

LAFCO Meeting Agenda for May 26, 2021:

PUBLIC HEARING – ITEM 6-A

THE STAFF REPORT AND PROPOSALS FOR PREPARATION OF
MUNICIPAL SERVICE REVIEW FOR MADERA COUNTY MOSQUITO
AND VECTOR CONTROL DISTRICT AND CHOWCHILLA MEMORIAL
HEALTH CARE DISTRICT

UNDER SEPARATE COVER

CONSULTANTS:

QK

PRECISION CIVIL ENGINEERING

PROVOST & PRITCHARD CONSULTING GROUP



LOCAL AGENCY FORMATION COMMISSION

Dave Braun, Executive Officer

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

Date: May 26, 2021 ITEM #6A

To: LAFCO Commission

From: Dave Braun, Executive Officer

Subject: Selection of Consultant for Preparation of a Municipal Service Review (MSR) for the Chowchilla Memorial Healthcare District and the Madera County Mosquito and Vector Control District

RECOMMENDATION

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

PROPOSAL

The Commission directed staff to send out a Request for Proposal to conduct a Municipal Service Review on the Chowchilla Memorial Healthcare District and the Madera County Mosquito and Vector Control District.

BACKGROUND

A copy of the circulated Request for Proposal is attached. Three responses were received (QK, Provost and Pritchard Consulting Group 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. Each of the firms showed a good understanding of the task and general approach to completing the MSR. All the firms had qualified staff members with experience to conduct this MSR.

LAFCO has budgeted \$40,000 in this year's budget for outside consultants to complete this MSR as well as the MSR for the Madera and Chowchilla Cemetery Districts. LAFCO previously contracted with Precision Civil Engineering for the Cemetery District MSR at a cost of \$11,700.

As a result, there is \$28,300 remaining in the budget for this proposed MSR. All three bids came in below \$28,300. The bids ranged from \$26,800 from Provost and Pritchard, \$22,969 from QK and \$14,500 from Precision Civil Engineering. Based on this cost factor, the Committee agreed that

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the Precision Civil Engineering bid was preferable. 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

Exhibit A -Request for Proposal for a Municipal Service Review – Madera County Mosquito and Vector Control District and Chowchilla Memorial Healthcare District.

Exhibit B-Proposals (QK, Precision Civil Engineering and Provost and Pritchard Consulting Group).

Exhibit C-Draft Municipal Service Review Contract.



EXHIBIT A

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 County Mosquito and Vector Control District and the Chowchilla Memorial Health Care 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 influence (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.

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 County Mosquito Abatement and Vector Control District
- ◆ Chowchilla Memorial Health Care 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 the Madera County Local Agency Formation Commission at public hearing.
8. The Madera County Local Agency Formation Commission's adoption of final report and determinations.

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 Madera County Local Agency Formation 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 **May 5, 2021, at 5:00 p.m.** 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.
(Consulting Services; Municipal Service Review-Madera County Mosquito and Vector Control District and Chowchilla Memorial Healthcare District)

THIS AGREEMENT is made and entered into this ____ day of _____, 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 Memorial Healthcare District and the Madera County Mosquito and Vector Control 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 Memorial Healthcare District and Madera County Mosquito and Vector Control 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 County Mosquito and Vector Control District and the Chowchilla Memorial Healthcare District, consisting of four (4) pages, and as set forth in CONSULTANT's Proposal dated May 2021, consisting of eighteen (18) 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 May 31, 2022. 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 Fourteen Thousand Five Hundred Dollars (\$14,500.00) 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

David Braun, Executive Officer

PRECISION CIVIL ENGINEERING, INC.

Edward D. Dunkel Jr, President

Taxpayer Identification Number

Approved as to Legal Form:
MADERA LAFCO COUNSEL

By: _____

ACCOUNT NUMBER(S)

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



STATEMENT OF QUALIFICATIONS

MAY 2021



(559) 449-4500 | edunkel@precisioneng.net | 1234 O Street, Fresno, CA

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May 5, 2021

Attention:

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

RECEIVED

MAY 05 2021

**MADERA COUNTY
PLANNING DEPARTMENT**

Dear Mr. Braun:

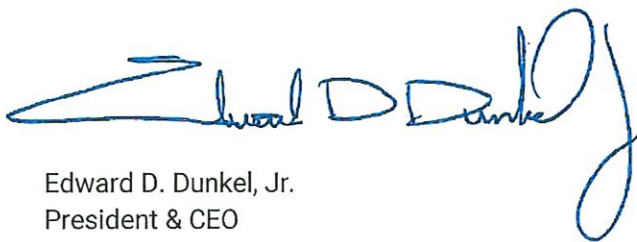
On behalf of Precision Civil Engineering, Inc. (PCE), I am pleased to submit this proposal to prepare a Municipal Service Review and Sphere of Influence Study for the Madera County Mosquito and Vector Control District and the Chowchilla Memorial Health Care District.

Our skilled team of project managers has collaborated with state and local agencies throughout their entire careers and has experience working with policies 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 headquartered 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.

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 Madera County Mosquito and Vector Control District and the Chowchilla Memorial Health Care District. We greatly look forward to the opportunity of working together.

Respectfully submitted,



Edward D. Dunkel, Jr.
President & CEO

ORGANIZATION: OUR FIRM

Precision Civil Engineering, Inc. (PCE) is an established, full-service firm with 19 years of experience providing comprehensive and sustainable solutions for a range of complex projects and issues in the Central Valley. Our roots are firmly established by fifth-generation California resident and company CEO & President, Edward 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 current operations 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 19 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

ORGANIZATION: OUR UNDERSTANDING

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 County Mosquito and Vector Control District and Chowchilla Memorial Health Care District (i.e., the agencies to be studied) 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 Cortese-Knox-Hertzberg (CKH) Act (California Government Code Section 56430). The MSR must be done prior to or in conjunction with the SOI.

Generally, the preparation of the report will include:

1. Data collection including but not limited to interviews, surveys, and research of existing information and documents.
2. Interpretation and analysis.
3. Administrative Draft report of MSR/SOI study with appropriate findings, determinations, and recommendations for LAFCo staff review.
4. Presentation of Draft MSR/SOI study to the 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 the final report to the Madera County LAFCo at a public hearing.
8. The Madera County LAFCo's adoption of final report and determinations.

Our **Approach** is described on the following pages.

ORGANIZATION: OUR APPROACH

Our **Approach** to the requirements of the Scope of Work is outlined below.

TASK 1. PROJECT INITIATION

Upon receiving notice to proceed, PCE will initiate a project kick-off meeting with the County project team to discuss the project work plan. PCE will prepare an agenda in consultation with County staff. Following the meeting, PCE will provide meeting minutes and a final Work Plan (Scope and Schedule).

Deliverables

- Meeting Agenda and Minutes
- Final Work Plan (Scope and Schedule)

TASK 2. DATA COLLECTION AND AGENCY OUTREACH

PCE will begin its data collection process by conducting agency outreach to the Madera County Mosquito and Vector Control District and the Chowchilla Memorial Health Care District in Madera County. Once PCE determines the primary points of contact and makes the initial contact, PCE will prepare and distribute a questionnaire to each agency. The questionnaire will address the issue areas required for the CKH Act. Depending on the data collected through the questionnaire, PCE will follow up with individual interviews for clarifications or additional information needed.

For information that cannot be easily obtained by the questionnaire, PCE will utilize information sources and contacts recommended in the LAFCo MSR guidelines.

PCE will follow up with each agency to confirm that the data collected is adequate and acceptable before moving into Task 3. Data Analysis.

Deliverables

- Questionnaire

TASK 3. PREPARE MSR/SOI UPDATE

PCE will prepare the MSR and SOI in accordance with standards, factors, and criteria required by the Madera County LAFCo policies and the CKH 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 addressed 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.

Deliverables

- Administrative Draft MSR/SOI Study
- Public Draft MSR/SOI Study
- Final Draft MSR/SOI Study

TASK 4. 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.

ORGANIZATION: **OUR EXPERIENCE & QUALIFICATIONS**

Our **Project Team** has the necessary experience and skills needed to excel. Our team includes our Planning Division Team: Planning Manager, Bonique Emerson, MAUP, AICP Associate Planner, Jenna Chilingirian, MCRP, and Project Engineer, Lisette Cendejas. A majority of our team's experience comes from working on planning, technical assistance, and capacity building projects in the Central Valley for the public and private sectors. Our project experience, references, and resumes are provided on the following pages.

PROJECT TEAM



Bonique Emerson, MAUP, AICP
Planning Division Manager
Project Role: Project Manager



Jenna Chilingirian, MCRP
Associate Planner
Project Role: Project Coordinator



Lisette Cendejas
Project Engineer
Project Role: Report Writer

RECENT PROJECT EXPERIENCE AND REFERENCES

MADERA COUNTY CEMETERY DISTRICTS

MADERA, CA

PCE is currently completing 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 CKH Act. The project is ongoing.

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

The Gravelly Ford Water District submitted a Municipal Service Review to the Madera County LAFCo in order to annex 392 acres into its district and amend its 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 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 an 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@svcblobal.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 an 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

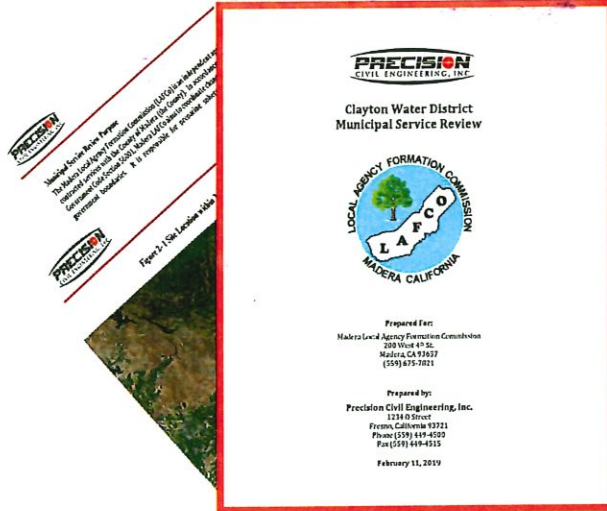
**SAN BENITO
COUNTY
CONSULTING**

HOLLISTER, CA

SAMPLE OF COMPARABLE STUDY OR REPORT

Samples of two (2) comparable studies prepared by PCE are attached to this SOQ.

CLAYTON WATER DISTRICT MUNICIPAL SERVICE REVIEW



SAN BENITO COUNTY LAFCO MUNICIPAL SERVICE REVIEW



RESUME

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

CONTACT

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

bemerson@precisioneng.net
559-449-4500

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 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.

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 a 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 that processes approximately 3,000 entitlement applications a year and operates a planning public front counter serving hundreds of customers weekly.

RESUME

JENNA CHILINGERIAN, MCRP

Associate Planner

EDUCATION

University of Oregon
M.A. in Community and
Regional Planning, Land Use
and Built Environment Focus

University of California, Los
Angeles
B.A., Political Science with
minor in Civic Engagement,
Summa cum laude

YEARS OF EXPERIENCE

7

AFFILIATIONS

American Planning Association,
California Chapter, Central
Section

Association of Environmental
Professionals, California,
Central Chapter

CONTACT

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

jchilingierian@precisioneng.net
559-449-4500

PROFILE

Jenna Chilingierian, MCRP has more than seven years of progressively responsible experience in planning, community and economic development, and program and project management in the public and nonprofit sectors. Her skill set ranges across place-based programming, capacity building, and technical assistance for projects related to housing, parks and recreation, placemaking, sustainability, and transportation throughout the San Joaquin Valley.

EXPERIENCE

Technical Assistance and Capacity Building | Fresno, CA

Coordinated planning and sustainable communities programming in rural communities of the San Joaquin Valley in the areas of housing, sustainable planning, parks and recreation, and transportation. Organized 12 regional capacity building events that brought together over 1k stakeholders from across the region and state to bolster advocacy, increase the quality of partnerships, and build traction to find regional opportunities, solutions, and funding for planning.

Communication and Partnership Management | Fresno, CA

Managed marketing and communications programs for downtown Fresno's property-based business improvement district, including creating and disseminating content for media platforms, public relations, and creation of collateral materials. Additionally, managed special programs such as placemaking, grant writing/reporting, events and promotions, and negotiating and developing partnerships between the downtown merchant community and local resources.

Land Development Process & Review | Fresno, CA

Processed 30 zoning inquiries, zone clearances, environmental assessments, and conditional use permit applications for the City of Fresno Planning and Development Department, Current Planning Division.

Policy and Procedure Development | Fresno, CA

Drafted the City of Fresno citywide Wireless Telecommunications Facilities policy and procedure update for the Planning and Development Department, Current Planning Division. The update promotes quality, clarity, and consistency in applying requirements and guidelines for the acceptance, processing, and approval of all wireless telecommunications facilities in the city of Fresno.

Front Counter Customer Service | Fresno, CA

Provided customer service to the City of Fresno external and internal clientele by monitoring the Current Planning Division front counter, answering and directing questions, responding to requests for more information, and interpreting planning and zoning programs to the general public.

RESUME

LISETTE CENDEJAS

Project Engineer

EDUCATION

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

YEARS OF EXPERIENCE

3

CONTACT

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

lcendejas@precisioneng.net
559-449-4500

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.

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. She reviewed their budgets, helped identify 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 an 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.

RESPONSE TO REQUIREMENTS: RATE STRUCTURE

Our 2021 **Rate Structure** is as follows.

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.

**RESPONSE TO REQUIREMENTS:
COST PROPOSAL**

PCE proposes the following **Cost Proposal** of estimated hours and costs by task and function with a Not-to-Exceed Fee based upon the Scope of Work.

TASK	HOURS	COST
Task 1: Project Initiation	7	\$1,000
Task 2: Data Collection and Agency Outreach	25	\$3,500
Task 3: Prepare Draft MSR/SOI Update	60	\$9,000
Task 4: Public Hearing and Workshop	8	\$1,000
<hr/> TOTAL	100	\$14,500

RESPONSE TO REQUIREMENTS: PROJECT MANAGEMENT AND COST CONTROL

Our standard **project management** and **cost control** includes:

- Develop an agreed upon project schedule that can easily be maintained, tracked, and kept up-to-date.
- Based on the work breakdown schedule, any task requiring long lead times will be identified and scheduled to start as early as possible (e.g. agency questionnaire).
- Any portions of work that can be performed simultaneously or overlap will be scheduled as such to reduce the overall project timeline.
- Conduct a kick-off meeting, internal Project team meetings, and periodic check-in meetings with the full Project team as appropriate.
- On a bi-weekly basis, review hours by task to ensure the Project remains in budget.
- Provide monthly or quarterly invoicing and progress reports to the County.

RESPONSE TO REQUIREMENTS: PROPOSED SCHEDULE

PCE proposes the following **Schedule** of approximately six (6) months to complete the project.

Weeks 1-4

- Initiate Project with Kick-Off Meeting
- Finalize Work Plan (Scope and Schedule)
- Connect with Agency Primary Points of Contact

Weeks 5-8

- Finalize Questionnaire and Distribute to each Agency
- Begin Follow Up with each Agency to confirm adequate and acceptable data

Weeks 9-12

- Prepare Administrative Draft MSR/SOI Study

Weeks 13-16

- Prepare Public Draft MSR/SOI for routing and comments

Weeks 17-20

- Prepare Final Draft MSR/SOI
- Present Final Draft MSR/SOI

Weeks 21-24

- Project Close Out



Clayton Water District Municipal Service Review



Prepared For:

Madera Local Agency Formation Commission
200 West 4th St.
Madera, CA 93637
(559) 675-7821

Prepared by:

Precision Civil Engineering, Inc.
1234 O Street
Fresno, California 93721
Phone (559) 449-4500
Fax (559) 449-4515

February 11, 2019

Municipal Service Review Purpose

The Madera Local Agency Formation Commission (LAFCo) is an independent agency that has contracted services with the County of Madera (the County). In accordance with California Government Code Section 56001, Madera LAFCo aims to coordinate changes within local and government boundaries. It is responsible for preparing spheres of influence (SOI) determinations for local agencies within the County (Section 56425). A SOI determines probable physical boundaries and the service area of a local agency. The Municipal Service Review (MSR) is an assessment of the existing government agencies and their ability to effectively provide services to its residents and users. MSRs must be completed prior to the update of a SOI or before any reorganization of district boundaries takes place.

The MSR in this report is prepared with accord to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), which requires all LAFCos to prepare a MSR for each of its cities and special districts (Section 56000). It is intended to provide all relevant information relating to the operation of the Clayton Water District ("District") in order to review possible amendments to its SOI or reorganization, consolidation of or annexation to the District.

Location

The Clayton Water District covers an area of approximately 1,200 acres (three parcels of land), located adjacent to the Madera/Fresno County boundary defined by the San Joaquin River. It is in western Madera County, east of Newcomb Avenue (Township 11 South, Range 13 East).

Background

The Clayton Water District was formed in the late 1950s during the early days of the Central Valley Project (CVP) in an effort to provide surface water to its lands. This District is a landowner-voter district formed to facilitate contracting with the United States Bureau of Reclamation for a surface water entitlement, as well as, to obtain any excess waters from the San Luis Reservoir and the CVP for use on its lands. The District chose to use groundwater instead of pursuing contracting surface water due to economics and limited availability. This caused the District to become inactive and it has relied solely on groundwater for irrigation.

The 2,567 acres of Triangle T Ranch was located within the Clayton Water District, but in 2015 it petitioned to be detached and placed in the proposed Triangle T Water District of approximately 15,689 acres (16 parcels). John Hancock Life Insurance Company requested the formation of the Triangle T Water District and an established SOI boundary. It also asked that the SOI boundaries of the Clayton Water District be amended, along with those of the Chowchilla Water District and the Madera Irrigation District.

The owners of land in the Clayton Water District and the proposed Triangle T Water District were asked by LAFCo to reach an agreement and join together as one district. The proposed boundaries of the Triangle T Water District would basically surround the Clayton Water District. Thus, a merger of both districts seemed to be a viable solution. However, the two

districts have different farming practices and goals regarding their property. The Clayton Water District pumps from shallow rechargeable aquifers rather than deep wells and uses available flood waters to recharge these aquifers.

The solution, if opposition against a joint district continued and the Triangle T Water District was approved, would be that the boundaries of both districts are set so that each has the opportunity to expand in their respective directions. John Hancock Life Insurance Company was working on a project to construct a pipeline from the Central California Irrigation District's Poso Canal through Cross Country Creek and Vlot Brothers's property to the Triangle T Ranch. Denying the opportunity for the Cross Creek Property to work with the proposed Triangle T Water District would pose problems for this project. However, Triangle T Water District's proposal meant the annexation of the properties north of Cross Creek with Clayton Water District would be possible only through a non-contiguous annexation. This would result in having properties in the Clayton Water District on both sides of the Cross Creek Property.

Being a part of a California Water district allows property owners to participate in contracting for surface water and funding improvements on properties within the District through assessments. Approval of the Triangle T Water District meant addressing subsidence issues in its area, including the possibility of it becoming a Groundwater Sustainability Agency. An agreement between property owners not to include Cross Creek in the Triangle T Water District and still allow the pipeline project connecting the Triangle T Ranch to Poso Canal, would allow the Clayton Water District to have future contiguous annexations. Nevertheless, California Water Districts are permitted to have non-contiguous properties as long as they remain within two miles of existing district boundaries. Therefore, if there were no agreement, approval of the Triangle T Water District would still allow the Clayton Water District to annex properties to the north of Cross Creek.

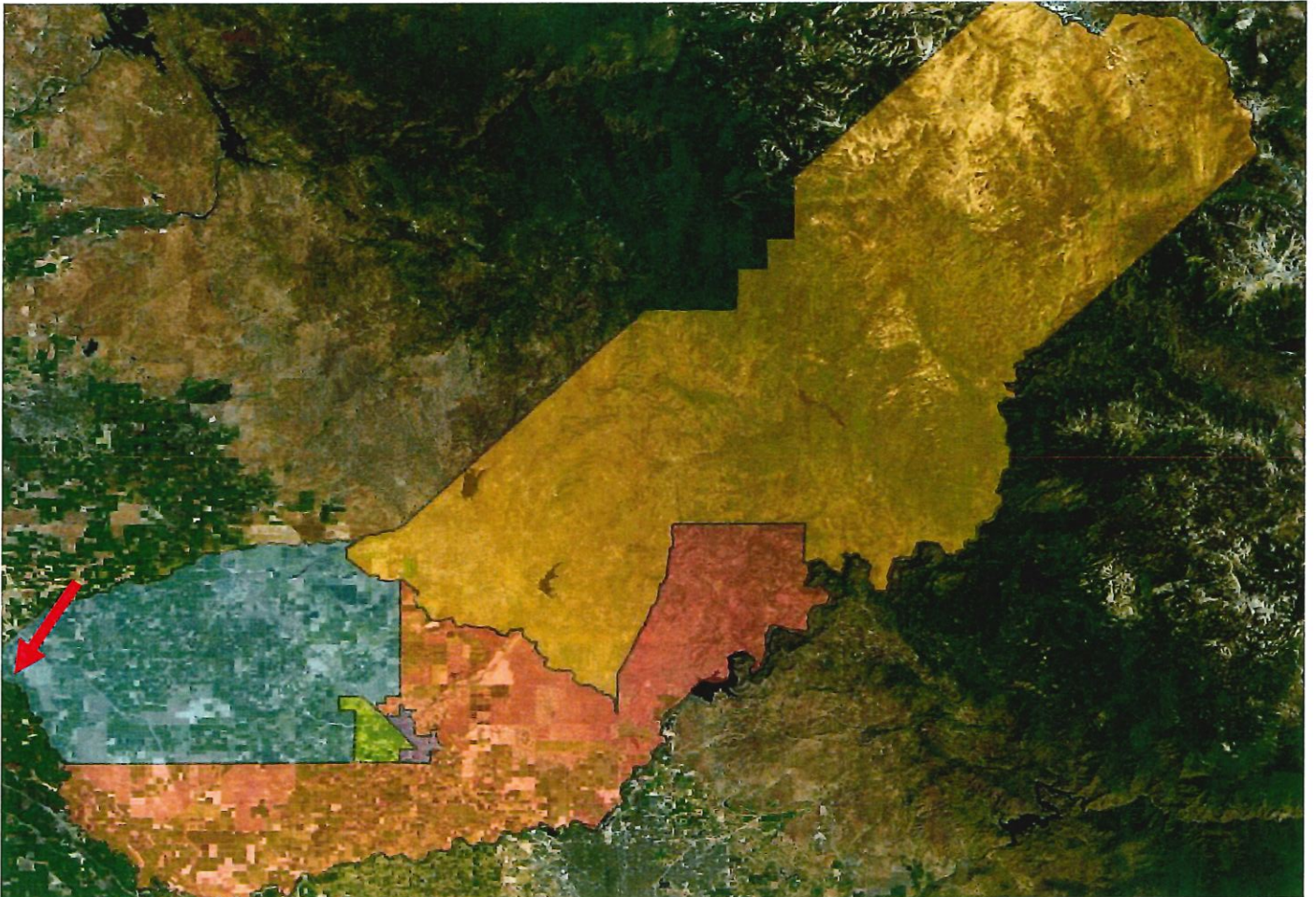
After several hearings, the petitions to detach land from the Clayton Water District and form the Triangle T Water District were approved by LAFCO on January 25th, 2017. The SOI of the Clayton Water District was amended to remove the 2,567 acres owned by John Hancock Life Insurance Company from within its boundaries and place it within the newly formed Triangle T Water District. LAFCO ruled that Cross Creek could not become part of the Triangle T Water District, as this would limit Clayton Water District's ability to expand to the north. However, John Hancock Life Insurance Company, Cross Creek, Vlot and Central California Irrigation District reached an agreement so that the pipeline could be installed.

On December 20, 2016 the Board of the Clayton Water District took action to file a request to activate the District's latent powers and was approved on February 22nd, 2017. This act resulted in an expansion of interest from owners to the north to annex into the Clayton Water District. LAFCO's reactivation of the District's latent powers allows it to:

1. Acquire, plan, construct, maintain, improve, operate, and keep in repair the necessary works for the production, storage, transmission, and distribution of water for irrigation, domestic, industrial, and municipal purposes, and any drainage or reclamation works connected therewith or incidental thereto.

2. Hold elections to determine whether or not bonds shall be issued to pay the costs of construction of irrigation works within the District.
3. Enter upon any land within the District for District purposes.
4. Take conveyances, contracts, leases, or other assurances for property acquired by the District pursuant to Division 13.
5. Execute contracts.
6. Sue and be sued.
7. Levy and collect assessments and standby charges.
8. Disseminate information to the public concerning the rights, properties, and activities of the District.
9. Adopt and enforce District rules or regulations pertaining to the sale or distribution of water within the District.
10. Elect and apply to be or participate in a Groundwater Sustainability Agency as that term is defined in the Sustainable Groundwater Management Act (Water Code Sections 35400-35413. 10723. 10721(j)).

Figure 2- 1 Site Location within Madera County





Municipal Service Reviews

Nine County Service Areas
San Benito County



SAN BENITO
COUNTY
LAFCO

Prepared For:

San Benito County Local Agency Formation Commission
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October 25, 2018

Municipal Service Review Purpose

The San Benito County Local Agency Formation Commission (LAFCO) is an independent agency that has contracted services with the County of San Benito (the County). In accordance with California Government Code Section 56001, San Benito County LAFCO aims to coordinate changes within local and government boundaries. It is responsible for preparing spheres of influence (SOI) determinations for local agencies within the County (Section 56425). A SOI determines probable physical boundaries and the service area of a local agency. The Municipal Service Review (MSR) is an assessment of the existing government agencies and their ability to effectively provide services to its residents and users. MSRs must be completed prior to the update of a SOI or before any reorganization of district boundaries takes place.

The MSR in this report is prepared with accord to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), which requires all LAFCOs to prepare a MSR for each of its cities and special districts (Section 56000). It is intended to provide all relevant information relating to the operation of nine of the County's County Service Areas (CSA) in order to review possible amendments to their SOI or reorganization, consolidation of or annexation to other special districts.

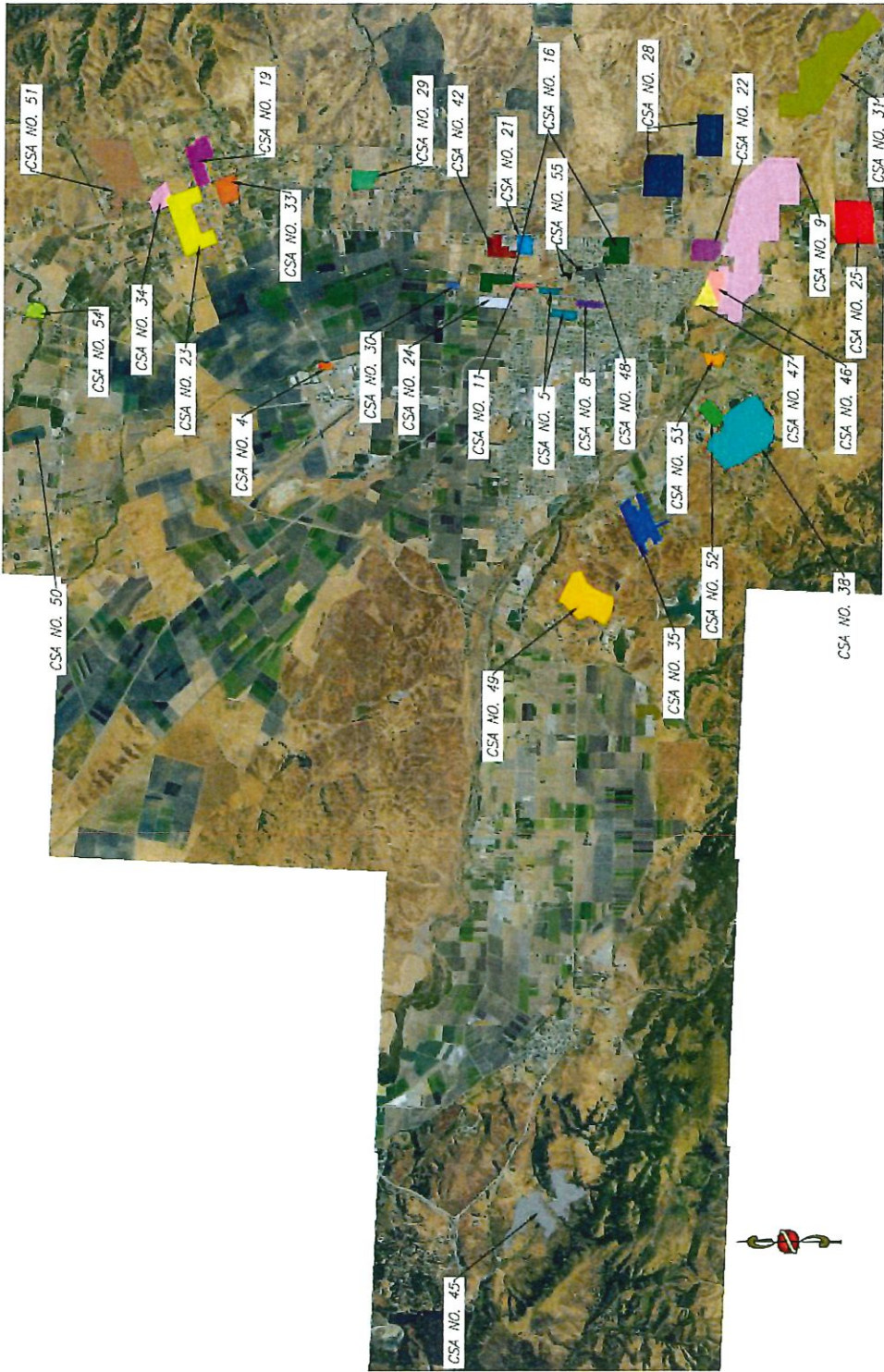
CSAs for Analysis

In this document nine (9) CSAs shall be examined. Each shall be evaluated separately under its own service review. The locations of each CSA can be found in Figure I- 1. The following is a list of the CSAs to be included in this study:

- CSA – 19 Springwood
- CSA – 25 Vineyard Estates
- CSA – 29 Brown Magladry
- CSA – 30 McClosky Acres
- CSA – 33 Torrano Estates
- CSA – 38 Ashford Heights
- CSA – 45 Rancho Larios
- CSA – 49 Hollister Ranch
- CSA – 52 Monte Bello

This report includes study sections for each CSA. Each section provides an overview and evaluation of each of its boundaries and the services provided. At the end of each section written determinations and recommendations are presented.

Figure 1-1 CSA Locations within San Benito County



CSAs

Background

San Benito County is located in the Coast Range Mountains of the United States of America, in the state of California. As of 2017 census, the population was 60,310. The County is made up of two cities: The County's capital city, Hollister and San Juan Bautista. The geographic area of San Benito County is approximately 1,390 square miles, of which 1,389 square miles is land and 1.8 square miles is water.

CSA No. 9 Ridgemark

Ridgemark was formed in March of 1972 and is located in the unincorporated area of the County of San Benito, northeast of Southside Road and south of Airline Highway, refer to Figure 2- 5. Ridgemark has 1,063 parcels: 707 developed residential single family parcels, 312 developed residential condominiums, 14 undeveloped parcels, 8 Homeowner's Association owned parcels, and 22 recreational parcels that include tennis courts and a golf course. The following determinations were made pursuant to Government Code Section 56430:

Growth and Population Projection

The purpose of this section is to evaluate service needs based on existing and anticipated growth patterns and population projections.

CSA No. 9 is located in the Census Tract 8.01 of San Benito County, which has a population density of 966.9 people per square mile, covers a total of 3.35 square miles, and has a total population of approximately 3,235 people. The CSA is made up of 656.52 acres or 1.03 square miles; therefore, by census estimation they should be comprised of about 996 people. Census predicts a 1% fertility rate in Tract 8.01.

Services and Plan for Future Services

The purpose of this section is to evaluate the quality of services and the agency's ability to provide services.

Services provided by CSA No. 9 to Ridgemark include payment of utilities to PG&E for street lighting, storm drainage improvements, road maintenance, and street sweeping. Storm drainage improvements and services include, but are not limited to, the maintenance of drainage ditches and detention ponds, and the cleaning of storm drainage boxes within Ridgemark. Maintenance may include:

- Mow weeds seasonally using a beater tractor
- Trim weeds
- Clean inlets and outlets
- Grade to restore flowlines
- Rip detention ponds for improved percolation
- Remove trees and brush
- Remove trash and litter

Road maintenance may include asphalt patching, chip slurry seal as required, and repair of street signs (graffiti and other vandalism).

LAFCO formed this CSA with the intent to provide the following service(s):

- Street lighting
- Storm drainage improvements
- Road maintenance
- Street sweeping

Currently, all services are being provided as originally intended.

Existing Facilities and Infrastructure Needs or Deficiencies and the Opportunity for Shared Facilities

The purpose of this section is to evaluate existing facilities, infrastructure needs and deficiencies in terms of supply, capacity, condition of facilities, and service quality. Also, to identify the opportunities for jurisdictions to share facilities and resources creating a more efficient service delivery system.

Infrastructure within by the CSA includes roughly 280 streetlights and approximately 13.34 miles of road. The storm drainage system consists of drainage swales, storm drain pipes, manholes, inlets and a detention pond.

Gates were installed at the entrances of Ridgemark, thus denying access to the traveling public. It is unclear whether or not the roads within Ridgemark were vacated/abandoned per Street Highway code section 8300 (see **Error! Reference source not found.**). It is recommended that the County officially abandon the roads within Ridgemark pursuant to the process indicated in Street Highway code section 8300, have the gates taken down, or dissolve this CSA.

Budget Assessment, Financial Ability to Provide Services and the Opportunity for Rate Restructuring

The purpose of this section is to evaluate the factors that affect the financing of needed improvements and to identify opportunities to positively impact rates without decreasing service levels.

CSA-9 assessment rates are currently based on Prop 13, 1% prorated shared of property taxes. Based on review of County Budgets from 2012 thru 2017, average revenues are approximately \$74,000 annually. The approved budget for 2017-2018, shows a fund balance of \$591,908 on 6-30-2016, and a combined \$83,000 budgeted for road maintenance and storm drainage maintenance (also referred to as capital Improvement projects) for FY 2016- 2017 and FY 2017-2018. In addition, for FY 2017-2018 \$429,162.00, was budgeted in Contingencies. Figure 2- 2 through Figure 2- 4 illustrate the revenues, expenditures, and end balances for the past five years, respectively.

Figure 2- 2 Revenues from FY-13-14 through FY17-18

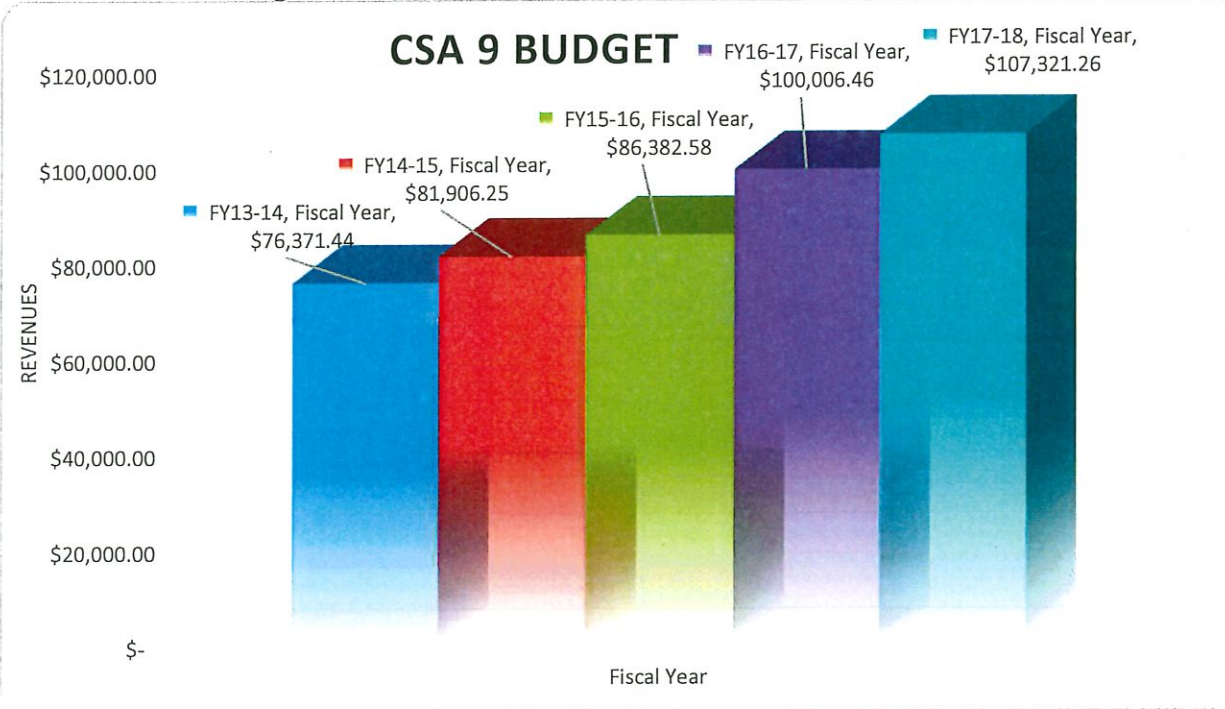


Figure 2- 3 Expenditures from FY-13-14 through FY17-18

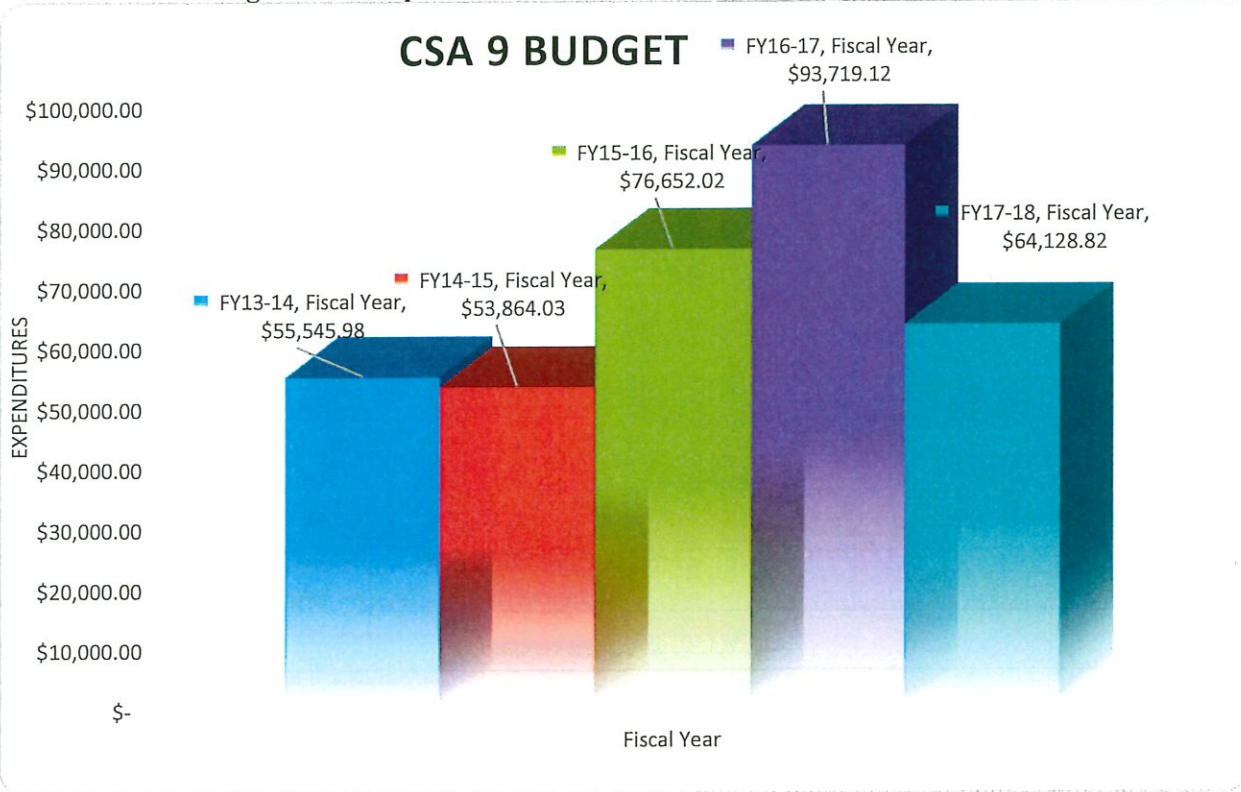
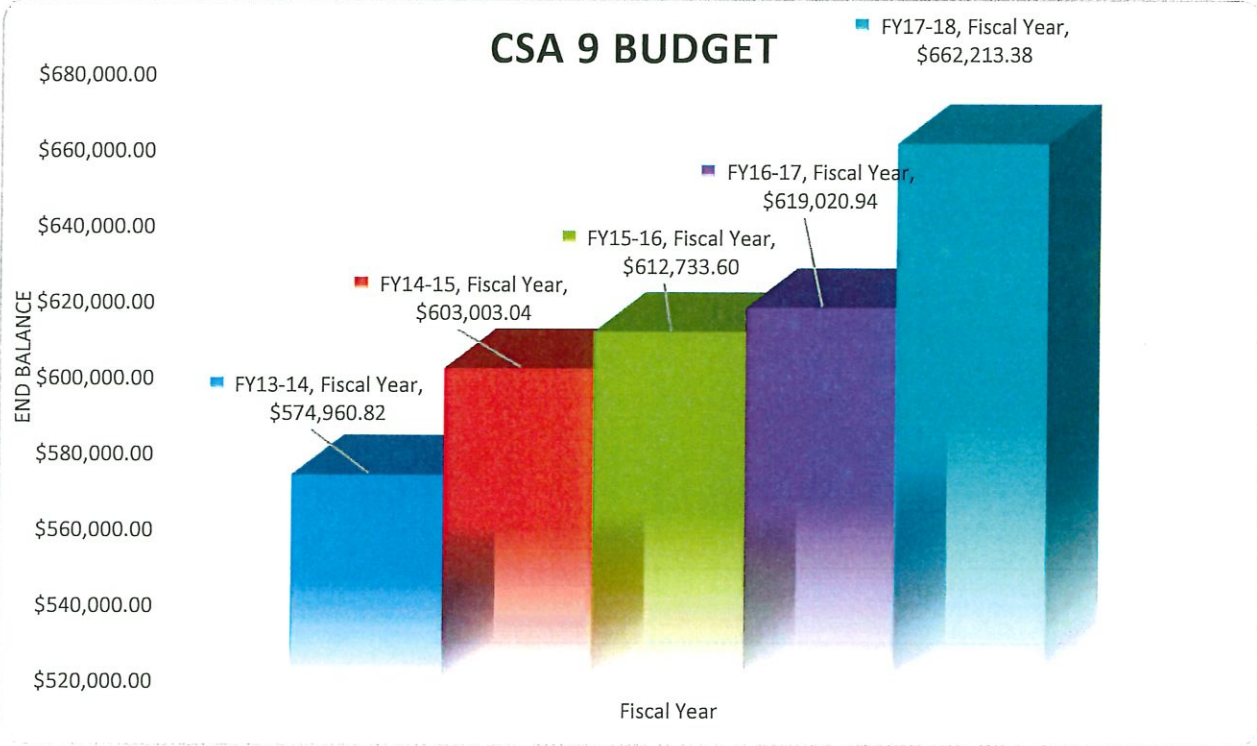


Figure 2- 4 Balance from FY-13-14 through FY17-18



Government Structure Options, Including the Advantages and Disadvantages of Consolidation or Reorganization of Service Providers

The purpose of this section is to consider the advantages and disadvantages of various government structures that could provide public services.

This CSA has put up a gate and thus, privatizing their roads. As County maintained roads, they should be accessible to the traveling public. It is recommended that this CSA is dissolved and taken over by the HOA.

Governance

The purpose of this section is to evaluate the accessibility and levels of public participation associated with the agency's decision-making and management processes.

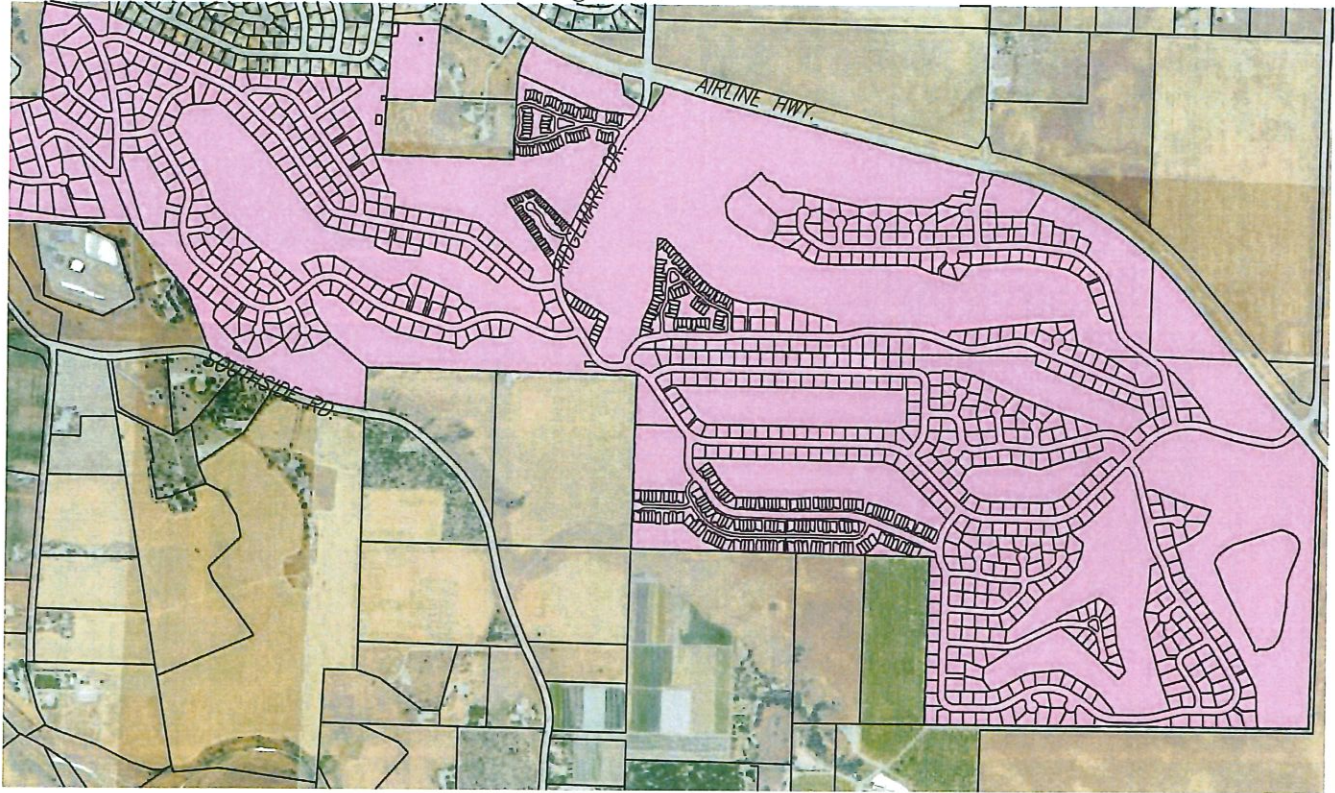
Regular meetings are not conducted, but parcel owners are notified of board meetings when it concerns this CSA. Yearly budget reports are published on the County's website.

The HOAs within this CSA maintain some of the service needs of Ridgemark and hold regular board meetings.

Recommendations

1. Adopt the written determinations presented in this service review for CSA No.49 pursuant to California Government Code Section 56430.
2. Find the CSA No.9 unnecessary and dissolve it.

Figure 2- 5 CSA No. 9



**LOCAL
EXPERTISE.**

We are your advocate, every step of the way.

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