



## Albion Little River Fire Protection District

# SPECIAL MEETING AGENDA

**Tuesday April 21, 2026, 11:00 am**

Please note that this meeting will be held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform Information on attending this meeting can be found on our website <http://www.alrfpd.com> under the Notices tab.

- 1. Call to order and determination of a quorum:**
- 2. Roll Call**
- 3. Motion by Secretary Steve Acker to adopt the agenda**
- 4. Public communication to the board:**

ZOOM Invitation:

Albion-Little River Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: Albion Little River FPD Board of Directors Special Meeting

Time: Mar 17, 2026 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87237912959>

Meeting ID: 872 3791 2959

One tap mobile

+16699006833,,87237912959# US (San Jose)

+16694449171,,87237912959# US

Join instructions

<https://us06web.zoom.us/join/87237912959/invitations?signature=xfawYxULL-xPOzKkzPhJ8mS34V2L6eQrnhPb0QXaR1Y>

*This meeting is being presented in a hybrid format, both in person at ALRFPD Station 810 and via ZOOM.*

To speak during public comment portions of the agenda via ZOOM, please join the meeting and use the raise hand feature when the Board President or the Board Vice President calls for public comment on the item you wish to address.

### **Public Comments on Non-Agenda Items**

*Members of the public may address the board pursuant to the Brown Act. No person shall speak without being recognized by the Board President or the Board Vice President. Public comments are restricted to three (3) minutes per speaker.*

*Any citizen, after being recognized by the Board President or Board Vice President may speak on any topic that may be a proper subject for discussion before the Board for such period of time as the Board President or Board Vice President may determine is appropriate under the circumstances of the particular meeting, including the number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.*

*BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Board's response to questions and requests made during this comment period.*

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**5. Items for discussion and possible action by the board**

- a. Discussion of Fundraising options and other related income options/opportunities with Larissa Maness, (Auxiliary President)
- b. Bidding Threshold for construction (see packet)

**6. Directors Discussion:**

**7. Adjournment:**

**Any individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board at 707-937-4022, email: [board@albionfire.com](mailto:board@albionfire.com), or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.**



## MEMORANDUM

**TO:** Anderson Valley Community Services District Board of Directors

**FROM:** AVCSD Parks & Recreation Department

**DATE:** February 5, 2026

**RE:** Recommendation to Adopt California Uniform Public Construction Cost Accounting Act (CUPCCAA)

### EXECUTIVE SUMMARY

The Parks & Recreation Committee recommends that the AVCSD Board adopt the California Uniform Public Construction Cost Accounting Act (CUPCCAA) to facilitate the efficient bidding of the Anderson Valley Community Park bathroom construction project, planned for summer 2026. CUPCCAA adoption will enable streamlined procurement while maintaining appropriate oversight and competitive bidding requirements. The AV Community Park bathroom project construction contract is estimated at \$160,000, within the CUPCCAA threshold for "Informal Bidding."

### BACKGROUND

The AVCSD has not adopted CUPCCAA and is currently subject to default California bidding requirements for community services districts under Public Contract Code §§20682-20682.5. These default requirements mandate competitive bidding for construction projects exceeding \$25,000, which will apply to the bathroom project.

### WHAT IS CUPCCAA?

CUPCCAA (Public Contract Code §§22000-22045) is a voluntary state program that provides public agencies with streamlined bidding procedures and higher bid thresholds. It was created in 1983 to help agencies complete construction projects more efficiently while maintaining competitive bidding protections.

### KEY BENEFITS FOR AVCSD

- **Higher Bid Thresholds:** Projects up to \$75,000 can be performed by force account, negotiated contract, or purchase order without formal bidding (vs. \$25,000 default)
- **Informal Bidding:** Projects from \$75,001 to \$220,000 may use informal bidding procedures, which do not require publication and other formal procedural requirements and can be completed more quickly
- **Faster Timeline:** Informal bidding simplifies document preparation, as well as posting and selection procedures, reducing time to award by 4+ weeks
- **Cost Savings:** Reduced advertising costs and faster project completion
- **Qualified Contractor Pool:** Ability to maintain a pre-qualified contractors list for faster, more responsive bidding

## BID THRESHOLD COMPARISON

Project Cost	Current (Default)	With CUPCCAA
≤ \$25,000	No bidding required	No bidding required
\$25,001 - \$75,000	Formal bidding required. Publication requirements. Full plans and technical specifications. Full-length contracts. Mandatory notice periods and time for pre-bid walks, addenda issuance, bid protests. Extensive bid forms and certifications. Sealed bids with rigid procedural rules	No bidding required
\$75,001 - \$220,000	Formal bidding required (see above)	Informal bidding allowed. No publication requirement; direct notification to qualified contractors by trade. Plans/specs sufficient to price work. Short-form contracts or purchase orders. Simplified bid forms. Electronic bids and informal review OK. Shorter bid periods; fewer procedural pauses
> \$220,000	Formal bidding required (see above)	Formal bidding required

## ADOPTION REQUIREMENTS

- Board must adopt formal resolution electing to participate in CUPCCAA
- File copy of resolution with State Controller's Office at [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov)
- Adopt cost accounting procedures per CUPCCAA Commission guidelines
- Maintain qualified contractors list for informal bidding (when applicable)
- Adoption is permanent unless rescinded by future resolution

## ADMINISTRATIVE BURDEN FOR CSD

**Adopting the California Uniform Public Construction Cost Accounting Act (CUPCCAA) will not create an undue administrative burden for the District.** There is a small, one-time setup requirement to adopt the resolution, file with the State Controller, and establish informal bidding procedures and a contractor list; the AV Community Park Project team will carry out these steps and fund any associated costs. Once in place, CUPCCAA *reduces* ongoing staff time and project delays by eliminating newspaper advertising, sealed bid openings, and lengthy formal bidding timelines for smaller public works projects, while still requiring competitive bidding, proper documentation, prevailing wage compliance, and fiscal accountability. Overall, CUPCCAA provides a clearer, more efficient, and lower-risk procurement framework for small public works projects than the alternatives currently available to the District.

## RECOMMENDATION

The Parks & Recreation Committee recommends that the AVCSD Board adopt CUPCCAA through the attached resolutions. This adoption will provide immediate benefits for the bathroom project and long-term flexibility for future construction needs.

## NEXT STEPS

- **Board Review:** Place on next Board meeting agenda for consideration
- **Adopt Resolutions:** Pass Resolution #1 (adopt CUPCCAA procedures) and Resolution #2 (adopt informal bidding procedures)
- **File with State:** Email signed resolutions to LocalGovPolicy@sco.ca.gov within 15 days of adoption
- **Implement Procedures:** Review CUPCCAA Cost Accounting Manual (available at [www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html))
- **Create List of Contractors:** publish notification, collect and maintain list
- **Proceed with Bathroom Project:** Initiate appropriate bidding process based on estimated project cost

## ATTACHMENTS:

- Resolution #1: Adoption of CUPCCAA Cost Accounting Procedures
- Resolution #2: Adoption of Informal Bidding Procedures
- Summary of How to Create and Maintain List of Contractors
- Notice to Solicit List of Contractors
- Registration Form

*For questions or additional information, please contact the Parks & Recreation Committee or consult the State Controller's CUPCCAA webpage at [www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)*