



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

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

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**Agenda Item 7a (Information)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** April 4, 2019

**SUBJECT:** Consultant Update on Countywide Water and Wastewater  
Municipal Service Review

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**BACKGROUND AND SUMMARY**

This report is for information only.

On November 15, 2018, the Commission entered into a contract with Policy Consulting Associates (PCA) for professional services to prepare the scheduled Countywide Water and Wastewater Municipal Service Review (MSR). The scope of work approved as part of the contract is included as Attachment One.

As part of this item, the Commission will receive a verbal update on the Countywide Water and Wastewater MSR from Ms. Jennifer Stephenson, representing PCA. The Commission is invited to discuss the update and provide feedback to staff and PCA.

Notably, PCA developed a project-specific website to provide opportunities for ongoing interaction with the subject agencies and members of the general public. The website is available online at <https://sites.google.com/pcateam.com/napamsr/home>. It is anticipated a comprehensive-format draft report will be presented for discussion on December 2, 2019, with a final report to follow on February 3, 2020.

**ATTACHMENT**

- 1) Scope of Work for Countywide Water and Wastewater MSR (Exhibit "A" to Contract with PCA)

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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

## EXHIBIT “A”

### Scope of Work

#### TASKS 1&2: DATA COLLECTION AND REVIEW

As previously noted, PCA will review related documents and send out a questionnaire to request additional documents and any other information typically not available in these documents and central data sources. After reviewing the responses and documents, we will contact the agencies by phone or in person to obtain clarification on various topics of concern. Data collection and evaluation will be coordinated with the consultant engaged in the preparation of the Napa Valley Water Resources Study.

We propose to conduct one public workshop at this stage of the process to provide the constituents information about the MSR process and purpose and seek input if appropriate. We also propose to hold a stakeholder meeting\* at the beginning of this stage to inform the agencies under review about the process and what to anticipate and to solicit issues of concern.

Alternatively, a social media site and other forms of internet engagement (e.g., announcements on agency websites, press releases, etc.) will be created if LAFCO agrees that these approaches will be a more effective public outreach tool compared to a public workshop.

**Deliverables and meetings: 1 public workshop\*, 1 stakeholder meeting\***

#### TASK 3: ADMINISTRATIVE DRAFT MSR

Following data analysis, PCA will have identified the key issues requiring focused attention during this MSR effort. This will enable the dedication of prioritized analytical time and detailed investigation on those issues of paramount concern.

Upon completion of data gathering, all the information will be reviewed and analyzed, and compiled together into an MSR. We propose that first agency chapters be sent to the respective agencies for review and input to ensure accuracy of the information. This collaborative approach with the participating agencies will also help reduce the number of potentially contentious comments and avoid surprises before the public review process commences. After ensuring accuracy and finalizing the overview chapter, the MSR will then be sent to LAFCO staff for review.

Each agency’s profile will contain a map and a detailed description of the service provider’s background, population, disadvantaged unincorporated communities, governance, accountability practices, management structure, planning efforts, and financial adequacy, as well as a comprehensive description of each service provided, including the total number of service connections for each service, out-of-boundary services, overlapping service providers, collaborative service agreements, infrastructure and related needs, existing and anticipated capacity of the facilities, supply and demand projections, and findings on the degree of service adequacy according to several indicators. Key findings will be summarized in determinations and recommendations.

In preparing the agency description, we propose to incorporate benchmarking against industry standards and a variety of meaningful indicators of infrastructure needs and service adequacy, including, but not limited to the State system evaluation, drinking water quality, supply management, distribution system integrity, ability to replace infrastructure as necessary, and emergency preparedness.

Following data analysis and profile drafting, the consulting team will have identified the key issues requiring focused attention during this MSR effort. This will enable the dedication of prioritized analytical time and detailed investigation on those issues of paramount concern. Drawing upon our experience reviewing water and wastewater services, we will analyze adequacy based on rich statistical resources and sensitivity to the unique conditions under which each service provider operates. In order for the Commissioners and other stakeholders to understand the variety of services, we propose to include a chapter in the report offering an overview of various water and wastewater service providers in the county, their relationships, and benchmarking and comparative analyses. Additionally, incorporated in the Overview chapter will be the description of ways to improve water and wastewater service provision and evaluation of various governance structure alternatives, which in addition to traditional reorganization types will evaluate the need for services outside of current jurisdictional boundaries and SOIs and a possibility of creation of one or more municipal utility districts that would manage water, recycled water and wastewater for multiple jurisdictions. Evaluation of governance structure alternatives will include a summary of advantages and disadvantages; financial analysis of options is not included in the Scope of Work.

At this stage of the process we propose to hold a second stakeholder meeting\* to inform the affected agencies of drafting progress and receive input.

**Deliverables and meetings: Administrative Draft PDF and Word versions. 1 stakeholder meeting\***

**TASK 4: PUBLIC REVIEW DRAFT MSR**

Based on LAFCO comments and edits received on the preliminary administrative draft MSR, PCA will make applicable changes to the document to ensure LAFCO satisfaction and submit the Draft MSR to Napa LAFCO for distribution to the Commission, affected agencies, and the public for review and comment. PCA and BA will present draft findings and recommendations from the MSR at the Commission meeting. Additionally, the consulting team will hold two public workshops\* at this stage of the process to explain the MSR findings and seek public input.

**Deliverables and meetings: Public Review Draft electronic PDF and Word versions. 2 public workshops\*, 1 Commission meeting**

**TASK 5: FINAL DRAFT MSR**

After the conclusion of the public review and comment period, PCA will address each comment received and make appropriate edits to the document satisfactory to LAFCO Staff and Commission. Changes to the document will be tracked and shown in the Final Draft versions of the MSR. The consulting team will present its final findings at the Commission meeting. We also propose to hold one public workshop\* at this stage of the process to conduct public outreach regarding public comments received and how they affected the final findings.

**Deliverables and meetings: Final Draft MSR electronic PDF and Word versions. 1 public workshop\*, 1 Commission meeting**

**TASK 6: REVISED DRAFT FINAL MSR REPORT**

Following the Commission adoption of the MSR, we will provide Napa LAFCO with the Final MSR report for distribution.

**Deliverables and meetings: Final MSR electronic PDF and Word versions.**

**\*Note: Stakeholder and public outreach will be conducted via a combination of face to face meetings, email, webinars, social media, teleconferences, press releases, town hall meetings and web-based town hall meetings, electronic polling, and other forms of personal, video, audio, and web-based forms of engagement.**