Albion Little River Fire Protection District

SPECIAL MEETING AGENDA

Tuesday March 17, 2025, 10:00 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/meetings/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.

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)
    c. Auxiliary application for Use of District Facilities (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, 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
- 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)
- **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

Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410
Application for Use of District Facilities

Date: 2/23/2026

Applicant (name of organization or individual): Albion-Little River Fire Auliliary, Inc.

Address: P.O. Box 101, Albion, CA 95410

Contact person: Larissa Maness-McAllister

Contact telephone: 831-809-8809 **Email address:** larissajmaness@gmail.com

Proposed location: ☐ **Station 810**; ☑ **Barbeque Grounds** (applicant agrees to terms of property lease.)

Purpose of use of facilities: Annual Fire Department BBQ

(Dates & Times requested) 7/6-10/2026 part days for prep

Dates and times requested: (see above) 7/11/2026 all day (2nd Saturday in July every year)

Frequency: ☐ **One time only**; ☐ **Daily**; ☐ **Weekly**; ☐ **Monthly**; ☐ **Quarterly**; ☑ **Annually**; ☐ **T.B.D.**

Names and contact information of all persons requesting facilities access authorization [keys, access code(s)]:
As a condition of access authorization each person granted access to District facilities must agree to not allow access to District facilities by unauthorized groups or individuals (including unauthorized duplication of keys or sharing of access codes). Violation of this agreement may result in loss of access authorization.

Name: Larissa Maness-McAllister

Telephone: 831-809-8809 Email address: larissajmaness@gmail.com

Name: Carolyn Latkin

Telephone: 707-972-0307 Email address: clatkin@gmail.com

Name: Jessie Waldman

Telephone: 530-592-9968 Email address: jessmwaldman@gmail.com

Name: Susy Kitahara

Telephone: 707-937-3714 Email address: kitahara@mcn.org

[Application ☐ approved; ☐ denied by majority vote of the board of directors at a ☐ regular; ☐ special meeting held on (date) _____.]

Albion Little River Fire Protection District
Community Use of District Facilities

The Albion Little River Fire Protection District Board of Directors recognizes the valuable contributions of other groups and individuals in the community and wishes to continue to make its facilities available to the community for purposes of meeting and fundraising. Community use of Station 810, behind Albion Grocery, and of the barbeque grounds behind Station 812 in Little River is well established.

For purposes of coordination and communication between facilities users and the District, and for District insurance and security requirements, the District has implemented a policy for use of its facilities by non-firefighter groups and individuals as follows:

1. The District will establish and maintain a District Master Calendar and List of Approved Users of District facilities.
2. All users (group and individual) of District facilities must be approved by majority vote of the board of directors and be listed on the District maintained list of approved users, including name of organization, name of responsible representative, address, and contact information.
    a. All persons with authorized access to District facilities must be registered on the District maintained list of approved users.
        i. Access authority remains under control of the District and must be surrendered upon completion of use or departure, or on demand by the chief or Board.
        ii. Individuals granted access authorization must agree not to allow access to District facilities by unauthorized groups or individuals (including duplicating of keys for or sharing of access codes with unauthorized persons). Persons with access authorization found violating this agreement are subject to loss of access authorization.
3. Prior to approval by the board of directors applicants for use of District facilities must provide the District with certificates of general liability insurance for a minimum of $1,000,000.00 as follows:
    a. The District shall be named as additional insured including the following language: "The Albion Little River Fire Protection District, its officials, officers, employees, and volunteers are named in all liability policies described above as insured's as respects: A) activities performed by the District by or on behalf of the named insured; B) products or completed operations of the named insured; and C) premises owned, leased, or used by the named insured."
    b. A "Certificate of Insurance" including the above language naming the District as additional insured shall be submitted to: Albion Little River Fire Protection District, P. O. Box 634, Albion, CA 95410.
4. All users of District facilities must register scheduled use on the Master Calendar, coordinated with the chief or chief's appointed officer.
5. The District will provide each approved user (group or individual) printed copies of District bylaws, policies, and contact information for reference.
6. Non-District owned equipment used or stored by groups or individuals at District facilities is not covered for damage or loss by District insurance, whether on or off District premises.

Special Notes:

1. Use of the barbeque grounds is governed by District policy and the terms of the District's lease with the County of Mendocino, owners of the property. Copies of the lease and the terms of use will be provided to applicants for use of the barbeque grounds.
2. The District Board is sensitive to the needs of disabled persons. However, there are no Americans with Disabilities Act (ADA) accessible facilities available at any District location. All current District facilities were built before accessibility requirements were in place and the District does not have the financial ability to retrofit existing buildings for compliance.