



Solano Local Agency Formation Commission

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Staff Report

DATE: May 19, 2014
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Interim Executive Officer

SUBJECT: **Water District Municipal Service Review**

Recommendation: That the Commission authorize the Executive Officer to enter into a contract with Planwest Partners, Inc. for the Municipal Service Review for the Rural North Vacaville Water District and Maine Prairie Water District for an amount not to exceed \$17,141.68.

Background: When the Commission approved the workplan for FY13/14 one of the top priorities as far as Municipal Service Reviews was an update to the 2009 Municipal Service Review for water districts. Cortese-Knox-Hertzberg requires updates to the MSR be completed every five years. Since the SID MSR is already underway that leaves the service review for the Rural North Vacaville Water District and Maine Prairie Water District in need of an update. Since the initial MSR was completed in 2009, legal requirements of the MSR have changed. Instead of nine areas to review there are now seven, including the new section on disadvantaged unincorporated communities (DUC). Should there be any proposals for a change of organization or a sphere of influence update there would need to be an updated MSR in order for LAFCO to process the application. In fact Rural North Vacaville has submitted an application for a sphere update.

Discussion: To meet the needs staff issued a request for proposals on March 11, 2014. The RFP was emailed to five consulting firms which had experience completing water and RCD service reviews. The RFP was also posted on our website.

Responses were due on April 11. Staff received one proposal from Planwest Partners, Inc. for \$17,141.68. Planwest Partners has extensive experience with service reviews for small water agencies. George Williamson, Principal at Planwest Partners, Inc., serves as Executive Officer of Humboldt and Del Norte LAFCO's, where he completed the first round of MSRs for those agencies.

Funds are available in this year's budget as \$80,000 was allocated for studies and the Fire MSR contract was funded for \$39,455. Should the Commission authorize funding this proposal there are sufficient funds in the budget to fund the resource conservation district study.

Recommendation: Staff has reviewed this proposal and found the scope of work and the proposed level of effort to be sufficient to complete the MSR. Staff recommends the Commission authorize the Executive Officer to enter into a contract with Planwest Partners, Inc. for \$17,141.68.