

Shiva Frentzen

Executive Officer Report

Shiva Frentzen

Legend:

- Green: Completed
- Orange: In Progress
- Blue: To Do

<https://sharing.clickup.com/42062123/g/h/183m9b-1351/660>

Task	Start Date	End Date	Status
FY26-27 Work Plan	2024-09-01	2024-12-31	Completed
Recruit and train proper staffing for the agency	2024-09-01	2024-12-31	Completed
Train and possible recruitment for staff	2024-09-01	2024-12-31	Completed
Complete the MSRs for GFCSD by consultants	2024-09-01	2025-03-31	In Progress
Assign to the consultants	2024-09-01	2025-03-31	To Do
Explore the existing consulting agreements to perform the MSRs	2024-09-01	2025-03-31	To Do
Consultants prepare the draft report	2024-09-01	2025-03-31	To Do
Consultant begins the MSR for Grizzly Flats CSD	2024-09-01	2025-03-31	To Do
Audit for FY25-26	2025-04-01	2025-06-30	In Progress
Review the first draft of Audit with the firm	2025-04-01	2025-06-30	In Progress
Shiva drafts the management report for the Audit	2025-04-01	2025-06-30	In Progress
Budget Committee meeting to review the audit	2025-04-01	2025-06-30	In Progress
Audit process	2025-04-01	2025-06-30	In Progress
Commission review and approval of the audit	2025-04-01	2025-06-30	In Progress
Finalize a contract for new audit firm in July	2025-07-01	2025-07-31	To Do
initial kick-off meeting	2025-07-01	2025-07-31	To Do
Provide audit material	2025-07-01	2025-07-31	To Do
Review draft audit	2025-07-01	2025-07-31	To Do
Process the El Dorado Hills Incorporation Application	2025-08-01	2025-08-31	In Progress
Complete application submitted by the applicant	2025-08-01	2025-08-31	In Progress
Work closely with the Strategic Planning Committee	2025-08-01	2025-08-31	In Progress
Setup meetings with the SP committee	2025-08-01	2025-08-31	To Do
Meet with the Boards of Lake View CSD and Audubon CSD	2025-08-01	2025-08-31	To Do
Lake View CSD Shiva attend meeting and do a presentation	2025-08-01	2025-08-31	To Do
Audubon CSD Shiva attend meeting and do presentation	2025-08-01	2025-08-31	To Do
Propose a five-year budget projection and MSR project plan	2025-09-01	2025-09-30	In Progress
Draft the five-year budget projection	2025-09-01	2025-09-30	To Do
Update the MSR/SOI project plan	2025-09-01	2025-09-30	To Do
Draft the proposed budget for FY26-27	2025-09-01	2025-09-30	To Do
Draft the work plan for FY26-27	2025-09-01	2025-09-30	To Do
Meet with the strategic planning committee for MSR cycle and work plan approval	2025-09-01	2025-09-30	To Do
Meet with the budget committee for budget approval	2025-09-01	2025-09-30	To Do
Work closely with the Strategic Planning and Budget Committee	2025-10-01	2025-10-31	In Progress
Setup meetings to discuss policy changes as approved	2025-10-01	2025-10-31	To Do
Train staff and Commissioners	2025-11-01	2025-11-30	In Progress
Staff attend the CALAFCO Workshop	2025-11-01	2025-11-30	To Do
Complete the EID MSR/SOI by consultant	2025-12-01	2025-12-31	In Progress
Consultant begins the draft EID MSR	2025-12-01	2025-12-31	To Do
Complete the MSRs for Rising Hills CSD by consultants	2026-01-01	2026-01-31	In Progress
Assign to the consultants	2026-01-01	2026-01-31	To Do
Explore the existing consulting agreements to perform the MSRs	2026-01-01	2026-01-31	To Do
Consultants prepare the draft report	2026-01-01	2026-01-31	To Do
Consultant begins the MSR	2026-01-01	2026-01-31	To Do
Work closely with the CPCSD for review of their fire protection services	2026-02-01	2026-02-28	In Progress
Attend CPCSD meetings and communicate with the GM and Board members	2026-02-01	2026-02-28	To Do
Discuss LAFCO procedure and details with the consultants	2026-02-01	2026-02-28	To Do
Divide Fire Protection District shared Services and responsibilities	2026-03-01	2026-03-31	In Progress
Meetings with Mosquito FPD, Gardev Valley FPD, ...	2026-03-01	2026-03-31	To Do

Work Plan Fiscal Year 2026-2027

1. Recruit and train proper staffing for the agency
2. Work closely with the El Dorado Hills CSD as the applicant, groups, agencies, County, and Special Districts for the El Dorado Hills incorporation project
3. Work closely with the County of EL dorado and the neighboring Fire Protection Districts for possible reorganization of Mosquito Fire Protection District
4. Conduct a Sphere of Influence and Municipal Services Review for Rising Hill Community Services District
5. Progress on El Dorado LAFCO website (edlafco.us) for being visually impaired compliant
6. Meet with the Non-Municipal Services District Boards of the Audubon Hills CSD and Lakeview CSD according to the approved "FY26-27 NON-MUNICIPAL SERVICES MSR/SOI Project Cycle"
7. Work closely with the Cameron Park CSD to navigate through divestiture of Fire Services and annexation to another Fire Protection District
8. Work closely with the Strategic Planning Committee to strategize and continue the efforts for the Fire Summit that is recommended as the result of the Fire MSRs
9. Propose a five-year budget projection and MSR project plan
10. Work closely with the Budget Committee and Strategic Planning Committee to update Commission's Policies and Guidelines as necessary
11. Train staff and commissioners and attend the annual Conferences and Workshop
12. Review, evaluate and update internal work procedures
13. Coordinate with the County as needed on its preparation of environmental documents for various upcoming projects requiring future LAFCO action

Name	Q2 2026	Q3 2026			Q4 2026			Q1 2027			Q2 2027			Q3 2027
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
▼ LAFCO Projects														
▼ Active Projects														
2025-02 EDH Incorporation														
2025-03 GDPUD Annexation of Irrigation Customers														
▼ MSRs														
EID MSR-SOI Update														
Grizzly Flats CSD MSR-SOI Update														
▼ Pre-LAFCO Projects														
Cameron Meadows (CPCSD)														
Community for Health and Independence Specific ...														
Creekside Village Specific Plan (EDHCSD)														
EDH Costco (EID, EDH Fire)														
Gateway El Dorado Specific Plan (EDHCSD)														
Generations at Green Valley (EID, EDH Fire, EDH...														
Lime Rock Valley Specific Plan (EID, EDHCSD)														
Town & Country Village (EID)														
Village of Marble Valley Specific Plan (EDCFPD, E...														

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Future agenda items

September 2026 – EO Annual review + GDPUD annexation project

December 2026 – yearly meeting calendar + Audit + GFCSD MSR (Draft) + EID MSR (Draft)

January 2027 – Mid-year budget + Election of officers + Committee Assignments (Budget, Strategic Planning) + Oath of Office: New County/City Members

March 2027 – Budget proposal for FY26-27 + 5 year budget projection + MSR/SOI Project Cycle + FY26-27 work plan + FY24-25 Audit

May 2027 – Final budget approval + MSR/SOI Project Cycle + Start EO performance review + Public Member Selection + Oath of Office: New District Members