

August 21, 2025

Lake County Special Districts
Robin Borre, Administrator
230 N. Main Street
Lakeport, CA 95453

Dear Ms. Borre,

Lechowicz & Tseng Municipal Consultants (L&T) enjoyed working with you in the past to conduct rate and fee analysis for Lake County (County) special districts. We appreciate the opportunity to work with you again. Enclosed is our proposal to conduct a Proposition 26 User Fee Study.

Services

To conduct the fee study, L&T proposes the scope of services listed below. We are flexible to adjust the scope to meet your needs.

1) Project Kickoff and Data Gathering

Draft and submit a data needs list such as budgets, staffing levels and cost, overhead cost allocation plan (if available), policy documents, customer/service area information, and existing fee schedules across the County's various service areas. Review available documents with County staff and determine categories of fees to include in the study.

2) Staff Interviews and Calculate Fees

Conduct interviews to gain an understanding of which staff members provide services, the amount of time per staff member involved, vehicles, materials, and overhead associated with providing each proposed fee. Revise fee categories as needed. Calculate the fully burdened cost of each fee and present draft results to staff. Provide a survey of fees charged by other comparable agencies (such as Yolo County). A preliminary list of fees for the study is provided below:

- Industrial sewer permitting
- Penalties for spills or negligence
- Pre-development meeting
- Shut off fees (+after hours)
- Set hydrant and hydrant rentals
- Cut lock
- Account set up
- Renter's deposit
- Inspection fees
- Plan review
- Grease trap inspections
- Late fees and penalty fees
- RV park line inspections
- Backflow device inspections

3) Reports

Provide draft and final reports to the County summarizing our recommendations. The reports will serve as the Proposition 26 administrative record which identifies the cost-basis of the fees. We will coordinate with the County's legal counsel for review. L&T will also assist in writing or updating the County's fee ordinances or resolutions. Our report will document how the County can update the fees using our materials in the future should circumstances change.

4) Meetings and Presentations

To conduct the study, we will conduct virtual meetings with County staff as needed to discuss data needs, interview staff, and review preliminary and final recommendations. L&T will provide meeting agendas, materials, and action items. Our proposal does not include any in-person meetings.

Staff Assignment

Alison Lechowicz will be the principal-in-charge and project manager on this assignment. She will be assisted by Financial Analyst II Sophia Mills. Alison and Sophia will dedicate the time and effort needed to complete the study.

Availability and Fees

1. L&T is prepared to begin work upon your authorization to proceed.
2. For professional services, the total fee is \$21,100 with no in-person meetings. In-person meetings can be added at a cost of \$1,800 per meeting.

PROJECT TASKS	HOURS			BUDGET
	Lechowicz Project Mgr \$230/hour	Mills Financial Analyst II \$150/hour	Total	
1. Kickoff & Data Gathering	6	10	16	\$2,880
2. Staff Interviews and Calculate Fees	18	26	44	\$8,040
3. Draft & Final Reports	16	24	40	\$7,280
4. Internal Progress Meetings	10	4	14	\$2,900
TOTAL PROJECT BUDGET	50	64	114	\$21,100

Very truly yours,

LECHOWICZ & TSENG MUNICIPAL CONSULTANTS

A handwritten signature in purple ink, reading "Alison Lechowicz". The signature is fluid and cursive, with the first name "Alison" and last name "Lechowicz" clearly distinguishable.

Alison Lechowicz, Principal
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