



CIVIL ENGINEERING
LAND SURVEYING
FUNDING PROCUREMENT
CONSTRUCTION ADMINISTRATION
www.cecusa.net

Main Office
1110 Civic Center Blvd., Suite 404
Yuba City, CA 95993
(530) 751-0952

May 12, 2026

City of Clearlake
Trystan Hayes and Alan Flora
14050 Olympic Drive
Clearlake Ca. 95422

Subject: Proposal # 26-856

Dear Trystan and Alan:

Clearlake Annexation, Detachments, and Sphere of Influence, Southeast Regional Wastewater System Detachment

Element Land Solutions and CEC have teamed up to provide a work scope whereby we team with the City Staff to produce an Annexation Submittal, Detachment and Sphere of Influence documents to the Local Agency Formation Commission for consideration. This work includes the detachment of the Southeast Regional Wastewater System, from the Lake County Sanitation District. The ELS and CEC Team are in process of completing a similar project currently for the City of Colusa on 542 Acres working with the same LAFCO staff, Larkyn Feiler. Below is a brief work scope and fee proposal for your consideration to get the project to a complete LAFCO submittal.

It's our understanding and based on the "Draft Annexation Area Map" provided, the city desires to annex approximately 1331 acres, detach 1491 acres, and establish a sphere of influence increase of approximately 637 acres, and file an application with LAFCO for detachment of the Southeast Regional Wastewater System from the Lake County Sanitation District. Our team will assist and keep the project on track, and the City will lead the effort as the lead agency for submittal to LAFCO.

Below please find our work scope and cost proposal to provide technical services to the City to get this application to the LAFCO agency for consideration.

If you have any questions I can clarify please do not hesitate to call me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'David Swartz', with a stylized flourish at the end.

David Swartz, PE, PLS, QSD
CEO CEC Inc.



City of Clearlake Annexation/Detachment/SOI/Southeast Regional Work Scope

Survey Base Drawing

- a.) CEC/ELS Team will research Lake County record maps, surveys, deeds and **Client-supplied preliminary title reports** for the affected properties.
- b.) CEC/ELS TEAM will prepare a base drawing in CAD from available record information for the territory being annexed, detached and included in the SOI.
The base map will include assessed parcels, streets, highways, railroads, streams, canals, water boundaries and other important physical features. This scope of work assumes that these features will be provided from available County GIS shape files to supplement the survey base drawing data.
- c.) CEC/ELS TEAM will establish the retrace the boundaries of the existing City limits and SOI limits from available City and LAFCO documentation.
- d.) Deliverables
Survey Base Drawing in PDF

Legal Descriptions, Maps and LAFCO Application

- a.) Utilizing the survey base drawing prepared above, the CEC/ELS TEAM will prepare geographic descriptions of the project area boundaries. The scope of work assumes 9 individual areas will be described: 4 detachment areas, 1 annexation area and 4 SOI areas.
- b.) We will prepare 18"x26" maps to satisfy the requirements of LAFCO and the State Board of Equalization.
Maps will show exterior boundaries, dimensions, north arrow, scale and vicinity map.
Maps will include net and gross acreage.
Maps will show roadways, highways, canals and other important information.
Maps will include assessor's parcels and tax area codes.
The legal descriptions are to describe the boundaries by metes and bounds and shall contain sufficient reference information to be retraceable without the need for additional reference documents.
Prepare map closures for each of the areas.
Submit signed legal descriptions and maps to the Client for review.
Prepare LAFCO Application with CEC/ELS TEAM prepared mapping documentation. Any environmental compliance, plan for services and tax exchange documentation is to be provided by the Client and/or others.
- c.) Deliverables
Maps and Legal Descriptions for the 9 areas.
LAFCO Annexation Application



CIVIL ENGINEERING
LAND SURVEYING
FUNDING PROCUREMENT
CONSTRUCTION ADMINISTRATION
www.cecusa.net

Main Office
1110 Civic Center Blvd., Suite 404
Yuba City, CA 95993
(530) 751-0952

Agency Coordination and Processing

- Conduct Regularly scheduled meetings with City Staff for updates and directions and keep a tracking schedule.
- Attendance at pre-application conference if requested.
- Coordination with the City staff/representatives for LAFCO documentation needed for application.
- Revisions to the mapping documents as requested by the Client and/or LAFCO.
- Coordination with LAFCO for submittal requirements.
- Coordination with other sub-consultants working on the project.

Meetings and Client Directed Services

- Prepare for and attend additional meetings at the request of the Client.
- Preparation of supplemental exhibits.
- Coordination with additional consultants, contractors, or other project stakeholders.

Cost Proposal:

Below is our cost proposal to perform the above outlined work scope which gets the annexation/detachment/sphere to the initial LAFCO submittal. Beyond the initial submittal it's to speculative to know a scope of work that could be derived from comments and ongoing work to complete the annexation work.

Task Number	Work Scope Task- Budget Work Sheet - City of Clearlake Annexation, Detachment, Sphere of Influence - Submittal to LAFCO	BUDGET
	Job No.	BUDGET
1	Kickoff meeting (s) city, LAFCO, Others	\$3,112.00
2	Coordination Meetings Through LAFCO Submittal	\$8,735.00
3	Survey Base Drawings for Annexation and Detachments Per Board of Equalization Requirements and Shere of Influence	\$25,585.00
4	Legal Descriptions and Mapping for Annexation and Detachments	\$22,080.00
5	LAFCO Application - Excluding Environmental Documents, plan for services etc.. to be provided by City	\$28,455.00
	Subtotal:	\$87,967.00