



SPRINGLAKE FIRE PROTECTION DISTRICT

**1000 Lincoln Avenue
Woodland, CA 95695
(530) 661-5860**

MEETING AGENDA

Date: Tuesday, September 16, 2025

Time: 1:00 pm

Location: Police & Fire Headquarters
1000 Lincoln Avenue
Woodland, CA 95695

Board of Fire Commissioners

Wes Arvin, Chair

Celeste Santoni, Vice-Chair

Carolyn Bunfill

Brooke Herrgesell

Patrick Raber

AGENDA

- I. Call to Order**
- II. Approval of Minutes: July 22, 2025**
- III. Public Comments**
- IV. Public Hearings-**
- V. Approve Payments of Bills and Budget Requests**
 - A. Approval of Payment to the City of Woodland for Administrative Services – 2nd quarter FY25-26 (\$3,000)
 - B. Approval of Payment to the City of Woodland for Fire Suppression Services – Final Payment for FY24-25 (\$10,118.92)
 - C. Approval of Payment to the City of Davis for Fire Suppression Services – Final Payment for FY24-25 (\$6112.77)
- VI. Regular Calendar**
 - A. None
- VII. Correspondence and Information**
 - A. Yolo County Fire Protection Districts Sustainably Update/ Fire Chief Roundtable
 - B. Monthly Trial Balance Reports (July-August 2025)
- VIII. Set Date for Next Meeting**

30-60-90 Day Agenda

IX. Adjournment

I hereby certify that this Meeting Notice and Agenda for the Springlake Fire Protection District Board of Fire Commissioners meeting scheduled for **Tuesday, September 16 2025** at 1:00 p.m. at the City of Woodland Police and Fire Headquarters at 1000 Lincoln Avenue, Woodland, CA, was posted by Monday September 12, 2025 outside City Hall (300 First Street) and on the Springlake Fire Protection District webpage (www.springlakefpd.org) in accordance with the provisions of the Brown Act for Public Notice requirements.

Nallely Castro, Clerk

Springlake Fire Protection District Board of Fire Commissioners



SPRINGLAKE FIRE PROTECTION DISTRICT
1000 Lincoln Avenue
Woodland, CA 95695
(530) 661-5860

FIRE COMMISSION MEETING MINUTES
Tuesday, July 22, 2025
Fire Station 3-Training Room
1556 Springlake Court
Woodland, CA 95776

PRESENT: Commissioners Carolyn Bunfill, and Wes Arvin, Patrick Raber
Chief Eric Zane- Woodland Fire Department
Board Clerk Nallely Castro, Woodland Fire Department
Chief Joseph Tenney- Davis Fire Department
Patrick Sandholdt, Davis Fire Marshal
Matt Filnt, Woodland Fire Marshal

AGENDA

- i. Call to Order-** The July 22, 2025, Springlake Fire Protection District Governing Board meeting was called to order at 1:01 pm by Wes Arvin.
- ii. Approval of Minutes:**

On a motion by Commissioner Bunhill, seconded by Commissioner Raber, and carried unanimously on a 3-0 vote, the Board approved April 29, 2025, minutes.
- iii. Public Comments- none**
- iv. Public Hearings- none**
 - i.** Public Hearing and Consideration of the Levy of Assessments for the Proposed Springlake FPD Fire Protection and Emergency Response Services Assessment
 - ii.** Opened: The public hearing was opened at 1:01 PM on a motion by Commissioner Bunhill, seconded by Commissioner Rader.
 - iii.** Chief Zane gave opening remarks and a general overview of the proposed Fire Protection and Emergency Response Services Assessment, including the legal background under Proposition 218, the identified need for the assessment, and the benefits to the community. It was noted that a prior public informational meeting was held on June 11, 2025, with no public attendance.
 - iv.** The public was informed they could request a replacement ballot at the meeting. One replacement ballot at the meeting
 - v.** Public input was officially opened at 1:03 PM. No members of the public were present.
 - vi.** Public input remained open until 1:12 PM, at which time it was closed.

At 1:12 PM, the public hearing was closed to further comments and ballot submissions on a motion by Commissioner Bunhill, seconded by Commissioner Rader, and carried unanimously, 3-0.
 - vii.** At 1:12 PM, SCI Consulting Group and the Board Secretary began the tabulation of submitted ballots.

- viii. The meeting was called back to order at 2:32 PM with the results reported as follows:
59.02% of weighted ballots were in support of the proposed assessment. As the majority protest threshold was not met, the assessment passed under Proposition 218.
- ix. A Resolution of the Board of Commissioners of the Springlake Fire Protection District Approving the Engineer's Report, Confirming the Assessment Diagram and Assessment, and Ordering the Levy of Assessments for the Fire Protection and Emergency Response Services Assessment for Fiscal Year 2025–26. Motion to adopt engineer report includes the assessment with resolutions 26-01 on a motion by Commissioner Bunhill seconded by Commissioner Raber, and carried unanimously on a 3-0 vote.
- v. **Approve Payments of Bills and Budget Requests**
- i. Commissioner Bunhill made a motion to approve the payment, which was seconded by Commissioner Rader. The motion passed unanimously with a 3-0 vote. Approval of Payment to the City of Woodland for Administrative Services – FY25 4th quarter (\$3,000)
- ii. No Payment to the City of Woodland for Fire Suppression Services –
- iii. No Payment to the City of Davis for Fire Suppression Services –
- vi. **Regular Calendar**
- i. Special Assessment Charges for 2024-25 Tax Roll: Certification, Resolution & Direct Charge Transmittal
On motion by Commissioner Bunhill, seconded by Commissioner Rader, and carried unanimously on a 3-0 vote, the Board adopted Resolution 2025-26 requesting the collection of charges on the 2025-26 tax roll, and to authorize that the charges be directly placed on the tax roll.
- ii. Approval of the FY2025–26 Budget.
On motion by Commissioner Bunhill, seconded by Commissioner Rader, and carried unanimously on a 3-0 vote, the Board approved the FY 2025-26 Budget with estimated Total Financing Sources and Uses of \$614,650.00.
- vii. **Correspondence and Information**
- i. Trial Balance Report for March–May 2025 Informational only.
- ii. Yolo County Fire Protection Districts Sustainability Update Informational:
Update on regional fire service planning, including the proposed addition of approximately 40 miles of service area beyond current coverage, continued discussion of the potential annexation of Elkhorn, which will remain a standing item for regular updates.
- viii. **Set Date for Next Meeting-**
The next meeting will be held September 16, 2025, at 1:00 PM at Fire Station 3- Training room, 1556 Springlake Court Ave Woodland, CA 95776.
- ix. **Adjournment- 2:39**
The July 22, 2025, Springlake Fire Protection District Governing Board meeting was adjourned by Chair Arvin at 2:39 pm.



Nallely Castro, Clerk
Springlake Fire Protection District Board of Fire Commissioners

SPRINGLAKE FIRE PROTECTION DISTRICT

Fire Commission Communication

**AGENDA ITEM
V.A**

DATE: Sept 16, 2025

SUBJECT: Approval of Payment to the City of Woodland for Administrative Services for the 1st quarter of Fiscal Year 2025-26.

PREPARED BY: Nallely Castro, Board Clerk

RECOMMENDED ACTION:

That the Springlake Fire Protection District Fire Commission approve payment to the City of Woodland Fire Department for the 2nd quarter in Fiscal Year 2025-26 for Administrative Services in the amount of \$3,000.

BACKGROUND INFORMATION:

On June 28, 2023, the Fire Commission approved the District's budget for Fiscal Year 2025-26. The final budget includes an expenditure of \$3,000 per quarter for administrative services provided by the City of Woodland Fire Department. Administrative supplies and services include developing agenda items, preparing the agenda packets for distribution, postage, attending meetings with the County on behalf of the District, and preparing and administering the budget.

This claim is for administrative services provided by City of Woodland Fire Department during the third quarter of this budget year.

Respectfully yours,

Eric Zane
Fire Chief

Attachment



County of Yolo

www.yolocounty.org

TOM HAYNES
Chief Financial Officer

EVIS MORALES
Deputy Chief Financial Officer

YOLO COUNTY CLAIM FORM

DATE:

9/16/25

COUNTY DEPARTMENT OR DISTRICT SUBMITTING CLAIM:

Springlake Fire Protection District

ACCOUNTING UNIT	ACCOUNT	ACTIVITY NUMBER	ACCOUNT CATEGORY
1000-8051-2758-23700			

VENDOR NUMBER

CONTRACT NUMBER

TOTAL EXPENSE 3,000.00
AMOUNT \$

NAME AND ADDRESS OF
VENDOR

PLEASE CHECK IF THIS IS AN ADDRESS CHANGE

City of Woodland
1000 Lincoln Ave
Woodland, Ca 95695

I hereby certify that the articles or services described by the invoice attached were necessary for use by the department.

DEPARTMENT HEAD
SIGNATURE

-

BY: DESIGNATED AUTHORIZED
SIGNATURE ON FILE

(DATE)

I hereby certify that the articles of service described by the invoice attached have been delivered or performed and that no prior claim has been presented for said articles or service.

SIGNATURE OF CLAIMANT

(DATE)

If vendor is not in the accounting system, please have them complete the new vendor registration form.

Attach Original invoice and add remarks below.

Payment for administrative services by the Woodland Fire Department to the Springlake Fire Department to the Springlake Fire Department for the 2nd Quarter for Fiscal Year 25-26

FISCAL RESPONSIBILITY & SUSTAINABILITY

Updated 10-10-2019

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication

AGENDA ITEM
V.C

DATE: September 16, 2025

SUBJECT: Approval of Payment to the City of Davis for Fire Suppression Services – final payment for Fiscal Year 2024-25 (\$6,112.77)

PREPARED BY: Nallely Castro, Board Clerk

RECOMMENDED ACTION:

That the Springlake Fire Protection District Governing Board approve the final payment to the City of Davis for fire suppression services for Fiscal Year 2024-25 in the amount of in the amount of \$6,112.77 as determined by Yolo County Department of Financial Services.

BACKGROUND INFORMATION:

On June 28, 2023, the Governing Board approved the District's budget for Fiscal Year 2024-25. The final budget included estimated payments to the cities of Davis and Woodland based on property taxes and special assessments paid by District parcel owners. These payments are for fire suppression services provided by the respective fire departments of both cities.

This claim is the final payment for fire suppression services provided by the Woodland Fire Department during the 2024-25 Fiscal Year. The Board Clerk will inform the Woodland Fire Department of the breakdown of this payment so that funds coming from special assessment fees may be set aside for specific use as defined in Resolution 97-6.

Respectfully yours,

Eric Zane
Fire Chief

Attachment



County of Yolo

www.yolocounty.org

TOM HAYNES
Chief Financial Officer

EVIS MORALES
Deputy Chief Financial Officer

YOLO COUNTY CLAIM FORM

DATE:

9/16/25

COUNTY DEPARTMENT OR DISTRICT SUBMITTING CLAIM:

Springlake Fire Protection District

ACCOUNTING UNIT	ACCOUNT	ACTIVITY NUMBER	ACCOUNT CATEGORY
1000-8051-2758-23700			

VENDOR NUMBER

CONTRACT NUMBER

TOTAL EXPENSE 6112.77
AMOUNT \$

NAME AND ADDRESS OF
VENDOR

PLEASE CHECK IF THIS IS AN ADDRESS CHANGE

City of Davis
530 Fifth Street
Davis, Ca 95616

I hereby certify that the articles or services described by the invoice attached were necessary for use by the department.

DEPARTMENT HEAD
SIGNATURE

BY: DESIGNATED AUTHORIZED
SIGNATURE ON FILE

(DATE)

I hereby certify that the articles of service described by the invoice attached have been delivered or performed and that no prior claim has been presented for said articles or service.

SIGNATURE OF CLAIMANT

(DATE)

If vendor is not in the accounting system, please have them complete the new vendor registration form.

Attach Original invoice and add remarks below.

Under the terms of the Agreement between the Springlake Fire Protection District and the cities of Woodland and Davis effective July 1, 2004, all monies are to be disbursed to the cities. This claim is for funds due to the City of Davis. This is the last distribution for Fiscal Year 24-25.

FISCAL RESPONSIBILITY & SUSTAINABILITY

Updated 10-10-2019

SPRINGLAKE FIRE PROTECTION DISTRICT

Board Communication

AGENDA ITEM
V.B

DATE: September 16, 2025

SUBJECT: Approval of Payment to the City of Woodland for Fire
Suppression Services – final payment for Fiscal Year 2024-25
(\$10,118.92)

PREPARED BY: Nallely Castro, Board Clerk

RECOMMENDED ACTION:

That the Springlake Fire Protection District Governing Board approve the final payment to the City of Woodland for fire suppression services for Fiscal Year 2024-25 in the amount of in the amount of \$10,118.92 as determined by Yolo County Department of Financial Services.

BACKGROUND INFORMATION:

On June 28, 2023, the Governing Board approved the District's budget for Fiscal Year 2024-25. The final budget included estimated payments to the cities of Davis and Woodland based on property taxes and special assessments paid by District parcel owners. These payments are for fire suppression services provided by the respective fire departments of both cities.

This claim is the final payment for fire suppression services provided by the Woodland Fire Department during the 2024-25 Fiscal Year. The Board Clerk will inform the Woodland Fire Department of the breakdown of this payment so that funds coming from special assessment fees may be set aside for specific use as defined in Resolution 97-6.

Respectfully yours,

Eric Zane
Fire Chief

Attachment



County of Yolo

www.yolocounty.org

CHAD RINDE, CPA
Chief Financial Officer

TOM HAYNES
Assistant Chief Financial Officer

YOLO COUNTY CLAIM FORM

DATE: 9/16/25

COUNTY DEPARTMENT OR DISTRICT SUBMITTING CLAIM:

Springlake Fire Protection District

ACCOUNTING UNIT	ACCOUNT	ACTIVITY NUMBER	ACCOUNT CATEGORY
6220-0053-02751-8060			

VENDOR NUMBER

CONTRACT NUMBER

TOTAL EXPENSE
AMOUNT \$ 10,118.92

NAME AND ADDRESS OF
VENDOR

PLEASE CHECK IF THIS IS AN ADDRESS CHANGE

City of Woodland
1000 Lincoln Ave
Woodland, Ca 95695

I hereby certify that the articles or services described by the invoice attached were necessary for use by the department.

DEPARTMENT HEAD
SIGNATURE

BY: DESIGNATED AUTHORIZED
SIGNATURE ON FILE

(DATE)

I hereby certify that the articles of service described by the invoice attached have been delivered or performed and that no prior claim has been presented for said articles or service.

9/16/25

SIGNATURE OF CLAIMANT

(DATE)

If vendor is not in the accounting system, please have them complete the new vendor registration form.

Attach Original invoice and add remarks below.

Under the terms of the Agreement between Springlake Fire Protection District and the Cities of Woodland and Davis July 1, 2004, all monies are to be disbursed to the cities. This claim is for funds due to the City of Woodland. This is the last Distribution for Fiscal year 24-25.

FISCAL RESPONSIBILITY & SUSTAINABILITY

Updated 10-10-2019

8051 SPRINGLAKE FIRE PROTECTION DISTRICT
PROPERTY TAX/ASSESSMENT DISTRIBUTION WORKSHEET
2024-2025 FISCAL YEAR PROPERTY TAX DISTRIBUTION

Updated as of 9/08/25

Property taxes:

400100 Current secured
400101 Current unsecured
400111 Prior unsecured
400120 Supplemental
410050 State-Highway property rental
410250 Homeowners property tax relief

Special Assessment:

440003 Special assessment

Interest:

403100 Interest
403199 GASB 31 FMV Adjustment

Total CY Revenue to Allocate

526040 Less: UCD Share

Administrative expenditures:

Less administrative expenditures to date
Less est. remaining administrative budget holdback
Total projected Admin. Expenses

Amount to distribute

526200/526220 Paid to date- CY 1st Dist
526200/526220 Paid to date- CY 2nd Dist
526200/526220 Paid to date- CY 3rd Dist

Amount Due to Cities

FY 2024-25 Distribution shares:

Woodland-Property tax 55.55%
Davis-Property tax 44.45% 100.00%
Woodland-Special assessment 61.28%
Davis-Special assessment 38.72% 100.00%

Revenue Analysis	Woodland	% of Total	Davis	% of Total
Property Tax	333,305.85	91.13%	266,704.66	92.72%
Special Assessment	29,612.54	8.10%	18,710.80	6.51%
Interest	2,818.44	0.77%	2,216.55	0.77%
TOTAL FOR DISTRIBUTION	365,736.83		287,632.01	100.00%
Pending Distribution	(10,118.92)		(6,112.77)	
Property Tax	(9,221.65)		(5,868.02)	
Special Assessment	(819.30)		(397.64)	
Interest	(77.98)		(47.11)	

Rev. (Exp.) Per Infor	Other Adjustment	Tax Receivable Infor	Available For Distribution	526220 Woodland	526200 Davis	Total	Proof
514,348.39		(0.01)	514,348.38	285,720.53	228,627.85	514,348.38	0.00
83,597.31			83,597.31	46,438.31	37,159.00	83,597.31	0.00
987.36			987.36	548.48	438.88	987.36	0.00
5,590.71		(5,590.71)	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00
1,077.46			1,077.46	598.53	478.93	1,077.46	0.00
605,601.23	0.00	(5,590.72)	600,010.51	333,305.85	266,704.66	600,010.51	Allocation based on Property
48,323.34		0.00	48,323.34	29,612.54	18,710.80	48,323.34	Allocation based on special as
653,924.57		(5,590.72)	648,333.85	362,918.39	285,415.46	648,333.85	0.00
5,034.99			5,034.99	2,818.44	2,216.55	5,034.99	Allocation based on pro rata s
3,848.00	(3,848.00)		0.00	0.00	0.00	0.00	0.00
662,807.56	(3,848.00)	(5,590.72)	653,368.84	365,736.83	287,632.01	653,368.84	0.00
526040 Less: UCD Share	0.00	0.00	0.00	0.00	0.00	0.00	Allocation based on Property
Administrative expenditures:							
Less administrative expenditures to date	(30,995.98)		(30,995.98)	(17,218.27)	(13,777.71)	(30,995.98)	Allocation based on Property
Less est. remaining administrative budget holdback	0.00	0.00	0.00	0.00	0.00	0.00	Allocation based on Property
Total projected Admin. Expenses			(30,995.98)	(17,218.27)	(13,777.71)	(30,995.98)	
Amount to distribute	631,811.58	(3,848.00)	(5,590.72)	348,518.56	273,854.30	622,372.86	0.00
526200/526220 Paid to date- CY 1st Dist	0.00		(31,162.06)	(17,602.17)	(13,559.89)	(31,162.06)	Per Infor
526200/526220 Paid to date- CY 2nd Dist	0.00		(326,458.43)	(182,447.61)	(144,010.82)	(326,458.43)	Per Infor
526200/526220 Paid to date- CY 3rd Dist	0.00		(280,984.06)	(158,587.70)	(122,396.36)	(280,984.06)	Per Infor
Amount Due to Cities	662,807.56		(16,231.69)	(10,118.92)	(6,112.77)	(16,231.69)	0.00

SPRINGLAKE FIRE PROTECTION DISTRICT

Fire Commission Communication

**AGENDA ITEM
VII.B**

DATE: Sep 16, 2025

SUBJECT: Monthly Trial Balance Reports: July-August 2025

PREPARED BY: Nallely Castro, Board Clerk

RECOMMENDED ACTION:

Informational only. No action required.

BACKGROUND INFORMATION:

Attached are the reports for July–August 2025.

As we begin the new fiscal year, only the first administrative distribution has been posted to the budget so far. We will continue to monitor and provide updates as additional entries are recorded.

Respectfully yours,

Eric Zane
Fire Chief

Attachments

PERIODICAL TRIAL BALANCE

As of 2026

Chart Account	Opening Balance	2026M01	2026M02
100000 - CASH IN TREASURY	61,738.83	0.00	-3,000.00
100099 - CASH GASB 31 FAIR MARKET VALUE DFS ONLY	186.00	-186.00	0.00
111010 - PROP TAX RECEIVABLE-CURRENT SECURED	336.59	0.00	0.00
111090 - PROP TAX RECEIVABLE-CURRENT SECURED SUPPL	2,253.24	0.00	0.00
200000 - ACCOUNTS PAYABLE	-3,000.00	0.00	3,000.00
206000 - DUE TO OTHER GOVERNMENTS	-29,959.18	0.00	0.00
309999 - UNASSIGNED	-31,555.48	0.00	0.00
403199 - GASB 31 FAIR MARKET VALUE - DFS ONLY	0.00	186.00	0.00
Report Total	-0.00	0.00	0.00