



Agenda Date: 10/17/2018
Agenda Placement: 8D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer

REPORT BY: Andrew Damron, Technical Services Director - 707-258-6000

SUBJECT: Receive Presentation from Staff on LAFCO's Countywide Water and Wastewater Municipal Service Review (MSR)

RECOMMENDATION

Receive presentation from staff on LAFCO's Countywide Water and Wastewater Municipal Service Review (MSR), discuss, and provide direction to staff if applicable.

EXECUTIVE SUMMARY

At the February 5, 2018 meeting of the Local Agency Formation Commission (LAFCO) of Napa County, the Commission adopted a Strategic Plan for 2018-2022. The strategic plan includes a Countywide Water and Wastewater Municipal Service Review (MSR). At the April 2, 2018 LAFCO meeting the Commission approved its fiscal year 2018/19 budget. The budget included funds to start the water and wastewater MSR. At the June 4, 2018 LAFCO meeting the Commission considered the draft request for proposals (RFP) document to select a consultant to perform the MSR. The Commission directed staff to finalize the RFP and initiate the consultant selection process.

At the August 6, 2018 LAFCO meeting the Commission directed staff to circulate the RFP to consultants. The deadline for proposals was September 7, 2018 and two proposals were received. The focus group, including Tim Healy, interviewed the consultants and determined that the team of Policy Consulting Associates and Berkson Associates was the most qualified. The commission authorized LAFCO's Executive Officer to negotiate a contract with the selected team at their meeting on October 1, 2018.

LAFCO's staff report from October 1, 2018 and the RFP are attached.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

- A . LAFCO Staff Report & RFP
- B . Presentation Slides

Napa Sanitation District: Approve

Reviewed By: Timothy Healy