



County of San Mateo

Inter-Departmental Correspondence

Department: GOVERNING BOARD

File #: 22-989

Board Meeting Date: 12/13/2022

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, Director of Public Works

Subject: Amendment No. 3 to Agreement with Woodside Fire Protection District for Enhanced Fire Protection Services for Los Trancos Woods and Vista Verde

RECOMMENDATION:

Acting as the Governing Board of the Los Trancos County Maintenance District, adopt a resolution authorizing an amendment to the agreement between the County of San Mateo and Woodside Fire Protection District for Enhanced Fire Protection Services for the communities of Los Trancos Woods and Vista Verde, increasing the amount by \$467,230 for a new not-to-exceed amount of \$1,056,000, and extending the term of the agreement for one additional year through June 30, 2024.

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 (LTCWD). The District's identified purposes are for enhanced fire safety, 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 community. The Woodside Fire Protection District (WFPD) services this area and has in-depth knowledge of historical fire protection programs within the area.

On June 23, 2020, this Board adopted Resolution No. 077516, authorizing an Agreement with the 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.

DISCUSSION:

The CAC met with the Department of Public Works (Department) on September 19, 2022 to discuss allocating additional funds to the Agreement with the WFPD and extending the term of the Agreement for one year or through FY 2023-24. The CAC acknowledged that the proposed annual expenditure for the WFPD Agreement is greater than the anticipated fiscal year tax revenue for the District and utilization of the District's fund balance will be necessary in FY 2023-24. It is necessary to establish a minimum reserve in the District's fund balance to be able to address emergencies and on-going operational and enhanced maintenance for the District. The Department and CAC met, discussed, and agreed to maintain a minimum District fund balance (reserve) of \$200,000. It was also agreed that no additional amendments or contracts after Amendment No. 3 will be considered that would adversely affect the agreed upon minimum fund balance (reserve).

The CAC and the Department agree that the WFPD continues to be the most suitable provider for enhanced fire services within these communities. Therefore, the Department is recommending that Amendment No. 3 to Agreement extending the term for an additional fiscal year and increasing the Not-to-Exceed amount by \$467,230 (\$179,230 for FY 2022-2023 and \$288,000 for FY 2023-2024) be approved.

The County Attorney's Office has reviewed and approved the Resolution and Amendment No. 3 as to form.

FISCAL IMPACT:

Amendment No. 3 to the Agreement will increase the Not-to-Exceed amount by \$467,230 for a new, Not-to-Exceed amount of \$1,056,000 and extend the term for one additional fiscal year, with a new end date of June 30, 2024.

Adequate funding for this Amendment is included in the District's FY 2022-2023 budget and will be included in the recommended FY 2023-2024 budget.

There is no impact to the General Fund.