

SONOMA LOCAL AGENCY FORMATION COMMISSION

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Staff Report

Meeting Date: May 3, 2023

Agenda No. Item 5.1

Agenda Item Title: Contract for Municipal Service Review and Sphere of Influence Study – Valley of the Moon Water District

Environmental Determination: Exempt Pursuant to Section 15306 of the State CEQA Guidelines

Staff Contacts: Mark Bramfitt

Analysis

Background

A resident in Glen Ellen has sought municipal water service from Valley of the Moon Water District due to a failed well (the well produces water of poor quality and cannot be remediated except at great cost).

Under regular circumstances, Commission staff would administratively approve an Outside Service Authorization Agreement, allowing the District to serve the property, which is adjacent to the District but outside its Sphere of Influence. However, the District Board has determined that they will no longer support provision of services outside of the District boundaries, requiring applicants to seek annexation to the District.

The Commission considered and adopted a Municipal Service Review and Sphere of Influence Study in 2019, and did amend the sphere of influence, but not for the applicant's property. (No request was made to amend the sphere for this property.)

To facilitate eventual annexation of this property to the District, the Commission must conduct a Municipal Service Review and Sphere of Influence Study.

The Commission authorized staff to issue a Request for Proposals for consultant services to prepare the study. (Staff prepared the 2019 study.) Because this work is driven at the behest of the applicant, the applicant will pay for the consultant services, staff time, and for the eventual annexation application.

(The applicant may seek a waiver of some of the fees associated with this work, including the consultant services and staff time. That request, if forthcoming, will be the subject of a separate hearing.)

In February, staff initiated a Request for Proposals (RFP) for the project (Attachment 1).

Response to RFP

Staff received one proposal in response to the RFP, from E. Mulberg and Associates of Elk Grove, CA (Attachment 2).

The principal of E. Mulberg and Associates has extensive experience with LAFCO, with local government, including special districts, and with Municipal Service Reviews. The consultant has worked with Sonoma LAFCO on two recent Municipal Service Reviews, for the Timber Cove County Water District and for the Russian River County Sanitation District.

Cost

E. Mulberg and Associates' bid is for a no-to-exceed amount of \$11,800, which is about half of the cost for MSRs that the Commission has contracted out for recently.

Environmental Determination

The Municipal Service Review and Sphere of Influence Study of the Valley of the Moon Water District is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15306 (Information Collection). This section exempts projects which consists of basic data collection, research, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. In that the purpose of the MSR is to gather information without specific action taken by the Commission, the project is exempt from CEQA.

Recommendation

Staff requests that the Commission authorize the Executive Officer to initiate a contract with E. Mulberg and Associates., to conduct a Municipal Service Review and Sphere of Influence Study of the Valley of the Moon Water District for an amount not to exceed \$11,800, upon receipt of a fee deposit from the applicant in the same amount.

A draft resolution is attached for Consideration by the Commission (Attachment 3).

Attachments

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1. Request for Proposals
 2. Response to RFP from E. Mulberg and Associates
 3. Draft Resolution