



Lou Ann Texeira  
Executive Officer

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
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October 8, 2025 (Agenda)

Contra Costa Local Agency Formation Commission  
40 Muir Road, 1st Floor  
Martinez, CA 94553

October 8, 2025  
Agenda Item 5

**2<sup>nd</sup> Round Irrigation and Water Services Municipal Service Reviews and  
Sphere of Influence Updates - Contract for Services**

Dear Members of the Commission:

The Commission annually adopts *Proposed* and *Final* budgets and a workplan. The FY 2025-26 budget and workplan includes funding for Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) Updates.

Contra Costa LAFCO recently completed 3<sup>rd</sup> round *Reclamation Services* MSR/SOI updates covering 12 reclamation districts. It is timely to move forward with another MSR. As presented in the FY 2025-26 budget report, the next MSR in the queue is the 2<sup>nd</sup> round irrigation and water services MSR/SOI updates.

Previously, the Commission approved an “on-call” list of prequalified MSR/special study consultants. LAFCO staff reached out to several consulting firms and asked for details regarding their approach to this MSR and cost to prepare the MSR. Two firms responded including *Policy Consulting Associates (PCA)* and *RSG Solutions*. Both firms provided detailed proposals and both firms have experience working with LAFCOs. *PCA* provides a range of services including preparing interdisciplinary studies for LAFCOs and other government agencies with an emphasis on MSRs/SOI updates and fiscal studies. *PCA* also provides contract staffing services to several LAFCOs throughout California. *PCA* is familiar with Contra Costa County and Contra Costa LAFCO and recently prepared our 3<sup>rd</sup> round reclamation services MSR/SOI updates. *PCA* also served as a subconsultant to the Contra Costa County Fire Protection District-East Contra Costa East Fire Protection District annexation/dissolution in 2022. The *PCA* estimated cost is \$54,000. *RSG* provides a range of fiscal services including fiscal impact studies, MSRs/SOI updates, boundary changes/incorporations, community engagement, strategic plans, and tax increment financing. The *RSG* estimated not-to-exceed cost is \$106,261.

**RECOMMENDATION** – It is recommended that the Commission authorize the LAFCO Executive Officer to execute a contract with *Policy Consulting Associates* to prepare the 2<sup>nd</sup> round *Irrigation and Water Services* MSRs/SOI updates with a project budget not to exceed \$54,000.

Sincerely,  
LOU ANN TEXEIRA  
EXECUTIVE OFFICER

c: Jennifer Stephenson, Principal, *Policy Consulting Associates*  
Jim Simon, Principal, *RSG*