

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF JUNE 27, 2007*

### *REGULAR MEETING*

**TO:** Ted Long, Chairman, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #2e: APPROVAL OF A LIMITED INTERNSHIP CONTRACT**

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#### **RECOMMENDATION**

Staff recommends that the Commission approve the limited internship contract between LAFCO and Ms. Tiffany Sonnier.

#### **REASON FOR RECOMMENDED ACTION**

The internship contract would allow for Ms. Tiffany Sonnier to work on a research project for the three El Dorado County resource conservation districts. Ms. Sonnier would gain valuable skills that will assist her in her career and LAFCO receives an early start on the Resource Conservation District Municipal Service Review.

#### **BACKGROUND**

In May 2007, your Executive Officer was contacted on potential internship opportunities. Ms. Sonnier is a recent graduate of the University of California, Davis political science program. She has raw research and writing skills to offer this agency but requires “real-world” experience to be able to start her career in either the private or public sector.

The Resource Conservation District Municipal Service Review is the second MSR to be conducted in-house, scheduled to start at the completion of the Public Cemetery Services MSR, and its related spheres of influence, project. The cemetery MSR is scheduled to end in the August/September timeframe. If the Commission approves this contract, Ms. Sonnier would prepare the initial research groundwork for this MSR, saving LAFCO staff approximately two months of time. The intent is that the analysis portion of the RCD MSR could begin by the time the work on the Cemetery MSR is completed.

Ms. Sonnier’s duties would include researching three resource conservation districts (RCDs) and write introductory sections on each one (history, purpose, funding sources, personnel and governing board). Because RCDs work closely with the National

Resource Conservation Service, she may be asked to write up an introductory section on that federal agency. Ms. Sonnier would have access to LAFCO agency files and any information collected on the RCDs up to this point. Under certain circumstances, Ms. Sonnier will be required to collect additional data from the RCDs, including, but not limited to, interviews and site visits. LAFCO would be committed to provide any additional support on those endeavors, including providing assistance with the generation of GIS maps. The Executive Officer would oversee Ms. Sonnier's work to ensure the end product meets the expectations of the contract. Funding for this contract comes from the \$1,000 allocated in Employee Wage – Temporary (Fund 5210) in the current year's budget (Fiscal Year 2006-2007).

Attachment

Attachment A: Employment Agreement with Ms. Tiffany Sonnier