

20. WHITEHAWK RANCH COMMUNITY SERVICES DISTRICT

Whitehawk Ranch Community Services District (WHRCSD) provides park and recreation services, including owning and operating a number of recreational facilities. The facilities may be used by the community residents and their guests.

AGENCY OVERVIEW

Background

The District was formed in 1996⁴³⁸ to provide services such as fire protection, recreation facilities, trails and meeting and event facilities to the community of Whitehawk Ranch. In 2006, Whitehawk Ranch CSD dissolved the fire department and the property owners in the District voted to annex into the Graeagle Fire Protection District. The annexation was approved by LAFCo in 2007.⁴³⁹

The principal act that governs the District is the State of California Community Services District Law.⁴⁴⁰ CSDs may potentially provide a wide array of services, including water supply, wastewater, solid waste, police and fire protection, street lighting and landscaping, airport, recreation and parks, mosquito abatement, library services; street maintenance and drainage services, ambulance service, utility undergrounding, transportation, abate graffiti, flood protection, weed abatement, hydroelectric power, among various other services. CSDs are required to gain LAFCo approval to provide those services permitted by the principal act but not performed by the end of 2005 (i.e., latent powers).⁴⁴¹

The District encompasses the private community of Whitehawk Ranch located in Clio, California in eastern Plumas County, approximately 50 miles northwest of Truckee in Sierra County and eight miles south of the town of Graeagle. The territory of WHRCSD is included in GFPD for fire services.

⁴³⁸ LAFCo Resolution No. 2-F-96 and SBOE.

⁴³⁹ LAFCo Resolution No. 2007-014.

⁴⁴⁰ Government Code §61000-61226.5.

⁴⁴¹ Government Code §61106.

Boundaries

WHRCSD boundary is entirely within Plumas County. The District's boundaries encompass approximately 951 acres or 1.5 square miles.⁴⁴² There have been no annexations to or detachments from WHRCSD since its formation.

Sphere of Influence

The District has not had an SOI adopted by LAFCo. The Commission will adopt an SOI during the SOI updates to follow this MSR.

Extra-territorial Services

The District does not provide any extra-territorial services.

Areas of Interest

The District did not identify any areas of interest.

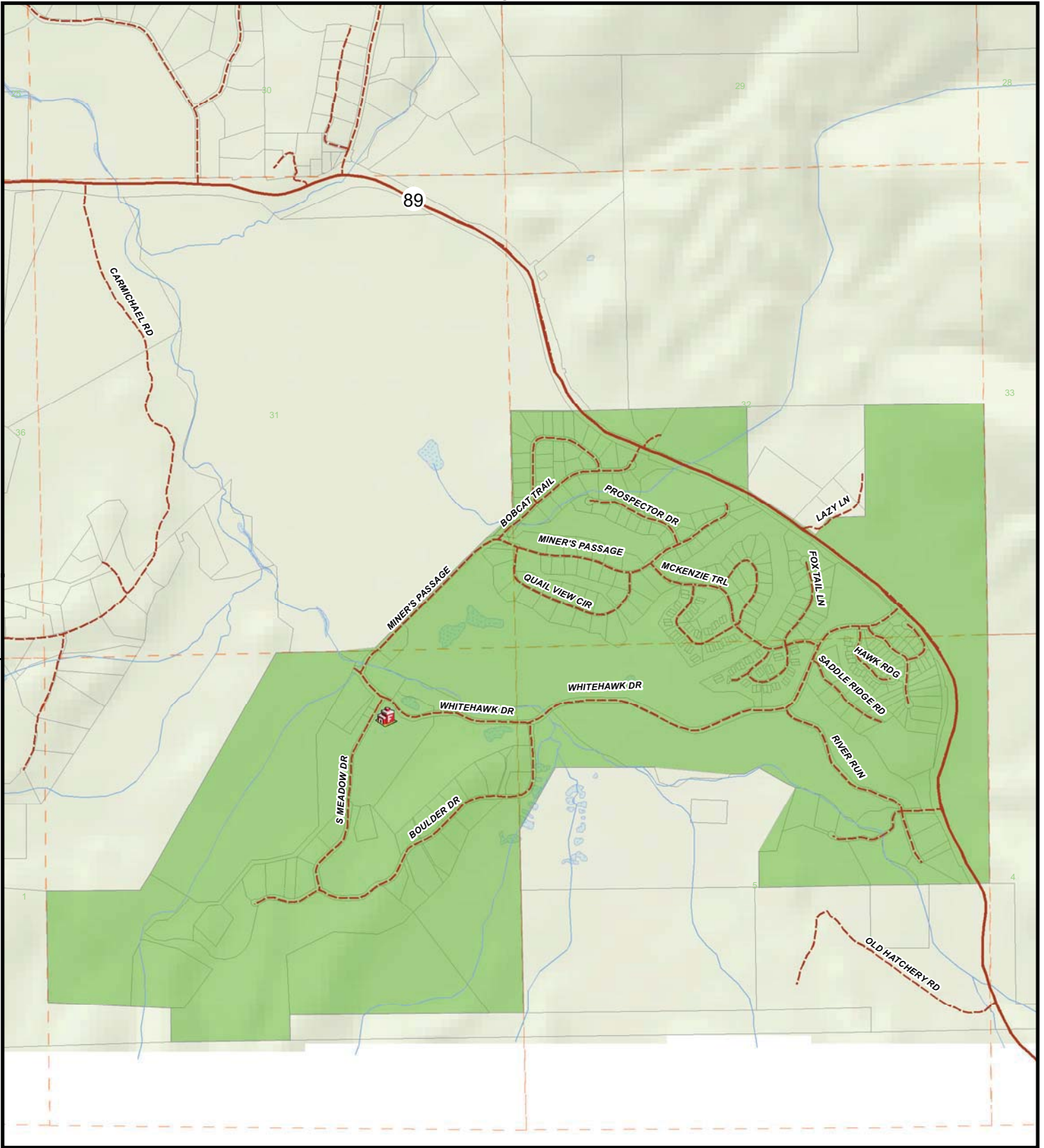
⁴⁴² Total agency area calculated in GIS software based on agency boundaries as of July 1, 2011. The data is not considered survey quality.

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



Range 13 East

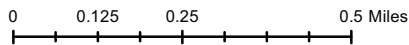
Township 22 North

Township 21 North



Legend

-  CA State Highway
-  Major Roads
-  Streets
-  Stream / River
-  Parcels
-  Sectional Grid (MDB&M)
-  Waterbodies
-  Whitehawk Ranch CSD



Whitehawk Ranch CSD
 Resolution: 2-F-96
 Adopted: 8/29/1996
 Whitehawk Ranch CSD (SOI)
 Resolution:
 Adopted:

Source: Plumas LAFCo Map Created 5/2/2011

Accountability and Governance

WHRCSD is governed by a five-member board of directors who are to be elected to staggered four-year terms. There are currently five members, three of whom were elected. Two other members had two year appointments to four year terms. There has never been a contested election. Current board member names, positions, and term expiration dates are shown in Figure 17-2.

The Board of Directors holds regular meetings on the second Tuesday of each month from April through November starting at 4 in the afternoon at Whitehawk Ranch community center. The Board does not meet December through March unless there is a need for a special meeting. Board meeting agendas are posted on the District website, at the Clio post office and in the community kiosk. Minutes are available on the website or upon request as paper copies.

Figure 20-2: WHRCSD Governing Body

| Whitehawk Ranch Community Services District | | | | |
|--|---|-----------------|---------------------|----------------|
| <i>District Contact Information</i> | | | | |
| Contact: | Ivan Randal, Chairman | | | |
| Address: | 1231 Whitehawk Drive, Clio, CA 96106 | | | |
| Telephone: | 530-836-1289 | | | |
| Email/website: | whitehawk2@mac.com , www.whitehawkranch.org | | | |
| <i>Board of Directors</i> | | | | |
| Member Name | Position | Term Expiration | Manner of Selection | Length of Term |
| Ivan Randal | Chairman | December 2011 | Elected | 4 years |
| Bob stein | Director | December 2011 | Elected | 4 years |
| Bill Gilbert | Director | December 2013 | Elected | 4 years |
| Dennis Blanc | Director | December 2013 | Appointed | 4 years |
| Ron Kvikstad | Director | December 2013 | Appointed | 4 years |
| <i>Meetings</i> | | | | |
| Date: | Second Tuesday of every month from April through November at 4pm. | | | |
| Location: | Whitehawk Ranch community center. | | | |
| Agenda Distribution: | Posted on the webiste, at the Clio post office and in the community kiosk. | | | |
| Minutes Distribution: | Availble on the website and upon request. | | | |

In addition to the required agendas and minutes, the District does public outreach through its website and HOA newsletter. CSD issues are also usually included on meeting agendas of the HOA.

The WHRCSD policies and procedures manual indicates that if a customer is dissatisfied with the District's services, that individual has to first discuss the matter with the office manager and then with the general manager. However, since the District does not have any employees, the board of directors is responsible for resolving complaints. A dissatisfied customer may come to a board meeting and voice the complaint. The Chairman of the Board is responsible for handling the complaints. The District reported that a majority of

complaints in the past were regarding a lack of 24-hour access to community facilities. The District reported that it was unable to allow 24-hour access due to a lack of oversight during night hours. The situation is currently being resolved through installation of identity key locks and a keyless coded entry system. According to the District, there were no complaints in 2009 and 2010.

WHRCSD demonstrated full accountability and transparency in its disclosure of information and cooperation with Plumas LAFCo. The District responded to the questionnaires and cooperated with interview and document requests.

Planning and Management Practices

The District does not have a general manager or any other employees. The administration and management operations are conducted by the Board of Directors. WHRCSD contracts for bookkeeping and maintenance services. The principal act calls for community service districts to appoint a general manager to implement board policies (Government Codes §61050). Per §61040(e), the general manager may not be a member of the board. As required by the Community Services District Law, the District was advised to consider hiring a general manager.

In April, 2011 the District passed a motion to fill the General Manager position. It plans to resolve the issue by the end of summer of 2011.

Whitehawk Ranch Mutual Water Company performs facility maintenance, including cleaning the pool and mowing the lawns, for the District. The water company has all the necessary maintenance employees and equipment and is willing to provide all maintenance services. The contract for maintenance services is put out annually for bid, but there has not been a competitive bid from a company that is willing to provide all required services. The District reported that it is more efficient to use a single maintenance company. The maintenance contractor's services are evaluated informally every year. Similarly, the District puts out a bid for bookkeeping services each year; however, the same person has been providing these services for the last few years. The Board tracks the work load of the contractors through monthly reports submitted to the Board.

The District reported performing no formal evaluations of district performance as a whole, such as benchmarking or annual reports.

The District attempts to track the usage of its facilities through a sign-in sheet for residents and their guests when using the pool and the gym. However, in reality, the facility use is based on an honor system, and guests regularly do not sign in. The District attempts to monitor facility usage, but believes that the numbers have been inaccurate. The new access system will allow for more accurate tracking.

The District's financial planning efforts include an annually adopted budget and reserve study. The financial statements are audited every two years. The latest audit took place in FY 08-09. The District provided the adopted budget for FY 10-11, audited financial statements for FY 08-09, up-to-date unaudited financial statements for FY 09-10 and the

reserve study. WHRCSD has compiled a capital improvement plan, which is part of the reserve study. The planning horizon for the study is 2041. The CIP is updated annually or sometimes more often depending on what expenditures have been made and any other identified needs.

Existing Demand and Growth Projections

Designated land uses within the District are primarily residential and recreational, with a couple of commercial properties.⁴⁴³ Total boundary area of WHRCSD is about one tenth of a square mile.

Population

The District's number of structures in 2006 was 179. Based on average household size throughout the County of 1.9 people, the estimated population served by WHRCSD in 2006 was about 340 people. Based on the negative growth seen around the County between 2006 and 2010, it is assumed that the District has also experienced little or no growth during that time.

The District reports that there are 269 property owners. Majority of the residents of Whitehawk Ranch are part time residents.

Existing Demand

The District reported that the period of peak demand for its recreation facilities, in particular the pool, is during summer time and on holidays. Overall, WHRCSD observed no significant change in service demand in the last few years.

Projected Growth and Development

The agency anticipates little or no growth in population and similarly in service demand within the District in the next few years; however, no formal population projections have been made by the District.

The State Department of Finance (DOF) projects that the population of Plumas County will grow by five percent in the next 10 years. Thus, the average annual population growth in the County is anticipated to be approximately 0.5 percent. Based on these projections, the District's population would increase from 340 in 2010 to approximately 357 in 2020. It is anticipated that demand for service within the District will increase minimally based on the DOF population growth projections through 2020.

The District reported that because of the recession it is anticipating no growth in the next ten years. Previous pre-recession ten year growth forecasts projected new developments; however, any potential developments are presently on hold until the

⁴⁴³ Plumas County Parcel Application.

housing market recovers. Accordingly, the District will need to slow down planned improvements to stay within budget. To District's knowledge, there are currently three areas within its boundaries that remain to be developed. One of them, called Phase XII, consists of 35 lots or 100 acres of single family homes. The property is for sale by the current owner. Another area, Phase XIV, is zoned for seven homes, three acres each, and is now in foreclosure. The last potential development, Phase VIII, consists of 16 acres. The District has the capacity to provide adequate services to the existing levels of demand; however, if growth occurs, facilities will need to be expanded.⁴⁴⁴ WHRCSD did not identify any areas within its future growth area to which it would be difficult to provide an adequate level of service.

Growth Strategies

The District is not a land use authority, and does not hold primary responsibility for implementing growth strategies. The land use authority for unincorporated areas is the County.

Financing

The District reported that the current financing level is adequate to deliver services. No challenges to financing were identified. When the District provided fire services, it was a burden on the District's revenues; however, after fire services were taken on by GFDP, WHRCSD's special property tax income remained intact. Consequently, WHRCSD reported no significant financial difficulties.

The principal impact of the recession identified by the District, was the suspension of developments in the area, which forced WHRCSD to re-evaluate its previous growth projections. The District projects slow or no growth for the next ten years, thus, it needs to slow down its rate of improvements to stay within budget. In addition, the District reported that it wished for an increase of about \$100 in special property taxes. The District may request a special election to increase the CSD assessment sometime within the next three to five years depending on budget projections. This increase might be necessary to provide current services within budget for the next ten to twenty years.

The District's total revenues for FY 09-10 were \$136,442. Revenue sources include a special tax on each parcel (98 percent), interest (one percent), and other income (one percent). Almost all of WHRCSD income comes from a special property tax. Each property owner pays \$420 per parcel. The County charges a fee of \$2.50 for collection services. The District obtains \$417.50 per parcel. The tax is not adjusted annually.

Most of the District's facilities are free for use by the residents of Whitehawk Ranch. The District has a fee schedule for the use of the Community Center and Gazebo. The use of the Center for WHR community sponsored events is free. Property owners have to leave a

⁴⁴⁴ Interview with Ivan Randal, Board of Directors chairperson.

security deposit of \$250 for small and medium events. Property owners who wish to have events with more than 49 guests are charged \$750 with a \$200 custodial fee and \$500 security deposit. Whitehawk Ranch commercial entities who invite less than 50 guests have to pay \$200 with \$150 custodial fee and \$200 security deposit. The Community Center and Gazebo are only available to WHR property owners, WHR commercial entities or other CSD or HOA authorized events.

The District's expenditures in FY 09-10 were \$98,418. The District's primary expenditures consist of administrative management (13 percent), facilities management (39 percent), and utilities and telephone (15 percent). Other expenses are detailed in the table below.

Figure 20-3: WHRCSD Revenues and Expenses

| <i>Income/Expenses</i> | <i>FY 09-10 Budgeted</i> | | <i>FY 09-10 Actual</i> | | <i>FY 10-11 Budgeted</i> | |
|---|--------------------------|-------------|------------------------|-------------|--------------------------|-------------|
| <i>Income</i> | | | | | | |
| Parcel Taxes | \$132,780 | 96% | \$134,282 | 98% | \$132,780 | 95% |
| Interest | \$600 | 1% | \$555 | 1% | \$400 | 1% |
| Exercise Facility | \$5,000 | 3% | \$0 | 0% | \$5,000 | 3% |
| Other Income | \$0 | 0% | \$1,605 | 1% | \$1,400 | 1% |
| Total Income | \$138,380 | 100% | \$136,442 | 100% | \$139,580 | 100% |
| <i>Expenses</i> | | | | | | |
| Administrative Mangement | \$12,600 | 11% | \$12,600 | 13% | \$12,600 | 11% |
| Capital Items | \$1,250 | 1% | \$3,823 | 4% | \$4,000 | 4% |
| Exercise Facility | \$5,000 | 4% | \$0 | 0% | \$5,000 | 4% |
| Facilities Management | \$38,670 | 33% | \$38,670 | 39% | \$39,830 | 36% |
| Insurance | \$7,500 | 6% | \$5,602 | 6% | \$6,400 | 6% |
| Legal & Audit | \$12,500 | 11% | \$6,500 | 7% | \$1,000 | 1% |
| Maintenance Supplies | \$2,100 | 2% | \$2,207 | 2% | \$2,400 | 2% |
| Office Expenses | \$4,128 | 4% | \$852 | 1% | \$2,400 | 2% |
| Pool Supplies & Chemicals | \$2,250 | 2% | \$2,845 | 3% | \$2,250 | 2% |
| Pool Utilities | \$6,750 | 6% | \$6,596 | 7% | \$6,750 | 6% |
| Property Taxes | \$700 | 1% | \$693 | 1% | \$725 | 1% |
| Repairs & Maintenance | \$1,750 | 2% | \$1,271 | 1% | \$4,000 | 4% |
| Utilities & Telephone | \$13,200 | 11% | \$15,468 | 15% | \$15,840 | 14% |
| Other Expenses | \$3,600 | 3% | \$1,290 | 1% | \$3,000 | 3% |
| Contingencies | \$3,000 | 2% | \$0 | 0% | \$4,000 | 4% |
| Election of Directors | \$1,500 | 1% | \$0 | 0% | \$0 | 0% |
| Total Expenses | \$116,498 | 100% | \$98,418 | 100% | \$110,195 | 100% |
| Net Income | \$21,882 | | \$38,023 | | \$29,385 | |
| Note: The District allocates the portion of the net income into the reserve fund based on the budgeted amounts discussed below. | | | | | | |

The District is not required to have a financial reserve, but has a practice of doing so. Use of the reserve is restricted to the capital improvement of the tennis courts, gazebo,

community center, fire house, pool and spa, open space, RV storage, and landscape and other maintenance equipment. The expense amounts for these capital improvement projects are allocated through 2041, and are revised annually or sometimes more often. As of the end of FY 09-10, the financial reserve was \$70,989. In FY 09-10, WHRCSD transferred \$2,972, and in FY 10-11, planned to transfer \$28,060 into the reserve account. There is also an emergency fund in the budget for unexpected expenses, which in FY 10-11, was budgeted to be \$4,000 or four percent of all budgeted expenses.

The District does not participate in any joint power authorities (JPAs) or joint financing mechanisms.

PARK AND RECREATION SERVICES

Service Overview

Whitehawk Ranch CSD owns and operates a number of recreational facilities. The facilities may be used by the community residents and their guests and consist of:

- ❖ Community Center with free Wi-Fi
- ❖ Gazebo
- ❖ Tennis courts
- ❖ Swimming pool
- ❖ Bocci ball court
- ❖ Exercise facility
- ❖ Hiking trails
- ❖ RV parking area
- ❖ Burn pile
- ❖ Equestrian center

Staffing

The District has no staff. The Board of Directors is responsible for the administration of the CSD. Separate committees oversee the use of each facility. The Whitehawk Ranch Mutual Water Company provides facility maintenance services to the District through contract.

Facilities and Capacity

All of the District's facilities, listed in the Service Overview section, are reported to be in good condition. They are open from dawn till dusk. Once the new identity key locks are installed, some of the facilities (i.e. community center) will be open 24 hours a day. The tennis courts and swimming pool are seasonal; they operate from Memorial Day till Labor Day.

The District currently has the capacity to provide park and recreation services to its existing service area. However, growth in service demand may require future expansion of existing facilities—specifically, more parking will be needed to accommodate growth.

Infrastructure Needs

The District identified a need to develop some open space land that it owns for community use. The improvements are not planned to take place in the near future, but some of the possible enhancements include a picnic area, picnic benches and a ball park.

Challenges

Because of the recession, the District had to slow down and put on hold some planned expansions and improvements. The needed improvements to the existing facilities through 2041 are described in the District's Projected Reserve Study and are reviewed annually or more often. The District believes that an increase to the special property tax at some point in the next three to five years will provide for funding of existing service for the following 10 to 20 years.

Service Adequacy

Based on the information about facilities offered, management practices and accountability discussed in the previous sections, WHRCSD's level of service appears to be adequate. WHRCSD offers a broad range of recreational facilities for the property owners and has further plans to continue developing the open space to provide more recreational opportunities. The facilities provided are appropriate to the needs of the property owners. The District is well managed by the Board of Directors that keeps the affairs of the CSD organized, regularly evaluates the bookkeeping and maintenance contractors, prepares a budget before the beginning of the fiscal year, conducts periodic financial audits, maintains current financial records, and plans sufficiently for capital needs and growth. To help track facility usage and apply the results to improve services and expand facility hours, WHRCSD is in the process of installing new identity key locks.

One area of management that the District can improve upon is hiring or designating a general manager as required by the Community Services District law. WHRCSD is currently in the process of addressing this issue; the general manager scheduled to be designated or hired by the end of summer of 2011.

The District demonstrates accountability and transparency to its customers by having no vacancies on the Board of Directors, making its documents available to the public, inviting input regarding services offered through participation in regular board meetings, making efforts to engage and educate constituents through outreach activities beyond the required activities, and cooperating with the MSR process and information disclosure.

Figure 20-4: Whitehawk Ranch Community Services District Park and Recreation Profile

| Park and Recreational Services | | | |
|--|---------------------|--------------------------------------|---------------------------|
| <i>Facility</i> | <i>Owner</i> | <i>Condition</i> | <i>Maintenance</i> |
| Community Center | WHRCSD | Good | Mutual Water Company |
| Gazebo | WHRCSD | Good | Mutual Water Company |
| Tennis Courts | WHRCSD | Good | Mutual Water Company |
| Swimming Pool | WHRCSD | Good | Mutual Water Company |
| Bocci | WHRCSD | Good | Mutual Water Company |
| Exercise facility | WHRCSD | Good | Mutual Water Company |
| Hiking trails | WHRCSD | Good | Mutual Water Company |
| RV Parking area | WHRCSD | Good | Mutual Water Company |
| Burn piles | WHRCSD | Good | Mutual Water Company |
| Equestrian center | WHRCSD | Good | Mutual Water Company |
| <i>Service Challenges</i> | | | |
| Because of the recession, the District had to postpone some of the planned expansions and improvements. | | | |
| <i>Facility Needs/Deficiencies</i> | | | |
| There is a need to further develop open space land within the District to offer more recreational facilities in the future. | | | |
| <i>Facility Sharing</i> | | | |
| Current Practices: The District shares its facilities with the lodge, golf course, mutual water company and charitable organizations. | | | |
| Future Opportunities: Entities, such as schools and home owners associations contacted the District about using its facilities for meetings and events. WHRCSD sees opportunities to share certain facilities with them in the future. | | | |
| <i>Recreation Cost per Resident</i> | \$289 | <i>Residents per Facility</i> | 34 |

WHITEHAWK CSD DETERMINATIONS

Growth and Population Projections

- ❖ The estimated population served by WHRCSD is about 340 residents. A majority of the residents of Whitehawk Ranch are part time residents.
- ❖ Over the past few years the District has experienced little or no growth in population.
- ❖ No or slow growth is expected within the District in the short-term. The three areas that are remaining to be developed within the District do not have potential developers at this time.

Present and Planned Capacity of Public Facilities and Adequacy of Public Services, Including Infrastructure Needs and Deficiencies

- ❖ The District's current facilities have the capacity to adequately serve existing demand. It is anticipated that facilities will have to be expanded, based on projected future growth in demand.
- ❖ The District identified a need to develop its open space to provide more recreational facilities for its residents in the future.
- ❖ Capital improvement projects are identified in the Projected Reserve Expenditures and budgeted for in the District's reserve fund.
- ❖ It is recommended that the District hire or appoint a general manager as required by the Community Services District Law.

Financial Ability of Agencies to Provide Services

- ❖ The District reports that current financing levels are adequate to deliver services.
- ❖ The District wishes to increase funding by increasing property fees by \$100 in the next three to five years.

Status of, and Opportunities for, Shared Facilities

- ❖ WHRCSD shares its facilities with the businesses located on the territory of the District. The maintenance contractor also makes use of the facilities. The community center is sometimes used for meetings by charitable organizations.

- ❖ The District sees other opportunities to share its facilities with other businesses and entities in the neighboring communities.

Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies

- ❖ WHRCSD demonstrated accountability and transparency by disclosing financial and service related information in response to LAFCo requests.
- ❖ The District conducts outreach efforts to inform constituents of ongoing issues through the website, board meetings and HOA newsletter.
- ❖ No governmental structure options were identified with regard to WHRCSD.