



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

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February 7, 2022

Erendira Tapia-Bouthillier, Deputy Clerk IV  
Sacramento County Superior Court  
720 9th Street  
Sacramento, CA 95814-1302

Dear Ms. Tapia-Bouthillier,

On January 15, 2022, the Sacramento Local Agency Formation Commission received a request from Foreperson Deanna Hanson seeking a detailed timeline for conducting a municipal service review (MSR) on Del Paso Manor Water District.

As you are aware, LAFCo responded to the recent Grand Jury Report, titled "Del Paso Manor Water District Flooded with Public Safety Dangers." LAFCo indicated it was in agreement with the need to conduct an MSR on Del Paso Manor Water District but LAFCo sought an adjusted timeline for the completion of the MSR. The Grand Jury Report recommended work on the MSR start in January 2022 and end by June 2022. For various reasons LAFCo countered that work should begin in May 2022 and be completed by November 2022. The letter from Foreperson Hanson states the timeline adjustment was acceptable but LAFCo needed to provide "a detailed timeline on the steps which will occur in 2022 to make certain an MSR is finalized."

This letter contains a proposed timeline. There are caveats, of course. Several factors could affect the completion of the MSR, primarily contingent upon Del Paso Manor Water District being able to complete and/or provide the studies the Grand Jury Report identified. Another factor is the number of qualified consultants who respond to the LAFCo RFP. If an insufficient number of consultants respond, then LAFCo would be forced to re-circulate or extend the response deadline. Given these, this is the proposed timeline:

Milestone	Estimated Start Date	Estimated Completion Date
Preparation of Request for Proposals	February 2022	March 2022
Circulation of RFP	March 2022	April 2022
Review of RFP responses and selection of consultant	April 2022	April 2022
Commission approval of contract with consultant	May 2022	May 2022

Milestone	Estimated Start Date	Estimated Completion Date
<b>Data Collection and Review</b>	May 2022	August 2022
Kick-off meeting with LAFCo, DPMWD staff		
Develop and send survey; review DPMWD response		
Collect and gather reports		
<b>Data Analysis</b>	September 2022	October 2022
Analysis and preparation of preliminary findings		
Preliminary Findings/Administrative Report sent to LAFCO and Agency staff		
Comments from LAFCO and District staff is received by Consultant		
<b>Draft MSR Report</b>	November 2022	December 2022
Prepare Draft MSR		
Release of Draft MSR		
Public comment period begins		
Presentation of Draft MSR at Commission Meeting		
Comment Period Ends		
<b>Final MSR Report</b>	January 2023	February 2023
Respond to Comments and Prepare Final MSR		

Again, there are several factors that could affect this timeline, some outside of LAFCO's control, and a definitive schedule will not be known until a qualified consultant has been selected and contracted. Nevertheless, this is the best estimated timeline staff can create based on past experience. But this timeline allows for the completion of a draft report by November 2022 and LAFCo will ensure the Grand Jury receives a copy for its review and comment.

Thank you again and please contact us if you have any questions,

  
 Gay Jones, Chair  
 Sacramento Local Agency Formation Commission