



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafco
(559) 675-7821

* SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19*

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, there will be limited seating in the Meeting Chambers.

Madera County LAFCO invites the public to join the meeting from your computer, tablet, or smartphone at:

<https://global.gotomeeting.com/join/590811837>

You can also dial into the meeting using your phone:

United States: +1 (571) 317-3122

Access Code: 590-811-837

EMAIL COMMENTS

If you wish to address any item on the agenda, please submit comments to Dave Braun, LAFCO Executive Officer, by email at david.braun@maderacounty.com. Written comments will be accepted until the public hearing has concluded.

AGENDA

Madera County Government Center
Board of Supervisors' Chamber
200 West 4th Street, 1st Floor
Madera, CA 93637

LAFCO Meeting
Wednesday, February 24, 2021
11:00 A.M.

Chair
Chair Pro Tem

Tom Wheeler (County)
Robert Poythress (County)
Waseem Ahmed (City of Chowchilla)
Jose Rodriguez (City of Madera)
J. Carol Graham (Public At-Large)

Brett Frazier (County Alternate)
Steve Montes (City of Madera Alternate)
Ray Barragan (City of Chowchilla Alternate)
Laura Young (Public At-Large Alternate)

Dave Braun, Executive Officer

Doug Nelson, Legal Counsel

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **SELECTION OF CHAIR AND CHAIR PRO TEM**
4. **PUBLIC COMMENTS**

Any person wishing to address the Commission on a subject within the jurisdiction of Madera LAFCO, but not appearing on the agenda, may do so. Any person addressing the Commission under public comment will be limited to a three-minute presentation. Public comment may also be emailed to david.braun@maderacounty.com.

5. **CONSENT CALENDAR**

- A. Review Meeting Minutes of December 9, 2020

Recommendation: Approve

6. **PUBLIC HEARING**

- A. **Selection of Consultant for Preparation of Municipal Service Review (MSR) for Madera Cemetery District and Chowchilla Cemetery District**

On December 9, 2020, the Commission directed staff to send out a Request for Proposal to conduct a Municipal Service Review (MSR) for the Madera Cemetery District and Chowchilla Cemetery District.

Recommendation: Selection of Precision Civil Engineering for the preparation of the Municipal Service Review

7. **ACTION ITEMS**

8. COMMISSIONER REPORTS

9. EXECUTIVE OFFICER REPORT

10. ADJOURNMENT

(The next meeting of the Commission is scheduled for March 24, 2021, beginning at 11:00 a.m. in the Madera County Board of Supervisors' Chamber.)

The Political Reform Act prohibits a person appointed to the Local Agency Formation Commission from accepting gifts of more than \$390.00 within the preceding 12 months from parties, participants, or their agents while a proceeding is pending before LAFCO and for three months following the decision. LAFCO commissioners who receive such contributions are required to disqualify themselves from participating in the proceedings. Both commissioners and contributors who are parties to the proceeding are required to disclose the contributions received or made. Persons with disabilities may receive aid, modifications, or accommodations for participating in the proceeding of the Madera Local Agency Formation Commission by contacting the Madera LAFCO Clerk or the Executive Officer at (559) 675-7821. Please provide advance notification so that specific arrangements can be made.



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafco
(559) 675-7821

MEETING MINUTES

Madera County Government Center
Board of Supervisors' Chamber
205 West 4th Street
Madera, CA 93637

LAFCO Meeting
Wednesday, February 24, 2021
11:00 A.M.

1. CALL TO ORDER AND ROLL CALL

LAFCO Executive Officer David Braun called the meeting to order at 11:02 a.m. LAFCO Clerk Joann Zuniga conducted the meeting roll call.

Commissioners Present: Tom Wheeler, County Member
Waseem Ahmed, City Member (Chowchilla)
Robert Poythress, County Member
Jose Rodriguez, City Member (Madera)
Laura Young, Alternate Public Member At-Large

Commissioners Absent: None

Others Present: Dave Braun, Executive Officer
Doug Nelson, Legal Counsel
Joann Zuniga, Clerk

2. PLEDGE OF ALLEGIANCE

Recitation of the Pledge of Allegiance was led by Executive Officer David Braun.

3. SELECTION OF CHAIR AND CHAIR PRO TEM

Executive Director Dave Braun advised the Commission that it needed to select a Chair and Chair Pro Tem and reviewed the Policies, Guidelines, and Procedures that govern the selection process. Braun stated the selection should occur in January, or at the first meeting, in a given calendar year on a rotating basis. Based on this rotation (i.e., County, City, At Large, County, City), the selection of the 2021 Chair should be a County representative. Braun stated in this case, it would be either Tom Wheeler or Robert Poythress, both of whom

qualify for the position of Chair; and, further, the selection of Chair Pro Tem should be a City representative from either the City of Chowchilla (Waseem Ahmed) or City of Madera (Jose Rodriguez).

Commissioner Robert Poythress moved to select Commissioner Tom Wheeler as Chair and Commissioner Waseem Ahmed as Chair Pro Tem for the 2021 calendar year; Laura Young seconded the motion.

Vote: Yes - Poythress, Young, Wheeler, Ahmed
 No - None
 Absent - None
 Abstain - Rodriguez

The motion carried by a vote of 4–0 with one abstention. Tom Wheeler assumed the role of Chair and proceeded to chair the remainder of the meeting. Waseem Ahmed assumed the role of Chair Pro Tem.

4. PUBLIC COMMENTS

Chair Wheeler called for public comment. There were no comments from the public. Chair Wheeler closed the Public Comments period.

5. CONSENT CALENDAR

A. Minutes of the December 9, 2020, Meeting

Commissioner Ahmed moved to approve the December 9, 2020, meeting minutes, seconded by Commissioner Young; motion passed by a vote of 4 to 0, with Commissioner Rodriguez abstaining.

Vote: Yes - Ahmed, Young, Poythress, Wheeler
 No - None
 Absent - None
 Abstain - Rodriguez

The Consent Agenda was approved. The Meeting Minutes of December 9, 2020, were approved and filed as presented.

6. **PUBLIC HEARING**

A. **Selection of Consultant for Preparation of Municipal Service Review (MSR)
for Madera Cemetery District and Chowchilla Cemetery District**

**Recommendation: Selection of Precision Civil Engineering for the preparation
of the Municipal Service Review**

Staff Presentation

Executive Officer Dave Braun stated the Madera County LAFCO office received two responses to the Request for Proposal (RFP) for the preparation of a Municipal Service Review (MSR) for the Chowchilla Cemetery District and the Madera Cemetery District.

Dave Braun stated the engineering firms of QK and Precision Civil Engineering were the respondents. Braun stated both firms had capable staff to prepare the MSR; stated QK had greater experience preparing MSRs, whereas Precision Engineering was newer to the MSR process with some experience. Braun stated the cost proposal by QK Engineering to prepare the MSR was \$27,363; Precision Civil Engineering was \$11,700. Braun recommended the Commission select Precision Civil Engineering to prepare the MSR. Braun stated the cost proposal by QK Engineering would make it difficult to conduct a second MSR in 2021 within the LAFCO budget of \$40,000 for Municipal Service Reviews.

Commission Comments

Chair Wheeler stated he was familiar with QK Engineering and that QK had prepared MSRs for Madera County LAFCO in recent times; questioned QK's cost proposal to prepare the MSR since it was more than twice that of Precision Civil Engineering's quote. Chair Wheeler recommended Precision Civil Engineering be selected to prepare the MSR for the two cemetery districts because it was not a large, complex MSR, and the consulting fee was less than half that of QK Engineering.

Commissioner Rodriguez asked questions about Municipal Service Reviews. Dave Braun responded that State law requires periodic review of special districts and cities. Braun stated all special districts over the course of time would undergo review. Braun stated an MSR on the cemetery districts had not been prepared since 2008.

Chair Wheeler stated the Commission tried to accomplish MSR updates for special districts every five years. Commissioner Poythress stated it was a normal process to ensure proper management and oversight of a municipal service district and to create another layer of transparency. Commissioner Rodriguez asked did the cemetery districts receive funding from

the County. Chair Wheeler responded district funding came from those located within the district. Dave Braun stated the funding source was not a factor in determining if or when a MSR for a special district was prepared.

Public Comments

Chair Wheeler called for public comment. There were no comments from the public. Chair Wheeler closed the Public Comments period.

Commission Action

Commissioner Robert Poythress moved to select the firm of Precision Civil Engineering at an expenditure of \$11,700 to conduct the Municipal Service Review on the Chowchilla Cemetery District and the Madera Cemetery District; and further, to authorize Executive Officer Dave Braun to sign all necessary documents pertaining to this matter. Commissioner Laura Young seconded the motion.

Vote: Yes - Poythress, Young, Ahmed, Wheeler
 No - None
 Absent - None
 Abstain - Rodriguez

The motion passed by a vote of 4 to 0 with one abstention. The Commission directed the Executive Officer to contract with Precision Civil Engineering at a cost of \$11,700 to conduct the Municipal Service Review, and directed the Executive Officer to sign all necessary documents pertaining to this matter.

7. ACTION ITEMS

There were no action items.

8. COMMISSIONER REPORTS

Jose Rodriguez stated it was an honor to be a Commissioner representing the City of Madera and that the Commission made important decisions. Rodriguez stated he would be learning much from LAFCO meetings and looked forward to working with Dave Braun and fellow Commissioners.

Tom Wheeler thanked members of the Commission for voting him as Chair and that this was his second time; stated many matters go through LAFCO for consideration; asked Dave Braun to give Jose Rodriguez, the newest member on the Commission, information on LAFCO.

Chair Wheeler stated the need to get moving on the consolidation of Indian Lakes with Quartz Mountain Water District.

Chair Wheeler briefly discussed placing Laura Young on the Commission as its public member at-large in place of J. Carol Graham. Dave Braun responded that his office could not proceed without an official letter from J. Carol Graham.

9. EXECUTIVE OFFICER REPORTS

Executive Officer Braun stated the North Fork/Bass Lakes Municipal Service Review was still on hold. Braun stated he would plan to conduct a "LAFCO 101" overview at an upcoming meeting to benefit the Commission's newest members. At the March 24 meeting, Braun stated he would be presenting the proposed Fiscal Year 2021-2022 LAFCO budget.

10. ADJOURNMENT

Chair Wheeler adjourned the meeting to the next regularly scheduled meeting of March 24, 2021. The meeting adjourned at 11:40 a.m.

Submitted by:



LAFCO Executive Officer David E. Braun

Approval Date: _____ March 24, 2021 _____



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafco
(559) 675-7821

February 24, 2021

In the matter of the Local Agency Formation Commission selection of Chair and Chair Pro Tem for calendar year 2021, the Executive Officer advised the Commission of the Policies, Guidelines, and Procedures that govern the selection process. The Commission was advised that it should select a Chair and Chair Pro Tem at the first meeting in a given calendar year on a rotating basis. Based on this rotation (i.e., County, City, At Large, County, City), the selection of Chair should be a County representative. In this case, it would be either Tom Wheeler or Robert Poythress, both of whom qualify for the position of Chair. Further, the selection of Chair Pro Tem should be a City representative from either the City of Chowchilla or City of Madera, which would be either Waseem Ahmed or Jose Rodriguez.

Upon motion by Commissioner Robert Poythress, seconded by Commissioner Laura Young, it is ordered that the selection of the 2021 Commission Chair be Tom Wheeler and the selection of Chair Pro Tem be Waseem Ahmed.

I hereby certify that the above order was adopted by the following vote, to wit:

AYES: Commissioners Poythress, Young, Ahmed, Wheeler
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:

 2-24-2021
Joann Zuniga, Clerk to the Commission

Date: February 24, 2021



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafco
(559) 675-7821

Date: February 24, 2021 **ITEM #3**

To: LAFCO Commission

From: *DB*
Dave Braun, Executive Officer

Subject: Selection of Chair and Chair Pro Tem for 2021

SUMMARY

The Commission Policies, Guidelines and Procedures Manual states that the Commission shall select the Chair and Chair Pro Tem in January or the first meeting of the year on a rotating basis (i.e. County, City, At Large, County, City). Based on this rotation, the Chairman should be a County member and the Chairman Pro Tem should be a City member.

It is the intention of the Commission from year to year that the Chair Pro Tem of the previous year should be selected as Chair. However, the Chair pro Tem from last year (Commissioner Rodriguez) is no longer on the Commission. Therefore, a member of the Chair Pro Tem's same category (County) shall be selected. Section 1.23.1-c of the Policies, Guidelines and Procedures Manual states that a Chair must have served as a member of the Commission for 12 months prior to their appointment.

Based on the above, the Chairman should be Commissioner Wheeler and the Chairman Pro Tem should be either Commissioner Ahmed or Commissioner Rodriguez.

RECOMMENDATION

It is recommended that the Commission select the Chair and Chair Pro Tem in accordance with the Policies, Guidelines and Procedures Manual.

ATTACHMENT

EXHIBIT A Policies, Procedures and Guidelines Manual

EXHIBIT A

Policies, Procedures and Guidelines Manual

Section 1.23.1 of the Commission Policies, Guidelines and Procedures Manual states that on an annual basis the duly appointed members of the Commission shall select a Chair and a Chair Pro Tem in accordance with the guideline outlined below:

- a) The position of chair shall be appointed in January or the first meeting of each year on a rotating basis, e.g., County, City, At Large, County, City. It is the intention of the Commission from year to year that the Chair Pro Tem of the previous year should be selected as Chair. In the event that the Chair Pro Tem declines the selection or is unable to serve, a member of the Chair Pro Tem's same category, e.g. City or County, shall be selected in order to maintain the rotation schedule. In the event that special districts become members of LAFCO their representatives shall be inserted into the rotation.
- b) The position of Chair Pro Tem shall be appointed in January or the first meeting of each year on a rotating basis in accordance with a projection of the following year's appointment to Chair.
- c) A Chair must have served as a member of the Commission for 12 months prior to their appointment.
- d) Preference shall be given, when appointing the Chair Pro-tem, to a member of the respective category e.g. City or County, who has not previously served as Chair of the Commission. In the case where every member of a respective category, e.g. City or County, has previously served as Chair of this Commission, preference should be given to the member for whom the greatest amount of time has elapsed since their previous selection as Chair.

DB:cf



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 W. 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafco
(559) 675-7821

February 24, 2021

In the matter of the Local Agency Formation Commission selection of a consultant for the preparation of a Municipal Service Review (MSR) for the Chowchilla Cemetery District and the Madera Cemetery District, Executive Officer Dave Braun stated the Madera County LAFCO office received two Request for Proposals. Dave Braun stated the consulting firm of QK Engineering and Precision Civil Engineering were the respondents.

Dave Braun stated the cost proposal by QK Engineering to prepare the MSR was \$27,363; Precision Civil Engineering was \$11,700. Braun recommended the Commission select Precision Civil Engineering to prepare the MSR. Braun stated the cost proposal by QK Engineering would make it difficult to conduct a second MSR in 2021 within the LAFCO budget of \$40,000 for Municipal Service Reviews.

Upon motion of Commissioner Robert Poythress, seconded by Commissioner Laura Young, it is ordered that the Local Agency Formation Commission contract with Precision Civil Engineering at an expenditure of \$11,700 to prepare the Municipal Service Review of the Chowchilla Cemetery District and the Madera Cemetery District. Further, the Commission authorized the Executive Officer to sign all necessary documents pertaining to this matter.

I hereby certify that the above order was adopted by the following vote, to wit:

AYES: Commissioners Poythress, Young, Ahmed, Wheeler
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:


Joann Zuniga, Clerk to the Commission

DATE: February 24, 2021



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

200 West 4th Street, Suite 3100, Madera, CA 93637
www.maderacounty.com/government/madera-lafoo
(559) 675-7821

Date: February 24, 2021 ITEM #6

To: LAFCO Commission

From: *DB*
Dave Braun, Executive Officer

Subject: Selection of Consultant for Preparation of a Municipal Service Review (MSR) for the Chowchilla Cemetery District and Madera Cemetery District

RECOMMENDATION

It is recommended the Commission approve the proposed contract with Precision Civil Engineering to prepare the required MSR and that the Commission authorize the Executive Officer to sign all necessary documents.

PROPOSAL

On December 9, 2020, the Commission directed staff to send out the Request for Proposal to conduct a Municipal Service Review on the Chowchilla and Madera Cemetery Districts.

BACKGROUND

A copy of the circulated Request for Proposal is attached. Two responses were received (QK and Precision Civil Engineering) to prepare the MSR.

A review committee comprised of LAFCO staff and representatives from County Planning and County Engineering conducted a subjective review of both proposals. Both firms showed a good understanding of the task and general approach to completing the MSR. Both firms had qualified staff members with experience to conduct this MSR. QK's proposal displays a greater experience in the preparation of municipal service reviews.

There is a significant difference in the proposed cost to complete the MSR. LAFCO has budgeted \$40,000 in this year's budget for outside consultants to complete this MSR as well as a second MSR on the Madera County Mosquito and Vector Control District and the Chowchilla Memorial Healthcare District. QK's cost proposal for this MSR of \$27,363 would make it difficult to complete the second MSR within the LAFCO budget. Based on this factor, the Committee agreed that the Precision Civil Engineering bid was preferable.

Precision Engineering has proposed a budget of \$11,700 to complete the project. The Local Agency Formation Commission would fund the expenditure, which is within the amount allocated in the 2020-2021 Fiscal Year Budget for outside consultants.

ATTACHMENTS

1. Request for Proposal for a Municipal Service Review – Madera and Chowchilla Cemetery Districts.
2. Request for Proposal (QK, Precision Civil Engineering).
3. Draft Municipal Service Review Contract.



MADERA COUNTY LOCAL AGENCY FORMATION COMMISSION REQUEST FOR PROPOSAL

The Madera County Local Agency Formation Commission (LAFCO) is seeking qualified candidates to complete a Municipal Service Review and Sphere of Influence study for the Madera Cemetery District and the Chowchilla Cemetery District in Madera County.

Municipal Service Review Guidelines

The Cortese-Knox-Hertzberg act (California Government Code Section 56430) requires that LAFCO complete a municipal service review (MSR) to develop baseline information for updating spheres of influences (SOI). The MSR must be done prior to or in conjunction with the SOI update. The statute sets forth the form and content of the municipal service review, which must inform the Commission on the following seven issues:

1. Growth and population projections for the affected area
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies.
4. Financing ability of agencies to provide services
5. Status of, and opportunities for, shared facilities
6. Accountability for community service needs, including governmental structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

For a more complete explanation of the above listed determinations, the consultant is referred to the Final LAFCO Municipal Service Review Guidelines 2003, prepared by the Governor's Office of Planning and Research.

Note: several of the above elements overlap in terms of subject matter. The report may consolidate sections, but should provide a set of recommended determinations that indicate the required element to which they apply.

Sphere of Influence (SOI) Guidelines

In determining the sphere of influence (SOI) of each local agency, the SOI study should consider and prepare a written statement of determinations with respect to each of the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.

Madera LAFCO Request For Proposals – Municipal Service Review

3. The present capacity of public facilities and adequacy of public services that the agency provides.
4. The existence of any social or economic communities of interest in the area if they are relevant to the agency.

Agencies to be studied

The agencies listed below are to be specifically studied;

- ◆ Madera Cemetery District
- ◆ Chowchilla Cemetery District

Process

Preparation of the report will include the following steps:

1. Data collection, including but not limited to, interviews, surveys and research of existing information and documents
2. Interpretation and analysis
3. Produce administrative draft report of MSR and/or SOI with appropriate findings, determinations and recommendations for LAFCO staff review
4. Presentation of draft MSR/SOI to Madera County LAFCO for distribution to affected and interested agencies for comment
5. Review of comments by LAFCO Commission, LAFCO staff, affected/interested agencies and the public
6. Preparation of final draft addressing comments from LAFCO Commission, LAFCO staff, affected/interested agencies and the public, including findings, determinations and recommendations.
7. Presentation of final report to Commission at public hearing
8. Commission's adoption of final report and determinations

Madera LAFCO Request For Proposals – Municipal Service Review

Madera County LAFCO is committed to conducting municipal service reviews and sphere of influence studies in a fair, accurate and objective manner. The intent is to provide valuable and practical recommendations for improvements to service. Also, the Commission wishes to provide effective and meaningful opportunities for public participation in the review process.

Content of Report and Application Deadline

The successful firm or individuals are expected to provide a municipal service review that includes the following:

1. The standards, factors and criteria required by Madera County LAFCO policies and the Cortese-Knox-Hertzberg Act (Government Code 56000, et.al), including any guidelines provided by the Governor's Office of Planning and Research. As Part of these reviews, the consultant should also:
 - a) Provide flexible and creative alternatives for agencies in need of new service options
 - b) Provide logical and reasonable recommendations, yet be prepared to make innovative suggestions for solutions to service and policy issues
 - c) Prepare appropriate charts, graphs and maps for the specified study to provide clear and organized documentation for the MSR/SOI
 - d) Prepare findings, conclusions and actions to present to the Commission based on the research done in this study
2. The written report should recommend a sphere of influence boundary to the Commission
3. The report should explain and support any recommendations and findings
4. The consultant shall present a draft and final study to Madera County LAFCO, in a workshop or public hearing setting.
5. The final report should be provided in Microsoft Word format, complete with charts and graphics.
6. The application deadline is **February 5, 2021 at 5:00pm**. No faxes will be accepted.

Contents of Response

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

- 1) General statement by the firm or individual about the proposal including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required duties.
- 2) Specifically substantiated statement of the firm or individual's ability to stay within budget and meet deadlines
- 3) Identification and designation of the individuals who would be available to perform the work, including resumes documenting their experience and ability to perform that work. Include a contact person with telephone number
- 4) A list of the firm's rate structure for billing services
- 5) Cost proposal of estimated hours and costs by task and function with a Not-to Exceed Fee based upon the scope of work.
- 6) List of references
- 7) Sample of comparable study or report prepared by your firm

Evaluation Criteria

Madera County LAFCO staff will review the proposal and contact references. Phone or in person interviews may be conducted with representatives from the firms submitting the proposal by LAFCO staff and/or LAFCO Commission representatives.

MADERA LAFCO AGREEMENT NO. 2021-01
(Consulting Services; Municipal Service Review - Madera and
Chowchilla Cemetery Districts)

THIS AGREEMENT is made and entered into this 10th day of March, 2021, by and between the MADERA LOCAL AGENCY FORMATION COMMISSION (hereinafter "MADERA LAFCO"), acting by and through its Executive Officer and PRECISION CIVIL ENGINEERING, INC., a California Corporation ("CONSULTANT").

RECITALS

A. MADERA LAFCO requires that a Municipal Service Review be conducted for the Chowchilla Cemetery District and the Madera Cemetery District.

B. CONSULTANT is in the business of and experienced in providing consulting services, including the preparing and writing of Municipal Service Reviews.

C. MADERA LAFCO and CONSULTANT desire to enter into an agreement for consulting services to provide the Municipal Service Review for the Chowchilla Cemetery District and Madera Cemetery District.

AGREEMENT

1. **GENERAL TERMS AND CONDITIONS.** CONSULTANT shall provide consulting services as requested in MADERA LAFCO's Request for Proposal for Municipal Service Review for the Madera Cemetery District and Chowchilla Cemetery District, consisting of four (4) pages, and as set forth in CONSULTANT's Proposal dated February 2021, consisting of eleven (11) pages, copies of which are attached hereto as Exhibits "1," and "2," respectively, and incorporated herein by reference.

2. **TERM.** Services provided under this Agreement are to be completed by December 31, 2021. This agreement recognizes that the nature of the project and the consequent timing of the performance of CONSULTANT's services provided hereunder

are subject to variables beyond the control of CONSULTANT. Consequently, the project schedule depicted within Exhibit "2" may be modified by mutual written agreement between the parties at any time.

3. **COMPENSATION.** CONSULTANT may submit invoices once monthly for the full or partial completion of specified work performed during the preceding month. MADERA LAFCO shall have ten (10) calendar days after receipt to review the invoice and to notify CONSULTANT in writing of any discrepancies that MADERA LAFCO believes may exist in such invoice. If no such written notice is made to CONSULTANT, or if CONSULTANT resolves any discrepancies within twenty (20) calendar days of MADERA LAFCO's receipt of the invoice, MADERA LAFCO shall remit payment in the full amount of the original or subsequently amended invoice, within thirty (30) calendar days of receipt of the invoice. Upon satisfactory completion of all services to be provided by CONSULTANT under this Agreement, MADERA LAFCO shall remit all withheld sums together with any sums remaining unpaid from CONSULTANT's monthly invoicing. Total compensation for CONSULTANT's services under this Agreement shall not exceed the sum of Eleven Thousand Seven Hundred Dollars (\$11,700.00) without prior written agreement of the parties.

4. **EXTRA WORK.** No extra work shall be performed except pursuant to a written agreement signed by both parties hereto. No claim for monies in addition to the agreed compensation shall be valid unless the additional compensation is authorized by MADERA LAFCO in advance and in writing.

5. **ASSIGNMENT/SUBCONTRACTING.** Except as provided in Exhibit "2," hereto, CONSULTANT shall not assign or subcontract this Agreement or any part thereof

without the written consent of MADERA LAFCO. MADERA LAFCO may, at its option, decline with or without reason to consent to any such assignment/subcontract.

6. **COMPLIANCE WITH LAWS.** CONSULTANT shall comply with all applicable federal, state and local laws relating to its services under this Agreement.

7. **RECORDS.** CONSULTANT shall keep and maintain, for a period of two (2) years, such records as may reasonably be required by MADERA LAFCO.

8. **AMENDMENT.** This Agreement may not be amended without the express written consent of the parties.

9. **INDEMNIFICATION.** Neither MADERA LAFCO, nor any officer, director, employee, or agent thereof shall be responsible for any damage or liability occurring by reason of any negligent act, error or omission by CONSULTANT, nor by any person(s) or entity (ies) under CONSULTANT'S direction, in connection with any services rendered under this Agreement. In executing this Agreement, CONSULTANT agrees to indemnify, defend, and hold MADERA LAFCO harmless from any and all loss, injury, or liability arising in connection with the negligent acts, errors, or omissions of Consultant.

10. **INTEGRATED AGREEMENT.** This Agreement, including Exhibits "1" and "2," hereto form the entire agreement between the parties. No other agreements or assurances, whether or not reduced to writing, shall be considered a part of this Agreement.

11. **INDEPENDENT CONTRACTOR.** It is expressly understood and agreed by the parties, that CONSULTANT, including any and all of its officers, agents, and employees, is, at all times while engaged in carrying out and complying with any of the terms and conditions of this Agreement, an independent contractor and is not an officer, agent, employee, or associate, of MADERA LAFCO.

* * * * *

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

MADERA LAFCO

Dave Braun
Dave Braun, Executive Officer

PRECISION CIVIL ENGINEERING, INC.

Edward D. Dunkel Jr.
Edward D. Dunkel Jr, President

74-305-4917
Taxpayer Identification Number

Approved as to Legal Form:
MADERA LAFCO COUNSEL

By: Douglas W Nelson

ACCOUNT NUMBER(S)

77030-721489



QKinc.com | (559) 449-2400

A photograph of a multi-story brick building with a prominent cornice. The cornice features the numbers '6', '0', and '1' in white on a dark background. The building has large windows and balconies with metal railings. A street lamp is visible in the foreground.

MADERA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO)

PROPOSAL
Municipal Service Review and Sphere of Influence Study
for the Madera Cemetery District and the
Chowchilla Cemetery District in Madera County



601 Pollasky Avenue, Suite 301 | Clovis, CA 93612

February 8, 2021

Mr. Dave Braun
Executive Officer
Madera Local Agency Formation Commission
200 W. 4th Street, Suite 3100
Madera, CA 93637

Subject: Proposal to Prepare Municipal Service Review and Sphere of Influence Study for the Madera Cemetery District and the Chowchilla Cemetery District in Madera County

Mr. Braun:

Madera LAFCO's review of the Madera and Chowchilla Cemetery Districts area will establish a possible roadmap to achieve efficiencies through reviewing district operations, finances, and overall governance structures. Thank you for the opportunity to assist you with this important effort. QK is eager to continue helping Madera LAFCO achieve its legislative mandate to promote orderly development and efficient extension of municipal services to the residents of Eastern Madera County.

QK offers you extensive experience in working with many public agencies, our experience with Madera LAFCO, and specifically our experience in East Madera County with both the Oakhurst and Coarsegold Area Municipal Service Reviews. We have a deep understanding of the Cortese-Knox-Hertzberg District Reorganization Act of 2000, the State of California Governor's Office of Planning and Research's Municipal Service Review Guidelines, and Madera LAFCO's Policy and Procedures, all of which outline the requirements for preparation of an MSR/SOI study. Our enclosed proposal describes QK's expertise preparing MSRs and SOI studies, including oversight, review, and presentation of MSRs to LAFCO.

Our highly qualified Madera LAFCO team includes not only knowledgeable policy planners, but also staff that have been public servants for LAFCOs, cities, and counties, and who have significant knowledge and experience in municipal services. Our project team is acutely familiar with the political and regulatory landscape of Madera County, as well as the rules and policies of Madera LAFCO through preparation of prior MSRs.

Principal Planner Steve Brandt, AICP will serve as our Project Manager. He will be responsible for day-to-day management of the project. Associate Planners Trevor Stearns and Jessica Bispels will assist Mr. Brandt in the technical preparation of the required studies. Amber Aguayo, Vice President of Business and Operations, is our Management Contact, and is authorized to contractually obligate the firm.

Please contact Steve Brandt by phone (559.449.2400) or email (Steve.Brandt@qkinc.com) if you have any questions or require additional information.

With appreciation,

Steve Brandt, AICP
Principal Planner

Amber Aguayo
Vice President of
Business & Operations

Enclosure
P210045

| Proposal

MADERA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO)

Municipal Service Review and Sphere of Influence Study for the Madera Cemetery District and the Chowchilla Cemetery District in Madera County

Dave Braun, Executive Officer
Madera LAFCO
200 West 4th Street, Suite 3100
Madera, CA 93637



601 Pollasky Avenue, Suite 301
Clovis, CA 93612
(559) 449-2400

February 8, 2021

P210045

© Copyright by Quad Knopf, Inc.
Unauthorized use prohibited



Table of Contents

COVER LETTER

QK'S MSR EXPERTISE..... 1

- Project Understanding..... 1
- Familiarity with Cortese-Knox-Hertzberg Reorganization Act of 2000 and LAFCO Processes..... 2
- Ability to Perform Work, Stay within Budget, and Meet Deadlines 3

KEY TEAM MEMBERS 4

SCOPE OF WORK..... 6

- General Approach to Project..... 6
- Detailed Scope of Work 6

SCHEDULE 10

CHARGE RATE SCHEDULE 11

COST PROPOSAL 12

REFERENCES 13

SAMPLE REPORTS..... 14

- Additional Experience..... 14



QK's MSR Expertise

Project Understanding

Madera Local Agency Formation Commission (LAFCO) is tasked with updating MSRs and reviewing the Spheres of Influence (SOI) of local agencies within its jurisdiction. LAFCO is seeking the assistance of a consulting firm for the preparation of the MSRs and SOI reviews for the Madera and Chowchilla Cemetery Districts in accordance with the Cortese-Knox-Hertzberg Reorganization Act of 2000 (CKH), LAFCO Service Review Guidelines, and the Madera LAFCO's Policies and Guidelines. This service specific approach to the MSR and SOI Review would allow for a comprehensive analysis of how these agencies provide the services to its residents while reviewing its potential growth in accordance with state and local mandated requirements, discussed below. Lastly, QK would be acting solely as an extension of LAFCO staff and the Executive Officer and therefore would provide the third-party point of view that LAFCOs are mandated to offer as it relates to urban growth, municipal service delivery, and agricultural land/open space preservation issues.

Local service providers' operations are generally financed through property tax collection, special assessments or fees for services. The delivery of those municipal funded services by each agency is a prime issue that LAFCOs are tasked with evaluating. CKH envisions the MSR/SOI review process to aid in achieving LAFCO's mandate and responsibility to promote "logical and orderly development and coordination of local governmental agencies subject to the jurisdiction of the commission to advantageously provide for the present and future needs of the county and its communities."

MSRs that are prepared for LAFCO must contain an analysis of the identified service providers and a written statement of determinations with respect to each of the following areas of review:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

Following completion of the MSR, the information and analysis that has been generated will be used to conduct a review of the existing SOIs of each agency. The SOI Update report must then evaluate the suitability of the existing SOI of each service provider and include a written statement of determinations with respect to each of the following issues:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.



When conducting a comprehensive review of any service providing agency, information gathering, and data collection is crucial to adequately understand the operating state of a local service provider. It is also important to have knowledge of the prior reports or analysis conducted for each agency. Regarding Cemetery Districts, there was an MSR conducted by LAFCO in 2008. Therefore, the information that will be relied upon will include recently adopted fiscal year budgets, any master plan documents, and any other pertinent supplement reports related to the delivery of municipal services to community residents.

The goal of this MSR and SOI Review would be to provide a summary of any past findings but to conduct a new, independent review as it relates to the current state of their operations and service delivery to residents within special districts and the sphere of influence, in accordance with CKH and Madera LAFCO policies.

ANTICIPATED ISSUES

The Madera Cemetery District currently provides services to the largest portion of Madera County. The Madera Cemetery District informed LAFCO in late 2019 and early 2020 that a neighborhood located in the Country Club area north of the City of Madera routinely requests to have services provided through facilities operated by the Madera Cemetery District although the neighborhood is located within the service boundaries of the Chowchilla Cemetery District.

An amendment to the Sphere of Influence of both districts should be reviewed during the MSR/SOI Update to determine if the neighborhood would be better served through a "land swap". This issue would be the primary discussion item of the municipal service review document along with the financial solvency of both districts.

Familiarity with Cortese-Knox-Hertzberg Reorganization Act of 2000 and LAFCO Processes

MUNICIPAL SERVICE REVIEWS

State Law requires that one of the functions of LAFCO is to conduct sphere of influence updates (SOIs) for all agencies under its jurisdiction by January 1, 2008, and every five years after that. State Law also requires the completion of municipal service reviews (MSRs) before determining an agency's SOI. Consequently, all MSRs are precursors to SOI updates. This is logical because SOIs determine how fast and how much an agency may grow within a determinate time period. For the Commission to make that determination, it must first analyze how well that agency is currently providing services so that it can extrapolate where the agency will be in the future. The MSR is intended to be the tool to assist the Commission in that analysis. An MSR looks at how effectively the agency is currently providing services, and whether it is adequately planning for the future provision of services. More comprehensive than a management plan or an audit, the MSR is designed to examine all facets of the agency, from infrastructure needs and deficiencies to management practices and financing.

SPHERES OF INFLUENCE

The Commission utilizes the MSR data to evaluate proposals that may affect a City and/or how fast or how much that an agency may expand in the next 10 to 20 years. In other words, an SOI is a planning boundary outside an agency's service area. It designates the agency's probable future boundary and service area. Factors considered in an SOI update include current and future land use, the current and future need for service and any related "community of interest."

SOI time horizons vary: sometimes an SOI is set for 10 years, others are set for 20 years and others may not have a predetermined timeframe. Generally speaking, fast growing agencies or agencies with a significant service capacity, may have SOIs with multiple time horizons, whereas agencies with



a limited capacity to grow may only receive one SOI line. From a practical standpoint, there is no difference between a 10-year SOI and 20-year SOI, since both are the best estimate of the probable service area for an agency over time, depending upon the Commission's determination of an agency's service capacity as detailed in the MSR.

Ability to Perform Work, Stay Within Budget, and Meet Deadlines

QK's ability to successfully complete assignments and meet our clients' expectations is due to several important operating principles, which include assigning the right staff to the project, assigning an experienced and qualified project manager, and applying an internal quality assurance process. Following are the important processes and procedures that we use in the execution of each of our contracts:

- **Strong and Effective Project Management** – QK has experienced and dedicated project managers. The project manager reviews hours spent on the project at least once a week. Every project is discussed once a month by the project manager with QK's President and Chief Financial Officer.
- **Staying on Budget** – QK's project manager is responsible for reviewing project billings and ensuring compliance with the overall budget. QK's computerized project management system, Deltek Vision, is integrated with our accounting and invoicing system. This means that we can assign tasks and required time to complete them, and then track actual hours spent via individual's timesheets.
- **Established Quality Control Program** – Our company-wide Quality Control Program is a particular source of pride. It requires all deliverables (plans, documents, etc.) to be reviewed by a senior-level staff member before it leaves our hands. The Quality Control Program emphasizes technical accuracy, readability, and understandability. All deliverables, after being reviewed internally, will go to LAFCO staff for an administrative review before being released publicly.
- **Proactive Approach to Problems and Solutions** – We strongly believe in taking a proactive approach to problems and their solutions. If we see or foresee an issue that could negatively impact the scope of our work, we will immediately identify solutions.
- **Collaborative Working Relationship** – Using our many experiences with other LAFCOs as a guide, QK will work collaboratively with Madera LAFCO staff in developing the subject matter and recommendations for the MSR/SOI Update. Our collaborative approach to communication and our MSR/SOI Update preparation approach will ensure that there are no surprises when the Draft MSR/SOI Update is completed and circulated for public review.
- **Understanding of Needs** – QK has worked, literally for decades, with cities, counties, water districts, school districts, hospital districts, community service districts, mosquito abatement districts, and irrigation districts, and LAFCOs. QK's project management team has extensive municipal planning experience and experience with LAFCO issues, as described below:
 - o Steve Brandt was a staff analyst for Tulare County LAFCO and the planning manager for the City of Visalia.
 - o QK is an Associate Member of California Association of LAFCOs (CALAFCO.)

Key Team Members

The QK Project Team for the project is indicated below. The team includes former LAFCO staff as well as a well-rounded group of experienced planners who have provided a diverse amount of planning contract work for various agencies, such as LAFCOs as well as cities. Resumes for each team member are shown below.

Steve Brandt, AICP Principal Planner – Principal-in-Charge/Project Manager

- Certified Planner, American Institute of Certified Planners (AICP)
- BA, Marketing/Management, Fresno Pacific University



Mr. Brandt will lead the preparation of the MSR/SOI studies and review them before they are presented to Madera LAFCO to ensure that they meet QK's high quality standards for all deliverables.

Mr. Brandt is an experienced planning professional and former LAFCO Staff Analyst who takes a strong analytical approach to projects to keep them moving forward. Steve has managed both planning and engineering projects from concept to construction, which gives him the experience to view challenges comprehensively and anticipate the real-world results of his proposed plans, policies, and designs. Prior to joining QK, Steve served as a high level planning manager for City of Visalia.

Similar Work

- Greater Rio Mesa Area Municipal Services Review (MSR), Madera LAFCO – Madera County, CA. Senior Planner.
- Oakhurst Area Municipal Services Review (MSR), Madera LAFCO – Madera County, CA. Senior Planner.
- General Plan / Zoning and Subdivision Ordinance Update – City of Hanford, CA. Project Manager/ Principal Planner.
- Contract Planning Services – City of Lemoore, CA. Principal Planner/Contract City Planner

Trevor Stearns Associate Planner – Research & Analysis and Report Writing

- BA, Geography, California State University, Fresno

Mr. Stearns has more than five years public planning experience and will assist Mr. Brandt with research, analysis and report writing.



Mr. Stearns has worked on several MSR/SOI updates and has performed a variety of planning duties throughout his near five years as a professional planner. From research and analysis and report writing to map creation using ArcGIS, he has authored and assisted with generation several complex CEQA documents including Maxco Packaging Facility MND, Buford Oil Company Travel Center IS/EIR, Pixley Irrigation District Lateral 4 and Deer Creek Check Structure MND, and more. He has worked a contract planner for the City of Fowler where he processed numerous Conditional Use Permits, Site Plan Reviews, and Variances, and has prepared and presented public presentations including those to Planning Commissions and City Councils.

Similar Work

- El Dorado Hills Community Services District, Municipal Services Review and Sphere of Influence Update, El Dorado LAFCO – El Dorado County, CA. Associate Planner.
- Countywide Municipal Services Review & Related Sphere of Influence, Alameda LAFCO – Alameda County, CA. Associate Planner.
- District CEQA Guidelines and Procedural Handbook Update, Fresno Metropolitan Flood Control District – Fresno, CA. Associate Planner.
- Contract Planning Services – City of Fowler, CA. Contract Planner.



Jessica Bispels
Associate Planner –
Data Collection & Analysis

- BA, Urban Studies: Urban Planning,
University of Pittsburgh

Ms. Bispels will assist with data collection from the agency service providers being analyzed.



Ms. Bispels takes an inter-disciplinary approach to the many projects of QK. She has worked with a broad range of municipal service providers and understands the importance of identifying the particularities of each organization in order to foster the best results. With experience in the public sector, she understands and embraces the need for public participation for any type of Planning project. She has also worked with Madera County on previous projects.

Similar Work

- El Dorado Hills Community Services District, Municipal Services Review and Sphere of Influence Update, El Dorado LAFCO – El Dorado County, CA. Associate Planner.
- Municipal Service Review and Update Sphere of Influence, Siskiyou LAFCO – Yreka, CA. Associate Planner.
- Countywide Municipal Services Review & Related Sphere of Influence, Alameda LAFCO – Alameda County, CA. Associate Planner.
- Zoning and Subdivision Ordinance Update – City of Woodlake, CA. Associate Planner.
- Contract Planning Services – City of Lindsay, CA. Contract Planning.
- On-Call City Planning Services – City of Selma, CA. Contract Planning.



Scope of Work

General Approach to Project

Our general approach to completion of the MSR/SOI Update follows a process that we have used in many of the documents we have successfully prepared for other LAFCOs. The basic steps are summarized below.

Task 1.0 – Initiate Project: This important first step establishes the foundation upon which the subsequent tasks are built, and includes a review of the scope of work, schedule, and deliverables.

Task 2.0 – Contact Agencies and Collect Data: The County of Madera, Madera LAFCO and other various service providers within the project area will be the sources of considerable data that we will use to prepare the MSR/SOI. Our data collection process includes the use of a questionnaire, as well as initial and follow-up personal communications.

Task 3.0 – Conduct Data Analysis: We will organize and analyze the data that we have collected in order to address each of the topic areas, or determinations, prescribed in the CKH Act for MSRs and SOI Update.

Task 4.0 – Solicit Feedback on Data Collect and Analyze Data: We will submit our preliminary analyses to the agencies in order for each of them to corroborate the accuracy of our preliminary analyses. This accuracy check will focus on MSR issue areas 1, 2, and 3:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

Tasks 5.0 through 9.0 – Prepare Administrative Draft, Draft, and Final MSR/SOI Update, Meet with LAFCO staff, and LAFCO Commission: These steps provide for LAFCO staff to first review the thoroughness of the document before it is presented to local agencies, the public and subsequently to the Commission for consideration. We will support LAFCO staff in the public hearing process.

Task 10.0 – Project Management, Coordination, and Quality Assurance: This task will be applied throughout the scope of work, and involves ongoing communication with LAFCO staff, proactive attention to and resolution of issues, and skillful project management in order to meet LAFCO's needs.

Detailed Scope of Work

The following tasks describe our proposed scope of work for completion of the MSR/SOI Update from project initiation through Commission approval. A proposed schedule is also provided.

TASK 1.0 INITIATE PROJECT

Upon contract execution and notice to proceed, QK's project manager will meet with Madera LAFCO staff in person to initiate the scope of work described herein. Topics to be covered at the meeting will include the following:

1. Establish communication protocols and communication expectations between the QK team and LAFCO staff;
2. Collect available relevant data from Madera LAFCO;
3. Identify documents and data expected to be available from the identified agencies;
4. Review scope of work and schedule and make revisions as directed by LAFCO staff; and
5. Prepare questionnaire that will be sent to the County of Madera as well as other utility service providers to obtain information.

Deliverables:

- Data collection questionnaire



TASK 2.0 CONTACT AGENCIES AND COLLECT DATA

Establishing a good relationship with the staff of the agencies will be of critical importance. The first step in this task is to contact, either in person or by phone, primary points of contacts in order to establish working relationships and effective lines of communication. In this initial communication, we will also summarize the scope of our work.

As noted in Task 1.0, QK will prepare a questionnaire that, after being reviewed and approved by LAFCO staff, will be sent to the agency contacts to obtain the information needed to complete certain parts of the analysis in accordance with the issue areas listed in Task 3.0. The questionnaire will not be the sole means of communication with staff; rather, it should be viewed as a convenient checklist that will facilitate the task of identifying and collecting the requested information.

As a follow-up to information provided in the questionnaire, we will conduct personal interviews either in person or by telephone to fill any information gaps and/or obtain answers to any unanswered questions.

TASK 3.0 CONDUCT DATA ANALYSIS

The QK team will analyze the data collected in Task 2.0 as pertains to the issue areas identified in the CKH Act. The CKH Act requires analysis of, and determinations for, seven issue areas, as listed below.

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

In addition, the CKH Act specifies that SOI studies include analyses and determinations for the following five issue areas:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.



TASK 4.0 SOLICIT FEEDBACK ON DATA COLLECTED AND ANALYZE DATA

The purpose of this task is to confirm that the agencies consider the data we collected to be factual and acceptable before the QK team presents its analysis and makes preliminary determinations in accordance with the CKH issue areas. Once the collected data have been organized in accordance with the issue areas described above, the issue areas that will warrant corroboration by the County are MSR issue areas 1, 2, and 3, as listed above.

This strategy has been very successful for us in the past. The additional step of requesting feedback and buy-in about the facts at hand has been shown to facilitate completion of a factual and useful MSR/SOI study. Once all parties are in agreement with the facts, it is easier to focus on MSR and SOI determinations while avoiding arguments over facts.

Deliverables:

- Memorandum - Preliminary Analysis of MSR Issue Areas 1, 2, and 3

TASK 5.0 PREPARE ADMINISTRATIVE DRAFT MSR/SOI UPDATE

The QK team will prepare an Administrative Draft of the MSR/SOI Update in accordance with Madera LAFCO's preferred format. The reports will address the issue areas listed in Task 3.0 and will be supported by tables, graphics, and GIS-based maps, as appropriate.

Deliverables:

- Administrative Draft MSR/SOI Update (3 hard copies and one electronic file copy).

TASK 6.0 MEET WITH LAFCO STAFF

Upon completion of the Administrative Draft, we will schedule a meeting or conference call with Madera LAFCO staff in order to review the information contained in the reports. This version of the report will contain preliminary determinations. We will look to LAFCO staff to confirm and validate these preliminary determinations before they are incorporated into the public Draft MSR/SOI.

TASK 7.0 PREPARE DRAFT MSR/SOI UPDATE

The QK team will prepare the Draft MSR/SOI Update based on feedback, comments and direction on the Administrative Draft received from LAFCO staff in Task 6.0. We will prepare copies of the Draft MSR/SOI Update as described below.

Deliverables:

- Draft MSR/SOI Update (10 hard copies and one electronic file copy)

TASK 8.0 ATTEND AND PARTICIPATE IN LAFCO COMMISSION HEARINGS

QK will attend and participate in one Commission hearing at which the Draft MSR/SOIs are considered. We assume that the MSR and SOI Update will be considered at a single Commission meeting. Our level of participation will be in accordance with LAFCO staff request and can include making a presentation of the key conclusions and determinations contained in the report.



TASK 9.0 PREPARE FINAL MSR/SOI UPDATE

QK will prepare the Final MSR/SOI Update following the Commission hearing. The Final reports will address and respond to any direction provided by LAFCO staff as a result of the Commission hearing described in Task 8.0.

Deliverables:

- Final MSR/SOI Update (10 hard copies and one electronic file copy)

TASK 10.0 PROJECT MANAGEMENT, COORDINATION, AND QUALITY ASSURANCE

This task covers ongoing project management, quality assurance/quality control, and communications between the QK management team and LAFCO staff. We strongly believe in being proactive in identifying and solving issues. Accordingly, if we encounter any obstacles to completing the tasks described in this proposal, we will immediately contact LAFCO staff to discuss possible remedies. We will maintain ongoing telephone and e-mail contact with LAFCO staff in accordance with communication protocols that will be identified during Task 1.0. While formal meetings are specifically identified in the task descriptions above, we would, for example, be happy to provide status reports via telephone or e-mail on a weekly or bi-weekly basis, if requested.

LAFCO STAFF ASSISTANCE

QK assumes that LAFCO staff would discuss and refine the scope of work during the project initiation meeting, provide advice, review, and feedback on interim deliverables, and collaborate on the presentations to be made at the LAFCO hearings.



Charge Rate Schedule

2021 CHARGE RATE SCHEDULE

	Current
TECHNICAL SERVICES	
Project Assistant	\$69 / hour
Project Administrator	\$92 / hour
Assistant CADD Technician/Designer /GIS Technician	\$87 / hour
Associate CADD Technician/Designer /GIS Analyst	\$102 / hour
Senior Associate CADD Technician/Designer/ GIS Analyst	\$118 / hour
Senior CADD Technician/Designer /GIS Analyst	\$133 / hour
Landscape Architect Technician	\$102 / hour
PROFESSIONAL SERVICES	
Engineering	
Assistant Engineer	\$115 / hour
Associate Engineer	\$145 / hour
Senior Associate Engineer	\$170 / hour
Senior Engineer / City Engineer / District Engineer	\$199 / hour
Principal Engineer	\$250 / hour
Planning / Environmental / Landscape Architecture	
Assistant Environmental Scientist	\$80 / hour
Assistant Planner	\$90 / hour
Associate Planner/Environmental Scientist	\$105 / hour
Senior Associate Environmental Scientist	\$130 / hour
Senior Associate Planner	\$130 / hour
Senior Environmental Scientist	\$155 / hour
Senior Planner/ Landscape Architect	\$155 / hour
Principal Planner/Environmental Scientist	\$170 / hour
Senior Principal Planner/Environmental Scientist	\$195 / hour
Construction and Project Management	
Field Construction Observer	\$118 / hour
Senior Field Construction Observer	\$138 / hour
Assistant Construction/Project Manager	\$110 / hour
Associate Construction/Project Manager	\$129 / hour
Project Manager	\$133 / hour
Senior Associate Construction/Project Manager	\$148 / hour
Senior Construction/Project Manager	\$170 / hour
Principal Construction/Project Manager	\$185 / hour
Surveying	
Assistant Surveyor	\$102 / hour
Associate Surveyor	\$116 / hour
Senior Associate Surveyor	\$145 / hour
Senior Surveyor	\$170 / hour
One-Person Survey Crew	\$140 / hour
Two-Person Survey Crew	\$225 / hour
Three-Person Survey Crew	\$275 / hour
UAV Pilot	\$156 / hour
UAV Flight Observer	\$116 / hour

Fees are based on the median hourly pay rate for employees in each classification, plus indirect costs, overhead, and profit.

EXPENSES	
Plotting, Printing and Reproduction, Equipment Rental, Postage and Shipping	1.15 x Cost
Transportation and per diem (QK will provide documented evidence of business travel, travel outside of work areas shall be pre-approved by Client)	1.15 x Cost
Mileage	\$0.67 / mile
Other Expenses – Including Subconsultants & Purchased Services through Subcontracts	1.15 x Cost

Rates are effective through December 31, 2021. If contract assignment extends beyond that date, a new rate schedule may be added to the contract.
Expert Witness/ Litigation support will be billed as quoted.

Rates based on "Prevailing Wage" (PW) for Construction Surveying will be determined by project and County per California law.

12/23/2020



Cost Proposal

Task No /Description	Personnel Hours				Budget				
	Principal Planner	Associate Planner	Asst. Project Manager/ Project Admin.	Total Hours	TOTAL LABOR	Miscellaneous Expenses (Printing, etc)	Travel Expenses	TOTAL NON-LABOR EXPENSES	TOTALS
	Labor Rates	\$170	\$105	\$110					
1.0 - Initiate Project	6	2	2	10	\$ 1,450		\$65	\$ 65	\$ 1,515
2.0 - Contact Agencies and Collect Data	3	14		17	\$ 1,980			\$ -	\$ 1,980
3.0 - Conduct Data Analysis	3	32		35	\$ 3,870			\$ -	\$ 3,870
4.0 - Solicit Feedback on Data Collected and Analyzed Data	3	7		10	\$ 1,245			\$ -	\$ 1,245
5.0 - Prepare Administrative Draft MSR/SOI Update	5	43	2	50	\$ 5,585	\$200		\$ 200	\$ 5,785
6.0 - Meet with LAFCO Staff	2	3		5	\$ 655			\$ -	\$ 655
7.0 - Prepare Draft MSR/SOI Update	2	17	2	21	\$ 2,345	\$200		\$ 200	\$ 2,545
8.0 - Attend and Participate in LAFCO Commission Workshop		10		10	\$ 1,050		\$65	\$ 65	\$ 1,115
9.0 - Prepare Final MSR/SOI Update	4	10	2	16	\$ 1,950	\$200		\$ 200	\$ 2,150
Attend and Participate in LAFCo Commission Public Hearings/Workshops	2	2		4	\$ 550		\$65	\$ 65	\$ 615
10.0 - Project Management, Coordination, and Quality Assurance	20			20	\$ 3,400			\$ -	\$ 3,400
Contingency Budget				0	\$ -			\$ -	\$ 2,488
Subtotals	50	140	8	198	\$ 24,080	\$600	\$195	\$ 795	\$ 27,363
TOTALS	50	140	8	198	\$ 24,080	\$600	\$195	\$ 795	\$ 27,363



References

The following references are QK clients whom we have managed and performed work of similar complexity:

Tulare County LAFCO

Ben Giuliani

210 N. Church Street, Suite B

Visalia, CA 93291

Ph: (559) 623-0450

Email: bGiuliani@tularecog.org

City of Dinuba Municipal Service Review: Prepared an MSR for Tulare LAFCO after the adoption of Dinuba's new General Plan Update.

Kern-Tulare Water District

Steven C. Dalke, PE, General Manager

5001 California Avenue, Suite 102

Bakersfield, CA 93309

Ph: (661) 327-3132

Email: SDalke@Kern-Tulare.com

Kern-Tulare Water District Oil Field Water Reuse Project EIR/EA: Preparing an EIR/EA for the development of a water delivery and storage system that consists of various sized underground pipelines, three agricultural turnouts, and two new reservoirs with a total storage capacity of 1,200 acre-feet (AF). The Project would deliver and store water produced as a byproduct of oil extraction (i.e., produced water) from nearby oil fields to existing and proposed District facilities to provide a supplemental supply of water to serve the District's customers for irrigation purposes and to improve nearby rangeland. Key issues include biological resources and hydrology and water quality.

El Dorado LAFCO

Jose Henriquez, Executive Officer

550 Main Street, Suite E

Placerville, CA 95667

Ph: (530) 295-2707

Email: JHenriquez@edLAFCO.us

Municipal Services Review & Sphere of Influence Update for Cities of Placerville & South Lake Tahoe/LAFCO: Prepared an MSR that analyzed the cities of Placerville and South Lake Tahoe in El Dorado County. These projects were done as individual reports with separate data collection and analysis to determine the appropriate findings and ultimately Sphere of Influence determinations.



Sample Reports

The projects below have been completed within the last three years. A copy of the deliverables for two similar projects have been included separately in the overall submittal package.

Additional Experience

Madera LAFCO

Coarsegold Municipal Service Review

Gathered data, conducted interviews, produced GIS maps for analysis, gave public presentations and provide technical writing assistance for the Municipal Service Review and Sphere of Influence Update for the Greater Coarsegold Area in order to provide a comprehensive plan and methodology for organizing municipal service delivery to residents within Coarsegold, a foothill community located off of State Highway 41 approximately 35 miles northeast of the City of Madera.

Greenfield County Water District

Municipal Services Review and Sphere of Influence Update

Gathered data, conducted interviews, produced GIS maps for analysis, gave public presentations and provide technical writing assistance for the Municipal Service Review and Sphere of Influence Update for the Greenfield County Water District in order to facilitate an annexation of lands for future residential and commercial use just south of the City of Bakersfield in Kern County.

Enos Lane Public Utility District

Municipal Services Review and Sphere of Influence Update

Gathered data, conducted interviews, produced GIS maps for analysis, gave public presentations and provide technical writing assistance for the Municipal Service Review and Sphere of Influence Update for the Enos Lane Public Utility District in order to facilitate an annexation of lands for industrial and commercial use approximately seven (7) east of the City of Bakersfield in Kern County.



(800) 955-7599 | www.QKinc.com

Engineering Design & Construction Management | Survey & GIS
Urban Design & Landscape Architecture | Biology & Environmental Permitting | Planning

BAKERSFIELD

(661) 616-2600
5080 California Avenue, Suite 220
Bakersfield, California 93309

PORTERVILLE

(559) 781-2700
150 West Morton Avenue
Porterville, California 93257

VISALIA - HEADQUARTERS

(559) 733-0440
901 East Main Street
Visalia, California 93292

CLOVIS

(559) 449-2400
601 Pollasky Avenue, Suite 301
Clovis, California 93612

MERCED

(209) 723-2066
2816 Park Avenue
Merced, California 95348

**MADERA COUNTY LOCAL AGENCY FORMATION COMMISSION
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY**



**PROPOSAL
FEBRUARY 2021**



February 2021

Attention:

Dave Braun, Executive Officer
Local Agency Formation Commission
200 West 4th Street
Madera, CA 93637

Dear Mr. Braun:

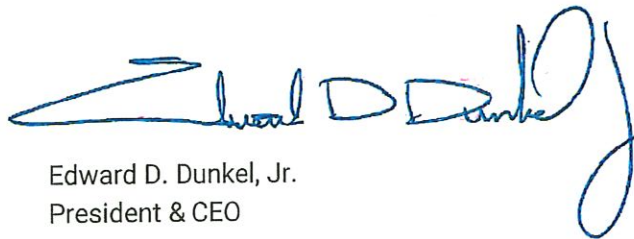
On behalf of Precision Civil Engineering, Inc. (PCE), I am pleased to submit this Proposal to prepare a Municipal Service Review and Sphere of Influence Study for the Madera Cemetery District and Chowchilla Cemetery District in Madera County.

Our skilled team of project managers have collaborated with state and local agencies throughout their entire careers and have experience working with polices and guidelines to successfully complete projects accordingly. Given this experience, our team is prepared to comply with all local, state, and federal requirements necessary. Moreover, PCE, founded in 2002, is a California corporation and a state certified small business headquarters in downtown Fresno, CA with a branch office in Merced, CA. PCE's roots have been firmly established and founded by fifth-generation Central Valley resident and company CEO and President, Edward Dunkel, Jr. Mr. Dunkel's family has provided engineering services to the region for more than 55 years.

PCE provides turn-key services in-house, which ensures integrated project collaboration, improved responsiveness, closer budget monitoring and unparalleled efficiency. The final result is that your project will be completed on time and within budget. PCE approaches every project with the philosophy that we are more than just a consultant or engineering firm; we are your advocate every step of the way.

On behalf of the PCE team, I would like to thank you for considering our firm to prepare the Municipal Service Review and Sphere of Influence Study for the Madera Cemetery District and Chowchilla Cemetery District in Madera County. We greatly look forward to the opportunity of working together.

Respectfully submitted,



Edward D. Dunkel, Jr.
President & CEO

TABLE OF CONTENTS

PROPOSAL FOR MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY

COVER LETTER.....	2
TABLE OF CONTENTS.....	3
FIRM OVERVIEW.....	4
UNDERSTANDING AND APPROACH.....	5
SCOPE OF SERVICES.....	5
QUALIFICATIONS AND EXPERIENCE.....	7
RESUMES.....	8

FIRM OVERVIEW

PRECISION CIVIL ENGINEERING INC.

Precision Civil Engineering, Inc. (PCE) is an established, full-service firm with 19 years of experience providing comprehensive and sustainable solutions for a wide range of complex projects and issues in the Central Valley of California. Our roots are firmly established by fifth-generation California resident and company CEO & President, Ed Dunkel, Jr. whose family has provided engineering services throughout the state for more than 55 years. Today, our firm employs over 30 full-time staff members with offices in Fresno and Merced. Our divisions include:



Civil Engineering



Land Surveying



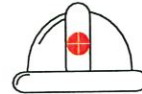
Landscape Architecture



Environmental Services



Planning



Project Management and Construction Management Services



Firm Representative | Edward Dunkel, Jr. CEO & President
p. (559) 449-4500 f. (559) 449-4515
e. edunkel@precisioneng.net

Firm Legal Identity | PCE is a California corporation and a state certified small business located in Fresno, CA that has been in business for 18 years.

Tax ID | 733054912

Office Location | 1234 O Street, Fresno, CA 93721
2807 G Street, Merced, CA 95340

Website | www.precisioneng.net

Firm Size | 32 Total staff members

UNDERSTANDING AND APPROACH

The Madera County Local Agency Formation Commission (LAFCo) is seeking qualified candidates to complete a Municipal Service Review (MSR) and Sphere of Influence (SOI) Study for the Madera Cemetery District and the Chowchilla Cemetery District in Madera County. The MSR and SOI shall be completed in accordance with standards, factors, and criteria required by the Madera County LAFCo policies and the the Cortese-Knox-Hertzberg Act (California Government Code Section 56430). The MSR must be done prior to or in conjunction with the SOI.

SCOPE OF SERVICES

PCE presents the following scope of services to complete the MSR and SOI Study for the Madera Cemetery District and the Chowchilla Cemetery District.

TASK 1: DATA COLLECTION, ANALYSIS, AND INTERPRETATION

Upon notice to proceed, PCE will coordinate with the Madera County LAFCo to hold a kick-off meeting to discuss the goals and objectives for the MSR and SOI Study. After the kick-off meeting, PCE will proceed with data collection, analysis, and interpretation for the MSR and SOI. Data will include but not be limited to the following:

MUNICIPAL SERVICE REVIEW

- Growth and population projections
- Location and characteristics of DACs
- Present and planned capacity of public facilities, and adequacy of public services
- Financing ability of agencies to provide services
- Status of, and opportunities for, shared facilities
- Accountability for community service needs

SPHERE OF INFLUENCE

- Present and planned land uses
- Present and probable need for public facilities and services
- Present capacity of public facilities and adequacy of public services
- Existence of any social or economic communities of interest

TASK 2: MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY

PCE will prepare a the MSR and SOI in accordance with accordance with standards, factors, and criteria required by the Madera County LAFCo policies and the the Cortese-Knox-Hertzberg Act (California Government Code Section 56430). PCE will prepare the MSR in conjunction with the SOI. PCE proposes the following draft schedule:

- Administrative Draft MSR/SOI Study with appropriate findings, determinations, and recommendations for Madera County LAFCo staff review.
- Public Draft MSR/SOI Study to be presented to Madera County LAFCo for distribution to affected and interested agencies for comment. PCE will review comments by the Commission, staff, and affected/interested agencies and the public to be adressed in the Final Draft MSR/SOI Study.
- Final Draft MSR/SOI Study that addresses comments from the Commission, staff, and affected/interested agencies and the public and includes findings, determinations, and recommendations.
- Final MSR/SOI for adoption to be presented to the Commission at a public hearing (See Task 3).

As part of the drafting process, PCE will: (1) provide flexible and creative alternatives, (2) provide logical and reasonable recommendations, (3) prepare appropriate charts, graphs, and maps, and (4) prepare findings, conclusions, and actions.

TASK 3: PUBLIC HEARING AND WORKSHOP

PCE will present the Draft and Final Draft MSR and SOI Study to the Madera County LAFCo in a workshop or public hearing setting.

QUALIFICATIONS AND EXPERIENCE

The Gravelly Ford Water District submitted a Municipal Service Review (MSR) to the Madera Local Agency Formation Commission (LAFCO) in order to annex 392 acres into its district and amend its Sphere of Influence (SOI). PCE was contracted by Madera LAFCO to peer review the submitted MSR. PCE reviewed the MSR in order to ensure that all topic areas of analysis were met per the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act).

Reference: Madera LAFCO | Dave Bruan, Executive Officer | david.braun@maderacounty.com | (559) 675-7821

GRAVELLY FORD WATER DISTRICT

MADERA, CA

CLAYTON WATER DISTRICT

MADERA, CA

The Clayton Water District, located in Madera County, had interested landowners that wished to annex into their district. For LAFCO to approve an annexation, an assessment of a district and its ability to effectively provide services to its residents and users must be performed in the form of a MSR. PCE worked on the required MSR in order to annex the properties and amend the District's SOI. The MSR contains analyses and determinations regarding the topic areas set forth in the CKH Act.

Reference: Clayton Water District | Julia Berry, General Manager | juliaberry@svcbglobal.net | (559) 970-8778

The County of San Benito has over thirty County Service Areas (CSA) and Community Facilities Districts (CFD). PCE provided assistance with consulting and public improvement projects within these areas including upgrading an existing water system and improvements to a community park. PCE worked on an extensive analysis of the County's CSAs in which they reviewed their budgets, helped with identifying operational deficiencies, and provided cost-efficient and appropriate recommendations for improvements. PCE also created a MSR for nine of the County's CSAs that evaluated and examined each CSA and determined their ability, or lack thereof, to meet the demands of the residents within its boundaries.

Reference: San Benito County, Jessica Stratton, CSA Coordinator | jstratton@cosb.us | (831) 245-9657

SAN BENITO COUNTY CONSULTING

HOLLISTER, CA



BONIQUE EMERSON, MAUP, AICP

PLANNING DIVISION MANAGER | PROJECT MANAGER

EDUCATION |

Master of Arts Urban Planning, University of California, Los Angeles

Bachelor of Arts, Political Science with minor in Public Policy, University of California, Los Angeles

YEARS OF EXPERIENCE |

17

CERTIFICATION |

Certified Planner through the American Institute of Certified Planners (AICP)

American Planning Association, California Chapter, Central Section

Association of Environmental Professionals, California, Central Chapter

PROFILE

Bonique Emerson, MUP, AICP is the Planning Division Manager and Senior Project Manager for Precision Civil Engineering. Bonique brings to Precision Civil Engineering her experience with and extensive knowledge of planning and project management. She has more than 17 years of experience as an urban planner, including several years working as the division manager for the City of Fresno's Planning and Development Department, Current Planning Division.

WORK EXPERIENCE

Division Management | Fresno, CA

Division Manager responsible for overseeing the daily operations, budget, and policy decisions of the City of Fresno's Current Planning Division; a complex, medium-sized government organization.

Supervisor and Trainer | Fresno, CA

Performed supervisory duties, including training, employee selection, evaluations, coaching, and discipline by supervising 4-5 staff directly, and managing a division of 20 staff directly and indirectly through subordinate supervisors.

Implementation | Fresno, CA

Responsible for reviewing, interpreting and analyzing new legislation and maintaining current knowledge of directives, policies, and regulations that affected the operation of the current planning division, including issues such as second dwellings, mobile vendors, telecommunication, etc. Responsible for implementing new general plan and development code at project level.

Project Management | Fresno, CA

Managed the building and implementation of the City of Fresno's new citywide Land Management Software System, a multi-million-dollar project that modernized the way permits and entitlements are processed in the City. Allowed for electronic application submittal and electronic processing and filing of documents. The project had a successful go-live launch in late April 2018.

Process Management | Fresno, CA

Analyzed organizational and procedural issues and developed solutions, including but not limited to modifying project workflows through a land management system, implementing new processing procedures and modifying work assignments. This resulted in greater efficiency and consistency and allowed the Division to meet target timelines for application approval.

Business Analyst | Fresno, CA

Managed (both directly and indirectly, through subordinate supervisors) all operations of a Division which processes approximately 3,000 entitlement applications a year and operates a planning public front counter serving hundreds of customers weekly.

CONTACT

Precision Civil Engineering
1234 "O" Street
Fresno, CA 93721

bemerson@precisioneng.net
559-449-4500



LISETTE CENDEJAS

PROJECT ENGINEER

EDUCATION |

Bachelor of Science, Civil Engineering,
California State University, Fresno

YEARS OF EXPERIENCE |

3

PROFILE

Lisette Cendejas is a project engineer and has 3 years of experience with PCE. Ms. Cendejas has experience in hydraulic and water resources engineering. She has helped master plan two large communities, for which she performed the calculations, mathematical models, and wrote the reports. Ms. Cendejas has experience with municipal service reviews, tract maps, parcel maps, improvement plan production, cost estimates and proposals. Ms. Cendejas earned her Bachelor of Science degree in Civil Engineering from California State University, Fresno.

WORK EXPERIENCE |

Project Engineer, Madera Village D Development | Madera, CA

Ms. Cendejas master planned 1,200 acres of residential and commercial development within Madera, California. The project consisted of master planning water, sewer, storm drain and reclaimed water infrastructure. Ms. Cendejas performed calculations and mathematical modeling for all master planned infrastructure and reported the findings. Madera relies solely on groundwater and such, Ms. Cendejas was also responsible for performing water balance calculations to ensure that the project conforms with the new Madera Subbasin Joint Groundwater Sustainability Plan. Ms. Cendejas also assisted in the tentative map production of the project area.

Project Engineer, San Benito County Consulting | Hollister, CA

The County of San Benito has over thirty County Service Areas (CSA) and Community Facilities Districts (CFD). Ms. Cendejas was involved in several consulting and public improvement projects within these areas including upgrading an existing water system and improvements to a community park. Ms. Cendejas worked on an extensive analysis of the County's CSAs in which she reviewed their budgets, helped with identifying operational deficiencies, and provided cost-efficient and appropriate recommendations for improvements. She also performed a Municipal Service Review for nine of the County's CSAs that evaluated and examined each CSA and determined their ability, or lack thereof, to meet the demands of the residents within its boundaries.

Project Engineer, Gravelly Ford Water District | Madera, CA

The Gravelly Ford Water District submitted a Municipal Service Review (MSR) to the Madera Local Agency Formation Commission (LAFCO) in order to annex 392 acres into its district and amend its Sphere of Influence (SOI). PCE was contracted by Madera LAFCO to peer review the submitted MSR. Ms. Cendejas was part of the team that reviewed the MSR in order to ensure that all topic areas of analysis were met per the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act).

Project Engineer, Clayton Water District | Madera, CA

The Clayton Water District, located in Madera County, had interested landowners that wished to annex into their district. For LAFCO to approve an annexation, an assessment of a district and its ability to effectively provide services to its residents and users must be performed in the form of a MSR. Ms. Cendejas worked on the required MSR in order to annex the properties and amend the District's SOI. The MSR contains analyses and determinations regarding the topic areas set forth in the CKH Act.

CONTACT

Precision Civil Engineering
1234 "O" Street
Fresno, CA 93721

lcendejas@precisioneng.net
559-449-4500

PROJECT SCHEDULE (2021)

Once we receive the notice to proceed, the Administrative Draft will be completed within 7 weeks.

Weeks 1-3

Task 1: Data Collection, Analysis, and Interpretation | Upon notice to proceed, PCE will coordinate with the Madera County LAFCo to hold a kick-off meeting to discuss the goals and objectives for the MSR and SOI Study. After the kick-off meeting, PCE will proceed with data collection, analysis, and interpretation for the MSR and SOI.

Weeks 3-14

Task 2: Municipal Service Review and Sphere of Influence Study | PCE will prepare a the MSR and SOI in accordance with standards, factors, and criteria required by the Madera County LAFCo policies and the the Cortese-Knox-Hertzberg Act (California Government Code Section 56430).

- Administrative Draft MSR/SOI Study (**Week 7**)
- Public Draft MSR/SOI Study (**Within 2 weeks of receipt of LAFCo comments**)
- Final Draft MSR/SOI Study (**Within 2 weeks of receiving public input/comments**)
- Final MSR/SOI for adoption (**Within 1 week of receipt of LAFCo comments**)

Ongoing

Task 3: Public Hearing and Workshop | PCE will present the Draft and Final Draft MSR and SOI Study to the Madera County LAFCo in a workshop or public hearing setting.

PROJECT SCHEDULE (2021)

Once we receive the notice to proceed, the Administrative Draft will be completed within 7 weeks.

Weeks 1-3

Task 1: Data Collection, Analysis, and Interpretation | Upon notice to proceed, PCE will coordinate with the Madera County LAFCo to hold a kick-off meeting to discuss the goals and objectives for the MSR and SOI Study. After the kick-off meeting, PCE will proceed with data collection, analysis, and interpretation for the MSR and SOI.

Weeks 3-14

Task 2: Municipal Service Review and Sphere of Influence Study | PCE will prepare a the MSR and SOI in accordance with standards, factors, and criteria required by the Madera County LAFCo policies and the the Cortese-Knox-Hertzberg Act (California Government Code Section 56430).

- Administrative Draft MSR/SOI Study (**Week 7**)
- Public Draft MSR/SOI Study (**Within 2 weeks of receipt of LAFCo comments**)
- Final Draft MSR/SOI Study (**Within 2 weeks of receiving public input/comments**)
- Final MSR/SOI for adoption (**Within 1 week of receipt of LAFCo comments**)

Ongoing

Task 3: Public Hearing and Workshop | PCE will present the Draft and Final Draft MSR and SOI Study to the Madera County LAFCo in a workshop or public hearing setting.

RATES

PRECISION CIVIL ENGINEERING INC. STANDARD HOURLY RATES

Principal Planner/Planning Manager	\$190.00/Hr.
Senior Planner	\$149.00/Hr.
Senior Associate Planner	\$120.00/Hr.
Associate Planner	\$100.00/Hr.
Assistant Planner	\$78.00/Hr.
Project Engineer II	\$150.00/Hr.
Project Engineer I	\$130.00/Hr.

COST PROPOSAL

PROPOSAL FOR MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY

<i>TASK</i>	<i>APPROXIMATE COST</i>
Task 1: Data Collection, Analysis, and Interpretation	\$3,500
Task 2: Municipal Service Review and Sphere of Influence Study	\$7,200
Task 3: Public Hearing and Workshop	\$1,000
<hr/>	
TOTAL	\$11,700

**LOCAL
EXPERTISE.**

We are your advocate; every step of the way.

*Edward Dunkel, Jr., CEO & President
p. (559) 449-4500 f.(559) 449-4515
e. edunkel@precisioneng.net
Location | 1234 O Street | Fresno, CA 93721*

