



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

Agenda Item 7a (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: October 1, 2018

SUBJECT: Authorize Commission Chair to Execute Consultant Contract for Countywide Water and Wastewater Municipal Service Review

RECOMMENDATION

It is recommended the Commission authorize the Executive Officer to negotiate a contract with Policy Consulting Associates and Berkson Associates to prepare the Countywide Water and Wastewater Municipal Service Review, and authorize the Chair to sign the contract.

BACKGROUND AND SUMMARY

The Commission's adopted strategic plan includes a Countywide Water and Wastewater Municipal Service Review (MSR) that will evaluate 14 local government agencies with a role in public water and/or wastewater service provision.

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, a Focus Group was formed to develop a request for proposals (RFP). Members of the 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 comment.

Margie Mohler, Chair
Councilmember, Town of Yountville

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

Gregory Rodeno, Commissioner
Representative of the General Public

Scott Sedgley, Commissioner
Councilmember, City of Napa

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

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

Brendon Freeman
Executive Officer

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

On June 4, 2018, the Commission considered a draft RFP seeking qualified consultants to prepare the MSR. The Commission directed staff to revise the RFP and circulate it after all subject agencies provide written consent. Staff was unable to secure written consent from all 14 subject agencies prior to the Commission's August 6, 2018, meeting.

On August 6, 2018, staff returned with a revised draft RFP and the Commission directed staff to make one final minor revision to the "About Napa County" section and then circulate the RFP to consultants.

The RFP was released on August 7, 2018 (Attachment One). The deadline for proposals was September 7, 2018. Staff received two proposals by the deadline. The proposals were submitted by the following consultant teams:

- 1) Policy Consulting Associates and Berkson Associates
- 2) QK and Economic and Planning Systems

The Focus Group interviewed both teams and assigned weighted scores according to qualifications, proposal quality, proposed schedule, experience and skill level of key personnel, interview quality, and reference check quality. The caliber and quality of each consultant was high, with both firms appearing to be capable, professional, and qualified to perform the scope of services needed by the Commission. The Focus Group ultimately selected Policy Consulting Associates and Berkson Associates based on their proposal being more responsive to the Commission's stated expectations, specifically as it relates to scheduling four public workshops. Additionally, Policy Consulting Associates and Berkson Associates proposed a more reasonable schedule.

As part of the proposal from Policy Consulting Associates and Berkson Associates is a proposed budget of \$149,875 for this project. The Commission has already allocated \$150,000 in the current fiscal year budget for the MSR. The proposed schedule includes an anticipated completion date of December 2019, which is consistent with the Commission's study schedule that is included as part of the adopted strategic plan.

Staff is working with Policy Consulting Associates and Berkson Associates as well as Commission Counsel to finalize a professional services agreement, using the Commission's standard professional services agreement. Staff anticipates that a final agreement will be complete and ready for signature by the Chair of the Commission later this month. Staff recommends the Commission authorize the Chair to sign the contract once it is complete, with the assistance of Counsel.

ATTACHMENT

- 1) Request for Proposals for Countywide Water and Wastewater Municipal Service Review

Local Agency Formation Commission of Napa County



Request for Proposals

Countywide Water and Wastewater
Municipal Service Review

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

Issued 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:

- 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 Napa Valley Water Resources Study (“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 August/September 2018. The Water Resources Study and the MSR will overlap in the areas of information gathering and data evaluation. While LAFCO will not be managing the Water Resources Study, the selected consultant for the MSR is expected to coordinate with Brown and Caldwell to avoid duplication of effort.

In addition to comprehensively reviewing public agencies, the scope of work also involves a brief review 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 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 Counties. Napa County is approximately 789 square miles in size. As of January 1, 2018, the population for Napa County is estimated at 141,294 (California Department of Finance).

Napa County, once the producer of many different crops, is known today for its wine industry. 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.

Expectations of the Consultant

The successful firm(s) will accomplish the following:

1. The MSR 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). Sufficient data and information shall be collected to construct an accurate, clear, concise, current, and comprehensive report.
2. The MSR shall reflect local Napa LAFCO policies. Specific information can be found on the Napa LAFCO website (www.napa.lafco.ca.gov/p_general_policies.aspx).
3. Development of the MSR shall involve regular and effective communication with affected agencies and Napa LAFCO staff.
4. Development of the MSR shall be conducted in a fair, accurate, and objective manner.
5. The MSR 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 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 Study with respect to information gathering and data evaluation.
8. The consultant shall be prepared to make presentations at approximately four public workshops as part of an extensive public outreach effort associated with the MSR.
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, 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 information gathering and data evaluation for the MSR and Water Resources Study.
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 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 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 or telephone at (707) 259-8645.

Proposals shall be submitted electronically to 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 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 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 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~~

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 public 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.

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 information gathering and data evaluation with Brown and Caldwell on the Water Resources 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 affected 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 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 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:

- To the extent there is a relationship with municipal water service provision, issues such as groundwater supplies and pumping, groundwater recharge, 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 municipal utility district or districts that manages water, recycled water, and wastewater for multiple jurisdictions.
- 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.
- 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)

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, 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)

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, and/or wastewater services in Napa County.