



PROPOSAL

Municipal Service Review

Russian River County Sanitation District

Sonoma LAFCO

May 20, 2022

E Mulberg & Associates

P.O. Box 582931

Elk Grove, CA, 95758

916.217.8393

E Mulberg & Associates

Local Agency Specialists

P.O. 582931

Elk Grove, CA 95758

www.emulberg.com

May 17, 2022

Mr. Mark Bramfitt, Executive Officer
Sonoma LAFCO
111 Santa Rosa Ave. Suite 240
Santa Rosa, CA 95404

Dear Mark,

I am pleased to submit this proposal for the Municipal Service Review for the Russian River County Sanitation District. As principal and sole proprietor, I take personal care to ensure a high level of customer service and satisfaction. My current and previous clients will attest to the fact that I will go the extra mile to provide satisfactory results.

With over 25 years of LAFCO experience, I have served in nearly every capacity with LAFCO as a Special District Commissioner to Sacramento LAFCO, as Executive Officer of Solano LAFCO, as staff for LAFCO of Monterey County, as a director of CALAFCo, and as a LAFCO consultant. As requested, I am submitting my recently completed MSR for the Town of Windsor as an example of my work. It will be attached in a separate email.

As principal of E Mulberg & Associates, I will be the lead and contact person for this project. I will also be the primary author of the document and have overall responsibility for completing the MSR.

At E Mulberg & Associates we are dedicated to completing the tasks outlined in this proposal in a timely manner and commit to enter into a binding contract. The cost proposal contained in the attached document is valid for 120 days. We have no conflicts or anticipated conflicts of interest with any local agencies in Sonoma County. Feel free to contact me at 916-217-8393 or at Elliot@emulberg.com.

Sincerely,



Elliot Mulberg, Principal

TABLE OF CONTENTS

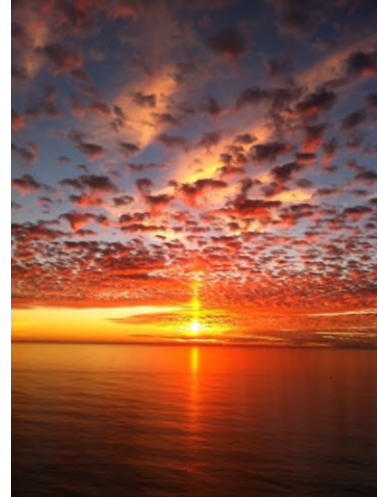
OVERVIEW, EXPERIENCE AND QUALIFICATIONS.....	1
OVERALL APPROACH AND UNDERSTANDING	3
Municipal Service Reviews	4
Sphere of Influence	5
Changes of Organization	7
Special Studies	8
California Environmental Quality Act (CEQA).....	8
KEY PROJECT PERSONNEL	10
SCOPE OF WORK	11
PROJECT SCHEDULE	16
PROJECT COSTS	17
REFERENCES FOR RECENT PROJECTS.....	18
RESUME	19

LIST OF TABLES

Table 1: Proposed Work Schedule	16
Table 2: Proposed Fee Schedule	17

Overview, Experience and Qualifications

E Mulberg & Associates was founded in 2011, possessing over 25 years' experience specializing in services to local agencies such as LAFCOs, special districts, and cities. Each client receives the personal touch to ensure a high level of service and customer satisfaction. That means taking the extra time to address each client's needs to deliver clear, concise, complete, and timely reports of the highest quality.



Our goal is to assist LAFCO clients in their role as a "watchdog" to "guard against the wasteful duplication of services" (*City of Ceres v. City of Modesto*). Studies for LAFCO clients provide a thorough analysis of service delivery that complies with Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), the California Environmental Quality Act (CEQA), and local policies.

Toward that goal, E Mulberg & Associates provides the following services for LAFCOs:

- **Municipal Service Reviews.** The municipal service review (MSR) provides information about the agency that is used to update or amend the sphere of influence or initiate a change of organization.
- **Sphere of Influence Updates.** The sphere as defined in Government Code Section 56076 as the "probable physical boundary and service area of a local agency or municipality." Generally, any extension of services outside the agency boundary must be within the sphere.
- **Changes of Organization.** A change of organization must be consistent with the sphere and can include an annexation, detachment, formation, dissolution, consolidation, incorporation of a city, or disincorporation.
- **Special Studies.** CKH allows LAFCOs to conduct special studies should the Commission choose to initiate a change of organization such as a consolidation of a district, dissolution of a district, a merger, establishment of a subsidiary district, formation of a new district, or any combination of the above as a reorganization.

- **CEQA Analysis.** LAFCO is subject to CEQA. LAFCO often serves as the responsible agency, but it is the lead agency for sphere of influence updates and often for incorporations.
- **LAFCO Staff Support.** Providing services of LAFCO staff such as processing applications for sphere updates and changes of organization, or developing LAFCO policies, assisting with the budget preparation, and assisting with an update of the fee schedule.

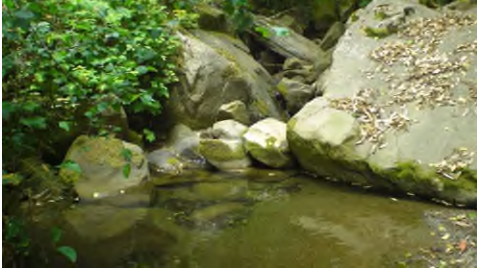
In the past five years, we have completed municipal services reviews for special districts and full-service cities that provide a wide range of services. These services include water, wastewater, solid waste, law enforcement, fire, parks, stormwater, street maintenance, mass transit, library, electric utility, flood control, airports, mosquito abatement and vector control.

At E Mulberg & Associates, we realize the importance of completing projects on time and within budget. Timeliness is important, particularly with the regulatory requirements of CEQA and CKH. We have proven we can work within the budget to produce a document that complies with CKH specifications and local policies, by meticulously tracking time spent on each phase to be sure there is sufficient funding to complete the project. Each of the municipal service reviews we started was completed within budget.

Accuracy and quality are top priorities since the MSR is the source of information about the agency and it is used in the sphere of influence update and/or change of organization. One way we ensure accuracy is to circulate the Administrative Draft to each agency to be sure the data is correct and as current as possible. To ensure quality, each of our documents is reviewed and sent to a professional editor for formatting, spell checking, grammar checking, and punctuation. We also have a GIS mapping specialist available to produce exhibits that are accurate, clear, and precise.

In addition to accuracy and quality, customer service is a cornerstone of our relationship with our clients. It means adhering to deadlines, whether related to scheduling or statutory requirements, and delivering a report when promised. Customer service also means prompt responses to voicemail and email. It means maintaining good communication with our clients, which includes advising them of progress and any roadblocks that need attention.

Overall Approach and Understanding



The Local Agency Formation Commission (LAFCO) was formed in 1963 to address the problems caused by explosive growth in the post-World War II era. To accommodate growth, the legislature had created many new local government agencies with irregular boundaries and overlapping jurisdictions. Also of concern was the rapid conversion of prime agricultural lands to urban uses. In 1959, Governor Edmund G. Brown, Sr. appointed the Commission on Metropolitan Area Problems to study and make recommendations on “misuse of land resources” and the complexity of local government jurisdictions. Recommendations from the Commission resulted in the formation of a Local Agency Formation Commission for each county in 1963.

In 1965, the LAFCO legislation became the Knox-Nesbit Act; that year also saw passage of the District Reorganization Act (DRA), which gave LAFCO jurisdiction over special districts. The Municipal Organization Act (MORGA), adopted in 1977, consolidated procedures for changes of organization such as annexation, detachment, incorporation, and consolidation into one act. In 1985, Cortese-Knox combined Knox-Nesbit, DRA, and MORGA into one unified code. The last major revision occurred in 2000 and is known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). It clarified LAFCO’s purposes as:

- Discouraging urban sprawl
- Preservation of prime agricultural lands and open space
- Assuring efficient local government services
- Encouraging orderly growth and development of local agencies

CKH added the municipal service review (MSR) to the sphere of influence, and the ability to change the organization of cities and special districts as tools to achieve those goals. In addition, CKH required that LAFCO adopt written policies and procedures.

Municipal Service Reviews

The MSR is essentially the foundation of actions taken by LAFCO. The MSR must support the sphere of influence by providing the information the Commission needs to make the required sphere determinations. The MSR discusses and evaluates seven factors:

1. ***Growth and population projections:*** This section relates to LAFCO’s mandate of discouraging urban sprawl by providing information on the population projections for the affected area.
2. ***The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence:*** This section was added by Senate Bill (SB) 244, which became effective in January 2012. A disadvantaged community is defined as one with a median household income of 80 percent or less of the statewide median income.
3. ***Present and planned capacity of public facilities:*** This section relates to LAFCO’s charge to assure efficient provision of government services. The discussion covers the status of current and projected facilities and the adequacy of public services, including infrastructure needs and deficiencies.
4. ***Financial ability of agencies to provide services:*** A key to providing effective and efficient services is adequate financing. This section reviews budgets, sources of revenue, and financial reports.
5. ***Status of and opportunities for shared facilities:*** The opportunity for shared facilities with other agencies relates to LAFCO’s charge of assuring efficient services. Avoiding duplicate facilities of another agency will reduce costs and promote more efficient operation.
6. ***Governmental structure, accountability for community service needs, and operational efficiencies:*** An analysis of government structure and accountability examines the makeup of the agency’s legislative body, administrative structure, accountability for community service needs, and public participation.
7. ***Matters related to effective or efficient service delivery required by policy:*** Local LAFCO policies may have an effect on service delivery. This section includes a discussion of any local policies that influence the ability of the agency to provide efficient services.

Cities or towns and special districts are required by Government Code Section 56430(c) to have conducted “a service review before, or in conjunction with, but no later than the time it

is considering an action to establish a sphere of influence or to update a sphere of influence.”
Sample municipal service review projects include:

- **The Town of Windsor and Subsidiary Water District.** E Mulberg & Associates recently completed a service review for the Town of Windsor and the Windsor Water District, a subsidiary district. The MSR reviewed the services of both agencies to determine if the subsidiary district should be dissolved. The review also evaluated the SOI to determine if it should be expanded to include the area within the newly modified urban growth boundary and all the territory served by the water agency.
- **Riverside LAFCO Countywide Municipal Service Reviews Water and Wastewater Providers.** E Mulberg & Associates was part of the team to complete the MSR update for water and wastewater service providers. E Mulberg & Associates completed the MSR for two cities and nine districts in the Mountain Pass area around Banning and Beaumont.
- **City of Ukiah, Mendocino LAFCO.** The City of Ukiah is a full-service city which provides eleven essential services including an airport, an electric utility, fire, water, wastewater, and parks and recreation. Water supply sources are ground water, surface water, and project water from Lake Mendocino.
- **City of Roseville, Placer LAFCO.** Roseville offers residents 11 municipal services. The MSR evaluated water, wastewater, solid waste, stormwater, law enforcement, fire protection, street maintenance, transit, library, and electric utility services.

Sphere of Influence

CKH requires LAFCO to adopt a sphere of influence and map for each city and each special district in the County. The sphere influence is defined by CKH in Government Code Section 56076 as “a plan for the probable physical boundary and service area of a local agency or municipality as determined by the Commission.”

The LAFCO Commission must make determinations with respect to the following factors when establishing or reviewing a sphere of influence:

- **Present and planned land uses in the area, including agricultural and open space lands** – This consists of a review of current and planned land uses based on planning documents to include agricultural use and open space.

- **Present and probable need for public facilities and services** - This includes a review of the services available in the area and the need for additional services.
- **Present capacity of public facilities and adequacy of public services provided by the agency** - This section includes an analysis of the capacity of public facilities and the adequacy of public services that the city / district provides or is authorized to provide.
- **Social or economic communities of interest** - This section discusses the existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the city / district. These are areas that may be affected by services provided by the city / district or may be receiving services in the future.
- **Present and probable need for services to disadvantaged communities** - Beginning July 1, 2012 the commission must also consider services to disadvantaged communities which are defined as populated areas within the SOI whose median household income is less than or equal to 80 percent of the statewide median income.

A sphere of influence may be amended or updated. An amendment is a relatively limited change to the sphere or map to accommodate a specific project. Amendments can add or remove territory, address a change in provision of services by an agency, or revise a plan for services when it becomes impractical.

An update is a comprehensive review of the sphere that includes the map and relevant portions of one or more MSRs. The review allows for the identification of areas that are likely to receive services and to exclude those territories that are not or will not be served from the sphere of influence. CKH requires updates at least every five years or as needed. Sample sphere of influence update projects include:

- **Town of Truckee, Nevada LAFCo.** The update took into consideration the Town's 2025 General Plan with a proposed sphere of influence to accommodate anticipated growth and the need for additional housing.
- **Truckee Sanitary District (TSD), Nevada LAFCo.** As a subcontractor to Michael Brandman Associates, E Mulberg & Associates completed a Sphere of Influence Plan for the TSD, which provides wastewater collection services to eastern Nevada County.
- **Truckee Donner Public Utilities District (TDPUD), Nevada LAFCo.** As a subcontractor to Michael Brandman Associates, E Mulberg & Associates

completed a Sphere of Influence Plan for the TDPUD, which provides water and electric utility services to eastern Nevada County.

Changes of Organization

Changes of organization are defined in CKH as an annexation, a consolidation, a formation of a special district, an incorporation of a city, a detachment of territory from a city or special district, a dissolution of a special district, or a disincorporation of a city. The most common change of organization is an annexation. Any territory that is to be annexed must be within the sphere of influence, which in turn must have been evaluated in a municipal service review.

Under certain circumstances, an agency will request LAFCO's approval to provide services outside its boundaries through an out-of-area service agreement. The Commission may authorize approval if the area is within the sphere of influence and annexation is anticipated, or if there is an existing or impending threat to health and safety of residents of the affected area. Sample Change of Organization projects include:

- **Vanden Meadows Reorganization to the City of Vacaville.** The proposal included annexation of approximately 274 acres and the concurrent annexation of the proposal area to Vacaville-Elmira Cemetery District; detachment from the Vacaville Fire Protection District; and detachment from the County Service Area 1 for lighting. The purpose of the proposal was to implement the Vanden Meadows Specific Plan which would result in the development of approximately 790 single family homes, a 28 acre school site, and a 7.5 acre park.
- **Aromas Water District Annexation.** The Aromas Water District is a multi-county special district whose boundaries include territory in both San Benito and Monterey counties. The greater assessed value is in San Benito County, making San Benito the principal LAFCO. The district applied to annex all of the territory in the sphere of influence within Monterey County. The San Benito LAFCO passed a resolution allowing LAFCO of Monterey County to process the annexation. With the addition of the Monterey County territory, it is possible Monterey would become the principal county with the greater assessed value.
- **Formation of the Castroville Community Services District.** As staff of LAFCO of Monterey County, Mr. Mulberg processed the application for the consolidation of the Castroville Water District and County Service Area 14 to form the Castroville Community Services District. The action involved

determining the appropriate services for the new district, establishing an appropriation limit, and determining a sphere of influence. Key issues addressed were the potential overlap of park and recreation services with the North County Recreation and Park District, and the district boundary that extended into the agricultural protection zone of the Coastal Commission.

Special Studies

Special studies are required for LAFCO to initiate a change of organization or reorganization. These studies can include the MSR, sphere of influence update or in some cases a more focused study on a particular agency for a specific purpose. The following is an example of a special study E Mulberg & Associates co-authored to assess the possibility of dissolving a district.

- **Special Study: Mt. Diablo Health Care District Governance Options.** Teamed with Economic & Planning Systems, Inc. in assessing governance options for the Mt. Diablo Health Care District. The district, located in Contra Costa County, has been the subject of several grand jury reports that expressed concerns about the ability of the district to provide services within its boundaries that included the cities of Concord, Martinez, and parts of Pleasant Hill and Lafayette. The study, completed for Contra Costa LAFCO evaluated several governance options including maintaining the district as is, consolidation with the neighboring health care district, dissolution, or dissolution with the successor agency continuing to provide service.

California Environmental Quality Act (CEQA)



Actions taken by LAFCO require review under CEQA. Municipal service reviews are exempt under Class 6, since the MSR is a data collection study. In many cases, LAFCO is the responsible agency, but when LAFCO initiates the project, it is the lead agency. For example, LAFCO is often the lead agency for the adoption of a sphere of influence or an update to a sphere of influence. If the Commission finds that the update results in no

changes in regulation, no changes in land use, or that no development will occur as a result of adopting the sphere, then the update would qualify for the common sense exemption under CEQA. Alternatively, the sphere update may require an initial study for a negative declaration, a mitigated negative declaration, or a full environmental impact report (EIR).

Sample CEQA projects in which Mr. Mulberg was directly involved include:

- **Incorporation of the Proposed City of Arden Arcade EIR, Sacramento LAFCO.** Completed the Public Services and Utilities section of the EIR for the proposed City of Arden Arcade.
- **Initial Study and Negative Declaration Town of Truckee Sphere of Influence Plan, Nevada LAFCO.** As part of the Sphere Plan update and analysis, completed an initial study for the proposed sphere of influence. Having found no significant impacts, concluded that a Negative Declaration was appropriate.
- **Truckee Donner Public Utility District Climate Change Impact Assessment.** The Truckee Donner Public Utility District provides water and electricity to the Truckee area. This document assesses the impact on climate change of providing water and electricity services to their proposed sphere of influence.
- **Coachella Music Festival Environmental Impact Report.** Completed the Air Quality and Greenhouse Gas sections of the Environmental Impact Report for the expansion of the Coachella Music Festival to include two additional festivals with over 100,000 attendees primarily from Southern California and throughout the United States. Key concerns were fugitive dust emissions from the parking and camping areas as well as emissions from over 70 diesel generators which power the festival.

Key Project Personnel

The analysis will be completed by Elliot Mulberg of E Mulberg & Associates. Mr. Mulberg has over 25 years of LAFCO experience as a LAFCO commissioner, LAFCO Executive Officer, LAFCO staff, and LAFCO consultant. Mr. Mulberg has completed nearly 100 Municipal Service Reviews that include full-service cities, water districts, sewer districts, irrigation districts, reclamation districts and fire districts. He has served as a director of the Cosumnes Community Services District, which provides parks, recreation, fire and emergency medical services to the Cities of Elk Grove and Galt. He now serves as a director of the Florin Resource Conservation District which also provides potable water to 12,000 residents of the City of Elk Grove. Mr. Mulberg will be the author of the documents and have overall responsibility for completing the project. The work of E Mulberg & Associates is supported by a professional editor and a GIS technician.

Scope of Work

The Sonoma County Water Agency has responsibility for managing the county sanitation zones and districts, which provide wastewater treatment, reclamation, and disposal for approximately 22,000 residences and businesses in Sonoma County. One of the agencies under the Sonoma County Water Agency purview is The Russian River County Sanitation District (RRCSD). The District was formed in 1983. The RRCSD service area covers approximately 2,700 acres in and around the Guerneville community including the unincorporated areas of Rio Nido, Guerneville Park, and Vacation Beach. The District serves some 3,300 parcels and approximately 3,200 equivalent single-family dwellings. The RRCSD operates its own treatment plant under a permit from the North Coast Regional Water Quality Control Board. The treatment plant has a design capacity of 710,000 gallons per day and treats wastewater to tertiary levels. Treated water from RRCSD can be used for irrigation.

TASK 1: PROJECT INITIATION

1. Project initiation will be completed with a review of the schedule, the format for the reports, and a review of the questionnaire. As part of this task E Mulberg & Associates will meet directly or virtually with District staff and LAFCO staff to complete the questionnaire needed for the MSR, review the schedule, and the format of the MSR. As part of this process, for greater efficiency, the consultant will transmit the questionnaire and a list of documents prior to our meeting.



Meetings: Initiation activities will include a meeting with LAFCO staff and District staff.

TASK 2: DATA COLLECTION AND REVIEW

1. Collect and review the adopted MSRs and sphere of influence (SOI) documents for the Russian River County Sanitation District. Additional sources may also include the County General Plan, strategic or master plans, capital improvement plans, agency budgets, financial audits, organizational charts, the wastewater management plan should one exist, the RRCSD hazard mitigation plan, recent environmental documents, State Controller's reports, Department of Finance demographic projections, 2020 Census, and other relevant documents.

2. Communicate with the District and other agencies to ensure all necessary data has been made available for analysis. This includes interviews with key staff, or emails or telephone conversations with key personnel. The consultant may request LAFCO staff assistance with contact information for the District or other assistance as needed in accessing data.
3. Analyze data and prepare preliminary findings. Consultant will analyze the data in the context of the seven factors of the MSR and make a preliminary assessment of determinations that the Commission may adopt.
4. Analyze options for the sphere of influence for the Russian River County Sanitation District. The consultant may request a map showing the parcels the District is considering in its sphere amendment and potential annexation.

TASK 3: ADMINISTRATIVE DRAFT

1. Prepare a Draft MSR for the Russian River County Sanitation District, which will include determinations with respect to the seven areas outlined in Government Code Section 56430 (MSR) and the five areas identified in Government Code Section 56425 (SOI). The Draft will contain the following chapters and sections:
 - **Introduction** - Describes the role and responsibility of LAFCO, the purpose and use of the municipal service review, the sphere of influence, and the application of the California Environmental Quality Act. This section will also identify the functions and classes of services provided by the District. The capacity section of the MSR will also discuss the functions and classes of service.
 - **Executive Summary** - Summarizes the findings for the seven areas required to complete a municipal service review, identifies issues, and includes recommendations for amendments or updates to the sphere of influence and changes of organization.
 - **Agency Profile** - This section will provide background information on the formation, enabling legislation, services provided and general information about the Russian River County Sanitation District. This section will also include a map of the agency's boundaries and current sphere of influence.
 - **Growth and Population Projections** - This section will discuss trends in growth and population for the District. E Mulberg & Associates will review population projections for a minimum of five years to comply with the update requirements for municipal service reviews. The section will also look at potential demand based on

- population projections through 10 years and the next 15 years should there be any plans for further development.
- **The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence** - This section was added by Senate Bill (SB) 244 which became effective in January 2012. A disadvantaged community is defined as one with a median household income of 80% or less of the statewide median income.
 - **Present and Planned Capacity of Public Facilities** – This section will review the facilities and capacity of the District to provide services directly, by contract, participation in JPA’s, or agreements with other agencies. This section will review the wastewater management plan to identify infrastructure needs, the extent to which infrastructure is sufficient for existing customers, and the extent to which infrastructure is sufficient to meet projected growth needs. This section will also review the District’s capital improvement plan. It will consider capital improvement needs and projected costs. In addition, this section will review any regulatory or judicial orders that would limit service to new customers or require improvement of existing facilities.
 - **Financial Ability to Provide Services** - This section will review the budgets and audits of the District. The review will address the conclusion of the audits and discuss internal auditing procedures; identify sources of revenues, expenses, and capital improvement plans; identify financing constraints and opportunities; discuss other post-employment benefits (OPEB) estimates for the District; and review the rate and fee structure including comparing rates to neighboring districts and identifying opportunities for rate restructuring.
 - **Status and Opportunity for Shared Facilities** - This section will discuss how the District works cooperatively with other local agencies, participation in joint powers authorities and discuss efforts to contract for services with other agencies and results of those efforts. This section will also review the RRCSD’s efforts to share costs for services, such as water quality, testing, treatment plant management, and other relevant services. In addition, the consultant will identify management efficiencies, staffing, and include an organizational chart if appropriate.
 - **Government Structure and Accountability** - The Sonoma County Water Agency’s Board of Directors acts as the RRCSD board of directors. This section will briefly describe the Sonoma County Water Agency’s board, their responsibilities, and their

- meeting schedule. It will also discuss adherence to the Brown Act, outreach efforts to residents, and how citizens participate in the governing process. A portion of this section will identify key issues and the potential for an update of the sphere of influence, as well as potential changes of organization and the advantages and disadvantages of a reorganization of service providers if appropriate.
- **Other Matters Related to Efficient Service Delivery** - This section will discuss how Sonoma LAFCO policies may affect service delivery.
 - **Summary of Determinations** - This section will list the determinations for each of the MSR and SOI areas identified in the statute.
 - **Sphere of Influence Update** - This section will review potential sphere of influence update. Since the District has requested an amendment to its sphere to include 13 additional parcels on the north side of the Russian River, this section will evaluate the proposed amendment with respect to the five required determinations. The analysis will make a recommendation to support or reject the proposed amendment. As part of the analysis the consultant will review any land use regulations that would preclude addition of wastewater services to that area.
 - **Recommendations** - This section will identify issues encountered during the service review process. It will also contain recommendations based on the analysis in the previous sections for changes to the sphere of influence or changes of organization such as dissolution, detachments, consolidations, or annexations.
 - **Acronyms and Abbreviations** - This section lists and defines the acronyms and abbreviations used in the review.
 - **References** - This part will include a bibliography of sources used to complete the report.
2. Consultant will also review the administrative draft with the Sonoma LAFCO staff.

Deliverables: Consultant will deliver the Administrative Draft MSR in PDF and MS Word format to LAFCO.

TASK 4: Public Review Draft MSR

1. Consultant will incorporate comments received from LAFCO staff into a Public Review Draft MSR. It is anticipated the Public Review Draft will be circulated to affected agencies and for public comment.

2. Consultant will make a presentation of the Public Review Draft MSR to the full Sonoma LAFCO Commission to solicit their comments for inclusion in the Final MSR. Often this is the start of the public comment period which is typically 30 days.
3. Consultant will consider any comments received from the public at the public hearing or during the comment period for inclusion in the Final Draft MSR.

Meetings: Consultant will make a presentation to the LAFCO Commission.

TASK 5: FINAL MSR/REPORT

1. Comments received will be attached in an appendix along with responses to comments as appropriate.
2. Submit the Final Draft MSR to LAFCO. The Final Draft will be completed and submitted in time to meet LAFCO noticing requirements.
3. Present final MSR report to LAFCO at a public meeting for approval by the Commission.

Deliverables: Consultant will deliver to LAFCO the final MSR in PDF and MS Word format.

Meetings: Consultant will make a presentation to LAFCO Commission if necessary.

Project Schedule

The proposed schedule is shown in Table 1. As indicated in the RFP the schedule will be negotiated to ensure adequate review time yet timely completion of the MSR.

TABLE 1: PROPOSED WORK SCHEDULE

TASK	DESCRIPTION	COMPLETION DATE
1	Project Initiation	6/10/2022
2	Data Collection	6/17/2022
3	Administrative Draft	6/30/2022
4	Public Review Draft MSR	7/8/2022
	Presentation of MSR to Commission	August 3, 2022
5	Final MSR to Staff	8/12/2022
	Presentation of Final MSR to Commission	September 2022 Meeting

Project Costs

Elliot Mulberg will have primary responsibility for completing the MSR. We are proposing 125 hours to complete the MSR.

TABLE 2: PROPOSED FEE SCHEDULE

Task	Sub Task	Cost (\$)
1	Project Initiation	1,000 ¹
2	Data Collection and Review	2,500
3	Administrative Draft MSR	6,000
4	Public Review Draft MSR	2,000 ²
5	Final MSR	1,000 ³
Total		\$12,500

¹ Includes meeting with District Staff and LAFCO staff

² Includes presentation to LAFCO Commission

³ Includes presentation to LAFCO Commission if necessary

Travel Expenses - we anticipate up to three trips

Costs are based on a rate of \$100 per hour for E Mulberg & Associates. The cost proposal includes the work of the GIS technician and a professional editor. There are no additional direct costs. There are no scheduling conflicts or any conflicts of interest with the special districts or cities in Sonoma County.

References for Recent Projects

The following is a list of references for a few of the clients of E Mulberg & Associates.

San Joaquin LAFCO
509 West Weber Ave. Suite 420
Stockton, CA 95203
(209) 468-3198
Contact: Jim Glaser, Executive Officer

Contra Costa LAFCO
40 Muir Rd 1st Fl
Martinez CA 94553
(925) 335-1094
Contact: Lou Ann Texeira, Executive Officer

Local Agency Formation Commission for the
County of Los Angeles
80 South Lake Ave. Suite 870
Pasadena, CA 91101
626-204-6500
Contact: Paul Novak, Executive Officer



Resumes

ELLIOT MULBERG

Elliot Mulberg, M.S. has over 20 years of experience with LAFCO a consultant to LAFCOs, as Executive Officer of Solano LAFCO, as staff for LAFCO of Monterey County, as a special district commissioner to Sacramento LAFCO, and as a director of CALAFCO. Elliot has completed MSRs for special districts and cities, sphere of influence updates, annexations, consolidations, formations, dissolutions and incorporations. Elliot qualified as special district representative to LAFCO and CALAFCO as a director of the Cosumnes Community Services District (CCSD)—provider of parks and fire services to the greater Elk Grove community. Elliot served on the CCSD Board from 1994 to 2006. He is serving his third term on the Board of Directors of the Florin Resource Conservation District which provides potable water to portions of the City of Elk Grove.

LAFCO PROJECTS

The City of Sonoma. E Mulberg & Associates recently completed the service review for the City of Sonoma. The city provides essential services through a unique combination of direct services or through contracts with other agencies and non-profit organizations. The City contracts with the Sonoma County Sheriff Department for law enforcement. The City is a member of the Sonoma Valley Fire and Rescue Authority, a JPA designed to provide fire and emergency medical services. The City maintains 79 acres of parks and contracts with non-profits to provide recreational services. The City does provide potable water to 4400 connections and maintains three cemeteries.

The Town of Windsor and Subsidiary Water District. E Mulberg & Associates recently completed a service review for the Town of Windsor and the Windsor Water District, a subsidiary district. The MSR reviewed the services of both agencies to determine if the subsidiary district should be dissolved. The review also evaluated the SOI to determine if it should be expanded to include the area within the newly modified urban growth boundary and all the territory served by the water agency.

MSR for City of Roseville. Prepared the MSR for the City of Roseville in Placer County. Roseville is a full-service city that provides water, wastewater, solid waste, law enforcement, fire, parks and recreation, stormwater, library, and public transit services. The City also operates an electric utility

Riverside LAFCO Countywide Municipal Service Reviews Water and Wastewater Providers. E Mulberg & Associates was part of the team to complete the MSR update for water and wastewater service providers. Completed the MSR for two cities and nine districts in the Mountain Pass area around Banning and Beaumont.

MSR City of Ukiah and Ukiah Valley Special Districts. E Mulberg & Associates has been retained to complete the municipal service review for the City of Ukiah, a full-service city. Services provided include water, wastewater, electric utility, solid waste disposal, stormwater drainage, law enforcement, fire and emergency medical services, parks and recreation, animal control, and the operation of an airport. Special districts services include fire, water, wastewater, and a flood control and water conservation improvement district. There is no adopted MSR for the City which is considering annexation of portions of its proposed

sphere of influence. Key concerns are water, wastewater, and fire services provided by special districts within the City limits.

Western Nevada County Treated and Raw Water Services Second Round Municipal Service Review. E Mulberg & Associates teamed with Project Resource Specialists as the lead to prepare the MSR for five water service providers in Nevada County including Nevada Irrigation District (NID), the City of Grass Valley, the City of Nevada City, San Juan Ridge County Water District and Washington County Water District. The MSR reviewed both large and small water agencies. NID provide potable water, irrigation water and raw water to large portions of Nevada, Placer Counties as well as portions Yuba County, while San Juan Ridge serves 24 irrigation customers.

MSR for City of Lincoln. Project manager for the preparation of the MSR for the City of Lincoln in Placer County. Lincoln is a full-service city that provides water, wastewater, solid waste, law enforcement, fire, parks and recreation, stormwater, library, and public transit services. The City also operates a municipal airport.

Town of Truckee Sphere of Influence Plans, Nevada LAFCo. Complete the Sphere of Influence Plan update for the Town of Truckee. The Town was incorporated in 1998 with a coterminous sphere of influence. The Town provides law enforcement, planning, and public works services. Having recently completed its 2025 General Plan, an updated sphere plan was developed to incorporate changes suggested in the new general plan. The report included an Initial Study and Negative Declaration to satisfy CEQA requirements.

Truckee Donner Public Utility District Sphere of Influence Plans, Nevada LAFCo. Completed the Sphere of Influence Plan update for the Truckee Donner Public Utility District, a multi-county special district. The District provides water and electricity to the Town of Truckee and portions of nearby Placer County.

Truckee Sanitary District Sphere of Influence Plans, Nevada LAFCo. Project manager to complete the Sphere of Influence Plan update for the Truckee Sanitary District, a multi-county special district. The District provides wastewater service to the Town of Truckee and portions of nearby Placer County.

MSR County Service Area 44 Fresno County – E Mulberg & Associates was retained to prepare an updated MSR for County Service Area 44. The CSA is essentially four separate districts that provide street lights, water, and wastewater services to three distinct communities in the vicinity of the community of Friant in northern Fresno County.

.MSR/SOI for Madison Community Services District. The Madison Community Services District provides water, wastewater, and parks and recreation services to the community of Madison in Yolo County. The project involved preparation of the MSR and an analysis to expand the sphere of influence. In anticipation of a larger sphere, the study also included an Initial Study and Mitigated Negative Declaration to comply with CEQA.

MSR Solano County Water, Irrigation, Reclamation, and Flood Management Agencies. Prepared the MSR for 26 water agencies in Solano County. The agencies included the Solano County Water Agency, an irrigation district, two water districts, and 22 reclamation districts.

Solano LAFCO Executive Officer - Solano LAFCO retained E Mulberg & Associates as Executive Officer for Solano LAFCO. Updated sphere of influence policies that hadn't been revised since 1973. Established a

format for MSRs, staff reports, and agenda items. Completed and out of area service agreement for City of Fairfield. Adopted a budget and work plan. Drafted an RFP to hire a consultant to update the MSR for the fire districts who were considering a consolidation.

Formation of the Castroville Community Services District. The applicant requested the consolidation of the Castroville Water District and County Service Area 14 to form the Castroville Community Services District. Processing the application involved determining the appropriate services for the new district, establishing an appropriation limit, and a sphere of influence. Key issues addressed were the potential overlap of park and recreation services with the North County Recreation and Park District, and the district boundary, which extended into the agricultural protection zone of the Coastal Commission.

Aromas Water District Annexation. The Aromas Water District is a multi-county special district whose boundaries include territory in both San Benito and Monterey counties. The greater assessed value is in San Benito County, making San Benito the principal LAFCo. The district applied to annex all of the territory in the sphere of influence within Monterey County. The San Benito LAFCO passed a resolution allowing LAFCO of Monterey County to process the annexation. The notice of the public hearing brought out several comments from residents who were concerned that they may be required to hook up to the municipal water system and abandon their private wells. With the addition of the Monterey County territory, it is possible Monterey would become the principal county with the greater assessed value.

CEQA PROJECTS

Arden Arcade Incorporation Environmental Impact Report. Analyzed environmental impacts for the Public Services and Utilities section of the Environmental Impact Report for the Proposed Incorporation of the City of Arden Arcade in Sacramento County.

Town of Truckee Sphere Plan Initial Study/Negative Declaration. Performed an Initial Study for the Town's sphere of influence. Included in the study was an analysis of the potential impacts on climate change to comply with the updated CEQA requirements in SB 97. The initial study concluded there were no impacts that required mitigation and a Negative Declaration was appropriate.

Truckee Donner Public Utility District Climate Change Impact Assessment. The Truckee Donner Public Utility District provides water and electricity to the Truckee area. Performed a greenhouse gas analysis for impacts of providing water and electricity to their proposed Sphere of Influence.

Coachella Music Festival Environmental Impact Report. Completed the Air Quality and Greenhouse Gas sections of the Environmental Impact Report for the expansion of the Coachella Music Festival to include two additional festivals with over 100,000 attendees primarily from Southern California and throughout the United States. Key concerns were fugitive dust emissions from the parking and camping areas as well as emissions from over 70 diesel generators which power the festival.

CEQA Consultant Incorporation of Olympic Valley. Reviewed and commented on CEQA documents associated with the Incorporation of Olympic Valley.

PROFESSIONAL AFFILIATIONS

American Planning Association
Association of Environmental Professionals

EDUCATION

University of California Los Angeles—Master of Science 1974
St. Louis University, St. Louis, MO—Bachelor of Science 1972