



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

## AGENDA

### REGULAR MEETING PARADISE IRRIGATION DISTRICT BOARD OF DIRECTORS PID BOARD ROOM

6332 CLARK ROAD, PARADISE, CA 95969

WEDNESDAY, OCTOBER 19, 2022 – 6:30 PM

- ❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Secretary at (530) 876-2039 at least 48 hours in advance of the meeting.*

- ❖ *The following options are available for members of the public interested in participating in the meeting remotely:*

*Via Zoom Meeting:* <https://us02web.zoom.us/j/88192841237>

*Telephone:* +1 669 900 6833 US (San Jose)

*Meeting ID:* 881 9284 1237

*To improve participation during the meeting, we will be accepting public comments from Zoom Meeting participants during the meeting. The Board cannot take action on any matter not on the agenda. Public comments specific to an agenda item will be read directly after the agenda item and before the Board votes on an item.*

*Via Email or Telephone: Public comment will be accepted by email with the subject line PUBLIC COMMENT ITEM NO. \_\_\_\_ to [gborrayo@paradiseirrigation.com](mailto:gborrayo@paradiseirrigation.com) or telephone (530) 876-2039 prior to 4:30 p.m. on the day of the meeting.*

#### 1. **OPENING:**

- a. Call to Order
- b. Public & Board Members; please silence your cell phones
- c. Reflection and Pledge of Allegiance
- d. Roll Call

#### 2. **PUBLIC COMMENT:**

Individuals will be given an opportunity to address the Board regarding matters not scheduled on the agenda, although the Board cannot take action on any matter not on the agenda. Comments will be limited to 3 minutes per speaker. Opportunity for public comment on agenda items will be provided at the time they are discussed by the Board with comments limited to 3 minutes per agenda item.

#### 3. **APPROVAL OF CONSENT CALENDAR:** *Action may be taken.*

- a. Approval of Meeting Agenda Order
- (Pg. 5-10) b. Approval of Minutes – Regular Meeting of September 21, 2022
- (Pg. 11-14) c. Approval of ACWA Invoice – 2023 Annual Agency Member Dues

#### 4. **TREASURER'S UPDATE:**

- (Pg. 15-24) a. **Treasurer's Report:** Review and acceptance of the Treasurer's Report for the period ending September 30, 2022. *Action may be taken.*
- (Pg. 25-33) b. **Expense Approval Report:** Approval of payments by check in the amount of \$1,710,271.69 representing check numbers 57761 through 57770 and electronic payments of \$1,399,945.62 by EFT for the month of September 2022 totaling \$3,110,217.31, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of October 2022. *Action may be taken.*

5. **PID STAFF & CONSULTANT REPORT UPDATES:** Verbal and written report updates from staff and consultants. *Informational Report Updates. Direction may be given.*
  - (Pg. 34-35) a. District Manager's Report
  - (Pg. 36-38) b. Strategic Plan Progress Report
  - (Pg. 39) c. Customer Service Activity Report
  - (Pg. 40-43) d. Field Operations Staff Report
  - (Pg. 44) e. Water Treatment Plant Staff Report
  - (Pg. 45-49) f. Engineering Report
  - g. Water Supply Recovery Program Update: Progress update provided by Water Works Engineers
  - h. Post Fire Disaster Public Assistance & Recovery Management Services Update: Verbal update provided by Nicole Maddox – Aptim Environmental & Infrastructure.
6. **COMMITTEE REPORTS:** *Information Item Only.*  
Board oral report(s) regarding representation on Commissions/Committees/Conferences:
  - a. Administration & Personnel Committee (Directors Hinman & Boston – Chairperson)
7. **UNFINISHED BUSINESS:** (Continued from September 21, 2022 Board of Directors Meeting)
  - (Pg. 50) a. **Municipal Service Review Update** (Tom Lando, District Manager & Mickey Rich, Assistant District Manager):
    - (Pg. 51-54) 1. Letter Agreement with LAFCo: Authorize the District Manager to sign a Letter Agreement with the Butte Local Agency Formation Commission (LAFCo) to proceed with an update of the District's existing Municipal Service Review. *Action may be taken.*
    - (Pg. 55-91) 2. Agreement Authorization – SWALE, Inc. Proposal: Authorize the District Manager to enter into an agreement with SWALE, Inc. for services to support the District in addressing a Municipal Service Review (MSR) Update for a cost not to exceed \$23,000.00. *Action may be taken.*
8. **NEW BUSINESS:**
  - a. **Damaged Water Main – Skyway Road Rehabilitation Project** (PID Staff): Verbal After-action report update relating to water main incident on September 14, 2022 between Neal Road and Black Olive Drive. *Information item only.*
  - (Pg. 92-94) b. **Water Treatment Plant Wash Water Equalizer Tanks – Engineering Design Proposal** (Blaine Allen, District Engineer): Authorize the District Manager to enter into an Agreement with Water Works Engineers for the design of the Water Treatment Plant Equalizer Tanks not to exceed \$236,929.00, and additionally authorize a 15% contingency budget of \$35,539.00 for this project at the discretion of the District Manager. *Action may be taken.*
  - (Pg. 95-110) c. **Disaster Recovery Management Services Agreement – Amendment 6** (District Manager Tom Lando): Authorize approval of Amendment 6 and direct Staff to increase Water Works Engineers contract not-to-exceed amount by \$3,399,800.00 to a total contract to date of \$10,770,424.00 for disaster recovery engineering services being provided under Agreement dated March 14, 2019. *Action may be taken.*
  - (Pg. 111-118) d. **Security Camera System Purchase** (Mickey Rich, Assistant District Manager): Authorize the purchase and installation of the proposed security camera system for District facilities from Secure and Alert for a not-to-exceed amount of \$38,075.00. *Action may be taken.*
  - (Pg. 119-124) e. **Capacity Fee Study** (Mickey Rich, Assistant District Manager): Review and consider Capacity Fee Study and potential adjustment to the PID Capacity Fee. *Action may be taken.*
  - (Pg. 125-126) f. **Discontinuance Policy Amendment, Chapters 6.6.1 and 7.7.3** (Mickey Rich, Assistant District Manager): Adopt proposed revisions to the PID Policy and Procedures Manual, Chapter 6.6.1 – Continuity of Service and Chapter 7.7.3 – Discontinued Service. *Action may be taken.*

(Pg. 127-149) g. **Contract Authorization - Classification Study** (Mickey Rich, Assistant District Manager): Authorize an additional \$45,750 for a classification study performed by CPS HR Consulting and authorize the District Manager to execute an agreement for this contract assignment for a total not-to-exceed amount of \$112,000.00. *Action may be taken.*

(Pg. 150-152) h. **Magalia Dam Design** (Blaine Allen, District Engineer): Review and consider approval to authorize funding for the Magalia Dam design under the Magalia Dam Improvement Project. *Action may be taken.*

9. **DIRECTORS' COMMENTS:** *Information Item Only.*

10. **ADJOURNMENT**

CONSENT CALENDAR  
REGULAR MEETING  
PARADISE IRRIGATION DISTRICT  
BOARD OF DIRECTORS

WEDNESDAY, OCTOBER 19, 2022 – 6:30 PM

AGENDA ITEM 2 – APPROVAL OF CONSENT CALENDAR:

A. APPROVAL OF MEETING AGENDA ORDER

B. APPROVAL OF MINUTES – REGULAR MEETING OF SEPTEMBER 21, 2022

**Action Requested:** Approve Minutes for the regularly scheduled meeting of the Board of Directors Meeting on September 21, 2022.

C. APPROVAL OF ACWA INVOICE FOR 2023 ANNUAL AGENCY DUES

**Action Requested:** Approve and authorize payment to the Association of California Water Agencies in the amount of \$21,825.00 for 2023 Annual Agency Dues.



MINUTES

REGULAR MEETING  
BOARD OF DIRECTORS  
PARADISE IRRIGATION DISTRICT  
SEPTEMBER 21, 2022

The regular meeting of the Board of Directors of the Paradise Irrigation District (PID) was called to order at 6:30 p.m. by President Shelby Boston, followed by the Pledge of Allegiance to the Flag of the United States of America.

OPENING

BOARD MEMBERS  
PRESENT: Directors Bob Matthews, Alan Hinman, Chris Rehmann, Vice President Marc Sulik and President Shelby Boston  
(Director Rehmann participating remotely via the Zoom meeting platform)

ROLL CALL

BOARD MEMBERS  
ABSENT: None

STAFF PRESENT: District Manager Tom Lando, Assistant District Manager Mickey Rich, Finance & Accounting Manager Brett Goodlin, District Engineer Blaine Allen, and Secretary Georgeanna Borrayo

ALSO PRESENT: Consultant Sami Kader with Water Works Engineers and Nicole Maddox with APTIM

It was moved by Director Sulik and seconded by Director Hinman to adopt Resolution No. 2022-19; a resolution of the Board of Directors of the Paradise Irrigation District re-authorizing remote meetings consistent with AB 361. Directors' votes were polled as follows by roll call:

RESOLUTION NO.  
2022-19 ADOPTED  
RE-AUTHORIZING  
REMOTE  
MEETINGS  
CONSISTENT WITH  
AB 361  
(Item 2)

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston

NOES: None

ABSENT: None

**Motion passes 5-0**

No public comments were received.

PUBLIC  
PARTICIPATION  
(Item 3)

President Boston announced the Board will adjourn to closed session to discuss agenda item 4.a. as follows:

CLOSED SESSION  
(Item 4.a.)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code § 54956.7  
Property: Forks of Butte Hydroelectric Project  
PID Negotiators: Tom Lando, District Manager, Mickey Rich, Assistant District Manager, PID General Counsel, Minasian, Meith, Soares, Sexton & Cooper, LLP  
Other Negotiators: Hypower and its agent Bodington & Company  
Under Negotiation: Price and Terms of Sale of 14.5 megawatt Forks of Butte Hydroelectric Project.

As there were no public comments, the Board adjourned to closed session at 6:33 p.m.

CLOSED SESSION  
ANNOUNCEMENT

President Boston reconvened the regular meeting at 6:43 p.m. and announced direction has been given to PID negotiators.

CONSENT  
CALENDAR  
APPROVED  
(Item 6.a. – 6.d.)

Board members reviewed consent calendar items as follows:

- 6.a. Approval of Meeting Agenda Order
- 6.b. Approval of Minutes – Regular Meeting of August 17, 2022
- 6.c. Approval of Minutes – Special Meeting of September 6, 2022
- 6.d. Approval to Purchase – Zinc Orthophosphate for Water Treatment Plant

It was moved by Director Matthews and seconded by Director Hinman to approve the Consent Calendar as presented.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

ACCEPTANCE OF  
TREASURER'S  
REPORT FOR  
PERIOD ENDING  
AUG. 31, 2022  
(Item 7.a.)

Board members reviewed a written Treasurer's Report prepared by Finance & Accounting Manager Brett Goodlin for the period ending August 31, 2022, highlighting the district's cash position, debt service analysis, operational overview, and recovery funding. Director Matthews requested including a source of funds statement in the Treasurer's Report that would show a financial overview of grant funding received such as projected reimbursement schedule, cash flow, etc.

It was moved by Director Hinman and seconded by Director Sulik to accept the Treasurer's Report as presented for the period ending August 31, 2022.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

EXPENSE  
APPROVAL  
REPORT FOR THE  
MONTH OF  
AUGUST 2022  
APPROVED (Item  
7.b.)

Board members reviewed accounts payable expense reports for the month of August 2022. It was moved by Director Sulik and seconded by Director Hinman to approve payments by check in the amount of \$2,183,132.98 representing check numbers 57713 through 57759 and electronic payments of \$690,954.11 by EFT for the month of August 2022 totaling \$2,874,087.09, excluding voided check numbers 57724-57727 and 57758, and authorization of a similar amount allowing or adjusting for extraordinary budget or Board approved items during the month of September 2022.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

PID STAFF &  
CONSULTANT  
REPORT UPDATES  
(Item 8.a. – 8.h.)

Board members reviewed written Staff and Consultant Report updates provided in the agenda packet. Assistant District Manager Mickey Rich reported the first bills were issued to 370 accounts for water consumption usage this month. A few issues were encountered, noting the meter period ended September 1; however, the reads provided ended September 20. A correction notification letter will be sent to all 370 accounts billed.

Board members inquired about a staff report relating to the damaged water main on Skyway that occurred while construction crews were working on the Town of Paradise Skyway Road Rehabilitation Project between Neal and Black Olive Roads. Manager

Tom Lando indicated Finance & Accounting Manager Brett Goodlin has begun coordinating costs incurred resulting from the emergency incident. Staff will provide a full briefing at the next Board of Directors meeting.

CONTINUED – PID  
STAFF &  
CONSULTANT  
REPORT UPDATES

Sami Kader with Water Works Engineers highlighted information presented in a written Water Supply Recovery Program Update. In August, RCI installed 236 meters and 210 district-maintained backflow preventers, totaling 2,594 meters and 1,867 district-maintained backflows. RCI is planning to add another crew as we approach the next few months. The Reservoir B Replacement Project was awarded to Myers and Sons Construction and notice to proceed was issued on September 1, 2022. The site has been cleared and excavation and grading has begun. Citing supply chain challenges, the tank vendor is unable to meet the project schedule. The new tank arrival date pushes the project finish date to February 2024.

Consultant Nicole Maddox with APTIM Environmental & Infrastructure summarized information detailed in a written Post-Fire Disaster Public Recovery Update regarding each project awarded by FEMA under Public Assistance.

Community Relations Committee: Director Marc Sulik reported discussion at the September 13<sup>th</sup> committee meeting included a community relations activity update and communication outreach and messaging, and water use charges. Staff will also be looking at options to potentially install a digital sign at the PID office on Clark Road. The next committee meeting is scheduled on November 8, 2022, at 8:00 a.m.

COMMITTEE  
REPORTS  
(Item 9)

Unfinished Business continued from the August 17, 2022 Board of Directors meeting:

UNFINISHED  
BUSINESS:

Staff reported this is an action the Board takes annually to allocate and establish the District's appropriation limit of the property taxes that are received each fiscal year.

It was moved by Director Hinman and seconded by Director Matthews to adopt Resolution No. 2022-15 establishing the annual appropriations limit of the District at \$3,204,394.00 for fiscal year 2022-2023 pursuant to Article XIII B of the California Constitution.

RESOLUTION NO.  
2022-15 ADOPTED  
ESTABLISHING  
ANNUAL  
APPROPRIATIONS  
LIMIT OF THE  
DISTRICT  
(Item 10.a.)

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston

NOES: None

ABSENT: None

**Motion passes 5-0**

Assistant District Manager Mickey Rich reported the District's current water conservation measures are detailed in the table shown in the agenda packet. Additional efforts recommended for implementation are summarized as follows:

ADDITIONAL  
WATER  
CONSERVATION  
MEASURES  
(Item 10.b.)

- PID field crews to start adding the physical lock to 'sealed' meters. After approximately one hundred accounts have been audited/sealed, staff can assess the effectiveness of this practice. This will provide the District with data as to how many users who are on the sealed rate have turned on their backside and are using unauthorized water.
- PID to escalate priority of meter installation in cases of observed or confirmed reports of water use outside of the PID restrictions.
- For all meters where PID is receiving hourly usage data, customers with 24-hour use indicative of a leak OR water use outside of restrictions, will receive a written notification requesting corrections. Subsequent warnings will be subject to the District's fees and penalties for water use.

CONTINUED –  
ADDITIONAL  
WATER  
CONSERVATION  
MEASURES

It was moved by Director Hinman and seconded by Director Sulik to authorize the additional water conservation measures effective September 21, 2022.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

CONTRACT  
AUTHORIZATION  
RE: SALARY  
SURVEY &  
COMPENSATION  
STUDY  
(Item 10.c.)

On June 23, 2022, the District issued a Request for Proposal (RFP) for professional services to provide a market analysis of the District's total compensation package including salary and benefits, with a due date of July 28, 2022. The District received one response to this request. Per Board recommendation, the RFP was reissued, and no additional responses were received. Staff reached out to CPS HR Consulting, a firm that specializes in public sector and partners with the California Special Districts Association. A proposal from CPS HR Consulting is included in the agenda packet for Board consideration.

It was moved by Director Hinman and seconded by Director Matthews to authorize a contract with CPS HR Consulting and authorize the District Manager to execute an agreement for this contract assignment for a total not-to-exceed cost of \$65,000.00.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

NEW BUSINESS:

MUNICIPAL  
SERVICES REVIEW  
& SPHERE OF  
INFLUENCE  
UPDATE

(Item 11.a.1 & 11.a.2  
Continued to  
October 19 Board  
Meeting)

Staff indicated the purpose of this item is to begin the process of working with the Butte Local Agency Formation Commission (LAFCo) to perform a Municipal Services Review (MSR) and update to the District's Sphere of Influence (SOI). The last MSR for the District was completed in 2006. The process involves contracting with a consultant to perform the review and authorizing a Letter Agreement with LAFCo for the Paradise Irrigation District Municipal Service Review update and Sphere of Influence Update.

Board members were interested in obtaining additional information from Butte LAFCo regarding the requirements to perform both updates prior to further consideration. It was moved by Director Hinman and seconded by Director Matthews to continue agenda items 11.a.1 and 11.a.2 to the October 19 Board of Directors meeting to obtain additional information.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

PIPELINE  
REPLACEMENT ON  
NEWLAND ROAD &  
NEW LUPINE  
SUBDIVISION  
CONCEPT REVIEW  
(Item 11.b.)

District Engineer Blaine Allen reported on the proposed Lupine Court subdivision and upgrade of the Newland Road water main, noting the Newland Road pipeline is currently constructed of approximately 300 feet of 2" HDPE pipe and 600 feet of 4" steel pipe. These sections are to be abandoned and replaced with an 8-inch C-900 pipe with all service laterals, fire hydrants and district facilities tied into the new pipeline. The new pipeline for Lupine Court and pipeline upgrade down Newland Road will be paid for by the contractor.

It was moved by Director Hinman and seconded by Director Matthews to authorize approval of concept review for the Newland Road and Lupine Court subdivision pipeline

upgrade and installation and authorize District employees to work with Legal Counsel to establish required pipeline conveyance documentation.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Assistant District Manager Mickey Rich indicated PID Staff explored several software solutions to assist in the management and reporting of the District's backflows. Syncta by Watts was the standout in user-friendly software, organization, and cost.

It was moved by Director Matthews and seconded by Director Hinman to authorize the purchase of Syncta backflow management software by Watts and authorize the District Manager to execute the software subscription agreement with a one-time implementation cost of \$7,650.00 and an annual cost of approximately \$9,500.00.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

Staff reported the **Interim** Water Service installations included a hose spigot. As RCI completes the **permanent** PID-owned backflow and meter installation, the newly installed device does not include a hose spigot. The District has increased notifications to customers about permanent backflow devices and meters and has seen a decline in the number of complaints. Board members concurred that permanent backflow devices will not be reconnected to any temporary plumbing, and it is important to be very diligent in notifying the customer in advance that the newly installed device will not include a spigot.

President Boston reviewed current Board of Director committee assignments following the July 25, 2022 appointment of Chris Rehmann to the Division 1 director vacancy succeeding Brian Shaw. The following amendments were made:

Community Relations Committee: Director Rehmann assigned to committee. Director Sulik will continue as committee chairperson.

Ad Hoc Strategic Planning Committee: Director Rehmann will join Director Matthews on the ad hoc committee. Director Rehmann assigned role of committee chairperson.

District Manager Tom Lando reported the Assistant District Manager and Finance & Accounting Manager positions are contract positions with the Board responsible for the annual evaluation and determining the amount of merit pay received. A 5% merit increase in salary is recommended for consideration based on employee performance.

It was moved by Director Matthews and seconded by Director Hinman to authorize approval of the Amendment to Employment Agreement with Mickey Rich under paragraph 5 - Salary. Effective September 1, 2022, District agrees to pay Employee \$105,000 in salary per year for her services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

BACKFLOW  
MAINTENANCE  
SOFTWARE  
PROPOSAL  
APPROVED  
(Item 11.c.)

RCI ADJUSTMENT  
FOR HOSE  
SPIGOTS  
(Item 11.d.)

COMMITTEES OF  
THE DISTRICT -  
UPDATE  
(Item 11.e.)

AMENDMENT TO  
EMPLOYMENT  
AGREEMENT WITH  
ASSISTANT  
DISTRICT  
MANAGER  
(Item 11.f.)

AMENDMENT TO  
EMPLOYMENT  
AGREEMENT WITH  
FINANCE &  
ACCOUNTING  
MANAGER  
(Item 11.g.)

It was moved by Director Matthews and seconded by Director Hinman to authorize approval of the Amendment to Employment Agreement with Brett Goodlin under paragraph 4 – Salary. Effective September 21, 2022, District agrees to pay Employee \$84,000 per year for his services, payable in installments at the same time as other employees of the District are paid and subject to customer withholdings.

AYES: Directors Matthews, Sulik, Hinman, Rehmann, and Boston  
NOES: None  
ABSENT: None

**Motion passes 5-0**

DIRECTORS'  
COMMENTS  
(Item 12)

Director Matthews: Commented he spoke to a person who serves on the Paradise Little League Board of Directors regarding water charges and was happy to learn the amount charged per Hundred Cubic Feet (HCF) of water is billed at a reduced rate for eligible Recreation/Irrigation water service accounts.

Director Sulik: Thanked PID employees for their response and work to repair the damaged water main on Skyway.

Director Hinman: Noted all five PID director seats are running unopposed for the November 8, 2022 General Election and he is happy to continue to serve on the Board of Directors.

Director Rehmann: Indicated he is happy to be part of the PID organization and expressed appreciation to employees for their efforts to repair the water leak on Skyway.

Director Boston: Echoed all director comments.

ADJOURNMENT OF  
MEETING

There being no further business, it was moved by President Boston to adjourn the meeting. The regular meeting of the PID Board of Directors was adjourned at 8:12 p.m.

\_\_\_\_\_  
Georgeanna Borrayo, Secretary

\_\_\_\_\_  
Shelby Boston, President





Bringing  
Water  
Together

Date: October 7, 2022

Paradise Irrigation District

6332 Clark Road

Paradise, CA 95969

2023 Annual Agency Dues	\$21,825.00
Total Amount Due	\$21,825.00

Thank you for your continued support with ACWA. Please remit payment by **January 31, 2023**.

ACH Payment Information: Wells Fargo Bank

Routing #: 121042882

Checking Acct #: 6071344052

\*\*\*\*\*MEMBERSHIP DUES\*\*\*\*\*MEMBERSHIP DUES\*\*\*\*\*MEMBERSHIP DUES\*\*\*\*\*

**Association of California Water Agencies**  
**2023 Member Dues Calculation**

Date: October 7, 2022

Name: Paradise Irrigation District

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(1) Operating Expenses	\$8,333,186.00
(2) All Other Expenses	
(3) Total Expenses	\$8,333,186.00
<<< LESS >>>	
(4) Purchased Power	
(5) Water Purchases	
(6) Groundwater Replenishment	
(7) Depreciation	\$1,054,790.00
(8) Fixed Assets	
(9) Total Adjusted Expenses	\$7,278,396.00
<<< LESS >>>	
(10) Pumping	
(11) Total Expenses Adjusted for Pumping	\$7,278,396.00
(12) Line 11 times 2	\$14,556,792.00
(13) Dues O&M (lessor of line 9 or 12)	\$7,278,396.00
DUES AMOUNT	\$21,825.00

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\*\*\* THIS IS NOT A BILL – PLEASE DO NOT PAY FROM THIS WORKSHEET \*\*\*



## MEMORANDUM

**TO:** ACWA Public Water Agency Members

**FROM:** Dave Eggerton, Executive Director

**DATE:** October 6, 2022

**SUBJECT:** ACWA's 2023 Membership Dues

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With inflation over 8% affecting every one of our member agencies and ACWA itself, it is a very challenging time to develop a budget that is both financially and organizationally responsible. Thanks to the hard work of ACWA's Finance Committee and Board of Directors, the Association is addressing these inflationary pressures in a manner that maintains the strength of the organization and valuable services we provide for our members while being responsive to the real fiscal challenges our members face during these economically uncertain times.

At its September meeting, the ACWA Board of Directors approved a two-year 2023-24 Budget that protects the financial and operational well-being of the Association while strengthening the long-term health of the organization by beginning to pay-down ACWA's unfunded CalPERS' pension liability. This effort, prioritized by the Board with the recent sale of the 910 K Street office, builds on the Association's recent success fully funding its retiree healthcare OPEB (other post-employment benefits) liability.

The budget also includes continued funding for the Association's most significant statewide public education campaign in many years, QuenchCA. Launched this year, QuenchCA is raising public awareness of the importance of investing in water infrastructure for the future of our people, economy, food supply and the environment. This program was created in response to the widespread call of our member agencies who have repeatedly emphasized the importance of educating the public on this critical issue facing our industry.

To accomplish these and other important goals for our members during this time of high inflation, every aspect of the budget was scrutinized in detail in developing a recommendation for the Board's consideration. The Board approved the budget based on the recommendation of the ACWA Finance Committee and following a thorough review of the Association's expenses and revenue. After much deliberation, the adopted two-year budget includes dues increases of 4% in 2023 and 3% in 2024.

With the Board's leadership in adopting the budget, I can assure you that ACWA staff will continue to deliver high-level, effective services for our members, including strong advocacy in Sacramento and Washington D.C., first-class conferences, timely information and communication tools, as well as many other important services.



As a reminder, ACWA's financial strategy is guided by our 2020-24 Five-Year Strategic Plan. The general approach of this strategy is to maintain modest dues increases each year to first pay off ACWA's unfunded OPEB liability for retiree healthcare by 2023 (which we achieved this year), then pay down ACWA's CalPERS unfunded liability, and avoid the need for any unplanned spikes in membership dues in the future. This budget keeps us on course to strengthen ACWA's long-term financial health.

ACWA's dues are based on the operations and maintenance (O&M) expenses for individual public agency members, which vary from year to year. If there was an increase or decrease in your agency's O&M expenses, the actual dollar increase associated with your agency's membership dues may vary based on that change. **If you have questions related to your agency's dues calculation, please contact ACWA Controller Dan Gumpert at (916) 669-2426 or [dang@acwa.com](mailto:dang@acwa.com).**

To view ACWA's full 2023 dues schedule, please visit [www.acwa.com](http://www.acwa.com).

We value your participation in ACWA and thank you for your membership. ACWA's voice and influence is enhanced with each and every member. Your dues contribution allows ACWA to provide high-quality benefits and services, such as:

- A statewide voice on behalf of California water agencies on key state and federal legislative and regulatory water issues.
- Award-winning communications to support and advance the Association's legislative, regulatory, and policy agenda by reaching key audiences, such as the Legislature, the media and the public; and by helping water agencies with outreach at the local level.
- Participation in ACWA's grassroots Outreach Program, a vital tool for members to engage on key legislative and regulatory efforts.
- Exclusive cost-saving opportunities through ACWA JPIA insurance for liability, property workers compensation and employee benefits programs.
- Two major annual conferences, numerous topic-specific workshops, regional events, webinars and other professional development programs to help educate members and give them an opportunity to connect with each other.
- Opportunities to shape water policy by serving on ACWA's 13 committees and engaging locally through ACWA's 10 Regions.
- Access to ACWA's Preferred Provider Program, which offers a variety of value-added programs and services.

For more information on these services, as well as all of the benefits of continued ACWA membership, please visit [www.acwa.com](http://www.acwa.com).

We thank you so much for your membership and look forward to your continued participation in 2023. **If you have questions about your ACWA membership, please contact ACWA's Member Services Manager Katie Dahl at (916) 669-2439 or [katied@acwa.com](mailto:katied@acwa.com).**





# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

## Treasurer's Report – September 2022

1. **Cash & Investments** – As of 09/30/2022 the District's net position was \$84,585,680.
  - a. Cash & Equivalents balance was \$10,196,765.
  - b. Investment balance was \$74,388,915.
  - c. The District realized a net 1.81% decrease month over month.
2. **Debt Service** – As of 9/30/2022 the District's outstanding debt was \$3,388,365. Down from prior period due to payment of \$294,030. Next payment of \$121,666 is due November 1.
3. **Revenues** – As of 9/30/22 the District's revenue recognized YTD was \$2,057,340.
  - a. Increase due to additional reimbursement from insurance for the Camp Fire claim of \$1.3M.
  - b. Interest income was \$117k. The rolling 12-month projected interest income is \$1.6M. This amount is up \$446k from the prior month.
4. **Expenses** – As of 9/30/22 the District's recognized a deficit of \$1.5M. Despite the deficit, the District is in a good position and continues to solidify. Recovery expenses in September were \$1.5M which are reimbursable. YTD expenses, when compared to this period last year, are almost \$200k lower.
5. **Audit** – Annual financial audit has begun and staff is working with the auditing team on a wide range of reporting, explanations, journal entries, and reclassifications.



Paradise Irrigation District

# Prior-Year Comparative Income Statement

## Group Summary

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 00 - 00</b>								
401 - Fees & Adjustments	594,966.57	681,787.07	86,820.50	14.59%	623,321.64	1,334,941.03	711,619.39	114.17%
405 - Outside Water Sales	29,829.62	-11,959.65	-41,789.27	-140.09%	51,274.46	8,662.74	-42,611.72	-83.11%
410 - Delevoper Fees	-62,369.09	-1,115.76	61,253.33	98.21%	-59,918.08	3,454.04	63,372.12	105.76%
420 - Custom Work	8,638.50	7,309.50	-1,329.00	-15.38%	8,638.50	16,080.90	7,442.40	86.15%
445 - Other - Operating Revenue	2,760.00	626.67	-2,133.33	-77.29%	7,195.00	3,773.73	-3,421.27	-47.55%
460 - Interest Income	0.00	116,879.41	116,879.41	0.00%	0.00	226,408.07	226,408.07	0.00%
465 - Rental Income	2,015.00	0.00	-2,015.00	-100.00%	5,280.00	3,295.00	-1,985.00	-37.59%
470 - Grant Income	0.00	0.00	0.00	0.00%	1,360.00	0.00	-1,360.00	-100.00%
499 - Other	28,856.69	1,265,097.86	1,236,241.17	4,284.07%	29,136.00	1,868,680.85	1,839,544.85	6,313.65%
500 - Salaries	0.00	881.65	-881.65	0.00%	96.87	881.65	-784.78	-810.14%
520 - Benefits	0.00	403.53	-403.53	0.00%	133.55	403.53	-269.98	-202.16%
675 - Prin & Interest	42,712.79	0.00	42,712.79	100.00%	42,712.79	5,816.87	36,895.92	86.38%
<b>Department 00 - 00 Surplus (Deficit):</b>	<b>561,984.50</b>	<b>2,057,339.92</b>	<b>1,495,355.42</b>	<b>266.08%</b>	<b>623,344.31</b>	<b>3,458,194.31</b>	<b>2,834,850.00</b>	<b>454.78%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 10 - Source of Supply</b>								
520 - Benefits	0.00	0.00	0.00	0.00%	317.99	0.00	317.99	100.00%
610 - Utilities	23.82	23.82	0.00	0.00%	262.64	74.74	187.90	71.54%
622 - Outside	31.16	31.16	0.00	0.00%	31.16	31.16	0.00	0.00%
635 - Professional	12,811.00	0.00	12,811.00	100.00%	12,811.00	0.00	12,811.00	100.00%
650 - Misc	-1,378.98	-2,247.50	868.52	62.98%	147,565.15	170,046.21	-22,481.06	-15.23%
<b>Department 10 - Source of Supply Total:</b>	<b>11,487.00</b>	<b>-2,192.52</b>	<b>13,679.52</b>	<b>119.09%</b>	<b>160,987.94</b>	<b>170,152.11</b>	<b>-9,164.17</b>	<b>-5.69%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 15 - Security and Recreation</b>								
520 - Benefits	0.00	0.00	0.00	0.00%	1,081.70	0.00	1,081.70	100.00%
622 - Outside	0.00	-91.87	91.87	0.00%	0.00	-91.87	91.87	0.00%
<b>Department 15 - Security and Recreation Total:</b>	<b>0.00</b>	<b>-91.87</b>	<b>91.87</b>	<b>0.00%</b>	<b>1,081.70</b>	<b>-91.87</b>	<b>1,173.57</b>	<b>108.49%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 30 - Water Treatment</b>								
500 - Salaries	56,574.42	94,854.07	-38,279.65	-67.66%	138,609.51	220,803.33	-82,193.82	-59.30%
520 - Benefits	24,819.64	35,178.90	-10,359.26	-41.74%	141,831.11	88,274.00	53,557.11	37.76%
600 - Supplies	5,541.48	31,244.25	-25,702.77	-463.83%	39,188.40	51,463.52	-12,275.12	-31.32%
610 - Utilities	11,738.62	14,069.80	-2,331.18	-19.86%	36,251.90	44,104.20	-7,852.30	-21.66%
620 - Gas	0.00	31,083.00	-31,083.00	0.00%	0.00	31,132.29	-31,132.29	0.00%
621 - Structures	3,716.81	3,386.51	330.30	8.89%	4,133.42	10,156.72	-6,023.30	-145.72%
622 - Outside	1,020.31	335.01	685.30	67.17%	2,556.15	2,147.53	408.62	15.99%
650 - Misc	1,704.18	299.99	1,404.19	82.40%	3,665.18	81,322.24	-77,657.06	-2,118.78%
<b>Department 30 - Water Treatment Total:</b>	<b>105,115.46</b>	<b>210,451.53</b>	<b>-105,336.07</b>	<b>-100.21%</b>	<b>366,235.67</b>	<b>529,403.83</b>	<b>-163,168.16</b>	<b>-44.55%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 40 - Transmission and Distribution</b>								
500 - Salaries	76,800.54	99,708.62	-22,908.08	-29.83%	186,794.19	241,450.08	-54,655.89	-29.26%
520 - Benefits	45,400.83	41,257.43	4,143.40	9.13%	212,668.09	110,769.09	101,899.00	47.91%
600 - Supplies	36,653.18	30,206.46	6,446.72	17.59%	118,388.20	61,517.78	56,870.42	48.04%
610 - Utilities	5,290.41	5,515.96	-225.55	-4.26%	17,589.74	17,554.09	35.65	0.20%
620 - Gas	68,213.54	4,691.47	63,522.07	93.12%	84,898.26	20,680.22	64,218.04	75.64%
621 - Structures	5,297.97	6,335.84	-1,037.87	-19.59%	19,368.51	8,193.20	11,175.31	57.70%
622 - Outside	2,657.28	43,285.50	-40,628.22	-1,528.94%	8,107.22	68,584.07	-60,476.85	-745.96%
635 - Professional	1,152.50	3,520.00	-2,367.50	-205.42%	3,190.00	4,405.00	-1,215.00	-38.09%
650 - Misc	494.00	3,168.41	-2,674.41	-541.38%	24,043.05	21,462.81	2,580.24	10.73%
<b>Department 40 - Transmission and Distribution Total:</b>	<b>241,960.25</b>	<b>237,689.69</b>	<b>4,270.56</b>	<b>1.76%</b>	<b>675,047.26</b>	<b>554,616.34</b>	<b>120,430.92</b>	<b>17.84%</b>



Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 50 - Customer Service</b>								
500 - Salaries	16,247.09	29,666.26	-13,419.17	-82.59%	41,316.49	75,762.22	-34,445.73	-83.37%
520 - Benefits	8,344.49	13,056.73	-4,712.24	-56.47%	35,365.98	39,240.93	-3,874.95	-10.96%
610 - Utilities	262.75	0.00	262.75	100.00%	790.82	449.55	341.27	43.15%
622 - Outside	2,000.00	0.00	2,000.00	100.00%	2,000.00	0.00	2,000.00	100.00%
650 - Misc	7.94	0.00	7.94	100.00%	31.69	0.00	31.69	100.00%
<b>Department 50 - Customer Service Total:</b>	<b>26,862.27</b>	<b>42,722.99</b>	<b>-15,860.72</b>	<b>-59.04%</b>	<b>79,504.98</b>	<b>115,452.70</b>	<b>-35,947.72</b>	<b>-45.21%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 60 - Administration</b>								
500 - Salaries	53,482.16	106,401.37	-52,919.21	-98.95%	133,581.80	254,190.22	-120,608.42	-90.29%
520 - Benefits	13,615.97	32,591.04	-18,975.07	-139.36%	49,741.17	94,792.45	-45,051.28	-90.57%
600 - Supplies	4,447.40	4,570.33	-122.93	-2.76%	12,313.50	15,617.85	-3,304.35	-26.84%
610 - Utilities	5,941.06	6,565.79	-624.73	-10.52%	19,769.24	19,358.49	410.75	2.08%
620 - Gas	191.80	0.00	191.80	100.00%	191.80	0.00	191.80	100.00%
621 - Structures	1,904.04	0.00	1,904.04	100.00%	2,735.04	0.00	2,735.04	100.00%
622 - Outside	2,223.09	1,453.16	769.93	34.63%	14,697.00	32,888.39	-18,191.39	-123.78%
635 - Professional	41,546.33	44,209.50	-2,663.17	-6.41%	126,627.39	81,468.38	45,159.01	35.66%
650 - Misc	45,398.38	19,559.33	25,839.05	56.92%	72,001.75	140,163.67	-68,161.92	-94.67%
655 - Benefits	696.20	927.66	-231.46	-33.25%	1,383.94	7,205.70	-5,821.76	-420.67%
<b>Department 60 - Administration Total:</b>	<b>169,446.43</b>	<b>216,278.18</b>	<b>-46,831.75</b>	<b>-27.64%</b>	<b>433,042.63</b>	<b>645,685.15</b>	<b>-212,642.52</b>	<b>-49.10%</b>

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2022

Categor...	2021-2022 Sept. Activity	2022-2023 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department : 70 - Pipeline</b>								
600 - Supplies	1,224,965.01	2,141,347.12	-916,382.11	-74.81%	1,286,870.55	3,360,522.82	-2,073,652.27	-161.14%
635 - Professional	297,511.67	345,122.52	-47,610.85	-16.00%	552,926.57	871,595.33	-318,668.76	-57.63%
<b>Department 70 - Pipeline Total:</b>	<b>1,522,476.68</b>	<b>2,486,469.64</b>	<b>-963,992.96</b>	<b>-63.32%</b>	<b>1,839,797.12</b>	<b>4,232,118.15</b>	<b>-2,392,321.03</b>	<b>-130.03%</b>
<b>Total Surplus (Deficit):</b>	<b>-1,515,363.59</b>	<b>-1,133,987.72</b>	<b>381,375.87</b>	<b>25.17%</b>	<b>-2,932,352.99</b>	<b>-2,789,142.10</b>	<b>143,210.89</b>	<b>4.88%</b>

**Fund Summary**

Fund	2021-2022	2022-2023	Sept. Variance	Variance %	2021-2022	2022-2023	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
01 - GENERAL FUND	-1,515,363.59	-1,133,987.72	381,375.87	25.17%	-2,932,352.99	-2,789,142.10	143,210.89	4.88%
<b>Total Surplus (Deficit):</b>	<b>-1,515,363.59</b>	<b>-1,133,987.72</b>	<b>381,375.87</b>	<b>25.17%</b>	<b>-2,932,352.99</b>	<b>-2,789,142.10</b>	<b>143,210.89</b>	<b>4.88%</b>

## PARADISE IRRIGATION DISTRICT

### Expense Approval Report

#### Percentage of Total Payments\* by Account

September 1 - 30, 2022

Account Number	Account Name	Amounts	
		Payment	% of Total
01-70-601099	Miscellaneous Supplies	2,141,347.12	76.78%
01-70-635020	Engineering	343,142.52	12.30%
01-122040	Pre-Paid Insurance - Medical	58,576.28	2.10%
01-210045	Retirement	48,662.41	1.74%
01-60-635030	Legal	44,271.00	1.59%
01-125010	Inventory - General	41,604.44	1.49%
01-40-622001	EQUIPMENT PURCH > \$2,500	39,934.12	1.43%
01-210030	FICA	36,713.78	1.32%
01-207000	Engineering Deposits	34,615.10	1.24%
Grand Total		2,788,866.77	100.00%

\*Displaying accounts greater than 1%

## PARADISE IRRIGATION DISTRICT

### Expense Approval Report

#### Percentage of Total Payments\* by Vendor

September 1 - 30, 2022

Vendor	Payment	% of Total
Myers and Sons Construction, LLC	\$1,044,525.00	34.31%
RCI General Engineering	\$989,754.76	32.52%
Water Works Engineers	\$343,142.52	11.27%
Truist Governmental Finance	\$294,030.03	9.66%
Internal Revenue Service	\$62,276.52	2.05%
ICMA Retirement Trust-457	\$41,338.37	1.36%
Peterson	\$39,379.71	1.29%
ACWA/JPIA	\$34,735.48	1.14%
Santos Excavating	\$34,615.10	1.14%
Garofolo & Ramsdell, LLP	\$27,000.00	0.89%
N.C.G.T. SECURITY FUND	\$26,248.00	0.86%
Pacific Gas & Electric Company	\$24,295.79	0.80%
Jensen Precast	\$22,530.53	0.74%
Ferguson Enterprises, Inc	\$19,671.92	0.65%
Minasian, Meith, Soares, Sexton & Cooper, LLP	\$17,209.50	0.57%
Employment Development Dept.	\$12,369.13	0.41%
Olin Corp	\$10,831.46	0.36%
Grand Total	\$3,043,953.82	100.00%

\*Displaying vendor payments over \$10,000



# Paradise Irrigation District

## Expense Approval Report By Vendor Name

Payment Dates 9/1/2022 - 9/30/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
<b>Vendor: 01016 - Access Information Protected</b>				
09/19/2022	APA000471	9666788	Bulk Shredding	583.91
<b>Vendor 01016 - Access Information Protected Total:</b>				<b>583.91</b>
<b>Vendor: 01021 - ACWA/JPIA</b>				
09/12/2022	57762	692357	Dental	2,393.40
09/12/2022	57762	692357	Life	450.92
09/12/2022	57762	692357	EAP	95.20
09/12/2022	57762	692357	Health	31,149.24
09/12/2022	57762	692357	Vision	646.72
<b>Vendor 01021 - ACWA/JPIA Total:</b>				<b>34,735.48</b>
<b>Vendor: 03185 - Advanced Document Concepts For Business</b>				
09/13/2022	APA000446	INV80862	Printer service	353.87
<b>Vendor 03185 - Advanced Document Concepts For Business Total:</b>				<b>353.87</b>
<b>Vendor: 02957 - Aflac</b>				
09/02/2022	DFT0005471	INV0006543	Montly Aflac Invoice	193.98
09/16/2022	DFT0005496	INV0006557	Montly Aflac Invoice	193.98
09/30/2022	DFT0005536	INV0006571	Montly Aflac Invoice	193.98
<b>Vendor 02957 - Aflac Total:</b>				<b>581.94</b>
<b>Vendor: 03066 - Airgas USA, LLC</b>				
09/22/2022	DFT0005526	9991256656	Welding supplies	684.12
<b>Vendor 03066 - Airgas USA, LLC Total:</b>				<b>684.12</b>
<b>Vendor: 03211 - Amazon.com</b>				
09/12/2022	DFT0005484	113-9163984-3285830	Office supplies return	-62.48
09/12/2022	DFT0005484	112-5210200-4994663	Office supply return	-86.97
09/12/2022	DFT0005484	111-7315834-5493842	Repairs	535.12
09/12/2022	DFT0005484	111-6373752-8135403	Supplies	17.22
09/22/2022	DFT0005527	114-0074418-3135470	Supplies	255.26
09/12/2022	DFT0005484	112-5125127-7791442	Supplies	42.96
09/22/2022	DFT0005527	112-7077036-0476243	Supplies	17.99
09/26/2022	DFT0005531	112-2897279-7545857	Supplies	119.22
09/26/2022	DFT0005531	112-3946236-9194656	Supplies	14.35
09/26/2022	DFT0005531	112-9871363-9384227	Supplies	25.83
09/26/2022	DFT0005531	112-0335088-8037802	Supplies	47.69
09/26/2022	DFT0005531	112-2796354-3057863	Supplies	161.59
09/26/2022	DFT0005531	112-8066859-4543431	Supplies	12.98
<b>Vendor 03211 - Amazon.com Total:</b>				<b>1,100.76</b>
<b>Vendor: 01068 - Aramark Uniform Services</b>				
09/12/2022	DFT0005485	5066091223	Uniforms	265.85
09/12/2022	DFT0005485	5066091239	Uniforms	97.60
09/12/2022	DFT0005485	5066097256	Uniforms	292.40
09/12/2022	DFT0005485	5066097269	Uniforms	107.31
<b>Vendor 01068 - Aramark Uniform Services Total:</b>				<b>763.16</b>
<b>Vendor: 01082 - AT&amp;T</b>				
09/19/2022	APA000472	18787739	Office telephones	737.03
<b>Vendor 01082 - AT&amp;T Total:</b>				<b>737.03</b>
<b>Vendor: 01138 - Bearing Belt &amp; Chain</b>				
09/22/2022	APA000485	88513	belts	54.44
<b>Vendor 01138 - Bearing Belt &amp; Chain Total:</b>				<b>54.44</b>
<b>Vendor: 01185 - Borges &amp; Mahoney Co.</b>				
09/13/2022	APA000447	143863	Supplies	284.06
<b>Vendor 01185 - Borges &amp; Mahoney Co. Total:</b>				<b>284.06</b>

## Expense Approval Report

Payment Dates: 9/1/2022 - 9/30/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
<b>Vendor: 01942 - Butte Co - Neal Rd Landfill</b>				
09/22/2022	APA000486	15266	Landfill Fees - shop	105.06
<b>Vendor 01942 - Butte Co - Neal Rd Landfill Total:</b>				<b>105.06</b>
<b>Vendor: 01220 - Butte County Air Quality Managment District</b>				
09/09/2022	57761	2022-09-09	Burn permit	31.16
<b>Vendor 01220 - Butte County Air Quality Managment District Total:</b>				<b>31.16</b>
<b>Vendor: 01133 - Butte County Sheriff</b>				
09/22/2022	APA000487	2020-07-17	Alarm Permit	38.00
<b>Vendor 01133 - Butte County Sheriff Total:</b>				<b>38.00</b>
<b>Vendor: 01585 - Chemtrade Chemicals</b>				
09/13/2022	APA000448	93346500	Aluminum Sulfate (Alum)	6,591.87
<b>Vendor 01585 - Chemtrade Chemicals Total:</b>				<b>6,591.87</b>
<b>Vendor: 03194 - Cintas Corporation</b>				
09/12/2022	DFT0005486	5111169653	Supplies	39.47
09/12/2022	DFT0005486	5122085007	Supplies	82.67
<b>Vendor 03194 - Cintas Corporation Total:</b>				<b>122.14</b>
<b>Vendor: 03065 - Comcast Business</b>				
09/12/2022	DFT0005488	153355781	Internet - Office	851.42
<b>Vendor 03065 - Comcast Business Total:</b>				<b>851.42</b>
<b>Vendor: 01320 - Comcast</b>				
09/12/2022	DFT0005487	2022-09	Television & Internet	245.60
09/12/2022	DFT0005487	2022-09	Television	46.87
<b>Vendor 01320 - Comcast Total:</b>				<b>292.47</b>
<b>Vendor: 03138 - Dalla, Jerry</b>				
09/22/2022	APA000488	WO 8142	WO 8142 5940 Camino Deposit...	6,000.00
09/22/2022	APA000488	WO 8142	WO 8142 5940 Camino Deposit...	-3,003.88
<b>Vendor 03138 - Dalla, Jerry Total:</b>				<b>2,996.12</b>
<b>Vendor: 01494 - Diesel Emissions Services</b>				
09/13/2022	APA000449	15375	Repairs	357.18
<b>Vendor 01494 - Diesel Emissions Services Total:</b>				<b>357.18</b>
<b>Vendor: 01489 - Ellis Art and Engineering Supplies</b>				
09/27/2022	APA000499	203485	48" lath	265.77
<b>Vendor 01489 - Ellis Art and Engineering Supplies Total:</b>				<b>265.77</b>
<b>Vendor: 01480 - Employment Development Dept.</b>				
09/05/2022	DFT0005478	INV0006552	State Income Tax Withholding	4,756.50
09/05/2022	DFT0005481	INV0006555	State Disability Withholding	1,318.12
09/19/2022	DFT0005503	INV0006566	State Income Tax Withholding	4,968.48
09/19/2022	DFT0005506	INV0006569	State Disability Withholding	1,326.03
<b>Vendor 01480 - Employment Development Dept. Total:</b>				<b>12,369.13</b>
<b>Vendor: 01521 - Fastenal Co</b>				
09/13/2022	APA000450	CACHC117734	Supplies #43023	207.32
<b>Vendor 01521 - Fastenal Co Total:</b>				<b>207.32</b>
<b>Vendor: 01527 - Ferguson Enterprises, Inc</b>				
09/13/2022	APA000451	1707609-1	Coupling - Serv Brass - 2' Comp	2,666.81
09/13/2022	APA000451	1734915	FC Clamp 10' x 7 1/2' 9.95-10.35..	1,189.56
09/13/2022	APA000451	1734915	FC Clamp 6' x 7 1/2' 5.95-6.35 ...	1,538.67
09/13/2022	APA000451	1734915	FC Clamp 10' x 12 1/2' 9.95-10....	1,202.49
09/13/2022	APA000451	1734952	Pipe - HDPE - 2"	1,594.70
09/13/2022	APA000451	1734952	Pipe - HDPE - 1"	571.08
09/13/2022	APA000451	1734952A	2" HDPE	598.01
09/13/2022	APA000451	1707599-1	PO: 2625	3,323.01
09/13/2022	APA000451	1707609-2	Adaptor - Serv Brass - 3/4' MIP x..	471.41
09/13/2022	APA000451	1707609-2	Adaptor - Serv Brass - 2 ' MIP x ...	2,155.00
09/13/2022	APA000451	1707609-2	Adaptor - Serv Brass - 2' FIP x C...	2,276.22
09/13/2022	APA000451	1707609-2 (2)	90 - Serv Brass - 1 ' MIP x Comp	1,724.00

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09/22/2022	APA000489	1736908	Pipe - HDPE - 1"	360.96
<b>Vendor 01527 - Ferguson Enterprises, Inc Total:</b>				<b>19,671.92</b>
<b>Vendor: 01528 - FGL Environmental</b>				
09/13/2022	APA000452	276963A	Waste water monitoring	28.00
09/13/2022	APA000452	276813A	Black Olive P/L	23.00
09/13/2022	APA000452	276910A	Routine Bacti Monitoring Wk 3	92.00
09/13/2022	APA000452	277246A	Routine Bacti Monitoring-Wk 4	92.00
09/13/2022	APA000452	277080A	Waste water monitoring	25.00
09/19/2022	APA000473	276562A	Waste water monitoring	757.00
09/22/2022	APA000490	277355A	Drinking water monitoring	26.00
09/22/2022	APA000490	277492A	Elliott Shutdown	26.00
09/27/2022	APA000500	277628A	Routine Bacti Monitoring Week...	95.00
09/27/2022	APA000500	277630A	Water Quality Monitoring	57.00
09/27/2022	APA000500	277764A	Waste water monitoring	591.00
<b>Vendor 01528 - FGL Environmental Total:</b>				<b>1,812.00</b>
<b>Vendor: 02945 - Fiserv Solutions, LLC</b>				
09/13/2022	APA000453	90080010	Bank charges	13.08
<b>Vendor 02945 - Fiserv Solutions, LLC Total:</b>				<b>13.08</b>
<b>Vendor: 03233 - Garofolo &amp; Ramsdell, LLP</b>				
09/26/2022	57770	2022-09	Settlement	27,000.00
<b>Vendor 03233 - Garofolo &amp; Ramsdell, LLP Total:</b>				<b>27,000.00</b>
<b>Vendor: 01587 - Genterra Consultants, Inc.</b>				
09/13/2022	APA000454	25224	Magalia Dam	3,520.00
<b>Vendor 01587 - Genterra Consultants, Inc. Total:</b>				<b>3,520.00</b>
<b>Vendor: 01616 - Grainger Inc</b>				
09/12/2022	DFT0005489	9420163272	Tools	216.96
09/12/2022	DFT0005489	9421760092	Repairs	389.57
09/12/2022	DFT0005489	9423446278	Repairs	42.50
<b>Vendor 01616 - Grainger Inc Total:</b>				<b>649.03</b>
<b>Vendor: 01705 - Hunt &amp; Sons, Inc.</b>				
09/13/2022	APA000455	625553	315gals. unleaded gasoline	1,503.64
09/13/2022	APA000455	625949	335gals. clear diesel	1,990.91
09/13/2022	APA000455	640656	355gals. unleaded gasoline	1,656.49
09/27/2022	APA000501	669624	255gals. unleaded gasoline	1,219.66
09/27/2022	APA000501	675641-1	250gals. unleaded gasoline	1,262.79
<b>Vendor 01705 - Hunt &amp; Sons, Inc. Total:</b>				<b>7,633.49</b>
<b>Vendor: 01713 - I.B.E.W. Local Union 1245</b>				
09/13/2022	APA000456	INV0006550	Union Dues	-50.00
09/13/2022	APA000456	INV0006550	Union Dues	1,043.06
09/19/2022	APA000474	INV0006564	Union Dues	1,043.06
09/19/2022	APA000474	INV0006564	Union Dues	-50.00
<b>Vendor 01713 - I.B.E.W. Local Union 1245 Total:</b>				<b>1,986.12</b>
<b>Vendor: 01716 - ICMA Retirement Trust-401</b>				
09/02/2022	DFT0005473	INV0006545	Retirement - 401(a) Match	2,430.57
09/16/2022	DFT0005498	INV0006559	Retirement - 401(a) Match	2,429.34
09/30/2022	DFT0005538	INV0006573	Retirement - 401(a) Match	2,464.13
<b>Vendor 01716 - ICMA Retirement Trust-401 Total:</b>				<b>7,324.04</b>
<b>Vendor: 01715 - ICMA Retirement Trust-457</b>				
09/02/2022	DFT0005474	INV0006546	Retirement Trust - 457	2,430.57
09/02/2022	DFT0005475	INV0006547	Deferred Comp 457	8,178.19
09/02/2022	DFT0005476	INV0006548	Retirement Trust - 457	2,359.32
09/02/2022	DFT0005477	INV0006549	Retirement Trust - 457	711.46
09/16/2022	DFT0005499	INV0006560	Retirement Trust - 457	2,429.34
09/16/2022	DFT0005500	INV0006561	Deferred Comp 457	8,182.96
09/16/2022	DFT0005501	INV0006562	Retirement Trust - 457	2,385.63
09/16/2022	DFT0005502	INV0006563	Retirement Trust - 457	711.46
09/30/2022	DFT0005539	INV0006574	Retirement Trust - 457	2,464.13



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09/30/2022	DFT0005540	INV0006575	Deferred Comp 457	8,292.35
09/30/2022	DFT0005541	INV0006576	Retirement Trust - 457	2,481.50
09/30/2022	DFT0005542	INV0006577	Retirement Trust - 457	711.46
<b>Vendor 01715 - ICMA Retirement Trust-457 Total:</b>				<b>41,338.37</b>
<b>Vendor: 01720 - Industrial Equipment</b>				
09/22/2022	APA000491	57601	pump for vac unit	1,131.38
<b>Vendor 01721 - Industrial Equipment Total:</b>				<b>1,131.38</b>
<b>Vendor: 01720 - Inland Business Systems</b>				
09/27/2022	APA000502	IN2945860	Office supplies	6.37
<b>Vendor 01720 - Inland Business Systems Total:</b>				<b>6.37</b>
<b>Vendor: 01731 - Internal Revenue Service</b>				
09/05/2022	DFT0005479	INV0006553	FICA Withholding	14,851.54
09/05/2022	DFT0005480	INV0006554	Fed Withholding	12,553.50
09/05/2022	DFT0005482	INV0006556	Medicare Withholding	3,473.32
09/19/2022	DFT0005504	INV0006567	FICA Withholding	14,903.44
09/19/2022	DFT0005505	INV0006568	Fed Withholding	13,009.24
09/19/2022	DFT0005507	INV0006570	Medicare Withholding	3,485.48
<b>Vendor 01731 - Internal Revenue Service Total:</b>				<b>62,276.52</b>
<b>Vendor: 03057 - International Brotherhood of 137 TCWH</b>				
09/13/2022	APA000457	INV0006551	Union Dues Teamsters	289.84
09/19/2022	APA000475	INV0006565	Union Dues Teamsters	289.84
<b>Vendor 03057 - International Brotherhood of 137 TCWH Total:</b>				<b>579.68</b>
<b>Vendor: 01722 - isolved, Inc.</b>				
09/13/2022	APA000458	1122454141	Plan admin.	84.00
<b>Vendor 01722 - isolved, Inc. Total:</b>				<b>84.00</b>
<b>Vendor: 01734 - J &amp; M Boots</b>				
09/22/2022	APA000492	2021-02-25	Safety Supplies (CS)	250.00
<b>Vendor 01734 - J &amp; M Boots Total:</b>				<b>250.00</b>
<b>Vendor: 01749 - Jensen Precast</b>				
09/22/2022	APA000493	CD99166304	concrete composite lid small	20,688.00
09/22/2022	APA000493	CD99166304	concrete composite lid large	1,842.53
<b>Vendor 01749 - Jensen Precast Total:</b>				<b>22,530.53</b>
<b>Vendor: 03197 - Jeremiah Palade</b>				
09/22/2022	APA000494	INV0006166	Reissue #20177, Sept 7, 2018	64.33
<b>Vendor 03197 - Jeremiah Palade Total:</b>				<b>64.33</b>
<b>Vendor: 03175 - Joule Charney</b>				
09/22/2022	APA000495	2021-09-09	In Home Water Testing Reimbu...	223.00
<b>Vendor 03175 - Joule Charney Total:</b>				<b>223.00</b>
<b>Vendor: 01844 - Lowe's Home Improvement</b>				
09/22/2022	DFT0005528	2022-09-09B	Repairs	676.45
09/22/2022	DFT0005528	44813	Tools	40.93
09/26/2022	DFT0005532	2205	Tools	275.57
<b>Vendor 01844 - Lowe's Home Improvement Total:</b>				<b>992.95</b>
<b>Vendor: 03230 - Michaela Hughes</b>				
09/12/2022	57763	44796	Claim	100.00
<b>Vendor 03230 - Michaela Hughes Total:</b>				<b>100.00</b>
<b>Vendor: 01905 - Minasian, Meith, Soares, Sexton &amp; Cooper, LLP</b>				
09/19/2022	APA000476	2022-08	Legal Council	16,439.50
09/27/2022	APA000503	140070	Legal Council	770.00
<b>Vendor 01905 - Minasian, Meith, Soares, Sexton &amp; Cooper, LLP Total:</b>				<b>17,209.50</b>
<b>Vendor: 03225 - Myers and Sons Construction, LLC</b>				
09/19/2022	APA000477	44804	RES B	-54,975.00
09/19/2022	APA000477	44804	RES B	1,099,500.00
<b>Vendor 03225 - Myers and Sons Construction, LLC Total:</b>				<b>1,044,525.00</b>
<b>Vendor: 03045 - N.C.G.T. SECURITY FUND</b>				
09/13/2022	1272	2022-09	Health 2022-09	13,124.00

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09/30/2022	1273	2022-10	Health 2022-10	13,124.00
Vendor 03045 - N.C.G.T. SECURITY FUND Total:				26,248.00
Vendor: 01960 - Normac				
09/12/2022	DFT0005490	7695515-002	2" backflow blankets	948.49
09/12/2022	DFT0005490	0007812326-001	Supplies	51.27
09/12/2022	DFT0005490	0007812326-002	Repairs	488.62
Vendor 01960 - Normac Total:				1,488.38
Vendor: 01980 - Northern Recycling & Waste Svcs				
09/12/2022	DFT0005491	2022-9	Garbage	52.62
09/12/2022	DFT0005491	2022-9	Garbage	33.78
09/12/2022	DFT0005491	2022-9	Garbage	177.09
09/12/2022	DFT0005491	2022-9	Garbage	59.09
Vendor 01980 - Northern Recycling & Waste Svcs Total:				322.58
Vendor: 01950 - Northstate Aggregate, Inc.				
09/13/2022	APA000459	149585	Supplies	558.90
09/13/2022	APA000459	153328	Supplies	1,519.61
09/13/2022	APA000459	153303	Supplies	522.02
09/13/2022	APA000459	153373	Supplies	1,084.86
09/13/2022	APA000459	143201	Supplies	519.44
09/13/2022	APA000459	153283	Supplies	1,067.88
09/13/2022	APA000459	157002	Supplies	527.39
09/13/2022	APA000459	153354	Supplies	551.31
09/13/2022	APA000459	153893	Supplies	478.16
09/13/2022	APA000459	153900	Supplies	948.63
09/13/2022	APA000459	149582	Supplies	487.15
09/13/2022	APA000459	150270	Supplies	428.38
09/13/2022	APA000459	153943	Supplies	555.91
09/13/2022	APA000459	155668	Supplies	486.95
Vendor 01950 - Northstate Aggregate, Inc. Total:				9,736.59
Vendor: 01995 - Office Depot				
09/13/2022	APA000460	253744306001	Office supplies	111.64
09/12/2022	DFT0005492	264390529-001	Office supplies	64.64
09/19/2022	APA000478	263600322001	Office supplies	92.67
09/27/2022	APA000504	263797029001	Office supplies	59.89
Vendor 01995 - Office Depot Total:				328.84
Vendor: 02005 - Olin Corp				
09/27/2022	APA000505	3000160284	Sodium Hypochlorite	10,831.46
Vendor 02005 - Olin Corp Total:				10,831.46
Vendor: 01538 - O'Reilly Auto Parts				
09/27/2022	APA000506	44801	Repair parts	220.40
09/19/2022	APA000479	3534-461996	Repair parts	170.56
09/27/2022	APA000506	3534-462115	Repair parts	18.94
09/27/2022	APA000506	3534-462116	Gas/Oil	29.38
09/27/2022	APA000506	3534-462126	Repair parts	35.49
09/27/2022	APA000506	3534-462148	Repair parts	12.90
09/27/2022	APA000506	3534-462678	Repair parts	9.58
09/27/2022	APA000506	3534-462771	Repair parts	225.28
09/27/2022	APA000506	3534-462794	Gas/Oil	352.59
09/27/2022	APA000506	3534-462896	Repair parts	105.60
09/27/2022	APA000506	3534-463567	Repair parts	288.62
09/27/2022	APA000506	3534-463569	Repair parts	19.56
Vendor 01538 - O'Reilly Auto Parts Total:				1,488.90
Vendor: 02081 - Pacific Gas & Electric Company				
09/22/2022	DFT0005530	2022-09 (pt 2)	Utilities	13,926.04
09/22/2022	DFT0005530	2022-09 (pt 2)	Utilities	5,445.93
09/22/2022	DFT0005530	2022-09 (pt 2)	Utilities	626.68
09/22/2022	DFT0005530	2022-09 (pt 2)	Bank Fee	1.35
09/19/2022	DFT0005529	2022-09 (pt.1)	Utilities	23.82

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09/19/2022	DFT0005529	2022-09 (pt.1)	Utilities	30.55
09/19/2022	DFT0005529	2022-09 (pt.1)	Utilities	4,241.42
Vendor 02081 - Pacific Gas & Electric Company Total:				24,295.79
Vendor: 02114 - Paradise Ridge Chamber of Comm				
09/13/2022	APA000461	7370	Dues	180.00
Vendor 02114 - Paradise Ridge Chamber of Comm Total:				180.00
Vendor: 02070 - Peterson				
09/27/2022	APA000507	PC010218072	Repairs	620.06
09/26/2022	DFT0005533	B1517001	mulcher	38,759.65
Vendor 02070 - Peterson Total:				39,379.71
Vendor: 02091 - Pitney Bowes				
09/05/2022	DFT0005483	2022-08	Postage	500.00
09/12/2022	DFT0005493	23105668290	Postage	64.62
09/12/2022	DFT0005493	3105676482	Postage Meter	547.12
Vendor 02091 - Pitney Bowes Total:				1,111.74
Vendor: 03048 - Plan B Professional Answering Service				
09/13/2022	APA000462	2022-08	Answering service	182.20
Vendor 03048 - Plan B Professional Answering Service Total:				182.20
Vendor: 02094 - Platt Electric				
09/27/2022	APA000508	3G44063	Repairs	103.97
Vendor 02094 - Platt Electric Total:				103.97
Vendor: 03096 - Rankin Stock Heaberlin Oneal				
09/13/2022	APA000463	2022-08	C#18-0253	61.50
Vendor 03096 - Rankin Stock Heaberlin Oneal Total:				61.50
Vendor: 03167 - RCI General Engineering				
09/22/2022	57766	2022-07	5% retention	-52,092.36
09/22/2022	57766	2022-07	Invoiced	1,041,847.12
Vendor 03167 - RCI General Engineering Total:				989,754.76
Vendor: 02057 - Riebes Auto Parts				
09/22/2022	APA000496	087720	Equipment Repairs	65.30
09/27/2022	APA000509	5356-114807	Repairs	286.40
09/27/2022	APA000509	5356-114818	Repairs	40.40
Vendor 02057 - Riebes Auto Parts Total:				392.10
Vendor: 03232 - RoadSafe Traffic Systems, Inc				
09/27/2022	APA000510	158730	Uniforms	453.36
09/27/2022	APA000510	158731	Uniforms	592.01
Vendor 03232 - RoadSafe Traffic Systems, Inc Total:				1,045.37
Vendor: 03189 - Sable Computer Inc.				
09/19/2022	APA000480	75544	Email protection	1,902.50
Vendor 03189 - Sable Computer Inc. Total:				1,902.50
Vendor: 02211 - Sabre Backflow, LLC.				
09/13/2022	APA000464	3006	swivel fittings	75.43
09/13/2022	APA000464	3006	backflow test kit	1,099.04
09/13/2022	APA000464	3002	backflow test lit repair	142.62
09/22/2022	APA000497	3020	backflow test kit calibration	116.52
Vendor 02211 - Sabre Backflow, LLC. Total:				1,433.61
Vendor: 02219 - Santos Excavating				
09/22/2022	57767	3325-RET	Santos Retention Payout	34,615.10
Vendor 02219 - Santos Excavating Total:				34,615.10
Vendor: 03210 - Spatial Networks, Inc.				
09/12/2022	DFT0005494	7E7049A6-0033	Field software, Fulcrum	588.00
Vendor 03210 - Spatial Networks, Inc. Total:				588.00
Vendor: 03224 - SRL Apparel, Inc.				
09/26/2022	DFT0005534	119455	Branded clothing	1,115.41

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09/26/2022	DFT0005534	119462	Branded clothes	312.48
Vendor 03224 - SRL Apparel, Inc. Total:				1,427.89
Vendor: 02292 - Standard Insurance Company				
09/12/2022	57764	2022-09	Long Term Disability	927.66
Vendor 02292 - Standard Insurance Company Total:				927.66
Vendor: 02293 - Stanley Convergent Security Solutions				
09/13/2022	APA000465	6002782128	Building security - TP	119.49
Vendor 02293 - Stanley Convergent Security Solutions Total:				119.49
Vendor: 03061 - Sterling Health Services, Inc DBA				
09/02/2022	DFT0005472	INV0006544	HSA Contribution	167.30
09/16/2022	DFT0005497	INV0006558	HSA Contribution	167.30
09/30/2022	DFT0005537	INV0006572	HSA Contribution	167.30
Vendor 03061 - Sterling Health Services, Inc DBA Total:				501.90
Vendor: 03214 - Sutter Buttes Rubber Company LLC				
09/26/2022	DFT0005535	13035	Supplies	653.41
Vendor 03214 - Sutter Buttes Rubber Company LLC Total:				653.41
Vendor: 02808 - The UPS Store				
09/13/2022	APA000466	44798	Postage	38.47
09/13/2022	APA000466	2022-08-31-2	Postage	38.47
Vendor 02808 - The UPS Store Total:				76.94
Vendor: 02362 - Thomas Ace Hardware				
09/13/2022	APA000467	185302	Tools	45.97
09/13/2022	APA000467	186079	Supplies	30.05
09/13/2022	APA000467	187068	Tools	23.59
09/13/2022	APA000467	187113	Supplies	8.47
09/13/2022	APA000467	187158	Supplies	24.00
09/13/2022	APA000467	187361	Supplies	8.89
09/13/2022	APA000467	187576	Supplies	17.51
09/13/2022	APA000467	187663	Supplies	15.66
09/13/2022	APA000467	187737	Supplies	6.09
09/13/2022	APA000467	188157	Tools	26.47
09/13/2022	APA000467	188166	Supplies	6.54
09/13/2022	APA000467	188230	Supplies	7.66
09/13/2022	APA000467	188307	Supplies	22.86
09/27/2022	APA000511	187062	Supplies	5.38
09/19/2022	APA000481	187742	Supplies	12.61
09/27/2022	APA000511	188486	Supplies	12.56
09/12/2022	DFT0005495	G04550	Supplies	47.88
09/13/2022	APA000467	188690	Supplies	21.19
09/19/2022	APA000481	188693	Tools	136.97
09/19/2022	APA000481	188719	Supplies	30.41
09/13/2022	APA000467	188744	Tools	365.93
09/13/2022	APA000467	188747	Tools	45.52
09/19/2022	APA000481	188757	Supplies	9.81
09/19/2022	APA000481	188793	Supplies	22.09
09/19/2022	APA000481	188804	Repairs	11.63
09/27/2022	APA000511	188834	Supplies	36.62
09/27/2022	APA000511	188848	Supplies	5.27
09/19/2022	APA000481	188938	Repairs	579.91
09/27/2022	APA000511	188978	Supplies	23.92
09/19/2022	APA000481	189061	Tools	8.38
09/27/2022	APA000511	189149	Supplies	30.15
09/27/2022	APA000511	189150	Supplies	8.74
09/27/2022	APA000511	189175	Tools	56.03
09/27/2022	APA000511	189307	Supplies	38.73
09/27/2022	APA000511	189315	Supplies	188.73
09/27/2022	APA000511	189550	Tools	10.51
09/27/2022	APA000511	189577	Supplies	0.73

## Expense Approval Report

Payment Dates: 9/1/2022 - 9/30/2022

Payment Date	Payment Number	Payable Number	Description (Item)	Amount
09/27/2022	APA000511	189618	Repairs	46.03
09/27/2022	APA000511	189659	Supplies	123.80
09/27/2022	APA000511	189662	Supplies	26.04
09/27/2022	APA000511	189794	Tools	1.90
09/27/2022	APA000511	189979	Repairs	59.66
Vendor 02362 - Thomas Ace Hardware Total:				<u>2,210.89</u>
Vendor: 02363 - Thomas Hydraulic				
09/13/2022	APA000468	12556	Repairs	144.63
Vendor 02363 - Thomas Hydraulic Total:				<u>144.63</u>
Vendor: 02376 - Town of Paradise				
09/12/2022	57765	2023-00000018	Admin Citation	100.00
Vendor 02376 - Town of Paradise Total:				<u>100.00</u>
Vendor: 03204 - Truist Governmental Finance				
09/26/2022	57769	44813	Loan payment	294,030.03
Vendor 03204 - Truist Governmental Finance Total:				<u>294,030.03</u>
Vendor: 02681 - Univar USA, Inc.				
09/22/2022	APA000498	50543928	Sodium Bisulfite 25%	1,632.74
Vendor 02681 - Univar USA, Inc. Total:				<u>1,632.74</u>
Vendor: 02686 - USA Blue Book				
09/13/2022	APA000469	91843	Repairs	92.75
09/19/2022	APA000482	105451	Supplies	296.92
Vendor 02686 - USA Blue Book Total:				<u>389.67</u>
Vendor: 02712 - VistaNet inc.				
09/13/2022	APA000470	20068	Maint	27.50
09/13/2022	APA000470	20069	Maint	165.00
09/13/2022	APA000470	20070	Maint	55.00
09/19/2022	APA000483	20189	Maint	1,400.21
Vendor 02712 - VistaNet inc. Total:				<u>1,647.71</u>
Vendor: 03002 - Water Works Engineers				
09/27/2022	APA000512	12940	22-047 PID GIS	77,778.13
09/27/2022	APA000512	12979	19-017 Disaster Recovery	265,364.39
Vendor 03002 - Water Works Engineers Total:				<u>343,142.52</u>
Vendor: 02753 - Wilson Printing and Signs				
09/19/2022	APA000484	22799	Banner	289.58
Vendor 02753 - Wilson Printing and Signs Total:				<u>289.58</u>
Grand Total:				<u><u>3,117,813.88</u></u>

## Mission Statement

*We are dedicated to producing and delivering a safe, dependable supply of quality water in an efficient, cost-effective manner with service that meets or exceeds the expectation of our community.*



**Our water. Our future.**  
Paradise Irrigation District

## Strategic Plan Progress Report-10/22

Customers				
Objective: Provide Exceptional Customer Service				
Goal	Lead	By Date	Status	Complete
Create a Report on Updates to Customer Service Processes (for Board)	Mickey Rich	6/30/2021		✓
Included in monthly staff reports				
Create a Follow-up 'Voice of the Customer' Survey (based on the 'Voice of the Customer' Survey Conducted in 2020.	Mickey Rich	7/1/2022		✓
Develop a 'Service Survey' to Be Used at the Completion of Service Delivery. 9/1/2022 added a 1-question post-call survey to our phone tree.	Dir. Sulik	9/1/2021		✓
Develop a Communication/Promotion Plan for 'Sharing Good News'	Dir. Sulik	9/1/2021		✓
Cedar Creek has developed a "Moving Forward" campaign. Items of interest are included monthly in newsletters, social media and semi-annually in Chamber publications				
Finance				
Objective: Improve Financial Sustainability				
Goal	Lead	By Date	Status	Complete
Identify Opportunities for New Products and or Service Lines.	Tom Lando	4/1/2022	ongoing	
To Establish a Plan to Create a Financial Reserve. Investment advisor is actively investing PGE settlement funds. See treasury report for gains.	Tom Lando	10/2021		✓
Capital improvement plan and financial analysis underway. Expected Completion by June 2022				
To Identify Grant/Funding Opportunities	Dir. Hinman	9/1/2021		ongoing
Identify a Committed Grant Writer	Dir. Hinman	9/1/2021		✓
CDBG-DR – Aptim via County Infrastructure Bill – Aptim mapping out currently HMGP – Aptim CalFire – Butte County Fire Safe Council / Aptim Water Board / Capital Improvements-Sherri Lasick – Sylvar Consulting				
Operations				
Objective: Enhance Operation Efficiencies				

The Paradise Irrigation District will be the Gold Star Standard of business models. We will provide exceptional service to our customers and a quality product. Our financial independence will be the result of our innovative approach to the development of new products and or lines of service in tandem with precision financial and operational management. | We will prioritize our team members by investing in their work environment and providing opportunities for their future development and advancement. We will be dedicated and productive community partners, and as the regional People's Water District we will be leaders in sustainability, maintaining a net-neutral to net-positive impact on the environment.

Goal	Lead	By Date	Status	Complete
Perform Employee Role Assessment	Tom Lando	10/15/2021		ongoing
<p>Ongoing assessment occurs anytime there is a vacancy.</p> <p>The time spent with newly metered customers is keeping the customer service department busy. We have one temporary customer service rep and believe additional help is still needed.</p> <p>Field crew has indicated the current employee roles are necessary through the end of 2024 or when PID, and utilities complete underground work. An assessment will be performed when construction work has been completed.</p>				
Initiate Project to Develop Organization Standard Operating Procedures (SOP's) and Standard Work Instructions (SWI's)	Tom Lando	9/1/2021	initiated	
Each department is developing SOPs for emergency and critical work.				
<b>People</b>				
Objective: Maximize Our Investment in People				
Goal	Lead	By Date	Status	Complete
Develop a Plan for a Phased Approach Formal Training Program	Mickey Rich	6/1/2022	initiated	
<ul style="list-style-type: none"> <li>Staff has set up online training solution. Department managers will be offering relevant courses to employees</li> <li>Illness and Injury Program has been updated and additional training needs have been identified.</li> <li>Continue annual training program through ACWA/JPIA</li> <li>Staff considering LinkedIn Learning for each admin / management employee. Cost approx. \$230 per year/per employee.</li> <li></li> </ul>				
Develop Draft of a Plan for PID Career Tracks	Bowen/Boston	6/1/2022	initiated	
Staff is researching career track elements and best practices for learning organizations.				
Research or Perform a Compensation Comparison Analysis	HR Firm	1/1/2023		
The board has entered into agreement with a firm 9/2022 – Work will begin after January 2023				
Develop an Employee Incentive Program	Mickey Rich	6/1/2022	initiated	
To be discussed at next admin / personnel committee				

Organization Goal: Transform business to be the model businesses want to replicate.

The Paradise Irrigation District will be the Gold Star Standard of business models. We will provide exceptional service to our customers and a quality product. Our financial independence will be the result of our innovative approach to the development of new products and or lines of service in tandem with precision financial and operational management. | We will prioritize our team members by investing in their work environment and providing opportunities for their future development and advancement. We will be dedicated and productive community partners, and as the regional People's Water District we will be leaders in sustainability, maintaining a net-neutral to net-positive impact on the environment.

## Customer Service Activity Report - September 2022

### Service Requests

Row Labels	Sum of Count
Account Management	413
Activate Water w/Backflow	35
Backflow Maintenance	11
Construction Support	3
Disconnect	4
Field Customer Service	31
Field Maintenance	10
From Active to Ready-to-Serve	12
New Meter Order	0
No Water	6
Transfer Ownership	89
Water Quality	6
<b>Grand Total</b>	<b>620</b>

**Decreased** from 659 service requests in August

### Phone Activity

Phone Activity	Aug. 2022	Sept. 2022	Trend
Average calls per day	26.97	26.73	Decreased
Average abandoned per day	2.00	.70	Decreased
Average time abandon	1.23 min.	2.08 min.	Increased
Average time to handle	22 seconds	22 seconds	Unchanged

### Payments Processed

Method Payment	Aug. 2022	Sept. 2022	Trend
Automated Phone System	192	116	Decreased
Customer Service Staff	2280	931	Decreased
Web Portal	1422	517	Decreased
<b>Total</b>	<b>3894</b>	<b>1564</b>	<b>Decreased</b>



# Customer Service - Communication Processes Report

## October 19, 2022




- **MISLR Project Communication**

- Customer service sending out project notification letter via USPS and Email when addresses have been assigned to RCI.
- After three weeks, customers who have not received service are now re-notified
- Letter is being modified to include information on service interruption details and how to contact PID /submit claim in case of contractor damage.

- **Phone Survey**

- Starting September 1, 2022 phone in customers are invited to participate in a 1-question phone survey rating their service (1 through 5, with 5 being excellent) . As of October 13th we've received 92 submissions (8% of callers (Down from 20% of callers in September))

- **Cumulative Results:**

		
<b>86</b>	<b>3</b>	<b>2</b>

- **DropCountr Notification**

- On September 9<sup>th</sup> DropCountr sent a mass email inviting customers to sign up to manage their water use and receive notifications. We currently have 144 users signed up for DropCountr

- **Customer Kiosk**

- Staff has setup a kiosk in the front entrance to allow customers to sign up for DropCountr and PID's other online services.

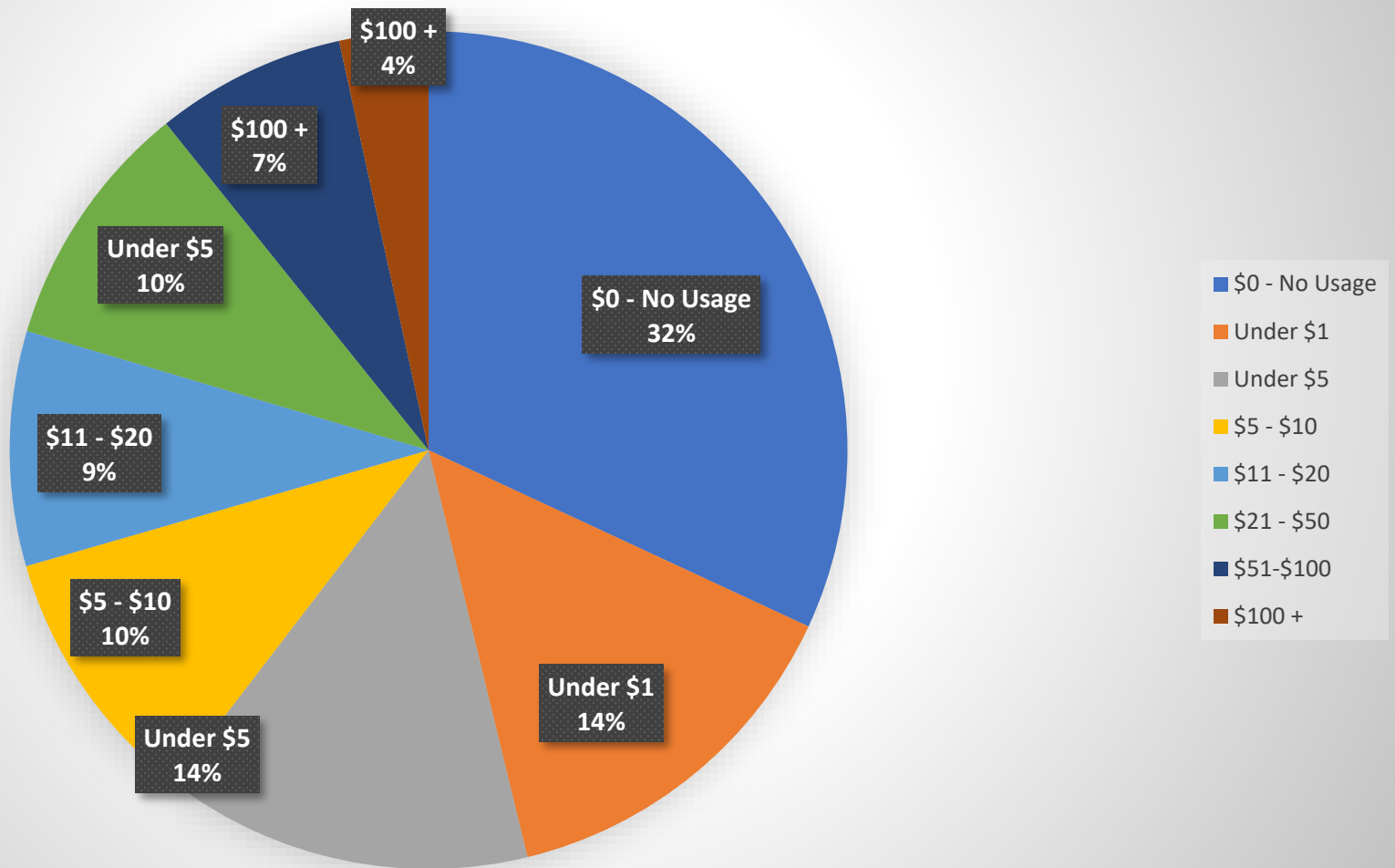
- **Water use billing**

- Customers who will have consumption billing on their September bills were first notified in June. The reminder included an estimation of their billing based on their metering data. On September 8<sup>th</sup> we emailed a reminder to approximately 2/3 of those customers reminding them of their upcoming change in billing. 422 customers received consumption billing in October for their July – September water use. Customer service spends a significant amount of time explaining the bill, the usage, and helping people sign up for DropCountr. As the pace of the meter installation project increases, we expect the number of calls to increase.

- **Sealing Ready-to-Serve Accounts**

- On 9/27/22 customer service issued their first batch of seal requests to the field for ready-to-serve accounts that should be locked but were not locked after the fire. The first batch of 32 accounts were sealed. Staff found that roughly 15-20% of these accounts were using water, unauthorized and without backflow protection. Customer service and field staff are dedicating more time to helping these customers reach compliance for water access.

**Monthly water bill increase with water use billing**  
**September 2022 - 1,225 meters installed**  
**\$20,000.00 estimated potential revenue**



**STAFF REPORT  
FIELD OPERATIONS  
September 2022**

**TRANSMISSION & DISTRIBUTION**

**DAILY OPERATIONS**

- PID crews have been taking care of leaks, emergencies, and maintenance issues
- Ten scheduled main line and service line leaks have repaired this month
- Call Center received 109 after hour calls
- Standby received twenty-five calls
- Twenty-three emergency calls due to contractors and after hour leaks
- 2,012 completed USA tickets

**SERVICE LINE REPLACEMENT / WATER REQUEST**

- 33 Interim Water Service (IWS) Backflow devices were installed
- 15 Flow tests were performed
- 6 Service lines replaced

**CUSTOMER REIMBURSEMENT JOBS (by work order)**

- Staff is working on several new Meter Estimates

**OVERVIEW**

- Continued efforts are being made with RCI and Water Works Engineers to keep the (Meter Installation & Service Lateral Replacement (MISLR) project running smoothly and efficiently.
- The new F-250 is being utilized by field crews
- We are continuing to work on our vehicle replacement program

**SUMMARY**

Prep work is being done to extend the temporary line down Gracephil Lane in support of a new home being built. Efforts are currently underway to create a new dump site for the vac units since we can no longer use the site at B-Reservoir.

PID received thirty-five applications for the position of Utility Worker I. Sixteen candidates were contacted and eight accepted the offer for an interview; however, only four appeared for their scheduled interview. An offer of employment has been extended to two candidates who are anticipated to start within the next month.

On Wednesday, September 14, 2022, PID crews responded to an emergency on Skyway. While Knife River was working on the paving project for the Town of Paradise, their asphalt grinding machine came in contact with two 12-inch valves causing significant damage. Knife River was responsible for marking our valves, but they did not have them noted. The shut down process took longer than normal because the valves were not readily accessible due to the asphalt project and the location of the incident. PID staff worked on the repair until the following morning to get this part of the system back up and running.

**STAFF REPORT**  
**WATER TREATMENT PLANT**  
**September 2022**

**WATER TREATMENT**

- Production at the District's Treatment Plant for the month of September varied between 2.7 and 6.6 mgd, with the average day being 4.8 mgd.

- Compared to:

	<u>pre-fire September 2018</u>	<u>September 2020</u>	<u>September 2021</u>
Low	6.0	5.0	3.9
High	7.7	6.9	5.9
Avg.	6.9	5.7	5.0

- Treatment Plant remains closed to the public due to the pandemic. Treatment Personnel do our best to keep the plant disinfected and to social distance both at work and at home. We are such a small group we cannot afford to have someone sick.
- Completed required monthly reporting to Department of Drinking Water and Regional Water Control Board.
- Tesla battery system went online at Pump Station #2 and seems to be working well. At the Treatment Plant, Tesla is waiting on some components and final testing to finish the work.

**Treatment Plant**

- The plant's production mag-meter is still awaiting evaluation of the unit. In the meantime, we are using the filter production meters to calculate production.
- Clint has worked hard installing conduit to the locations needed for the SCADA upgrade. Early October we will start pulling wire and fiber to be ready for Glenmount to come and start installing the new components.

**MAGALIA/PARADISE DAMS**

- Monthly monitoring of piezometers at Magalia and Paradise dams has been completed and reported to our consultant.
- The Gabion wall design has been submitted to DSOD for approval.
- Attended forest walk with Butte Fire Safe Council. They are putting together a map of all the areas where they have done work on the ridge back to approximately 2013. Along with this map, they are working on a plan for the ridge that includes about every conceivable

method of vegetation management. The method will vary depending on the area, vegetation, topography, etc. This includes grazing and potential burning (depending on acceptance).

- Placed post rock to block multiple vehicle entrances into District property along Coutolenc Road.

#### **WATER QUALITY – DISTRIBUTION SYSTEM**

- Routine Sampling – 4 Bacteriological samples are taken each week at locations throughout the Distribution system. They are analyzed for Total Coliforms, Fecal Coliform & E. Coli. These samples verify the potability of the water in the system.

#### **September 2022, WATER QUALITY**

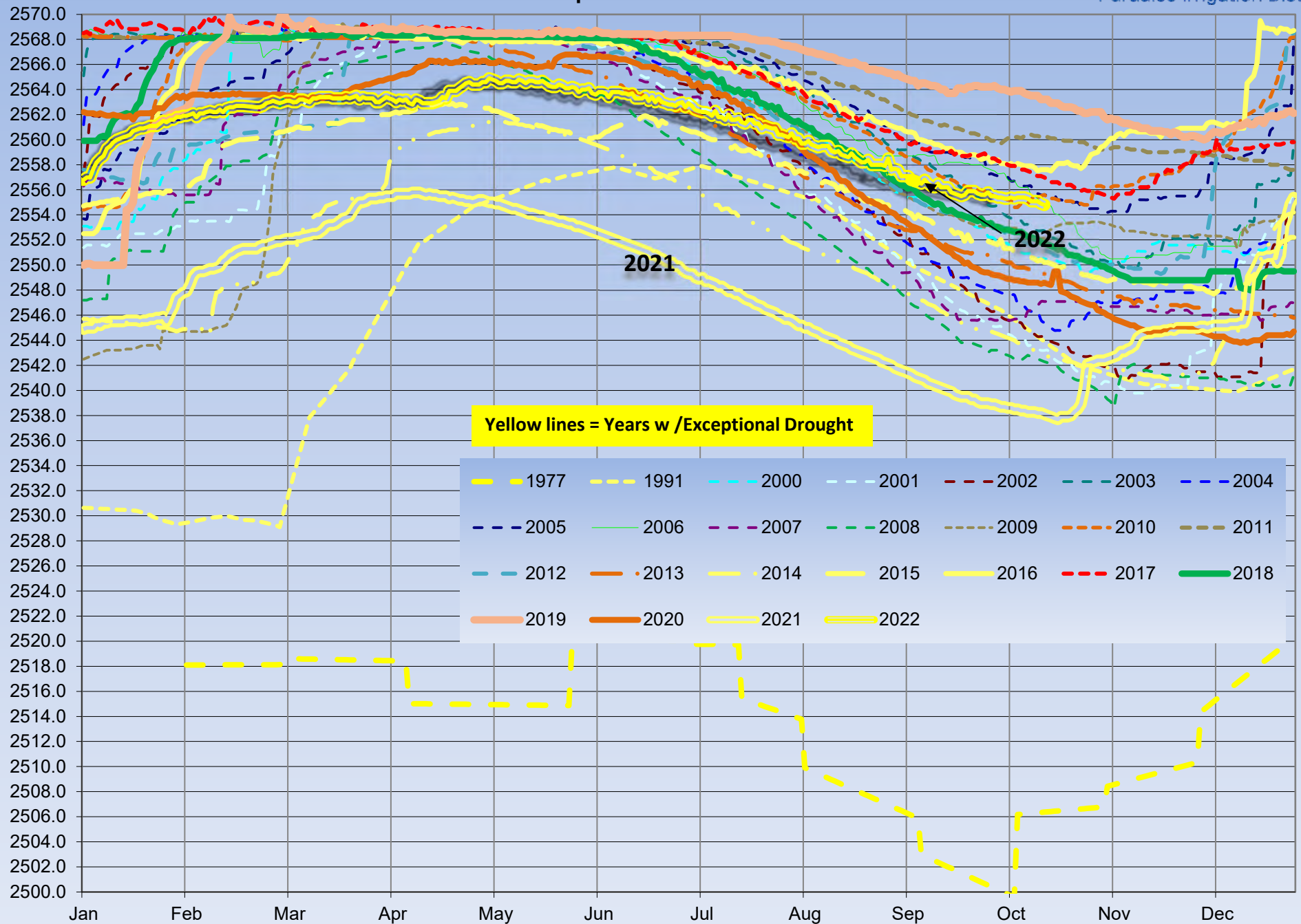
- Average daily production: 4.8 mgd
- Average effluent turbidity: 0.05 ntu
- Average raw water turbidity: 0.72 ntu

#### **Water Levels (as of 9/30/2022)**

- Magalia Reservoir 2190.7'
- Paradise Lake -12.7' -29.4 same day in 2021
- Percentage of Water in Storage 74% of Total Available
- Rainfall for 2021/2022 rainfall year:

	Magalia Res. 15.8"	Paradise Lake 15.48"
▪ October		
▪ November	5.75"	4.65"
▪ December	23.18"	17.85"
▪ January	2.61"	3.38"
▪ February	0.03"	0.02"
▪ March	1.52"	1.80"
▪ April	6.80"	7.09"
▪ May	1.17"	0.65"
▪ June	2.59"	2.09"
▪ July	0	0
▪ August	2.18"	1.21"
▪ September		
Total for 2021/2022 Rain Year	61.63"	54.22"
Average Rainfall	64.00"	65.20"

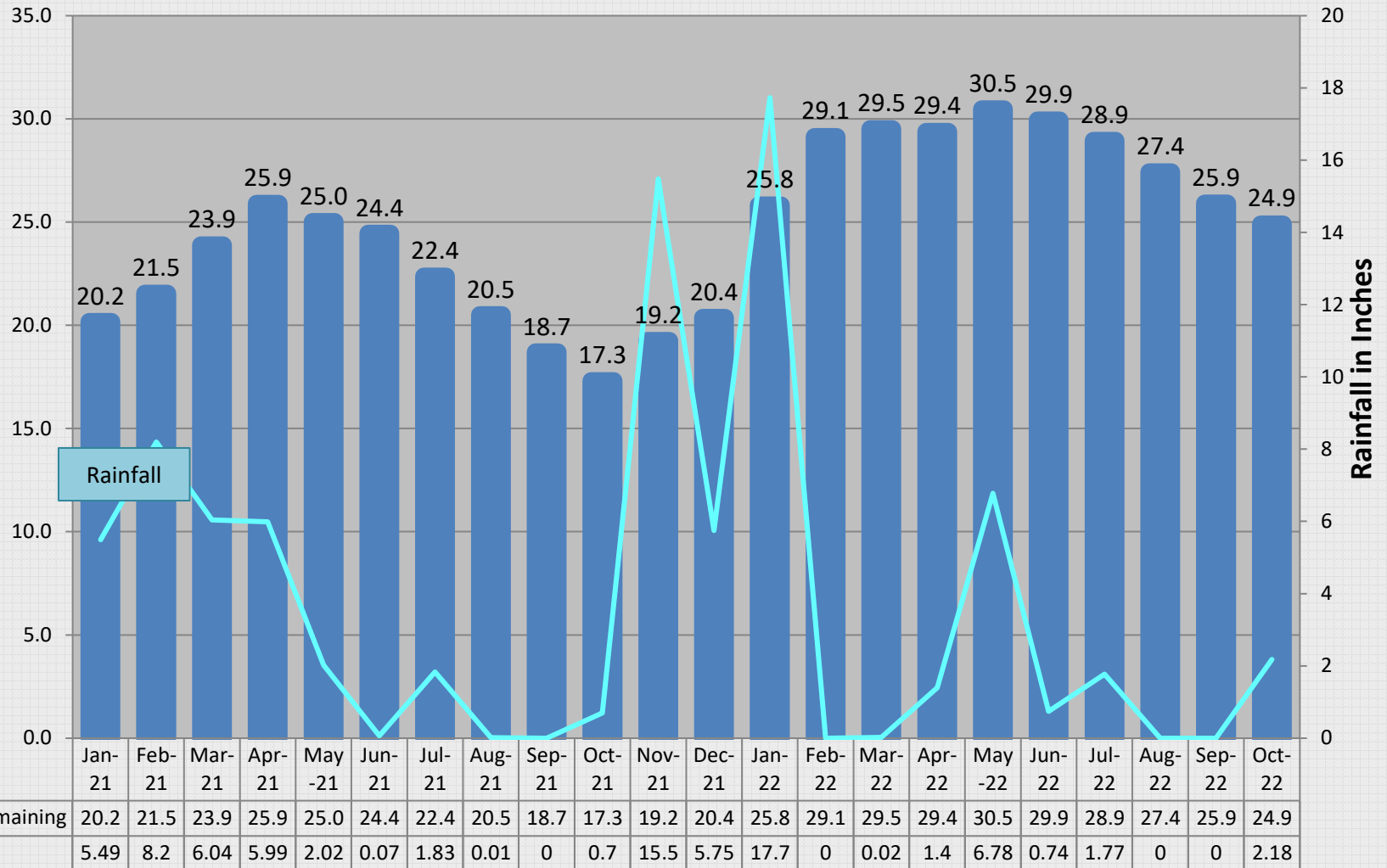
Paradise Lake Elevation  
Updated 10/13/2022  
Spill = 2568.1



# Months of Supply Remaining on the First of the Month with No Future Rain Based on 2020/21 Use

Full Reservoir Supply is 33.84 Months of Supply Remaining. Water use from Oct 2020 through Oct 2021 averaged 363 acre feet per month

Pre-November 2018 Full reservoir



10-12-22

## District Engineering Update for the Board of Directors

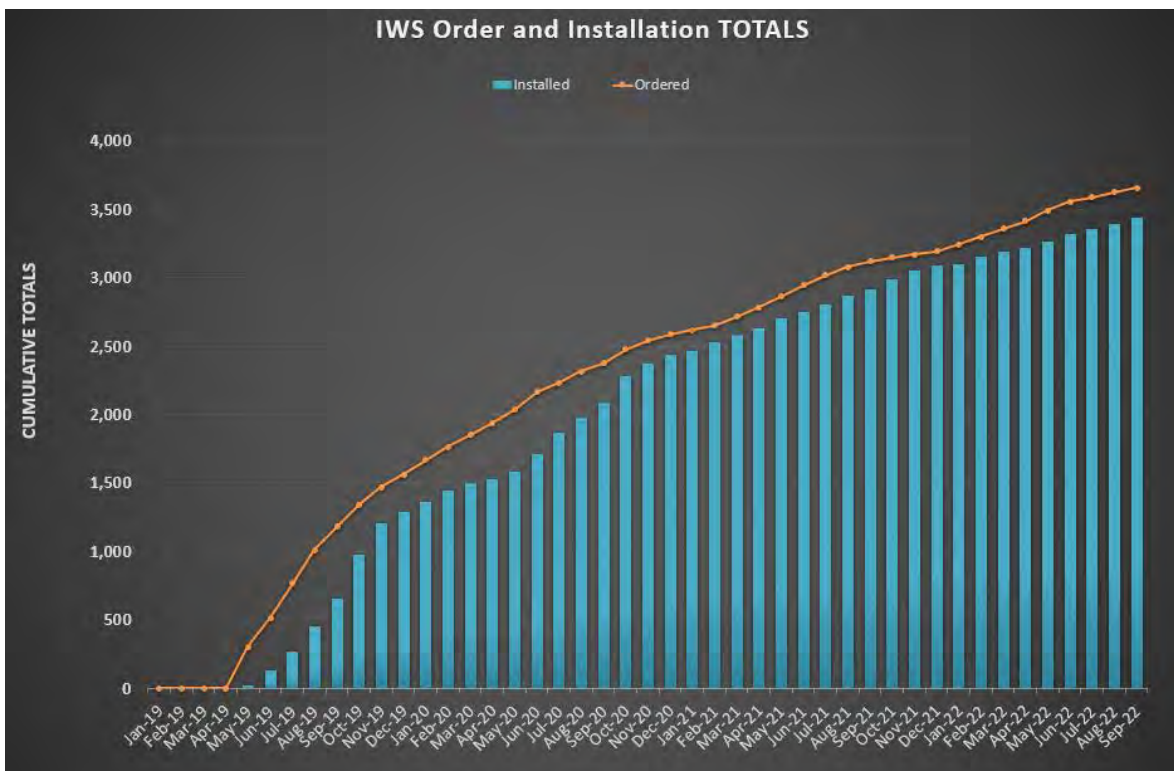
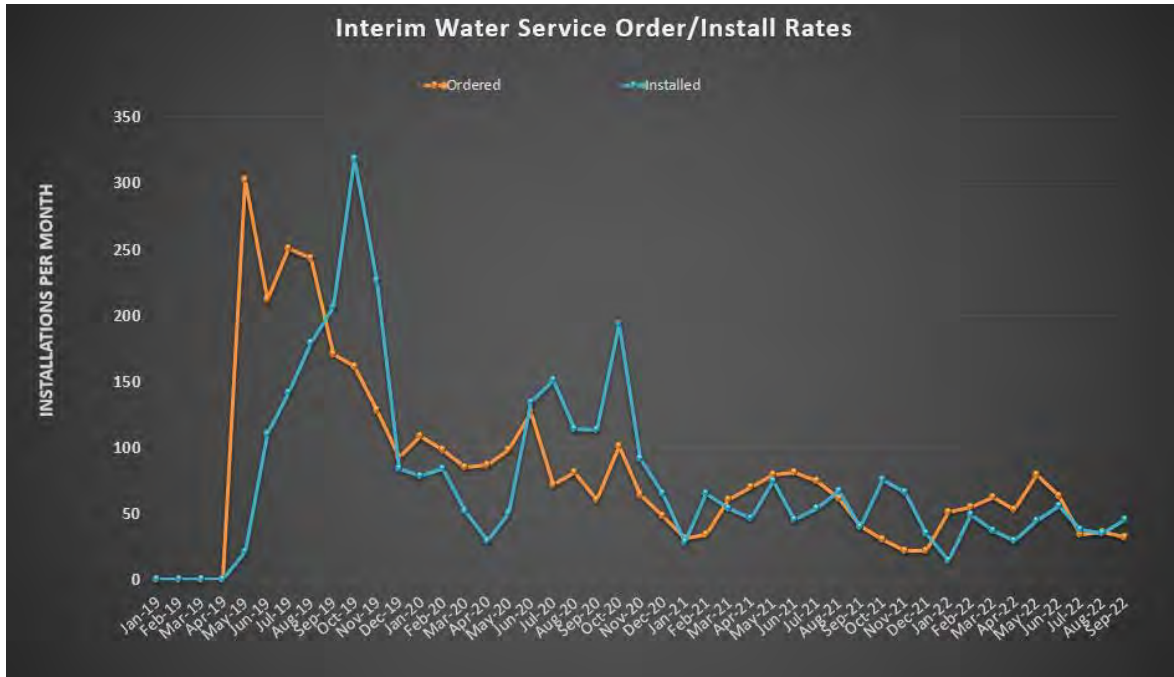
1. Multiple Design Review Requests completed for the Town of Paradise (TOP).
2. The Town of Paradise has started their on-system road work. Service laterals to customers who have requested water have been replaced. Coordinating with TOP as needed.
3. Working with customers and providing estimates to provide new water meter services to multiple locations throughout town.
4. Coordinated with Water Works on Meter Installation & Service Lateral Replacement (MISLR) Phase 2 and other projects.
5. Working with Distribution group on revising PID standards to match current practices and revisions, which will be presented to the Board once the entire packet has been reviewed. I expect this to take a few months to complete.
6. Reservoir B project is moving forward at a good pace. Water Works should be providing an update at the Board meeting.
7. Working on Request for Proposal (RFP) for Water Treatment Plant backup generator.
8. Working on reviewing drawings and specifications for Lupine Subdivision main extension.



# Water Supply Recovery Program Update

## Metered Interim Water Service

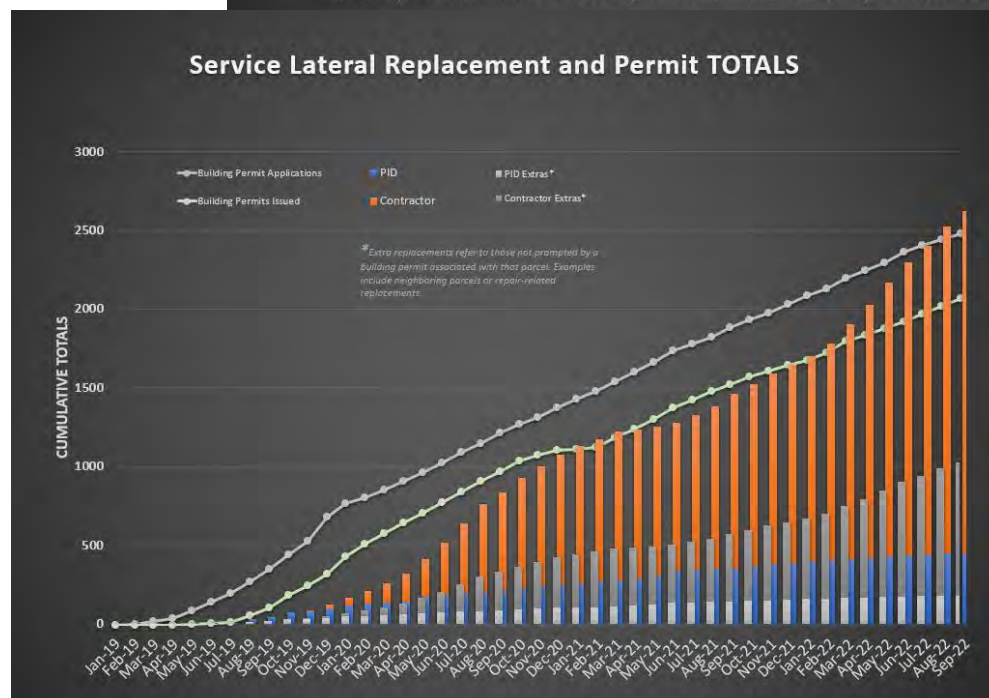
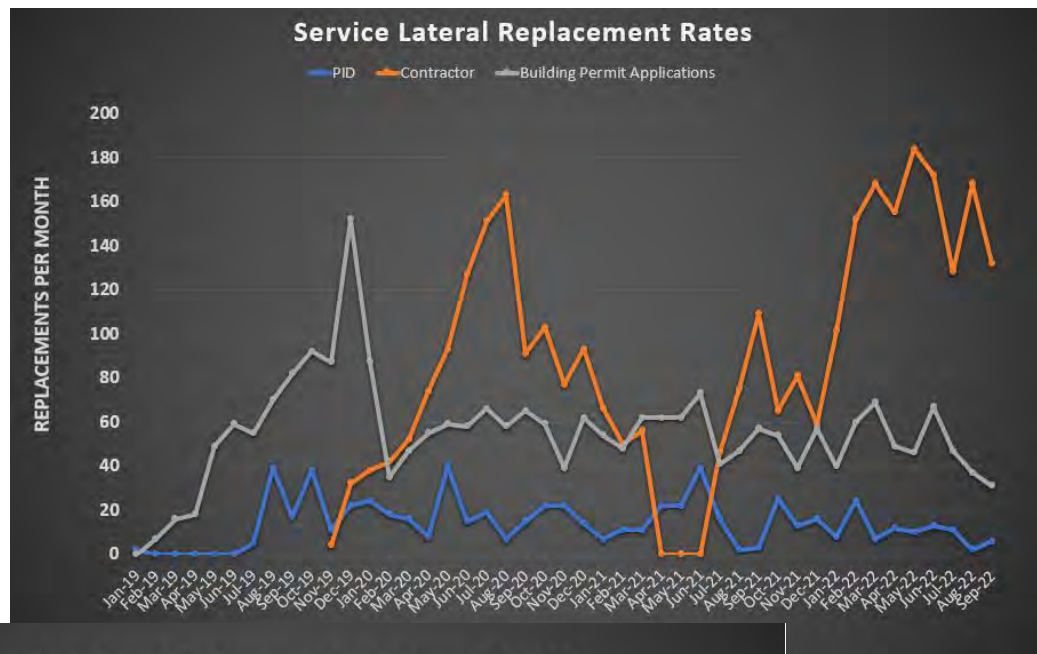
MIWS orders in September held steady at 32/mo. 45 installations were completed in September as PID crews continued effort to match the MIWS installations and coordinated with RCI to accomplish priority installations. While some MIWS orders are resolved with a permanent install (as zone work is completed or if a building permit is applied for at that address), a significant number of the MIWS orders have no building permit associated with them.



# Water Supply Recovery Program Update

## Meter Installation and Service Lateral Replacement Program

In September the Meter Installation and Service Lateral Replacement (MISLR) Project installed 132 service laterals. Continuing the trend over the last several months, new permit applications at the Town of Paradise dropped to 32/month, well below the 2-year average of 56/mo. Focus continued in September on service lateral replacements for customers with building permit applications as well as some priority IWS locations and work through the zones. At this point, for most cases, PID customers who apply for a building permit are getting a new service lateral in the same timeframe as their building permit application is approved. Service lateral installations are on track to continue to address building permits through the March 2022 timeframe in addition to completing all other service laterals in zones originally scoped for this project. Phase 3 of service lateral replacements is in planning to begin in early 2023 to continue production according to District needs.



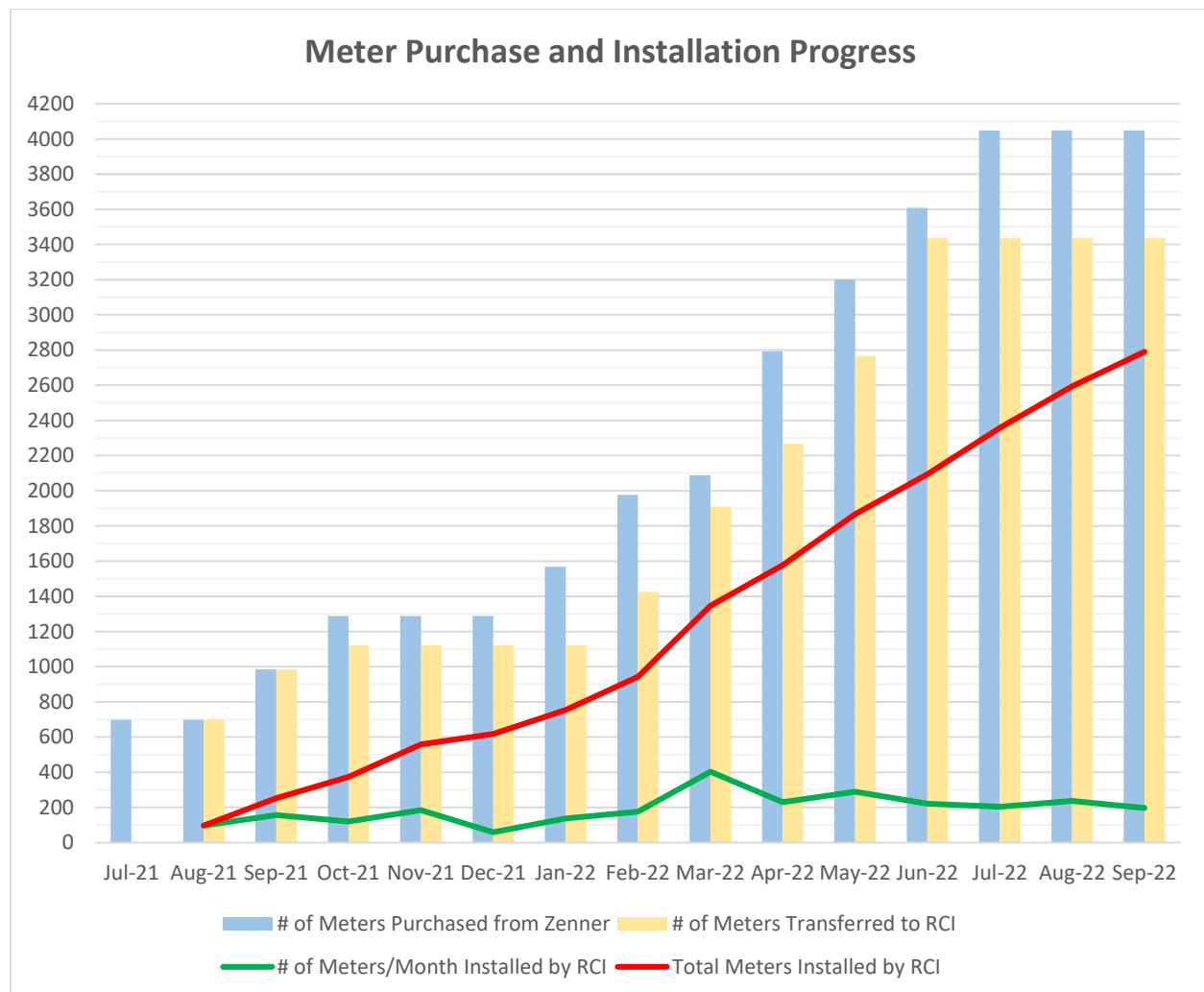
# Water Supply Recovery Program Update

## Meter Replacement Program

In September, RCI Installed 196 meters and 210 district-maintained backflow preventers, totaling 2,790 meters and 2,045 district-maintained backflows from the start of the project. There are currently 5,029 accounts who have opted into a district-maintained backflow, which is approximately 88% of all customers who have made a request for water to date.

In the last week of September RCI began the work of going back to the approximate 1,000 sites where meters were installed in advance of centralized metering infrastructure to complete the MIU installation. District staff did approve a change order proposal from RCI for to cover costs for travel time only to remobilize to sites. RCI continues to make quick progress on these installations and expects to complete the MIU installations by middle of October.

Additionally, in October RCI will add another crew for meter and backflow installation to increase monthly production rates to stay on track with an expected project completion by end of March 2023.





# Water Supply Recovery Program Update

## Main Replacement Project

Phase 1 of the Main Replacement project has been defined working through the planned scope with PID staff. Phase 1 plans and specifications are in development at this time. Bid documents are planned for review by PID and advertisement in late 2022/early 2023. Work is planned to begin in early summer 2023, with care taken to stagger the start of projects (MISLR Phase 3) to avoid overloading PID staff.

Technical requirements for the mains are being coordinated with PID engineering and operations staff and will incorporate lessons learned from Almond Street and recovery projects so far in updating the specifications. Coordination with the Town of Paradise for asphalt standards is ongoing as their requirements have changed with their new project work. The goal in coordination with the Town is to replace mains prior to paving, however this will not be possible in all cases.

Phase 2 and 3 are still being defined for coordination with Town of Paradise paving plans as much as feasible.

## Reservoir B Replacement Project

The Reservoir B Replacement Project is well underway. The site has been cleared and grubbed, and the reservoir has been demolished. Site grading and compaction work is underway. Most of the large post-rocks from inside the reservoir berm have been removed and are stockpiled to the west of the site. This large stockpile can be seen as you drive north on Skyway. Up next is the MSE - or mechanically stabilized earth - subgrade installation for the tank foundations. This and the compaction/site grading work will continue into November.

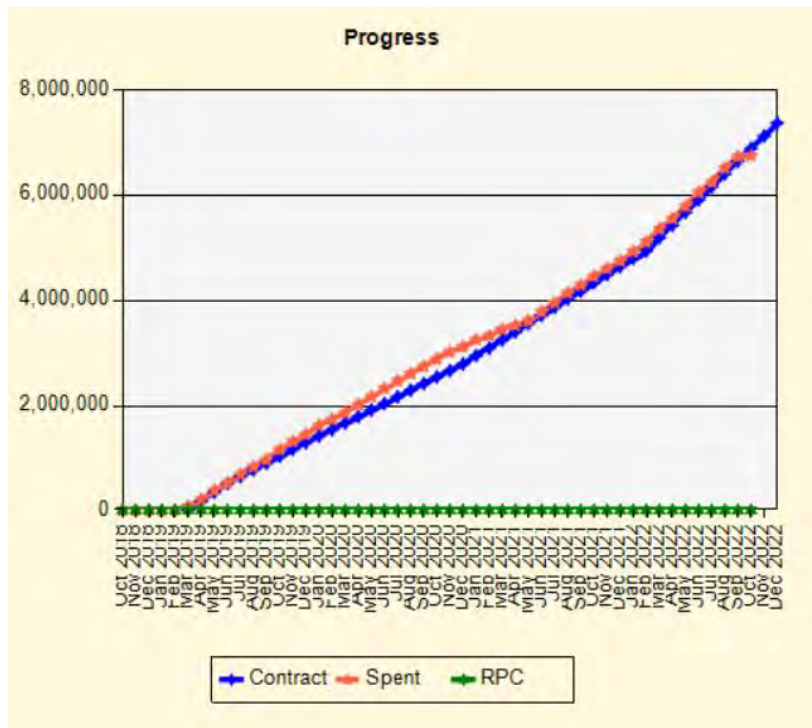


# Water Supply Recovery Program Update

Two challenges were presented last month in regard to the project schedule: 1) the subsurface materials contain far more large rock/boulders than anticipated and 2) there are ongoing supply-chain issues which are delaying the delivery of the steel tanks. Both of these challenges have progressed in beneficial ways for the District. First, more usable fill material has been excavated from the reservoir berm than initially anticipated. We have been able to use this material to grade the site to have a large working area at grade with the Steel Tanks – similar to the initial site design. It is unlikely the area for the third future tank will be provided, however. The tank supplier has revised the tank delivery schedule. We expect to have the tanks delivered by April 2023 and installed by August 2023. This schedule is only one month behind the initial baseline schedule.

## Budget

Burn rate and budget continues to proceed on-track. Total billing for September was \$222,811, just below our current projected average burn rate of \$240k/month for the project through the end of 2022. We are still on budget for services continuing through December 2022. A proposed change order is on the Agenda for the October Board meeting to continue to provide services into 2023.





## PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

DATE: October 19, 2022

TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager

RE: Municipal Services Review  
(Unfinished Business - Continued from 09/21/2022 Board of Directors Meeting)

Municipal services reviews by Butte Local Agency Formation Commission (LAFCo) are necessary from time to time and especially now as much has changed as a result of the 2018 Camp Fire. We are starting the process of working with LAFCo to perform a Municipal Services Review (MSR) and update to our Sphere of Influence. Our last MSR was completed in 2006. In general, MSRs evaluate the structure and operation of our local municipality, service areas, and discusses possible areas for improvement and coordination.

The process involves contracting with a consultant to perform the review and authorizing the District Manager to sign a letter of agreement with LAFCo.

Item 7.a.1 – Letter Agreement with LAFCo: The recommended form of motion would be:

"I move to authorize the District Manager to sign a Letter Agreement with the Butte Local Agency Formation Commission for the Paradise Irrigation District Municipal Service Review Update."

Item 7.a.2 – Agreement Authorization with SWALE, Inc.: The recommended form of motion would be:

"I move to authorize the District Manager to enter into agreement with SWALE, Inc. for services to support the District in addressing a Municipal Service Review (MSR) for a cost not to exceed \$23,000.00."



## BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • [www.buttelafo.org](http://www.buttelafo.org)

**DRAFT**

October 19, 2022

Tom Lando, District Manager  
Paradise Irrigation District  
Paradise, CA 95959

Re: Letter Agreement for the Paradise Irrigation District Municipal Service Review Update

Dear Mr. Lando,

In light of the recently completed Paradise Options Study and the Camp Fire legacy, the Paradise Irrigation District desires to proceed with an update of the District's existing Municipal Service Review (MSR), which was approved by the Commission in 2006. To initiate the process, the District must submit an application and pay all applicable LAFCo fees.

Butte LAFCo understands that the District desires to retain a consultant to prepare the District's MSR Update. This is an acceptable approach to LAFCo with the condition that LAFCo be consulted on the selection process and that the consultant be jointly acceptable to both agencies. To ensure that the Update process goes smoothly, LAFCo has prepared this Letter Agreement that outlines the MSR Update process and the responsibilities of each agency. When signed by both parties, this letter constitutes a LETTER AGREEMENT between LAFCo and the Paradise Irrigation District regarding the District's proposed MSR Update.

### A. Authority

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq), LAFCo is given the authority to prepare and adopt Municipal Service Reviews and to review and update a Sphere of Influence for a local agency. Such a request can also come directly from an agency (56425(b)), as is the case with the Paradise Irrigation District. However, LAFCo retains the sole authority to adopt the planning documents.

### B. Recitals

1. The Paradise Irrigation District MSR Update project ("Project") consists of the preparation of an:
  - A. Update to the District's existing Municipal Service Review ("MSR Update")
2. To ensure a complete and accurate document, LAFCo desires the active participation of the Paradise Irrigation District and its staff in the preparation of the MSR Update. To this

end, LAFCO and the Paradise Irrigation District desire to act cooperatively in the administration of the Paradise Irrigation District MSR Update.

3. The Paradise Irrigation District and LAFCo enter into this Letter Agreement to establish their respective roles and responsibilities relating to the oversight and management of the District's MSR Update.

**C. Determinations**

1. LAFCO does not object with the District's choice to independently contract with SWALE, Inc. to prepare the MSR Update.
2. LAFCo, through its Commission staff, shall have final oversight, review, and approval authority over the content of the public review drafts and final versions of the MSR Update. The Paradise Irrigation District shall have the right to review and request reasonable changes to the draft documents.
3. The Paradise Irrigation District and LAFCo understand that, notwithstanding the review by the Paradise Irrigation District staff of the MSR Update, the Paradise Irrigation District may choose to review the Public Review Draft versions of these documents during the 21-day public review period. Paradise Irrigation District comments on the Public Review Draft versions of these documents, if any, shall be forwarded to LAFCO by District staff for review and consideration by LAFCO at the public hearing on the Public Review Draft MSR Update. The Paradise Irrigation District and LAFCO understand that any review of the Public Review Draft MSR Update by the District will be for commenting purposes only and the Chico District Council will not take any formal action to adopt the MSR Update.
4. The Paradise Irrigation District and LAFCo understand that the Paradise Irrigation District shall be fully and solely responsible for the cost of the preparation of the MSR Update, and for the cost incurred by LAFCo for its normal processing fees, including, but not limited to, materials, public noticing costs, staff time, and legal review.
5. The Paradise Irrigation District and LAFCo agree to use all reasonable effort and due diligence to process the Project through to the final hearing in a timely fashion.
6. LAFCo and the Paradise Irrigation District agree to the following sequence of actions to be taken to complete processing of the Project:
  - A. Preparation of the administrative draft MSR Update by Paradise Irrigation District /SWALE, Inc. utilizing a LAFCo approved format for the documents.
  - B. Paradise Irrigation District/SWALE, Inc. provides LAFCO staff with one printed copy of each document, and provides LAFCO the documents in PDF and Microsoft Word format. Butte LAFCo staff reviews the administrative draft MSR Update.
  - C. LAFCO staff completes review of administrative draft MSR Update and directs District/SWALE, Inc. to make any identified changes and prepare Public Review Draft MSR Update.



- D. District submits a printed copy of Public Review Documents to LAFCO. The Paradise Irrigation District shall also provide LAFCO staff with PDF and Microsoft Word versions of each public review document.
- E. LAFCO staff sets the 21-day public review period and performs all public noticing actions and distributes public review documents to effected agencies for comment.
- F. Optional review of public review documents by Paradise Irrigation District during public review period.
- G. LAFCo holds hearing(s) on the Public Review Draft MSR Update. The Paradise Irrigation District/SWALE, Inc. shall be responsible for making any changes to the Public Review documents as directed by the Commission.
- H. Preparation of the Final MSR Update by the Paradise Irrigation District /SWALE, Inc. The Paradise Irrigation District /SWALE, Inc. shall provide 10 printed copies of each final document to Butte LAFCo, along with PDF and Microsoft Word versions of each final document.

Nothing contained in this Letter Agreement is intended, nor shall it be construed, to commit, control, or influence in any manner whatsoever the authority, judgment, or discretion of the LAFCo Commission in their future hearings on all or any aspect of the Paradise Irrigation District SOI Update Project and the ultimate decision of LAFCo to approve, approve with conditions, approve with revisions, or disapprove the Paradise Irrigation District MSR Update Project, in whole or in part.

Please sign and date where indicated below, and return two (2) copies of this LETTER AGREEMENT. Once the LETTER AGREEMENT has been executed on behalf of LAFCO, I will return a fully executed copy to the District. If you have any questions, please contact me at 530-538-7784 or at [slucas@buttecounty.net](mailto:slucas@buttecounty.net).

Sincerely,

---

Stephen Lucas  
Executive Officer

LETTER AGREEMENT PROVISIONS

The undersigned hereby agree to the provisions of this Letter Agreement as set forth hereinabove.

Butte Local Agency Formation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: Stephen Lucas, Executive Officer

Paradise Irrigation District

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: Tom Lando, District Manager



September 29, 2022

Mr. Tom Lando, General Manager  
Paradise Irrigation District  
6332 Clark Rd.  
Paradise, CA 95969

Submitted electronically to [mrich@paradiseirrigation.com](mailto:mrich@paradiseirrigation.com)

Subject: **Updated Proposal for MSR Update for Paradise Irrigation District**

Dear Mr. Lando:

Paradise Irrigation District (PID) wishes to complete a Municipal Service Review (MSR). Ms. Rich kindly clarified that at this time, PID does not wish to pursue a Sphere of Influence (SOI) Update and associated change of organization, including a Service Plan and Annexation Plan for the District. As a result of this clarification, SWALE Inc. has updated the proposal and associated budget and schedule for the MSR. For example, the total proposed budget (including contingency) has been reduced to \$23,000.00.

SWALE Inc. proposes to develop a thoughtful MSR analysis based on our unique knowledge of the issues facing water districts in Northern California using defined performance measures as described in this proposal. Our extensive experience working with Local Agency Formation Commissions, special districts, and local government has allowed us to build upon our learning of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000. As a result, SWALE has created a business protocol that allows us to carefully craft MSR Updates and bring them to completion on time and within budget.

The enclosed proposal is valid for a period of 120 days following the date of proposal receipt. Thank you for the opportunity to share our proposal to prepare the MSR Update for PID. Please contact me if you have any questions about this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Kateri Harrison". The signature is fluid and cursive.

KATERI HARRISON  
CEO, SWALE Inc.

*Attachment: Updated Proposal to Prepare MSR for PID*

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## Introduction

SWALE Inc. creates Municipal Service Review (MSR) documents that:

- Measures what matters;
- Carefully analyzes key data;
- Contains text that thoughtfully describes the data;
- References the key material, providing an extensive bibliography and a collection of e-files;
- Allows LAFCo, the agencies, and the consulting team to agree upon the important issue topics (i.e., performance measures) before report writing begins;
- Uses a holistic system that focuses on LAFCo's required determinations and uses performance measures to frame the data to be collected and analyzed; and
- Written by a team of experienced land-use planners that serve as objective, neutral, third-party reviewers of the agencies and their operations.

SWALE Inc. has produced these types of carefully crafted MSRs for El Dorado LAFCo, San Joaquin LAFCo, Solano LAFCo, Placer LAFCo, and Nevada LAFCo. We can produce this type of informative MSR for you too. Welcome to SWALE's new performance-measure-based MSR analysis. We hope you enjoy reading more about our approach in the following pages.

### Public Services Provided by the Paradise Irrigation District

The Paradise Irrigation District (PID) provides water services (including protection of raw water supply, water treatment, and water distribution) to customers within its boundaries. Water services include raw water for agriculture, treated water for municipal uses, and water to support fire suppression via hydrants. The most recent MSR for the PID was approved in June 2006 through the MSR entitled "Domestic Water and Wastewater Service Providers." Subsequently, the 2018 Camp Fire destroyed much of PID's infrastructure and customer base.

We reviewed Butte LAFCo's previous MSR & SOI documents and found them well-written and comprehensive. This new update will focus on PID's service provision to the community as

*Here is what small special districts have said about SWALE's MSRs:*

*Tahoe Truckee Sanitation Agency: Mr. LaRue Griffin, General Manager, said when he first started work at TTSA, the thoughtful overview of operations contained in SWALE's MSR gave him important background information.*

*Truckee Sanitary District: Blake Tresan, General Manager said that SWALE's MSR provides a nice summary of TSD's sewage collection services and infrastructure that TSD can use as they apply for future grants.*

it continues to recover from the Camp Fire. Please see the proposed scope of work for additional details. SWALE's planners look forward to learning more about PID as we progress through the full MSR Update process.

## **The Consulting Team**

The SWALE Inc. Consulting Team proposes to assist PID in updating a Municipal Service Review (MSR). Our team members have long-term and contemporary experience working directly for LAFCOs and serving as long-standing technical advisors to water resource agencies and special districts throughout California. SWALE Inc. is well known for producing MSRs for water and sanitation districts.

SWALE Inc. is a small, woman-owned consulting firm with a range of experience working in local government, including facilitation, strategic planning, and management of water resources. Providing data and reports to support local decision-making is a particular strong point of the firm's expertise. In addition, we are sensitive to our clients' scheduling and budget needs. SWALE's planners have direct experience with LAFCOs, cities, counties, special districts, and state agencies; and have prepared many LAFCo MSRs and SOI studies. Our pragmatic approach, discussed in further detail later, will be designed to maximize the cost efficiency, effectiveness, and timeliness of the MSR process.

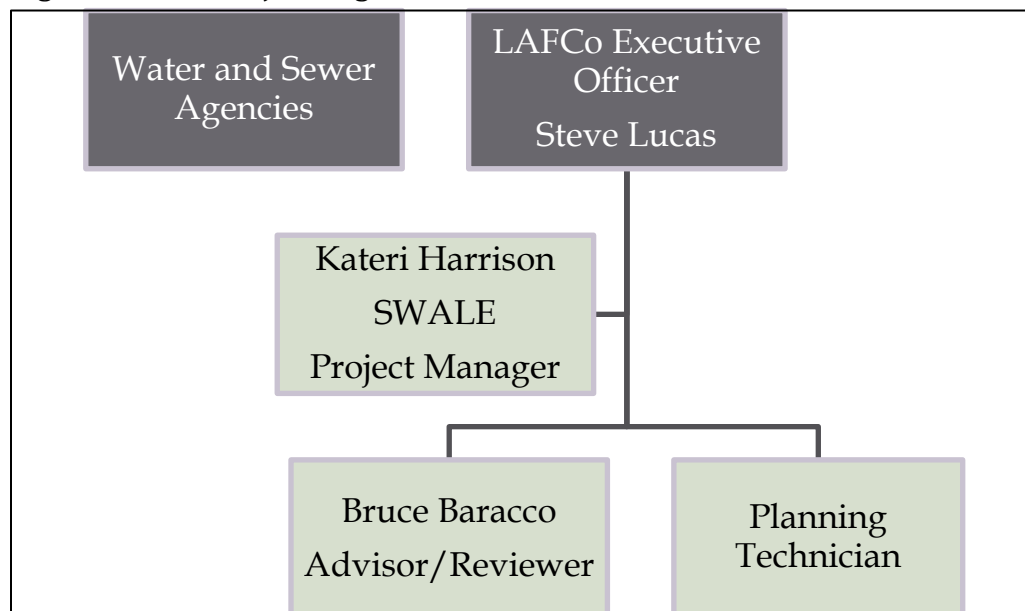
The Consulting Team is comprised of SWALE Inc., who will serve as the prime contractor, with Kateri Harrison serving as the Project Manager. Kateri Harrison is a skilled project manager with a deep understanding of community land use and planning issues. Bruce Baracco of Baracco & Associates will serve as a Project Advisor and Reviewer. Bruce Baracco provides an overall understanding of LAFCo, the MSR/SOI process, and special district organizational policies. Members of this consulting team have a long history of working together, and we have joined together to combine our diverse and compatible expertise. Additionally, SWALE Inc. retains a planning technician to assist with GIS and other data analysis.

### Contact Information

SWALE Inc.  
111 Bank Street #202  
Grass Valley, CA 95945  
(530) 559-7823  
[www.swaleinc.com](http://www.swaleinc.com)

*Primary Contact and Authorized Representative:*  
Kateri Harrison, CEO, SWALE Inc.  
[harrison@swaleinc.com](mailto:harrison@swaleinc.com)

**Figure 1: MSR Project Organization Chart**



Our team members have the unwavering commitment of our respective companies to this project. Our small but closely integrated team of experts can ensure that our time remains devoted to the significant issues at hand and that time and energies are not unnecessarily expended on extraneous matters or irrelevant studies.

## **Team Assignments**

### ***Kateri Harrison, SWALE Inc., Project Manager***

Kateri Harrison will be responsible for project management, outreach, public presentations, and coordination with Butte LAFCo. As Project Manager, she will coordinate closely with Butte LAFCo Staff and ensure that the project adheres to the budget. Kateri will coordinate with the team to ensure the project maintains its budget, schedule, and task commitments. Kateri will be the primary author of each chapter. Kateri will meet with Agency staff and coordinate the distribution of requests for information.

### ***Bruce Baracco, Baracco and Associates; Project Advisor and Reviewer***

Bruce Baracco will provide overall project guidance and LAFCo expertise to the consulting team. He will provide technical writing for portions of the MSR Update and conduct an overall peer review for the Administrative Draft Report.



### *Planning Technician, General Assistance*

SWALE Inc.'s Planning Technician is an entry-level planner that provides general assistance with basic data collection, formatting, and analysis. SWALE's staff are educated in the realms of planning and data science. The technician's work under the direct supervision of Ms. Harrison.

## **SCOPE OF WORK**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as updated through 2020 (hereafter cited as the CKH Act), provides the legal foundation for LAFCo to conduct MSRs. SWALE Inc. will develop the MSR Update to meet the CKH Act requirements and Butte LAFCo's policies. Working with both Butte LAFCo and the PID, we will reflect your best interests to ensure that the public services are transparently described, providing LAFCo with a foundation for future decision-making. The ultimate goal is to identify the relationship between issues, goals and objectives, and various service options.

The MSR Update will be designed to benefit both LAFCo and the PID by providing a comprehensive one-stop information source which can be used to quantify existing and projected customer demands, infrastructure capacity, and fiscal constraints that are essential to support decision-making in addressing boundary changes, infrastructure needs, capital improvements, and future sphere of influence assessments.

## **TASKS**

The consultant will develop a MSR Update for the PID. This will include making MSR determinations based on independent assessments of data submitted by the PID, as well as data collected by SWALE's Planners. The MSR will include determinations based on the factors contained in Government Code Section 56430. The various tasks involved with this project are expected to include the following:

### **TASK 1 - Preparation**

1A: SWALE will prepare a draft, standardized RFI tool for use in the MSR Update for PID. Prior to sending an RFI to the PID, SWALE's consultants will review the District's website and other sources to determine the availability of information related to MSR determinations. If the information is unavailable from a website, then SWALE will request such information in the RFI. Please note that SWALE Inc. formats the RFI tool to allow Agency staff to upload information and associated attachments directly to our Box.com tool and to allow submitted text to be easily converted into Excel and database formats.

1B: The SWALE Inc. Team will participate in an initial project kick-off meeting with staff from PID and Butte LAFCo. At this meeting, SWALE will review the Request for Information (RFI) and the MSR Outline/Table of Contents. The number and type of performance measures to be analyzed will also be finalized. The meeting will be conducted via Zoom or another on-line tool.

*Task 1 Deliverables: Virtual kick-off meeting with PID and LAFCo. RFI tool built in MS Word format.*

## **TASK 2 – Information Collection and Verification**

Consultants will distribute the RFI questionnaire to PID for completion. Consultants will host a meeting with PID's representatives to assist them in uploading requested information onto Box.com; explain the MSR process; and conduct a preliminary interview regarding operational specifics. Consultants will ensure LAFCo receives an e-copy of PID's responses to the RFI.

Consultants will gather information from relevant state, regional, sub-regional and local agencies. Those data that are readily available, in a useable format, and directly relevant to the previously defined performance measures will be obtained and curated in SWALE's dataset. For example, relevant source documents may include applicable statutes, service area maps, master service plans, management plans, audits, budgets, general plan housing elements, and other information relevant to completing service reviews. Consultants will also consult with state agencies such as the Regional Water Quality Control Board and the California Department of Water Resources as to their interactions with the agencies and any issues they perceive. It is noted that PID adopted its 2020 Urban Water Management Plan. Additionally, the Final Options Study Report by GEI Consultants was submitted to the Sacramento State University, Office of Water Programs in June 2022.

An in-person interview and tour between the consultants and PID staff will be scheduled if allowed by the state's Covid-19 protocol. A meeting with LAFCo and Town of Paradise planning staff can also be scheduled at that same time.

*Task 2 Deliverables: PID's response to RFI will be curated into SWALE's dataset. Interviews and other communications with the subject agencies and other state and local agencies will be documented.*



### **TASK 3 – Administrative Draft MSR Update**

SWALE will prepare an administrative draft MSR Update that includes a description of PID, maps, tables, and graphs. For each determination topic prescribed by Government Code §56430, data analysis in accordance with each performance measure will be provided for the PID. In addition, baseline population data and build-out projections will be addressed. Relative to § 56430 (a) (2) and (3), the report shall provide discussion and analysis of the needs and deficiencies of essential services for any identified and potential Disadvantaged Unincorporated Communities (DUCs) in the study area, as well as the feasibility of extending essential service to these areas and to other areas that could include future housing developments. Data transparency will be improved by adding bibliographic citations directly in the body of the text to refer readers to more detailed references. The administrative draft MSR Update will be sent to LAFCo staff for review and comment. Upon approval from LAFCo, the Administrative Draft may be shared with the staff from the PID for a technical review.

*Task 3 Deliverables: The Administrative Draft MSR will be delivered to PID and LAFCo in both PDF and MS Word format. Additionally, all reference materials will be provided to PID and LAFCo via Box.com.*

### **TASK 4 – Public Review Draft MSR Update**

Based on the input received on the administrative draft MSR Update, consultants will prepare a public review draft MSR Update, including updated information from Task 3. The Public Review Draft MSR Update will be developed with the intent to solicit comments from the general public. Consultants will provide the document in both hardcopy and electronic format as requested by LAFCo.

*Task 4 Deliverables: One public review draft MSR Update in both hardcopy and electronic format.*

### **TASK 5 – Public Workshop/Meeting**

Consultants will prepare a PowerPoint presentation for a workshop/meeting. In addition, consultants will actively participate in one public Commission workshop or meeting designed to solicit feedback on the public review draft MSR. The workshop/meeting may be held either in-person or virtually, depending on the Commission's preference.

*Task 5 Deliverables: One PowerPoint Presentation. Participation in one public Commission workshop/meeting.*

### **TASK 6 – Final MSR Update Document and Public Hearing**

Based on direction from LAFCo, subsequent to the public workshop on the public review

draft MSR Update, SWALE will prepare a final MSR for PID containing:

1. An updated cover, title pages, and a table of contents.
2. Response to public comments.
3. All updated information included in Task 4 and Task 5, as adopted by the Commission.

As part of Task 6, the consultant will organize supporting documents. Consultant will organize and label MSR related questionnaire, response letters, other documents, and information, make a list of items in the organized package, and provide these documents to PID and LAFCo. Consultants will actively participate in the Commission's public hearing on the MSR. The public hearing may be held either in-person or virtually, depending on the Commission's preference.

*Task 6 Deliverables: Final MSR provided to PID and LAFCo in both electronic and hardcopy format. Participation in the Commission's public hearing on MSR.*

### *Approach to Analysis*

SWALE's approach to reviewing water services provided by the PID will emphasize a watershed perspective with the quantity and quality of the water source given prime consideration. The physical condition of infrastructure and implementation of recovery plans will also be described. The MSR will also focus on performance measures to fairly assess the service capacity, infrastructure, rates, finances, government accountability, and management efficiencies for the PID.

### Performance Measures

SWALE Inc. has successfully utilized specific scored performance measures in two recently approved MSR/SOI documents:

1. MSR/SOI for the City of Fairfield prepared on behalf of Solano LAFCo, and
2. MSR/SOI for the El Dorado Irrigation District on behalf of El Dorado LAFCo.

Additionally, the MSR Update that we recently prepared for the El Dorado County Fire Prevention Districts also utilizes performance measures. For this project for PID in Butte County, SWALE proposes to evaluate MSR determinations using the performance measures listed in the outline below. SWALE Inc. will coordinate with PID staff to determine exactly which performance measures should be included, recognizing that PID may wish to add, delete, or modify performance measures prior to signing the contract with SWALE. The use of performance measures is beneficial because it helps planning analysts evaluate the same factors for every district and facilitates cross-comparisons among districts. Established performance measures also allows the subject agency to understand, in advance, which criteria will be utilized. Performance

measures are also consistent with the California Department of Water Resources' adaptive management program.

***Draft Outline for Service Review***  
*(Subject to modification by PID, LAFCo, and/or SWALE)*

The Municipal Service Review must include data and analysis upon which the Commission's determinations on the items required by Government Code Section 56430 can be based. SWALE Inc. proposes the following outline:

**1. Executive Summary**

- a. A brief summary of existing services and PID's operations
- b. A summary of key performance metrics
  - i. Population
  - ii. Boundary/SOI acreage
  - iii. Connection fees
- c. Summary of other significant issues and conclusions

**2. Introduction**

- a. LAFCo's responsibilities re: MSRs and SOIs
- b. Description of the public participation process
- c. Description of watershed approach that includes both surface and ground-water, water quality, and water quantity for the existing setting

**3. PID MSR Update**

- a. Growth and Population
  - i. Existing boundary
    - 1. Overlapping services
  - ii. Existing Sphere of Influence
  - iii. Extra-territorial services
  - iv. Present and projected service population over a 20-year time frame
  - v. Land use and significant growth areas
- b. Disadvantaged and Unincorporated Communities
  - i. Location
  - ii. Characteristics
- c. Present and Planned Capacity
  - i. Capacity Analysis
    - 1. Sufficiency for present and projected need
    - 2. Adequacy to meet current and known future state and federal requirements
  - ii. Age and condition of facilities
  - iii. Preventative maintenance measures and plans to replace aging infrastructure
  - iv. Plans for expansion and/or upgrades
  - v. Reserve capacity
- d. Financial Ability, Constraints, and Opportunities
  - i. Finance policies clearly articulated

- ii. Audits available on PID's website
  - iii. Bond Rating
  - iv. Joint Finance Projects
  - v. Revenues exceed expenditures in 50% of studied fiscal years
  - vi. Transfer of Costs to Public
  - vii. Rates
    - 1. Current Rate Structure Basis
      - a. Connection fees
    - 2. Tax Revenues/Service Ratio
    - 3. Rates/Service Ratio
  - viii. Assessment/Fee Districts
  - ix. Compensation reports and financial transaction reports that are required to be submitted to the State Controller's Office are posted on the district website.
- e. Shared Facilities
- i. Currently Shared Resources, Facilities, Personnel, and Systems
    - 1. Opportunities for Expanded Sharing
    - 2. Government Structure Options
  - ii. Cost Avoidance Opportunities
    - 1. Other practices and opportunities that may help to reduce or eliminate unnecessary costs
- f. Local Accountability and Governance
- i. Number of closed sessions during the past six months.
  - ii. Agency website complies with the 2016 updates to the Brown Act described in Government Code §54954.2 and enacted by Assembly Bill 2257.
  - iii. Compliance with the Special District Transparency Act (SB 929 or California Government Code, §6270.6 and 53087.8), which requires special districts to have a functional website that lists contact information and contains financial statements, compensation reports, and other relevant public information.
  - iv. Terms of office and next election date are disclosed for District Board members, and committee appointments are on-line.
  - v. Do elected Board members submit required forms and receive required trainings as prescribed by the three state laws regarding accountability and ethics, including: 1) the Political Reform Act; 2) Assembly Bill 1234 (Salinas, 2005), which requires ethics training; and 3) Government Code 53237 et. seq. which mandates sexual harassment prevention training?
  - vi. Current litigation, grand jury inquiry, and/or censure from state agency.

### Approach to GIS Analysis

Using GIS data provided by Butte LAFCo and the County of Butte, SWALE Inc. will produce one regional map showing PID. Additionally, SWALE will develop a color GIS map that depicts current boundaries and SOI for PID. SWALE will refine any existing SOIs or boundaries based

on descriptions and/or drawings provided by Butte LAFCo. Maps of PID's boundary and SOI will be provided in PDF format. In addition, a GIS data shapefile of the boundaries and SOIs will be provided in ESRI compliant format, NAD 1983 State Plane California Zone II Projected (US Feet) Coordinate System, referenced to street centerlines and/or parcel lines.

### ***Guiding Principles***

*In accordance with the scope of work, SWALE Inc. Consultants will:*

- *Conduct the service review process in a collaborative fashion with opportunities for input and review by each of the agencies being reviewed.*
- *Encourage public participation in the service review process.*
- *Conduct the required analysis in the most cost-effective manner possible.*
- *Utilize information that is currently available, such as data, maps, etc., rather than initiate new tools and processes.*
- *Create a product that will be useful to the Commission in reviewing future proposals for changes of organization, beneficial to agencies as a planning tool, and readily accessible to, and easily understandable by, the general public.*

### ***Approach to Managing this Project***

A primary objective of this project is the efficient and timely completion of an informative MSR Update for PID. SWALE Inc. prides itself on delivering high-quality products on schedule and within the established budget.

The consulting team will be managed by Kateri Harrison. Ms. Harrison will be the primary contact for PID on all matters related to this project. Internal milestones will be built into the overall project schedule and serve as the consultant team's targeted implementation plan. The schedule will be developed in consultation with PID staff. Typically, our schedules include a bit of leeway to allow the consultants to accommodate unplanned contingencies. SWALE Inc. warrants that it can and will meet all established deadlines. Meeting the deadlines helps the team meet its budget. We are cognizant of PID's budgetary constraints. We aim to focus

our work on key issues and to accomplish our work in the most efficient manner possible.

SWALE Inc. seeks to establish a close working relationship with PID staff to ensure transparency of data collection, analysis, and project progress. SWALE Inc. utilizes on-line project communication tools such as Box.com and *teamwork.com*. PID staff will be invited to join the MSR group and to readily view the project calendar, posted files, text messages, and other group communications. Additionally, both Bruce and Kateri are accessible via phone or email. In order to properly plan effective strategies to meet the varied nuances that may develop regarding water services, SOIs, or institutional/district financial matters, immediate discussion can provide effective resolution and reassurance. Our communication tools help us accomplish this.



## Assumptions

SWALE's proposed Scope of Work is based on the following assumptions:

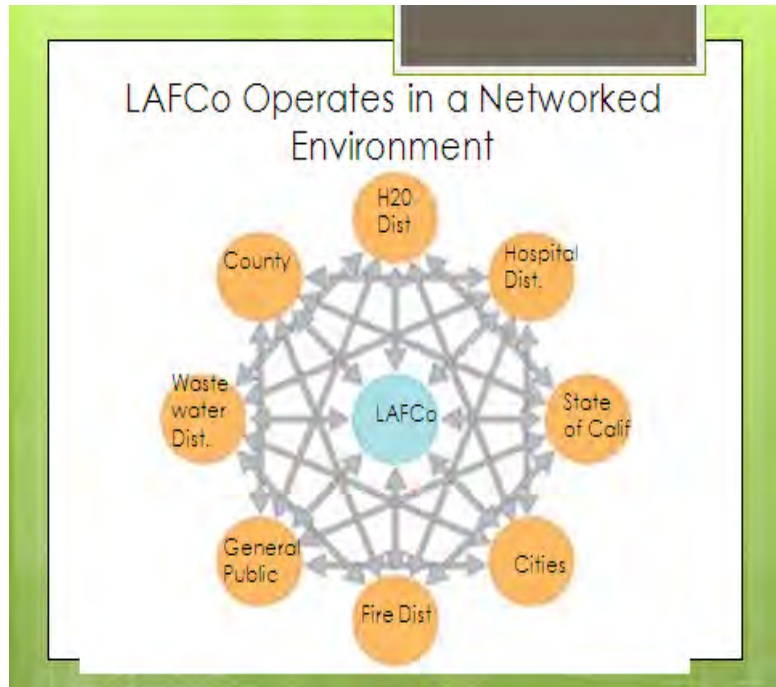
- As part of this effort, PID Staff will:
  - Participate in coordination meetings and conference calls with the SWALE consultant team;
  - As part of this effort, LAFCO staff will:
    - Assist in administrative functions such as noticing public hearings and meetings;
    - Arrange for logistical support at public hearings and meetings (e.g., venue reservation, audio/visual, recorder, etc.);
    - Coordinate with the County to provide maps and GIS data;
    - Confirm or rectify any discrepancies regarding boundaries and SOI's in the GIS mapping data;
    - Prepare staff reports and resolutions for the Commission;
    - Ensure any necessary legal review is conducted by LAFCO's legal counsel; and
    - Disseminate MSR and associated reports on the LAFCo website.
- Caveats due to uncertainty related to **coronavirus** precautions:
  - A project kick-off meeting between PID and the consultant team is anticipated. Under normal circumstances, SWALE Inc. would prefer to meet in person at LAFCO's offices in Oroville or PID's office located in the Town of Paradise. However, depending on the public health directives related to the global pandemic caused by the coronavirus, a conference call or video call may be substituted.
  - An interview with staff from PID with the request for information will be based on the comprehensiveness of the response received, remaining uncertainties, and clarity of information. Under normal circumstances, SWALE Inc. would prefer to meet in person at the agency(s) offices in Paradise. However, depending on the public health directives related to the virus, a conference call or video call may be substituted.
  - The project budget allocates travel hours to provide in-person meetings for the 1 public meeting associated with the formal Draft MSR and 1 public hearing for the Final MSR.

General project assumptions include the following:

- The primary information base will be existing agency data, LAFCo data, and other data sources in the public domain. The consultant team shall examine and analyze these data sources (e.g., a *forensic audit* of the pro forma data used by special districts to develop their reports will not be undertaken). In other words, the consultant team can verify the

analytical methodologies used by special districts in developing their published/unpublished documentation, but the consultant will not inspect original data files, monitoring records, field crew notes, or other production-related data as part of the cities/special districts' operational data-keeping.

- No independent new field data collection, surveying, or testing will be conducted.
- The number of metrics and/or performance measures to be considered in this MSR Update is limited to those specifically listed in this proposal up to a maximum of 12 performance measures. Changes to performance measures will require additional budget and schedule allocations.
- Public participation, in addition to the notice period for the draft and final MSR, could include varying levels of public input. A public hearing at the draft and final MSR stages are included within the proposed budget.
- It is anticipated that consideration of the proposed MSR will not be controversial. If controversy or disputes arise among staff or the public or if consultants are asked to address any controversy, then additional consulting fees will be required. These additional fees may be taken from the contingency fund and/or other sources, and
- CEQA requirements have not yet been determined for this project. However, it is anticipated that the MSR will be exempt from CEQA. PID will likely create and file a notice of exemption with the appropriate agencies.



Many of these assumptions (and others) can be clarified and discussed with PID should the consultant team be selected and enter into contract negotiations with PID. The best interest of PID is preserved where project assumptions are clearly and definitively established at the outset of the project. The consultant team will work diligently to ensure the highest level of clarity is brought into the Scope of Work. A detailed scope of work from the consulting team is typically included in a final contract.

In summary, we will ensure that the final product is user-friendly to both PID and LAFCo. The documents will be provided in a website-friendly format. This SWALE Inc. Consulting Team

offers deep functional knowledge of both LAFCo and regional issues. Ms. Harrison and Mr. Baracco are actively engaged with LAFCo's state-wide on a regular and ongoing basis. Our spirit of partnership infiltrates our approach to projects. SWALE Inc. collaborates with clients to solve complex planning problems, making their mission our mission and delivering meaningful results that endure.

## Project Schedule

Our consulting team can commence work on this consultancy immediately upon signing a contract which is anticipated to be approximately October or November 2022. Below is a suggested schedule, and should PID wish to extend or reduce the schedule for fiscal or timing reasons, our staff is available and amenable to a schedule alteration as otherwise agreed upon. We will review and finalize the tentative schedule with PID staff as part of the work plan development (i.e., development of the final scope of services). In order to achieve the schedule proposed below, our team is available to start work on November 1, 2022. The table below is a tentative schedule of milestones. The dates in bold indicate deadlines critical to maintain proposed project completion date.

<b>Table 1: MSR Update Schedule</b>		
<b>Milestone</b>		<b>Date</b>
<b>Task 1: Preparation</b>		
	Contract Approval	<b>November 1, 2022</b>
	Kick-off Meeting (or conference call) with LAFCo Staff and PID staff (Post-award meeting)	<b>Nov 1-14</b>
	Refine schedule, outline, template, and agree upon final performance measures to be utilized.	<b>Nov 14</b>
	Develop and Send Request for Information (RFI/Survey)	<b>Nov 1 - 16</b>
<b>TASK 2 – Information Collection and Verification</b>		
	RFI Responses from District Received	<b>December 15</b>
	Interview with PID. Communications with other state and local regulators	Week of Dec15
	Data Deadline: Any new data submitted after this deadline will incur additional consulting fees and require a schedule adjustment	January 1, 2023
<b>Task 3: Administrative Draft MSR</b>		
	Administrative Report written and then sent to LAFCo and district staff	<b>Dec 15 to February 2023</b>
	Comments from LAFCo and District staff is received by consultant	<b>Mar 10, 2023</b>
<b>Task 4: Public Review Draft MSR Report</b>		
	Prepare Public Review Draft MSR	<b>April 1 to May 1</b>
	Release of Draft MSR	<b>May 15</b>
	Comment Period Ends	<b>June 15, 2023</b>
<b>Task 5: Public Workshop and Meeting</b>		
	Prepare PowerPoint presentation and participate in one public meeting/workshop	<b>May</b>
<b>Task 6: Final MSR Report</b>		
	Respond to Comments and Prepare Final MSR	<b>June 15 to July 16, 2023</b>
	Presentation of Final MSR for Adoption at Commission Meeting	<b>July</b>
	Release of Final MSR with Findings	<b>July 2023</b>

Butte LAFCo meetings are held on the fourth Wednesday of each month at 11:00 a.m.

## Project Budget

The scope of work described in pages 4 to 8 of this proposal is the basis for this budget. The MSR Update will be approximately 20 pages in length. Additionally, appendices will be provided to provide a context for socio-economic conditions in Butte County. For the MSR determinations, the scope includes an analysis of a maximum of 12 performance measures. Changes to the number or type of performance measures after the contract is finalized will incur an additional consulting expense and schedule adjustment. New data submitted after the data deadline will also incur an additional consulting expense and schedule adjustment.

The proposed cost for completion of this MSR Update is the sum of \$21,000, plus contingency. This budget represents SWALE Inc.'s cost proposal for the completion of the entire project, including contractor charges, mileage expenses, and clerical or other employee expenses, meeting attendance, telephone, duplication, fax, postage, or other expenses. Lodging and meal expenses are not anticipated because travel can be completed within a day. Appendix 2 contains SWALE's Method of Payment and Standard Price Sheet.

### Budget Details for MSR Update for Butte LAFCo

<i>Subject Agency: PID</i>		
<i>Budget Estimate</i>		
	<b>Description</b>	<b>Cost Estimate</b>
Task 1	Preparation	\$1,000
Task 2	Information Collection and Verification	\$1,000
Task 3	Analysis & Develop Administrative Draft MSR Update	\$10,000
Task 4	Public Review Draft MSR Update	\$3,000
Task 5	Public Workshop and Public Meeting on Draft MSR	\$2,000
Task 6	Final MSR Update	\$3,000
	At-cost reimbursement for mileage, the printing of reference documents as needed, etc.	\$1,000
Subtotal		\$21,000
	Contingency Fund**	\$2,000
	<b>Total Budget</b>	<b>\$23,000</b>

*\*\*Although the contingency fund is not expected to be utilized under normal circumstances, if unforeseen conditions occur that are not consistent with the assumptions made in this proposal, then both LAFCo and SWALE Inc. may agree to utilize the contingency funds. In the past, SWALE Inc has rarely utilized contingency funds. One example of the use of contingency funds is the MSR we completed for El Dorado*

*Irrigation District, where both LAFCo and the District agreed that SWALE Inc. should include an additional financial metric in the analysis, and we charged \$600 from the contingency fund for this new task. If Districts submit new information late in the process (after the data deadline), there is a \$1,000 minimum fee from the contingency fund to analyze that data. If there are any public controversies or threats of litigation, a minimum of \$1,000 charge to the contingency for each event is assessed.*

Note: Since both PID and LAFCO agree that an SOI Update, Annexation Plan documentation, and Plan for Services are not needed, these are not included in this current proposal.

### Hourly Rates

Harrison	\$115
Baracco	\$132
Technician	\$60
Clerical	\$45

### Insurance

SWALE Inc. can meet or exceed the insurance requirements noted in the RFP.



### Potential Conflicts of Interest

No member of the Consultant Team is currently under contract with any public agency within Butte County, including the County of Butte, any City within Butte County, or any special district within Butte County. However, SWALE Inc. is currently under contract with Butte LAFCo to prepare a MSR for five water and sewer providers in the Oroville area.

SWALE Inc. formally warrants and covenants that no official or employee of the Paradise Irrigation District, nor any business entity in which an official of the PID has an interest, has been employed or retained to solicit or aid in the procuring of this proposed contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the PID. SWALE Inc. will notify PID of any potential conflict of interest regarding other work or third-party contracts.

## Copies of Completed MSRs

In the interest of saving paper, the reviewer is directed to the websites listed below for examples of MSRs completed by members of the Consulting Team.

Client	Name of Report	Link
El Dorado LAFCo	El Dorado Irrigation District MSR/SOI (2020)	<a href="https://www.edlafco.us/files/aaca11a49/20_Dec+2_Item+7+Staff+Memo+Attachment+A+%28Final+Draft+EID+MSR-SOI%29.pdf">https://www.edlafco.us/files/aaca11a49/20_Dec+2_Item+7+Staff+Memo+Attachment+A+%28Final+Draft+EID+MSR-SOI%29.pdf</a>
Nevada LAFCo	2019 East County Wastewater MSR - Final	<a href="https://www.mynevadacounty.com/DocumentCenter/View/28321/East-County-Wastewater-Final-MSR-2019?bidId=">https://www.mynevadacounty.com/DocumentCenter/View/28321/East-County-Wastewater-Final-MSR-2019?bidId=</a>
Solano LAFCo	MSR for City of Fairfield, Pacific Flyway Project.	<a href="http://solanolafco.com/Studies/MSR/Cities/Fairfield/0_MSR_SOI_FinalFinal_Fairfield_Pacific_10Dec18_v3cc.pdf">http://solanolafco.com/Studies/MSR/Cities/Fairfield/0_MSR_SOI_FinalFinal_Fairfield_Pacific_10Dec18_v3cc.pdf</a>
Solano LAFCo	MSR for Wastewater Service Providers	<a href="http://www.solanolafco.com/Studies/MSR/SpecialDistricts/Municipal%20Service%20Review%20Fairfield%20Suisun%20Sewer%20District%20and%20Vallejo%20Sanitation%20and%20Food%20Control%20District.pdf">http://www.solanolafco.com/Studies/MSR/SpecialDistricts/Municipal%20Service%20Review%20Fairfield%20Suisun%20Sewer%20District%20and%20Vallejo%20Sanitation%20and%20Food%20Control%20District.pdf</a>

## Team Qualifications

SWALE Inc. is a woman-owned firm based in Grass Valley, California. We are pleased to present this team of highly qualified professionals to assist Butte LAFCo with the preparation of the Municipal Service Review for five water/sewer agencies. A summary of our team's expertise is shown below, and resumes are attached to the end of this proposal.

### **Kateri Harrison**

Project Manager

M.A. Ecology and Systematic Biology, San Francisco State University, 2003

B.A. Environmental Studies, with minor in History, U.C. Santa Barbara, 1986

*Specialties:* Ms. Harrison brings over 25 years of experience in successfully creating and managing a wide array of plans and programs in the land-use arena. Kateri is an accomplished project manager and facilitator who is highly skilled at creating innovative partnerships and programs that extend client goals to benefit the community overall. Ms. Harrison has direct LAFCo and local government planning experience as follows:

- Project Manager; Solano LAFCo; December 2018; MSR & SOI Update for the City of Fairfield Pacific Flyway project.
- Project Manager; Nevada LAFCo; April 2015; Western County Wastewater MSR (2 cities, 2 special districts, 10 zones).

- Project Manager; Placer LAFCo; August 2018; MSR for Tahoe and Martis Valley Service Providers (15 special districts).
- Project Manager; San Joaquin LAFCo; June 2019; MSR & SOI for Byron Bethany Irrigation District and The West Side Irrigation District;
- Facilitator, Mendocino LAFCo; developed principles and priorities for the Commission;
- Over 25 years of experience as a land-use planner, with 13 of these years working directly for local government agencies, including Nevada County Planning, Senior Planner; Alameda County Planning Department, Planner III; and City of Grass Valley, Planning Commissioner.

### **Bruce Baracco**

Project Advisor and LAFCo Expert

M.U.P. Urban Planning, San Jose State University, 1972

B.S. City and Regional Planning, Cal Poly, San Luis Obispo, 1970

*Specialties:* Mr. Baracco has extensive experience in land use planning, environmental review, and LAFCo-related activities. Mr. Baracco has direct LAFCo and MSR experience as follows:

- Fourteen years of direct experience as a LAFCo Executive Officer;
- Primary author of MSRs for the cities of Antioch, Calistoga, Pittsburg, and St. Helena;
- Primary author of MSRs and SOI Updates for seven Reclamation Districts in Contra Costa County;
- Co-author with Jennifer Stephenson of Policy Consulting Associates of a Countywide Law Enforcement MSR for Contra Costa LAFCo; and
- Team member with Policy Consulting Associates and the Shibatani Group for a Countywide Water MSR for Santa Clara LAFCo.

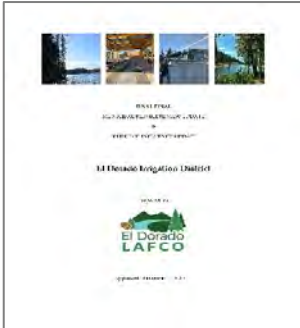
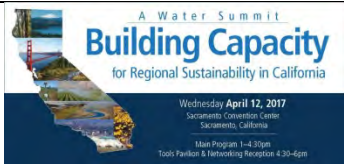
## **Project Experience**

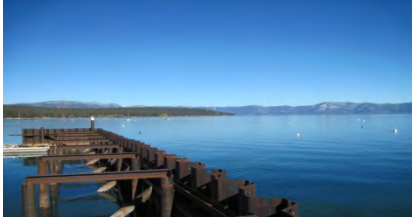
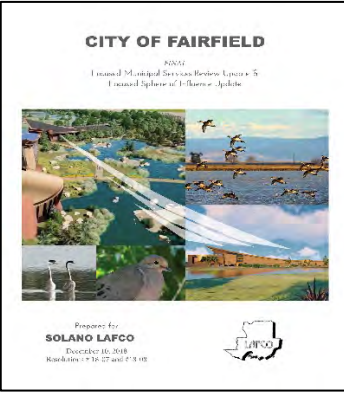
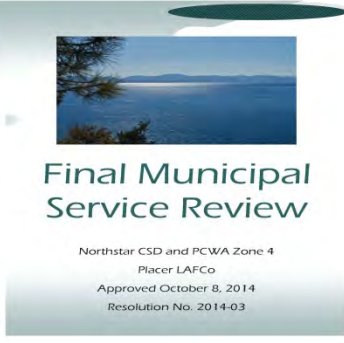

SWALE Inc. uses modern data collection and analysis techniques to complete municipal service reviews and sphere of influence analyses for LAFCo's throughout California. Qualitative and quantitative data gathering, methodology development, data analysis and interpretation, and report writing are our areas of expertise. We also utilize demographic data to help assess current trends. SWALE Inc. offers our regulatory and institutional knowledge to our clients, and our pragmatic approach will be designed to maximize the cost efficiency and effectiveness of the MSR update process.



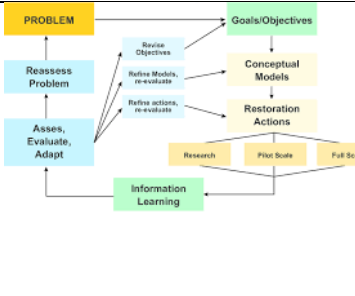



## EXPERIENCE IN WATER RESOURCES

Water resources are a particular area of expertise that SWALE Inc. has developed through years of educational and work experience throughout California. As a result, our consultants have a deep understanding of the policy and technical issues associated with water resources in the Delta and Northern California.


Water Resources	
	<p><b><u>El Dorado LAFCO</u></b> (<i>Approved December 2020</i>)</p> <p>SWALE Inc. was the prime contractor directly to El Dorado LAFCo for this MSR/SOI Update. The El Dorado Irrigation District (EID) is the county's largest district. It provides raw water for agriculture, treated municipal water, wastewater collection, transport, treatment, disposal, recycled water, recreation, and hydropower. Issues addressed include debt, liquidity, and reduction of the SOI.</p>
	<p><b><u>Byron Bethany Irrigation District and The West Side Irrigation District MSR &amp; SOI</u></b> (<i>May 2017 to June 2019</i>)</p> <p>SWALE Inc. authored a municipal service review and sphere of influence analysis for these two water districts that wish to merge. San Joaquin LAFCo oversaw the development of this report, and the first public workshop was held in May 2019. This MSR/SOI supported the merger/consolidation of the two districts. One important issue this MSR addressed was the documentation of both districts' current and historic water rights.</p>
	<p><b><u>Nevada LAFCO</u></b> (approved July 18, 2019)</p> <p>SWALE Inc. served as the primary contractor to Nevada LAFCo, and we prepared Final MSR for Water Services in Eastern Nevada County. This MSR addressed Truckee Donner Public Utility District and the Donner Summit Public Utility District.</p>
	<p><b><u>Conference:</u></b> In April 2017, Ms. Harrison attended the Water Summit: Building Capacity for Regional Sustainability in California. The conference focused on the 2014 Sustainable Groundwater Management Act. Ms. Harrison learned new tools and implications associated with this law.</p>




	<p><b><u>Placer LAFCo:</u></b> <i>MSR on public services in the Tahoe/Martis Valley Area (Approved August 2018)</i></p> <p>SWALE Inc. is the prime contractor to develop a municipal service review that studied the following water and sewer districts:</p> <ul style="list-style-type: none"> <li>• Alpine Springs County Water District</li> <li>• Donner Summit Public Utility District</li> <li>• McKinney Water District</li> <li>• North Tahoe Public Utility District</li> <li>• Sierra Lakes County Water District</li> <li>• Squaw Valley Public Services District</li> <li>• Tahoe City Public Utility District</li> <li>• Talmont Resort Improvement District</li> </ul> <p>This MSR also includes a detailed analysis of several mutual water companies and private water companies.</p>
	<p><b><u>Solano LAFCo:</u></b> <i>MSR/SOI Update for the City of Fairfield, Pacific Flyway Project (approved December 2018)</i></p> <p>SWALE Inc. has recently completed a MSR/SOI Update for the Pacific Flyway Education Center, and this property was recently added to the City of Fairfield's SOI. Kateri Harrison served as the Project Manager and Co-Author. Issues identified include performance measures, wetland habitat, fire services, annexation. Reference: Michelle McIntyre, LAFCo Analyst   675 Texas St.   Fairfield, CA 94533   (707-439-3898   <a href="mailto:mmcintyre@solanoLAFCO.com">mmcintyre@solanoLAFCO.com</a>)</p>
	<p><b><u>Northstar CSD and Placer County Water Agency Zone 4 MSR</u></b> <i>(May 2013 to October 2014)</i></p> <p>SWALE Inc. authored a municipal service review for the Northstar Community Service District and Zone 4 of the Placer County Water Agency. This Final MSR was approved by Placer LAFCo on October 8, 2014. Northstar CSD provides road maintenance services and other services. The Placer County Water Agency provides raw water and offered to transfer Zone 4 to the CSD, and this issue was discussed in detail in this MSR.</p>
	<p><b><u>Bay Delta Conservation Plan – Subconsultant to ICFI and SAIC:</u></b> <i>Technical Writer, Science Coordination (2009–2012)</i></p> <p>From December 2009 to present, SWALE Inc. worked as a subconsultant to ICFI and SAIC, providing technical writing and analytical support to the Bay Delta Conservation Plan (BDCP) in Sacramento, California. Issues included water supply and water quality on a state-wide basis.</p>

	<p><b>Bay Delta Conservation Plan - Subconsultant to Essex Partnership:</b> <i>Aquatic Habitat Assessment Worksheets, (2008–2010)</i> SWALE Inc. worked as a subconsultant to Essex Partnership, providing meeting support services to the Bay Delta Conservation Plan (BDCP) in Sacramento, California. The partners in this BDCP process included the U.S. Fish and Wildlife Service, NOAA Fisheries, the Environmental Protection Agency, state agencies, and consultants such as SAIC.</p>
	<p><b>Biological Opinion on Delta Smelt:</b> <i>Technical Writer on Aquatic Habitat, (July to October 2008)</i> SWALE Inc. worked as a subconsultant to Essex Partnership, providing meeting support services to the U.S. Fish and Wildlife Service technical team, preparing background information and developing reasonable prudent alternatives.</p>
	<p><b>Delta Regional Ecosystem Restoration Implementation Plan:</b> <i>Assistant Facilitator, (2007-2011)</i>. Serving as a subcontractor for Essex Partnership, SWALE Inc. provided meeting support services for the Department of Fish and Game's Delta Regional Ecosystem Restoration Implementation Plan (DRERIP). Issues included the development of aquatic species and ecosystem conceptual models, integrating science into decision-making processes, understanding hydrological processes in rivers, streams, and estuaries in California.</p>
	<p><b>CALFED Independent Science Board:</b> <i>Staff &amp; Coordinator for the Board</i> From 2004 through 2005, while Ms. Harrison was an employee at Kleinschmidt (see resume), she served as the staff support for the California Bay-Delta Authority (CALFED) Independent Science Board. Issues included hydrological, geological, and biological issues associated with water resources in California.</p>

## EXPERIENCE IN FACILITATION

Kateri Harrison is a trained facilitator and has over ten years of experience managing and facilitation multi-stakeholder groups. Community development, consensus, and effective meetings are a particular interest of SWALE Inc.'s Planners. Our experience working on this issue for planning agencies is described in the table below.

	<p><b>Facilitator for the Caltrans Structures and Policy Board (2013 to 2014)</b> SWALE Inc. provided facilitation and meeting coordination services to the management-level policy board. Issues addressed including maintenance of bridges and other highway structures in California.</p>
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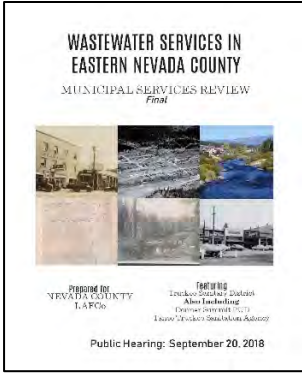

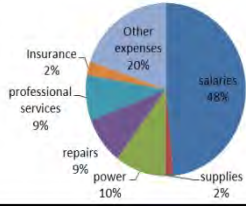

	<p><b><u>Mendocino LAFCo: Water Resources &amp; Facilitation</u></b> (October 2013)  SWALE Inc. facilitated a community conversation on water issues in the Ukiah Valley hosted by the Mendocino LAFCo. Issues discussed included: 1) renewal of the FERC license for Potter Valley; 2) Water District relationships with the Sonoma County Water Agency; 3) Army Corps regulation of the reservoir; 4) use of recycled wastewater; and 5) merging water districts to more efficiently serve customers.  SWALE Inc. was the prime contractor for this 1-year contract at a total value of \$10,000.</p>
	<p><b><u>Bay Delta Conservation Plan HCP/NCCP Science Advisors:</u></b> Assistant Facilitator, (2009)  To prevent the extinctions of species, legislators developed the federal Endangered Species Act and the California Endangered Species Act. Issues included fish and wildlife habitat, water quality, and water supply on a state-wide basis.</p>
	<p><b><u>CALFED Ecosystem Restoration Science Board:</u></b> Staff &amp; Coordinator for the Board, (2002-2005)  Ms. Harrison, as an employee at Kleinschmidt (see resume), served as the staff support for the California Bay-Delta Authority (CALFED) Ecosystem Restoration Science Board.</p>



## EXPERIENCE WITH WASTEWATER SERVICES

SWALE Inc. uses modern data collection and analysis techniques to complete municipal service reviews and sphere of influence analyses for LAFCo's throughout California. Qualitative and quantitative data gathering, methodology development, data analysis and interpretation, and report writing are our areas of expertise. We also utilize demographic data to help assess current trends. The analysis of water quality impacts associated with the provision of wastewater services is a particular expertise of SWALE Inc. We have written numerous MSRs and SOIs for wastewater service providers, as listed in the table below (next page).



## Municipal Service Reviews

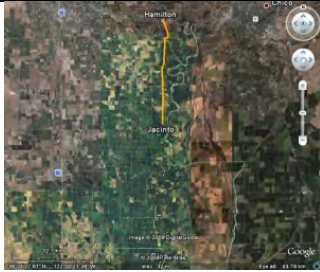

 <p><b>WASTEWATER SERVICES IN EASTERN NEVADA COUNTY</b> MUNICIPAL SERVICES REVIEW <i>Final</i></p> <p>Prepared by NEVADA COUNTY LAFCo</p> <p>Part of the Truckee-Trinity District Also including Donner Summit PUD Tahoe Truckee Sanitation Agency</p> <p>Public Hearing: September 20, 2018</p>	<p><b>Nevada LAFCo:</b> 2018 East County Wastewater MSR – Final.</p> <p>This MSR addressed three service providers: Truckee Sanitary District, Donner Summit PUD, Tahoe Truckee Sanitation Agency. Several issues were addressed in this MSR, including the delivery of service and wastewater treatment in an alpine environment, compliance with regulatory standards, and management practices. Although a SOI update was not part of SWALE’s scope of work, we did include several Sphere of Influence Update Options for Truckee Sanitary District in Appendix 1.</p> <p><i>Reference: SR Jones, Executive Officer   950 Maidu Avenue, Suite 270   Nevada City, Ca 95959   (530) 265.7180.</i></p>																
	<p><b>Solano LAFCo:</b> MSR for Wastewater Service Providers</p> <p>In 2017 SWALE Inc. completed a MSR for two wastewater service providers in Solano County, the Fairfield Suisun Sewer District, and the Vallejo Sanitation District. Kateri Harrison served as the Project Manager and Co-Author. Issues identified include fiscal constraints, geographic constraints, and innovative methods utilized by the two districts.</p> <p><i>Reference: Michelle McIntyre, LAFCo Analyst   675 Texas St.   Fairfield, CA 94533   (707-439-3898   mmcintyre@solanoLAFCo.com</i></p>																
<p><b>Operating Expenses FY 12/13</b></p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>salaries</td> <td>48%</td> </tr> <tr> <td>other expenses</td> <td>20%</td> </tr> <tr> <td>power</td> <td>10%</td> </tr> <tr> <td>repairs</td> <td>9%</td> </tr> <tr> <td>professional services</td> <td>9%</td> </tr> <tr> <td>insurance</td> <td>2%</td> </tr> <tr> <td>supplies</td> <td>2%</td> </tr> </tbody> </table>	Category	Percentage	salaries	48%	other expenses	20%	power	10%	repairs	9%	professional services	9%	insurance	2%	supplies	2%	<p><b>Nevada LAFCo:</b> MSR Wastewater Services in Western Nevada County (September 2014 to May 15, 2015)</p> <p>SWALE Inc. developed a municipal service review for four wastewater service providers located in the western part of Nevada County. The four service providers analyzed include the City of Grass Valley, Nevada City, Kingsbury Greens Community Service District, and the Nevada County Sanitation District. Analysis of socio-economic data and infrastructure capacity was a key piece of this MSR. The MSR included analysis of existing and projected population, future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated management efficiency, including district administration and maintenance, budgets, and cost avoidance opportunities. <i>Reference: SR Jones, Executive Officer   950 Maidu Avenue, Suite 270   Nevada City, Ca 95959   (530) 265.7180.</i></p>
Category	Percentage																
salaries	48%																
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	<p><b>Mendocino LAFCo:</b> Municipal Service Review/SOI (2014 to 2015)</p> <p>Ms. Harrison served as the co-project manager and co-author of the Municipal Service Review for eight (8) water districts in Mendocino County. This detailed analysis of the identified service providers includes researching and organizing information, data analysis, and developing recommendations on current and anticipated customer needs. The MSR included analysis of existing and projected population, future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated management efficiency, including district administration and maintenance, budgets, and cost avoidance opportunities.</p>																

	<p><i>Reference: Bruce Baracco, Former Executive Officer   200 South School Street   Ukiah, CA 95482   (209) 304-0028   <a href="mailto:baraccoplanner@comcast.net">baraccoplanner@comcast.net</a></i></p>
	<p><b><u>Santa Clara LAFCo:</u></b> <i>Countywide Water Municipal Service Review (2011)</i></p> <p>In association with Policy Consulting Associates and The Shibatani Group, Baracco and Associates prepared a comprehensive countywide water service review of eight cities, five water districts, two resource conservation districts, and four private water companies. The report was adopted in December 2011 and was the recipient of the CALAFCO 2012 Project of the Year Award.</p> <p><i>Reference: Neelima Palacherla, Executive Officer   70 West Hedding Street, 11<sup>th</sup> Floor   San Jose, CA 95110   408-299-5127</i></p>
	<p><b><u>Butte LAFCo:</u></b> <i>Municipal Service Review of Irrigation, Drainage, and Reclamation Service Providers in Butte County (2007-2008)</i></p> <p>Ms. Harrison served as project manager and co-author to complete a Municipal Service Review for 21 irrigation, drainage, and reclamation service providers in Butte County. This detailed analysis of the identified service providers used a collaborative approach to gathering and organizing information. The MSR included analysis of existing and projected population, future growth areas, disadvantaged communities, and demand for future public service. Additionally, SWALE evaluated management efficiency, including district administration and maintenance, budgets, and cost avoidance opportunities.</p> <p><i>Reference: Stephen Lucas, Executive Officer   1453 Downer St, Ste C   Oroville, CA 95965   (530) 538-7784.</i></p>

## **EXPERIENCE WITH FIRE PROTECTION SERVICES**

SWALE Inc. wrote chapters on twelve independent fire districts in El Dorado County for a MSR in 2021. SWALE served as a subconsultant to SouthFork Consultants and issues addressed include mutual aid agreements, emergency medical services, and the urban / wildland interface. The Final MSR was approved by LAFCO in 2021 and subsequently nominated for a CALAFCO award in 2022.

## EXPERIENCE WITH SOCIO-ECONOMIC INDICATORS

	<p><b><u>Palermo-Colgate-Rio Oso 230 kV. Transmisión Line Project, Butte, Yuba and Sutter Counties:</u></b> <i>Socio-economic Analyst</i></p> <p>Ms. Harrison researched and authored several technical sections of this Preliminary Environmental Assessment (PEA) document, including land-use, agriculture, population, public utilities, and public services. This included an analysis of demographic data for each of the Counties. Population trends were analyzed using statistical methods, and bar charts were developed. GANDA was the prime contractor under contract to PG&amp;E. <i>Reference: Jim Sherar, Project Manager, GANDA   435 Lincoln Way   Auburn, CA 95603   (530) 823-3151.</i></p>
	<p><b><u>Glenn #2 60 kV Transmission Line Reconductoring Project Glenn &amp; Colusa Counties:</u></b> <i>Socio-economic Analyst</i></p> <p>Ms. Harrison researched and authored several technical sections of this Preliminary Environmental Assessment (PEA) document, including population, public utilities, and public services. This included an analysis of demographic data for each of the Counties. Population trends were analyzed using statistical methods, and bar charts were developed. GANDA was the prime contractor, and they were under contract to PG&amp;E. <i>Reference: Cynthia Kaiser, Project Manager, GANDA   1 Saunders Avenue   San Anselmo, CA 94960-1719   (415) 458-5803.</i></p>

## EXPERIENCE IN GIS, MAPS, & GRAPHICS

ESRI's ArcGIS is the program SWALE uses as its geographic information system to develop location maps, boundary maps, and demographic maps. Services include infrastructure analysis and mapping, asset mapping, and business opportunity mapping. It is important for communities to review and assess infrastructure needs, including water, sewer, transportation, communications, and energy. Public infrastructure forms the foundation of the community's assets and subsequent strengths and contributes to economic performance over the long term.

## EXPERIENCE IN LAND-USE PLANNING

SWALE Inc. has extensive experience in land-use planning and analysis, including permit processing (subdivisions, conditional use permits, development permits, variances, commercial design, utilities, infrastructure, etc.). SWALE Inc. prepares area plans and specific plans, and we are active in the transportation planning arena. Examples of our project expertise are listed in the table below.

## Land-Use Planning & Development



**Nevada County Planning Department:** *Senior Planner*  
Ms. Harrison served as Senior Planner with the Nevada County Planning Department from 1999 to 2003. Ms. Harrison managed several land-use analyses, including permit processing. Ms. Harrison served as the temporary Planning Director and Zoning Administrator for the Department when those regular managers were on vacation or otherwise unavailable. Permit processing included the final map for Dark Horse, a 700-lot residential subdivision with a golf course, and a use permit for the Woolman School.

*Reference: Mark Tomich, Former Nevada County Planning Director | c/o City of Colton | 650 N. La Cadena Drive | Colton, CA 92324 | (909) 370-5188.*



**Yolo County HCP/NCCP:** *Science Facilitation*

An HCP/NCCP is a method to streamline the permit process. Ms. Harrison played a key role in the Yolo County HCP/NCCP by assisting the Science Panel.

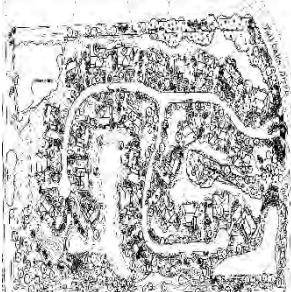
*Reference: Dr. Wayne Spence, Lead Scientist, Conservation Biology Institute | 815 Madison Avenue. | San Diego, CA 02116 | (619) 296-0164*



**Yuba/Sutter Counties Joint HCP/NCCP:** *Science Facilitation*

Obtaining permits from federal and state wildlife professionals for private development projects is not an easy process. An HCP/NCCP is a method to streamline the permit process. Ms. Harrison played a key role in the Yuba Sutter Counties HCP/NCCP by assisting the Science Panel.

*Reference: Dr. Wayne Spence, Lead Scientist, Conservation Biology Institute | 815 Madison Avenue. | San Diego, CA 02116 | (619) 296-0164.*



**City of Grass Valley Planning Commission:** *Commissioner*

Ms. Harrison served as a Planning Commissioner with the City of Grass Valley from 2006 to 2010. During her four-year tenure, Ms. Harrison offered comments on and voted on approximately 48 projects, including the following highlights:

- Wolf Creek Lodge, a 70-unit high-density multi-generational co-housing project;
- Use Permit to remodel an existing building for use as an emergency homeless shelter called Hospitality House;
- Housing Element 2009 – 2014 (part of the City's General Plan);
- Ordinance on backyard chickens;
- Development Review for a 14,550-square-foot commercial building to host a Walgreens Drug store.

*Reference: Chauncey Poston, Former City Council Member, City of Grass Valley | 125 East Main St. | Grass Valley, CA 95945 | (530) 272-5030.*



## Resumes

The Consulting Team's resumes are presented on the following pages.



**Kateri Harrison, Ecologist & Planner**  
**SWALE Inc.**

111 Bank Street, Suite #202, Grass Valley, CA 95945

(530) 559-7823

[harrison@swaleinc.com](mailto:harrison@swaleinc.com) and [www.swaleinc.com](http://www.swaleinc.com)



Profile	Ms. Harrison’s career has focused on assisting federal, state and local government agencies and private organizations incorporate scientific analysis into land use and resource management decision-making. Kateri Harrison has over 20 years of experience as an environmental planner, and ecologist. Her computer skills include Systat, Access, Excel and Arc View. As a certified meeting facilitator with the Institute of Cultural Affairs, Ms. Harrison uses a highly collaborative approach to project, often involving multiple stakeholders.	
Education	<b>M.A., Biology, Ecology and Systematics</b> , San Francisco State University, 2003. <b>B.A., Environmental Studies with an emphasis in Law</b> , U. C. Santa Barbara, 1986.	
Relevant Experience & Accomplishments		
Employment	<b>CEO &amp; Principal Planner</b> , <i>Sierra Watershed and Land Enterprise (SWALE Inc.)</i> , Grass Valley	<i>Nov 2007 –Present</i>
	<ul style="list-style-type: none"><li>◆ Project Manager for the Municipal Service Review for Placer LAFCo covering the Tahoe/Martis Valley Areas (2014-2016).</li><li>◆ Facilitated monthly meetings of the Structure Policy Board for the State Bridge Engineer at Caltrans (2013-2015).</li><li>◆ Project Manager for the Municipal Service Review for Western Nevada County Wastewater Service Agencies (2014 – 2015)</li><li>◆ Co-managed the Municipal Service Review of water districts for Mendocino LAFCo (2013-2014).</li><li>◆ Authored Initial Study per CEQA for development of new K-8 campus on behalf of Yuba River Charter School (2012).</li><li>◆ Developed and facilitated a strategic plan for the Yuba River Charter School (2012).</li><li>◆ Served as a subcontractor for ICFI/SAIC, to provide technical writing, editing, and meeting support services on the Bay Delta Conservation Plan (BDCP) (2007-2011).</li></ul>	
	<b>Senior Planner and Ecologist</b> , <i>Kleinschmidt</i> , Grass Valley	<i>Jun 2003-Jan 2008</i>
	<ul style="list-style-type: none"><li>◆ Provided facilitation, technical writing, and logistical support for Science Panels of Habitat Conservation Plans (HCPs) in Yolo County, Yuba/Sutter County, and Santa Clara County in collaboration with Dr. Wayne Spencer of the Conservation Biology Institute.</li><li>◆ Managed and wrote the Cosumnes River Preserve Management Plan. Facilitated a variety of public workshops to solicit public comment on planning policies. Outcome is a plan for future management of the aquatic and terrestrial resources of the Preserve.</li></ul>	

- ◆ Served as an extension of staff for the California Bay Delta Authority (CALFED). Projects include meeting coordination for the Independent Science Board, Ecosystem Restoration Science Board, and the Delta Regional Ecosystem Restoration Implementation Plan.
- ◆ Supervised a staff of four professional planners and scientists.

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**Senior Planner and Natural Resource Manager**, *Nevada County Planning Department*, Nevada City Oct 1999-Jan 2003

- ◆ Managed the Natural Resource Section of the Planning Department and this included an \$800,000 collaborative open space planning effort that developed a biological baseline assessment of the County.
- ◆ Represented Nevada County at the Yuba Watershed Council and the Truckee River Watershed Council.
- ◆ Coordinated with the Calif. Department of Forestry (now CALFIRE) on review of over 40 Timber Harvest Plans in Nevada County.

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**Research Intern**, *U.S. Geological Survey*, Menlo Park 1998

- ◆ Microscopic analysis of benthic macro-invertebrates.

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**Research Intern**, *U.C. Berkeley's Jepson Herbarium*, Berkeley 1997

- ◆ Used knowledge of taxonomy to categorize a collection of historic flora from Mt. San Bruno into the Herbarium's electronic database.

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**Planner III**, *Alameda County Planning Department*, Hayward 1989-1995

- ◆ Administered over 200 development permits for Tract Maps, Site Development Reviews and Rezoning projects, taking the projects from their initial phase to final action.
- ◆ Authored a range of CEQA documents for over 100 different land-use projects.

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<b>Community Involvement</b>	<b>Sacramento Valley Section of the American Planning Association</b> , Board of Directors (2007 to 2011).
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**City of Grass Valley**, Planning Commissioner (2008 to Jan 2012).

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<b>Publications and Presentations</b>	<p>Brose, U., Ostling, A., Harrison, K., and Martinez, N.D. 2004. Unified Spatial Scaling of Species and their Trophic Interactions. <i>Nature</i>. 428: 167-171.</p> <p>Harrison, K. 2003. The Effect of Land Use and Dams on Stream Food Webs in Santa Clara Valley. Master's Thesis. San Francisco State University. San Francisco, CA.</p> <p>Harrison, K. 2003. The Effect of Land Use and Dams on Stream Food Webs in Santa Clara Valley. Presentation at the Calfed Science Conference. Sacramento, CA.</p> <p>Harrison, K. 1986. The History of Southern California Wetlands. Senior Manuscript. University of California, Santa Barbara. Goleta, CA.</p>
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<b>Continuing Education &amp; Certificates</b>	<p>American Institute of Certified Planners (AICP) (1989-2011).</p> <p>Advanced Excel – IS Institute, Sacramento (2011).</p> <p>Advanced Access Database – IS Institute, Sacramento (2011).</p> <p>Facilitation of Strategic Plans, Institute of Cultural Affairs (2009).</p> <p>Role of the Planning Commissioner, UC Davis Extension (2008).</p> <p>MS Access Database, NW Environmental Training Center (2007).</p> <p>Arc GIS for Wildlife Biologists, NW Environmental Training Center (2006).</p> <p>Group Facilitation Methods, Institute of Cultural Affairs (2006).</p> <p>Planning Law Update, webseminar host, American Planning Association (2006).</p>
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## Resume

### **BRUCE C. BARACCO**

Principal Planner

Baracco and Associates

Bruce Baracco has been directly involved in land use and environmental planning in the San Francisco Bay Area, the San Joaquin Valley, and the Central Sierra Region for the past thirty-nine years. During that time, he has worked for a variety of small cities, suburban and rural counties, three Local Agency Formation Commissions, and consulting firms, specializing in land use analysis, project review, permit processing, and the preparation of environmental documents.

Education Mr. Baracco holds a Bachelor of Science degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo, and a Master of Urban Planning degree from San Jose State University.

Experience Mr. Baracco has extensive Local Agency Formation Commission, planning, and environmental experience as follows:

- Nine years of direct experience as a public agency planner;
- Twelve years of direct experience as a LAFCo Executive Officer;
- Five years of direct experience in the preparation of environmental documents; and
- Fifteen years of direct experience as a small city planning consultant.

Mr. Baracco has prepared Municipal Service Reviews for the Cities of Antioch, Calistoga, Pittsburg and St. Helena, as well as MSR's for two cemetery districts in Napa County and seven reclamation districts in Contra Costa County. His firm was the lead consultant for a County-wide Law Enforcement MSR for Contra Costa LAFCo, and an award winning County-wide Water MSR for Santa Clara LAFCo. He is well versed in the Local Government Reorganization Act of 2000 and the statutory requirements necessary to prepare factual Municipal Service Reviews and Sphere of Influence Updates.

Affiliations American Planning Association (APA), Member  
American Institute of Certified Planners (AICP), Member No. 000468  
California Association of Local Agency Formation Commissions (CALAFCO), Associate Member  
California Special Districts Association (CSDA), Business Affiliate Member

\* \* \* \*

## Appendix 1 - SWALE Business Certifications

SWALE Inc. is certified as a small-micro business by the California Department of General Services (DGS). SWALE Inc. is also listed as a recognized small business vendor on the CA Dept. of Water Resources' Contractor Information Form at: <http://www.water.ca.gov/sbe/contractor/>.

SWALE Inc. is formally registered with the U.S. Housing and Urban Development (HUD) as a Section 3 business. Section 3 is a provision of the HUD Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, such as cities who receive Community Development Block Grants (CDBG), utilize employees or contractors who meet the Section 3 low-income criteria in connection with projects and activities in their neighborhoods. You may view SWALE's Section 3 business registration at this website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome> and <https://portalapps.hud.gov/Sec3BusReg/BRegistry/GetBusinessDetails?busId=5454>

## Appendix 2 – Price Sheet

SWALE's Method of Payment and Standard Price Sheet

**SWALE's Method of Payment and Standard Price Sheet**  
**(Time and Materials Hourly Rate Basis)**

1. SWALE's Time and Materials Hourly Rate Basis of payment (hereafter cited as "Hourly Rate") shall be for all employee and subcontractor time and expenses committed to the Project. SWALE Inc. agrees not to exceed the estimated consulting costs as stated in the proposal without explaining the need to the Client and obtaining the Client's authorization to proceed.

2. Definitions

- a. SWALE Inc. – A small, woman- owned business that is structured as an S-Corp and located in Grass Valley, Ca.
- b. Hourly Rate – a time and materials hourly billing rate assigned to the employee of SWALE Inc. This rate is fully burdened inclusive of overhead, general and administrative costs, employee wages, profit and fee.
- c. Reimbursable Expenses - any expenses incurred by SWALE Inc. in performing work on the project including but not limited to travel costs, postage and other shipping costs, meals, living expenses, mileage, facsimile costs, and printing costs.
- d. Subconsultants - A person or entity having a contract with SWALE Inc. to provide services as an independent associate or sub-consultant engaged directly on the Project.

3. Client agrees to pay for services an amount as computed by the actual time the SWALE Inc. employee and subcontractors incur on the Project, multiplied by their hourly rate. The billing rates will not be increased as a result of overtime work by SWALE Inc. personnel unless overtime is requested by Client.

4. Client agrees to pay an amount equal to the Reimbursable Expenses actually incurred by SWALE Inc. SWALE Inc. does not charge a mark up fee for any reimbursable expense. Reproduction services and express mail delivery services by outside service providers are billed at actual cost, if pre-authorized by the client. Misc expenses such as personal car mileage are billed consistent with actual cost in conformance to the State travel and expense guide.

5. Client agrees to pay for expert testimony and direct preparation for testimony in any litigation, arbitration or other legal or administrative proceeding at 150% of the standard billing rates with a minimum daily charge based upon an eight hour day, plus Reimbursable Expenses. Compensation for time spent in preparing to appear in any such litigation arbitration or proceeding will be on the basis of paragraph 3.

**SWALE's Standard Hourly Rate Schedule**

<i>Year</i>	<i>Employee's Name</i>	<i>Billing Title</i>	<i>Standard Hourly Rate</i>
2022	Kateri Harrison	Project Manager	\$115
2022	Bruce Baracco	Senior Planner	\$132
2022	Technician/Intern/clerical	Data collection	\$60/45

The above rates are valid from January 1, 2021 to December 31, 2023.



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

**TO: Board of Directors**

**FROM: Blaine Allen, District Engineer**

**DATE: October 12, 2022**

**RE: Water Treatment Plant Equalizer Tanks Engineering Design Proposal**  
**10/19/22 Board of Directors Regular Meeting**

Per the approved budget for capital improvement projects, an RFP for engineering design was created for the design of new equalizer tanks to be located at the water treatment plant. The plan is for one tank to be installed while the current tank, which is in very poor condition, is still being used. Once the new equalizer tank is in working order, the old tank will be demolished, and a new tank will be installed in its place so that there is a redundant system.

There was only one proposal submitted for the Engineering design of this project. Water Works Engineers submitted a proposal for a total cost of \$236,929. PID staff reviewed the proposal and found it to cover all aspects of the desired design. It is recommended by staff that the Board select Water Works to perform this Engineering design. I would recommend a 15% contingency added to the estimate to cover any unforeseen changes. This would make the total not to exceed price of \$272,468.

The following motion is recommended:

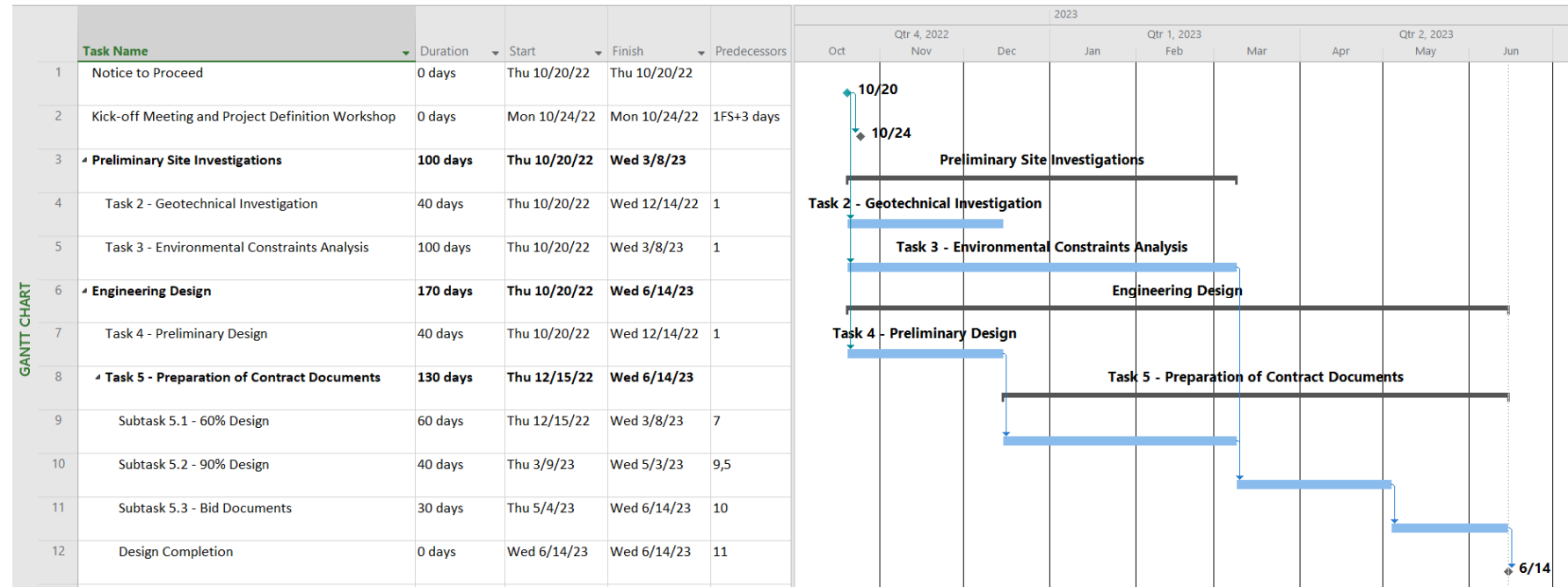
*"I move approval to authorize the District Manager to enter into an agreement with Water Works Engineers for the design of the water treatment equalizer tanks not to exceed \$236,929.00, and additionally authorize a 15% contingency budget of \$35,539.00 for this project at the discretion of the District Manager."*





## Schedule

The schedule for this project is relatively straightforward. Overall anticipated project duration is 8 months. See GANTT chart below.



# Proposal for Water Treatment Plant Equalizer Tanks



## PROJECT COST

Water Works Engineers total fee for the scope described above is \$236,929. Details of the level of effort associated with this fee by project task are included in the table below:

### Water Works Engineers Fee Estimate

Client Paradise Irrigation District  
Project Backwash Equalizer Tank Design  
Task Order No 1  
Prepared by Sami Kader  
Date 9/30/2022



**WATERWORKS**  
ENGINEERS

		Hours and Fee													
		Task 1		Task 2		Task 3		Task 4		Task 5.1		Task 5.2		Task 5.3	
Year		2022		2022		2022		2022		2023		2023		2023	
		Project Management		Geotechnical Investigation		Environmental Constraints Analysis		Preliminary Engineering Report		60% Design		90% Design		Bid Documents	
2022		hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee
<b>Water Works Engineers</b>															
<b>Classification</b>	<b>Title</b>														
AA1	Administrative	8	\$632												
AA2	Senior Administrative														
T1	Drafter/Jr. Technician									160	\$15,040	80	\$7,520	80	\$7,520
T2	Designer/Sr. Technician														
T3	Senior Designer									120	\$18,360	120	\$18,360	40	\$6,120
I1	Field Inspector														
I2	Senior Inspector														
I3	Supervising Inspector														
E0	Engineering Assistant														
E1	Staff Engineer	8	\$1,112					80	\$11,120	160	\$22,240	80	\$11,120	60	\$8,340
E2	Associate Engineer														
E3	Project Engineer (Structural)							12	\$2,292	40	\$7,640	24	\$4,584	24	\$4,584
E4	Senior Project Engineer	40	\$8,840					24	\$5,304	16	\$3,536	16	\$3,536	16	\$3,536
E5	Principal Engineer	24	\$6,144					16	\$4,096	16	\$4,096	8	\$2,048	8	\$2,048
<b>Subconsultants and Expenses</b>															
	Bajada Geosciences				\$21,200										
	Stantec						\$19,674								
	WWE Expenses		\$500						\$500		\$500		\$500		
Subconsultant/Expense Markup		10%	\$50		\$2,120		\$1,967		\$50		\$50		\$50		\$0
Annual Increase for WWE rates of		3%													
<b>Subtask Totals</b>		<b>80</b>	<b>\$17,278</b>	<b>0</b>	<b>\$23,320</b>	<b>0</b>	<b>\$21,641</b>	<b>132</b>	<b>\$23,362</b>	<b>512</b>	<b>\$71,462</b>	<b>328</b>	<b>\$47,718</b>	<b>228</b>	<b>\$32,148</b>

Project Total	
Hours	1280
Fee	\$236,929





## ***PARADISE IRRIGATION DISTRICT***

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**TO: Board of Directors**

**FROM: Tom Lando, District Manager**

**DATE: 10/12/22**

**RE: Disaster Recovery Management Services Agreement – Amendment 6**  
**10/19/2022 Board of Directors Meeting**

Following is a letter from Consultant Sami Kader, Water Works Engineers, which outlines information regarding consideration of Amendment 6 to allow for continuation of the services being provided under the original Agreement through December 31, 2023, as well as additional scope of services. \$427,528 of the contract for overall program management has a low-to-moderate chance of FEMA reimbursement and may need to be covered by the District, but we will diligently seek reimbursement from FEMA. The remaining \$2,972,272 is covered under the grant for B-Res.

The recommended form of motion for consideration is:

“I move to authorize approval of Amendment 6 and direct Staff to increase Water Works Engineers contract not-to-exceed amount by \$3,399,800 to a total contract to date of \$10,770,424.00 for disaster recovery engineering services being provided under the original Agreement dated March 14, 2019.”



# WATERWORKS

## E N G I N E E R S

October 12, 2022

Thomas Lando  
District Manager  
Paradise Irrigation District  
6332 Clark Road, Paradise, CA 95969

*Principals*  
John Matta, P.E.  
Ben Lee, P.E.  
Sami Kader, P.E.  
Mike. Fisher, P.E.  
Rob Bryant, P.E.

**RE: Disaster Recovery Management Services Agreement – Amendment 6**

Dear Mr. Lando:

In March 2019, Water Works Engineers was contracted on a time and materials contract, not to exceed \$1M, to perform Recovery Engineering services. As anticipated at the time of the Agreement, the exact definition of those services has changed over time.

- Amendment 1, issued in October 2019, extended our services through May 2020.
- Amendment 2, issued in May 2020 extended our services through October 2020.
- Amendment 3, issued in October 2020 extended our services through March 2021. Adjusting for changes in needed level of effort, we were able to continue services through June 2021
- Amendment 4, issued in June 2021 extended our services through December 2022
- Amendment 5, issued in April 2022 increased the level of service being provided in 2022

Through these amendments, Water Works Engineers has remained on budget and provided the needed Recovery program engineering services within the agreed-to budgets within the agreed-to timelines. Each amendment extended ENGINEER's services to accommodate ongoing development of the Recovery program.

This Amendment 6 is to allow for continuation of the services being provided under the original Agreement through **December of 2023** as well as additional scope of services as follows:

1. Continued Program Management and GIS maintenance for the Recovery Program for 12 months (January–December 2023)
2. Contract Management (CM) and Inspection of the first 10 months of the Phase 1 Mainline Replacement Project (MISLR) with full time CM and Inspection staff.
3. Contract Management (CM) and Inspection of the Phase 1 Meter Installation and Service Lateral Replacement Project (MISLR) for the remaining 3 to 4--month contract extension time in 2023 (January-March/April 2023) with full time CM, Inspection and Engineering Support staff.
4. Contract Management (CM) and Inspection of the Phase 2 Meter Installation and Service Lateral Replacement Project (MISLR) for the first 10 months of that contract (March-December 2023) with full time CM and Inspection staff.
5. Construction Management (CM) and Inspection of the remainder of the Reservoir B Replacement Project (January-December 2023)

The original contract budget and budget amendments are summarized below:

Sub task	Title	Original Contract Budget	Amendment 1 Budget	Amendment 2 Budget	Amendment 3 Budget	Amendment 4 Budget	Amendment 5 Budget	Amendment 6 Budget	Total Project Budget
	<i>Date</i>	<i>Mar-2019</i>	<i>Oct-2019</i>	<i>May-2020</i>	<i>Oct-2020</i>	<i>Jun-2021</i>	<i>Apr-2022</i>	<i>Oct-2022</i>	
	<i>Duration</i>	<i>6 mo.</i>	<i>8 mo.</i>	<i>6 mo.</i>	<i>8 mo.</i>	<i>18 mo.</i>	<i>Increased staffing</i>	<i>12 mo.</i>	
1	Program Management	\$435,000	\$215,000	\$185,000	\$185,000	\$493,275	\$0	\$427,528	\$1,940,803
2	Recovery Planning	\$155,000	\$0	-\$14,000 <sup>1</sup>	\$0	\$0	\$0	\$0	\$141,000
3	Testing and Recovery of Existing Distribution System	\$410,000	\$410,000	\$105,000	\$105,000	\$88,020	\$0	\$0	\$1,118,020
4	Permanent Work Assistance	\$0	\$375,000	\$554,000	\$480,000	\$1,679,731	\$749,986	\$2,634,483	\$6,473,200
5	Reservoir B Replacement Project	\$0	\$0	\$20,000	\$80,000	\$659,612	\$0	\$337,789	\$1,097,401
	Project Total	\$1,000,000	\$1,000,000	\$850,000	\$850,000	\$2,920,638	\$749,986	\$3,399,800	\$10,770,424

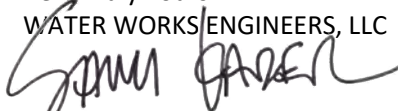
1. This subtask under-ran previous project budget and the budget was reduced to reflect that under-run.

Regarding program management budget (Subtask 1, for this Amendment 6), this proposed budget will continue to provide, for the next 12 months, the same level of program management effort that has been provided over the last 3 years, 9 months.

The attached Amendment and attachments detail the scope and fee basis for this request. Thank you for your consideration of this Amendment 6. Please let me know if you have any questions or need anything additional.

Very Truly Yours

WATER WORKS ENGINEERS, LLC



Sami Kader, PE

Principal Engineer, Program Manager

## **AMENDMENT 6**

### **TO THE AGREEMENT BETWEEN PARADISE IRRIGATION DISTRICT AND WATER WORKS ENGINEERS REGARDING PROGRAM MANAGEMENT SERVICES IN THE SUPPORT OF THE WATER SYSTEM RECOVERY PROJECT FOLLOWING THE 2018 CAMP FIRE DISASTER**

This Amendment is made and entered into this 19<sup>th</sup> day of October 2022 by Paradise Irrigation District, an irrigation district formed and existing under Division 11 of the California Water Code (“District”) and Water Works Engineers, LLC (“Consultant”). District and Consultant are collectively referred to as “Parties”.

#### **RECITALS**

**Whereas**, on March 14<sup>th</sup>, 2019, parties entered into an Agreement for Program Management Services for the Water System Recovery Project (“Agreement”)

**Whereas**, on September 27<sup>th</sup>, 2019, parties Amended that Agreement with Amendment 1

**Whereas**, on May 15<sup>th</sup>, 2020, parties Amended that Agreement with Amendment 2

**Whereas**, on September 16<sup>th</sup>, 2020, parties Amended that Agreement with Amendment 3

**Whereas**, on June 16<sup>th</sup>, 2021, parties Amended that Agreement with Amendment 4

**Whereas**, on April 20<sup>th</sup>, 2022, parties Amended that Agreement with Amendment 5

**Whereas**, since that time, parties have identified additional work that must be performed; and

**Whereas** in accordance with Paragraph XIII of the Agreement, the parties desire to modify the Agreement to reflect changes in the scope of work.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby stipulated, the parties agree as follows:

1. Paragraph III (B)(1) shall be amended to state:

Consultant shall be solely responsible for satisfactorily completing the Project, including those tasks described in Exhibit A, Exhibit A – Amendment 1, Exhibit A – Amendment 2, Exhibit A - Amendment 3, Exhibit A - Amendment 4, Exhibit A – Amendment 5 and Exhibit A – Amendment 6. Consultant shall supervise and direct the work to the best of Consultant’s ability and give all attention for such proper supervision and direction.

2. Paragraph VI (A) shall be amended to state:

Payment: Consultant will be paid on a time and materials basis in an amount “not to exceed” \$10,770,424.00 for the Project and work to be performed in Exhibit A, Exhibit A – Amendment 1, Exhibit A – Amendment 2, Exhibit A – Amendment 3, Exhibit A – Amendment 4, Exhibit A – Amendment 5 and Exhibit A – Amendment 6. No Work in addition to the work described in this Agreement, including Exhibits, shall be performed

by Consultant without prior written authorization by District as provided for in section IX of the Agreement. Progress payments shall be made monthly for work completed based upon the billing rates contained in the Schedule of Rates/Fees attached hereto as Exhibit B, Exhibit B – Amendment 1, Exhibit B – Amendment 2, Exhibit A – Amendment 3, Exhibit A - Amendment 4, Exhibit A - Amendment 5 and Exhibit B – Amendment 6.

Except as modified herein, the provisions of the March 14, 2019 Agreement shall apply.

IN WITNESS WHEREOF the parties execute this Agreement on the day and year first herein above written.

Signature

\_\_\_\_\_  
Sami Kader, Principal

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_  
Printed Name and Title

TAXPAYER ID 20-3148271  
Business Type:  
Corporation      ☐ Yes   ☐ No  
Other: LLC  
*(Complete W-9 enclosed)*

PARADISE IRRIGATION DISTRICT

ATTEST:

\_\_\_\_\_  
Georgeanna Borrayo, District Secretary

\_\_\_\_\_  
Thomas Lando, District Manager

Attachments:  
Exhibit A – Amendment 6: Consultant’s Scope of Work  
Exhibit B – Amendment 6: Consultant’s Schedule of Fees  
Exhibit C – Amendment 6: Insurance Requirements

**EXHIBIT A – AMENDMENT 6**

**Scope of Work to be performed by the Consultant**

**(see attached)**

AMENDMENT 6

Paradise Irrigation District and Water Works Engineers

Program Management Services for Water System Recovery Project



# EXHIBIT A – AMENDMENT 6:

## SCOPE OF WORK

The following services will be provided by ENGINEER for this project under this Amendment:

### REASON FOR AMENDMENT 6

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In March 2019, Water Works Engineers (ENGINEER) was contracted on a time and materials contract, not to exceed \$1M, to perform Recovery Engineering services. As anticipated at the time of the Agreement, the exact definition of those services has changed over time. In response to these changes, the original Agreement has been Amended over time as follows:

- Amendment 1, issued in October 2019, extended ENGINEER's services through May 2020.
- Amendment 2, issued in May 2020 extended ENGINEER's services through October 2020.
- Amendment 3, issued in October 2020 extended ENGINEER's services through March 2021. Adjusting for changes in needed level of effort, we were able to continue services through June 2021
- Amendment 4, issued in June 2021 extended ENGINEER's services through December 2022
- Amendment 5, issued in April 2022 increased the level of service being provided in 2022

Through these amendments, Water Works Engineers has remained on budget and provided the needed Recovery program engineering services within the agreed-to budgets within the agreed-to timelines. Each amendment extended ENGINEER's services to accommodate ongoing development of the Recovery program.

This Amendment 6 is to allow for continuation of the services being provided under the original Agreement and subsequent Amendments through December of 2023 as well as additional scope of services as follows:

### SUBTASK 1 – PROGRAM MANAGEMENT

---

Under this subtask, ENGINEER will provide the following services:

#### ***SUBTASK 1.1 – PROJECT MANAGEMENT THROUGH DECEMBER 2023***

Continued overall project management is anticipated to be needed at similar level of effort as the last 3 years, 9 months. The overall recovery program will continue at the same rate.

##### **1.1.1 Meetings through December 2023**

ENGINEER will attend planning meetings, meetings with regulators, Board of Directors meetings and public meetings as required to support PID in the recovery process and manage the various contractors and service providers required to accomplish the work. Assumes an average of 1 on-site meeting/week for 12 months (52 meetings) with 2 people in attendance.

##### **1.1.2 Communication through December 2023**

ENGINEER will work with CLIENT to provide support in communicating the recovery plan to all project stakeholders and to the public. This will include producing communication materials, leading public information workshops, providing input on District website updates, etc.

### 1.1.3 Scheduling through December 2023

ENGINEER will maintain the overall project schedule and track all Program activities.

### 1.1.4 Cost Tracking through December 2023

ENGINEER will track actual costs for Program Management and compare them to budgets, updating CLIENT on a monthly basis.

### 1.1.5 Oversight of Recovery Program Management Team through December 2023

ENGINEER will provide oversight of all members of the Recovery Program Management Team, including ENGINEER staff and subconsultants to coordinate and orchestrate all project activities.

### 1.1.6 Documentation and Reporting through December 2023

ENGINEER will keep and maintain all records and documentation required by FEMA and CalOES. A monthly report of activities will be provided with each invoice.

## ***SUBTASK 1.2 – GIS MAINTENANCE***

ENGINEER will continue to engage Websoft Developers (Websoft) to continue to host and maintain the GIS system for use in planning, executing and communicating progress on the Recovery Plan. The GIS system will continue to be hosted by Websoft Developers and all project stakeholders will have access. The GIS system will be expanded to incorporate data collected during all ongoing construction projects so that PID is left with a complete record of all work completed in the Recovery Project.

## **SUBTASK 4 – PERMANENT WORK ASSISTANCE**

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ENGINEER will provide project management assistance in the replacement of damaged infrastructure with the following permanent work assistance tasks:

### ***SUBTASK 4.4      MAIN REPLACEMENT PROJECT PHASE 1 IMPLEMENTATION - CONSTRUCTION MANAGEMENT***

ENGINEER will provide construction management and inspection services for the initial year of the Phase 1 of the main replacement project, addressing the most critical mains requiring replacement following damage sustained during the Camp Fire or upsizing made necessary due to codes and standards requirements for reconstruction of residences following the Camp Fire which must meet current codes for fire sprinkler systems supported by the water distribution system capacity to provide water for those systems. Phase 1 of the main replacement project is approximately 25,000 linear feet of main replacement, expected to bid in early 2023 and construction to continue through mid-2024. This scope is for the portion of that project occurring in 2023 (approximately 12 months) and assumes one Field Engineer/Inspector full time and a Construction Manager 50% time. Future work on this project (from January 2024 onward) will be scoped in future Amendments.

#### ***SUBTASK 4.5      METER INSTALLATION AND SERVICE LATERAL REPLACEMENT (MISLR) PROJECT, PHASE 2 COMPLETION - CONSTRUCTION MANAGEMENT***

ENGINEER will continue to provide construction contract management and inspection services for the Meter Installation and Service Lateral Replacement (MISLR) Phase 2 Project Contractor as well as the Zenner Meter Replacement Project in conjunction with MISLR. Includes: Development of replacement location lists, coordination with PID staff, pre-construction conference and weekly construction meeting leadership, daily inspection of service lateral replacements, documentation of service lateral replacements, tracking of Contractor unit production for all unit price items, schedule tracking, processing of payment applications, handling field questions from Contractor. We will also be helping to manage inventory of flowmeters, integration and start-up of flowmeters with Zenner, and the restoration of metered charges with PID staff.

We have estimated that the contractor for this project will continue to use 6-8 crews (requiring 6 full time field engineers/inspectors) for the remaining 4 months of the contract in 2023. Engineering support for planning, tracking, documenting and coordinating the work is anticipated to be one full-time engineer for 4 months. Construction Contract Management from the Project Construction Manager is also anticipated at 50% time for 4 months. It is anticipated the project will be completed at the end of April 2023.

#### ***SUBTASK 4.6      METER INSTALLATION AND SERVICE LATERAL REPLACEMENT (MISLR) PROJECT, PHASE 3 IMPLEMENTATION - CONSTRUCTION MANAGEMENT***

ENGINEER will provide construction contract management and inspection services for the initial year of the Meter Installation and Service Lateral Replacement (MISLR) Phase 3 Project Contractor as well as the Zenner Meter Replacement Project in conjunction with MISLR. Includes: Development of replacement location lists, coordination with PID staff, pre-construction conference and weekly construction meeting leadership, daily inspection of service lateral replacements, documentation of service lateral replacements, tracking of Contractor unit production for all unit price items, schedule tracking, processing of payment applications, handling field questions from Contractor. We will also be helping to manage inventory of flowmeters, integration and start-up of flowmeters with Zenner, and the restoration of metered charges with PID staff.

We expect work to start on MISLR Phase 3 in March 2023 and continue through mid-2025. This scope is for services provided from March-December 2023. Due to the somewhat different nature of this project (combined crews doing service lateral, meter and backflow installation complete at each location with more grouped locations), we have estimated that the contractor for this project will use 3 crews (requiring 3 full time field engineers/inspectors) and a field services lead engineer for the entire 10 months. Engineering support for planning, tracking, documenting and coordinating the work is anticipated to be one half-time engineer for the 10-month period. Construction Contract Management from the Project Construction Manager is also anticipated at 50% time for the 10-months. Future work on this project (from January 2024 onward) will be scoped in future Amendments.

## SUBTASK 5 – RESERVOIR B REPLACEMENT

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Water Works Engineers will provide project management and engineering assistance in the replacement of Reservoir B with the following tasks:

### ***SUBTASK 5.2      RESERVOIR B REPLACEMENT PROJECT COMPLETION - CM***

This scope is for the ongoing construction management for the Reservoir B Replacement project assuming contract completion by December 2023. The anticipated required average level of effort is 20 hrs/week for a field engineer/inspector and 20 hours/week for the Construction Manager/Associate Engineer.

## PROJECT SCHEDULE

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Work on all subtasks will run from January 2023 through December 2023. Specific scheduling of ENGINEER's resources will be coordinated with each construction contractor and their schedule with ongoing modifications to accommodate changes in contractor means and methods.

**EXHIBIT B – AMENDMENT 6**

**Compensation is based on the following schedule of rates and fees**

**(see attached)**

# EXHIBIT B – AMENDMENT 6: FEE

## ***ENGINEERING FEE***

Payment for Subtasks 1 through 5 will be on a Time and Expense basis and invoiced in accordance with the Hourly Wage Rates in the following table.

Classification	Title	Hourly
AA	Administrative	\$114.80
T1	CADD Tech 1	\$95.67
T2	CADD Tech 2	\$129.43
T3	CADD Tech 3	\$158.70
I1	Field Inspector	\$154.19
I2	Senior Inspector	\$171.08
I3	Supervising Inspector	\$191.34
E1	Staff Engineer	\$142.94
E2	Associate Engineer	\$174.45
E3	Project / Structural Engineer	\$196.96
E4	Senior Project Engineer / Manager	\$228.48
E5	Principal Engineer	\$264.49

### **Notes:**

1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. Rate effective through December 31, 2023. A 3% increase will be added for any services performed in each year thereafter.

Amendment 6 Fee shall not exceed \$3,399,800. Total Contract Fee (Original contract and Amendments 1-5) shall not exceed \$10,770,424. A summary of project fees by phase and a detailed breakdown of the Amendment 6 fee is presented in the tables below.

The original contract budget and budget amendments are summarized below:

Sub task	Title	Original Contract Budget	Amendment 1 Budget	Amendment 2 Budget	Amendment 3 Budget	Amendment 4 Budget	Amendment 5 Budget	Amendment 6 Budget	Total Project Budget
	<i>Date</i>	<i>Mar-2019</i>	<i>Oct-2019</i>	<i>May-2020</i>	<i>Oct-2020</i>	<i>Jun-2021</i>	<i>Apr-2022</i>	<i>Oct-2022</i>	
	<i>Duration</i>	<i>6 mo.</i>	<i>8 mo.</i>	<i>6 mo.</i>	<i>8 mo.</i>	<i>18 mo.</i>	<i>Increased staffing</i>	<i>12 mo.</i>	
1	Program Management	\$435,000	\$215,000	\$185,000	\$185,000	\$493,275	\$0	\$427,528	\$1,940,803
2	Recovery Planning	\$155,000	\$0	-\$14,000 <sup>1</sup>	\$0	\$0	\$0	\$0	\$141,000
3	Testing and Recovery of Existing Distribution System	\$410,000	\$410,000	\$105,000	\$105,000	\$88,020	\$0	\$0	\$1,118,020
4	Permanent Work Assistance	\$0	\$375,000	\$554,000	\$480,000	\$1,679,731	\$749,986	\$2,634,483	\$6,473,200
5	Reservoir B Replacement Project	\$0	\$0	\$20,000	\$80,000	\$659,612	\$0	\$337,789	\$1,097,401
	Project Total	\$1,000,000	\$1,000,000	\$850,000	\$850,000	\$2,920,638	\$749,986	\$3,399,800	\$10,770,424

1. This subtask under-ran previous project budget and the budget was reduced to reflect that under-run.

**Water Works Engineers Fee Estimate**

Client Paadise Irrigation District  
 Project Disaster Recovery Management Services  
 Task Order No Amendment 6  
 Prepared by Kader  
 Date 10/12/2022



			Hours and Fee											
			Subtask 1.1		Subtask 1.2		Subtask 4.4		Subtask 4.5		Subtask 4.6		Subtask 5.2	
Year			2023		2023		2023		2023		2023		2023	
			Project Management through Dec 2023		GIS Maintenance through Dec 2023		Main Replacement Project Phase 1 Implementation - CM		MISLR Phase 2 Completion - CM		MISLR Phase 3 Implementation - CM		Reservoir B Replacement Completion - CM	
			hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee
<b>Water Works Engineers</b>														
	<b>2023</b>	<b>Total</b>												
		<b>Hours</b>												
		<b>FTEs</b>												
<b>Classification</b>	<b>Title</b>	<b>Hourly Rate</b>												
AA	Administrative	\$114.80	48	\$5,510										
T1	Drafter/Technician	\$95.67	-											
T2	Designer/Technician	\$129.43	-											
T3	Senior Designer/Technician	\$158.70	-											
I1	Field Inspector	\$154.19	-											
I2	Senior Inspector	\$171.08	-											
I3	Supervising Inspector	\$191.34	-											
E1	Staff Engineer	\$142.94	12,440	6.5			2600	\$371,643	4000	\$571,758	4800	\$686,110	1040	\$148,657
E2	Associate Engineer	\$174.45	5,360	2.8	240	\$41,869	1040	\$181,432	640	\$111,650	2400	\$418,689	1040	\$181,432
E3	Project Engineer	\$196.96	1,504	0.8	384	\$75,634			320	\$63,028	800	\$157,571		
E4	Senior Project Engineer	\$228.48	-											
E5	Principal Engineer	\$264.49	960	0.5	960	\$253,915								
<b>Expenses</b>														
	WWE Expenses			\$10,000				\$6,000		\$20,000		\$40,000		\$5,000
<b>Subconsultants</b>														
	Websoft Developers					\$36,000								
	Bajada Geotechnical													\$2,000
Subconsultant/Expense Markup	10%			\$1,000		\$3,600		\$600		\$2,000		\$4,000		\$700
Annual Increase for WWE rates of	3%													
<b>Subtask Totals</b>			<b>1392</b>	<b>\$346,059</b>	<b>240</b>	<b>\$81,469</b>	<b>3640</b>	<b>\$559,675</b>	<b>4960</b>	<b>\$768,437</b>	<b>8000</b>	<b>\$1,306,371</b>	<b>2080</b>	<b>\$337,789</b>

Subtask 1 \$ 427,528  
 Subtask 2 \$ -  
 Subtask 3 \$ -  
 Subtask 4 \$ 2,634,483  
 Subtask 5 \$ 337,789

Amendment 6 Total	
Hours	Fee
20312	\$3,399,800

avg monthly burn rate  
 \$283,317



## **EXHIBIT C – AMENDMENT 6**

### **INSURANCE REQUIREMENTS**

Consultant agrees with the Paradise Irrigation District that:

- a) By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Consultant and subconsultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.
- b) Consultant will file with the Paradise Irrigation District before beginning work, certificates of insurance and policy endorsements satisfactory to the Paradise Irrigation District evidencing general liability coverage, of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable); requiring 30 days (10 days for non-payment of premium) notice of cancellation to the Paradise Irrigation District. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by the Paradise Irrigation District, its directors, officers, employees, or authorized volunteers shall not contribute to it. The general liability coverage shall give the Paradise Irrigation District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the Paradise Irrigation District. In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above. Consultant agrees to waive subrogation which any insurer may acquire by virtue of payment of any loss. Consultant shall obtain any endorsement necessary to affect this waiver of subrogation.
- c) Consultant shall maintain errors and omissions liability insurance appropriate to the Consultant's profession of no less than \$1,000,000 per claim and aggregate for this project.
- d) Insurance must be maintained for at least five years after completion of contract work.

#### **AMENDMENT 6**

Paradise Irrigation District and Water Works Engineers  
Program Management Services for Water System Recovery Project

If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the Paradise Irrigation District at least ten (10) days prior to the expiration date.

Signature of Consultant's Authorized Official:

---

Name and Title of Consultant's Authorized Official:

**Sami Kader, Principal**

---

Date: \_\_\_\_\_

AMENDMENT 6

Paradise Irrigation District and Water Works Engineers  
Program Management Services for Water System Recovery Project



## PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

DATE: October 19, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Security Camera Purchase

Budgeted item: IT Budget

The District needs to replace its existing security camera system at the Corporation Yard and Office and install security cameras at the Water Treatment Plant. We have \$30,000 in the IT budget allocated for this project. The recommended vendor is Secure and Alert with a bid of \$38,075.00. The system includes a 4-year parts and service warranty.

Business	Features	Admin	Corp Yard	Treatment	Total
Secure & Alert	<ul style="list-style-type: none"> <li>• IP POE 4MP Cameras</li> <li>• Installation</li> <li>• Removal of existing system</li> <li>• Training</li> </ul>	14 Cameras 16-channel recorder Monitor 4TB Hard Drive Monitor	17 Cameras 32-channel recorder 10TB Hard Drive	9 Cameras NVR, 16-Channel 4 TB Hard Drive Monitor POE Switch Point to Point Network Extender	
		\$12,655.00	\$15,329.00	\$10,091.00	\$38,075.00
Voltage Specialists	<ul style="list-style-type: none"> <li>• Varifocal 2.88 mm-12MM IP Cameras</li> <li>• Installation Only</li> <li>• Software Installation on up to 3 PCs/site</li> <li>• Training</li> </ul>	8 cameras 10 TB Camera Server	16 Cameras 10TB Camera Server	7 Cameras 1 long range camera Integrate motion detection at gate 10 TB Camera Server Monitor	
		\$28,880.00	\$39,750.00	\$24,420.00	\$93,050.00

Johnson Controls	<ul style="list-style-type: none"> <li>• Installation</li> <li>• Training</li> </ul>	14 Cameras NVR with 1 week storage	17 Cameras NVR with 1 week storage	9 Cameras NVR with 1 week storage	
					\$104,415.00
3D Technology Services	<ul style="list-style-type: none"> <li>• Mix of outdoor and indoor 1080P IP POE cameras</li> <li>• Installation</li> <li>• Training</li> <li>• Removal of existing system</li> </ul>	14 Cameras 8 TB NVR POE Switch	15 Cameras 8 TB NVR POE Switch	7 Cameras 1 long range camera 1 motion detection with notification for front gate 8 TB NVR POE Switch	
	•	\$41,159.11	\$45,664.23	\$32,453.76	\$119,277.11

The recommended form of motion for consideration is:

“I move approval of the purchase and installation of the proposed security camera system for District facilities from Secure and Alert for a not-to-exceed amount of \$38,075.00.”

**Secure and Alert Systems Corp**  
 1328 Blue Oaks Blvd Ste 100  
 Roseville, CA 95678 US  
 +1 9166756330  
 info@secureandalert.com  
 www.secureandalert.com

## Estimate



ADDRESS  
 Paradise Irrigation District  
 6332 Clark Road  
 Paradise, CA 95969

ESTIMATE #	DATE
SAA-5349	09/23/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>Install</b>	Install Camera System: -Remove Existing Cameras -Installation of New Hardware -Wire Runs -Programming and Configuration -Setup of Remote Access -Training & Support -Equipment (as itemized below)	1	12,655.00	12,655.00
<b>ColorVu Camera</b>	IP POE Gen2 Cameras -Full-Color Night Vision -4MP High Definition Resolution -Live and Recorded Audio option -Weather Proof -Line Crossing and Motion Triggered Notification Features -Video Analytics (distinguishing between people, cars, and other objects)	14	0.00	0.00
<b>Back Box CB135</b>	Camera Back Box	14	0.00	0.00
<b>NVR 16-CHANNEL</b>	16-Channel POE Camera Recorder (4TB)	1	0.00	0.00
<b>4TB Hard Drive</b>	Additional 4TB Hard drive	1	0.00	0.00
<b>Monitor</b>	4K Monitor (approx 32")	1	0.00	0.00
<b>CAT5e</b>	CAT5e White	1	0.00	0.00
<b>Conduit</b>	Conduit (as needed up to 100')	1	0.00	0.00

Site 1 - Main Office

**TOTAL**

**\$12,655.00**

Accepted By

Accepted Date

**Secure and Alert Systems Corp**  
 1328 Blue Oaks Blvd Ste 100  
 Roseville, CA 95678 US  
 +1 9166756330  
 info@secureandalert.com  
 www.secureandalert.com

## Estimate



### ADDRESS

Paradise Irrigation District  
 6344 Clark Road  
 Paradise, CA 95969

ESTIMATE #	DATE	
SAA-5350	09/23/2022	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>Install</b>	Install Camera System: -Remove Existing Cameras -Installation of New Hardware -Wire Runs -Programming and Configuration -Setup of Remote Access -Training & Support -Equipment (as itemized below)	1	15,329.00	15,329.00
<b>ColorVu Camera</b>	IP POE Gen2 Cameras -Full-Color Night Vision -4MP High Definition Resolution -Live and Recorded Audio option -Weather Proof -Line Crossing and Motion Triggered Notification Features -Video Analytics (distinguishing between people, cars, and other objects)	17	0.00	0.00
<b>Back Box CB135</b>	Camera Back Box	17	0.00	0.00
<b>NVR, 32-CHANNEL</b>	32-Channel Recorder	1	0.00	0.00
<b>10TB Hard Drive</b>	10TB Video Hard Drive	1	0.00	0.00
<b>CAT5e</b>	CAT5e White	1	0.00	0.00
<b>Conduit</b>	Conduit (as needed up to 300')	1	0.00	0.00

Site 2 - Corporate Yard

**TOTAL**

**\$15,329.00**

Accepted By

Accepted Date

**Secure and Alert Systems Corp**

1328 Blue Oaks Blvd Ste 100

Roseville, CA 95678 US

+1 9166756330

info@secureandalert.com

www.secureandalert.com

**Estimate****ADDRESS**

Paradise Irrigation District

13888 Pine Needle Drive

Magalia, CA 95954

**ESTIMATE #**

SAA-5351

**DATE**

09/23/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>Install</b>	Install Camera System: -Installation of New Hardware -Wire Runs -Programming and Configuration -Setup of Remote Access -Training & Support -Equipment (as itemized below)	1	10,091.00	10,091.00
<b>ColorVu Camera</b>	IP POE Gen2 Cameras -Full-Color Night Vision -4MP High Definition Resolution -Live and Recorded Audio option -Weather Proof -Line Crossing and Motion Triggered Notification Features -Video Analytics (distinguishing between people, cars, and other objects)	9	0.00	0.00
<b>Back Box CB135</b>	Camera Back Box	9	0.00	0.00
<b>NVR 16-CHANNEL</b>	NVR, 16-Channel 4TB Hard Drive	1	0.00	0.00
<b>Monitor</b>	4K Monitor (approx 32")	1	0.00	0.00
<b>P2P</b>	Point-to-Point Network Extender -Wirelessly Extending Network to another building	1	0.00	0.00
<b>POE SWITCH</b>	POE SWITCH	1	0.00	0.00
<b>CAT5e</b>	CAT5e White	1	0.00	0.00
<b>Conduit</b>	Conduit (as needed up to 100')	1	0.00	0.00

Site 3 - Water Treatment Plant

**TOTAL****\$10,091.00**

Accepted By

Accepted Date

### 4 MP ColorVu Fixed Turret Network Camera



Hikvision ColorVu technology provides 24/7 vivid color images with  $f/1.0$  advanced lenses and high performance sensors. The  $f/1.0$  super-aperture collects more light to produce brighter images. Advanced sensor technology vastly improves the utilization of available light.

- High Quality Imaging with 4 MP Resolution
- Efficient H.265+ Compression Technology
- 130 dB WDR for Clear Image Against Strong Backlight
- Built-in Microphone for Real-Time Audio Security
- Focus on Human and Vehicle Targets Classification Based on Deep Learning
- 24/7 Color Imaging
- Water and Dust Resistant (IP67)





## Specifications (continued)

Network (continued)	
Network Storage	MicroSD/SDHC/SDXC card (256 GB) local storage, and NAS (NFS, SMB/CIFS), auto network replenishment (ANR), together with high-end Hikvision memory card, memory card encryption and health detection are supported
Client	iVMS-4200, Hik-Connect, HikCentral
Web Browser	Plug-in required live view: IE 10+ Plug-in free live view: Chrome 57.0+, Firefox 52.0+; Local service: Chrome 57.0+, Firefox 52.0+
Image	
SNR	≥52 dB
Day/Night Switch	Auto, schedule
Image Enhancement	BLC, HLC, 3D DNR
Image Parameters Switch	Yes
Image Settings	Rotate mode, saturation, brightness, contrast, sharpness, gain, white balance adjustable by client software or Web browser
Interface	
Built-in Microphone	Yes
On-Board Storage	Built-in microSD/SDHC/SDXC slot, up to 256 GB
Hardware Reset	Yes
Communication Interface	1 RJ-45 10 M/100 M self-adaptive Ethernet port
Event	
Basic Events	Motion detection (human and vehicle targets classification), video tampering alarm, exception
Smart Event	Scene change detection
Deep Learning Function	
Face Capture	Yes
Perimeter Protection	Line crossing detection, intrusion detection, region entrance detection, region exiting detection
General	
Linkage Method	Upload to NAS/memory card/FTP, notify surveillance center, trigger recording, trigger capture, send e-mail
Firmware Version	V5.5.112
Web Client Language	33 languages: English, Russian, Estonian, Bulgarian, Hungarian, Greek, German, Italian, Czech, Slovak, French, Polish, Dutch, Portuguese, Spanish, Romanian, Danish, Swedish, Norwegian, Finnish, Croatian, Slovenian, Serbian, Turkish, Korean, Traditional Chinese, Thai, Vietnamese, Japanese, Latvian, Lithuanian, Portuguese (Brazil), Ukrainian
General Function	Anti-flicker, heartbeat, mirror, privacy mask, flash log, password reset via e-mail, pixel counter
Software Reset	Yes
Storage Conditions	-30° to 60° C (-22° to 140° F), humidity 95% or less (non-condensing)
Startup and Operating Conditions	-30° to 60° C (-22° to 140° F), humidity 95% or less (non-condensing)
Power Supply	12 VDC ±25%, reverse polarity protection; PoE: 802.3af, Class 3
Power Consumption and Current	12 VDC, 0.55 A, maximum 6.6 W; PoE (802.3af, 36 V to 57 V), 0.22 A to 0.13 A, maximum 7.6 W
Power Interface	Ø5.5 mm coaxial power plug
Material	Aluminum alloy body, except for trim ring
Screw Material	SUS304
Camera Dimension	Ø138.3 mm × 125.2 mm (Ø5.4" × 4.9")
Package Dimension	170 mm × 170 mm × 150 mm (7" × 7" × 5.9")
Camera Weight	Approximately 750 g (1.7 lb)
With Package Weight	Approximately 1055 g (2.3 lb)
Approvals	
EMC	FCC SDoC (47 CFR Part 15, Subpart B); CE-EMC (EN 55032: 2015, EN 61000-3-2: 2014, EN 61000-3-3: 2013, EN 50130-4: 2011+A1: 2014); RCM (AS/NZS CISPR 32: 2015); IC VoC (ICES-003: Issue 6, 2016); KC (KN 32: 2015, KN 35: 2015)
Safety	UL (UL 60950-1); CB (IEC 60950-1:2005 + Am 1:2009 + Am 2:2013, IEC 62368-1:2014); CE-LVD (EN 60950-1:2005 + Am 1:2009 + Am 2:2013, IEC 62368-1:2014); BIS (IS 13252(Part 1):2010+A1:2013+A2:2015); LOA (IEC/EN 60950-1)
Environment Protection	CE-RoHS (2011/65/EU); WEEE (2012/19/EU); Reach (Regulation (EC) No 1907/2006) IP67 (IEC 60529-2013)



Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002  
(916) 322-4000

## ALARM COMPANY OPERATOR

License No. ACO7758

Receipt No. 6030

Valid Until: 04/30/2024

SECURE AND ALERT SYSTEMS CORP  
PO BOX 2373  
ROCKLIN, CA 95677-8373

In accordance with the provisions of  
Division 3, Chapter 11.6 of the Business  
and Professions Code, the company  
named hereon is issued an Alarm  
Company Operator License Renewal.

----- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

WPIACO 10/2015

012:SD000458-1/1

### BUSINESS LICENSE CERTIFICATE

"For Services Provided in the  
City of Roseville, California Only"



8839 N Cedar Ave #212  
Fresno, CA 93720-1832  
License Division - (916) 774-5310

**BUSINESS NAME:** SECURE AND ALERT SYSTEMS CORP  
**BUSINESS LOCATION:** 1328 BLUE OAKS BLVD STE 100  
ROSEVILLE, CA 95678-7036  
**BUSINESS OWNER:** DEANA M. BRIGGS  
SECURE AND ALERT SYSTEMS CORP

**DESCRIPTION:** CONTRACTOR SPECIALTY

**Special Conditions:** CONTRACTOR - SPECIALTY

SECURE AND ALERT SYSTEMS CORP  
1328 BLUE OAKS BLVD STE 100  
ROSEVILLE, CA 95678-7036

**Business License Number:** 00843769  
**Effective Date:** January 01, 2022  
**Expiration Date:** December 31, 2022



## PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

DATE: October 19, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Capacity Fee Study

The capacity fee was established in 1989 by the Board of Directors. The consulting engineer at that time provided the District options for how the fee could be calculated. The Board of Directors adopted a "buy in/equity" calculation that was used to determine the fee. This fee was increased nearly annually through 1996 at which time the 3/4" residential meter fee was \$3,256. The next time the fee was revisited was in 2005. The calculation was updated by the then treasurer using the same calculation basis and the 3/4" residential meter fee was set at \$4,376 and has not been changed since. A capacity fee increase was brought to the Board in 2012 but never adopted. Recently, Financial Consultants Bartle Wells updated the study and calculations which determine a \$11,627 fee for the 3/4" residential meter. Ross Gilb and I also worked with RCAC last year and based on this calculation determined a similar fee in the \$11,000 range.

A part of the calculation is determining the "equivalent" residential meters in the system. The formula then calculates the fee for the residential meter. The charge for larger meters is then calculated by using the ratio of the capacity of the larger meter compared to the capacity of a residential meter.

Attached you will find the capacity fee study completed by independent financial advisors, Bartle Wells Associates.

Action may be taken

# **Paradise Irrigation District Study 2022**



## **Water Capacity Fee Draft Tables 10.7.2022**



**BARTLE WELLS ASSOCIATES**

Independent Public Finance Advisors

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Table 1  
Paradise Irrigation District  
Current & Proposed Water Capacity Fees

<b><u>Meter Size</u></b>	<b><u>Meter Ratio</u></b>	<b><u>Current Fee</u></b>	<b><u>Proposed Fee</u></b>
¾"	1.00	\$4,376	\$11,627
1"	1.67	\$7,293	\$19,378
1-1/2"	3.33	\$14,587	\$38,756
2"	5.33	\$23,339	\$62,010
3"	10.00	\$43,760	\$116,268
4 "	16.67	\$72,933	\$193,780

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Table 2  
Paradise Irrigation District  
Existing Asset Valuation and Financial Adjustments

Description	Replacement Cost Estimate (2022)*	Replacement Cost New Less Depreciation*	Percent Depreciated
<b>Land Valuation</b>	\$2,192,034	\$2,192,034	0%
<b><u>Depreciable Fixed Assets**</u></b>			
Pipes inc. Magalia Bypass Pipe	\$85,676,946	\$26,242,320	69%
Water Storage (Reservoir and Tanks) inc. Raw Water Tank	23,500,000	5,166,667	78%
Raw Water Pump Station and Pump Station 2	2,131,000	889,600	58%
Valves	6,458,000	2,096,000	68%
Buildings	3,837,503	2,957,877	23%
Wells D and E	242,529	141,265	42%
Magalia and Paradise Dams	6,494,387	2,066,793	68%
<u>19 MGD Water Treatment Plant inc. Diversion Dam</u>	<u>26,627,394</u>	<u>12,435,485</u>	<u>53%</u>
Subtotal	\$154,967,759	\$51,996,007	66.4%
<b>Total</b>	<b>\$157,159,793</b>	<b>\$54,188,041</b>	<b>65.5%</b>
<b><u>Financial Adjustments</u></b>			
Cash Reserves		\$88,902,092	
<u>Less: Outstanding Principle on Debt</u>		<u>-\$3,682,395</u>	
Subtotal		\$85,219,697	
<b>Total District Asset Value</b>		<b>\$139,407,738</b>	

\*Source: Agenda 2022-02-16 Complete Packet pg. 65

\*\*Excludes Services and Backflow Preventers and Vehicles and Equipment

Table 3  
Paradise Irrigation District  
Proposed Capacity Charges -- Buy In Method

Projected Water Usage*	Current	Ultimate (2045)
Est. Annual Demand - Acre Foot Per Year (AFY)*	1,995	4,365

District Asset Value \$139,407,738

**\$/AFY \$31,938**

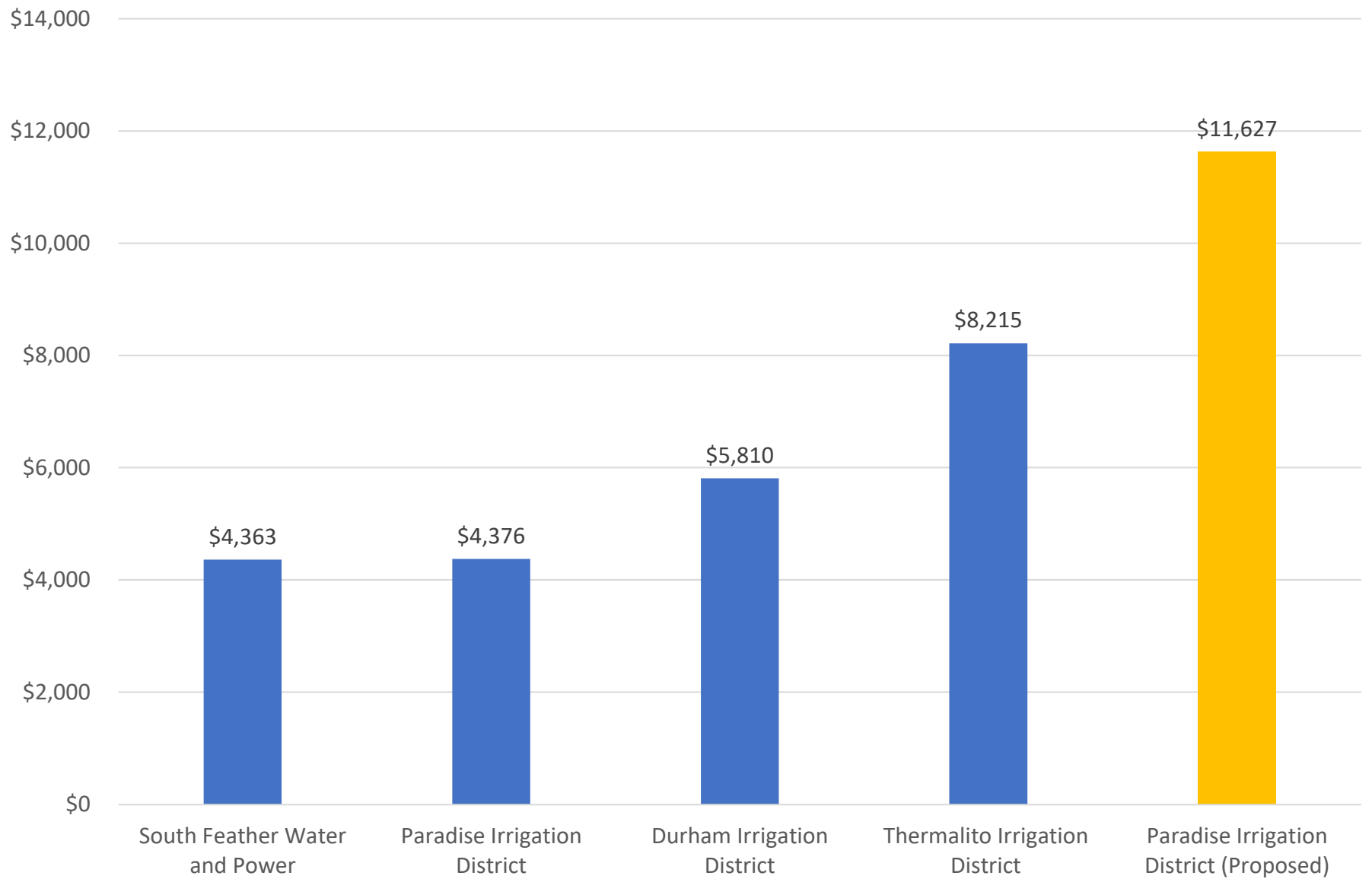
Meter Size	Meter Ratios**	Average Demand (AFY)***	Proposed Fee
3/4"	1.0	0.36	\$11,627
1"	1.67	0.61	\$19,378
1-1/2"	3.33	1.21	\$38,756
2"	5.33	1.94	\$62,010
3"	10.00	3.64	\$116,268
4 "	16.67	6.07	\$193,780

\*Paradise Irrigation District 2020 Urban Water Management Plan ES Table 1

\*\*Based on American Water Works Association (AWWA) standard ratios

\*\*\*Based on average demand of 325 gallons per day per meter equivalent

## Regional Capacity Fees - 3/4" Meter







## PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

DATE: October 19, 2022

TO: PID Board of Directors

FROM: Mickey Rich, Assistant District Manager

RE: Discontinuance Policy Amendment: Chapters 6.6.1 and 7.7.3

Because FEMA projects have paid for service lateral replacements since the 2018 Camp Fire, the provisions set forth in the Policy and Procedures manual for charging labor, equipment, material and overhead for reconnection after discontinuance have not been charged to a returning customer.

As we continue recovery, plan our operations going forward, and because of the necessity to quantify the number of service laterals to be replaced by FEMA funds, staff recommends enforcing the policy as written, effective immediately. Additionally, customers not reconnected by December 31, 2023 would pay the then current capacity fee at the time of their reconnect. This recommended policy change memorializes the quantity of service laterals to be replaced to be equal to xxxx.

### **6.6.1** Continuity of Service –

After water service has been installed, the appropriate charge will continue for all installed meter accounts until written notice from the property owner is given to the District to permanently discontinue service. In those cases where the meter had been removed and a ready to serve status remains in effect, the customer shall retain applicable rights and privileges of those customers with an installed meter.

The property owner may request their meter to be removed. Such discontinuance of service is permanent. Reestablishment of service shall be on the same basis and conditions as any other request for new service. ~~with the exception that~~ The owner shall retain the capacity provided to that parcel until December 31, 2023 and capacity fees will ~~only~~ apply if the new service ~~requires more capacity than the removed meter~~ is requested after December 31, 2023.

A service charge for temporarily sealing and reactivation to normal service shall be fixed from time to time by the Board and be available on request at the District business office.

### 7.7.3 Discontinued Service –

If a property owner chooses to discontinue service and not pay the sealed meter rate (Discontinued Service), the property owner will be required to pay a meter removal charge. If service is later reactivated, the property owner ~~may~~ will then be responsible for the cost of LEMO (Labor, Equipment, Materials, and Overhead) for the installation of a new service line from the District Main to the property line (Service Line) and the then current capacity fee. ~~Situations in which a service line may need to be replaced include, but are not limited to:~~

- ~~A. If leak occurs on the Service Line to a property with Discontinued Service, the line will not be replaced, but turned off at the District Main.~~
- ~~B. If the District is replacing a mainline that serves a property with Discontinued Service, the Service Line will not be replaced.~~

The recommended form of motion would be:

"I move to adopt the proposed policy changes to the PID Policy and Procedures Manual, Chapters 6 and 7."



## PARADISE IRRIGATION DISTRICT

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"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

DATE: October 19, 2022  
TO: PID Board of Directors  
FROM: Mickey Rich, Assistant District Manager  
RE: Contract Authorization: Classification Study

On September 21, 2022 the Board authorized a contract with CPS HR Consulting for a Salary and Compensation Study. The project total was misstated as it did not include the amounts for the classification study, an important component in comparing salaries.

CPS HR Consulting's proposal is attached.

The recommended form of motion would be:

"I move to authorize an additional \$45,750 for a classification study performed by CPS HR Consulting and authorize the District Manager to execute an agreement for this contract assignment for a total not-to-exceed cost of \$ 112,000.00."

## PROPOSAL

# Paradise Irrigation District

## Classification and Total Compensation Study

September 13, 2022

### SUBMITTED BY:

VICKI QUINTERO BRASHEAR

*Director of Products and Services*

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
P: 916-471-3481  
vbrashear@cpshr.us  
Tax ID: 68-0067209

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

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# Letter of Transmittal

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September 13, 2022

Mickey Rich  
Assistant District Manager  
Paradise Irrigation District  
6332 Clark Road  
Paradise, CA 95969

**Submitted via e-mail to: [mrch@paradiseirrigation.com](mailto:mrch@paradiseirrigation.com)**

Dear Mr. Rich:

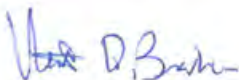
CPS HR Consulting (CPS HR) is pleased to submit this proposal to Paradise Irrigation District (District) to provide comprehensive classification and total compensation study services for the District's employees. With a rich history of assisting government organizations with such studies (including SAFCA in 2018), we are confident that we can provide expert solutions to meet your requirements and objectives.

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Main Office	2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX: (916) 263-3613; WEB: <a href="http://www.cpsshr.us">www.cpsshr.us</a>
Regional Offices	100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Proposal Contact and Contract Authorized Representative	Vicki Quintero Brashear, Director, Products and Services 916-471-3481; <a href="mailto:vbrashear@cpsshr.us">vbrashear@cpsshr.us</a>

Thank you for this opportunity; we very much look forward to working with the District. Should you have any questions, please do not hesitate to contact me at the **contact information above**.

I have the authority to contractually bind and negotiate contracts on behalf of CPS HR Consulting.

Sincerely,



Vicki Quintero Brashear  
Director of Products and Services

# Qualifications

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## About CPS HR Consulting

CPS HR is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public District, we understand the needs of public sector clients and have served as a trusted advisor to our clients *since 1985*.

***Our mission is to promote human resource excellence in the public sector and our vision is to enable people to realize the promise of public service.***

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public District, we understand the challenges and issues facing our client base. We provide best practice expertise that is unique because CPS HR believes in an integrated, systems-based approach to human resources. Our consultants understand that the multiple functional human resources disciplines (including classification and compensation) work together to foster an optimal Human Resource system.

## Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public District created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a "Joint Powers Agreement" by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers "to discuss, study and solve common or similar problems with respect to modern human resource and related management processes."

## Consulting Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed on the following pages.

### CPS HR CONSULTING SERVICES

#### ORGANIZATIONAL STRATEGY

- Workforce & Succession Planning
- Organizational Assessment

#### TESTING, RECRUITMENT & SELECTION

- Job Analysis
- Assessment Center Services

- Organizational Redesign and Re-Engineering
- Performance Management
- Employee Engagement
- Change Management
- Diversity, Equity & Inclusion

#### CLASSIFICATION AND COMPENSATION

- Classification
- Compensation

#### GENERAL HR SERVICES

- HR Outsourcing
- Complaint Investigations

- Executive Search
- Recruitment Solutions
- Test Development\*
- Test Administration\*

\*(for employment and licensing certification)

#### TRAINING AND DEVELOPMENT

- Training Courses & Programs
- Executive Coaching
- Accelerated Leader 360° Assessment™
- Leadership Development

### *Distinguishing Characteristics*

**Depth of experience working in public agencies.** CPS HR is a joint powers authority, and as such, our charter mandates that we provide services exclusively to public agencies and non-profits. CPS HR has conducted hundreds of classification and compensation related studies for cities, counties, courts, special districts, water and utilities, and higher education institutions.

**Automated Solution.** CPS HR utilizes a proprietary system called Comp Calculator for the management and analysis of compensation survey data. The Comp Calculator is a web-based program that allows for the data entry of survey data on an agency-by-agency basis and then generates a separate datasheet within Excel for each surveyed classification. We can also provide access to shared documents through our Microsoft Teams™ instance.

**Use of best practices.** CPS HR applies best practices and utilizes proven classification and compensation principles in all our engagements.

**Quality and tailored services.** CPS HR delivers quality and tailored classification and compensation services to better meet each client's unique study goals and objectives.



## Key Personnel

We have a uniquely qualified team of professionals who are readily available to assist the District with its studies. Our CPS HR Project Team will focus on maintaining open communication with the District's designated staff to ensure that this project preserves its focus, the District's objectives are met, and all deliverables adhere to the confirmed timeline and budget.

### ***Primary Location from which services will be performed.***

**CPS HR Main Office:** 2450 Del Paso Rd, Suite 220, Sacramento, CA 95834

## Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the District with its studies. Our team of professionals have decades of combined experience in providing job evaluation and compensation studies. We are committed to meeting the highest professional standards of quality. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis and are readily available to assist the District with this project. Brief bios of our Project Team members follow.

PROPOSED CPS HR TEAM—STAFF ROLES AT A GLANCE		
CPS HR Consultant	Responsibilities	Years of Experience
Jeff Sketeris, Principal Consultant, Southern California	<ul style="list-style-type: none"><li>● Develops and ensures the project plan is in alignment with needs of the District</li><li>● Manages costs by ensuring project remains within the appropriate scope and expenditure targets</li><li>● Acts as primary client liaison and interfaces directly with client representatives</li><li>● Defines the direction of the team on the project</li><li>● Uses reports and status meetings to control progress/address hurdles</li><li>● Ensures project is delivered within budget and scope and on time</li><li>● Ensures compliance with terms and conditions of contract</li><li>● Checks all deliverables for accuracy and correctness</li></ul>	18+
Suzanne Ansari, Sr. HR Consultant, Southern California	<ul style="list-style-type: none"><li>● In concert with Project Manager, reviews and provides feedback on the project plan and methodologies</li></ul>	15+
Michelle Garbato, Principal HR Consultant, Southern California		13+

PROPOSED CPS HR TEAM—STAFF ROLES AT A GLANCE		
CPS HR Consultant	Responsibilities	Years of Experience
Sarah Jansen, Sr. HR Consultant, Northern California	<ul style="list-style-type: none"> <li>Responsible for the development of all project deliverables</li> </ul>	15+
Igor Shegolev, MS, Technical Specialist, Arizona		25+
Sheila McAuliff, Principal Program Coordinator, Northern California	<ul style="list-style-type: none"> <li>Provides technical and administrative support to the project team as needed</li> </ul>	20+
Denise Moran, Administrative Technician, South Carolina		20+

## Project Team Bios

### Jeffrey A. Sketeris, M.P.A., Principal Consultant

Mr. Sketeris is Principal Consultant with our Classification and Compensation Division. He is an accomplished human resources (HR) practitioner with over eighteen (18) years of diverse experience working with various public sector, non-profit and education organizations. Highly skilled in analytics, leading teams, project management and multi-stakeholder coordination, his expertise spans classification & compensation, benefits administration, recruitment & selection, HR policy, employee relations, and training & development.

### Suzanne Ansari, B.A., Sr. HR Consultant

Ms. Ansari is a Senior HR Consultant with CPS HR Consulting, and her human resources experience includes classification and compensation, recruiting, training, program development, employee relations, benefits, safety and compliance. She has participated in multiple classification and compensation studies and has prepared over a thousand job descriptions. She also participates in the research of salary and benefits surveys. Ms. Ansari has completed the Merit System Training Academy and was a guest speaker on Classification and Compensation topics at the California School Personnel Commissioners Association (CSPCA) conference. She previously worked for the Orange County Office of Education. Ms. Ansari is a member of the Society for Human Resource Management (SHRM) and has published several articles for local Orange County based newspapers.

**Certifications:** Merit Academy graduate-California Personnel School Commission (CSPCA), Orange County Sheriff Department Citizen's Police Academy graduate

### Michelle Garbato, M.A., SPHR, Principal Consultant (Interim Manager)

Ms. Garbato is a Principal Human Resources Consultant with CPS HR Consulting. She brings over 12 years of progressive experience in public sector human resources at the state and local levels. A

consultant and change agent, she has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees. She has a talent for managing large scale projects while balancing multiple stakeholder interests and ensuring quality and compliance. She has led statewide initiatives impacting over 200 state agencies and has been responsible for upholding the merit principle for over 220,000 employees. A firm believer in professional growth through education and training, she remains active within the field and holds various human resources certifications and credentials.

**Certifications:** Senior Professional of Human Resources (SPHR), Certified Professional (IPMA-CP), CALPELRA Labor Relations Master (CLRM), and various HR-related certifications from the California Department of Human Resources and State Personnel Board (Selection Analyst, Recruitment & Selection, Classification & Compensation, and Workforce and Succession Planning)

**Sarah Jansen, B.B.A., Sr. HR Consultant**

Ms. Jansen is an experienced Senior Human Resources Consultant with CPS HR possessing 15 years of experience, including more than 12 years as a generalist and Deputy HR Director with the County of Lake. During that time, she served as the primary classification and compensation contact for the County, including serving on the County's Classification and Compensation Committee.

**Igor Shegolev, M.S., SPHR, Technical Specialist**

Mr. Shegolev, SPHR is a compensation and human resources practitioner with extensive experience in managing HR activities and teaching graduate business courses. For the last two decades, he has held executive jobs in compensation and HR management in government and the healthcare industry. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

**Certifications:** Senior Professional of Human Resources (SPHR), WorldatWork (U.S. Total Rewards Association)

# Project Work Plan

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## Our Understanding of the Scope of Work

CPS HR understands that the District is seeking a consulting firm to conduct a classification and compensation study which includes salary and benefits within the following parameters.

### ■ Classification Study

- Up to **29** classifications and up to **40** incumbents
  - One orientation for incumbents/Department Heads/Managers/Supervisors
  - Online position description questionnaire with online supervisor review process
  - Incumbent/supervisor job evaluation interviews of selected study participants
  - Update of **all** existing classification specifications (within the District's current classification structure) and creation of up to **3** new classification specifications, if needed
  - Fair Labor Standards Act analysis
  - Physical requirements review
  - Allocation of employees (District to handle any internal appeals process)

### ■ Compensation Study

- Total compensation (salary and benefits) collection, analysis, and comparison
- Up to **19** benchmark classifications (recommended)
- Labor market pool of up to **10** agencies (CPS HR to research and provide list of recommendations)
- Internal equity and market analyses at the classification level
- Development of salary recommendations
- Update of compensation structure

Following is our approach to consulting and our proposed workplan with detailed steps.

## Work Plan

### Classification Study

**Task 1.1 – Receive and Review Background Materials.** Upon contract execution, CPS HR will gather background information including the following materials:

- Organizational Charts
- Classification Specifications (Electronic copies)

- Relevant Policies and Procedures
- Memorandums of Understanding, as applicable
- Past Classification and Compensation Studies
- District's Mission, Vision, and Values statements

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client will upload electronic copies of all documents to a shared online site provided by CPS HR.

**Task 1.2 – Initial Project Meeting.** The CPS HR Project Manager will meet with the District's Internal Project Manager, HR Staff, and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies. During this kick-off meeting, CPS HR and the District will also discuss and agree upon a communication plan for this study, since open and consistent communication is a key element in project acceptance and success.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR will provide a project summary/parameters document after the kickoff meeting which the client will review and approve.

**Task 1.3 – Develop Job Evaluation Tool.** CPS HR will use a survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District, and distribution of the PDQ to study participants.

The PDQ is designed to capture specific information, and to be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- For purposes of creating a cost-effective response, our pricing assumes the District will use CPS HR's PDQ with minor (3-4) edits. Additional hours spent on the task will be contracted separately.
- The PDQ will be provided in English in online survey format. All surveys will be completed online<sup>1</sup>.

**Task 1.4 – Conduct Orientation Session.** The CPS HR Project Manager will draft a communication to be sent via e-mail (by District staff) to all employees included in the study to invite them to attend an orientation session. For purposes of this scope of work, we have planned for **one (1) virtual, one-hour orientation session** to be conducted, which can be recorded by CPS HR for viewing by individuals who are not able to attend the scheduled session.

---

<sup>1</sup> We are open to discussing alternatives to online completion should the client desire to accommodate any personnel who do not have web/computer access during the conduct of their job duties. Depending on the alternative chosen, an amendment to the contract for additional funding may be necessary.

The purpose of the orientation session is to (i) **communicate** study goals, methodology, and processes; (ii) **demonstrate** the PDQ and explain to employees how the document should be completed; (iii) **explain** the role of employees, supervisors, and managers in the study; and (iv) **respond** to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage executives, managers, supervisors, employee bargaining unit representatives, and human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

**Task 1.5 – PDQ Completion.** All study employees will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and other aspects of the classification. Each incumbent's supervisor (*during a 1-level review process*) will review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- All PDQs will be completed online, including the supervisor/manager review process.
- Links to PDQ will be sent to incumbents via e-mail by CPS HR. A complete and accurate roster, including employee name and e-mail address (among other data points), will be uploaded to the shared online site by District staff using a Microsoft Excel template provided by CPS HR. Any needed corrections to the roster will be completed by the client to maintain accuracy.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.
- The supervisor/manager review process includes one (1) level of supervisory review.

**Task 1.6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews.** The CPS HR Project Team will thoroughly review each completed PDQ<sup>2</sup> to obtain an understanding of the duties and responsibilities assigned to the position. Job evaluation interview questions for selected study employees will be developed based upon the results of the documentation review. CPS HR Project Team members will develop an interview schedule for selected incumbents and will coordinate the schedule with the District's designated staff member.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

For purposes of creating a cost-effective response, our pricing assumes that:

- up to **70%** of incumbents will provide completed PDQs. Therefore, project staff will review up to **28** returned PDQs

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<sup>2</sup> For single position classifications lacking a completed PDQ, CPS HR will provide an opportunity for the appropriate supervisor to provide commentary on that position's duties and scope.

- project staff will create interview questions for up to **60%** of respondents (or **17** incumbents)
- up to **3** supervisor interviews will be conducted
- CPS HR Project Team members will develop an interview schedule in coordination with the District and will set up an online scheduling system for incumbents to view the schedule and select his/her preferred time slot. At the agreed-upon deadline, incumbents may not change the final selected time slot.

**Task 1.7 – Conduct Job Evaluation Interviews, Focus Groups, follow up Supervisor/Manager Interviews.** In addition to PDQs, job evaluation interviews will be conducted with *selected* incumbents to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to the position. Incumbents to be interviewed, or invited to participate in a focus group, is determined during the PDQ review process.

Additionally, interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees' PDQs. For planning purposes, each interview session may take up to sixty (60) minutes via video or telephone conference. **For purposes of this costing, reschedules for missed interviews have not been estimated.**

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR reserves the right to identify the interviewees.
- Interviews will take place over sequential business days and will take place between the hours of 8:30 am and 5:00 pm Local Time via telephone or video conference.
- If requested, we can supply a contract amendment to accommodate a reschedule process or add additional interviewees.

**Task 1.8 – FLSA Analysis.** The CPS Project team will analyze the duties and responsibilities of each classification and provide recommendations to ensure compliance with the Fair Labor Standards Act (FLSA) exempt/non-exempt designations. Each classification will be reviewed based upon the duties, responsibilities, scope of authority, and span of control for purposes of determining whether it is exempt or nonexempt from FLSA overtime provisions. CPS HR offers two options: Classification-based or Position-based FLSA Analysis. For this project, we will conduct a Classification-based FLSA Analysis.

**Classification-based FLSA Analysis.** CPS HR Consulting will review the current classification specifications to determine whether the studied classification can be exempt from FLSA overtime provisions. CPS HR will make the determination based upon updated classification specifications.

**Task 1.9 – Physical Requirements Review.** The CPS HR Project Team will review each classification's core functions. CPS HR will prepare a questionnaire as part of the data collection effort to gather information about the physical demands and working conditions. In addition, the CPS HR Project Team will capture data through the PDQs about core functions.

**Task 1.10 – Analyze Classification Data.** The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and the job evaluation interviews to identify the job



level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each classification. This analysis will be used to develop recommendations regarding classification concepts.

**Task 1.11 – Prepare and Present General Findings.** The Project Team will prepare a presentation which will include the methodology, findings, and preliminary recommendations.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one meeting, for up to 1.5 hours, with the client’s Project Manager/HR staff to discuss these topics.

**Task 1.12 – Revise Classification Specifications.** Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities; required knowledge, skills, and abilities; minimum education and experience requirements; and minimum special qualifications for each position in the study.
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties; any distinguishing features of the class; essential duties, knowledge, skills, and abilities; acceptable minimum education and experience; and required special training and certifications.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR will provide a classification specification template via the shared online site if the District does not already have one that must be utilized.
- Classification specifications will be uploaded to the shared online site. Documents will be marked “Draft” and provided in Microsoft Word with several views – “with mark-up” and “without mark-up.” This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked “Final.”
- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive.
- Incumbent allocations will be provided to the District after all classification specifications have been finalized. The District will be responsible for incumbent notification of any classification changes and any appeals process/review.

**Task 1.13 – Prepare, Submit, and Present the Classification Report.** CPS HR’s reporting will include a discussion of our methodology and a narrative summary to support our recommendations. The District will be responsible for approving and implementing classification specification content



changes through their standard process, including any necessary notifications to employees, employee representatives, or the Department of Human Resources.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume **one meeting for up to two hours** with primary client stakeholders to present the report.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

*Timeline for Classification Study*

The CPS HR Internal Project Manager and the District will discuss varying approaches to customize a timeline after the initial kick-off meeting. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones.

Our classification study timeline is based upon the assumption that the District

- is able to enforce orientation, PDQ deadlines, and the interview schedule within the designated timeframes, and that
- will be able to review, comment on, and approve study products within agreed upon deadlines.

**We estimate the timeline for this scope of work to be conducted between 4-5.5 months at the time of provision of this proposal.**

**CPS HR is available to begin the project after January 15, 2023 and full contract execution.**

**A descriptive timeline will be provided to the client after the kick-off meeting which will account for the CPS HR project team's capacity at that time and availability of client staff involved in the project.**

## Compensation Study

**Task 2.1 – Review the District’s Background Materials.** Upon contract execution, CPS HR will request background information from the District to ensure our Project Manager and Project Team are prepared for initial meetings.

- Compensation philosophy and strategy
- Salary schedules
- Benefits summaries
- Budget Information
- Memorandums of Understanding (MOUs)
- Compensation policies and procedures; past studies
- Other documents relevant to the study

The CPS HR Project Manager will coordinate activities through and report to the District’s Internal Project Manager and other designated key stakeholders.

### **Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client will upload electronic copies of all documents to a shared online site within **five (5) business days** of request.

**Task 2.2 – Initial Project Meeting/Labor Market District and Benchmark Selection Discussions.** The CPS HR Project Manager will meet with the District’s Internal Project Manager and any other designated stakeholders to discuss the study methodologies, deliverables, timelines, communication, and data collection methods. The CPS HR Project Manager will work to understand the District’s compensation philosophy and will review the following elements of the project:

- Labor Market Agency Selection - This discussion focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the District’s labor market agencies. Selection criteria typically includes: (i) Geographic Proximity, (ii) Services provided, (iii) Past labor market agency practices, (iv) Cost of Living/Cost of Wages, (v) Where the agency loses and gains talent, and (vi) Size of the organization (measures may include number of employees or population).
- Labor market position (i.e., median, mean, or other percentile)
- Benchmark classifications to be selected based on the following criteria:
  - They should be classifications for which counterparts can readily be found in surveyed employers so that sufficient compensation data can be gathered. Classifications which have a large number of comparables from other agencies are generally selected as benchmark classifications.
  - Benchmark classifications should have significant relationships to other classifications in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classifications within their occupational

groups.

- Elements of total compensation to be surveyed (i.e., benefits)

Using the selection criteria established in the initial project meetings, the CPS HR Project Team will conduct research on potential labor market agencies and will provide the District with recommendations concerning the survey agencies and benchmark classifications to be used in the study.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- It is assumed that no more than **17** benchmark classifications will be studied.
- It is assumed that no more than **10** labor market agencies will be selected for comparison.

**Task 2.3 – Design, Develop, and Distribute the Survey Instrument.** The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. The online survey will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each.

For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

For a *total compensation* study, the following elements of total compensation are added to the base salary survey (**other benefits may be added by the District at an additional cost**):

- 1) Retirement Contributions - Money paid by the employer on behalf of employees (members). The data are collected for reporting and are included in total compensation calculations.
  - a. Employer Retirement Contribution - CPS HR reports and analyze a stated percentage of salary paid by the employer or the employee at the current point in time. The normal cost rate is collected, which excludes unfunded accrued liability.
  - b. Medicare – Contribution rate of 1.45% times the base salary median is used to calculate total compensation, there is no maximum compensation limit.
  - c. Social Security (if District participates) - Contribution rate is 6.20% of the median compensation and is included in the total compensation calculation.
- 2) Health benefits data are collected for reporting and are included in total compensation calculations.
  - a. Medical, Dental, and Vision benefits, based on the maximum contribution for family coverage (employee + 2 or more dependents)
  - b. Cafeteria Plans (Flex Credit & Health Savings Account)
- 3) These data are collected for reporting purposes only and are not included in total compensation calculations.

- a. Sick Leave
  - b. Holiday Leave
  - c. Vacation Leave
  - d. Paid Time Off
  - e. Administrative/Management Leave
- 4) Cash Add-Ons are defined as “supplemental pay and benefit components that are equivalent to cash for the employee” and are typically found in a benefit summary document or bargaining agreement. The data are collected for reporting and are included in total compensation calculations.
- a. Retirement Pick-up (i.e., Employer Paid Member Contribution (EPMC))
  - b. Deferred Compensation (i.e., 457b, 401k, 403b)
  - c. Incentives (only education/certifications, performance)
  - d. Longevity

**Task 2.4 – Review, Analyze, and Validate Labor Market Survey Data.** CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain benefits data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing District background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon.

To determine whether a match from a labor market District is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- At an additional cost, the District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

**Task 2.5 – Design and Develop Data Spreadsheets.** CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each District with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

**Task 2.6 – Conduct Benefits Analysis.** The benefit data submitted from the labor market agencies will be analyzed quantitatively and qualitatively.

In the quantitative analysis, specific benefits will be incorporated into the base salary data sheets to provide a total compensation analysis. This analysis of program costs will provide the District with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration.

Within these data sheets, four different analyses can be conducted based on how our clients wish to view the data:

1. An analysis of the survey classification's position within the labor market for base salary
2. An analysis of the survey classification's position within the labor market when the cost of cash add-ons is taken into consideration (total cash)
3. An analysis of the survey classification's position within the labor market when the cost of cash add-ons and health programs are taken into consideration
4. An analysis of the survey classification's position within the labor market when the cost of cash add-ons, health program costs, and retirement contributions are taken into consideration (total compensation)

The qualitative analysis will include a write-up of the general trends of benefits offered across the

agencies as well as summary tables showing the practices of each District.

**Task 2.7 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations.** A comprehensive and balanced pay program is the result of the analysis of external labor market data, combined with an analysis of important internal relationships that reflect the District’s value system of jobs. With the whole job methodology, the internal pay relationship analysis for non-benchmark classifications will involve a number of steps in order to arrive at sound and equitable relationships. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships;
- Analysis of base compensation within the organizational hierarchy to establish consistent classification and job series pay parameters within departments and laterally agency-wide;
- Development of consistent, uniform, and realistic guidelines for determining internal relationships including span of control, nature and level of work performed and related components; and
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Provided is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the District’s study classifications.

- a) Establish salary recommendations for the benchmark classifications by setting the salary level based on the market data.
- b) Conduct a comprehensive review of the District’s current internal alignment differentials to determine what their practices are, and if they should be adjusted.
- c) Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
- d) Determine what classifications remain that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are then reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed, as well as the minimum qualifications.

The salary recommendations for each study classification will display the following information:

- Classification title
- Current monthly range maximum
- Recommended monthly range maximum

- The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum

This information will provide the District with the percentage and dollar amount of any increase on a classification-by-classification basis.

**Task 2.8 – Prepare and Present the Compensation Report.** The CPS HR Project Team will develop a report detailing the results of the labor market survey. This report will be comprised of the following:

- Scope and methodology of the study
- Labor market data analysis
- Results of the base salary survey and the total compensation analyses
- Recommendations and actions taken to update salary recommendations and the salary structure itself

CPS HR will review the report with the Internal Project Manager and designated stakeholders.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume **one meeting for up to two hours** with primary client stakeholders to present the report.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

*Timeline for Compensation Study*

Our compensation timelines are based upon the assumption that

- selected labor market agencies will provide the information required within the specified timeframe, and
- the District will be able to review, comment on, and approve study products within agreed upon deadlines.
- the compensation study will begin after the classification specifications resulting from the classification study have been finalized

**We estimate the timeline for this scope of work to be conducted between 5-5.5 months at the time of provision of this proposal.**

# Cost Proposal

## Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work outlined.

Study	Professional Fixed Fee
Classification Study	\$45,730
FLSA Analysis	\$5,700
Physical Environment Review	\$4,890
Total Compensation Study (salary + benefits)	\$48,590
Development of Salary Recommendations and Update of Pay Structure	\$5,760
<b>Not-To-Exceed Contract Amount:</b> <i>Dependent upon client selections</i>	

## Pricing Assumptions

General Scope	
Number of Classifications	Up to 29
Number of Incumbents	Up to 40
Number of Benchmarks	Up to 17
Number of Labor Markets	Up to 10
<b>Not Included in Fixed Fee Amount:</b>	
Materials Production - CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the Client.	
Expenses – We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online portal provided by CPS HR.	



## Billing Terms

CPS HR will bill in equal installments at the following milestones:

### CLASSIFICATION:

1. After kick off meeting
2. Provision of PDQ link to incumbents
3. Completion of job evaluation interviews
4. Submission of draft classification specifications
5. Provision of classification report

### COMPENSATION:

1. After kick off meeting
2. Final selection of labor market agencies and benchmarks
3. Provision of draft matches
4. Submission of draft salary recommendations
5. Provision of compensation report

It is assumed the District will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the District.**

## Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the District which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the District's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.



# Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · [www.pidwater.com](http://www.pidwater.com)

TO: Board of Directors

FROM: Blaine Allen, District Engineer

DATE: October 17, 2022

RE: Hazard Mitigation Grant PJ0278- Magalia Dam Advance Assistance

10/19/22 Board of Directors Regular Meeting

On March 15, 2022 PID requested a budget increase for Hazard Mitigation Grant (HMG) PJ0278- Magalia Dam Advance Assistance. The grant is currently issued for a total of \$1,610,575.00 and we requested an increase of \$916,602.58, bringing the new total to \$2,527,177.58.

The first phase of work on this project has been completed with \$331,799.58 in contracted funds expended to date covering procurement, preliminary technical investigations, alternatives analyses, coordination with the Division of Safety of Dams (DSOD), environmental constraints analyses, and conceptual 30% design. The second phase of the project including the remainder of design, environmental permitting, and DSOD compliance was advertised in a Request for Proposal (RFP) published in November 2021. One proposal from Slate Geotechnical was received in January 2022, reviewed in accordance with the RFP and selected by PID staff. This proposal for the remainder of work identified all remaining critical tasks to complete the project objective of a DSOD-approved design for Magalia Dam.

The proposal identified the remaining budget needed to accomplish this work as \$2,195,378.00, which has since been increased by 8.3% to roughly \$2,377,595 due to the 9-month lag in accepting the proposal due to grant funding increase request. This work incorporates the technical work and the anticipated costs of environmental permitting, as well as all field investigations and analyses to support the remainder of design. This value also includes a recommended contingency value for

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adjustments to field investigation scope based on the DSOD review and comment process.

Of the original \$1,610,575.00 grant, \$331,799.58 has been expended to date. Phase 2 was competitively advertised and procured, resulting in the proposed cost for remaining necessary work at \$2,195,378.00 with the 8.3% increase to cost \$2,377,594.37. Therefore, at this time, PID will request a total budget adjustment of \$1,098,818.95 {comprised of a 75% federal share of \$824,114.22 and 25% local cost share of \$274,704.73} to complete the original grant objective of a DSOD-approved hazard mitigation design for Magalia Dam.

PID has not received official approval of this request. We have been told by CalOES that this money is available, but they are waiting on FEMA to approve the budget increase. At the board meeting on January 19, 2022 the PID Board of Directors authorized the District Manager to execute the agreement with Slate Geotechnical subject to securing grant funds and legal review, which has not been completed due to not securing the grant funds.

PID and Aptim discussed adding the Magalia Dam Construction project with CalOES for the 2022 BRIC funding and CalOES expressed concern that the project was not far enough along to request funding at this time. CalOES also informed us that there should be ample funding in 2023. PID staff is concerned that if we do not start on the final design process soon, that we will also miss the opportunity to apply for those funds in 2023. Staff recommends that we move forward with the Slate contract before receiving confirmation of additional funding. It is anticipated that the additional funding will be approved before the current funding is spent, remaining funds are \$1,278,775.42 before the additional funds are granted. This would put PID at a maximum amount covered to \$1,501,463.12 if the additional funding is not granted, or \$677,348.49, if funds are granted.

Nicole Maddox from Aptim has also stated that “we will be submitting this grant (and the other HMGP grant) for CDBG-MIT, to cover the match funding. Jane, our Community Development Block Grant (CDBG) program lead, says the CDBG-MIT program rules haven’t been released by HCD yet, but if it’s written like the CDBG-DR rules, then we are

not limited to the original 25% match – we simply apply for the unmet need, so there is potentially some assistance there for the increase as well.”

HMGP Grant Funding Overview - Magalia Dam		CPI +8.3% (exp. 12/31/22)
<b>Original Grant</b>	<b>\$1,610,575.00</b>	
75% Grant Funds	\$1,207,931.00	
25% PID Match	402,644.00	
<b>Expenditures to Date:</b>	<b>\$331,799.58</b>	
Phase 1 - Engineering Analysis and Report/Conceptual Design (Slate Geotech Phase 1 Costs	\$276,799.58	
PM Costs (WWE Support)	\$55,000.00	
<b>Remaining Funds to Date</b>	<b>\$1,278,775.42</b>	
75% Grant Funds	\$959,081.57	
25% PID Match	\$319,693.86	
<b>Expected Remaining Expenditures:</b>	<b>\$2,195,378.00</b>	<b>\$2,377,594.37</b>
Phase 2 - Engineering Analyses and 100% Design Slate Geotech Phase 1 Costs (Proposed)	\$2,065,378.00	\$2,236,804.37
Contingency for Geotech Investigation Task (Recommended 20%)	\$130,000.00	\$140,790.00
<b>Requested Additional Funds</b>	<b>\$916,602.58</b>	<b>\$1,098,818.95</b>
75% Grant Funds	\$687,451.94	\$824,114.21
25% PID Match	\$229,150.65	\$275,704.74
<b>Revised Grant Total (requested)</b>	<b>\$2,527,177.58</b>	<b>\$2,709,393.95</b>
75% Grant Funds	\$1,895,383.18	\$2,032,045.46
25% PID Match	\$631,794.40	\$677,348.49

The following motion is recommended:

*"I move approval to authorize the District Manager to execute the agreement with Slate Geotechnical as previously authorized without the requirement of securing grant funds."*