. Staff has requested quotes and is waiting for responses so this project can move forward.
- New gravel needs to be put in before winter. Staff will be working on getting quotes for this.

CSA #46 – Quail Hollow & CSA #47 – Oak Creek: Irrigation

- Staff received reports of leaks in both the Quail Hollow and Oak Creek irrigation systems that were affecting residents. Both were quickly addressed. The parts of the system causing the issues have been either repaired or replaced.
- The watering system at Quail Hollow is not providing sufficient coverage and parts of the grass are dying. Potential solutions staff is exploring are replacing the sprinkler heads and changing the hours that the sprinklers are operating.
- Staff is currently working on addressing issues with the Oak Creek park irrigation system so that a new controller can be put in.

CSA #46 – Quail Hollow: Park Slope Reconstruction

- The BOS authorized the bids for this project at the April 2, 2019 meeting. There were no responsive bidders, so staff has gone out to get quotes for the project. Staff is waiting for estimates to come back.

Road Maintenance Projects

- CSA #5 – Hillcrest/El Toro
 - Field review has been completed.
- CSA #8 – Bonnie View
 - Contractor is working on a quote for a contract change order for potential installation of speed bumps and signage. This will likely go before the board for approval at the August 20, 2019 meeting.
- CSA #9 – Ridgemark
 - Pre-construction meeting and field reviews have been completed.
- CSA #11 – Simmons/Barnes Lane
 - Field review has been completed.
- CSA #35 – Union Heights
 - Pre-construction meeting took place on July 17 where staff met with the CSA representatives and the contractor.
 - Contract change order is being processed to add additional work (extending road repair past gates).

Upcoming Items & Projects

Comprehensive Municipal Service Review (MSR)

- An initial review of the LAFCO and Board of Supervisors Resolutions of Formation for each CSA has revealed that many of the services authorized in the original formation documents are different from the services currently needed and/or currently being provided. Additionally, some of the LAFCO authorized services are different from the Board of Supervisors authorized services.
- For some CSAs, the County is providing more services than originally intended. For others, the County is providing fewer services than originally intended.
- A Municipal Service Review (MSR) will be conducted to determine how to bring the services being provided into alignment with the authorized services. For some CSAs, this may mean adding services to the resolution. For others, this may mean removing services from the resolution that are no longer needed.
- Staff is currently researching the MSR process, which is done in consultation with LAFCO.
- Coordination with LAFCO will occur to review and correct CSA boundaries. The BOS may be asked in the future to adopt resolutions to initiate boundary changes with LAFCO for CSAs in order to include all property owners who benefit from the CSA.

CSA #24 – Santa Ana Acres: Annexations

- The BOS authorized the initiation of proceedings to annex the Nguyen subdivision into CSA #24 at the March 5th meeting. The annexation was approved by LAFCO at the May 9th meeting. The final maps now need to be recorded to complete the annexation.
- The BOS authorized the initiation of proceedings to annex the Meadow at Gardenia Lane (Klauer) subdivision into CSA #24 at the April 16th meeting. The annexation now must be approved by LAFCO. It will likely be on the August 21st meeting agenda.

CSA #25 – Vineyard Estates: Potential Reactivation

- County staff has been working on providing estimates to the CSA regarding what their fees might look like if it is reactivated.

- An estimate of the cost of a slurry/chip seal has been completed by the Resource Management Agency.

Road Maintenance

- Preliminary estimates and field reviews for road maintenance projects for the following CSAs have been completed:
 - CSA #4 – Santa Rosa Acres
 - CSA #16 – Holliday Ranch
 - CSA #21 – Long Acres
 - CSA #23 – Rancho San Joaquin
 - CSA #24 – Santa Ana Acres
 - CSA #25 – Vineyard Estates
 - CSA #28 – Heatherwood
 - CSA #34 – Ausaymas Estates
 - CSA #42 – Lemmon Acres
 - CSA #46 – Quail Hollow
 - CSA #47 – Oak Creek
 - CSA #48 – Dry Creek
 - CSA #50 – Dunneville
 - CSA #51 – Comstock Estates
 - CSA #53 – Riverview Estates

Conclusion

Staff is continuing to work to increase communication with the CSAs and to ensure timely provision of services. The Administration Office has received positive feedback so far, but is continuing to address concerns, especially in regard to landscape maintenance, road maintenance, and water services.