

Scope of Work

Planwest has reviewed the process provided in the RFP and agree to the steps outlined therein. Below is each task with additional detail regarding how Planwest would approach the Water District Services MSR/SOI process.

Task 1 - Data Collection

Planwest will hold a kick-off meeting (remotely) with El Dorado LAFCO staff to review the scope and schedule and address any questions or process items prior to work commencement. In coordination with El Dorado LAFCO staff, Planwest will determine what data is currently available and what additional information is needed to address the seven factors in GC §56430. This may include but is not limited to interviews, surveys and research of existing information and documents.

Planwest will prepare personalized requests for information for each agency after initial research has been completed. We know that agency staff are often busy with multiple tasks so we will attempt to gather as much information as possible through research before submitting an information request. To the extent appropriate and feasible, research for preparation of the service review will include the following listed sources and subjects as well as others mentioned in the RFP.

- Principal Acts
- General Plan and Zoning Ordinances
- Community Plans
- Agency Budgets and Audits
- Water Management Plans
- Capital Improvement Plans
- US Census Bureau
- CEQA Documents
- Agency Websites
- El Dorado County Records
- Memorandums of Understanding
- Special Reports

Task 2 - Interpretation and Analysis

Based on the research conducted in Task 1, Planwest will begin to interpret and analyze information to determine the level of services and demand for each agency. This services analysis will allow us to draw conclusions on service needs for each agency and identify any opportunities for shared services. If necessary, we will also determine various governance options or potential efficiency measures to help increase service levels within agency boundaries.

Data collected will be adequate to prepare an agency profile and make statutorily-required determinations. Planwest will work with El Dorado LAFCO staff to review and verify information collected. An Agency Profile will be distributed to El Dorado LAFCO staff for review and feedback. The Agency Profile will describe each agency, its location, history, number of employees, structure, the services it provides, and a map of the existing district boundary and service areas (including SOI boundary). This analysis will allow us to provide the Commission with recommendations for each agency and aid us in drafting MSR and SOI determinations.

Task 3 - Administrative Draft MSR/SOI Report

Planwest will produce an Administrative Draft MSR/SOI Report with appropriate and actionable recommendations for LAFCO staff review. Planwest will meet with El Dorado LAFCO staff to discuss any significant issues identified and review draft determinations. The Administrative Draft MSR/SOI Report will be organized in a way that is both readable and suitable for use by elected officials, service providers and the public. We will present issues in the most succinct manner possible while including necessary content and ensuring readability including:

- Brief background section (CKH Overview, purpose and study methodology as presented in the scope of work).
- Brief description of MSR/SOI study area and affected providers including a Table of Providers (See sample in Attachment 2)
- Summary of important issues, conclusions, and analyses by evaluation category.
- Service level/industry standards comparison tables
- Draft MSR determinations and recommendations
- Draft SOI determinations and recommendations

Task 4 - Agency Review Draft MSR/SOI Report

Based on feedback from LAFCO staff, Planwest will modify the administrative draft and submit an Agency Review Draft MSR/SOI Report to El Dorado LAFCO for distribution to affected and interested agencies for comment.

Task 5 - Public Review Draft MSR/SOI Report

Planwest will meet with El Dorado LAFCO staff to review and address any agency comments received. Planwest will prepare a Public Review Draft MSR/SOI Report that includes proposed findings, determinations, and recommendations. Planwest will help facilitate review of the draft report by the Commission, County Board of Supervisors, affected/interested agencies, and the public. Planwest will be available to virtually attend and present the draft report as a public workshop item at a Commission meeting.

Task 6 - Public Hearing Draft MSR/SOI Report

Based on comments received during the agency and public review period, Planwest will prepare a final draft Public Hearing MSR/SOI Report addressing comments from LAFCO Commission, LAFCO staff, affected/interested agencies and the public, including findings, determinations and recommendations.

Task 7 - LAFCO Public Hearing and Approval

Planwest will virtually attend and present the final report to the Commission at a public hearing. This is anticipated to be virtual attendance, however, in person attendance can be arranged if requested. El Dorado LAFCO will be responsible for determining the appropriate level of environmental review and preparing all CEQA documentation for the MSR.

Task 8. Adopted MSR/SOI Report

Following Commission approval of the MSR, Planwest will prepare the Final MSR/SOI addressing any Commission directed changes and provide to El Dorado LAFCO with a final electronic version (both PDF and Word versions) for distribution and posting online.

Task 9. Organization of Supporting Documents

Planwest will provide a complete list of resources utilized for preparation of the document and will provide a catalog of digital files. This will also include a tracking sheet of comments received and responses to comments, as necessary.

VIII. ASSISTANCE FROM EL DORADO LAFCO

Planwest requests El Dorado LAFCO support in reviewing information requests to agencies and if necessary, encouraging service providers to provide information. We would also like El Dorado LAFCO assistance with obtaining appropriate shapefiles for GIS analysis and in scheduling draft review of documents.

IX. PROJECT SCHEDULE

Timing of each work task (contingent on authorization by May 31, 2021).

TASK	DESCRIPTION	COMPLETION DATE
1	Data Collection	June 2021
2	Interpretation and Analysis	July 2021
3	Administrative Draft MSR/SOI Report	August 2021
4	Agency Review Draft MSR/SOI Report	September 2021
5	Public Review Draft MSR/SOI Report	September 2021
6	Public Hearing Draft MSR/SOI Report	October 2021
7	LAFCo Public Hearing and Approval	November 2021
8	Adopted MSR/SOI Report	December 2021
9	Organization of Supporting Documents	December 2021