



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

1030 Seminary Street, Suite B  
Napa, California 94559  
Phone: (707) 259-8645  
Fax: (707) 251-1053  
www.napa.lafco.ca.gov

---

*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

---

**Agenda Item 7a (Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** August 6, 2018

**SUBJECT:** Draft Request for Proposals for Countywide Water and Wastewater Municipal Service Review

---

**RECOMMENDATION**

It is recommended the Commission authorize staff to release the draft request for proposals for the Countywide Water and Wastewater Municipal Service Review (Attachment One).

**BACKGROUND**

The Commission's adopted strategic plan includes a Countywide Water and Wastewater Municipal Service Review (MSR) to be completed over the next approximate 18 month period. In total, 14 government agencies in Napa County that have a role in public water and/or wastewater service provision will be evaluated in the MSR. A private consultant will be selected to prepare the MSR following a request for proposals (RFP) process.

On March 1, 2018, and March 9, 2018, staff conducted well-attended scoping meetings with representatives from the subject agencies and other interested parties to discuss shared objectives for the MSR. Following the scoping meetings, an RFP Focus Group was formed to develop the RFP. Members of the RFP Focus Group are listed below:

- Phil Brun, City of Napa, Public Utilities Director
- Steve Hartwig, City of American Canyon, Public Works Director
- Tim Healy, Napa Sanitation District, General Manager
- David Morrison, County of Napa, Director of Planning, Building, and Environmental Services
- Steve Rogers, Town of Yountville, Town Manager

On April 10, 2018, staff circulated a preliminary draft RFP to all 14 subject agencies and other interested parties for review and invited comments to improve the RFP.

On May 24, 2018, the RFP Focus Group held a meeting to review all comments on the preliminary draft RFP. The RFP Focus Group reached preliminary consensus on the concepts, language, and scope of services to be included in the RFP.

---

Margie Mohler, Chair  
Councilmember, Town of Yountville

Scott Sedgley, Commissioner  
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Vice Chair  
County of Napa Supervisor, 1st District

Diane Dillon, Commissioner  
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Gregory Rodeno, Commissioner  
Representative of the General Public

Erik Lawrence, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Executive Officer

On June 4, 2018, the Commission received and discussed a draft RFP. The Commission provided direction to staff to continue working with the RFP Focus Group to further revise the RFP before it is released. Notably, the release of the RFP was predicated on all subject agencies providing written support. Following the June 4, 2018, meeting, staff and the RFP Focus Group continued collaboratively revising the RFP. Staff circulated the revised RFP to all subject agencies and other interested parties for review. However, staff was unable to secure written support from all subject agencies prior to today's meeting and therefore the RFP has not been released to date.

## **SUMMARY**

The Commission will review the draft RFP and consider providing formal direction to staff to release the RFP. The draft RFP with tracked changes showing revisions made subsequent to the June 4, 2018, meeting is included as Attachment One. The recommended action is to release a clean version of the RFP with all tracked changes accepted.

It is important to note the cities of American Canyon, Napa, St. Helena, Calistoga, Town of Yountville, Napa Sanitation District, and the County of Napa are conducting a parallel work product to update the Napa Valley Water Resources Study ("Water Resources Study") and develop a Drought Contingency Plan. The work is being conducted by Brown and Caldwell Consultants and is scheduled to start in July 2018. The Water Resources Study and the MSR overlap in the areas of information gathering and data evaluation. Toward this end, the draft RFP contemplates the MSR consultant will coordinate with Brown and Caldwell to avoid duplication of effort and separate outreach to affected agencies, which will ultimately reduce overall costs associated with the MSR.

It is anticipated staff will return with a recommendation to formally enter into a contract with a preferred consultant at the Commission's October 1, 2018 meeting. With this in mind, the Commission is invited to consider the formation of an ad hoc subcommittee consisting of two Commissioners working with the Executive Officer for purposes of evaluating proposals and conducting interviews with top candidates. Alternatively, the Commission may choose to delegate the evaluation of proposals and interviews to the RFP Focus Group.

## **ATTACHMENT**

- 1) Draft RFP for Countywide Water and Wastewater MSR (tracked changes)

Local Agency Formation Commission of Napa County



*Request for Proposals*

Countywide Water and Wastewater  
Municipal Service Review

Response due by ~~July 13~~ September 7, 2018 at 12:00 p.m.

Issued ~~June 5~~ August 7, 2018

## REQUEST FOR PROPOSALS FOR COUNTYWIDE WATER AND WASTEWATER MUNICIPAL SERVICE REVIEW

Local Agency Formation Commissions (LAFCOs) are local public regulatory and planning agencies created by the State Legislature to coordinate the orderly development of local agencies, such as cities and special districts, and associated provision of public services. This is accomplished primarily through the regulation of public agency boundaries. Periodic comprehensive analyses, such as municipal service reviews (MSRs), help guide these decisions.

### Objective

The Local Agency Formation Commission of Napa County ("Napa LAFCO") is seeking proposals from experienced consultants with Municipal Service Review (MSR) and LAFCO experience and knowledge, and water and wastewater service expertise to prepare a Countywide MSR covering water and wastewater services in Napa County. Multiple firms may propose to work together as a team or joint venture.

The Countywide Water and Wastewater MSR will review services of the following 14 public agencies providing water, recycled water, and/or wastewater service in Napa County; ~~including five cities and nine special districts.~~

- City of American Canyon (water, recycled water, and wastewater)
- City of Calistoga (water, recycled water, and wastewater)
- City of Napa (water)
- City of St. Helena (water, recycled water, and wastewater)
- Town of Yountville (water, recycled water, and wastewater)
- Circle Oaks County Water District (water and wastewater)
- Congress Valley Water District (water)
- Lake Berryessa Resort Improvement District (water and wastewater)
- Los Carneros Water District (recycled water)
- Napa Berryessa Resort Improvement District (water and wastewater)
- Napa County Flood Control and Water Conservation District (water)
- Napa River Reclamation District No. 2109 (wastewater)
- Napa Sanitation District (recycled water and wastewater)
- Spanish Flat Water District (water and wastewater)

This work is to be completed in compliance with California Government Code Section 56430. The County of Napa does not provide public water or wastewater services and therefore will not be evaluated as part of the MSR.

The cities of American Canyon, Napa, St. Helena, Calistoga, Town of Yountville, Napa Sanitation District, and the County of Napa are conducting a parallel work product to update the ~~2050~~-Napa Valley Water Resources Study (~~2050~~-“Water Resources Study”) and develop a Drought Contingency Plan (DCP) using partial grant funding. The work is being conducted by Mike Savage at Brown and Caldwell Consultants and is scheduled to start in ~~July~~-~~August~~/~~September~~ 2018. ~~This work~~The Water Resources Study and the MSR will overlap in the areas of data-information gathering, and data evaluation, analysis, future capital planning and organizational approaches to deliver projects; therefore ~~While LAFCO will not be managing the Water Resources Study,~~ the selected consultant for the MSR needs-is expected to coordinate with Brown and Caldwell to avoid duplication of effort ~~and separate outreach to affected agencies.~~

In addition to comprehensively reviewing public agencies, the scope of work also involves a ~~lower level of~~brief review ~~for~~-of other service providers (e.g., private, regional, state, related to the provision of water, recycled water, and wastewater services in Napa County) to provide context. MSR determinations will not be prepared for these other service providers.

~~The MSR should evaluate the formation of a municipal utility district that manages water, wastewater, and recycled water, and groundwater services (or subset thereof) to either Napa Valley or Napa County as a whole.~~

The MSR is intended to serve as a tool to help Napa LAFCO, affected local agencies, and the public better understand the existing public service structure and consider alternatives that would optimize long-term service delivery. LAFCO, local agencies, or the public may subsequently use the MSR, together with additional analysis where necessary, to pursue changes in governance structure, jurisdictional boundaries, and/or spheres of influence (SOIs).

### **About Napa County**

Napa County was one of the original counties of California, created in 1850 at the time of statehood. Napa County is located in the San Francisco Bay Area and is adjacent to Lake, Yolo, Solano, and Sonoma, ~~and Yolo~~ Counties. Napa County is approximately 789 square miles in size. As of January 1, ~~2017~~2018, the population for Napa County is estimated at ~~142,408~~141,294 (California Department of Finance).

Napa County, once the producer of many different crops, is known today for its ~~regional~~-wine industry. ~~Urban growth in Napa County is limited~~The fertile valley floor and foothill areas of the Napa Valley are protected by the Agricultural Preserve, which is landmark zoning ordinance that reflects a commitment to agriculture as the “highest and best use” of land outside of the local town and cities. When the Board of Supervisors approved the ordinance on April 9, 1968, it was the first of its kind in the nation. Urban growth in Napa County is limited by Measure P, which requires voter approval through 2058 to re-designate land that

is currently designated Agriculture Resource or Agriculture Watershed Open Space in the County General Plan to an urban use. Urban growth is also limited by the urban limit lines adopted by the four cities and one town, which require voter approval to change.

### **Expectations of the Consultant**

The successful firm(s) will accomplish the following:

1. The MSR ~~should~~shall use all available information including interviews, surveys, previous research, reports, engineering reports, adopted budgets, audit reports, state department reports, local health department reports, general plans, previous MSRs and SOI Updates, authorities under the law, etc. Examples of previous MSRs and SOI Updates can be found on the Napa LAFCO website ([http://www.napa.lafco.ca.gov/s\\_municipal\\_reviews.aspx](http://www.napa.lafco.ca.gov/s_municipal_reviews.aspx)). Sufficient data and information ~~should~~shall be collected to construct an accurate, clear, concise, current, and comprehensive report.
2. The MSR ~~should~~shall reflect local Napa LAFCO policies ~~where applicable~~. Specific information can be found on the Napa LAFCO website ([www.napa.lafco.ca.gov/p\\_general\\_policies.aspx](http://www.napa.lafco.ca.gov/p_general_policies.aspx)).
3. Development of the MSR ~~should~~shall involve regular and effective communication with affected agencies and Napa LAFCO staff.
4. Development of the MSR ~~should~~shall be conducted in a fair, accurate, and objective manner.
5. The MSR ~~should~~shall provide valuable and practical conclusions for improvements, modifications, interagency options, and/or organizational changes to enhance and improve water and wastewater services where appropriate, including regional opportunities, reorganization, consolidation, partnerships, dissolution, cooperative agreements and other changes.
6. Development of the MSR ~~shall~~should provide effective and meaningful opportunities for public participation in the review process.
7. The MSR consultant will coordinate efforts with Brown and Caldwell related to the Water Resources 2050—Study ~~update~~with respect to information gathering and data evaluation.
8. The consultant ~~should~~shall be prepared to make presentations at approximately four public workshops as part of an extensive public outreach effort associated with the MSR.

8.9. The consultant shall conduct stakeholder (public agency) meetings to inform affected agencies of progress, conduct reviews, receive comments, and make changes in an atmosphere of transparency.

### **Scope of Services**

A Draft Scope of Services is attached to this RFP as Exhibit A. A final statement of services will be negotiated with the firm(s) selected to conduct the MSR to ensure the MSR costs fit within LAFCO's budget, and will be included as part of the professional services agreement. A Sample Professional Services Agreement is attached to this RFP as Exhibit B.

### **Budget**

LAFCO has limited resources to devote to MSRs. Proposals that demonstrate the final product will meet the requirements of the Cortese-Knox-Hertzberg (CKH) Act and provide useful information in a concise format will be looked upon most favorably. A final budget amount for this project will be negotiated with the firm(s) selected for the work prior to execution of an agreement. Billing for MSR expenses will be based on milestones reached and not based on time and materials.

### **Proposal Requirements**

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

1. A statement about the firm(s) that describes history, as well as the competencies and resumes of the principals and all professionals who will be involved in the work. This statement should address the following:

#### *General Expertise:*

- Familiarity with the CKH Act, the role and functions of LAFCO, and the MSR process.
- A management level understanding of how municipal services are planned, financed, and delivered, including engineering master plans.
- Experience in governmental organization analysis, including performance measurement and evaluation.
- Ability to analyze and present information in an organized format.
- Ability to interpret varied engineering, financial, and planning documents.
- Ability to facilitate and synthesize input from stakeholders.
- Familiarity with public input processes and experience presenting and disseminating public information for review and comment in a public setting, including town hall meetings and public workshops.
- Experience in identifying and fostering multi-agency partnerships and cooperative problem-solving.

- Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues.
- Ability to work cooperatively with divergent interests.

*Water and Wastewater Service Expertise:*

- Expertise in various aspects of water service provision, including supply, quality, delivery, recycled water, demand projection, water conservation and stewardship, groundwater recharge and pumping as it relates to municipal water service provision, stormwater runoff as it relates to municipal water service provision, etc.
  - Expertise in various aspects of wastewater service provision, including collection, conveyance, treatment, beneficial reuse, disposal, etc.
  - Expertise in the financial analysis of water, recycled water, and wastewater service delivery systems, including identifying financial constraints, opportunities, cost avoidance opportunities, and rate structures.
  - Expertise in water and wastewater service organization analysis, including evaluating government structure options (e.g., consolidation, reorganization, dissolution) and related advantages and disadvantages of these options.
  - Experience with various types of water and wastewater service providers and regulators in California (i.e., public works departments, water and sewer districts, ~~flood control districts~~, private water companies, mutual water companies, shared water systems, county and state regulatory agencies (specifically the San Francisco Regional Water Quality Control Board and Central Valley Regional Water Quality Control Board), etc.).
2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work. Note that any subsequent changes in staff performing the work will require prior approval by Napa LAFCO.
  3. Identification of any sub-consulting firms who will be involved. If sub-consultant firms are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items 1 and 2 above.
  4. Documentation of similar or related experience accomplished in the last five years and references for each such project, including the contact name, address, and telephone number. Electronic copies of, or links to, such analyses must be provided. Prior directly related experience will be an important consideration in the selection of a consultant.



5. Description of the anticipated approach for this project, explicitly discussing and identifying any suggested changes to the Draft Scope of Services (Exhibit A). The consultant should propose its scope to accomplish the listed goals and tasks.
6. Identify how the consultant plans to engage with Brown and Caldwell to coordinate ~~scope and deliverables~~information gathering and data evaluation for the MSR and Water Resources~~2050~~ Study ~~update~~.
7. Disclosure of potential conflicts of interest with local agencies in Napa County.
8. Provide a preliminary project schedule showing start and ending times for each work task, and indicate strategies for adhering to the schedule. This can be done with a Gantt chart.
9. The anticipated project cost, including:
  - a. A not-to-exceed total budget amount.
  - b. The cost for each major sub-task identified in the Draft Scope of Services.
  - c. The hourly rates for each person who will be involved in the work, including the rates for any associate consultants.

### **Additional Information**

---

#### *Agreement Provisions:*

Napa LAFCO reserves the right to reject any and all proposals, waive any irregularity in the proposals, and/or to conduct negotiations with any firms or individuals, whether or not they have submitted a proposal. The Commission's initial Sample Professional Services Agreement is attached to this RFP as Exhibit B. Although the attached Sample Professional Services Agreement is subject to revision before execution by the parties, by submission of a proposal or statement of qualification the potential contractor indicates that except as specifically and expressly noted in its submission, it has no objection to the Sample Professional Services Agreement or any of its provisions, and if selected will enter into a final agreement based substantially upon the Sample Professional Services Agreement.

No prior, current, or post award verbal conversations or agreement with any officer, agent, or employee of Napa LAFCO shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP. The selected consultant's proposal will become part of the agreement. Price quotations and other time-dependent information contained in any proposal shall remain firm for a minimum of 90 days from the proposal submission deadline.

#### *Non-Conforming Terms and Conditions:*

Any proposal that includes terms and conditions that do not conform to this RFP is subject to rejection as non-responsive. Napa LAFCO reserves the right to waive

any informalities or minor irregularities in connection with proposals received. Napa LAFCO reserves the right to permit a consultant to withdraw non-conforming terms and conditions from their proposal prior to the Commission taking action.

*Collusion Among Respondents:*

Each consultant, by submitting a proposal, certifies that it is not party to any collusive action relating to this RFP.

*Conflict of Interest:*

Proposers warrant and covenant that no official or employee of Napa LAFCO, nor any business entity in which an official of Napa LAFCO has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to Napa LAFCO. Proposers will notify LAFCO of any potential conflict of interest regarding other work or third party contracts.

*Consultants:*

During the preparation phases, Napa LAFCO reserves the right to hire consultants as necessary, in its discretion, to represent the Commission in this project.

*Expenses Incurred:*

There is no expressed or implied obligation for Napa LAFCO to reimburse consultants for any expenses associated with the response to this RFP.

*Late Submissions:*

Any proposal received after 12:00 p.m. PST on ~~July 13~~September 7, 2018 will not be considered.

*Public Records:*

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals shall become the property of Napa LAFCO, and upon award of a contract to the successful proposer, all proposals shall be public records.

**About Us**

---

Napa LAFCO is staffed with one full-time Executive Officer and one part-time Secretary. The Commission is represented by two county members, two city members, and one member of the public. Napa LAFCO's annual budget is approximately \$0.5 million. Napa LAFCO oversees ~~four~~five incorporated cities, one incorporated town, and 18 special districts in Napa County.

### **Proposal Submittal**

Confirmation of receipt is the responsibility of the sender. Proposals received after the deadline will not be considered. Proposed costs shall be submitted in a separate, sealed envelope consistent with a Qualifications Based Selection (QBS) method. Questions regarding the RFP shall be directed to the Executive Officer via e-mail at [BFreeman@napa.lafco.ca.gov](mailto:BFreeman@napa.lafco.ca.gov) or telephone at (707) 259-8645.

Proposals shall be submitted electronically to [BFreeman@napa.lafco.ca.gov](mailto:BFreeman@napa.lafco.ca.gov) or mailed to:

Napa LAFCO  
 Attn: Brendon Freeman, Executive Officer  
 1030 Seminary Street, Suite B  
 Napa, California 94559

Proposal deadline: **12:00 p.m. on Friday, July 13 September 7, 2018**

### **Proposal Evaluation Process**

Napa LAFCO staff will review each proposal and evaluate the ability of each firm(s) to meet the expectations defined herein. References will be contacted. The proposals will be ranked and the top firms will be invited to an interview with staff, Commissioners, and representatives from local agencies. The principal of the firm is required to be present during the interview. A consultant will then be selected and the contract approval process will begin. Napa LAFCO may modify this evaluation process as appropriate or needed.

**Interviews with top ranked consultants will be held in Napa County during the week of July 23-27 September 17 - 21, 2018.**

### **Consultant Selection Process**

Pursuant to the Mini Brooks Act, a QBS method will be used to select the firm(s) or individual(s) that will prepare the MSR. Napa LAFCO reserves the right to award a contract to the firm(s) or individual(s) that presents the proposal which, in the sole judgment of Napa LAFCO, best accomplishes the desired results. Napa LAFCO reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate deviations with the successful firm(s). The following attributes will be considered in determining the award of the contract:

1. Understanding of the project and commitment to meet the expectations outlined in this RFP.
2. Ability to build and maintain effective relationships with Napa LAFCO and local agency staff.

3. Ability of the proposed staff to understand the goals of the study and the professional/technical competency to produce an excellent product.
4. Quality and comparability of previous related work products on which the proposer was the sole or lead consultant.
5. Ability to produce an accurate, concise, and well-researched product.
6. Provide clear and reasonable outline of cost estimates and past performance with staying within budget.
7. Ability to meet the Draft Scope of Services included as Exhibit A.
8. Communication approach with staff, Commissioners, and local agencies.

### **Tentative Schedule**

---

It is strongly desired that the MSR is completed by December 2019. The final schedule for the MSR ~~is flexible and subject to negotiation~~~~will be negotiated~~ with the firm(s) selected for the work prior to an agreement being recommended to LAFCO for adoption.

### **LAFCO Contact**

---

Brendon Freeman, Executive Officer  
Napa LAFCO  
1030 Seminary Street, Suite B  
Napa, CA 94559  
(707) 259-8645

### Exhibits:

- A) Draft Scope of Services
- ~~B) Sample Professional Services Agreement~~ (Exhibit B will be included in the final version of the RFP)

# REQUEST FOR PROPOSALS FOR COUNTYWIDE WATER AND WASTEWATER MUNICIPAL SERVICE REVIEW

## SCOPE OF SERVICES

Napa LAFCO intends to conduct a municipal service review (MSR) for all water and wastewater service providers in Napa County. Napa LAFCO previously completed a Comprehensive Water Service Study in 2004 and a Comprehensive Sanitation and Wastewater Treatment Study in 2005. These reports are available online at [http://www.napa.lafco.ca.gov/s\\_municipal\\_reviews.aspx](http://www.napa.lafco.ca.gov/s_municipal_reviews.aspx).

The information necessary to conduct the MSR is technical in nature. LAFCO desires to engage a consultant to gather information, draw conclusions from existing studies, including engineering studies, conduct public outreach sessions, and develop recommendations to the Commission about what actions may be appropriate in light of the Cortese-Knox-Hertzberg Act.

A final scope of services will be negotiated with the firm(s) selected to conduct the Countywide Water and Wastewater MSR and will be incorporated as part of a professional services agreement to be approved by LAFCO.

### **Municipal Service Review (MSR) Guidelines**

The Cortese-Knox-Hertzberg Act requires LAFCOs to complete MSRs to develop baseline information for updating spheres of influence (SOIs). The statute sets forth the form and content of the MSR, which must inform the Commission on the following seven issues pursuant to California Government Code Section 56430:

1. Growth and population projections for the area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Capacity of public facilities, adequacy of public service and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared services.
6. Accountability for community service needs, including governmental structure and operation efficiencies.
7. Any other matter related to effective or efficient service delivery.

Additionally, Napa LAFCO's adopted Policy on MSRs requires the Commission to make additional determinations with respect to the relationship with regional growth goals and policies.

### **Objectives & Expectations of the Consultant**

In completing all tasks and work products, it is the express desire of LAFCO for the consultant to:

- Comply with Government Code Section 56430; specifically, to enable the Commission to make determinations with respect to the seven factors delineated in the statute.
- Create a product that will be useful to the Commission in subsequent reviews of spheres of influence and proposals for changes of organization.
- Conduct the required analyses in the most cost-effective manner possible.
- Whenever possible, utilize information that is currently available rather than initiate new analyses, including but not limited to urban water management plans, water supply assessments, capital improvement plans, engineering master plans, financial master plans, other relevant master plans, city and county general plans, adopted budgets, audits, previous MSRs, and information regarding Disadvantaged Unincorporated Communities (DUCs) completed by local agencies or LAFCO.
- Conduct the service review process in a collaborative fashion with opportunities for input and review by each of the agencies being reviewed.
- Create a product that will be beneficial to public agencies as a planning tool.
- Create a product that evaluates the current state of delivering services and presents recommendations, options, opportunities, comparisons to other areas, and industry best practices to be considered by agencies to enhance future service delivery.
- Provide comparisons to other areas, and industry best practices to be considered by agencies to enhance future service delivery.
- Coordinate ~~scope and deliverables~~information gathering and data evaluation with Brown and Caldwell on the Water Resources 2050 Study update to streamline data acquisition, analysis, and identification of organizational approaches to delivering cooperative or regional projects identified in the 2050 Study.
- Create a product that will allow practical direct comparison between agencies offering similar services.
- Have all published work products be readily accessible to, and easily understandable by, the general public.
- The consultant should be prepared to make presentations at approximately four public workshops as part of an extensive public outreach effort associated with the MSR.
- The consultant shall conduct stakeholder (public agency) meetings to inform affected agencies of progress, conduct reviews, receive comments, and make changes in an atmosphere of transparency.

The consultant is expected to use all available information relevant to the MSR including interviews, surveys, previous research, reports, engineering reports, adopted budgets, audit reports, state regulatory agency reports, general plans, previous MSR/SOI studies, authorities under the law, etc. Sufficient data and information should be collected to construct a clear, concise, and comprehensive report.

### **MSR Process & Deliverables**

---

Preparation of the MSR and SOI Update will include the following steps:

1. Data collection: including distribution of requests for information, as well as soliciting the ~~subject-affected local~~ agencies for additional information, interviews, research of existing information, and documents available to prepare the reports. Meetings and/or telephone interviews with staff representing all ~~subject local~~affected agencies are required.
2. Review, interpretation, and analysis of all the information collected, including engineering reports and financial data.
3. Produce an Administrative Draft MSR, including boundary maps of the affected agencies, appropriate findings, determinations, and recommendations for Napa LAFCO staff review (electronic Word version). A copy of all reference materials should also be provided. Incorporate LAFCO staff comments, edits, and corrections to the Administrative Draft MSR and submit a revised Administrative Draft MSR for distribution to the affected agencies for review and comment (electronic PDF and Word versions).
4. Produce a Draft MSR incorporating comments, edits, and corrections provided by the affected agencies. Submit the Draft MSR to Napa LAFCO for distribution to the Commission, affected agencies, and the public for review and comment (electronic PDF and Word versions). Attendance at the Commission meeting to present the Draft MSR for discussion is required.
5. Produce a Final MSR addressing comments from the Commission, Napa LAFCO staff, affected agencies, and the public. This includes findings, determinations, and recommendations (electronic PDF and Word versions). Attendance at the Commission meeting to present the Final MSR proposed for adoption is required.
6. Napa LAFCO will be responsible for determining the appropriate level of environmental review and preparing all CEQA documentation for the MSR. CEQA analysis should not be included in the proposal.

7. Following Commission approval of the MSR, provide Napa LAFCO with a final electronic version (both PDF and Word versions) for distribution.

Agency profiles should include the following information as a minimum:

- The total population and the total number of service connections currently receiving service, for each service by agency.
- All areas currently receiving water, recycled water, and/or wastewater service that are outside the existing agencies' boundaries.
- The existing and projected water, recycled water, and/or wastewater service demand for each agency for the next 5, 10, and 20 years.
- Current and projected water and wastewater treatment capacity.
- Current and projected recycled water capacity, level of treatment, and end use of recycled water.
- The existing and projected (5, 10, and 20 year) available water supply including sources. The analysis should include normal and dry year scenarios.
- Any formal Joint Powers Agreements (JPAs) related to the provision of water and/or wastewater services.
- Any Regional Water Quality Control Board or State Water Resources Control Board actions, treatment plant NPDES permit violations, or compliance orders.
- Other relevant programs or facilities managed in a cooperative effort with other agencies.
- Information on DUCs as required by Government Code Section 56430(a), paragraph (2) and (3).
- A listing of non-public agency service providers operating within the boundaries of the agency, as identified by LAFCO or the subject agency.
- Recent and planned major capital improvements, with a particular focus on core infrastructure related to supply, transmission, and treatment.
- Maps as required by ~~number item~~ 3 of the MSR Process. LAFCO staff is able to assist with preparation of maps.
- General financial information, including information on reserves, rates, capital spending, and debt, salaries, and benefits.
- A summary of information and services available on the agency's website.



## Other Important Water & Wastewater Service Considerations

In addition to those issues contained in the statute, the following is a working list of water and wastewater service issues and topics that have also been identified for discussion in the Countywide Water and Wastewater MSR:

- ~~Water~~ To the extent there is a relationship with municipal water service provision, issues such as groundwater supplies and pumping, groundwater recharge ~~and over drafting~~, water conservation, recycled water, flood control and stormwater runoff.
- Water quality concerns (e.g. septic system concerns, nitrates, etc.).
- Coordination or conflict with private water service providers.
- Identification of best practices in long-term water, recycled water, groundwater, storm water, and wastewater service planning.
- In regards to growth and population (demand) projections, there should be a general assessment of the level of coordination between water/wastewater agencies and underlying land use agencies (e.g. special district input on city/county general plans and large development proposals, city/county input on Urban Water Management Plans, etc.).
- The study should evaluate the creation of a ~~countywide~~ municipal utility district or districts that manages water, recycled water, ~~groundwater, storm water,~~ and wastewater for multiple jurisdictions ~~the entire county.~~
- General assessment of emergency preparedness.
- General assessment of ability to replace infrastructure as it ages (adequate rate structure/reserves).
- Water or wastewater service deficiencies and/or need for service outside of current jurisdictional boundaries and SOIs for purposes of California Government Code Section 56133.5 ~~(AB 402 Pilot Program).~~
- ~~Identification of areas outside of current service area and SOIs that need future water/wastewater/recycled water services.~~
- Identification and assessment of opportunities to enhance, modify, and improve how water and wastewater service is delivered in the following areas:
  - Water supply including local supplies, State Water Project (including the role of Flood Control District), groundwater to the extent it is relied upon for municipal water supply, recycled water, and other potential sources
  - Water and wastewater treatment
  - Water and wastewater interconnections among agencies
  - Service to Napa Airport Industrial Area (American Canyon, City of Napa and Napa Sanitation District)
  - City of Napa and Napa Sanitation District
  - City of Napa and Congress Valley Water District
  - Town of Yountville and State Veterans Home (Rector Reservoir and treatment plant)

- ~~o Formation of a municipal utility district that manages water, wastewater, recycled water, and groundwater service (or subset thereof) to either Napa Valley or Napa County as a whole.~~

Other agencies may also be included in the MSR to the extent necessary to establish relationships, quantify services and provide a comprehensive overview of services countywide. In addition to reviewing the public agencies, the scope of work may involve limited review of other public and private entities to the extent they relate to the overall provision of water, recycled water, ~~groundwater, storm water,~~ and/or wastewater services in Napa County.

In accordance with AB 54, LAFCO prepared a Profile Directory of Mutual Water Companies (MWCs) in Napa County in 2013 that includes maps of their service areas and additional information that may be used in the MSR.

### **Affected Agencies**

CONSULTANT shall be responsible for organizing and preparing the MSR in compliance with California Government Code Section 56430 for the following 14 local agencies in Napa County. The MSR should only review water, recycled water, ~~groundwater, storm water,~~ and wastewater services.

- City of American Canyon (water, recycled water, and wastewater)
- City of Calistoga (water, recycled water, and wastewater)
- City of Napa (water)
- City of St. Helena (water, recycled water, and wastewater)
- Town of Yountville (water, recycled water, and wastewater)
- Circle Oaks County Water District (water and wastewater)
- Congress Valley Water District (water)
- Lake Berryessa Resort Improvement District (water and wastewater)
- Los Carneros Water District (recycled water)
- Napa Berryessa Resort Improvement District (water and wastewater)
- Napa County Flood Control and Water Conservation District (water)
- Napa River Reclamation District No. 2109 (wastewater)
- Napa Sanitation District (recycled water and wastewater)
- Spanish Flat Water District (water and wastewater)