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**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
EXECUTIVE OFFICER'S MEMORANDUM**

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**DATE:** May 8, 2019

**TO:** Fresno Local Agency Formation Commission

**FROM:** David E. Fey, Executive Officer

**BY:** George Uc, Senior LAFCo Analyst

**SUBJECT:** Pinedale Public Utility District, 3-Month Progress Report.

**Executive Summary**

On February 13, 2019, the Commission conditionally approved MSR 19-01/SOI-190 for the Pinedale Public Utility District and directed the PPUD to annex all territories it serves.

This report summarizes the District's three-month progress in achieving the following recommendations:

- MSR 19-01/ SOI-190: Recommendation #8 (a): Within one-year present to the Commission a plan to annex all territory within the revised PPUD sphere of influence, such a plan to include—but not be limited to—a description of the District's public outreach and information program, estimated funding for one or more annexations, and a schedule of anticipated milestone dates for annexation application(s);
- MSR 19-01/ SOI-190: Recommendation #8 (c): Any unwritten service agreements between the City of Fresno and the District be memorialized in writing, considered and approved by both governing boards, within one-year of the approval of this MSR. (Added at the February 13, 2019 LAFCo hearing).

**Three-Month Progress Report**

On March 14, 2019, LAFCo staff met with District General Manager Jim Tsuruoka and district staff to go over the MSR recommendations and established benchmark deliverables for the upcoming year. During the meeting, District staff informed LAFCo that they had begun creating a draft program that prioritizes the annexation of its existing sewer customers located within the unincorporated islands of San Joaquin Country Club Estates and Tenaya Estates. Enclosed is a copy of the District's Annexation Program, in support of satisfying Recommendation #8 (a).

The District and City of Fresno's Public Utilities Director are scheduled to meet May 10, 2019, to discuss key service provision items that will need to be memorialized in writing. LAFCo has been invited to

attend as a neutral party and to ensure that both agencies can successfully achieve Recommendation #8 (c).

**Conclusion**

In light of the District's progress and supportive information provided to the Commission, LAFCo staff notes that the District is making progress toward achieving the MSR recommendations.

LAFCo staff will follow up in August with a six-month progress report.

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**Uc, George**

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**From:** PPUD-Elaine Chan <elaine.chan.ppud@att.net>  
**Sent:** Wednesday, April 24, 2019 1:58 PM  
**To:** Uc, George  
**Cc:** Jill Boe; PPUD-Jim  
**Subject:** Re: PPUD Annexation - 3 Month Update/Status  
**Attachments:** PPUD Annexation Status 4-24-19.pdf

## County of Fresno

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I updated the City meeting date to May 6th.  
Here's our updated progress log.

On Tuesday, April 23, 2019, 4:31:10 PM PDT, PPUD-Elaine Chan <elaine.chan.ppud@att.net> wrote:

Hi George,

For our 3 month update, I think you're familiar with what we're working on but please see our attached Annexation Progress Log.

I'm logging almost everything we do including all communications, etc.

Yellow shading is all future events or my projected future event(s) and/or deadlines to meet.

If you need more info, please let me know.

Thanks,  
Elaine

**MSR Recommendation 8: Direct the District to:**

- a. Within 1 yr present to LAFCo a plan to annex all territory within the revised PPUD SOI, such a plan to include—but not be ltd to—a descr of District's public outreach & info program, est funding for one or more annexations, & sched of anticipated milestone dates for annexation application(s).
- b. Auth the Exec Officer to work w/the District to support its satisfaction of this recommendation & prov 3 & 6 mo updates of the District's progress.
- c. Any unwritten service agreements between the City & District be memorialized in writing, considered and approved by both governing boards, within one-year of the approval of this MSR. (added at the February 13, 2019 LAFCo hearing) *Specifically: address TP area & Billing, who owns infrastructure,*

**PPUD Annexation: Milestones & Progress Log**

Date	Due Date	Date Completed	Milestone	Activity, Action Taken, Other Milestone	8a	8b	8c	Notes/ Comments
2/13/19				LAFCo approved MSR/SOI Update & Resolution				
3/6/19				Ask GU for letter for SJCC annual HOA mtg in May. JT wants to give annex info	x			
3/8/19				LAFCo emailed final copies of MSR, Resolution & Letter to Glen Goto				
3/14/19				GU met w/ PPUD staff; prov info on final MSR/Recom/annex process	x			
3/19/2019				LAFCo (DF & GU) appeared to prov info on MSR/SOI Recommendations, annexation process & answer Qs.	x			
PPUD Board Mtg			x	Board directed staff to move forward w/MSR Recommendations	x			
3/20/19				GU provided sample FAQ	x			
3/20/19				DF emailed clarification on LAFCo fees' waiver/reduction				
3/25/19				DF emailed JT & Carbajal - what's status on mtg w/City?				
3/26/19				PPUD attorney contacted Tenaya Park HOA to put PPUD on next HOA meeting. HOA board will get back to attorney. HOA annual mtg unknown	x			
4/5/19				re: City mtg - DF advised to get ball rolling & meet w/City		x		
4/9/19				SJCC Monthly Board Mtg- JT informed Board about Annexation FAQ mailer	x			JT is on the HOA board
4/16/19				Est \$60k Annex fees (LAFCo & State) for FY19/20 budget looks ok (per GU)				
4/17/19				PPUD Emailed City to setup meeting on July 8 or 11		x		
4/22/19				PPUD emailed GU to ask for all application docs (or use website docs?). Start working on resolution.				
4/23/19				Emailed LAFCo with PPUD 3 mo progress		x		Due by 5/1 for 5/8 agenda
4/24/19			x	Mail FAQs to SJCC prop owners	x			
5/6/19				Meeting #1 - City & PPUD to memorialize agreements			x	
5/8/19	5/13/19			DF to provide 3 mo progress to LAFCo (Due by 5/13/19)	x			
5/14/19			x	SJCC HOA Annual Mtg- JT & LAFCo attended, answer Qs etc.	x			6pm @ Forkner Elementary
7/1/19				PPUD resume working on application docs & resolution				
7/26/19				Email LAFCo with PPUD 6 mo progress			x	Due by 8/7 for 8/14 agenda
??				Tenaya - HOA Annual Mtg ??				
Jul or Aug?				Mail FAQs to Tenaya Park area residents	x			
Jul or Aug?			x	Outreach - Comm Mtg - Tenaya Park(340) + Channing/Palm Bluffs/Forkner (39)	x			Reserve Tenaya Middle School?
8/14/19	8/13/19	8/14/19		6 Month Progress Report Due to LAFCo. (Due 8/13)				
Sept ??				Mail FAQs to Out of District customers (1235)				
Oct??			x	Outreach - Comm Mtg - Out of District				Reserve Bullard HS Bym?
11/19/19			x	Annexation Resolution adopted ?				
12/17/19			x	Annexation Resolution adopted ?				
Nov/Dec/Jan			x	Submit Application to LAFCo (after Resolution adopted)				
				From here - process is in LAFCo's hands				
		2/13/20		City & PPUD agreements memorialized/approved/in place				
		2/13/20		Annexation Plan Due to LAFCo				