



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** GOVERNING BOARD

**File #:** 24-514

Board Meeting Date: 6/25/2024

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors, Acting as the Governing Board of the Los Trancos County Maintenance District

**From:** Ann M. Stillman, Department of Public Works

**Subject:** Agreement with Woodside Fire Protection District for Enhanced Fire Protection Services for Los Trancos Woods and Vista Verde FYs 2024-26

**RECOMMENDATION:**

Acting as the Governing Board of the Los Trancos County Maintenance District, adopt a resolution:

- A) Authorizing an agreement with Woodside Fire Protection District for fire protection services to the communities of Los Trancos Woods and Vista Verde from July 1, 2024 through June 30, 2026, for an amount not-to-exceed \$600,000; and
- B) Waiving the County's formal Request for Proposal process to select Woodside Fire Protection District as a sole source provider.

**BACKGROUND:**

The Los Trancos County Maintenance District (District) was formed on October 1, 2015, as the successor agency to the Los Trancos County Water District. The District's identified purposes are for enhanced fire safety and enhanced storm drainage and road improvements. Through this process, the County of San Mateo (County) agreed to work closely with a locally formed Community Advisory Council (CAC) to establish work plans that suit the needs of the communities of unincorporated Los Trancos Woods and Vista Verde, and Oak Forrest Court in the Town of Portola Valley. The Woodside Fire Protection District (WFPD) services this area and has in-depth knowledge of historical fire protection programs within the area.

On July 25, 2017, this Board adopted Resolution No. 075364, authorizing the WFPD to provide fire prevention services to the communities of Los Trancos Woods and Vista Verde, from July 25, 2017, to July 24, 2020, in the amount of \$399,500 for a three-year term.

On June 23, 2020, this Board adopted Resolution No. 077516 authorizing an agreement with WFPD for Enhanced Fire Protection Services to expand fire services to the communities of Los Trancos

Woods and Vista Verde, from July 1, 2020, to June 30, 2022, in the amount of \$400,000 for a two-year term.

On June 29, 2021, this Board adopted Resolution No. 078294 authorizing Amendment No. 1 to the agreement for an additional amount of \$80,000 for a roof replacement program with no other changes to the term of the agreement.

On June 28, 2022, this Board adopted Resolution No. 078986 authorizing Amendment No. 2 to the agreement for an additional amount of \$108,770 and an additional one-year term through June 30, 2023.

On December 12, 2022, this Board adopted Resolution No. R079358 authorizing Amendment No. 3 to the agreement for an additional amount of \$467,230 (\$179,230 for FY 2022-23 and \$288,000 for FY 2023-24) and an additional one-year term through June 30, 2024.

WFPD services this area and has in-depth knowledge of historical fire protection programs within the area.

**DISCUSSION:**

The CAC and the Department of Public Works (Department) met on April 2, 2024 to discuss the budgets for FYs 2024-2026, including allocations for an agreement with the WFPD and proposed drainage projects for the District.

The CAC and the Department agree that the WFPD is the most suitable provider for enhanced fire services within these communities and the Department is, therefore, recommending an agreement with the WFPD and waiving the County's formal RFP process for this work.

County Attorney has reviewed and approved the resolution and agreement as to form.

**FISCAL IMPACT:**

The total not-to-exceed amount of the agreement is \$600,000 for a term from July 1, 2024 through June 30, 2026. Funding has been included in the District's Fiscal Year 2024-25 Recommended Budget and will be recommended for the Fiscal Year 2025-26 budget.

There is no impact to the General Fund.

Attachments: Agreement and Exhibits A, B, and C