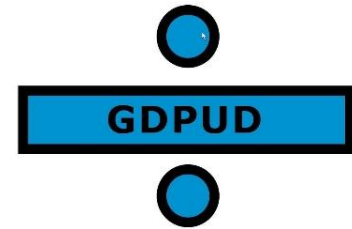


**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF AUGUST 9, 2022  
AGENDA ITEM NO. 10.D.**



**SUBJECT:** APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR DISTRICT ENGINEER SERVICES

**PREPARED BY:** Adam Brown, Operations Manager

**APPROVED BY:** Adam Coyan, General Manager

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**BACKGROUND**

The Georgetown Divide Public Utility District Board of Directors adopts a five-year Capital Improvement Plan (CIP) on an annual basis. The CIP is a planning tool that identifies anticipated capital improvement and their funding sources. Project identified in the CIP and general construction projects often require engineering services prior to full implementation.

**DISCUSSION**

On May 12, 2022, the District advertised on Ebidboard for engineering services to support in ongoing CIP construction projects and general projects. By the closing date of June 23, 2022, the District received a total of two qualification proposals from EKI Environment & Water and Bennett Engineering Services.

Each proposal was reviewed and scored independently by District staff based on the following criteria:

- Qualifications of the team;
- Project understanding;
- Similar experience;
- References; and
- Innovation.

The review process ranked Bennett Engineering Services (BEN|EN) as the highest ranking firm. The consensus from the review team was BEN|EN met and exceeded the qualifications of the District in support of the CIP and general construction projects. BEN|EN has worked on previous District projects; including the *2018 Water Reliability Project*, *Kit Fox Treated Water Line Replacement* and *CDS Feasibility Study*.

**FISCAL IMPACT**

Engineering cost is included in each project at approximately 10 to 15 percent of the total project cost. Based on a \$1,800,000 CIP for fiscal year 2022-2023 estimated cost would range from \$180,000 to \$270,00.

## **Approve a Professional Services Agreement for District Engineering Services**

Board Meeting of August 9<sup>th</sup>, 2022

Agenda Item 10.D.

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### **CEQA ASSESSMENT**

The selection of a District Engineer does not require CEQA assessment.

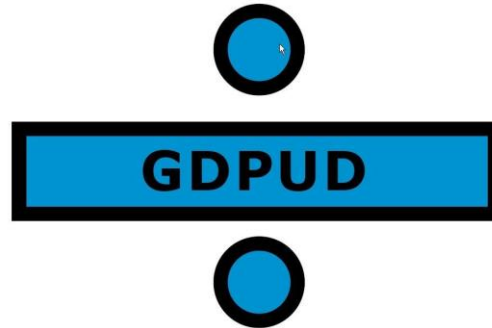
### **RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt the attached Resolution authorizing General Manager to execute a Professional Services Agreement with BEN|EN for District Engineering Services and specify a not to exceed amount. Resolution 2022-XX is included as Attachment B.

### **ATTACHMENTS**

1. District Engineer RFQ
2. Proposal Bennett Engineering Advisors
3. Proposal EKI Environment & Water
4. Professional Service Agreement
5. Resolution 2022-XX





## GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### REQUEST FOR QUALIFICATIONS

#### District Engineering Services

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Responders to this Request for Qualifications (RFQ) must deliver one signed original, two (2) copies, and one electronic copy of the proposal.

**Proposal Submission Deadline (date/time): June XX, 2022 at 2:00pm**

**Submit Proposal to: Georgetown Divide Public Utility District Office  
6425 Main Street  
Georgetown, CA 95634**

#### REGISTERING YOUR EMAIL ADDRESS

##### FOR QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL:

Potential respondents who want to receive changes, additions, and deletions to the RFQ, as well as a copy of all the questions and responses by the Georgetown Divide Public Utility District, should register online by following the link on the GDPUD website. The link to open RFQs is at the following website: [http://gd-pud.org/#Bids\\_&\\_Proposals](http://gd-pud.org/#Bids_&_Proposals)

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### ATTACHMENTS

- A. Sample Professional Services Agreement
- B. Capital Replacement Program

# **REQUEST FOR QUALIFICATIONS**

## **District Engineering Services**

### **SECTION 1 — INTRODUCTION**

The Georgetown Divide Public Utility District (the District) is soliciting proposals from qualified engineering firms to provide professional engineering services associated with the District's Capital Improvement Program (CIP) and general construction activities.

The District will use a "Qualifications Based Selection" process in determining which Consultant to be selected for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

The District will open and review the proposal of the top ranked consultant. If for any reason an acceptable contract cannot be negotiated with the top ranked consultant, negotiations will commence with the next-ranked firm.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right, without prejudice, to reject any or all proposals

#### **1.1 General Description of RFQ**

This RFQ describes the general Scope of Services, necessary RFQ components, consultant selection process, and required format of the RFQ, as well as a sample copy of the District's Professional Services Agreement included in Attachment A.

## 1.2 RFQ Schedule

Advertisement of RFQ	May XX, 2022
Deadline for Questions	June XX, 2022
Response to Questions	June XX, 2022
<b>Deadline for RFQ Submittal</b>	<b>No later than 2:00 PM, July XX, 2022</b>
Final Consultant Selection	Anticipated August XX, 2022

## 1.3 General Selection Process

The District intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. The District will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

## SECTION 2 — SCOPE OF SERVICES

The Consultant shall provide professional engineering services associated with the District's CIP. The District's Board of Directors adopt a five year CIP typically during the June board meeting for implementation in the next fiscal year. The most recent CIP is included in Attachment B.

Projects included in the District's CIP often require preliminary engineering prior to full implementation. Typical engineer functions include:

- Manage aspects of civil engineering, plan checking, development conditioning and capital project management;
- Review matters pertaining to engineering to ensure that undertakings proposed and implemented by the District and others are done in a matter that protects the District's interests, and are in keeping with District goals, specifications and practices as well as with local, state and federal laws;
- Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure;
- Provides engineering services on projects and oversees project management for the construction of District projects;
- Reviews construction plans for private development for consistency with District-

adopted engineering specifications, District policies and relevant laws, rules and regulations and ensures Board actions are implemented;

- Ensures that costs and fees are charged back to development projects; works with the Operations Manager monitor charges and revenues associated with development projects;
- Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the General Manger, Director of Utilities or his/her designee;
- Perform other engineering-related functions as directed by the General Manger, Director of Utilities or his/her designee;
- Preparation of capital improvements projects, improvement plans, specifications, bid documents and public improvement project management;
- Solicit proposals for capital improvement project design work;
- Review and evaluation of bid submittals;
- Provide construction observation and management during the course of District projects;
- Coordinate activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects;
- Review proposed improvements and land developments and provide recommendations as to engineering matters to ensure conformance with District standards and ordinances;
- Provide a “turn around” checking time for maps and improvement plans generally not to exceed two weeks for the first plan check and the application has been determined complete;
- Establish performance, labor and material bond amounts when required and ensure the posting of such bonds with the proper time sequence of such development control; and
- Provide necessary and related functions as the normal practice of a District engineer in control of private development.

### **SECTION 3 — RFQ SUBMITTAL REQUIREMENTS**

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for the District. One signed original, two (2) copies, and one electronic copy of the proposal must be received and date stamped by GDPUD no later than **July XX, 2022 at 2:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to the District on or before the deadline.

Proposals shall be clearly marked "Request for Qualifications for District Engineering Services," and submitted to:

**Adam Brown**  
**Operation Manager**  
**Georgetown Divide Public Utility District**  
**6425 Main Street**  
**PO Box 4240**  
**Georgetown, CA 95634**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

The District requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFQ. The proposal must be signed by proposer's representative authorized to execute a contract between the District and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

**A. Cover Letter**

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.
- Provide the location of the Consultant's headquarters. In addition, provide the location of any local support offices, which will provide service to the District.
- Acknowledge that the Consultant will provide the insurance and indemnification required per the attached Professional service agreement.

**B. Project Team Information**

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be the District's contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant's staff.

**C. Project Understanding and Innovation**

Include visions or concepts for performing the services.

#### **D. Relevant Experience and References**

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by the District, particularly for the Project Manager and other key project staff members assigned to the project.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual's background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant
- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

#### **E. Rate Schedule**

Rate schedule of most current rates for personnel identified in project team information. A rate schedule (one copy) for the district engineering services must be submitted in a separately sealed envelope marked "Rate Schedule" and will be the basis for which the Consultant will be compensated. The rates quoted will remain in effect for the duration of the Agreement, unless approved by the District. Rates shall be included for all employment categories necessary to perform the work outlined in this RFQ in accordance with applicable State of California Industrial Labor Rate Standards.

Failure to provide a rate schedule in a separately sealed envelope can be grounds for the District, at its sole discretion, to determine the submittal to be non-responsive and the proposal may be rejected.

### **SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES**

Qualifications submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

## **4.1 Selection Criteria**

The District intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. The District will review all proposals and evaluate them according to the following criteria:

- Qualifications of team;
- Project Understanding and Innovation; and
- Similar Experience / References.

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

## **SECTION 5 — GENERAL TERMS AND CONDITIONS**

### **5.1 Limitation**

This RFQ does not commit the District to award a contract, to pay any cost incurred in the preparation of the Consultant's RFQ response, or to procure or contract for services or supplies. The District is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. The District reserves the right to accept or reject any or all RFQ responses received because of this request or to cancel all or part of this RFQ.

### **5.2 Public Records**

All proposals shall become the property of the District and will become public records and, as such, may be subject to public review.



### **5.3 Contract Agreement**

Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from the District.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. The District reserves the right to reject those parts that do not meet with the approval of the District, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

A sample agreement that will be used for this contract is included as Attachment A. The District will require the selected Consultant to provide the indemnification and insurance required per the attached sample agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements.

### **SECTION 6 — QUESTIONS**

If you have any questions regarding this RFQ, prior to June XX, 2022, please email:

Adam Brown, Operations Manager

Email: [abrown@gd-pud.org](mailto:abrown@gd-pud.org)

**ATTACHMENT A**  
**SAMPLE PROFESSIONAL SERVICES AGREEMENT**

**ATTACHMENT B**  
**CAPITAL REPLACEMENT PROGRAM**

June 23, 2022

Adam Brown, Operations Manager  
Georgetown Divide Public Utility District  
6425 Main Street, PO Box 4240  
Georgetown, CA 95634

**Re: District Engineering Services**



TRUSTED ENGINEERING ADVISORS

**Bennett Engineering Services**  
1082 Sunrise Avenue, Suite 100  
Roseville, California 95661

**T** 916.783.4100  
**F** 916.783.4110

[www.ben-en.com](http://www.ben-en.com)

Dear Adam and Members of the Selection Committee:

The Georgetown Divide Public Utility District (GDPUD) Board of Directors (BOD) desires to obtain the services of an outside organization that will assist District staff with district engineering services, help execute the District's Capital Improvement Program, and manage any associated general construction activities. BEN|EN understands that the GDPUD has an extensive water infrastructure that delivers drinking water and irrigation water across the Divide. The BOD is currently seeking firms with technical expertise to assist District staff with maintenance, repairs, and replacement of critical infrastructure.

The BEN|EN team will be led by proposed District Engineer, David Harden. Dave is highly familiar with the District and its operations from his previous work on the Treated Water Line and Canal Reliability Project, and the Leach field Capacity Evaluation, Feasibility Study, and recently awarded Waste Discharge Requirement Update for the Auburn Lake Trails Wastewater Management Zone. Dave has also assisted the District in paving projects for the district parking lot and in the Auburn Lake Trails community, consulted on the development of the CIP, and provided District staff with engineering advice and recommendations for several years. Dave has years of experience as a District Engineer for the Markleeville Public Utility District and the Auburn Valley Community Services District. He is also the City Engineer for the City of Gridley so the duties as District Engineer are a role he knows well.

Dave will be supported by a team of licensed engineers who specialize in water and wastewater projects, plan checking, and project management. We have also supplemented our team with specialized sub consulting firms to provide support for any surveying, construction management and constructability review, environmental, electrical/SCADA, structural, geotechnical, and labor compliance needs that should arise.

As District Engineer, Dave will be your first point of contact. He is available at any time to provide additional information or answer questions you may have. Dave can be reached at cell: 530.906.1806; or email: [dhard-en@ben-en.com](mailto:dhard-en@ben-en.com).

This proposal shall remain firm for a 90-day period from the submittal date of June 23rd, 2022. All work will be performed out of our office located at 1082 Sunrise Avenue, Suite 100 in Roseville CA 95661. BEN|EN will provide the insurance and indemnification required per the Professional Service Agreement attached to the RFQ. BEN|EN acknowledges receipt of Addendum No. 1 to the RFP issued on June 17, 2022, including the updated CIP.

We are excited to work with the District as your District Engineer. Thank you for this opportunity to propose.

Sincerely,  
**Bennett Engineering Services, Inc.**

A blue ink signature of Leo Rubio, written in a cursive style.

Leo Rubio, PE  
President

# PROJECT TEAM INFORMATION

With the BEN|EN team, the District will incur less design, scheduling, and construction risks on projects due to the project experience and knowledge of our engineering staff and specialty subconsultants.

We share a successful project history with each of the subconsultants listed on the org chart at right. With this team the District can be confident that projects will be delivered on time, within budget, and will promptly receive the attention and diligence each deserves as a District Engineering task.

## BENNETT ENGINEERING SERVICES

The BEN|EN team will provide professional engineering services to execute and manage proposed projects as outlined in the District's capital improvement plan.

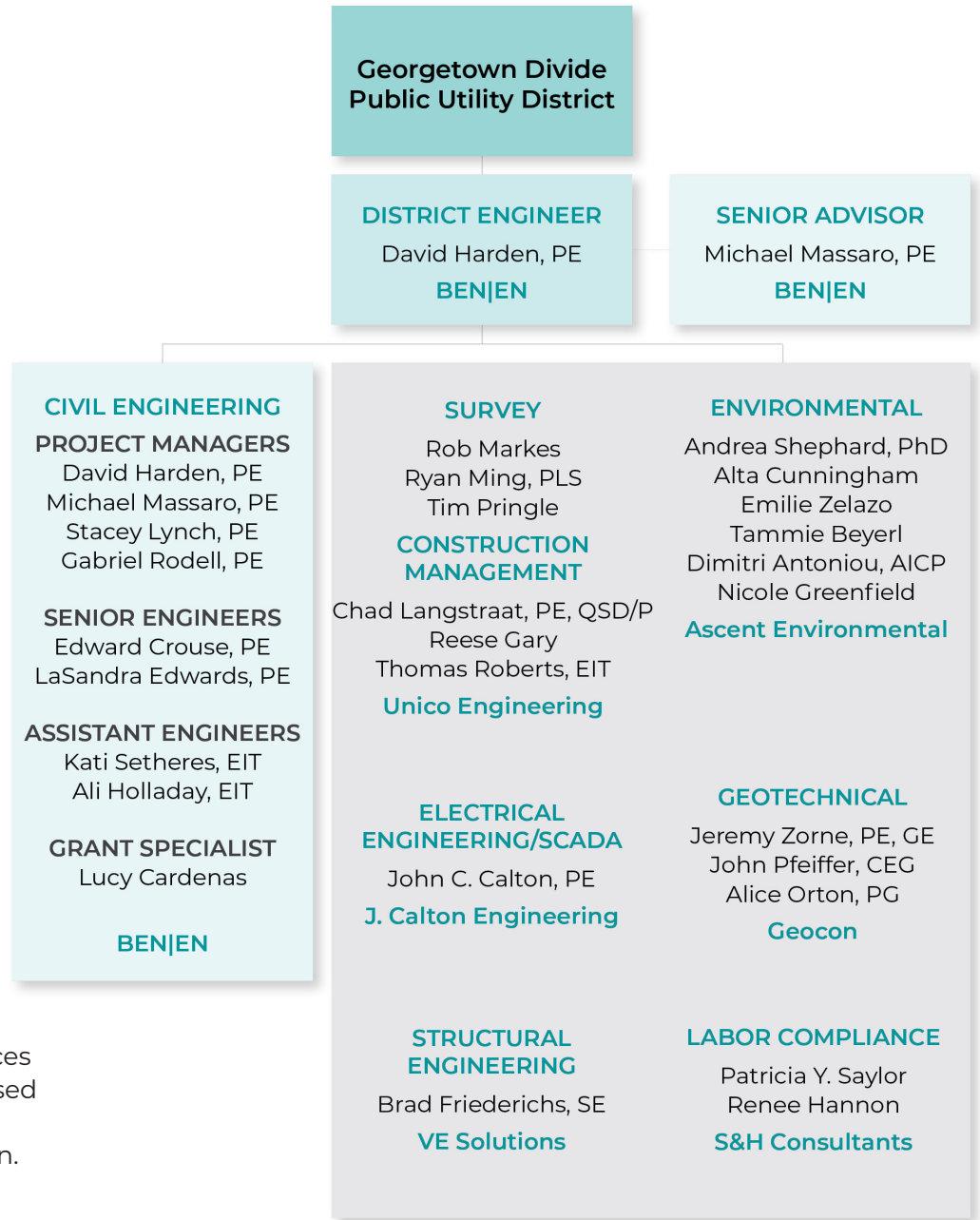
BEN|EN's extensive experience with small community water and wastewater systems, District and City Engineering, and our familiarity with GDPUD's operations and systems will provide the District with the peace of mind that all assigned engineering matters will be handled with diligence, timeliness, and in the interest of the District. This experience also reduces the risks that can be associated with aging infrastructure. We have ample staff available so that we can respond promptly

to District requests, and provide expert assistance with all services listed in the District's RFQ, including grant funding application and administration.

As District Engineer we will assist the GDPUD with meeting its goals and objectives by providing planning, engineering, regulatory support, and administration that will improve the quality and reliability of its infrastructure

while providing essential services and working within the financial capacity of the community.

Established in 1995, the firm offers 18 licensed Professional Engineers, four Engineers in Training, and two additional staff with engineering degrees. Our size allows us to provide hands on, principal-level attention to every project and senior engineers outside of the project to provide quality



control. Our clients also tell us we provide exceptionally responsive service:

**“We were very pleased with how things went with Bennett Engineering. They were very responsive and thorough.”**

PAUL DIETRICH,  
PROJECT MANAGER,  
CITRUS HEIGHTS WATER  
DISTRICT

BEN|EN is a California Disadvantaged Business Enterprise (DBE #43459) and certified Small Business Enterprise (SBE #52302).

## KEY STAFF

Full resumes for all key staff follow this section.

### DAVID HARDEN, PE Proposed District Engineer

Dave Harden will serve as the District Engineer and will be the District's primary contact throughout the contract. He can be reached by phone: 916.771.6144; Cell phone: 530.906.1806 or email: dharden@ben-en.com.

Dave is very familiar with GDPUD's system, standards, procedures, and staff from his previous design and management of several projects for the District, including the following:

- ▶ Auburn Lake Trails (ALT) Community Disposal System (CDS) Capacity Analysis and Evaluation
- ▶ ALT CDS Feasibility Study
- ▶ 2018 Treated Water Line and Canal Reliability Project
- ▶ Parking Lot Rehabilitation

In addition, Dave also has more than eight years of experience as the District Engineer and interim General Manager of the Markleeville Public Utility District (MPUD) and more than five years as the City Engineer for the City of Gridley.

As District Engineer, Dave provides engineering oversight and evaluation of the MPUD's wastewater collection and treatment system. Dave is also responsible for the review of proposed new connection and system analysis to ensure the District operates within their permit, manages operations and maintenance, monitoring and reporting for water quality compliance, and reports to the MPUD Board of Directors at quarterly meetings.

As City Engineer for the City of Gridley, Dave is responsible for identifying and developing budgets for water and wastewater capital improvement projects, working closely with operations staff to identify priority projects for repairs, maintenance, and upgrades, providing project design and estimates, bid assistance for small city projects, and technical support with regulatory agency compliance and reporting.

### MICHAEL MASSARO, PE Senior Advisor/Project Manager

Mike will provide quality review of deliverables to ensure that the end product of our designs meet the District's expectations and requirements.

Mike Massaro has more than 22 years of civil engineering experience managing design teams, subconsultants, budgets, and schedules. He was previously the City Engineer for the City of Oroville for more than three years. Mike's technical expertise and experience include water, sewer, and recycled water facilities, including pump stations, interceptors, and pipelines. He also provides engineering services during construction, reviewing submittals and requests for information and resolving challenges in the field.

### STACEY LYNCH, PE Project Manager

Stacey Lynch has more than 15 years of experience in the civil engineering field. Her experience includes planning, design, management, and construction assistance for water resources projects. Stacey has extensive experience in small community water and wastewater projects. Her knowledge of the funding and permitting for these types of projects includes rate studies, rate increases (Proposition 218 regulations), funding applications and requirements (specifically the Clean Water and Drinking Water State Revolving Fund (CWSRF/DWSRF)), and permitting negotiations and requirements with the Regional Water Quality Control Board (RWQCB). Stacey's experience includes hydraulic analysis and design of water and wastewater systems including tanks, pump/lift stations, pipelines, treatment systems, intake structures, and hydroelectric facilities. Responsibilities include research, conceptual analysis, planning, funding assistance, permitting (RWQCB), design calculations, and technical studies. In addition, Stacey leads the firm's alternative delivery efforts including design-build and design-assist project delivery.

### GABRIEL RODELL, PE Project Manager

Gabriel Rodell has more than eight years of experience in engineering consulting, including seven with the firm. His experience includes design and analysis for drinking and non-potable water distribution systems, including pipelines, tanks, and pump stations. Pipeline designs have included traditional open-cut approaches as well as trenchless approaches and creek crossings. He has coordinated with Regional and State Water Boards for permitting, regulations, and

funding, performed calculations, prepared plans and specifications, and performed evaluations – such as alternatives analyses, feasibility studies, capacity evaluations, and inflow and infiltration studies.

**EDWARD CROUSE, PE**  
Senior Engineer

Ed Crouse has more than 40 years of experience in civil engineering, utilities management, and government administration. His clients benefit from his excellent relationships with state, regional, and county agencies, as well as the media and community groups. He is an effective manager, skilled in employee relations and team building.

**LASANDRA EDWARDS, PE**  
Senior Engineer

LaSandra Edwards has more than 20 years of engineering experience with wastewater collection, wastewater treatment, and water resources projects. LaSandra specializes in small and large diameter wastewater pipeline design, small diameter pipeline rehabilitation, and civil site design. Her pipeline design experience includes gravity and pressurized pipeline and trenchless construction methods such as microtunneling, pipe jacking, directional drilling, and two-pass tunneling. LaSandra has provided civil design, GIS coordination, and drawing production for complex projects throughout the Sacramento region. She is adept at coordinating with multiple design disciplines, including implementing quality assurance and quality control (QA/QC) processes.

**KATI SETHARES, EIT**  
Assistant Engineer

Kati Sethares has more than four years of professional civil engineering experience, all with Bennett Engineering Services. Since joining the firm, Kati has assisted

with construction document preparation, preparing funding applications for both water and wastewater projects, encroachment permits, and writing technical memorandums. She has performed calculations for and assisted in the design of water and wastewater pipelines, a water storage tank, and a pump station. She is technically proficient in AutoCAD, MATLAB, Revit, MicroStation, COMSOL, and GIS.

**ALI HOLLADAY, EIT**  
Assistant Engineer

Ali Holladay is currently serving as the Assistant District Engineer for the Auburn Valley Community Services District. She has more than four years of experience in civil engineering. She started at BEN|EN five years ago as an engineering intern and has worked for the firm ever since. Ali has assisted with preliminary plan sets and cost estimates, prepared exhibits, performed final plan edits, hydraulic calculations, permit compliance and Report of Waste Water Discharge Permits and Anti-Degradation Analysis.

**LUCY CARDENAS**  
Grants Specialist

Lucy Cardenas is an experienced grant writer with a demonstrated history of preparing successful government (county, state, and federal) grant funding opportunities for diverse organizations. Her experience with post-award administration, program monitoring, and insight of program performance has helped her to successfully manage projects in multiple counties in California. She has a strong passion for improving communities and creating opportunities for high-quality outdoor recreation. She strives to improve water, and wastewater systems in communities to ensure safe drinking water. She has more than 25 years of extensive project

management, financial federal auditor and quality improvement experience to ensure that projects meet all aspects of compliance for continued funding.

**UNICO ENGINEERING |**  
**SURVEY & CONSTRUCTION**  
**MANAGEMENT**

Established in 2013, UNICO Engineering is a certified DBE firm that is fully committed to providing high quality construction management, engineering, and land surveying services to public and private clients. UNICO serves clients throughout California with a current staff of more than 80 from their corporate office located in Folsom, with branch offices in Oakland and San Diego, and field offices in Sacramento, Woodland, and Angels Camp.

Unico measures their success by the success of their clients, their responsiveness, and the quality and value of their work. Top on their priority list is to understand their clients' objectives and expectations. Unico staff provides value to their clients by sharing a goal of effectively managing the costs of the projects with which they are assigned.

Their survey team has the technology and experience to address any surveying needs, including topographic mapping, bathymetric (hydrographic) surveys, ALTAs, boundary surveys, construction staking, easements, aerial surveys, right of ways, terrestrial LiDAR scanning and drone surveying. Using the latest in GPS and robotic total station technology, Unico staff work efficiently and deliver accurate results. They are experienced with delivering projects that meet local, state, and federal requirements.



## KEY STAFF

### ROB MARKES

#### Survey Manager

Rob Markes has worked in the survey industry for 34 years. As crew chief, Rob oversees field procedures and is responsible for all office and field personnel. He is an experienced, Survey Crew Chief, excelling in topographic mapping, construction staking, and boundary surveys. His land surveying expertise includes supervising and performing Global Positioning System surveys, topographic surveys, aerial control surveys, horizontal and vertical control networks, title surveys, boundary surveys, cadastral surveys, geodetic surveys, engineering surveys and construction surveys, plus construction control and staking for a wide range of projects.

### RYAN MING, PLS

#### Senior Land Surveyor

Ryan Ming is a professional land surveyor with over 20 years of experience in managing land surveying activities and staffing; responsible for ensuring that sound land surveying principles are followed and that quality assurance goals are obtained; as well as participating in the development of best practices related to land surveying. Mr. Ming has thorough knowledge of principles, practices and procedures of boundary surveys, ALTA surveys, topographical surveys, construction surveys, and control surveys.

### TIM PRINGLE

#### Party Chief

Tim Pringle is an accomplished Party Chief with a proven ability to carry out all aspects of land surveying from boundary determination, topographic surveys, construction stacking and mapping. His depth of experience ranges from private development

work, utility mapping, flood plains, roadway, and bridges. His experience also includes using Global Positioning Systems, conventional robotic instruments, and laser levels.

### CHAD LANGSTRAAT, PE, QSD/P

#### Resident Engineer

Chad Langstraat's experience includes all aspects of highway and bridge construction, including bicycle and pedestrian overcrossings; seismic retrofit of structural steel; source inspection; PCC and asphalt paving; roadway widening and new alignment; bridge demolition; pre-cast girders; CIP box girder bridges; soil nail and retaining walls; and stream diversion requirements. His Resident Engineer experience includes working on projects requiring coordination with utilities installation/relocation, compliance with regulatory/environmental agency permits, and public outreach with landowners and residents.

### REESE GARY

#### Construction Inspector

Reese Gary is a seasoned construction professional with more than 30 years of experience. He is skilled in construction management and inspection and has worked on a wide variety of projects in both the public and private sectors. Reese has significant experience with water, wastewater, recycled water, and hydroelectric construction projects. His project management experience includes plan check and constructability reviews, project planning and development, along with review of submittals, RFIs, change orders, and project pay estimates.

### THOMAS ROBERTS, EIT

#### Office Engineer

Thomas Roberts is a construction engineer responsible for supporting infrastructure project delivery.

He is responsible for preparing quantity sheets, analyzing pay requests, developing and maintaining project budgets, reviewing daily reports, and performing labor compliance. Thomas has field experience, including construction inspection and land surveying.

## ASCENT | ENVIRONMENTAL PERMITTING

Ascent Environmental's leaders have been providing environmental compliance for water resources projects and serving special districts for decades. Their firm has distinguished itself by providing creative strategies, responsive service, and high-quality deliverables for such projects. Ascent's staff conduct high-caliber, legally defensible, and comprehensive environmental reviews and provide high quality regulatory permitting and construction monitoring support. They have experience with a wide variety of water resources projects, including multifaceted and complex water supply, wastewater treatment, water recycling, and flood control projects throughout California including Placer County, El Dorado County, Amador County, and Mariposa County to name a few. They understand the issues and the stakeholders and are equipped to help the Georgetown Divide Public Utility District succeed in implementing its water resources planning and infrastructure projects.

## KEY STAFF

### ANDREA SHEPHARD, PHD

#### Environmental Project Manager

Andrea Shephard, PhD, is a senior environmental project manager with 27 years of experience in project management, including 16 years managing CEQA/NEPA compliance for water resources projects. She is known for



her collaborative working style, commitment to meeting client expectations, and leading effective teams. As a CEQA/NEPA compliance expert, Andrea has substantial expertise in managing wastewater, water recycling, water supply, and other water resources projects and working with special districts. Andrea has in depth knowledge of the regulatory processes and permitting required to implement water resources projects, including SWRCB CWSRF and DWSRF programs, CWA Section 404/402/401, RHA Section 10, CFGC Streambed Alteration Agreements, Porter-Cologne Water Quality Control Act, Groundwater Sustainability Act, ESA Sections 7 and 10, CESA Section 2081, NHPA Section 106, Clean Air Act, and RHA Section 408 authorizations and Categorical Permissions. She understands how to integrate and streamline environmental review and regulatory permitting requirements and uses her knowledge of water resources engineering, the impact review process, agency permitting processes, and infrastructure construction methods to expedite project implementation while achieving client objectives in a timely and cost-effective manner.

**ALTA CUNNINGHAM**  
**Environmental Planner/  
Architectural Historian**

Alta Cunningham has 20 years of experience in the environmental consulting field. Her experience as an architectural historian includes archival research, historic building and structure surveys and evaluations, and cultural resources documentation for NEPA and CEQA projects ranging from single building evaluations to district-wide surveys for CEQA, PRC 5024, and Section 106 compliance documents. Alta provides technical expertise for CEQA documents and has prepared numerous technical

sections, covering aesthetics, agricultural resources, cultural resources, geology and soils, land use and planning, and public services.

**EMILIE ZELAZO**  
**Environmental Planner/Cultural  
Resources Specialist**

Emilie Zelazo has 18 years of environmental compliance and cultural resource management experience. Her experience includes NEPA and CEQA document preparation, as well as cultural resources technical document preparation and oversight for CEQA, PRC 5024, and Section 106 compliance documents. She also has experience in monitoring, field and laboratory crew management, artifact cataloging, DPR-523 site record preparation, background research, information center record searches, Native American consultation, historical society consultation, historic artifact analysis, survey, excavation, and graphic productions. Emilie meets the Secretary of the Interior's Standards for both archaeology and architectural history.

**TAMMIE BEYERL**  
**Sr. Botanist and Wetland Ecologist**

Tammie Beyerl is a senior botanist and wetland ecologist specializing in biological analyses for compliance with CEQA/NEPA, Clean Water Act, ESA/CESA, and California Fish and Game Code requirements. She is particularly skilled at preparing environmental compliance documents for large-scale projects with complex biological resource issues and has worked on numerous joint NEPA/CEQA documents and projects under multiple jurisdictions.

**DIMITRI ANTONIOU, AICP**  
**Sr. Air Quality, GHG, Energy and  
Noise Specialist**

Dimitri Antoniou, AICP has 12 years of experience conducting,

reviewing, and overseeing the preparation of technical analyses for CEQA compliance. He is proficient in the use of multiple emission estimation models (e.g., California Emissions Estimator Model [CalEEMod], the emission factors model [EMFAC], Off-Road Emissions Inventory Program [OFFROAD]), and GHG prediction protocols (e.g., Local Government Protocols, AP 42 emission factors). Dimitri also has extensive knowledge of tools and software used to conduct health risk assessments (HRAs), such as air dispersion modeling software AERMOD, and the risk assessment tool HARP.

**NICOLE GREENFIELD**  
**Environmental Planner**

Nicole Greenfield has six years of experience in the environmental consulting field. She has prepared environmental documentation for various project types throughout California, including wildfire resilience and recovery, recreation, transportation, and public and private development. Nicole uses her strong writing and critical thinking ability to support clients through the CEQA/NEPA process from project initiation to completion.

**J CALTON ENGINEERING |  
ELECTRICAL/SCADA**

J Calton Engineering offers experienced Electrical and Instrumentation Engineering Design, Construction Inspection, Construction Management Support, Project Testing, and Start Up services. Mr. Calton has worked in the water and waste water field for over 35 years.

J Calton Engineering has provided design and construction support, including on call services for the following clients: Sewerage Agency of Southern Marin, City of Roseville Water Treatment Plant, Placer County Water Agency.

## KEY STAFF

### JOHN C. CALTON, PE

Principal Electrical Engineer

John Calton has been sole proprietor of J Calton Engineering since September 2006. He has more than thirty years of experience with water and wastewater-related projects. He has performed electrical designs for water treatment facilities, pumping plants, stormdrain facilities, groundwater wells, reservoirs, irrigation canals and fish screens. John also provided instrumentation design for the above-mentioned projects, in addition to programming programmable logic controllers (PLC) and configuring in-plant supervisory control and data acquisition (SCADA) systems. He has provided construction management support ranging from shop drawings review, cost estimates, contract document clarifications, change order negotiations, construction inspection, field testing, weekly coordination meetings, staff training and system start-up. John has assisted with configuration and witnessed testing of electrical protective relays and overcurrent devices.

## VE SOLUTIONS | STRUCTURAL ENGINEERING

Dedicated to the value engineering approach, Brad Friederichs opened his own firm, VE Solutions, in 1997. By doing the projects himself, hands-on, rather than passing them on to a subordinate, Friederichs provides complete, thorough designs that reflect his years of experience. In his consulting work, he has assisted both public and private clients with their structural engineering challenges. By providing technological leadership in a responsive manner, he has saved his clients a significant amount in building costs. At the same time, his

design services have improved the soundness and safety of those structures.

## KEY STAFF

### BRAD FRIEDERICHS, SE

Structural Engineer

Brad Friederichs is president and sole structural engineer at VE Solutions, Inc. He has 43 years' experience as a structural engineer for wastewater, water treatment, commercial, industrial, agricultural, retail and residential structures. His expertise is in cast-in-place concrete, prestressed concrete, steel, wood and masonry construction. His specialty is in producing completely detailed, contractor friendly, value-oriented construction documents resulting in projects that bid well with few change orders.

## GEOCON | GEOTECHNICAL ENGINEERING

Geocon Consultants, Inc. is a California Corporation established in 1971 as a professional engineering consulting firm providing comprehensive geotechnical engineering, environmental consulting, materials testing, and special inspection services for over 51 years. We employ over 285 technically strong and highly motivated engineers, geologists, environmental scientists, and technicians. State-of-the-art geotechnical and materials testing laboratories, extensive inventories of field equipment and instrumentation, comprehensive technical libraries, and advanced data-management systems, support each office. Geocon operates California offices in Sacramento (Rancho Cordova), Fairfield, Livermore, Los Angeles (Burbank), Murrieta, Redlands, La Quinta, Irvine, and San Diego.

## KEY STAFF

### JEREMY ZORNE, PE, GE

Sr. Geotechnical Engineer

Jeremy Zorne has more than 25 years of experience conducting and managing geotechnical engineering evaluations on a wide range of projects throughout California and has been with Geocon for his entire professional career. His diverse project experience includes transportation infrastructure (roadways, bridges, and retaining walls), public buildings, parks and recreation facilities, water/wastewater treatment and distribution facilities, educational facilities, commercial/industrial development, and residential developments. He is currently managing several on-call contracts for various public agencies throughout California. He has a well-known reputation for responsive service and his dedication to providing cost-effective, practical solutions for difficult geotechnical challenges.

### JOHN PFEIFFER, CEG

Sr. Engineering Geologist

John Pfeiffer has provided geologic, hydrogeologic, and environmental expertise on public and private projects in Northern California since 1989. He has conducted numerous soil and groundwater studies for both geotechnical and environmental purposes and is experienced in the design, installation, and evaluation of groundwater monitoring systems for wastewater treatment facilities. John is also experienced in identifying, assessing, and managing NOA. In association with some projects, he has conducted studies to assess the influence of rivers, tidal fluctuations, and/or municipal well operation on site-specific groundwater conditions. John's expertise includes conducting Phase I and

II Environmental Site Assessments (ESAs), geologic background research and reconnaissance in support of slope stability evaluations, and geologic hazard studies.

### **ALICE ORTON, PG** **Project Geologist**

Alice Orton has 18 years of experience as a geologist and is experienced performing field monitoring of archaeological and paleontological resources during grading and trenching activities. She performs supporting tasks for both geotechnical and geologic investigations including conducting geologic background research, assisting with permitting requirements, logging exploratory borings, conducting percolation testing, performing various laboratory tests, drafting report figures, and assisting with the preparation of technical reports and letters.

### **S&H CONSULTING | LABOR COMPLIANCE**

With more than 30 years in the construction industry, S&H Consulting specializes in providing our clients with the best service possible. In conformance with all Federal, State and Locally funded Labor Compliance Projects S&H will conduct/facilitate and/or assist with pre-construction conferences and performing all other related labor compliance and PLA requirements to validate contractor's compliance. On-site activities will include field interviews/field observations, and pre-job conferences. Remote work will include on-going collection and review of certified payroll records and other related labor compliance documents through receiving Certified Mail copies of Certified Payroll and supporting Documents. S&H can provide all of the services listed below:

- ▶ Attend prevailing wage training at pre-construction

meetings in person, or via webinar to help ensure contractor compliance.

- ▶ Monitoring and consultation on prevailing wage, certified payroll, apprenticeship and compliance matters.
- ▶ Conduct comprehensive hands-on training with payroll administrators employed by contractors submitting certified payroll records.
- ▶ Verify contractor's license, DIR registration and worker's compensation, checking coverage as needed.
- ▶ Secure and collect weekly Certified Payroll Records (CPR's) in conformance with the City's LCP.
- ▶ Review and verify labor compliance documents are in compliance with applicable labor codes inclusive of Federal and State as deemed necessary in conformance with the City's LCP Program.
- ▶ Reviews of daily job site reports.
- ▶ Audits of job sites, including interviews of workers.
- ▶ Reconcile job site field interviews against the respective CPR's.
- ▶ Monthly reporting to all necessary public entities, contractors, and applicable subcontractors.
- ▶ Monitor apprenticeship certifications in conformance with California Labor Code standards.
- ▶ Evaluation of potential violations and consultation on recommended actions.
- ▶ Intermediary between contractors, amicably resolving disputes related to violations, penalties, and compliance.
- ▶ Verify restitution is paid and amended certified payrolls submitted.
- ▶ Provide technical assistance to Contractors and subcontractors as required.
- ▶ Maintain project specific files.

- ▶ Respond to RFI's regarding Labor Compliance requirements from contractors, subcontractors, unions, and other parties as required.
- ▶ Summary reports at the conclusion of each project.

S&H is capable of performing California prevailing wage compliance only (regular or Proposition 84 funding) or a combination of California prevailing wages along with Federal prevailing wage requirements. We are also well versed on Section 3 compliance and CDBG funding which requires additional reporting.

## **KEY STAFF**

### **PATRICIA Y. SAYLOR** **Labor Compliance Manager**

Patricia has more than 30 years of experience in labor compliance management. Her past experience includes performing marketing research, pursuing contracts and preparing proposals, providing cost estimates and participating in cost negotiations, providing margin analyses, payroll review, assessing penalties for contractors out of compliance, Davis Bacon compliance assessment, DBE goal setting, and Federal Cost analysis reports.

### **RENEE HANNON** **Labor Compliance**

Renee Hannon has more than six years of experience as a labor compliance officer. Responsibilities include payroll review, assessing penalties for contractors out of compliance, Davis Bacon compliance assessment, DBE goal setting, and Federal Cost analysis reports.



# DAVID HARDEN, PE

DISTRICT ENGINEER/PROJECT MANAGER

## Professional Registration

- ▶ Civil Engineer, CA 84216

## Education

- ▶ Bachelor of Science Civil Engineering, California State University, Sacramento

## Professional Affiliations

- ▶ Mountain Counties Water Resources Association

## Contact

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Email dharden@ben-en.com



## Summary

Dave Harden is very familiar with GDPUD's system, standards, procedures, and staff from his previous design and management of several projects for the District. In addition, Dave also has more than eight years of experience as the District Engineer and interim General Manager of the Markleeville Public Utility District. As District Engineer, Dave provides engineering oversight and evaluation of the District's wastewater collection and treatment system. Dave is also responsible for the review of proposed new connection and system analysis to ensure the District operates within their permit, manages operations and maintenance, monitoring and reporting for water quality compliance, and reports to the District Board of Directors at quarterly meetings.

Dave has also been the City Engineer for the City of Gridley for the past five years and is responsible for identifying and developing budgets for water and wastewater capital improvement projects, working closely with operations staff to identify priority projects for repairs, maintenance, and upgrades, providing project design and estimates, bid assistance for small city projects, and technical support with regulatory agency compliance and reporting.

## Project Experience

**On-Call District Engineering Consulting Services, Markleeville Public Utility District.** As District Engineer and interim General Manager, provides engineering oversight and evaluation of the District's wastewater collection and treatment system. Dave is also responsible for the review of proposed new connection and system analysis to ensure the District operates within their permit, manages operations and maintenance, monitoring and reporting for water quality compliance, and reports to the District Board of Directors at quarterly meetings. Provision of as-needed general management services for the District. Responsibilities include advising on utility matters related to the collection system, review of plans and specifications for residential and commercial development projects, directing engineering planning studies and capital improvement projects, providing public outreach, and supervision and management of sewer maintenance operations.

**City Engineering, City of Gridley.** As City Engineer, responsible for identifying and developing budgets for water and wastewater capital improvement projects, worked closely with operations staff



# DAVID HARDEN, PE

to identify priority projects for repairs, maintenance, and upgrades, provided project design and estimates, bid assistance for small city projects, and technical support with regulatory agency compliance and reporting. Assignments include engineering management and assessment of the City's infrastructure including roads, water, wastewater, and electricity. Additional assignments include creating and maintaining the Capital Improvement Program, acquiring funding for repairs to aging infrastructure, developing the infrastructure management plans, and land development plan reviews. With the assistance of firm staff, improvement plans for various projects have been prepared, including an ADA plan, sewer lift station pump replacements, sewer main replacement projects, and electric department operation building expansion.

**Auburn Lake Trails Community Disposal System, Georgetown Divide Public Utility District.** As Project Manager, responsible for coordination of subconsultants, leachfield capacity analysis and evaluation, I/I study analysis, and acting as liaison for GDPUD to the RWQCB. GDPUD required an evaluation of leachfield capacity for the Auburn Lake Trails Community Disposal System after receiving a Notice of Violation for exceeding maximum flows during the months of February and March 2017. An inflow and infiltration (I/I) Study, review of current records, leachfield soil investigation, project management, and correspondence with the Regional Water Quality Control Board (RWQCB) was performed. Additionally, a leachfield capacity and water balance report, was performed.

**Community Disposal System Feasibility Study, Georgetown Divide Public Utility District.** As Project Manager led the team for the assessment and the feasibility study for improvements to the community sewer disposal facilities. Provided a feasibility study to identify alternatives for the community disposal system that will provide adequate treatment, be operationally efficient, fit within the existing site, and is within the District's budget.

**2018 Treated Water Line and Canal Reliability, Georgetown Divide Public Utility District.** As Project Manager, coordinated the design of the projects with District staff, provided bidding assistance, and engineering support during construction. Dave's relationship and understanding of the District's needs and budgetary constraints provided flexibility during design and construction to provide innovative cost-savings that resulted in completing a large portion of the project for less than originally anticipated. Engineering design, environmental review, permitting, bid documents, engineering estimates, bid support services, and engineering support during construction for the replacement and upgrade of 4-inch water mains.

**Parking Lot Rehabilitation, Georgetown Divide Public Utility District.** As Project Manager coordinated the pavement assessment, design, and bidding assistance for the repaving of the District's main office and corporation yard parking lots. Provided plans, specifications, and estimate for the rehabilitation and/or reconstruction of the existing parking lots at the District's Office.

**Emergency Forcemain Repair, City of Isleton.** As Project Manager facilitated the emergency repair of the City's only raw sewage forcemain, including design, City public works staff support, and construction management.

# DAVID HARDEN, PE

**Campbell Gulch Diversion and Transmission Line Repair, Camptonville Community Services District.** As Project Manager provided assessment, alternatives analysis, and preliminary design for the replacement of the District's aging surface water diversion structure and developed the project engineering report to support grant applications. Developed an engineering evaluation, report, and preliminary plans for repairs to the Campbell Gulch raw water intake and transmission line. The report and preliminary plans will be used to support the CSD's pursuit of grant funding for the construction of the improvements.

**Wastewater Treatment Plant, Phase 2 Construction Management, City of Biggs.** As Project Manager for Phase 2 Improvements, led the design team and sub-consultant coordination, was responsible for communication with the client and state agencies, and was responsible for project delivery. Responsibilities included the design of pump stations, pipelines, treatment upgrades, storage ponds, and land application disposal fields.

**Intertie and Zone 4 Transfer Pump Stations, City of Roseville.** Lead designer for the project, responsible for the design of two package pump stations. Drought Relief Grant Application Support, Auburn Valley Community Service District. This project responded to low water levels in Folsom Lake and curtailed surface water deliveries. The City has multiple ASR wells in their Zone 4 area, which is at a lower hydraulic grade line than Zone 1, with Zone 1 serviced by surface water. The design provided two factory-manufactured pump stations complete with building and associated yard piping to connect to the existing infrastructure. Each station consists of three identical pumps that will provide additional water to Zone 1 customers from well production. As a Project Manager, responsible for design team coordination, client communication, construction management, and project delivery.

**Gold Run Pipeline Replacement, Phase IV, Placer County Water Agency.** This project includes 5,000 feet of 36-inch ductile iron pipe (DIP) to extend and replace existing pipeline over challenging terrain within Union Pacific Railroad right-of-way. Services included alignment analysis, design, cost analysis, grant application assistance, and permitting assistance. The project eliminated pipe failures, significantly reduced bluff erosion, and improved maintenance access. As Project Engineer, assisted with construction management, including review of shop drawings and material submittals for quality assurance.

**Butte View Drive Sewer Replacement, City of Gridley.** As Project Manager, provided oversight and direction during design to deliver a project that could be constructed within the allotted budget. Coordinated with City Public Works staff to address site-specific concerns for utility coordination and future development that will impact the sewer system. Provided bidding assistance and construction management for the project. Project to upsize the existing 6-inch sewer main to 8-inch PVC. Services include project management, review CCTV sewer inspection videos, survey, coordinate with utilities and agencies to relocate lines if required,





# MICHAEL MASSARO, PE

SENIOR ADVISOR | PROJECT MANAGER

## Professional Registration

- ▶ Civil Engineering, CA 64733

## Education

- ▶ Bachelor of Science Civil Engineering, University of Arizona
- ▶ Master of Science Environmental Engineering, University of Arizona

## Professional Affiliations

- ▶ American Society of Civil Engineers
- ▶ Water Environmental Federation
- ▶ California Water Environment Association
- ▶ American Public Works Association

## Contact

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## Summary

Mike Massaro has more than 22 years of civil engineering experience managing design teams, subconsultants, budgets, and schedules. His projects have required the production of plans, specifications, cost estimates, public outreach, utility coordination, and coordination for environmental permitting.

Mike's technical expertise and experience include water, sewer, and recycled water facilities, including pump stations, interceptors, and pipelines. He also provides engineering services during construction, reviewing submittals and requests for information and resolving challenges in the field.

## Project Experience

**Larkfield System Water Main Replacement Design, California American Water (CalAm).** As Project Manager, responsible for replacing and upsizing existing 6-inch ACP with new 10-inch PVC to connect two water tanks and pressure zones in Wikiup Drive in the Cal Am Water Larkfield distribution system.

**Downtown Waterline and Street Replacement, City of Lincoln.** As Quality Assurance, provided quality control and quality assurance support during design. Replacement of approximately 4,200 LF of existing water mains with full-depth roadway replacement on multiple residential streets. The team provided utility coordination, right-of-way mapping, and drainage design.

**Arcade Creek Crossing, Sacramento Suburban Water District (SSWD).** As Project Manager, provided oversight and review of plans and specifications and permitting. This project included installation of new distribution main onto an existing bridge to replace the pipeline currently exposed within the existing creek bed. Tasks included project management, background research, design services, environmental and permitting services bid services, and engineering services during construction.

**Londonberry Drive Creek Crossing Design, California American Water (CalAm).** As Project Manager, provided design of horizontal directional drill creek crossing with 10-inch HDPE pipe. Replacement of an existing 8-inch diameter steel pipe that was partially exposed within Mark West Creek. Installed a new 12-inch water main crossing the creek using horizontal directional drilling. Tasks included project management, topographic surveying, mapping, plans, specifications, estimate, permitting (CEQA, California Department



of Fish and Game, and a Sonoma County Riparian Corridor Zoning Permit), bidding, and construction support.

**Wastewater Analyses Related to Land Development Projects, City of Tracy.** As Project Manager, provided an evaluation of sewer system hydraulics, evaluation of new development sewer impacts, and comments to City Staff to facilitate plan review and conditions for new developments. A three-year contract for review of City design standards and wastewater master plan; wastewater study and plan review; plan checking for sewer; general civil plan review, and entitlement review.

**Paradise Sewer Project, Phase 1, Town of Paradise, (as a subconsultant to HDR).** As Senior Engineer, provided preliminary design of sewer collection system for Town of Paradise and conceptual level of design for regional pipeline from the Town to the City of Chico in support of the environmental impact report. Provided preliminary engineering services, developed figures for the collection system, provided a re-evaluation of a gravity sewer system with two main alternatives and input for a regionalization study, addressed questions related to the collection system during the preparation of the environmental impact report, and provided monthly progress reports.

**New Cement Hill Pipeline, Suisun-Solano Water Authority.** As Project Manager, prepared the Preliminary Design Report, performed quality control, coordination of subconsultants, and acting liaison for multiple agencies. The project provided a secondary 20-inch pipeline from the water treatment plant to the site of an existing and a future tank. Included design to update the connection to the tank with an aboveground manifold, double-ball flexible expansion joint, motor-operated valve, and chlorine sampling points.

**East Avenue Waterline Replacement, City of Lincoln.** As Quality Assurance, provided quality plan review. Replacement of approximately 4,300 LF of cast iron and asbestos-cement pipe with 8-10 inch PVC pipe. Project included fire hydrant replacement, service replacement, stormdrain improvements, utility coordination, and construction and bidding assistance. Provided plans, specifications, and estimates (PS&E), utility coordination, potholing, survey, and bidding support.

**Natoma Alley Sewer Rehabilitation, City of Folsom.** As Senior Engineer, provided quality control and quality assurance support during design. This project included an evaluation and alternatives analysis for re-alignment of sewer mains, and improvement plans for the selected alternative. Provided public outreach to affected neighbors and business owners.



# STACEY LYNCH, PE

## PROJECT MANAGER

### Professional Registration

- ▶ Civil Engineering, CA 81860

### Education

- ▶ Bachelor of Science Civil Engineering, California State University, Sacramento

### Professional Affiliations

- ▶ American Public Works Association
- ▶ American Society of Civil Engineers

### Contact

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### Summary

Stacey Lynch has 15 years of experience in the civil engineering field, all with the firm. Her experience includes planning, design, management, and construction assistance for water resources projects. Stacey has extensive experience in small community wastewater projects. Her knowledge of the funding and permitting for these types of projects includes rate studies, rate increases (Proposition 218 regulations), funding applications and requirements (specifically the Clean Water State Revolving Fund (CWSRF)), and permitting negotiations and requirements with the Regional Water Quality Control Board (RWQCB).

In addition, Stacey's expertise includes design of intake screen systems, drainage analysis and design, and water and wastewater systems design. Responsibilities include research, conceptual analysis, planning, design calculations, and technical studies.

### Project Experience

**City Engineer, City of Biggs.** As Assistant City Engineer, provided oversight for all water and wastewater projects. Firm responsibilities include advisory services including, but not limited to: preparing staff reports for engineering and public works items on Planning and Parks Commissions, Traffic Safety Committee, and City Council. Tasks also include review, approval and direction concerning permits and certificates; budgeting, needs assessment and 5-year CIP; funding investigation and application preparation.

**Alta Sierra Reservoir Replacement Design, Nevada Irrigation District.** As Project Manager, Stacey was responsible for the overall design deliverables and coordination with the construction team and schedule. Design and construction of a 3-million-gallon water storage tank to replace the existing Hypalon-lined and covered reservoir via design-build delivery. The tank will be an AWWA D110 Type I pre-stressed concrete tank with a concrete roof designed to withstand local snow loads. Design also includes yard piping, additional drainage improvements, mixers and blowers with sound attenuation, and electrical and SCADA system upgrades.

**Wastewater Treatment Plant Improvements, City of Biggs.**

As Project Engineer, Stacey contributed to the design of each component of the project and was responsible for funding, including preparation of the SRF funding application and reimbursement requests and compliance items throughout the project. She was also responsible for permitting and compliance of the treatment plant with the Regional Water Quality Control Board. This effort included compliance items as part of the Time Schedule Order issued, overseeing the design to verify compliance with the new regulations, compliance with Title 22 requirements including a Title 22 Report, and the Report of Waste Discharge. Prepared design converting the City's existing Wastewater Treatment Plant (WWTP) from a surface water discharge facility to a land application discharge facility and achieve compliance with RWQCB. Phase 1 consisted of plant upgrades with rehabilitation of existing facilities. Design included a new influent pump station, a new influent screen to remove large debris and plastics, improvements to the rock filters, improvements to the chlorine distribution system, updated electrical power and controls, and updates to the operations/laboratory building. Phase 2 included the acquisition of approximately 150 acres of land for irrigation, grading and drainage improvements to the crop fields and storage pond, field irrigation piping design, a pump station to transport water to the storage pond, and updates to the electrical system and controls. Provided funding acquisition and management through SRF and coordination with RWQCB for changes to the permit.

**Wastewater Treatment Ponds Closure, City of Marysville.**

As Project Manager, Stacey was responsible for the overall project delivery of the design, funding acquisition, and permitting approvals. Decommissioning involved quantifying and removal of all contaminated sludge followed by regrading to meet an order issued by the Regional Water Quality Control Board (RWQCB). Responsibilities include project management, RWQCB permit management, data review (including site visits, document research, and geotechnical investigation), preliminary design, SRF funding application assistance, and reporting, producing plans, specifications, and estimates, providing bidding assistance, and construction management.

**Mainline Replacement Project, Carmichael Water District.**

As Project Manager, Stacey is responsible for the overall design deliverables and schedule. Design to replace approximately 3,400 linear feet of pipeline along five streets in the City. Includes installation of new water mains, valves, and fire hydrants, reconnection of existing services, and abandonment of existing water mains.

**East Avenue Waterline Replacement, City of Lincoln.**

As Project Manager, Stacey was responsible for the overall design, including coordination with DDW for waiver request approvals, tight schedule, and budget for the project. Replacement of approximately 4,300 LF of cast iron and asbestos-cement pipe with 8-10" PVC pipe. Project included fire hydrant replacement, service replacement, stormdrain improvements, utility coordination, and construction and bidding assistance. Provided plans, specifications, and estimates (PS&E), utility coordination, potholing, survey, and bidding support.



# GABRIEL RODELL, PE

## PROJECT MANAGER

### Professional Registration

- ▶ Civil Engineer, CA 86446

### Education

- ▶ Bachelor of Science Civil Engineering, University of California, Davis

### Professional Affiliations

- ▶ Water For People
- ▶ Sacramento Area Water Works Association

### Contact

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### Summary

Gabriel Rodell has more than eight years of experience in engineering consulting, including seven with the firm. His experience includes design and analysis for drinking and non-potable water distribution systems, including pipelines, tanks, and pump stations. Pipeline designs have included traditional open-cut approaches as well as trenchless approaches and creek crossings. He has coordinated with Regional and State Water Boards for permitting, regulations, and funding, performed calculations, prepared plans and specifications, and performed evaluations – such as alternatives analyses, feasibility studies, capacity evaluations, and inflow and infiltration studies.

### Project Experience

**Community Disposal System Feasibility Study, Georgetown Divide Public Utility District.** Provided a feasibility study to identify alternatives for the community disposal system that will provide adequate treatment, be operationally efficient, fit within the existing site, and is within the District's budget. As Project Engineer, managed geotechnical and surveying subconsultants, assessed condition of existing disposal system, and prepared alternatives analysis and feasibility study report.

**2018 Treated Water Line and Canal Reliability, Georgetown Divide Public Utility District.** Engineering design, environmental review, permitting, bid documents, engineering estimates, bid support services, and engineering support during construction for the replacement and upgrade of 4-inch water mains. As Project Engineer, provided comprehensive review (QA/QC) of plans, specifications, and cost estimate.

**Auburn Lake Trails Community Disposal System, Georgetown Divide Public Utility District.** GDPUD required an evaluation of leachfield capacity for the Auburn Lake Trails Community Disposal System after receiving a Notice of Violation for exceeding maximum flows during the months of February and March 2017. An inflow and infiltration (I/I) Study, review of current records, leachfield soil investigation, project management, and correspondence with the Regional Water Quality Control Board (RWQCB) was performed. Additionally, a leachfield capacity and water balance report, was performed. As Project Engineer, assisted in providing water balance calculations, performing a leachfield analysis, and summarizing findings to GDPUD and RWQCB.

**New Cement Hill Pipeline, Suisun-Solano Water Authority.** Project provided a secondary 20-inch pipeline from the water treatment plant to the site of an existing and a future tank. Included design to update the connection to the tank with an above ground manifold, double-ball flexible expansion joint, motor-operated valve, and chlorine sampling points. As Project Engineer, prepared design and drawings for 20" water pipeline, assisted with technical specifications, researched utility easements and provided utility coordination, and prepared construction details of aerial pipeline crossing.

**East Avenue Waterline Replacement, City of Lincoln.** Replacement of approximately 4,300 LF of cast iron and asbestos-cement pipe with 8-10" PVC pipe. Project includes fire hydrant replacement, service replacement, stormdrain improvements, utility coordination, and construction and bidding assistance. Provided plans, specifications, and estimates (PS&E), utility coordination, potholing, survey, and bidding support. As Project Engineer, assisted in pipeline design, coordinated with City at monthly meetings, managed survey and potholing subconsultants, performed QA/QC, and coordinated with Division of Drinking Water for adherence to California Waterworks standards.

**Verdera North Tank #3 and Pipeline, City of Lincoln.** This project involved construction of a new, 5-million-gallon, pre-stressed concrete water storage tank, associated tank piping, yard piping, valves and appurtenances; more than 5,000 LF of 36-inch pipeline connecting the new tank to the existing water system in Twelve Bridges Drive, a higher pressure 16-inch pipeline to connect to their upper zone, and a 36-inch pipeline connecting to a new PCWA metering station. As Project Engineer, drafted preliminary design report, managed utility coordination, assisted in pipeline and tank design, produced exhibits for local HOA and coordinated with environmental subconsultants and surveying.

**Poplar Avenue Waterline Replacement, Phase 2, Citrus Heights Water District (CHWD).** This project included surveying, design and permitting for a water main replacement project located in a residential neighborhood. As Project Engineer, produced construction plans, coordinated with surveying subconsultant, and assisted with design details.

**Arcade Creek Crossing, Sacramento Suburban Water District (SSWD).** Project included installation of new distribution main onto an existing bridge to replace the pipeline currently exposed within the existing creek bed. Tasks include project management, background research, design services, environmental and permitting services bid services, and engineering services during construction. As Assistant Project Manager and Lead Project Engineer, performed and oversaw design of pipeline crossing and preparation of technical specifications, coordinated with pipe manufacturers, assisted in environmental/permitting reviews, supported an onsite biological survey, and managed survey, structural, environmental subconsultants, coordinated with the City of Citrus Heights and California Department of Fish and Wildlife on permitting, and managed topographic survey work and structural design.





# EDWARD CROUSE, PE

## SENIOR ENGINEER/PLAN CHECKING

### Professional Registration

- ▶ Civil Engineer, CA 3158

### Education

- ▶ Bachelor of Science Civil Engineering, University of California, Berkeley
- ▶ Master of Science Business Administration, University of California, Davis

### Professional Affiliations

- ▶ Central Valley Clean Water Association
- ▶ Regional Water Authority
- ▶ American Public Works Association
- ▶ WaterReuse Association

### Contact

**Bennett Engineering Services**  
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Direct (916) 771-6166  
Email [ecrouse@ben-en.com](mailto:ecrouse@ben-en.com)



### Summary

Ed Crouse has more than 40 years of experience in civil engineering, utilities management, and government administration. His clients benefit from his excellent relationships with state, regional, and county agencies, as well as the media and community groups. He is an effective manager, skilled in employee relations and team building. His design experience includes plant expansions and productivity enhancements.

### Project Experience

**Professional Engineering Services, City of Lincoln.** Since 2013, BEN|EN has been providing assistance with private development project review, capital improvement program/project management and implementation, and construction management and inspection. As a Senior Engineer, Ed provides assistance with private development project review, capital improvement program/project management and implementation, and construction management and inspection. Responsible for plan checking and construction management assistance.

**City Engineering, City of Rocklin.** As City Engineer (since November 2019), responsibilities include advisory and support services to the City Manager. Direct support to the Public Services, including, but not limited to, oversight of capital improvement projects design and scheduling, transportation and traffic study reviews, and street and drainage maintenance, FEMA and floodplain development; Direct support to Community Development on land development projects from pre-application reviews through improvement plan reviews, developer negotiations of project conditions, assistance to building department and code enforcement for compliance to engineering standards; and representation with outside agencies, ensuring city compliance with federal, state, county and local laws and regulations.

**City Engineering, City of Gridley.** As Senior Engineer, provided plan checking services for the SavMor Grocery Store, performed city engineering duties for the CMAQ Central Gridley Sidewalk Project, the SR99 Pedestrian Sidewalk Project, and provided Caltrans coordination. Assignments include engineering management and assessment of the City's infrastructure including roads, water, wastewater, and electricity. Additional assignments include creating and maintaining the Capital Improvement Program, acquiring funding for repairs to aging infrastructure, developing

# EDWARD CROUSE, PE

the infrastructure management plans, and land development plan reviews. With the assistance of firm staff, improvement plans for various projects have been prepared, including an ADA plan, sewer lift station pump replacements, sewer main replacement projects, and electric department operation building expansion.

**City Engineering Services, City of Williams.** As Senior Engineer, assisted with standard City Engineering Services. Assignments include transportation, water, wastewater, plan review, and funding acquisition projects. With assistance of firm staff, improvement plans for various projects have been prepared, including sidewalk and street repair, pavement repair, plan review, and park improvements.

**General Manager/District Engineer, Rancho Murieta Community Services District.** Managed a special district for 20 years, providing water, wastewater, recycled water, drainage, and security services to residential, commercial and agricultural customers. Directed operations of delivery canals, three surface water reservoirs, one water treatment plant, one wastewater treatment, and reclamation facility, nine lift stations, flood control levees, and two drainage pump stations. Administered \$7 million operating budget and \$4 million capital budget. Developed and managed recycled water infrastructure expansion and received District's Master Recycled Water Reclamation Permit in 2014. Initiated developer funded Infrastructure Master Plan for full build out of community. Facilitated water treatment plant expansion from sand filter to membrane technology. Directed fulfillment of renewed Title 22 Waste Discharge Requirements. Drove recycled water chlorine contact basin efficiency improvements realizing a 50% reduction in chlorine usage. Administered Capital Improvement Program from project identification through construction. Negotiated major infrastructure upgrades in response to and paid by new development. Led Supervisory Control and Data Acquisition (SCADA) vision for water plant expansion for compatibility with future wastewater and drainage systems. Positioned District for wireless technology for internal and external field operations. Developed District-wide Technology Master Plan vision and goal strategy for improved customer service and paperless administration. Initiated water augmentation project reports for additional drought water supply. Analyzed recycled water capacity needs for wet, normal and drought years. Directed and coordinated District's efforts to comply with recent Regional Board directives and new permits. Required extensive engineering and legal input as well as close coordination with recycle water stakeholders. Managed and obtained Master Reclamation Permit for use if recycled water district wide.

**Utility Infrastructure Design, Sierra Lakes County Water District.** Principal Project Manager for water system master plan, wastewater system master plan, and infiltration/inflow analysis sewer system evaluation survey. Designed and managed construction for infiltration/inflow improvements, parallel force main, export pump station, and gravity outfall replacement.



# LASANDRA EDWARDS, PE

## SENIOR ENGINEER

### Professional Registration

- ▶ Civil Engineering, CA 71029

### Education

- ▶ Bachelor of Science Civil Engineering, Rose-Hulman Institute of Technology

### Professional Affiliations

- ▶ California Water Environment Association

### Contact

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### Summary

LaSandra Edwards has more than 19 years of engineering experience with wastewater collection, wastewater treatment, and water resources projects. LaSandra specializes in small and large diameter wastewater pipeline design, small diameter pipeline rehabilitation, and civil site design. Her pipeline design experience includes gravity and pressurized pipeline and trenchless construction methods such as microtunneling, pipe jacking, directional drilling, and two-pass tunneling. LaSandra has provided civil design, GIS coordination, and drawing production for complex projects throughout the Sacramento region. She is adept at coordinating with multiple design disciplines, including implementing quality assurance and quality control (QA/QC) processes.

### Project Experience

**Paradise Sewer Project, Phase 1, Town of Paradise (As a subconsultant to HDR).** As Senior Engineer, provided oversight during development of the layout for collection system alternatives; sized the collection system pipelines, regional pipelines and pump stations based on flow data provided; created cost estimates including design, construction, salvage, operations, and maintenance (O&M) and net present worth values for each collection system and regional pipeline alternatives; aProvided preliminary engineering services, developed figures for the collection system, provided a re-evaluation of a gravity sewer system with two main alternatives and input for a regionalization study, addressed questions related to the collection system during the preparation of the environmental impact report, and provided monthly progress reports. uthored Technical Memo #4 Regional Alternatives Evaluation.

**Wastewater Treatment Ponds Closure, City of Marysville.** As Senior Engineer, provided research of previous project scope and fees related to the wastewater treatment pond closures. Decommissioning involved quantifying and removal of all contaminated sludge followed by regrading to meet an order issued by the Regional Water Quality Control Board (RWQCB). Responsibilities include project management, RWQCB permit management, data review (including site visits, document research, and geotechnical investigation), preliminary design, SRF funding application assistance, and reporting, producing plans,



# LASANDRA EDWARDS, PE

specifications, and estimates, providing bidding assistance, and construction management.

**The Rivers Tank and Pump Station - Design Build, City of West Sacramento.** Design-build tank and pump station project including preparation of civil design, building layout, structural design, site grading, and electrical/controls design for a new steel tank and pump station. As Senior Engineer, provided design updates including a sewer pipeline connection to a pump station building and additional updates for the new 90% design submittal.

**Storm Drain Master Plan, Town of Paradise (As a subconsultant to Wood Rodgers).** As Senior Engineer performed field location and condition assessments for storm drain facilities. Authored a Condition Assessment TM for the locations assessed in the field. Provided field investigations and condition assessment of the Town's storm drainage system.

**Walnut Grove Pump Station, Sacramento Area Sewer District.** As the project manager, LaSandra provided oversight of the project tasks, financials, and schedule as well as civil design for the project. The project included the abandonment of the existing pump station S064 station and the construction of 2,000 feet of gravity sewer to connect to existing pump station S146 in the city of Walnut Grove. Project tasks included a risk assessment, Preliminary Design Report, environmental permitting, real estate acquisition, public outreach, final design, and engineering services during construction.

**Higgins Area - Residential Off-Site Improvements, County of Nevada.** Preparation of plans, specifications and estimate (PS&E) to provide water (including fire protection), sewer, stormwater drainage, and dry utilities (including broadband) to two housing development sites, including any planning, environmental, wastewater, hydraulic, and hydrologic analyses required to fulfill this purpose. As Senior Engineer, coordinated with existing utility providers to establish design criteria for the basis of design, designed wet and dry utility connections for two future development locations in Grass Valley.

**Reason Farms Industrial Site Water and Wastewater Evaluation, City of Roseville.** As a Senior Engineer, developed a cost estimate and figures based on preliminary design assumptions. Project included a technical memo, conceptual plans, and cost estimates to extend water mains and sewer conveyance to an industrial site that was outside of a current specific plan area. Flow demand analysis for water and wastewater was based on City standards. Enabled community development and plan review to move forward.

**Village Park Master Plan, Fair Oaks Recreation & Park District.** As Senior Engineer, assisted with site grading in Civil 3D and provided necessary model files to complete the 30% design deliverable. Provided civil engineering assistance as a subconsultant to Callander & Associates. Tasks included grading and drainage, utility (water and sewer) schematic, design of a parking layout plan to include required ADA spaces and access for special event vehicles, offsite schematic for curb ramps, and permeable paver structural section design for traffic loading based on information from the geotechnical report and truck data from the District. The project included a plaza park, village park, clubhouse, amphitheater, commercial building, and ADA-accessible ramps.



# KATI SETHARES, EIT

## ASSISTANT ENGINEER

### Professional Registration

- ▶ Engineer-In-Training, CA 166036

### Education

- ▶ Bachelor of Science Civil Engineering, University of Vermont
- ▶ Master of Science Civil and Environmental Engineering, University of California, Davis

### Professional Affiliations

- ▶ American Society of Civil Engineers
- ▶ Water for People

### Contact

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1082 Sunrise Ave, Suite 100  
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### Summary

Kati Sethares has more than four years of professional civil engineering experience, all with Bennett Engineering Services. Since joining the firm, Kati has assisted with construction document preparation, preparing funding applications for both water and wastewater projects, encroachment permits, and writing technical memorandums. She has performed calculations for and assisted in the design of water and wastewater pipelines, a water storage tank, and a pump station. She is technically proficient in AutoCAD, MATLAB, Revit, MicroStation, COMSOL, and GIS.

### Project Experience

**Community Disposal System Feasibility Study, Georgetown Divide Public Utility District.** As Assistant Engineer, reviewed given data and system information and drafted the feasibility study. Provided a feasibility study to identify alternatives for the community disposal system that will provide adequate treatment, be operationally efficient, fit within the existing site, and is within the District's budget.

**Emergency Repairs Assistance, Camptonville Community Services District.** As Assistant Engineer, prepared plans and cost estimate for emergency repairs and provided weir flow calculations to design spillway. Provided emergency declaration support to perform emergency repairs to the CSD's diversion structure, prepared design exhibits, cost estimate, and technical memorandums for needed repairs, and provided construction oversight.

**Campbell Gulch Diversion and Transmission Line Repair, Camptonville Community Services District.** As Assistant Engineer, conducted an alternatives analysis, including a life cycle cost analysis of each alternative, and prepared 30% plans and cost estimate for the proposed project. Developed an engineering evaluation, report, and preliminary plans for repairs to the Campbell Gulch raw water intake and transmission line. The report and preliminary plans will be used to support the CSD's pursuit of grant funding for the construction of the improvements.

**Mainline Replacement Project, Carmichael Water District.** Assistant Engineer. Design to replace approximately 3,400 linear feet of pipeline along five streets in the City. Includes installation of new water mains, valves, and fire hydrants, reconnection of existing services, and abandonment of existing water mains.

**Wastewater Treatment Ponds Closure, City of Marysville.** As Assistant Engineer, assisted with delivery of plans and estimate and prepared SRF funding application including a technical report and life cycle cost analysis. Decommissioning involved quantifying and removal of all contaminated sludge followed by regrading to meet an order issued by the Regional Water Quality Control Board (RWQCB). Responsibilities include project management, RWQCB permit management, data review (including site visits, document research, and geotechnical investigation), preliminary design, SRF funding application assistance, and reporting, producing plans, specifications, and estimates, providing bidding assistance, and construction management.

**Alta Sierra Reservoir Replacement Design, Nevada Irrigation District.** As Assistant Engineer, prepared construction plans, provided storm drainage and overflow calculations, modeled site runoff using Hydraflow, and reviewed construction submittals. Design and construction of a 3-million-gallon water storage tank to replace the existing Hypalon-lined and covered reservoir via design-build delivery. The tank will be an AWWA D110 Type I pre-stressed concrete tank with a concrete roof designed to withstand local snow loads. Design also includes yard piping, additional drainage improvements, mixers and blowers with sound attenuation, and electrical and SCADA system upgrades.

**East Avenue Waterline Replacement, City of Lincoln.** As Assistant Engineer, prepared PS&E, prepared DDW waiver request, and provided utility and pothole coordination. Replacement of approximately 4,300 LF of cast iron and asbestos-cement pipe with 8-10" PVC pipe. Project includes fire hydrant replacement, service replacement, stormdrain improvements, utility coordination, and construction and bidding assistance. Provided plans, specifications, and estimates (PS&E), utility coordination, potholing, survey, and bidding support.

**Arcade Creek Crossing, Sacramento Suburban Water District (SSWD).** As Assistant Engineer, assisted with plans and specifications, utility coordination, and potholing coordination. This project includes installation of new distribution main onto an existing bridge to replace the pipeline currently exposed within the existing creek bed. Tasks include project management, background research, design services, environmental and permitting services bid services, and engineering services during construction.

**Londonberry Drive Creek Crossing Design, California American Water (CalAm).** As Assistant Engineer, assisted with PS&E preparation and provided utility coordination. This project includes the replacement of an existing 8-inch diameter steel pipe that was partially exposed within Mark West Creek. Installation of new 12-inch water main crossing the creek via horizontal directional drilling methods was chosen. Tasks include project management, topographic surveying and mapping, plans, specifications, and estimate, permitting (CEQA, California Department of Fish and Game, and a Sonoma County Riparian Corridor Zoning Permit), bidding and construction support.



# ALI HOLLADAY, EIT

## ASSISTANT ENGINEER

### Professional Registration

- ▶ Engineer-in-Training, CA 172055

### Education

- ▶ Bachelor of Science Civil Engineering, California State University Sacramento

### Contact

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Email [aholladay@ben-en.com](mailto:aholladay@ben-en.com)



### Summary

Ali Holladay has four years of experience in civil engineering and worked with Bennett Engineering Services for more than a year as an intern before graduating. Ali has assisted with preliminary plan sets and cost estimates, prepared exhibits, performed final plan edits, hydraulic calculations, permit compliance and Report of Waste Water Discharge Permits and Anti-Degradation Analysis. She is technically proficient in AutoCAD, Civil3D and can sign in ASL (American Sign Language).

### Project Experience

**Community Disposal System Feasibility Study, Georgetown Divide Public Utility District.** As Assistant Engineer, provided drafting assistance with exhibits for the Alternatives Analysis and Feasibility Study Report. Provided a feasibility study to identify alternatives for the community disposal system that will provide adequate treatment, be operationally efficient, fit within the existing site, and is within the District's budget.

**2018 Treated Water Line and Canal Reliability, Georgetown Divide Public Utility District.** As part of the engineering team, assisted with field survey, design of both the canal and pipeline, cost estimates, and bid assistance. Engineering design, environmental review, permitting, bid documents, engineering estimates, bid support services, and engineering support during construction for the replacement and upgrade of 4-inch water mains.

**Paradise Sewer Project, Phase 1, Town of Paradise, (as a subconsultant to HDR).** As Assistant Engineer, assisted with sewer system layouts, trunk lines and collectors, manhole spacing, and lift station locations. Also assisted with sizing of trunk and collector pipes within the system. The firm provided preliminary engineering services, developed figures for the collection system, provided a re-evaluation of a gravity sewer system with two main alternatives and input for a regionalization study, addressed questions related to the collection system during the preparation of the environmental impact report, and provided monthly progress reports.

**Wastewater Treatment System Improvements Study, City of Isleton.** As part of the engineering team, assisted with the Plan of Study and on-going evaluations of the system. A full-system evaluation of the City's wastewater collection, treatment, and

disposal system to identify major deficiencies and develop recommendations for improvements required for compliance with Regional Water Quality Control Board guidelines and regulations. Also included: planning grant management assistance and administration, survey, geotechnical, and hydrogeologic investigations, an inflow/infiltration study, preliminary design and project report, and a construction grant application.

**Alta Sierra Reservoir Replacement Design, Nevada Irrigation District.** As Assistant Engineer, assisted with on-site drainage design, and water system design to produce plans as needed to the Contractor. Design and construction of a 3-million-gallon water storage tank to replace the existing Hypalon-lined and covered reservoir via design-build delivery. The tank will be an AWWA D110 Type I pre-stressed concrete tank with a concrete roof designed to withstand local snow loads. Design also includes yard piping, additional drainage improvements, mixers and blowers with sound attenuation, and electrical and SCADA system upgrades.

**Arcade Creek Crossing, Sacramento Suburban Water District (SSWD).** As Assistant Engineer during the design process, helped develop plans and assisted in calculations. This project includes installation of new distribution main onto an existing bridge to replace the pipeline currently exposed within the existing creek bed. Tasks include project management, background research, design services, environmental and permitting services bid services, and engineering services during construction.

**Londonberry Drive Creek Crossing Design, California American Water (CalAm).** As Assistant Engineer, helped develop plans and estimates. This project includes the replacement of an existing 8-inch diameter steel pipe that was partially exposed within Mark West Creek. Installation of new 12-inch water main crossing the creek via horizontal directional drilling methods was chosen. Tasks include project management, topographic surveying and mapping, plans, specifications, and estimate, permitting (CEQA, California Department of Fish and Game, and a Sonoma County Riparian Corridor Zoning Permit), bidding and construction support.

**Stirling City Sewer System Rehabilitation Planning Study, Butte County.** As Assistant Engineer, assessed the collection system and provided recommendations for the rehabilitation and preliminary design. The project included an assessment of the collection system with a report that identified deficiencies and repairs needed; preliminary engineering; evaluation of rehabilitation and replacement alternatives with cost estimate; income survey; CEQA/NEPA documentation; evaluation of existing rights-of-way and land acquisitions for proper ownership.

**New Cement Hill Pipeline, Suisun-Solano Water Authority.** As part of the engineering team, assisted with design support. Project provided a secondary 20-inch pipeline from the water treatment plant to the site of an existing and a future tank. Included design to update the connection to the tank with an above ground manifold, double-ball flexible expansion joint, motor-operated valve, and chlorine sampling points.





# LUCY CARDENAS

## GRANTS SPECIALIST

### Contact

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Lucy Cardenas is an experienced grant writer with a demonstrated history of preparing successful government (county, state, and federal) grant funding opportunities for diverse organizations. Her experience in post award administration, program monitoring and insight in program performance has assisted her in successfully managing projects in multiple counties in California. She has a strong passion for improving communities and creating opportunities for high-quality outdoor recreation. She strives to improve water, and wastewater systems in communities to ensure safe drinking water. She is a professional skilled in FEMA Government Procurement, Nonprofit Organizations, Fundraising, and Leadership. She has more than 25 years of extensive project management, financial federal auditor and quality improvement experience to ensure that projects meet all aspects of compliance for continued funding.

### Project Experience

**City Engineering, City of Gridley.** Assignments include engineering management and assessment of the City's infrastructure including roads, water, wastewater, and electricity. Additional assignments include creating and maintaining the Capital Improvement Program, acquiring funding for repairs to aging infrastructure, developing the infrastructure management plans, and land development plan reviews. With the assistance of firm staff, improvement plans for various projects have been prepared, including an ADA plan, sewer lift station pump replacements, sewer main replacement projects, and electric department operation building expansion. As Grants Specialist, conducted research for grants as directed by the City for law enforcement, parks and recreation, a senior center, sports supplies, and bike trails; provided research, public outreach, and application assistance for Statewide Park Program (SPP) grant and a Per Capita Grant for parks.

**City Engineering Services, City of Williams.** Assignments include transportation, water, wastewater, plan review, and funding acquisition projects. With assistance of firm staff, improvement plans for various projects have been prepared, including sidewalk and street repair, pavement repair, plan review, and park improvements. As Grants Specialist, provided research, training, application assistance, and public outreach assistance for a Statewide Park Program (SPP) Grant to fund improvements for Valley Vista Park and Venice Park; researched grants in support

of law enforcement, parks and recreation, a senior center, sports supplies, bike trails and water projects.

**Wastewater Treatment Plant Pond 1A Repair, City of St. Helena.** This project included design and construction management for repairs in one of the two primary ponds at the City of St. Helena Wastewater Treatment and Reclamation Plant. Specific repairs included demolition of baffle walls, grading of the pond bottom, installation of clay liner, construction of a concrete sump, and miscellaneous minor on site repairs. As Grant Manager, initiated project planning, held public outreach, and developed a grant application to fund the design and construction.

**FEMA Consultant Maintenance Billing, .** Paradise CAMP Fire FEMA Housing Project of over 600 housing units. Processed maintenance billing for over 600 Mobile Homes and Travel Trailers in Corning, Paradise, Oroville, Gridley, Yuba City and Marysville. Other tasks included processing daily work orders, and Cost Proposals (CP). Collaborated with FEMA on processing housing Unit activations, deactivations including working with all vendors involved in the unit set up process. She distributed crucial daily project reports to all FEMA departments on the housing project. She revised all forms to ensure FEMA had a copy of all updated files on the project.

**Mechoopda Maidu Tribe On-Call Engineering Services, Mechoopda Maidu Indian Tribe.** Perform general engineering services on an as-needed basis. Task orders have included long-term (20-year) transportation planning requiring Caltrans District 3 and Butte County Association of Governments (BCAG) coordination. Researched training and grants for the tribe, processed invoices to the tribe from GreenDOT and Hazard Mitigation invoices to CAL OES for reimbursement, ensured all requirements were met and followed for grant funding.

**Manuel Vierra Park Per Capita Grant Management and Design, City of Gridley.** The City was awarded a Per Capita Grant to rehabilitate the tennis courts in Manuel Vierra Park. BEN|EN will provide grant management services for the duration of the project as well as project management, design of the project improvements as described in the grant application, prepare construction documents for bidding, and manage the construction of the project.

**Packet Manager and Trainer, .** Provided assistance to the QA/QC Packet Management Department at Tetra Tech, Inc. consulting and engineering Firm, Disaster Recovery Division. Lucy worked on the Paradise CAMP Fire FEMA project as a consultant for Cal Office of Emergency Services, Governor's Office of Emergency Services division. As an emergency incident team member she worked closely with disaster recovery chiefs to ensure all documents were audited for legal compliance on over 10,000 parcels. Other services provided were training staff on QA/QC methodology including physical and digital document storage retention. Assisted in workflows to process asbestos lab reports on all parcels, which are required to meet federal emergency and health guidelines.

**Years of Experience:**

Total: 34  
With UNICO: 8

**Expertise:**

Boundary Determination  
Caltrans Requirements  
Construction Staking  
FEMA Flood Surveys  
Field Supervision  
Legal Description  
Mapping  
Right of Way Engineering  
Topographic Surveys

**Mr. Markes** has worked in the survey industry for 34 years. As crew chief, Rob oversees field procedures and is responsible for all office and field personnel. He is an experienced, Survey Crew Chief, excelling in topographic mapping, construction staking, and boundary surveys. His land surveying expertise includes supervising and performing Global Positioning System surveys, topographic surveys, aerial control surveys, horizontal and vertical control networks, title surveys, boundary surveys, cadastral surveys, geodetic surveys, engineering surveys and construction surveys, plus construction control and staking for a wide range of projects.

**Experience:**

**Shake Ridge Road Emergency Storm Damage Repairs, Amador County, CA**

*Survey Manager.* This project repaired storm damage on Shake Ridge Road. Four areas of road settled by up to 21 inches and a 70-foot slide area left a 25-foot drop from the fog line to the adjacent ground below. The project also included constructing four retaining walls. Design was completed in one month to meet the County's expedited schedule. Responsible for topographic survey and mapping.

**Pioneer Creek, Pioneer Volcano, and Sutter Creek Volcano Roads Emergency Slide Repair, Amador County, CA**

*Survey Manager.* This project repaired damage caused by the storms of February 2017 to Pioneer Creek Road which require repairs to a failed slope. Slope damage also occurred on Pioneer Volcano Road and Sutter Creek Volcano Road. There are three separate slide areas that required repairs. The approximate length of the slide areas ranged from 60 feet to 80 feet. Responsible for topographic survey and mapping.

**Cement Hill Pipeline Project, Suisun, CA**

*Survey Manager.* This Suisun-Solano Water Authority project provided a second pipeline from the Cement Hill Water Treatment plant to the Tank 2A and 2B sites. The new pipeline consisted of two segments. The southerly segment begins near the existing CHWTP and ends near the northerly right of way line of Clay Bank Road. The northerly segment begins at the southerly segment terminus at the northerly right of way line of Clay Bank Road and ends at the existing Tank 2A site. The overall combined length of the pipeline is approximately 2600 linear feet. Responsible for contract management, quality control, and design field surveys.



**Years of Experience:**

Total: 22  
With UNICO: 5

**Registration:**

Professional Land Surveyor  
License 8409

**Expertise:**

Boundary Determination  
Topographic Surveys  
Legal Descriptions  
Mapping  
Field Supervision  
ALTA Surveys  
Construction Staking

**Mr. Ming** is a professional land surveyor with over 20 years of experience in managing land surveying activities and staffing; responsible for ensuring that sound land surveying principles are followed and that quality assurance goals are obtained; as well as participating in the development of best practices related to land surveying. Mr. Ming has thorough knowledge of principles, practices and procedures of boundary surveys, ALTA surveys, topographical surveys, construction surveys, and control surveys.

**Experience:**

**Shake Ridge Road Emergency Storm Damage Repairs, Amador County, CA**

*Senior Land Surveyor.* This project repaired storm damage on Shake Ridge Road. Four areas of road settled by up to 21 inches and a 70-foot slide area left a 25-foot drop from the fog line to the adjacent ground below. The project also included constructing four retaining walls. Design was completed in one month to meet the County's expedited schedule. Responsible for topographic survey, base mapping, preparation of plats and legal descriptions, as well as right of way engineering services.

**Pioneer Creek, Pioneer Volcano, and Sutter Creek Volcano Roads Emergency Slide Repair, Amador County, CA**

*Senior Land Surveyor.* This project repaired damage caused by the storms of February 2017 to Pioneer Creek Road which require repairs to a failed slope. Slope damage also occurred on Pioneer Volcano Road and Sutter Creek Volcano Road. There are three separate slide areas that required repairs. The approximate length of the slide areas ranged from 60 feet to 80 feet. Responsible for topographic survey, base mapping, preparation of plats and legal descriptions, as well as right of way engineering services.

**Cement Hill Pipeline Project, Suisun, CA**

*Senior Land Surveyor.* This Suisun-Solano Water Authority project provided a second pipeline from the Cement Hill Water Treatment plant to the Tank 2A and 2B sites. The new pipeline consisted of two segments. The southerly segment begins near the existing CHWTP and ends near the northerly right of way line of Clay Bank Road. The northerly segment begins at the southerly segment terminus at the northerly right of way line of Clay Bank Road and ends at the existing Tank 2A site. The overall combined length of the pipeline is approximately 2600 linear feet. Responsible for topographic survey, base mapping, preparation of plats and legal descriptions, as well as right of way engineering services.

**Years of Experience:**

Total: 16  
With UNICO: 6

**Expertise:**

Boundary Surveys  
Caltrans Surveys  
Topographic Surveys  
Utility Mapping

**Registrations:**

OSHA 30 Certified  
Confined Space Certified  
Hazwoper Certified

**Mr. Pringle** is an accomplished Party Chief with a proven ability to carry out all aspects of land surveying from boundary determination, topographic surveys, construction staking and mapping. His depth of experience ranges from private development work, utility mapping, flood plains, roadway, and bridges. His experience also includes using Global Positioning Systems, conventional robotic instruments, and laser levels.

**Experience:**

**Shake Ridge Road Emergency Storm Damage Repairs, Amador County, CA**

*Party Chief.* This project repaired storm damage on Shake Ridge Road. Four areas of road settled by up to 21 inches and a 70-foot slide area left a 25-foot drop from the fog line to the adjacent ground below. The project also included constructing four retaining walls. Design was completed in one month to meet the County's expedited schedule. Responsible for field surveys, including setting flight targets, monument ties, and environmental staking.

**Pioneer Creek, Pioneer Volcano, and Sutter Creek Volcano Roads Emergency Slide Repair, Amador County, CA**

*Party Chief.* This project repaired damage caused by the storms of February 2017 to Pioneer Creek Road which require repairs to a failed slope. Slope damage also occurred on Pioneer Volcano Road and Sutter Creek Volcano Road. There are three separate slide areas that required repairs. The approximate length of the slide areas ranged from 60 feet to 80 feet. Responsible for field surveys, including setting flight targets, monument ties, and environmental staking.

**Cement Hill Pipeline Project, Suisun, CA**

*Party Chief.* This Suisun-Solano Water Authority project provided a second pipeline from the Cement Hill Water Treatment plant to the Tank 2A and 2B sites. The new pipeline consisted of two segments. The southerly segment begins near the existing CHWTP and ends near the northerly right of way line of Clay Bank Road. The northerly segment begins at the southerly segment terminus at the northerly right of way line of Clay Bank Road and ends at the existing Tank 2A site. The overall combined length of the pipeline is approximately 2600 linear feet. Responsible for field surveys, including setting flight targets, monument ties, and environmental staking.

**Years of Experience:**

Total: 18  
With UNICO: 2.5

**Education:**

BS Civil Engineering,  
Brigham Young University  
(2004)

**Registration**

Professional Engineer - CA  
#C81959 (2013)

Qualified SWPPP  
Developer/Practitioner  
(QSD/P) #81959

**Certifications**

Caltrans Resident Engineer  
Academy

UPRR Property Access  
Training

UPRR Contractor Safety  
Orientation

PCI Level I, II, 2010

ACI Grade 1, 2010

CalOSHA Safety

OSHA 10-Hour  
Construction

Fall Protection

Environmental Awareness

Adult First Aid/CPR/AED

**Mr. Langstraat's** experience includes all aspects of highway and bridge construction, including bicycle and pedestrian overcrossings; seismic retrofit of structural steel; source inspection; PCC and asphalt paving; roadway widening and new alignment; bridge demolition; pre-cast girders; CIP box girder bridges; soil nail and retaining walls; and stream diversion requirements. His Resident Engineer experience includes working on projects requiring coordination with utilities installation/relocation, compliance with regulatory/environmental agency permits, and public outreach with landowners and residents.

**Experience:**

**3rd Street Sewer Relief, Sacramento, CA**

*Resident Engineer.* This \$14 million construction project provides relief for increased sanitary sewer flows from planned development in the Railyards Project area and the River District Specific Plan area. The project includes the construction of approximately 5,700 feet of 42-inch diameter and 410 feet of 48-inch diameter combined sanitary sewer (CSS) pipelines within 3rd Street from I Street to U Street and within T Street from 3rd Street to 5th Street. The pipelines connect to an existing 84-inch diameter CSS at 3rd Street and U Street and to a 60-inch diameter CSS at 5th Street and T Street. Responsible for constructability review, project management, resident engineering services, and public outreach.

**Kammerer Road Reconstruction, Elk Grove, CA**

*Resident Engineer.* This project removes and reconstructs approximately 2.5 miles of Kammerer Road between Bruceville Road to Lent Ranch Parkway in South Elk Grove. The new roadway consists of a median with one travel lane and shoulder in each direction. The reconstruction will improve safety by providing lane widths and shoulder widths that meet current standards, as well as a median between opposing directions of travel. This \$13.5 million project includes over 30,000 tons of hot mix asphalt, 26,000 cubic yards of Class 2 aggregate base, 50 drainage systems, and 64,500 lineal feet of thermoplastic striping. Responsible for constructability review, project management, resident engineering services, and public outreach.

**Sports Park Drive Pedestrian Overcrossing, Woodland, CA**

*Resident Engineer/Structures Representative.* This project includes a bicycle/pedestrian crossing over SR-113 along the alignment of Sports Park Drive to Farmers Central Road. This project, along with planned Spring Lake development, will complete a bicycle/pedestrian connection along the south side of town from CR 102 to East Street. This will enable residents to access the existing north/south bike lane corridors throughout the City, as well as access the Community Center/Sports Park and growth areas on the east side of SR-113. Responsible for constructability review, project management, resident engineering services, and public outreach.



**Years of Experience:**

Total: 30+  
With UNICO: 1

**Certifications:**

Qualified Stormwater  
Practitioner (QSP) #259

Certified Erosion, Sediment  
Stormwater Inspector  
#1655

California Water  
Distribution Operator  
Grade 2 #44281

CPR and First Aid Certified

**Mr. Gary** is a seasoned construction professional with more than 30 years of experience. He is skilled in construction management and inspection and has worked on a wide variety of projects in both the public and private sectors. Reese has significant experience with water, wastewater, recycled water, and hydroelectric construction projects. His project management experience includes plan check and constructability reviews, project planning and development, along with review of submittals, RFIs, change orders, and project pay estimates.

**Experience:**

**El Dorado Irrigation District, 2003-2020**

*Construction Inspector II.* Responsible for inspecting projects ranging from pipelines, flumes, canals, and dams to roadway and paving projects in mountainous terrain. Also responsible for training new inspection and engineering staff on testing and disinfection procedures, recognition of different pipe types, fittings, and valves, and how different construction methods and materials are used depending on field conditions. While with EID, completed multiple projects, including:

- Easy Street Waterline Replacement
- EDM 1 and EDM 2 Inter-tie Waterline
- Slate Creek Bridge Water Line Replacement
- EDM 2 Emergency Water Line Replacement
- Flume 9 Replacement and Alder Creek Fish Screen
- Flume 51
- Valley View Tanks

**3rd Street Sewer Relief, Sacramento, CA**

*Construction Inspector.* The project includes the construction of approximately 5,700 feet of 42-inch diameter and 410 feet of 48-inch diameter combined sanitary sewer (CSS) pipelines within 3rd Street from I Street to U Street and within T Street from 3rd Street to 5th Street. The pipelines connect to an existing 84-inch diameter CSS at 3rd Street and U Street and to a 60-inch diameter CSS at 5th Street and T Street. Responsible for inspection, daily reports, coordination with materials tester, verification of materials, and quantity reports.

**Canyon View Drive Slide Repair, Calaveras County, CA**

*Construction Inspector.* This project consists of embankment, soldier pile wall, roadway construction and waterline relocation on Canyon View Drive where it intersects with Utica Drive. The wall is

approximately 90-feet long and a maximum 14-feet tall exposed face. Approximately 115-feet of roadway needs to be constructed to restore the condition to the pre-washout condition. The new roadway will be asphalt paving. Canyon View Drive will be open during construction. Responsible for inspection, daily reports, coordination with materials tester, verification of materials, and quantity reports.

**Gwin Mine Road Repairs, Calaveras County, CA**

*Construction Inspector.* During the winter storms of 2017, Gwin Mine Road suffered damage to the roadway and embankment by washout and landslide at six locations. At a seventh location, high velocity flood waters caused erosion and siltation of 3 culverts. This project includes slide debris removal, the restoration of roadway and placement of rip rap for downhill slope failures as well as removal of sediment from the clogged culverts and immediately upstream of the culverts. Responsible for inspection, daily reports, coordination with materials tester, verification of materials, and quantity reports.

### **Years of Experience:**

Total: 3

With UNICO: 3

### **Education:**

BS Civil Engineering,  
California State University,  
Sacramento (2019)

### **Registration**

Engineer-In-Training – CA  
#169857 (2020)

**Mr. Roberts** is a construction engineer responsible for supporting infrastructure project delivery. He is responsible for preparing quantity sheets, analyzing pay requests, developing and maintaining project budgets, reviewing daily reports, and performing labor compliance. Thomas has field experience, including construction inspection and land surveying.

### **Experience:**

#### **Infill Infrastructure Grant (IIG) Roadway Reconnection, Chico, CA**

*Office Engineer.* This project constructs a connector road between Notre Dame Boulevard and Bruce Road. The subdivision road leading to an affordable housing community (North Creek Apartments, Phase 1 and 2), will be made up of three street segments (Macloma Avenue, Holderby Way, and Apodaca Place). The roadway construction includes 0.5 miles of curb, gutter, storm drain, and sewer improvements, as well as HMA overlay. Responsible for preparing quantity sheets, analyzing pay requests, reviewing daily reports, and performing labor compliance.

#### **Culvert Repairs (Task Order #2), On-Call Construction Management and Inspection Services, Paradise, CA**

*Office Engineer.* This project includes construction of fire damaged HDPE drainage culverts at 25 locations, with reinforced concrete pipe (RCP) throughout the Town of Paradise, including pavement restoration. Responsible for preparing quantity sheets, analyzing pay requests, reviewing daily reports, and performing labor compliance.

#### **Hardscape Repairs (Task Order #3), On-Call Construction Management and Inspection Services, Paradise, CA**

*Office Engineer.* This project includes replacement of fire damaged concrete flatwork at 22 locations throughout the Town of Paradise, including plug paving at the lip of each gutter. Responsible for preparing quantity sheets, analyzing pay requests, reviewing daily reports, and performing labor compliance.

#### **CSA 1: Rancho Calaveras Roads, Calaveras County, CA**

*Office Engineer.* This project included providing construction management, construction inspection, and materials testing for pavement improvements and preventative road maintenance to Calaveras County's Service Area (CSA) 1 which includes the Rancho Calaveras area outside of New Hogan Reservoir. Responsible for preparing quantity sheets, analyzing pay requests, reviewing daily reports, and performing labor compliance.







# Andrea L. Shephard, PhD

## PROJECT MANAGER

YEARS OF EXPERIENCE 27

### EDUCATION

PhD, Biological Oceanography,  
Massachusetts Institute of Technology/  
Woods Hole Oceanographic Institution

BS, Marine Biology and Biology,  
University of North Carolina Wilmington

### AFFILIATIONS

California Association of Environmental  
Professionals (AEP), AEP Superior  
Chapter, Vice President of Programs  
(2018-2020), At-Large Board Member  
(2021-present)

California WaterReuse

Flood Management Association (FMA)

Andrea Shephard, PhD, is a senior environmental project manager with 27 years of experience in project management, including 16 years managing CEQA/NEPA compliance for water resources projects. She is known for her collaborative working style, commitment to meeting client expectations, and leading effective teams. As a CEQA/NEPA compliance expert, Andrea has substantial expertise in managing wastewater, water recycling, water supply, and other water resources projects and working with special districts. Andrea has in-depth knowledge of the regulatory processes and permitting required to implement water resources projects, including SWRCB CWSRF and DWSRF programs, CWA Section 404/402/401, RHA Section 10, CFGC Streambed Alteration Agreements, Porter-Cologne Water Quality Control Act, Groundwater Sustainability Act, ESA Sections 7 and 10, CESA Section 2081, NHPA Section 106, Clean Air Act, and RHA Section 408 authorizations and Categorical Permissions. She understands how to integrate and streamline environmental review and regulatory permitting requirements and uses her knowledge of water resources engineering, the impact review process, agency permitting processes, and infrastructure construction methods to expedite project implementation while achieving client objectives in a timely and cost-effective manner.

## PROJECT EXPERIENCE

### Sewer Management District 1 Wastewater Treatment Plant Upgrade and Expansion IS/MND, Placer County

Placer County Facility Services

#### Project Manager

This project involved upgrade and expansion of an existing WWTP to meet RWQCB discharge permit requirements and increase treatment capacity. Because the plant discharged treated effluent to Rock Creek, water quality, fisheries, and aquatic toxicology were important concerns. The IS/MND was adopted, but ultimately, Placer County decided not to implement the project and to pursue a regional solution. Andrea managed preparation of the IS/MND and additional studies to comply with federal cross-cutting regulations in support of an application for an SRF loan, and oversaw project permitting (CWA Sections 404/401 and CFGC Section 1602).

### Live Oak Pump Station Magnesium Hydroxide Storage and Dosing Facility Addendum, Sacramento County

City of Galt (West Yost Associates)

#### Project Manager

The City of Galt is proposing a minor expansion of the Live Oak Pump Station to install a permanent facilities to provide a reliable continuous application of magnesium hydroxide to wastewater effluent to increase effluent hardness and reduce effluent zinc toxicity. The project would involve extending the footprint of the existing pump station to accommodate a covered chemical storage and containment structure with two 5,000-gallon storage tanks and chemical feed pumps, a well pump, and a refurbished hydropneumatic tank for carrier water and washdown. The site would also include an expanded paved access roadway for tanker truck delivery of chemicals and extension of site fencing to secure the new sensitive equipment. Andrea is managing preparation of a CEQA Addendum documenting modifications and substantiating

## Andrea L. Shephard, PhD

that the revised project would not result in any new or substantially more severe environmental impacts compared to those evaluated in the previously adopted IS/MND prepared for the Live Oak Pump Station and Force Main Replacement Project.

### East Porterville Water Supply Project Notice of Exemption, Tulare County

California Department of Water Resources

#### CEQA Task Leader

The project involved providing a reliable and sustainable drinking water supply for 1,100 residential properties in the unincorporated disadvantaged community of East Porterville. It included drilling new wells and installing a water storage tank, two booster pump stations, over 15 miles of mainline and distribution pipelines, 1,100 service connections, and 300 fire hydrants. The project was a cooperative effort between DWR, SWRCB, Office of Emergency Services, City of Porterville, and County of Tulare. Andrea led preparation of a Notice of Exemption and supporting environmental documentation to satisfy federal cross-cutting requirements in support of an SRF loan.

### Rancho Murieta Recycled Water System Expansion IS/MND, Sacramento County

Rancho Murieta Community Services District

#### Project Manager

The District proposed to expand use of recycled water in Rancho Murieta to augment surface water supplies and meet non-potable water demands. The project would consolidate Waste Discharge Requirements (WDR) into a renewed wastewater reclamation plant (WRP) WDR and a new Master Reclamation Permit expanding approved recycled water use areas. In addition to existing golf courses and adjacent pasturelands, new recycled water use areas included residential landscaping, parks, athletic fields, commercial and street landscaping, dust control, and additional pasturelands. The project involved upgrading the disinfection system at the WRP and installing infrastructure necessary to produce, store, and deliver the recycled water to the expanded reuse areas. Andrea managed preparation of the IS/MND.

### Ceres Water and Sewer System Master Plans EIR, Stanislaus County

City of Ceres

#### Project Manager

The City's Water and Sewer System Master Plans included upgrades to existing system components, conveyance and distribution systems, and other associated facilities to improve water and wastewater distribution, system operations, and maintenance. Implementation included near-term, intermediate-term, and long-term projects. The EIR evaluated near-term projects at a project level of detail and intermediate- and long-term projects at a program-level. Andrea managed preparation of the EIR and completed the work under budget.

### Lathrop Consolidated Treatment Facility Surface Water Discharge Project EIR, San Joaquin County

City of Lathrop

#### Project Manager

The City of Lathrop is proposing to establish a direct discharge of tertiary treated disinfected effluent from its Consolidated Treatment Facility (CTF) to the San Joaquin River to facilitate development consistent with the City's General Plan. The project involves modifying the CTF to dechlorinate disinfected effluent prior to discharge to the river, installing a discharge pipeline, and constructing a new side-bank outfall to the river. The City would continue to maximize use of recycled water and discharge to the river when irrigation demands are low. Andrea help identify siting, design, and permitting constraints to define the project, and managed preparation of the EIR and CEQA findings. She is also overseeing environmental permitting.

### Stockton Regional Water Quality Control Facility Outfall Relocation Supplemental EIR, San Joaquin County

City of Stockton (Robertson-Bryan, Inc.)

#### Project Manager

The City of Stockton is proposing to relocate its existing outfall from the west bank to the east bank of the San Joaquin River to discharge tertiary-treated effluent from its Regional Wastewater Control Facility (RWCF). The outfall relocation is part of the RWCF Modifications Project, which is being completed to maintain compliance with its NPDES permit, extend the useful life of existing facilities, improve working conditions for facility staff, and implement components of the City's Capital Improvement and Energy Management Plan. The outfall relocation would consolidate RWCF effluent disposal and associated operations and maintenance activities to the main plant on the east side of the river. The work would involve reinstatement of an existing 60-inch reinforced concrete pipe running from the RWCF to an abandoned outfall apron on the east bank, removal of the apron, and connection to the Final Effluent Pump Station. Andrea is managing preparation of a Supplement to the RWCF Modifications Project EIR to evaluate impacts associated with the outfall relocation.



# Alta Cunningham

ENVIRONMENTAL PLANNER/ARCHITECTURAL HISTORIAN

YEARS OF EXPERIENCE 20

## EDUCATION

MA, Historic Preservation, Savannah College of Art and Design

BS, History, University of California, Davis

## PROFESSIONAL AFFILIATIONS

California Preservation Foundation

## AWARDS

Midpeninsula Regional Open Space District Bear Creek Redwoods Preserve Plan and EIR (2017 Award for Outstanding Planning Document from AEP)

Plan Bay Area: Regional Transportation Plan/Sustainable Communities Strategies EIR (2018 Award of Merit for Environmental Analysis Document from AEP)

Alta Cunningham has 20 years of experience in the environmental consulting field. Her experience as an architectural historian includes archival research, historic building and structure surveys and evaluations, and cultural resources documentation for NEPA and CEQA projects ranging from single building evaluations to district-wide surveys for CEQA, PRC 5024, and Section 106 compliance documents. She has completed evaluations for higher education facilities, pre- and post-World War II residential and commercial buildings, agricultural properties, and water conveyance systems. Alta meets the Secretary of the Interior's Professional Qualification Standards for architectural history and history. She also serves as a skilled deputy project manager for EIRs and has coordinated multiple environmental projects. Alta provides technical expertise for CEQA documents and has prepared numerous technical sections, covering aesthetics, agricultural resources, cultural resources, geology and soils, land use and planning, and public services.

## PROJECT EXPERIENCE

### Cement Hill Pipeline Project IS/MND, Solano County

Suisun-Solano Water Agency

#### Environmental Planner

The New Cement Hill Pipeline will provide a second 20-inch-diameter pipeline from the Cement Hill Water Treatment Plant (CHWTP) in Fairfield to the site of the existing Tank 2A and future Tank 2B, allowing the tanks to become a clear well for the CHWTP. There are several construction and design constraints: the existing pipeline must remain in operation during construction of the new pipeline; a crossing over the Putah South Canal must be aboveground; and the planned pipeline route extends through a vegetated area/unpaved roadway and a residential community. Ascent is leading preparation of an IS/MND for the project and is working with the agency's engineering team to prepare a project description. Alta prepared the transportation, cultural resources, and tribal cultural resources sections.

### South Canal Diversion Fish Screen Project EIR, Yuba County

Yuba County Water Agency (Robertson-Bryan, Inc.)

#### Environmental Planner

Ascent prepared an EIR to analyze alternative screen designs to improve protection of native anadromous salmonids at the South Canal Diversion Fish Screen. Located approximately 1,000 feet upstream of Daguerre Point Dam on the south bank of the lower Yuba River, the South Canal Diversion diverts water from the lower Yuba River to approximately 30,000 acres of land in south Yuba County. Fish screening/fish protection at the South Canal Diversion was provided by a 450-foot-long porous rock weir (i.e., rock gabion berm) fitted with a fine-mesh barrier within the weir. Although this structure was intended to protect juvenile fish from becoming entrained into the canal, the level of protection was deemed inadequate by CDFW and NOAA Fisheries. Key environmental issues included fisheries and aquatic resources, water quality, air quality, and noise. Alta prepared the cultural resources section of the EIR.

# Alta Cunningham

## Van Norden Dam Spillway Modification, Nevada County

County of Nevada

### Environmental Planner

The Van Norden Dam Spillway Modification project involved modifications to the dam spillway that would lower the spillway to allow unrestricted flow of water. The new spillway would be 48 feet wide and 95.4 feet long with concrete aprons on the upstream and downstream ends of the spillway. The new spillway would include a small incised channel 0.5 feet deep and 3 feet wide to allow water passage during low flow conditions in the summer and fall months. Alta peer reviewed the cultural report prepared for the project and wrote the cultural resources section of the EIR.

## 56 Acres Master Plan, El Dorado County

City of South Lake Tahoe

### Environmental Planner

The proposed 56 Acres Master Plan and Multigenerational Center Project is a collaborative vision of the City of South Lake Tahoe, El Dorado County, and the California Tahoe Conservancy. Each agency is supporting this effort to turn the 56 Acres Master Plan area into a locally and nationally renowned civic space for the enjoyment of residents and visitors alike. The plan area encompasses the property in the vicinity of the City's Recreation and Swim Complex, South Lake Tahoe Ice Arena, Campground by the Lake, and Lakeview Commons. The goals of the Master Plan focus on environmental sustainability, cultural preservation, provisions for recreational/civic needs, water quality, mobility improvements, aesthetic improvements, habitat preservation, and creating meaningful world-class facilities and public open space. Alta provided a peer review of the cultural resources report prepared by the subconsultant and prepared the cultural resources and tribal cultural resources sections of the IS/MND.

## Dry Creek Greenway East Trail Project EIR and CE, Placer County

City of Roseville (Psomas)

### Assistant Project Manager

The Dry Creek Greenway East Trail consists of a 4.25-mile multi-use pathway between the existing Saugstad/Royer Park trail near Darling Way/Riverside Avenue on the west and the city limits past the Old Auburn Road/South Cirby Way intersection on the east. The trail will serve as an alternative to using the busy city streets, as well as an important recreational amenity for residents, and will ultimately provide an important regional connection that will form a loop around the greater South Placer/Sacramento area. The CEQA document was a focused EIR, and the NEPA documentation was a CE supported by several Caltrans technical studies, prepared in compliance with the Caltrans Local Assistance Procedures Manual and Standard Environmental Reference. Key issues included protection of the creek floodways, riparian habitat effects, construction noise and air quality, and neighborhood compatibility. In addition to acting as assistant project manager, Alta prepared Caltrans technical reports for aesthetics and community impacts, and the cultural resources section of the EIR.

## Historical and Environmental Resource Survey for the Martin Slough Multimodal Trail Project, Douglas County, NV

R. O. Anderson

### Architectural Historian

The Martin Slough Multimodal Trail is a proposed 1.82-mile paved multipurpose trail intended to provide a pedestrian and bicycle connection between Jake's Wetland in Minden and the Martin Slough Trail in Gardnerville, Douglas County, Nevada. Ascent conducted cultural and environmental surveys to assist the Douglas County Community Development Department and the project engineers, R.O. Anderson, with initial project design. Alta prepared the historical resources survey report and evaluation of the built environment for the project in support of the Section 106 consultation procedures, as required by the National Historic Preservation Act of 1966 as amended.

## Markleeville Water System Improvements, Alpine County

State Water Resources Control Board

### Architectural Historian

Alta prepared the historic evaluation of the Markleeville Water Company to support the preparation of an IS/MND for the upgrade of the Markleeville water treatment and distribution system. The project involves replacement of 17,700 lineal feet of water conveyance pipelines as well as relocation, replacement, and construction of new water supply equipment and structures in the community of Markleeville. Key issues to be addressed include construction-related noise and air quality emissions as well as water quality.



## Emilie Zelazo

### ENVIRONMENTAL PLANNER/CULTURAL RESOURCES SPECIALIST

**YEARS OF EXPERIENCE** 18

#### EDUCATION

MA, Historic Preservation, Savannah College of Art and Design, 2015

MA, Anthropology, California State University, Sacramento, 2013

BA, Child Development, California State University, San Jose, 1992

#### CERTIFICATIONS

Register of Professional Archaeologists

#### PROFESSIONAL AFFILIATIONS

Society for California Archaeology

Great Basin Anthropological Association

California Indian Basketweaver Association

#### PUBLICATIONS

Stevens, Michelle M. and Emilie M. Zelazo. 2015. Fire, Floodplains, and Fish: Historic Ecology of the Lower Cosumnes River Watershed. Edited by Pei-Lin Yu. In *Rivers, Fish, and the People*. University of Utah Press, Salt Lake City.

#### PRESENTATIONS

Fire, Floodplains, and Fish: Traditional Resource Management and the Historic Ecology of the Lower Cosumnes River Watershed, CA, a presentation at the Ecological Society of American Annual Meeting (August 14, 2014).

Resource Intensification in California's Central Valley: Evidence for the Cosumnes River Valley, a presentation at the Society for California Archaeology Annual Meeting (March 30, 2012).

Emilie Zelazo has 18 years of environmental compliance and cultural resource management experience in California, Arizona, and the Great Basin. Her experience includes NEPA and CEQA document preparation, as well as cultural resources technical document preparation and oversight for CEQA, PRC 5024, and Section 106 compliance documents. She also has experience in monitoring, field and laboratory crew management, artifact cataloging, DPR-523 site record preparation, background research, information center record searches, Native American consultation, historical society consultation, historic artifact analysis, survey, excavation, and graphic productions. Emilie has field and reporting experience in the Central Valley, Sierra Nevada foothills, San Francisco Peninsula, Southern California, and the Great Basin, as well as in parts of Nevada and southwestern Arizona. She has worked in coordination with various government agencies including the National Park Service, Bureau of Land Management, US Forest Service, US Army Corps of Engineers, Federal Aviation Agency, Federal Highways Administration, US Department of the Army, and California Department of Transportation (Caltrans). Emilie meets the Secretary of the Interior's Standards for both archaeology and architectural history.

### PROJECT EXPERIENCE

#### Meeks Bay Restoration Project, El Dorado County

Tahoe Regional Planning Agency

##### Archaeologist/Architectural Historian

Ascent is preparing an EIR/EIS/EIS and preparing a historic evaluation of the buildings and structures located at Meeks Bay on the western shore of Lake Tahoe in El Dorado County for the Meeks Bay Restoration Project. The historic evaluation will also assist the USDA Forest Service, Lake Tahoe Basin Management Unit (LTBMU) fulfill their obligations under the existing LTBMU Land Management Plan. Since the Meeks Bay Restoration Project is located on LTBMU lands, the evaluation requires not only compliance with both Section 106 of the National Historic Preservation Act and CEQA, it also must meet requirements outlined in the programmatic agreement (PA) developed among the USDA Forest Service, Pacific Southwest Region; the California State Historic Preservation Officer, the Nevada State Historic Preservation Officer, and the Advisory Council on Historic Preservation (Region 5 PA). Emilie is assisting in the archival research, evaluations, Area of Potential Effect, and document preparation. Emilie is also providing peer review of the archaeological studies prepared for the project.

#### Leavesley/Dexter Mountain Ranch at Palassou Ridge Open Space Preserve, Santa Clara County

Santa Clara Valley Open Space Authority

##### Archaeologist/Architectural Historian

Ascent was added to the Authority's on-call list of consultants for CEQA and NEPA environmental services for projects across their many open space preserves. Emilie assisted in the completion of a Historical Resource Evaluation Report for Leavesley/Dexter Mountain Ranch. The property has been recommended eligible for the National Register as an individual resource, however Ascent is conducting additional evaluation of the structures and features of Leavesley/Dexter Mountain Ranch to help inform the design of the proposed bridge replacement and public parking lot and

## Emilie Zelazo

trailhead. Emilie performed background research, prepared DPR forms for several of the structures present, helped define the Area of Potential Effect (APE), and assisted in the preparation of the technical support.

### 59<sup>th</sup> Street Remediation and Demolition Project, Sacramento County

Sacramento Municipal Utility District

#### Architectural Historian

Ascent is working with SMUD on preparation of an IS/MND for the 59<sup>th</sup> Street Remediation and Demolition Project. As part of the project, SMUD would demolish all structures present and remediate the property to remove the contaminated elements. Ascent is assisting SMUD with the preparation of an IS/MND for the project. Emilie is conducting the evaluations of the existing structures on the project site that are more than 45 years old for eligibility for listing on the California Register of Historical Resources. She also conducted archival research and is preparing the required DPR forms for the evaluation report.

### NASSCO Floating Dry Dock Replacement and Waterfront Improvement Project, San Diego County

San Diego Unified Port District

#### Architectural Historian

Ascent is working with the San Diego Unified Port District on preparation of an IS/MND for the NASSCO Floating Dry Dock Replacement and Waterfront Improvement Project. As part of the project, General Dynamics NASSCO (NASSCO) is replacing the existing floating dry dock and constructing new supporting infrastructure, repairing the Complex Wharf and the quay wall toe of slope, and conducting as-needed structural repairs and/or replacements of selected piles at Berths 2, 3, 4, 5, 6, at Pier 12, the floating dry dock approach pier, and the Berth 1 Platform. Emilie is assisting with the evaluations of the existing structures on the project site that are more than 45 years old for eligibility for listing on the California Register of Historical Resources. She also conducted archival research and is preparing the required DPR forms for the evaluation report.

### Bear Valley Village EIR Addendum, Alpine County

Skyline Investments

#### Architectural Historian

Ascent worked with Skyline Investments to provide historic resource services in support of the Addendum to the Bear Valley Village EIR in Bear Valley, Alpine County, California. The project proposed a new pedestrian village and related infrastructure on approximately 14 acres. To accomplish this, the existing Bear Valley Lodge and Commercial Center would need to be removed and "No Name Road" relocated. The services provided included a historic evaluation of the 54-year-old Bear Valley Lodge in compliance with Section 21083.2 of the statute and Section 15064.5 of the CEQA Guidelines and Section 106 of the National Historic Preservation Act. Emilie conducted archival research to establish the appropriate context for the evaluation and assisted in the preparation of the required DPR form.

### Lower San Joaquin River Levee Improvement Project, San Joaquin County

PBI-CYS Civil & Structural Consultants, LLC

#### Archaeologist

Ascent is working with PBI-CYS Civil & Structural Consultants, LLC to provide cultural resources monitoring services in support of the Lower San Joaquin River Levee Improvement Project. This project is being proposed by the United States Army Corps of Engineers (USACE) Sacramento District to evaluate and develop a borrow site geotechnical report and optional grading plans for a potential borrow site to be utilized for the Lower San Joaquin River Project. This project requires cultural resource monitoring and documentation during geotechnical explorations. Emilie, who meets the Secretary of Interior Standards for archaeology, is providing the required cultural resources monitoring of the geotechnical explorations. She is also preparing the accompanying documentation for direct submittal to the USACE archaeologist.





# Tammie Beyerl

## SENIOR BOTANIST AND WETLAND ECOLOGIST

**YEARS OF EXPERIENCE** 20

### EDUCATION

MS, Plant Biology (Ecology), Southern Illinois University, Carbondale, 2001

BS, Plant Biology, Southern Illinois University, Carbondale, 1999

### PROFESSIONAL AFFILIATIONS

Sacramento Valley Chapter, California Native Plant Society, Board Member (2021)

Northern California Botanists

### AWARDS

AEP, Outstanding Environmental Analysis Document, 2021, Program EIR for the California Vegetation Treatment Program

AEP, Outstanding Environmental Analysis Document, 2016, EchoWater Project EIR

AEP, National Environmental Excellence Award in the category of Environmental Stewardship, April 2013, San Joaquin River Restoration Program EIR/EIS

### SPECIALIZED TRAINING

NRCS California Tiger Salamander Workshop, Livermore (2010)

California Rapid Assessment Method Training, Sacramento (2008)

Basic Wetland Delineation Training, Houston (2004)

AEP CEQA Basics, Sacramento (2004)

Assessing Proper Functioning Condition of Lotic Riparian-Wetland Areas, Santa Rosa (2003)

Introduction to CEQA/NEPA for Botanists, Chico (2002)

### SOFTWARE

GoogleEarth, CNDDDB RareFind, BIOS, CNPS Inventory of Rare and Endangered Plants, ArcGIS Field Maps, Wildnote

Tammie Beyerl is a senior botanist and wetland ecologist specializing in biological analyses for compliance with CEQA/NEPA, Clean Water Act, ESA/CESA, and California Fish and Game Code requirements. She is particularly skilled at preparing environmental compliance documents for large-scale projects with complex biological resource issues and has worked on numerous joint NEPA/CEQA documents and projects under multiple jurisdictions. Her expertise includes environmental review and impact analysis for fuels management projects, general plans, specific plans, and resource management plans, as well as residential and mixed-use development projects, public infrastructure improvements, and parks and recreational facilities. She prioritizes collaboration with ecologists, engineers, landscape designers, land use planners, and resource agencies to develop appropriate mitigation and design solutions. Tammie has 20 years of field practice in plant ecology and taxonomy in the Sacramento and San Joaquin Valleys, the Sierra Nevada, the Central and Southern Coast Ranges, and the Great Basin, and she has also conducted botanical surveys in the Mojave and Sonora Deserts. She is experienced in leading, coordinating, and conducting biological resources investigations, including special-status plant surveys, invasive plant inventories and risk assessments, aquatic resource delineations, California Rapid Assessment Method (CRAM) for wetlands, habitat assessments, mitigation monitoring, and vegetation mapping and classification according to the Manual of California Vegetation and other classification and mapping standards. Tammie has designed and conducted ecological studies of invasive plant species, old-field succession, and wetland restoration; participated in assessment of riparian communities along flow augmented and bypass stream reaches in the Sierra Nevada; developed detailed mitigation and monitoring plans for federally listed plant species; and developed adaptive management plans for noxious weeds. She has a firm understanding of CWA Sections 404 and 401 and California Fish and Game Code Section 1602 requirements and is skilled at navigating these permitting processes. Tammie is a senior associate, the workload coordinator for Ascent's Natural Resources Group, and the firm's botany team leader, and she also manages biological resource focused and permitting projects.

## PROJECT EXPERIENCE

### Rio Consumnes Correctional Center Pump Station Rehabilitation Project, Sacramento County

Sacramento Area Sewer District

#### Project Manager/Senior Biologist

The Sacramento Area Sewer District (SASD) is rehabilitating the Rio Cosumnes Correctional Center Pump Station (RCCC Pump Station; S012). The pump station is in Sacramento County in an agricultural-residential area with a few commercial and retail parcels. The RCCC Pump Station was placed into service in 1999 and has experienced deterioration of various civil, mechanical, electrical, and structural components. It is a critical station that has no emergency bypass system, high operating pressure in the force main during peak flows and limited available storage and redundancy. As a subconsultant, Ascent provided environmental services related to biological and cultural resources and arborist services. Tammie is managing the project budget and work plan, conducted a constraints-level field survey for biological resources, coordinated with the prime consultant to identify feasible strategies to avoid the need for biological permits, and provided senior review and oversight for preparation of a biological constraints report, arborist report, and cultural resources report.

# Tammie Beylerl

## Markleeville Water System Improvements Project IS/MND, Alpine County

Markleeville Water Company (West Yost)

### Senior Biologist

Ascent prepared an IS/MND for the upgrade of the Markleeville water treatment and distribution system, for which the State Water Resources Control Board is acting as lead agency due to SWRCB's Clean Water Act State Revolving Fund financing of the project. Ascent's work has encompassed biological resource surveys, historical resources evaluation, and preparation of the CEQA document. In addition to cultural and biological resources, other key issues included construction-related noise, air quality emissions, and water quality. Tammie provided oversight and senior review for preparation of the biological resources section of the IS/MND. [2020–2021]

## Wawona Wastewater Treatment Plant Rehabilitation Project, Mariposa County

US Department of the Interior, National Park Service, Yosemite (ARG)

### Lead Biologist

Ascent prepared an EA to evaluate the environmental effects of rehabilitation and expansion of the existing wastewater treatment system in Wawona adjacent to the South Fork of the Merced River, which is a Wild and Scenic River, in Yosemite National Park. The EA evaluated removing the Wawona Campground from septic systems and connecting it to the wastewater treatment plant for treatment, as well as expansion of subsurface disposal of treated effluent at the Big Trees Golf Course. The EA focused on potential impacts to cultural resources, biological resources, water resources, and visitor experience and followed US Department of the Interior direction on preparation of NEPA documents. Key biological issues included potential impacts to California red-legged frog, great gray owl and California spotted owl, willow flycatcher, and fisher. Tammie conducted aquatic resources delineation according to USACE protocols and prepared a delineation report. She also conducted wildlife habitat assessments and prepared a biological evaluation for NEPA compliance.

## Lake Van Norden Dam Spillway Modification CEQA Review, Nevada County

County of Nevada

### Botanist

The Van Norden Dam is located on property currently owned and managed by the Truckee Donner Land Trust (TDLT) and seasonally impounds water of the South Yuba River to form Lake Van Norden. The dam has been determined to be a safety hazard by the California Department of Water Resources, Division of Safety of Dams. TDLT does not hold water rights to impound water behind the dam. TDLT proposes modifications to the dam spillway (approximately 0.23 acres) that would lower the spillway to allow the unrestricted flow of water. The project also includes 102.9 acres of the Van Norden lakebed that is planned for revegetation under the On-Site Management Plan for Revegetation of Historic Van Norden Reservoir Unconsolidated Bottom Area. Ascent conducted peer view of the TDLT hydrologic and revegetation technical studies to verify the technical accuracy of the materials. Ascent prepared an EIR to evaluate the environmental impacts of the project. Key issues included loss of open water habitat, determination of baseline conditions, biological resources, and downstream hydrological changes to the South Yuba River. Tammie conducted peer review of biological, hydrologic, and revegetation technical studies to verify the technical accuracy of the materials for the project. Key biological issues evaluated in the CEQA document included designated critical habitat for Sierra Nevada yellow-legged frog, known occurrence of breeding willow flycatcher and sandhill crane, loss of open water habitat, and changes in vegetation due to changes in hydrology.

## Truckee Marsh Sewer Facilities Protection Project IS/MND, IEC, and Permitting, El Dorado County

South Tahoe Public Utility District

### Wetland Ecologist

An IS/MND and TRPA Initial Environmental Checklist were prepared for a flood protection project and a project to protect existing STPUD sewer facilities along the northeast margin of the Upper Truckee Marsh. The project included measures to encourage the reestablishment of Trout Creek flows in pre-existing channels south of the District's facilities, toward the center of the marsh. As such, the project also included an ancillary benefit resulting from the reestablishment of Trout Creek flows along the creek's historical alignment and improvement of Stream Environment Zone (SEZ) habitat. As the wetland ecologist for the project, Tammie conducted wetland delineation fieldwork and prepared the delineation report.

## Water Development Master Plan, El Dorado County

El Dorado County Water Agency

### Botanist

Tammie assisted in the preparation of an environmental constraints assessment, which identified key biological issues and associated regulatory processes for each water purveyor alternative. Biological resources assessed included California red-legged frog critical habitat, special-status plants and wildlife, sensitive soils (serpentine, gabbro, and Rescue), wetlands, and 10 different wildlife habitats.



## Dimitri Antoniou, AICP

SENIOR AIR QUALITY, GHG, ENERGY AND NOISE SPECIALIST

YEARS OF EXPERIENCE 12

### EDUCATION

MS, City and Regional Planning,  
California Polytechnic State University

BS, Environmental Management and  
Protection, California Polytechnic State  
University

### CERTIFICATIONS

American Institute of Certified Planners  
(No. 02817)

### TRAINING

Lakes Environmental AERMOD Air  
Dispersion Modeling Course

GIS Mapping and Disaster Planning  
Contractor: Cal Fire San Luis Obispo

### SOFTWARE CAPABILITIES

ArcGIS, CalEEMod, AERMOD, HARP,  
Google Earth, Microsoft Office Suite,  
Adobe Design Suite

### PROFESSIONAL AFFILIATIONS

American Planning Association  
California (APACA), AICP (2014-present)

### PUBLICATIONS

Antoniou, Dimitri Theodore. (2010).  
Background Report for the Water  
Conservation Handbook. MS of City and  
Regional Planning. California Polytechnic  
University, San Luis Obispo, CA.

### FOREIGN LANGUAGE

Greek

### REPRESENTATIVE PROFESSIONAL PRESENTATIONS

September 2017. "Community Risk  
Reduction Strategy: A Hayward Case  
Study," Session Speaker, Sacramento  
Valley Section APACA Speaker Series,  
Sacramento

Dimitri Antoniou, AICP, is a senior air quality/greenhouse gas, energy, and noise specialist with 12 years of experience conducting, reviewing, and overseeing the preparation of technical analyses for CEQA compliance. He is proficient in the use of multiple emission estimation models (e.g., California Emissions Estimator Model [CalEEMod], the emission factors model [EMFAC], Off-Road Emissions Inventory Program [OFFROAD]), and GHG prediction protocols (e.g., Local Government Protocols, AP 42 emission factors). Dimitri also has extensive knowledge of tools and software used to conduct health risk assessments (HRAs), such as air dispersion modeling software AERMOD, and the risk assessment tool HARP. He provides technical assistance to Ascent's staff, clients, and regulatory agencies regarding appropriate methods of analysis for consistency with local (e.g., air districts, noise ordinances), state (e.g., CEQA case law, CARB Scoping Plan), and federal (NEPA, HUD) laws. In addition, he oversees the preparation of HRAs, ranging from small construction to large university campus projects, and reviews all technical modeling for accuracy and compliance with CEQA. He also trains technical staff on the use of air dispersion models, mass emissions models, noise monitoring and noise modeling (e.g., traffic noise, stationary noise sources). Dimitri regularly conducts peer reviews of other consultants' work for CEQA compliance and technical adequacy, including reviews of model inputs and assumptions.

## SELECT PROJECT EXPERIENCE

### Lathrop Consolidated Treatment Facility Surface Water Discharge Project EIR, San Joaquin County

City of Lathrop

#### Senior Air Quality, Greenhouse Gas, and Noise analyst

The City of Lathrop is proposing to construct necessary infrastructure and obtain an NPDES permit from the Central Valley RWQCB to allow discharge of tertiary treated disinfected effluent into the San Joaquin River as part of managing its overall water supplies through buildout. Currently, recycled water is stored in ponds and used for urban and agricultural irrigation. The project would allow existing storage ponds and land application areas designated for urban uses to be developed in accordance with the Lathrop General Plan. The project would involve treatment facility modifications to dechlorinate treated effluent, installation of a dedicated effluent discharge pipeline, and construction of a new side-bank outfall along the San Joaquin River. Key issues addressed in the EIR include air quality, terrestrial and aquatic biological resources, cultural resources, hazards and hazardous materials, hydrology and water quality, and noise. Dimitri served as Senior Air Quality, Greenhouse Gas, and Noise analyst providing technical approach guidance, document preparation oversight, internal QA/QC reviews and client coordination discussions to determine analysis approach and mitigation strategies.

### Martis Valley West Parcel Project EIR, Placer County

County of Placer

#### Noise Analyst

Ascent prepared an EIR for the Martis Valley West Parcel Project. The Martis Valley West Parcel Project area consists of two sites: 6,376 acres north and east of SR 267 (East Parcel) and approximately 1,185 acres south and west of SR 267 (West Parcel). The project included a transfer of allocated development density from the East Parcel to the West Parcel to allow development of a 760-unit residential subdivision and 6.6 acres of commercial land uses on approximately 775

## Dimitri Antoniou, AICP

acres on the West Parcel near the Northstar Ski Resort. The project included preservation of the East Parcel, including permanent retirement of the balance of residential density that would otherwise be permissible on that parcel, approximately 600 residential units. The East Parcel would be rezoned as Forest, with the intent for the land to be acquired for preservation by a land trust. In addition to preparing the EIR, Ascent conducted a biological resources survey and background technical report. Dimitri conducted noise monitoring and the noise analysis for the EIR.

### Regional San “EchoWater” Wastewater Treatment Plant Upgrade EIR, Sacramento County

Sacramento Regional County Sanitation District

#### Assistant Project Manager/Senior Air Quality, GHG, and Noise

Sacramento County’s wastewater treatment plant is the largest discharger of treated wastewater to inland waterways in California. The discharge location is just upstream of the Sacramento-San Joaquin Delta. Regional San upgraded its system to several treatment plant processes, including filtration (tertiary), disinfection, and ammonia removal. Thorough modeling was conducted to determine the effect of treated wastewater on downstream water users, fisheries, and the overall Delta resources. Regional San sought SRF financing in support of this effort; therefore, the analysis addressed the State Water Board CEQA-Plus requirements. Ascent led consultation with NOAA Fisheries, USFWS, and CDFW. Dimitri’s role as an assistant project manager included coordinating EIR production with staff, subconsultants, and the client, as well as managing task completion, project budget, and schedule compliance. In addition, he conducted the technical noise, air quality, and GHG analyses for the EIR. He conducted site-specific air dispersion modeling using AERMOD for dust emissions associated with construction activities and recommended dust control measures to mitigate emissions. GHG emissions are directly related to the energy consumption at the facility and therefore impacts can vary greatly depending on the different disinfection technology options. Dimitri evaluated project-generated GHG emissions for each alternative and recommended the construction of renewable energy sources as mitigation to reduce GHG emissions.

### Galt Wastewater Treatment Plant Upgrade Project EIR, Sacramento County

City of Galt

#### Air Quality and Climate Change Analyst

Ascent prepared an IS/MND and based on that analysis, prepared a focused PEIR for upgrades at the City’s wastewater treatment plant, including expansion to accommodate General Plan growth projections. In addition, Ascent prepared the NEPA compliance documentation needed to satisfy the SWRCB CEQA-Plus requirements for State Revolving Fund loans as well as EPA’s NEPA requirements for Special Appropriation Grants. Key issues included water quality, fisheries, terrestrial biological resources, agricultural land conversion, and air quality. Dimitri prepared the air quality and GHG analysis for the PEIR. The air quality analysis evaluated short-term construction and long-term operational impacts to air quality. The GHG analysis quantified GHG emissions from construction activities as well as wastewater treatment processes. Mitigation measures were recommended to reduce impacts.

### Stockton Regional Wastewater Control Facility Capital Improvement and Energy Management Plan – Phase 2 Improvement Project EIR, San Joaquin County

City of Stockton, Municipal Utilities Department

#### Air Quality, Climate Change, Noise Analyst

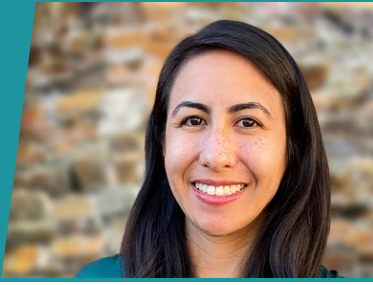
The City of Stockton proposes to implement Phase 2 Improvements identified in the Capital Improvement and Energy Management Plan (CIEMP) for the City’s Regional Wastewater Control Facility (RWCF). The CIEMP identified, budgeted, and prioritized improvements needed at the RWCF through the year 2035 and have identified energy development projects to reduce energy costs and provide reliable renewable energy alternatives. The CIEMP consists of two parts: the capital improvement plan (CIP), which focuses on the wastewater treatment facilities improvements, and the energy management plan, which provides an approach for developing energy sources and improving energy efficiency at the RWCF. The CIP projects would increase the reliable capacity of the liquid and solids treatment processes close to the permitted RWCF capacity of 55 mgd and improve reliability in treating existing and projected flows. Key issues include air quality, biological resources, cultural resources, GHG emissions, and hydrology and water quality. Dimitri conducted the CEQA air quality, health risk assessment, GHG, and noise analyses for the EIR.

### Southwest Area Water Storage Tank Project IS/MND, Yolo County

City of Woodland

#### Environmental Planner/Noise, Air Quality and Climate Change Analyst

The City of Woodland constructed a new 3.0 million-gallon water storage tank and booster pump station facility on approximately 1.2 acres near the southwest limits of Woodland, in Yolo County. This project has improved water service and storage for treated surface water delivered from the Woodland-Davis Clean Water Agency. The project replaced an existing groundwater well and pump when they were no longer functional. Dimitri prepared the impact analysis for the air quality, GHG, and noise sections of the IS/MND.



# Nicole Greenfield

## ENVIRONMENTAL PLANNER

**YEARS OF EXPERIENCE** 6

### EDUCATION

BS, Integrative Biology, University of California, Berkeley, 2013

### TRAINING

Association of Environmental Professionals (AEP), CEQA Intermediate Workshop, 2021

UC San Diego Extension, CEQA Air Quality and Greenhouse Gas Analyses, 2020

APA California State Conference, 2019

Nicole Greenfield has 6 years of experience in the environmental consulting field. She has prepared environmental documentation for various project types throughout California, including wildfire resilience and recovery, recreation, transportation, and public and private development. Nicole uses her strong writing and critical thinking ability to support clients through the CEQA/NEPA process from project initiation to completion. Her responsibilities include preparing environmental documents and technical studies; managing projects and providing project management assistance; conducting thorough QA/QC reviews; providing support at public meetings; and collaborating with interdisciplinary teams of designers, engineers, and technical specialists.

Nicole has also provided support with conducting rare plant and bat surveys, completing regulatory permit applications, and monitoring construction sites for permit compliance. She previously worked in ecosystem management and ecological restoration. Her experience includes habitat and vegetation surveys for biological research, as well as water quality and vegetation monitoring for various restoration projects.

## PROJECT EXPERIENCE

### Cambria Reserves Restoration and Vegetation Treatment Project PSA/CVTS, San Luis Obispo County

Upper Salinas-Las Tablas Resource Conservation District/California Department of Fish and Wildlife

#### Assistant Project Manager/Environmental Planner

The Cambria Reserves Restoration and Vegetation Treatment Project consists of proposed vegetation treatments within the Cambria Pines Ecological Reserve (CPER), which is owned and managed by the California Department of Fish and Wildlife (CDFW), and University of California, Kenneth S. Norris Rancho Marino Reserve (RMR). The treatment types that would occur throughout the treatment area include ecological restoration and wildland urban interface fuel reduction. The proposed treatment activities include prescribed burning, mechanical vegetation treatment, manual vegetation treatment, herbicide, and biomass disposal. Nicole is the assistant project manager and is preparing a Project Specific Analysis to demonstrate CEQA compliance under the California Vegetation Treatment Program.

### Berryessa Highlands Wildfire Risk Reduction EA, Napa County

Bureau of Reclamation

#### Environmental Planner

The Bureau of Reclamation proposes to issue a land use authorization for the Napa Communities Firewise Foundation (NCFW) to implement treatments to reduce wildfire risk by reducing vegetative fuels and improving evacuation for the Berryessa Highlands community and access for fire suppression personnel. Proposed treatments comprise prescribed herbivory (goat grazing), maintenance grading of existing dozer lines that were installed during previous fire suppression efforts, and evacuation support treatments along existing unpaved roads. Treatments would be implemented on a total of approximately 34.2 acres of Reclamation land on the south shore of Lake Berryessa in Napa County. Nicole is assisting with preparation of an Environmental Assessment to demonstrate NEPA compliance for proposed treatments on federal land.



## Nicole Greenfield

### NASSCO Floating Dry Dock and Waterfront Improvement Project IS/MND, San Diego County

San Diego Unified Port District

#### Environmental Planner

General Dynamics NASSCO is proposing the Floating Dry Dock Replacement and Waterfront Improvement Project in San Diego. The project includes the following elements: (1) replacement of the existing floating dry dock and construction of supporting infrastructure; (2) repair of the Complex Wharf Improvements; (3) repairs to the quay wall toe of slope along stretches of shoreline throughout the NASSCO leasehold, which includes shoreline segments Lot 20 to Pier 12, floating dry dock approach pier to Berth 8, Ways to Building Dock, Berth 2 to Berth 3, Berth 4 to Berth 5, and Berth 6 to Navy Base Quay Wall; and (4) as-needed structural repair and/or replacement of selected piles at Berths 2, 3, 4, 5, and 6 at Pier 12 and the floating dry dock approach pier, and at the Berth 1 Platform. Nicole is the assistant project manager and is preparing sections of the IS/MND.

### The Anchor at Lake Elsinore – Rehabilitation CEST, Riverside County

City of Lake Elsinore

#### Environmental Planner

The City of Lake Elsinore is proposing to complete the following refurbishment and minor improvements to an existing crisis stabilization housing complex, known as The Anchor: (1) improving electrical wiring to address safety issues in the 14 units; (2) removing bathtubs and converting to walk-in showers in the 14 units; (3) replacing surface counters with modular kitchen counters in the 14 units; (4) refurbishing the laundry room into a commercial laundry space with new electrical and venting; (5) installing outdoor pet kennels to reduce pet-related property damage in rooms causing high remediation expenses; and (6) installing a new entry gate lock system. Because funding was requested from the US Department of Housing and Urban Development, the project was subject to environmental review under NEPA. Nicole completed an environmental review for the project, which constitutes activities that are categorically excluded and are subject to the federal laws and authorities referenced at 24 CFR 58.6. Based on the findings in the environmental review, the project converted to exempt and funding was awarded to the City on November 23, 2021.

### Revised River Park General Plan Amendment and Rezoning Project, Yolo County

City of West Sacramento

#### Environmental Planner

In 2008, the City of West Sacramento approved the River Park General Plan Amendment and Rezoning Project and certified its associated EIR. The previously approved EIR evaluated construction of low- to high-density residential housing, an elementary school, a commercial center, and open space. Subsequent to the certification of the 2008 EIR, the overall land area for the previously evaluated project was reduced by approximately 120 acres, requiring the previously evaluated land use plan to be reconsidered. The revised project includes development of a reconfigured mixed-use community with approximately 2,700 residential units compared to the 2,788 units in the previously evaluated project; an elementary school; approximately 40,000 square feet of neighborhood commercial; and a network of trails, parkways, parks, and open space. Nicole prepared the public services section of the Subsequent EIR.

### North Coast Land Holdings, LLC, Community Plan Amendment, Master Plan, Design Review, Vesting Tentative Map, Master Use Permit, and Tree Removal Permit Project, Marin County

County of Marin

#### Environmental Planner

North Coast Land Holdings, LLC, submitted an application for development on the former Golden Gate Baptist Seminary property on the Strawberry Peninsula in Mill Valley. The proposed project includes construction of a new residential care facility with up to 100 independent and 50 assisted living and memory care apartments for senior citizens and 336 single- and multifamily residential units that would replace a majority of the existing residential housing. In addition, a preschool and fitness center that would both be open to the public are proposed, and an existing maintenance building would be replaced. More than 70 percent of the 127-acre campus would be preserved as open space, athletic fields, paths, and plazas. No change to the scope of the existing use permit allowing up to a maximum of 1,000 students for higher educational use is being proposed. Nicole assisted with preparation of the project description for the EIR.



# John C. Calton, PE - Principal

## J Calton Engineering

5723 Oak Creek Place, Granite Bay, CA 97546

Email: jcalton@surewest.net, phone: (916) 375-9797

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*Education* B.S. /1985 / Electrical Engineering, University of California, Los Angeles

*Registrations* Registered Professional Electrical Engineer, CA No. E14099  
Registered Professional Electrical Engineer, NV No. 17605  
Registered Professional Electrical Engineer, AR No. 12497  
Registered Professional Electrical Engineer, AZ No. 51217

*Professional Background* Mr. Calton has been sole proprietor of J Calton Engineering since September 2006. He has over thirty years of experience in water and waste water related projects. He has performed electrical designs for water treatment facilities, pumping plants, storm drain facilities, ground water wells, reservoirs, irrigation canals and fish screens. John has also provided instrumentation design for above-mentioned projects, in addition to programming programmable logic controllers (PLC) and configuring in-plant supervisory control and data acquisition (SCADA) systems. He has been involved on numerous projects during the construction phase providing construction management support ranging from shop drawings review, cost estimates, contract document clarifications, change order negotiations, construction inspection, field testing, weekly coordination meetings, staff training and system start-up. Mr. Calton has assisted with configuration and witnessed testing of electrical protective relays and overcurrent devices.

*Key Project Experience* **Verdera North Tank #3 - City of Lincoln, CA**

Mr. Calton provided electrical and instrumentation design for this 5 MG tank, working with Bennett Engineering Services. Project included Control Building with PLC Panel, water quality analyzers, regulating valve, altitude valve, and site lighting controls. Project also included a fiber optic cable run to existing Tank #2.

**The Rivers Phase II Water Tank and Pump Station, City of West Sacramento, CA** – Lead electrical and instrumentation engineer for this booster pump station facility and potable water tank, working with Bennett Engineering Services. Pump station included two 100 horsepower VFD controlled pumps for zone pressurizing. Project included Control Building to house pump station, motor control center, PLC panel, and water quality analyzers. Work included preparation of design/build electrical design drawings including site plan, control schematics and conduit and cable schedules. Also provided instrumentation drawings from P&IDs to control panel layouts. Project included: flow monitoring, pressure and level control, radio telemetry, site lighting, CCTV and building security. Project currently under construction.

**Orinda Water Treatment Plant UV Disinfection Project – East Bay Municipal Utility District, Oakland, CA** – Mr. Calton is lead electrical engineer for design of new ultraviolet disinfection facility, maintenance buildings, distribution switchgear building with standby generator for this 200 MGD direct filtration water treatment plant. Project includes design of two prefabricated power distribution centers with medium voltage switchgear and automatic protection and controls. Provided new starters for 2400VAC pump station with three 500 hp units. Project under construction with bid price of \$270 million.

**Water Treatment Plant On-Call Support - City of Roseville, CA**

Mr. Calton has an on-going On-Call contract with the City of Roseville Water Treatment Plant to provide electrical and instrumentation design and SCADA programming as needed. On-Call support has been provided since 2009.

**Sewerage Agency of Southern Marin On-Call Support – Mill Valley, CA**

Mr. Calton has an on-going On-Call contract with the Sewerage Agency of Southern Marin (Mill Valley Waste Water Treatment Plant) to provide electrical and instrumentation design, construction support services, and technical assistance, as needed. On-Call support provided since 2013. Projects to date include new MCC's with variable frequency drives, new main plant switchgear, operator training on standby power switchover, gas digester compressor replacement, and review of facility for NFPA and NEC violations.

**Water Treatment Plants Rehabilitation Project – City of Sacramento, CA**

Lead electrical engineer performing detailed design for the project. Work included preparation of detailed construction bid documents; over 170 contract drawings and Division 16 specifications for this \$114 million-dollar project. Electrical design of water treatment plant rehabilitation project including new 21 kV SMUD services to 4160 V electrical substation. Design of new High Service Pump Station with eight 1000 hp motors; including four on 4160 V variable frequency drives. Design included new Flocculation/Sedimentation Basins, eight new Filters, Dewatering Buildings with 250 hp centrifuges, Thickeners, and Waste Water Lagoons and miscellaneous process pump stations. Construction completed in 2016.

**Walnut Grove Treated Water Tank and Booster Pump Station – California-American Water Company, Walnut Grove, CA**

Lead electrical and instrumentation engineer for new treated water tank and booster pump station. Electrical design included tying into existing switchboard, interfacing with existing programmable logic controller and keeping electrical equipment above the 100-year flood zone. Booster pumps were two 20 hp and two 50 hp units. Project include pressure control with back up pressure switches and hydropneumatic tank. Work included preparation of detailed electrical design drawings; including site layout, control schematics and conduit schedules. Project design per client standards. Completed in 2018.

**Blue Oaks and Hayden Parkway Well Pump Stations - City of Roseville, CA**

Lead electrical and instrumentation engineer for these 300 HP wells that included buildings with intelligent lighting controls, sodium hypochlorite and fluoride feed systems, CCTV system, and access control system. Wells also serve as aquifer recharge for the City. Work included preparation of detailed electrical design drawings; including site layouts, Building power and control plans, control schematics and conduit schedules. Provided instrumentation drawings, P&IDs and control panel layouts. Project scope included water quality monitoring equipment and remote monitoring and control from City SCADA system. Construction completed in 2015.

**Dom-232 Booster Pump Station Upgrade – California Water Systems, Torrance, CA**

Lead electrical and instrumentation engineer for upgrade to potable water booster pump station. Project included four new 150 HP pumps and one 75 HP high capacity pump. Project required existing pump station to remain on line while new pumps sequenced in. Electrical design included tying into existing switchboard, interfacing with existing remote terminal unit and plan for future CCTV system. Work included preparation of detailed electrical design drawings; including site layout, control schematics and conduit schedules. Project design per client standards. Construction completed 2019.

**Rio Cosumnes Correctional Center Pump Station– Sacramento County, Elk Grove, CA**

Lead electrical and instrumentation engineer for well pump, potable water booster pump station with fire pump and standby power. Project included four new 15 thru 25 HP treated water pumps and one 60 HP well pump. Project required treatment process for well pump flow. Electrical design included new service, switchboard, variable frequency drives to maintain system pressure control, and standby power system. Electrical equipment was housed in conditioned building. Work included preparation of detailed electrical design drawings; including site layout, control schematics, and conduit schedules.

**Education**

- MS, Civil Engineering (Geotechnical), California State University, Sacramento
- BS, Civil Engineering, California State University, Sacramento

**Registrations**

- CA: Geotechnical Engineer, No. 2636
- CA: Professional Engineer, Civil, No. 60936

Mr. Zorne has over 25 years of experience conducting and managing geotechnical engineering evaluations on a wide range of projects throughout California and has been with Geocon for his entire professional career. His diverse project experience includes transportation infrastructure (roadways, bridges, and retaining walls), public buildings, parks and recreation facilities, water/wastewater treatment and distribution facilities, educational facilities, commercial/industrial development, and residential developments. He is currently managing several on-call contracts for various public agencies throughout California. He has a well-known reputation for responsive service and his dedication to providing cost-effective, practical solutions for difficult geotechnical challenges.

**AUBURN LAKE TRAILS COMMUNITY DISPOSAL SYSTEM, COOL, CALIFORNIA**

Geocon performed disposal field evaluation services at the Georgetown Divide Public Utility District's (GDPUD) community disposal system (CDS) in the Auburn Lake Trails development, located near the community of Cool in El Dorado County. The facility is an existing community wastewater disposal system consisting of five subsurface disposal fields on an approximately 30-acre site in gently rolling oak woodland terrain. The site is generally bounded by State Route 193 to the south, rural residential properties to the north and west, and undeveloped oak woodlands to the north and east. The purpose of our services was to aid our client in evaluating the existing condition of the CDS disposal field and estimating remaining useful life. Mr. Zorne served as project manager.

**AUBURN LAKE TRAILS COMMUNITY DISPOSAL SYSTEM, COOL, CALIFORNIA**

Geocon performed percolation testing at the Georgetown Divide Public Utility District's (GDPUD) community disposal system (CDS) in the Auburn Lake Trails development, located near Cool. The facility is an existing community waste water disposal system consisting of five subsurface disposal fields on an approximately 30-acre site in gently rolling oak woodland terrain. The purpose of our scope of services was to aid our client in evaluating the existing capacity of the CDS. Mr. Zorne was the project manager.

**EL DORADO IRRIGATION DISTRICT, PLACERVILLE, CALIFORNIA**

Mr. Zorne performed geotechnical engineering investigations at two existing drinking-water supply reservoirs owned and operated by El Dorado Irrigation District (EID). Mr. Zorne prepared a report summarizing potential geologic hazards at each site and foundation/ seismic design criteria for an aboveground tank at Reservoir 8 and a cast-concrete cover at Reservoir 12. The recommendations provided in the report allowed EID engineers to minimize foundation size, thus reducing overall project cost.

**SHERIDAN WWTP UPGRADE AND EXPANSION, PLACER COUNTY, CALIFORNIA**

Mr. Zorne served as project manager for a design-level geotechnical investigation for the expansion of the wastewater treatment plant (WWTP) for the community of Sheridan in Placer County. The WWTP expansion included new treatment ponds and headworks facility. The investigation included subsurface exploration, engineering analysis, and report preparation. Mr. Zorne analyzed stability of the proposed embankment berms and provided grading recommendations for the project.

**CITY OF COLFAX WASTEWATER TREATMENT PLANT (WWTP) POND 3 SLOPE EVALUATION, COLFAX, CALIFORNIA**

In January 2017 the WWTP Pond 3 sustained damage to the southwesterly bank of the pond. The City hired Geocon to perform a geotechnical engineering review related to the WWTP Pond 3 embankment failure. Geocon's scope included geotechnical review, evaluate potential repair options, develop plans and specifications, prepare bid package and bidding assistance, and geotechnical engineering support during construction. Mr. Zorne is Geocon's project manager.



**JEREMY ZORNE, PE, GE**

PRINCIPAL/SENIOR ENGINEER

**PLACER COUNTY WATER AGENCY (PCWA), ON-CALL GEOTECHNICAL ENGINEERING AND MATERIALS TESTING SERVICES, PLACER COUNTY, CALIFORNIA**

Mr. Zorne is the Project Manager overseeing the geotechnical engineering, and materials testing and special inspection services, supplementing PCWA's current construction team to provide materials testing and inspection for asphalt, concrete, and soil, on an on-call basis. Geocon has provided geotechnical, materials testing, and inspection services to over 50 PCWA projects since 2008 for roadways, pipelines, tanks, treatment plants, pump stations and other related facilities. Projects in Lincoln include the Whitney Ranch Highway 65 Interchange Pipeline and the Lincoln Metering and Hydroelectric Station.

**DIF 54-FRY ROAD/CSP – SOLANO SEWER, PHASES 1 AND 2, VACAVILLE, CALIFORNIA** - Mr. Zorne was the project manager for the geotechnical investigation for this project, consisting of constructing a replacement gravity trunk sewer pipeline extending from the Fry Road crossing of the Union Pacific Railroad tracks to the City of Vacaville's Easterly Wastewater Treatment Plant (EWWTP), and serving the California State Prison – Solano (CSPS) facility and other service connections. The geotechnical investigation was performed on the first two of three phases with approximately 3,700 linear feet of new 48-inch PVC lined reinforced concrete pipe (RCP)/trunk sewer, adjacent to an existing 27-inch line, on Phase 1, and the replacement of approximately 1,500 feet of an existing 27-inch line with new 30-inch diameter pipe, of high strength vitrified clay pipe (VCP). Phase 1 requires a trenchless (bore-and-jack) installation at the UPRR crossing with conventional open-cut construction techniques for installation on Phase 2. Geocon provided a geotechnical investigation report and presented conclusions and recommendations, particularly addressing the geotechnical constraints we identified that included shallow groundwater, wet soil for use as backfill, unstable trench bottoms and unstable temporary excavations.

**BIGGS WASTEWATER TREATMENT PLANT – PHASE IMPROVEMENTS, BIGGS, CALIFORNIA** - Geocon performed a geotechnical investigation report for the Biggs Wastewater Treatment Plant, Phase I Improvements project. The project included constructing a new in-line spiral screening unit, lift station, approximately 200 linear feet of sanitary sewer line, and associated manholes at the City of Biggs Corporation Yard. The purpose of our geotechnical investigation was to observe and sample the subsurface conditions encountered at the site, and provide conclusions and recommendations relative to the geotechnical aspects of designing and constructing the project as presently proposed. Mr. Zorne was the senior staff engineer.

**BIGGS WATER STORAGE TANK AND PUMP STATION, BIGGS, CALIFORNIA** - Geocon performed a geotechnical investigation and a Phase II Environmental Site Assessment (ESA). The purpose of our geotechnical investigation was to evaluate subsurface soil and geologic conditions at the site and provide conclusions and recommendations relative to the geotechnical aspects of designing and constructing the project as presently proposed. The purpose of our Phase II ESA was to evaluate the potential presence of contaminants of concern (COC) in site soil identified in a Phase I ESA previously prepared for the site. The project consisted of the construction of a new aboveground 1.5-million-gallon water storage tank and pump station at the site. The pump station would be constructed at or near existing grade. Mr. Zorne served as geotechnical project manager.

**NATOMA ALLEY SEWER REHABILITATION PROJECT, FOLSOM, CALIFORNIA** - Mr. Zorne was the project manager. The City of Folsom has developed a wastewater infrastructure rehabilitation and replacement program to address the portions of their wastewater systems in the older areas of the City that are encountering ongoing maintenance problems. Geocon performed a geotechnical investigation for the replacement and relocation of sewer main pipelines located within the alleys near Natoma Street and Coloma Street in Old Town Folsom. The improvements on this portion included replacement of approximately 2,500 linear feet of sewer line. The majority of the pipe will be pressurized force main and will be installed using open-cut techniques. The replacement sewer main will generally consist of 8-inch diameter polyvinyl chloride (PVC) pipe at an approximate depth of 11 feet. The purpose of our geotechnical investigation was to explore and evaluate subsurface soil and geologic conditions at the proposed sewer improvement alignments and provide conclusions and design-level recommendations.

**Education**

- BS: Geology, University of California, Davis

**Registrations:**

- CA: Professional Geologist, No. 6984
- CA: Certified Engineering Geologist

**Certifications**

- OSHA: 40-Hour Hazwoper
- OSHA: Refresher Training

Mr. Pfeiffer has provided geologic, hydrogeologic, and environmental expertise on public and private projects in Northern California since 1989. He has conducted numerous soil and groundwater studies for both geotechnical and environmental purposes and is experienced in the design, installation, and evaluation of groundwater monitoring systems for wastewater treatment facilities. Mr. Pfeiffer is also experienced in identifying, assessing, and managing NOA. In association with some projects, he has conducted studies to assess the influence of rivers, tidal fluctuations, and/or municipal well operation on site-specific groundwater conditions. Mr. Pfeiffer's expertise includes conducting Phase I and II Environmental Site Assessments (ESAs), geologic background research and reconnaissance in support of slope stability evaluations, and geologic hazard studies.

**AUBURN LAKE TRAILS COMMUNITY DISPOSAL SYSTEM, COOL, CALIFORNIA**

Geocon performed disposal field evaluation services at the Georgetown Divide Public Utility District's (GDPUD) community disposal system (CDS) in the Auburn Lake Trails development, located near the community of Cool in El Dorado County. The facility is an existing community wastewater disposal system consisting of five subsurface disposal fields on an approximately 30-acre site in gently rolling oak woodland terrain. The site is generally bounded by State Route 193 to the south, rural residential properties to the north and west, and undeveloped oak woodlands to the north and east. The purpose of our services was to aid our client in evaluating the existing condition of the CDS disposal field and estimating remaining useful life. Mr. Pfeiffer coordinated site visit, trenching activities, permitting and he prepared the report.

**AUBURN LAKE TRAILS COMMUNITY DISPOSAL SYSTEM, COOL, CALIFORNIA**

Geocon performed percolation testing at the Georgetown Divide Public Utility District's (GDPUD) community disposal system (CDS) in the Auburn Lake Trails development, located near Cool. The facility is an existing community waste water disposal system consisting of five subsurface disposal fields on an approximately 30-acre site in gently rolling oak woodland terrain. The site is generally bounded by State Route 193 to the south, rural residential properties to the north and west, and undeveloped oak woodlands to the north and east. The purpose of our scope of services was to aid our client in evaluating the existing capacity of the CDS. Mr. Pfeiffer performed the percolation testing.

**CITY OF IONE WASTEWATER TREATMENT PLANT, AMADOR COUNTY, CALIFORNIA**

Mr. Pfeiffer performed a geologic evaluation of proposed wastewater spray disposal field sites, infiltration testing for existing wastewater ponds, and design and installation of a groundwater monitoring well network for a municipal wastewater treatment facility. Work included double-ring infiltration testing for different mapped soil types, subsurface exploration and geologic reconnaissance to characterize and distinguish fill materials, soils, alluvium, and underlying sedimentary rock.

**CITY OF PLYMOUTH WASTEWATER TREATMENT PLANT, PLYMOUTH, CALIFORNIA**

Mr. Pfeiffer performed design and installation of a groundwater monitoring well network for a municipal wastewater treatment facility that included two wastewater treatment reservoirs in tributary drainages and associated spray disposal fields proximal to Little Indian Creek. Project considerations included highly varied bedrock geology and soil conditions across the facility, as well as influent (background) and effluent groundwater quality associated with the reservoirs and spray fields. The project included installation of wells in the toe of each reservoir dam and in an earthen stormwater diversion embankment, coordination of difficult-access drilling with an all-terrain drill rig, and communications with private land owners for reconnaissance and drilling access. Site evaluation





and well designs accounted for existing and anticipated groundwater conditions, nature and depths of fill material, alluvium/colluvium, and bedrock.

**CITY OF AUBURN WASTEWATER TREATMENT PLANT, PLACER COUNTY, CALIFORNIA**

Mr. Pfeiffer performed design, installation and monitoring of a groundwater monitoring well network for a series of municipal wastewater treatment ponds down slope of PG&E's South Canal and upslope of Auburn Ravine (creek). The project required evaluation of the site's bedrock weathering profile and review of historic documents for determination of original site topography. The work included drilling and geologic logging of borings on and immediately adjacent to the South Canal levee and in the crest and toe of treatment pond embankments. Site-specific well designs accounted not only for existing and anticipated groundwater conditions, but also for nature and depths of fill material, soil and bedrock.

**GOLD RUN PIPELINE REPLACEMENT PROJECT – PHASE IV, PLACER COUNTY, CALIFORNIA**

Mr. Pfeiffer was the senior project geologist for this award winning project. The Gold Run pipeline runs along a narrow right-of-way at the top edge of a near-vertical bluff between the Union Pacific Railroad (UPRR) tracks and Interstate 80. Due to the deteriorating condition of the buried pipeline, approximately 2,500 feet of pipe needed to be replaced. The project challenge was to design a means of stabilizing the existing bluff and building the replacement pipeline without disrupting water service. Geocon performed a detailed geotechnical and engineering geology evaluation and developed engineering measures to protect the long-term integrity of the replacement pipeline including pipe support piers and a new tieback retaining wall.

**SMALL DIVERSION UPGRADES (DUNCAN CREEK DIVERSION), PLACER COUNTY, CALIFORNIA**

Mr. Pfeiffer was the senior engineering geologist for this project. Geocon was retained by the prime design firm to conduct a geotechnical investigation for the proposed upgrades to the Duncan Creek Diversion, part of Placer County Water Agency's Middle Fork American River Project in Placer County, California. The purpose of our work was to evaluate conditions at the site from a geotechnical engineering and engineering geology perspective, identify geologic and geotechnical constraints that may impact project design and construction, and provide geotechnical recommendations to support design and construction of the project.

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**Education**

- MS, Geology, University of Kentucky, Lexington, Kentucky
- BS, Geology, Northeastern University, Boston, Massachusetts

**Registrations**

- CA: Professional Geologist, No. 9544
- UT: Professional Geologist, No. 11397868-2250

Ms. Orton has 18 years of experience as a geologist and is experienced performing field monitoring of archaeological and paleontological resources during grading and trenching activities. She performs supporting tasks for both geotechnical and geologic investigations including conducting geologic background research, assisting with permitting requirements, logging exploratory borings, conducting percolation testing, performing various laboratory tests, drafting report figures, and assisting with the preparation of technical reports and letters.

**FOLSOM BASIN 4 SEWER REHABILITATION, FOLSOM, CALIFORNIA** - Geocon performed a geotechnical investigation for the Folsom Basin 4 Sewer Rehabilitation. The project consists of replacing existing sewer lines within the Natoma Street/Persifer Street Alley between Sibley Street

and Riley Street, within Reading Street between Figueroa Street/Mormon Street Alley and Mormon Street/Natoma Street Alley, and within Sutter Street between Scott Street and the eastern end of Sutter Street, and repairing/replacing manhole #9550 in the median within Oak Avenue Parkway northeast of East Bidwell Street in Folsom. The improvements will include installing approximately 2,770 linear feet of sewer line at depths on the order of 3 to 7 feet. The installations will be performed using conventional open-cut construction techniques. Ms. Orton coordinated permitting, utility survey, and drilling.

**PLACER COUNTY WATER AGENCY (PCWA), ON-CALL GEOTECHNICAL ENGINEERING AND MATERIALS TESTING AND INSPECTION SERVICES, PLACER COUNTY, CALIFORNIA** - Under an on-call contract, Geocon supplements PCWA's Engineering Division to provide geotechnical engineering, materials testing and inspection for asphalt, concrete, and soil. Since 2008, Geocon has provided geotechnical, materials testing, and inspection services during design and construction on over 50 PCWA infrastructure projects such as pipelines, trunk lines, water mains, pump stations, recycled water facilities, hydroelectric facilities, water treatment facilities and storage tanks. Ms. Orton is the project geologist for this project.

**CVWD NORTH SHORE WATER MAIN REPLACEMENT PROJECT, RIVERSIDE COUNTY, CALIFORNIA**— Geocon performed a geotechnical investigation evaluating subsurface soil and geological conditions to provide recommendations for the proposed design and construction of the 1.76-mile water main replacement. Ms. Orton coordinated the encroachment permitting and traffic control and performed the drilling and coring necessary for project design. Geocon's services were retained by Albert A. Webb Associates, Inc. during its design.

**BEAR VALLEY ROAD BRIDGE OVER MOJAVE RIVER, APPLE VALLEY, CALIFORNIA** - Geocon performed geotechnical engineering services and materials testing to assist with the structural evaluation of the Bear Valley Road Bridge in Apple Valley, California. The materials testing services included: obtaining encroachment permits from the City of Hesperia and the Town of Apple Valley; providing traffic control to allow for Geocon's field work as well as the structural inspection of the bridge deck; performing coring of the existing bridge deck; laboratory testing to evaluate the compressive strength of the existing concrete; and petrographic examination of concrete core samples taken from the bridge deck. Following materials testing of the existing bridge, Geocon prepared a Preliminary Foundation Report for the replacement bridge using available geologic information and previous logs of test borings from construction of the bridge in the 1960s. Geocon provided preliminary recommendations for design and construction of the new bridge foundations. Ms. Orton coordinated with multiple agencies (cities of Hesperia, Victorville, Apple Valley, San Bernardino County Flood Control, and Fish and Wildlife) to accomplish drilling on and under this very busy bridge.



# Brad Friederichs, S.E.

## Professional Registration

*California Structural Engineer,  
S2780*

## Education

*B.S. Civil Engineering with honors,  
California State University,  
Sacramento, 1979*

## Professional Affiliations

*President, Structural Engineers  
Association of Central California,  
1989-90*

*American Society of Civil Engineers*

*American Concrete Institute*

*American Institute of Steel  
Construction*

## Work Experience

*VE Solutions, Inc, president, 1997-  
present*

*Cole, Yee, Schubert, vice president,  
1982-1997*

*Hoi Wong Structural Engineer,  
assistant engineer, 1980-1982*

*SMUD, engineer-in-training, 1979-  
1980*



Brad Friederichs is president and sole structural engineer at VE Solutions, Inc. He has 43 years' experience as a structural engineer for wastewater, water treatment, commercial, industrial, agricultural, retail and residential structures. His expertise is in cast-in-place concrete, prestressed concrete, steel, wood and masonry construction. His specialty is in producing completely detailed, contractor friendly, value-oriented construction documents resulting in projects that bid well with few change orders.

## PROJECT EXPERIENCE

### GDPUD Greenwood Lake WTP

Architectural and structural engineering services for a two-story, 60' x 68' CMU treatment building, a 30' x 43' CMU Raw Water PS Vault Building, a 25' sq. CMU generator building, a 16' x 20' CMU Return Flow Pump Station Building and a concrete foundation for a 1 MG steel water tank

### Foothill Raw Water Supply Project Pump Station & Site Structures, PCWA

Structural Engineer for \$37,000,000, 11,000 sq. ft CMU pump station with 50 ft deep underground wet well, additional wet wells and canal improvements. Pump station has a full mezzanine and 20 ton bridge crane.

### Willamette River Pipeline Crossing Rehabilitation, Eugene, Oregon

Structural Engineer for evaluation of 36-inch diameter water line in the Willamette River bed. Portions of the 45-feet of the pipeline was exposed by river scour. The pipe was subject to horizontal loads for which it was not designed. Analysis included consideration for both short-term and long-term protection. Alternatives evaluated for a long-term solution included: installation of a new crossing beneath the river; lowering the existing pipe by driving H-Piles and attaching the pipe to the piles; and attaching a the pipe to the existing highway bridge.

### Auburn Tunnel Outlet Modification, PCWA

Structural Engineer for improvements to the outlet of the Auburn Tunnel. The outlet is currently manually controlled and does not allow the Agency to utilize the Auburn Tunnel for storage or control of the recently constructed American River Pump Station or the Auburn Tunnel Pump Station. A major goal of the project is to reduce the discharge of sediment occurring during the start up of the annual delivery of water to the Auburn Ravine. New structures were concrete boxes connected to the existing tunnel which contained valves and a wet well.

### Bowman Canal Siphon Replacement, PCWA

Bowman Canal Siphon Replacement, Placer County Water Agency: Structural Engineer for replacement of approximate 1,000 feet of corroded steel 30-inch pipe with 36-inch DIP, piping approximately 800 feet of open channel canal with 42-inch RCP, upgrading the crossing of the Halsey Forebay Dam underdrain with a cast-in-place pile supported concrete retaining wall, new concrete inlet and outlet boxes, and provisions for future temporary pumping. All of the work required the approval of the California Division of Safety of Dams and the Federal Energy Regulatory Commission

RESUME:

PATRICIA Y. SAYLOR

CONTACT INFORMATION: 460 Appaloosa Court  
El Dorado Hills, California 95762  
(530)305-3973  
[patriciasaylor@gmail.com](mailto:patriciasaylor@gmail.com)

Patricia has over 30 years of experience in management. She is self-motivated and is excellent with time management. She has worked in the construction industry her entire career. She is highly customer-centric with excellent relationship building skills as evidenced by her continued repeated work with clients. Patricia provides a full-service approach, as she has for her many satisfied local agency clients.

#### Current Clients

- City of Sacramento
  - Department of Utilities
  - PL Landfill Operations
  - Park Planning
  - Convention and Cultural Services
  - Engineering Services
  - Youth, Parks and Community Enrichment
- Salaber Associates, Inc.
- Bennett Engineering Services

#### First Choice DVBE, Inc.

##### Project Manager-Labor Compliance Manager

- Marketing research.
- Pursue contracts and prepare proposals
- Client interface, providing cost estimates for Task Orders, negotiating Task Orders with client, and client invoicing, Margin Analysis, and close coordination with Project Accountants.
- Manage Labor Compliance Department Staff
- Risk Management Plan, Project Safety Plan (RMIS), Project Certification.
- Utilize LCP Tracker technology and other third-party software for labor compliance and monitoring.
- Review Certified Payroll and Related documents for compliance
- Assess penalties to contractors out of compliance
- Outreach, monitor, track, and report on SBE/DBE/DVBE Business Program.
- Davis Bacon compliance which includes Section 3 monitoring, Federal Regulations, DBE goal setting, and Federal Cost Analysis reports.
- Ability to work with a wide range of individuals (Division managers, contractors, workers, etc.) both in and out of the office environment.

- Conduct comprehensive hands-on training with payroll administrators employed by contractors submitting certified payroll records.
- Attend preconstruction and jobsite meetings to coordinate, monitor, and ensure contractor/design-builder compliance.

## WSP USA

### Project Manager-Labor Compliance Manager

- Client interface, providing cost estimates for Task Orders, negotiating Task Orders with client, and client invoicing, Margin Analysis, and close coordination with Project Accountants.
- Manage Labor Compliance Department Staff
- Risk Management Plan, Project Safety Plan (RMIS), Project Certification.
- Utilize LCP Tracker technology and other third-party software for labor compliance and monitoring.
- Review Certified Payroll and Related documents for compliance
- Assess penalties to contractors out of compliance
- Outreach, monitor, track, and report on SBE/DBE/DVBE Business Program.
- Davis Bacon compliance which includes Section 3 monitoring, Federal Regulations, DBE goal setting, and Federal Cost Analysis reports.
- Ability to work with a wide range of individuals (Division managers, contractors, workers, etc.) both in and out of the office environment.
- Conduct comprehensive hands-on training with payroll administrators employed by contractors submitting certified payroll records.
- Attend preconstruction and jobsite meetings to coordinate, monitor, and ensure contractor/design-builder compliance.

## RES-System 3, LLC

### Project Accountant/Project Coordinator/Assist Project Manager

- Certified payroll – prevailing wage payroll, accounts payable, accounts receivable, account reconciliation, Journal entries and job cost tracking, SOV's, ETC's
- Budgeting and forecasting
- Contracts, Subcontracts
- Risk management
- Vendor sourcing
- Quality assurance and control
- Excellent verbal and written communication skills
- Able to deliver top-notch client interface and support while working effectively with members in a small team environment.
- Schedules
- Project reporting analysis and support
- Microsoft Office

# Renee Hannon

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5647 Terrace Dr. Rocklin CA, 95765 | (530)320-3029 | renee32\_15@yahoo.com

## Summary

I am an energetic, team player with over 6 years of experience in Management. I enjoy hard work, interacting and working with others, and learning new skills. I am skilled at problem solving and encourage teamwork. I am self-motivated and excellent with time management.

## Education

### **CYBERSECURITY | SIERRA COLLEGE**

- Related coursework: Information Systems, Networking Fundamentals, Microsoft Office, and Windows 10.

### **BUSINESS ADMINISTRATION | SIERRA COLLEGE**

- Related coursework: Accounting, QuickBooks, and Business Management,

## Skills & Abilities

### **MANAGEMENT**

- Decision Making
- Problem Solving
- Planning
- Delegation
- Leadership
- Communication
- Conflict Resolution

## Experience

### **LABOR COMPLIANCE OFFICER | S&H CONSULTANTS, LLC |**

- Utilize LCP Tracker technology and other third-party software for labor compliance and monitoring.
- Review Certified Payroll and Related documents for compliance
- Assess penalties to contractors out of compliance
- Davis Bacon compliance which includes Section 3 monitoring, Federal Regulations, DBE goal setting, and Federal Cost Analysis reports.
- Ability to work with a wide range of individuals (Division managers, contractors, workers, etc.) both in and out of the office environment.
- Attend preconstruction and jobsite meetings to coordinate, monitor, and ensure contractor/design-builder compliance.
- Client interface, providing cost estimates for Task Orders, negotiating Task Orders with client, and client invoicing, Margin Analysis, and close coordination with Project Accountants

## **LABOR COMPLIANCE OFFICER | FIRST CHOICE DVBE |**

- Utilize LCP Tracker technology and other third-party software for labor compliance and monitoring.
- Review Certified Payroll and Related documents for compliance
- Assess penalties to contractors out of compliance
- Davis Bacon compliance which includes Section 3 monitoring, Federal Regulations, DBE goal setting, and Federal Cost Analysis reports.
- Ability to work with a wide range of individuals (Division managers, contractors, workers, etc.) both in and out of the office environment.
- Attend preconstruction and jobsite meetings to coordinate, monitor, and ensure contractor/design-builder compliance.
- Client interface, providing cost estimates for Task Orders, negotiating Task Orders with client, and client invoicing, Margin Analysis, and close coordination with Project Accountants

## **Certifications and Training**

- LCPtracker - Certified Payroll
- DIR - State Labor Law and Payroll Tax Seminar
- DOL - Davis Bacon and Related Acts
- Deborah Wilder - Labor compliance training Federal and California
- CRLA Certificate (International Tutor Training Certification Program)
- Quick Books

## **References upon request**



# PROJECT UNDERSTANDING AND INNOVATION



BEN|EN has performed a leachfield evaluation, feasibility study and was recently selected to update the Waste Discharge Permit for the Auburn Lake Trails Community Disposal System

## UNDERSTANDING OF DISTRICT OPERATIONS AND NEEDS

The Georgetown Divide Public Utility District (GDPUD) Board of Directors (BOD) desires to obtain the services of an outside organization that will assist District staff with district engineering services, help execute the District's Capital Improvement Program, and manage any associated general construction activities. BEN|EN understands that the GDPUD has an extensive water infrastructure that delivers drinking water and irrigation water across the Divide, as well as wastewater disposal and septic system inspection for the Auburn Lake Trails (ALT) community. The BOD is currently seeking firms with engineering technical expertise to assist with maintenance, repairs, and replacement of critical capital components of the District's systems.

We have gained an in-depth understanding of the District's need for system improvements and some of the challenges the District is facing through our project experience with GDPUD. From our work on the Angel Camp/Kit Fox waterline replacement project, we have witnessed the condition of the water transmission lines and understand that frequent breakages have occurred. The existing pipe materials are substandard and prone to breakage, thus leading to water loss and causing the District to redirect resources to perform emergency repairs year after year.

We have witnessed firsthand the condition of the District's canals and understand the need to continue ongoing canal lining projects. The District needs to line as much of the canals as possible to prevent leaks and water loss while still considering environmentally sensitive areas created by these leaking canals. Simultaneously,

the District must continue working with property owners who are directly impacted by canal improvements.

We also understand that several of the District's tanks and a small pump station require attention, valves for pressure regulation and air release must be replaced, and the ALT CDS lift station is in need of upgrades. We understand that these are just a few of the areas of concern for the District. The Capital Improvement Plan is a living document that is updated to reflect the District's most urgent priorities.

BEN|EN has worked with operations staff on many of these items in the past to help identify the need and potential cost for repairs. This experience will further assist the District to accomplish the goals defined in the Capital Improvement Plan.



## WATER SERVICE

We understand the GDPUD owns and operates raw water storage and delivery systems, treated water storage, pumping, and distribution facilities which serve the El Dorado County communities of Georgetown, Cool, Pilot Hill, Auburn Lake Trails, Greenwood, Garden Valley, Kelsey and surrounding rural areas.

Water is supplied from GDPUD's Stumpy Meadows Reservoir. Raw water is delivered to irrigation services and to water treatment plants through a system of open ditches and closed conduits. GDPUD water treatment plants, supplied by the GDPUD ditch system, include the Walton Lakes Water Treatment Plant and the Auburn Lake Trails Water Treatment Plant.

As listed in the CIP the GDPUD's water infrastructure consists of the following assets:

- ▶ Approximately 3,700 Domestic Water Service Connections
- ▶ Approximately 380 Active Irrigation System Service Connections
- ▶ More than 70-miles of Canal
- ▶ More than 200-miles of Transmission Pipeline
- ▶ Two (2) Water Treatment Plants
- ▶ Ten (10) Water Storage Tanks
- ▶ Five (5) Pumping Stations
- ▶ Three (3) Reservoirs
- ▶ Two (2) State-Regulated Dams

We also understand that water projects currently listed on the District's CIP will be funded by water rates, property taxes, bonds, grants, and development impact fees.

Over the years we have worked on many projects upgrading and repairing similar infrastructure components as those found in the GDPUD systems. These projects also included a wide variety of funding sources. Though every

project is unique, our knowledge of water source to tap systems can serve the District well.

Our team can assist the District using a holistic approach to manage its capital projects. This approach will result in time and costs efficiencies and produce regulatory compliant projects. We have the experience to determine when specialty experts will be needed, when jurisdiction regulations apply, and how funding agencies operate.

Our understating includes

- ▶ Dams and reservoirs
- ▶ Intake structures
- ▶ Penstocks
- ▶ Hydroelectric systems
- ▶ Tanks
- ▶ Canal conveyance
- ▶ Canal to pipe replacement
- ▶ Pressure regulating stations
- ▶ Pump stations
- ▶ Raw water pump stations
- ▶ Transmission line replacements
- ▶ Water meter replacement programs
- ▶ Trenchless pipe replacement and much more.

## SEWER SERVICE

BEN|EN is very familiar with the GDPUD sewer services. The District operates a community disposal system at Auburn Lake Trails consisting of the following:

- ▶ Two (2) miles of Sewer Pipelines with 137 connections
- ▶ One (1) Lift Station
- ▶ Five (5) Community Wastewater Disposal Fields
- ▶ 1,100 Buildable Parcels
- ▶ 131 Undeveloped Parcels
- ▶ Manages 832 On-Site Disposal Systems

The District has the duty to preserve and protect the environment and public health through an approved management program for this small community wastewater disposal system in lieu of an area-wide sewage collection,



**BEN|EN replaced approximately 1,350 linear feet of 4-inch treated water line in Kit Fox Court and Angel Camp Court and improved the main ditch by lining approximately 2,500 linear feet of the ditch with gunite**

treatment, and disposal system. The District is responsible for investigating, testing, providing design, operating, monitoring, inspecting, and if necessary, maintaining and repairing the wastewater disposal systems within the community disposal system at the expense of each individual affected homeowner.

Funding for wastewater projects currently listed in the District's CIP will originate from fees collected from properties within the wastewater zone at the Auburn Lake Trails subdivision. This funding is restricted and can only be used to fund activities within the wastewater zone.

BEN|EN is currently working with the District to update the permit for wastewater discharge requirements (WDR) and have previously helped evaluate the collection and disposal systems for the Zone where septic systems discharge to a community collection and disposal system.



As District Engineer, BEN|EN can continue to provide support for operational staff, make recommendations for upgrades, provide compliance support, assist in emergency situations, assist with reporting, and be an on-call engineering resource for the District.

## INNOVATION

BEN|EN's innovation for District Engineering includes applying the knowledge and experience we have gained from other projects and agencies and applying it to our work with the District.

Our work as District and City Engineers throughout the foothills and central valley allows us to provide our experience and up-to-date knowledge gathered during efforts working for multiple agencies, to help the small, rural

communities we serve. We have found this approach allows us to help clients like GDPUD utilize current funding sources, identify changing requirements, complete more projects, and improve their systems more efficiently and economically.

In most cases, the cost of gathering information will be lessened overall by applying our acquired knowledge base from other similar projects. The types of knowledge we keep up-to-date consist of widely diverse information that are constantly changing such as:

- ▶ Current regulatory requirements (like the new lead and copper rules)
- ▶ New grant funding opportunities and deadlines
- ▶ Assistance available from jurisdictional agencies

- ▶ Updated standards
- ▶ New technologies
- ▶ Local contractors and vendors and others

Additionally, BEN|EN's approach to a District Engineering position is one of ownership. Your District becomes our district. We take pride in providing a service that has the District's best interest in mind. We work towards a practical approach to solving problems, getting the most benefit for the dollar, and working with District Staff to ensure district priorities are our main priority at any given time. You are not only hiring a consulting engineering firm but also adding team members that will support your staff in every aspect of doing business to provide safe and reliable water to your customers.



Lined canal section that sustained damage and was repaired during the Treated Water Line and Canal Reliability Project



Smoke Test for Leachfield Capacity Evaluation



Percolation Test for ALT CDS



Leachfields at Auburn Lake Trails Site – ALT CDS Feasibility Study

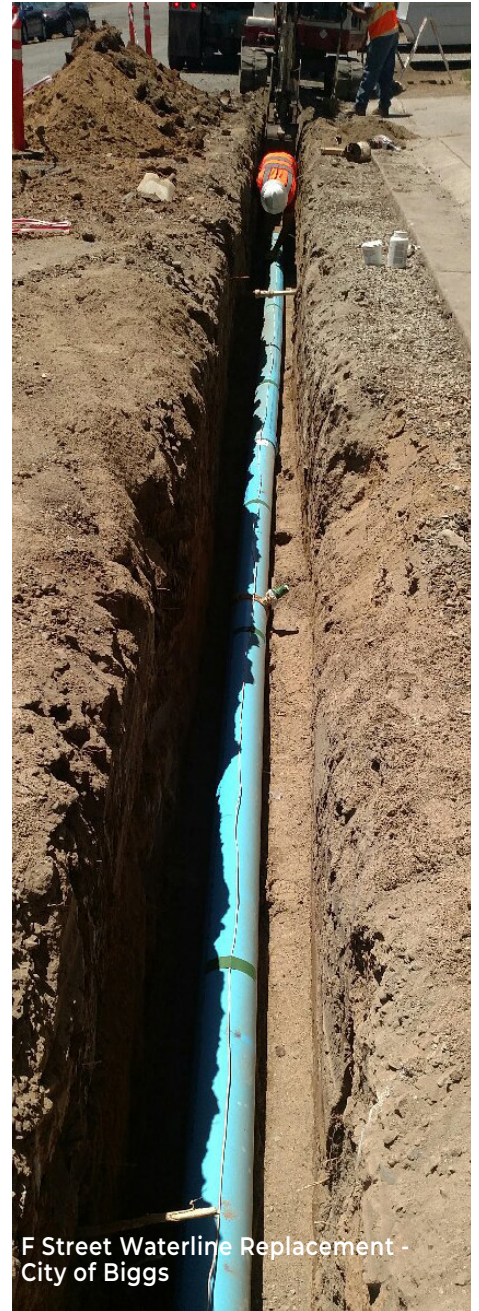


# RELEVANT EXPERIENCE AND REFERENCES

BEN|EN provides as-needed District Engineering services to public utility and community services districts that are very similar to the Georgetown Divide Public Utility District.

As District Engineer, BEN|EN will act as a resource to the GDPUD Board of Directors, contracted staff, and District customers. All work performed will be at the direction of the GDPUD General Manager or authorized staff. District engineering services may include but are not necessarily limited to:

- ▶ Developing and maintaining a Capital Improvement Program
- ▶ Design and management of Capital Improvement Projects
- ▶ Construction management of repair or improvement projects
- ▶ Ensuring compliance of the District's water and wastewater systems to required agency standards
- ▶ Providing prompt emergency response to any failures in the system that require immediate attention
- ▶ Confer with engineering consultants, contractors, operators, and the community on construction and maintenance problems and procedures





# DISTRICT ENGINEERING



Wastewater Treatment Ponds



Funding Acquisition for Pump Station Relocation Project



Pump Station Relocation Project



District Engineer since 2014

## Client

- ▶ Markleeville Public Utility District

## Reference

- ▶ Nick Hartzell  
Board Chair  
PO Box 222  
Markleeville, CA 95120  
530.694.2194

## District Engineer

- ▶ David Harden, PE

## Key Personnel Involved

- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

## Years as District Engineer

- ▶ 2014 to present

## Services

- ▶ Quarterly Board Reporting
- ▶ Compliance Reporting
- ▶ Consults on Sewer Operations
- ▶ Grant Funding Assistance
- ▶ Reviews Development Plans
- ▶ Directs Capital Improvement Program
- ▶ Regulatory/Interagency Coordination

## Total Value of Services

- ▶ \$133,264 (DE)

## Subconsultants

- ▶ Project specific

## Project Description

On a part-time basis, Bennett Engineering Services advises the Board of Directors on utility matters including those related to the sewer collection and treatment

system, and reviews project plans and specifications for residential and commercial development projects which pertain to wastewater service provided by the District.

The engineer also leads the development of utility plans and programs, directs engineering planning studies and capital improvements projects and confers with engineering consultants, contractors, and the general public on construction and maintenance problems and procedures. The engineer also coordinates with regulatory officials and oversees sewer maintenance operations.

## Challenges & Solutions

The Markleeville PUD faces a number of challenges including:

- ▶ Limited resources
- ▶ An aging infrastructure and
- ▶ Strict regulations

As District Engineer, BEN|EN provides on-call support as needed, aids the District with seeking funding opportunities, has established open communication with regulatory agencies, and developed a maintenance work plan.

# CITY ENGINEERING – GRIDLEY



## Client

- ▶ City of Gridley

## Reference

- ▶ Ross Pippitt  
Public Works Director  
853 Laurel Street  
Gridley, CA 95948  
530.846.2298

## City Engineer

- ▶ David Harden, PE

## Key Personnel Involved

- ▶ David Harden, PE
- ▶ Trin Campos, PE
- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

## Years as District Engineer

- ▶ 2016 to present

## Services

- ▶ Reviews Development Plans
- ▶ Directs Capital Improvement Program
- ▶ Regulatory Coordination
- ▶ Consults on Water and Sewer Operations
- ▶ Attend City Council meetings
- ▶ Update City Standards
- ▶ Grant Funding Assistance

## Total Value of Services

- ▶ \$130,000

## Subconsultants

- ▶ Project specific

## Project Description(s)

### Sewer Lift Station Replacements

– The team provided bid documents and engineering support during construction to replace two dry-pit sewer pumps with new low maintenance dry-pit submersible pumps at the City's primary sewer lift station. Bid plans utilized as-built drawings and vendor details to design the modifications needed to install the new pumps and appurtenances. The new pumps greatly reduced the operations and maintenance requirements at the pump station, including the weekly confined space entry for inspection.

### Feather River Sewer Force Main Monitor

– Developed plans and specifications for the construction and installation of a flowmeter on a sewer force main west of the Feather River. Provided civil design, electrical design, bidding assistance, and construction management.

### Inflow and Infiltration Study

– After significant rains in 2018, the City's manholes and pump stations were taxed to maximum capacity and experienced overflows. This study identified areas where the most inflow and infiltration was occurring so that precautionary measures could be taken to reduce the risk of future overflows and maintain capacity at the wastewater treatment plant.

**Waterline Replacement** – The City has approximately 50,000 feet of very old 2-inch and 4-inch watermains throughout its water distribution system. BENJEN helped the City identify problem

areas requiring replacement and upsizing of the pipe. The evaluation included 172 valves and 29 fire hydrants. Design plans and estimate have been developed to a 30% level to support a funding application with the California Drinking Water State Revolving Fund (DWSRF). The environmental requirements for SRF funding has also been completed for the project through the Waterboards Technical Assistance (TA) program.

**FEMA Housing Units** – The team provided plan-level design support for the layout of the site, roadway and drainage design and review, and material and methods review to ensure that they met City Standards. In addition, the team provided design for a 60-inch culvert at an irrigation canal crossing, including hydraulic capacity calculations, loading calculations, and grading design.

**“Bennett Engineering was the unanimous selection due largely to their breadth of municipal experience service, very positive record, and strong track record of success obtaining funding from various State and Federal agencies. Bennett Engineering provides engineering services to several agencies in Butte County, including the City of Biggs. Bennett is highly regarded by area cities and the Butte County Association of Governments and by local Caltrans staff.”**

PAUL ECKERT,  
FORMER CITY ADMINISTRATOR  
CITY OF GRIDLEY



# GENERAL MANAGER AND DISTRICT ENGINEERING



Water Storage Tank



WWTP Treatment



Water Reservoir



Water Pump Station

## Client

- ▶ Auburn Valley Community Services District (AVCSD)

## Reference

- ▶ Jim Leidigh  
President  
PO Box 8138  
Auburn, CA 95604  
916.765.0023

## General Manager and District Engineer

- ▶ David Harden, PE

## Key Personnel Involved

- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT
- ▶ Daniel Cruz, EIT

## Years as District Engineer

- ▶ 2021 to present

## Services

- ▶ Directs Capital Improvement Program
- ▶ Regulatory Coordination
- ▶ Consults on Sewer Operations
- ▶ Grant Funding Assistance
- ▶ Emergency Response
- ▶ Board Meeting reporting
- ▶ Community outreach assistance

## Total Value of Services

- ▶ Master Services Agreement  
\$42,000/year plus task orders

## Subconsultants

- ▶ Project specific

## Project Description

As General Manager and District Engineer for the Auburn Valley Community Services District in Placer County, CA, Bennett Engineering Services provides the following services:

- ▶ Annual update of the Capital Improvement Program projects
- ▶ Compliance management of the water and wastewater systems
- ▶ Correspondence with all compliance agencies, as needed
- ▶ Customer service to the rate payers of the District
- ▶ Operations management oversight including but not limited to:
  - Wastewater operations and engineering consulting
  - Water operations contractor
  - Administrator service contractor
  - Accounting contractor
  - Legal counsel
  - Septage haulers
- ▶ Coordination with PG&E and other contractors on work to be performed by the District
- ▶ Budget management
- ▶ Other miscellaneous General Management services that are not large enough to require a separate task order



# MASTER SERVICES AGREEMENT – ON-CALL SERVICES

## Client

- ▶ Camptonville Community Services District (AVCSD)

## Reference

- ▶ Richard Dickard | Board Member  
15333 Cleveland Avenue  
Camptonville, CA 95922  
530.288.3479

## Project Manager

- ▶ David Harden, PE

## Key Personnel Involved

- ▶ Kati Sethares, EIT

## Years as District Engineer Support

- ▶ 2020 to present

## Services

- ▶ Design support for drinking water system improvements
- ▶ Funding Assistance
- ▶ Local Agency, State Water Boards, IWRM, DWR
- ▶ Regulatory Coordination
- ▶ Consults on sewer operations

## Total Value of Services

- ▶ See individual task orders below

## Project Description

### Contact Tank Replacement –

BEN|EN provided an evaluation of the CCSD's contact tank sizing to determine if the disinfection contact tank was adequately sized. Multiple approaches to rehabilitate or replace the disinfection contact tank were evaluated and then an alternative analysis report was provided as well as 30% design plans for the selected alternative approach. (\$18,386)

### Drought Relief Funding Application –

Assisted the District with preparing and submitting a drought relief funding application through the Department of Water Resources (DWR) Small Community Drought Relief Program (Awarded 4/29/2022 for \$717,000). Tasks included preparation and procurement of all organizational,

financial, and legal information required for the application, development of a project proposal including scope of work, budget, schedule, and project deliverables, and coordination between the District and DWR as required to complete and submit the application. (\$14,650)

### Water Resiliency Planning Application –

Coordinated and managed CSD staff to complete the application process for a planning grant through the Drinking Water State Revolving Fund. Coordinated with Yuba Water Agency and the State Water Resources Control Board Division of Financial Assistance, when required. Provided a plan of study including a project description, scope tasks, budget, and planning schedule. Also provided planning grant application support. The project includes replacing the diversion structure, contact tank, and well development. (\$15,718)

### Well Development Project –

This project will be funded by the grant funds acquired through the Drought Relief Funding Grant that was awarded in April 2022. Tasks include project management, emergency repairs to wells due to drought conditions, new well construction, and rehabilitation of two existing wells. Subconsultants: Unico Engineering - Survey (\$10,894); Southeast Hydrogeology - Well Specialist (\$254,703); S&H consulting - Labor Compliance (\$3,450)

**Emergency Repairs –** BEN|EN provided emergency declaration support to perform emergency repairs to the CSD's diversion



structure. Tasks included preparation of design exhibits, a cost estimate, and technical memorandums for needed repairs. Construction oversight was also provided. (\$6,000). Subconsultant: Decker Engineering - Emergency Declaration Support (\$1,000)

# PROJECT HISTORY: GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## 2018 TREATED WATER LINE AND CANAL RELIABILITY PROJECT

### Key Staff

- ▶ David Harden, PE
- ▶ Stacey Lynch, PE
- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

### Date Completed

- ▶ April 2020

### Services

- ▶ Plans, Specifications, and Estimate
- ▶ Environmental Review
- ▶ Permitting
- ▶ Bidding and Construction Support

### Total Value of Services

- ▶ \$108,750

### Project Description

This project included the replacement of a 4-inch treated water line in Kit Fox Court and Angel Camp Court (approximately 1,350 linear feet) and improvements to the main ditch by lining a section of the ditch identified as a priority segment. Improvements included gunite and reinforcement of approximately 2,500 linear feet of ditch between Spanish Dry Diggins Road to Taylor Mine Outlet. BEN|EN provided engineering design, environmental review, permitting, bid documents, engineering estimates, bid support services, and engineering support during construction for the two projects.

## PARKING LOT REHAB

### Key Staff

- ▶ David Harden, PE
- ▶ LaSandra Edwards, PE
- ▶ Ali Holladay, EIT

### Total Value of Services

- ▶ \$21,455

## AUBURN LAKE TRAILS LEACHFIELD CAPACITY EVALUATION

### Key Staff

- ▶ David Harden, PE
- ▶ Gabriel Rodell, PE

### Date Completed

- ▶ April 2019

### Services

- ▶ Inflow and Infiltration Study
- ▶ Leach Field Capacity Report
- ▶ Water Balance Report
- ▶ Work Plan
- ▶ Preliminary Design Report for Disposal Capacity Improvements
- ▶ Investigation of Funding Opportunities

### Total Value of Services

- ▶ \$70,000

### Subconsultants

- ▶ Total Flow, Inc. | Inflow and Infiltration Report
- ▶ Geocon | Geotechnical

### Project Description

During the storm events of early 2017, the Community Disposal System (CDS) in the Auburn Lake Trails on-site wastewater disposal system near Cool, CA exceeded maximum monthly flows and received a Notice of Violation (NOV) from the Regional Water Quality Control Board (RWQCB). BEN|EN was selected to act as a liaison for Georgetown Divide Public Utility District (GDPUD) to respond to the NOV, evaluate the CDS, and provide GDPUD with a workplan to reduce infiltration and inflow (I/I) to the system. BEN|EN provided the GDPUD with a leach field capacity analysis for a community disposal system, a calibrated water balance, a complete inflow and infiltration study, and a geotechnical evaluation of the leach field soil properties relating to wastewater disposal.

## AUBURN LAKE TRAILS COMMUNITY DISPOSAL SYSTEM (ALTCDS) FEASIBILITY STUDY

### Key Staff

- ▶ David Harden, PE
- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

### Date Completed

- ▶ January 2021

### Services

- ▶ Field Investigations and Data Review
- ▶ Topographic Survey
- ▶ Geotechnical Investigation
- ▶ Alternatives Analysis and Feasibility Study

### Total Value of Services

- ▶ \$49,000

### Subconsultants

- ▶ Unico | Survey
- ▶ Geocon | Geotechnical

### Project Description

For several years the District had experienced several operational issues with the ALTCDS. The District required strategic planning for the future costs required to continue providing reliable wastewater treatment and disposal for its customers. Additionally, the Waste Discharge Requirements permit was nearly 18 years old, indicating the renewal process would soon be required. To prepare the District for renewal, an analysis of the system was required with necessary upgrades recommended to meet the new water quality objectives. The District required a feasibility study to identify alternatives for the system to provide adequate treatment, create operational efficiency, fit within the existing site, and fall within a reasonable budget the District could manage.



# WATER TANK EXPERIENCE

## ALTA SIERRA RESERVOIR REPLACEMENT

### Client

- ▶ Nevada Irrigation District (as a subconsultant to Gateway Pacific Contractors)

### Reference

- ▶ Doug Hobbs | Sr. Engineer  
1036 W. Main Street  
Grass Valley, CA 95945  
530.271.6862

### Project Manager

- ▶ Stacey Lynch, PE

### Key Personnel Involved

- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

### Year Completed

- ▶ Currently in Construction

### Total Value of Services

- ▶ \$330,000

### Subconsultants

- ▶ ControlPoint Engineering | SCADA
- ▶ NV5 | Geotechnical
- ▶ Helix | Environmental
- ▶ DN Tanks | Pre-stressing of Tank

### Project Description

The Gateway Pacific Contractors/BEN|EN design-build team was selected to construct a 3-million-gallon water storage tank to replace the District's existing Hypalon-lined and covered reservoir. The new tank will be an AWWA D110 Type I pre-stressed concrete tank with a concrete roof designed to withstand local snow loads. The design also includes yard piping, additional drainage improvements, mixers and blowers with sound attenuation, and electrical and SCADA system upgrades. Maintaining the existing berm, landscape screening, and new fencing and gate will minimize visual effects to the adjacent neighborhood. Construction will include demolition and removal of the existing Hypalon liner and cover and replacement of the District's existing water valves.



Hypalon-lined tank - BEFORE



Pre-Stressed Concrete Tank in Construction

## VERDERA NORTH TANK #3 AND PIPELINE

### Client

- ▶ City of Lincoln

### Reference

- ▶ Araceli Cazarez | Sr. Engineer  
1036 W. Main Street  
Grass Valley, CA 95945  
530.271.6862

### Project Manager

- ▶ Stacey Lynch, PE

### Key Personnel Involved

- ▶ Dave Harden, PE
- ▶ Michael Massaro, PE
- ▶ Gabriel Rodell, PE
- ▶ Kati Sethares, EIT
- ▶ Ali Holladay, EIT

### Year Completed

- ▶ 2020

### Total Value of Services

- ▶ \$970,000

### Subconsultants

- ▶ J Calton | Electrical/SCADA
- ▶ Geocon | Geotechnical
- ▶ VE Solutions | Structural

### Project Description

The purpose of the project was to provide the city with an adequate supply of water during a rapid growth period and provide additional redundancy. In addition to the 5MG tank and site improvements, the project included a 16-inch pipeline connection and a 36-inch pipeline connection to a metering station. The 960 LF of 16-inch pipeline provides water to the existing water system serving an adjacent neighborhood. Approximately 5,500 LF of 36-inch pipeline provides water from the 5MG reservoir to the water system at a lower elevation. The pipeline design included evaluation of pipe material and a cathodic protection system. The design provided rough grading for a second 5MG tank. BEN|EN also provided public outreach support.



Verdera North Tank #3 and Pump Station



Site visit when the concrete walls were being poured

## OTHER PROJECT EXPERIENCE



### CLOVER VALLEY RESERVOIR DESILTING AND SUPPLY PIPELINE

#### Client

- ▶ Placer County Water Agency

#### Key Personnel Involved

- ▶ Stacey Lynch, PE
- ▶ David Harden, PE

#### Year Completed

- ▶ 2014

#### Project Description

The Antelope Canal delivers water to agricultural users, utilizing the Clover Valley Reservoir to regulate the downstream deliveries. The reservoir had become silted over time and the capacity was severely impaired. An unlined portion of the Antelope Canal had experienced severe erosion and down cutting, resulting in an additional source of silt to the reservoir.

BEN|EN managed a highly experienced and specialized team of staff and subconsultants to provide engineering solutions for the desilting process and to

restore the capacity of the reservoir. In addition, the project team developed and evaluated options for the reservoir supply pipeline. These included alternative and hydraulic analysis, calculations, and field investigations. A full design was provided including plans, specifications and construction cost estimates. Plans included the following details:

- ▶ Pipeline junctions and structures joining the pipeline construction with existing canals
- ▶ Canal-to-pipeline screening system
- ▶ Existing canal and the new bypass
- ▶ Schedules demonstrated that the downstream Antelope Canal deliveries would remain intact with no outages and only minimal outage periods
- ▶ Reservoir desilting requirements
- ▶ Geomorphology solutions for the eroded canal sections



### GREELEY CANAL IMPROVEMENTS

#### Client

- ▶ Placer County Water Agency

#### Key Personnel Involved

- ▶ David Harden, PE

#### Year Completed

- ▶ 2014

#### Project Description

The Greeley Canal provides a vital source of raw irrigation water for local agriculture. However, with flow from the canal controlled by a manual turn gate and pressure in the service pipe controlled with a fixed regulating valve, the Agency

faced two considerable challenges: maintaining adequate service pressure and reducing water loss caused by spillage and overflow.

To address these risks, PCWA partnered with Bennett Engineering to design a canal and pipe structure that would allow the agency to modernize its water delivery system with an automated Rubicon Tilting Weir Gate and pressure sustaining pipe valve. The firm delivered designs, plans, specifications, and CADD support for the \$350,000 grant-funded project.



## OTHER PROJECT EXPERIENCE



### SLATE CREEK ENGINEERING REVIEW

#### Client

- ▶ Mead & Hunt

#### Key Personnel Involved

- ▶ David Harden, PE

#### Year Completed

- ▶ 2016

#### Project Description

The Slate Creek Hydro project was located by Lakehead, CA in northern Shasta county. It involved a four-megawatt unit with a Gilkes, Turgo Impulse turbine with a rated flow of 100 cfs. The existing intake arrangement consisted of three horizontal bar, trash racks in the outer wall of the structure and

vertical punch plate fish screens, with a reciprocating brush system inside the structure. Problems occurred whenever high dirty flows from heavy rains or high snow melt was experienced. Operators were then forced to significantly reduce the unit load to prevent plugging of the trash racks and fish screens and prevent filling the intake structure with sediment. BENJEN's engineering review evaluated the feasibility of an intake system modification for a four-megawatt power generation facility. Several Coanda style screen intake designs were evaluated to provide greater diversion capacity to the existing penstock.



### STRAWBERRY PUMP STATION

#### Client

- ▶ El Dorado Irrigation District

#### Key Personnel Involved

- ▶ David Harden, PE
- ▶ Kati Sethares, EIT

#### Year Completed

- ▶ 2019

#### Project Description

The Strawberry Raw Water Pump Station collects water from the South Fork of the American River and lifts it to the EID's Strawberry Water Treatment Plant. The existing three pumps were five horsepower at 200 gallons per minute (GPM). The Strawberry Water Treatment Plant is rated for 200 GPM but has been licensed for 100 GPM through the District's drinking water permit. The pump station is located approximately 250-feet to the west of the water treatment plant. The station itself was built on a granite slab that connects to an adjacent property owner's house, and the District had received multiple complaints from the owner due

to the vibration of the pumps. Additionally, access to the site is challenging and unsafe during the winter months. The raw water intake is prone to freezing during winter months and had to be wrapped with insulation and heat tape. During the summer months, low flows and lack of water would force the District to move the intake upstream to gain elevation and enough water to completely submerge the intake screen. The intake screen needed to be heavily secured with a chain so the intake did not break free during high flow events. The self-cleaning screens needed to be used for larger debris, however, because of their age replacement parts were no longer available. Furthermore, pump #3 had been modified to be a re-circulation pump to prevent the pumps from losing prime during the winter months. Additionally, any replacement parts for the existing pumps had to be cast since parts are no longer available, thus any repair to the pumps caused extended delays to the operation of the station.





## OTHER PROJECT EXPERIENCE



### SMALL DIVERSION UPGRADES

#### Client

► Placer County Water Agency

#### Key Personnel Involved

► David Harden, PE

#### Project Description

**Duncan Creek, North Fork Long Canyon, and South Fork Long Canyon Diversion Intake Modification** – These three projects included design of self-cleaning Coanda-effect screen intake systems along the spillway crests of existing diversion dams ranging from 60- to 100-foot wide to increase efficiency, reduce maintenance, and improve riparian habitat by allowing fish and sediment migration over the dams. Designs included a screen and intake system to accommodate the 100- to 400-cfs diversion, while maintaining required variable minimum instream flows, allowing for fish bypass, as well as a maintenance access road extension and culvert to connect the new intake structure to the existing diversion

tunnel. BEN|EN provided analysis of the existing system hydraulics, assessment of feasibility study design with modification to meet regulatory agency requirements, and project management between client and design team.

BEN|EN worked close with PCWA engineers and planners to develop creative design solutions to meet the needs of the operators, license requirements, and resource agencies environmental concerns.

**Duncan Creek Diversion Intake Modification** – The remote location and the need to meet new variable flow release requirements lead to a design that minimize operator interaction with flow controls without power. The drastic fluctuation in flows required a creative design to keep the dam face wetted for fish passing off the screen.

**North Fork Long Canyon Diversion Intake Modification** – The remote location and large amount of material transport over the

intake associated with the site geology and creek flow characteristics required a screen design that could self clean while holding up to the wide range of material sizes and screening out fine sediment from the penstock. The design has eliminated the need for future sediment removal as stream bedloads are now allowed to pass over the intake screens.

**South Fork Long Canyon Diversion Intake Modification** – The remote location required a design with low maintenance requirements, achieved with a self cleaning coanda-effect stream bed intake system. The topography and hydraulic flexibility of the existing intake system, allowed for a design with downstream modifications to the existing diversion dam, maintaining existing dam and pool elevation. The design has eliminated the need for future sediment removal as stream bedloads are now allowed to pass over the intake screens.



# PLAN AND MAP CHECKING



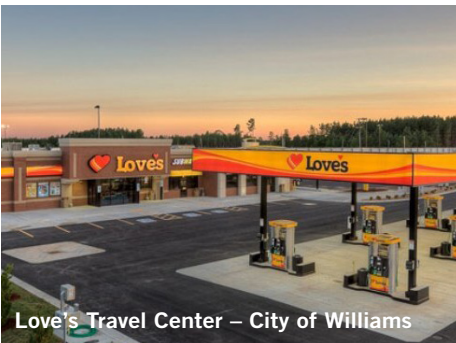
In-N-Out – City of Lincoln



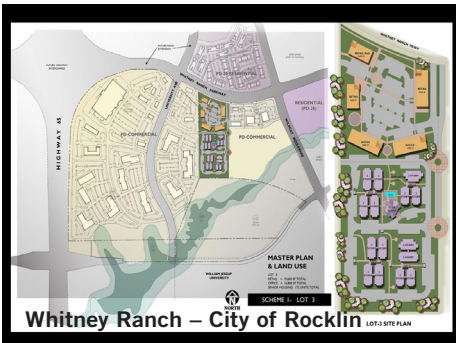
Verdera Village – City of Lincoln



McDonalds (Conceptual Drawing)  
– City of Gridley



Love's Travel Center – City of Williams



Whitney Ranch – City of Rocklin

## Clients

- ▶ Cities of Lincoln, Gridley, Williams, and Rocklin

## References

- ▶ City of Lincoln  
Lindy Childers  
Community Development Director  
916.434.2461  
lindy.childers@lincolnca.gov
- ▶ City of Gridley  
Donna Decker  
City Planner  
530.846.5695  
ddecker@desllc.net
- ▶ City of Williams  
Frank Kennedy  
City Administrator  
530.473.2955  
fkennedy@cityofwilliams.org
- ▶ City of Rocklin  
Aly Zimmerman  
City Manager  
916.625.5585  
alyz@rocklin.ca.us

## Project Manager

- ▶ Edward Crouse, PE

## Key Personnel Involved

- ▶ Tony Ozanich, PE
- ▶ Chelsea Gillis, PE
- ▶ Andy Klinstiver, PLS

## Year Completed

- ▶ Ongoing

## Total Value of Services

- ▶ Varies per contract

## Project Description

As City Engineers for the Cities of Williams, Rocklin, and Gridley, BEN|EN regularly assists with plan and map checking services.

We have also provided on-call general engineering services to the City of Lincoln since 2013. The City has its own sewer and water systems and has three major specific plan areas. BEN|EN has been providing the City with a senior member of our engineering staff to assist the City with a variety of engineering tasks, including plan checking.

## Sample Plan Checking Project List (by city)

### City of Lincoln

- ▶ Meadowlands Entitlement
- ▶ Cresleigh Grove Improvement Plan
- ▶ Village 7, Lewis
- ▶ LDS Stake Center
- ▶ Lakeside 6 Units 7 and 8
- ▶ In-N-Out Improvement Plan
- ▶ Nicolaus Road Infill Application
- ▶ Verdera Village
- ▶ Grace Lutheran Church
- ▶ Turkey Creek Improvement Plan
- ▶ Fullerton Ranch
- ▶ Lincoln Crossing Village II

### City of Gridley

- ▶ McDonalds
- ▶ E. Gridley Street Shopping Center
- ▶ Arco AM/PM Highway 99
- ▶ Qumar Estates
- ▶ Heron Landing
- ▶ FEMA Housing - Industrial Park
- ▶ Cruzers Coffee Kiosk
- ▶ Sunrise Village Senior Apartments

### City of Williams

- ▶ Stoney Creek Senior Apartments, Phase II
- ▶ BareNaked Produce
- ▶ Loves Travel Center
- ▶ Dollar General
- ▶ Canna-Hub
- ▶ Holiday Inn Express

### City of Rocklin

- ▶ Whitney Ranch Plan Reviews
- ▶ College Park Pre-Entitlement Developer Relations
- ▶ Review of maps, design drawings, surveys, specifications, and reports

### City of Oroville

- ▶ Lally Center
- ▶ Oroville Hospital
- ▶ Sierra Pacific Grading
- ▶ Feather River Tribal Health Center
- ▶ Paula Court Apartments
- ▶ Sierra Heights Senior Living
- ▶ Acacia Estates Subdivision

# GRANT FUNDING ASSISTANCE

## Key Staff

- ▶ Stacey Lynch, PE
- ▶ David Harden, PE
- ▶ Gabriel Rodell, PE
- ▶ Kaitlyn Sethares, EIT
- ▶ Ali Holladay, EIT
- ▶ Lucy Cardenas (Grants Specialist)

## Services

- ▶ Research, Reporting, and Tracking of Available Grant Opportunities
- ▶ Grant Application Assistance
- ▶ Grant Administration

BEN|EN has extensive experience with project delivery of state and federally-funded water resources projects ranging from water tanks to wastewater treatment plant upgrades for various local agencies. Our many years of collaboration with resource agencies, and local agencies on a variety of projects has gained us experience that will aid in keeping the District's projects on schedule and within budget.

**“Bennett Engineering was the unanimous selection due largely to their breadth of municipal experience service, very positive record, and strong track record of success obtaining funding from various state and federal agencies.**

PAUL ECKERT  
FORMER CITY ADMINISTRATOR  
CITY OF GRIDLEY

## FUNDING AWARDED WATER/WASTEWATER PROJECTS

PROJECTS	FUNDING SOURCE	AMOUNT GRANTED
<b>NEWCASTLE SANITARY DISTRICT</b>		
WWTP Decommissioning	EPA	\$1,629,845
WWTP Decommissioning	SPMUD	\$4,885,000
<b>CITY OF ISLETON</b>		
Sewer System and Headworks	SRF	\$485,000
<b>CITY OF BIGGS</b>		
WWTP Upgrades, Phase 1	SRF	\$3,411,335
WWTP Upgrades, Phase 2	SRF	\$6,392,679
WWTP Upgrades, Phase 2-Land	USDA	\$2,684,349
<b>CITY OF GRIDLEY</b>		
Feather River Sewer Crossing	CWSRF	\$500,000
Inflow and Infiltration Study	USDA	\$138,000
<b>CAMPTONVILLE CSD</b>		
Drought Relief Funding	DWR	\$717,000
Various Projects and Studies	SRF, ETC	\$67,000
<b>TOTAL FUNDING ACQUIRED</b>		<b>\$20,910,208</b>

## GRANT APPLICATIONS IN PROCESS

PROJECTS	FUNDING SOURCE	AMOUNT
<b>CITY OF MARYSVILLE</b>		
Wastewater Treatment Plant	CWSRF	\$6,000,000
<b>CITY OF JACKSON</b>		
Water Tank	DWSRF	\$6,000,000
<b>CITY OF BIGGS</b>		
Water Tank	DWSRF	\$6,000,000
Inflow and Infiltration Study	CWSRF/USDA	\$550,000
<b>CAMPTONVILLE COMMUNITY SERVICES DISTRICT</b>		
Water Resiliency Project	DWSRF	\$620,000
<b>CITY OF GRIDLEY</b>		
Little Avenue Forcemain/Lift Station	CWSRF	\$1,800,000
Watermain Replacement Project	DWSRF	\$560,000
Wilson Well Rehabilitation Evaluation	DWSRF	\$300,000
<b>TOTAL GRANT APPLICATIONS IN PROCESS</b>		<b>\$21,830,000</b>



REQUEST FOR QUALIFICATIONS

**GEORGETOWN  
DIVIDE PUBLIC  
UTILITY DISTRICT**

**District Engineering  
Services**

PROPOSAL





June 23, 2022

**Georgetown Divide Public Utility District**  
**Attention: Adam Brown, Operations Manager**  
**6425 Main Street**  
**Georgetown, CA 95634**

## **Request for Qualifications for District Engineering Services**

Dear Mr. Brown:

As an extension of your staff, the Georgetown Divide Public Utility District (District) Contract District Engineer must thoroughly understand the District's annual budget constraints, strategic planning process and the potential impacts land development issues may have on the local water supply. EKI Environment & Water, Inc. (EKI) is the right choice to help the District continue to reach your goals for the following reasons:

**District Engineer Experience:** **Mike Vasquez, PE, PLS** served as Contract City Engineer for the City of Biggs where he reviewed development and construction plans for compliance with City standards. Mike is both a Professional Civil Engineer and Professional Land Surveyor in California. He has provided City and District Engineering services, served as the Project Manager/ Construction Manager and provided design, bidding and resident engineering services for multiple water system supply projects within California. He currently serves as Contract District Engineer for the Rio Linda / Elverta Community Water District working on water system improvements. He has also worked in the public sector on land development projects where he has extensive experience with design and construction of all wet utilities and can bring that expertise to the District as part of entitlement and plan review services. **Steve Tarantino, PE** has extensive experience in providing engineering, design, construction management, contract administration and budget management services to municipalities. He has private and public experience that gives him a unique understanding and perspective of the project design and construction process and the steps needed to insure a successful project for the owner. He will be assisting Mr. Vasquez on District Engineering tasks and deliverables.

**Water Supply Experts:** EKI helps clients with managing and delivering multiple aspects of water planning, water supply, water distribution and water infrastructure projects. We bring a specific understanding of water resources and challenges in California and the Sacramento Region that will help maximize funding, planning and implementation of your priority projects at the lowest possible cost to District ratepayers.

**Local and Accessible Team:** Mike and the EKI team are part of the local community, approachable and available to support the District as needed. EKI's Roseville, CA office is just 45 minutes from the District office. Mike has spent 22 years of his 24-year career in the Sacramento Region procuring funding and implementing water projects for his municipal clients.

June 23, 2022

Georgetown Divide Public Utility District Page 2

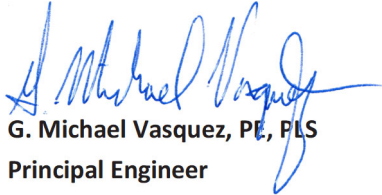
EKI has reviewed the Request for Qualifications (RFQ) and provide the following information as part of our proposal:

- EKI's contact information is located at the top of this cover letter.
- Mike Vasquez is an authorized signatory for proposals up to a single contract value of \$500,000 as approved in the EKI Authorities Matrix. This matrix is a privileged and confidential document and can be shared with the District upon request during contract negotiations. An EKI board member will co-sign the initial contract with Mike upon award.
- This proposal is firm for a 90-day period from the proposal submission deadline of June 23, 2022.
- Mike Vasquez, PE, PLS, a principal engineer at EKI will be the contact for this proposal. In addition to the contact information provided above, he can be reached at (530) 682-9597 and at mvasquez@ekiconsult.com.
- EKI is headquartered in Daly City, CA. Our proposed District Engineer, Mike Vasquez, is located in EKI's Roseville office and will be supported by EKI Staff from EKI's Davis, CA and Daly City, CA offices.
- EKI will provide the insurance and indemnification required per the Professional Service Agreement attached to the RFQ.

We look forward to further discussing how our team's unique qualifications will benefit District projects.

Very truly yours

**EKI Environment & Water, Inc.**



**G. Michael Vasquez, PE, PLS**  
**Principal Engineer**



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## COMPANY BACKGROUND

### MEETING YOUR EXPECTATIONS

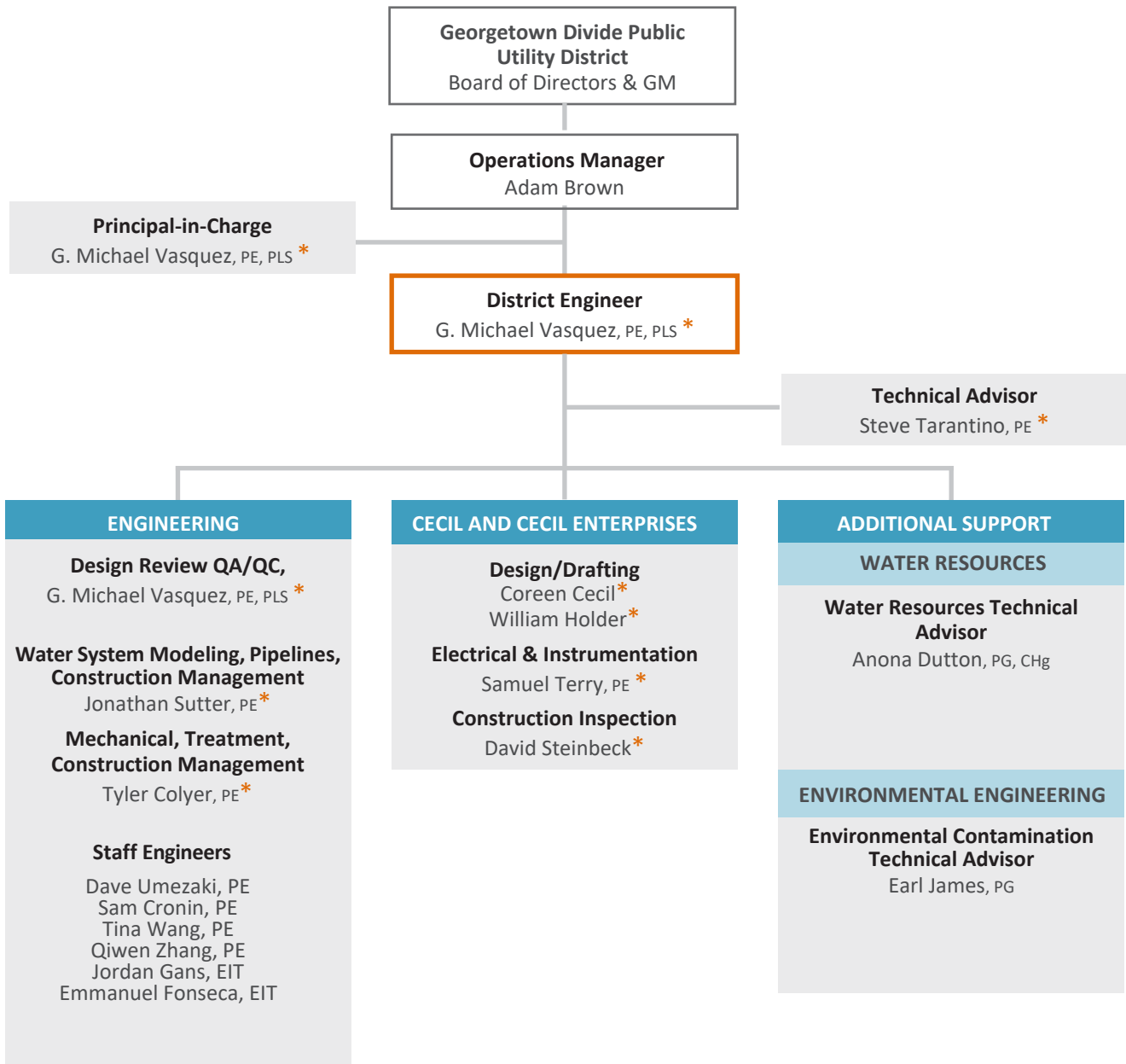
EKI has developed a reputation for carefully assessing client needs, providing appropriate services led by experienced staff, and delivering products that fulfill client expectations. Our staff's complementary mix of disciplines is an asset to understanding and effectively resolving a wide variety of complex technical challenges.

Headquartered in Daly City, California, EKI Environment & Water, Inc. is an employee-owned company that has provided comprehensive water resources and engineering services to public and private sector clients since our founding in 1989. Our staff includes over 100 engineers, geologists, hydrogeologists, environmental scientists, computer-aided designers, and geographic information system (GIS) and database specialists, and support staff in offices throughout California and the United States. We take pride in being responsive to our clients' concerns and in achieving over 90 percent of our work as a sole source through referrals or additional work with existing clients.

EKI's core municipal engineering staff of Mike Vasquez, P.E., P.L.S., Steve Tarantino, P.E., Jonathan Sutter, P.E., and Tyler Colyer bring over 90 years of combined experience in performing alternative analysis, as well as design and construction services for upgrades to municipal water systems. Our proposed District Engineer, Mike Vasquez, P.E., P.L.S. is based out of our Roseville office and is the main point of contact for this proposal.

# PROJECT TEAM

EKI has assembled a team of highly experienced, specialized professionals to address all aspects of planning, designing, and constructing water system and groundwater facilities, including staff augmentation. Additional support staff is included as in-house resource staff if needed.



**LEGEND**

\* Key Team

## Summary of Key Team Experience, Qualifications, Roles and Responsibilities

EKI team member roles and qualifications are highlighted below. Their educational background, relevant experience, certifications, merits and qualifications are detailed further in the resumes included in Appendix A. These key staff will be supported by additional EKI staff as needed.

Key Staff & Role	Qualifications, Experience & Responsibilities
<b>G. Michael Vasquez, PE, PLS</b> District Engineer Principal-In-Charge QA/QC Project Manager Construction Management	<ul style="list-style-type: none"> <li>• 24+ years of water, wastewater, and storm drain experience</li> <li>• Contract City/District Engineer for Cities of Biggs and Willows, Rio Linda / Elverta Community Water District and Manzanita Elementary School District</li> <li>• Professional Civil Engineer</li> <li>• Professional Land Surveyor</li> <li>• BS Civil Engineering</li> <li>• Primary point of contact</li> <li>• Lead Design Engineer and Construction Manager</li> <li>• Responsible for all District Engineer services outlined in the RFQ</li> </ul>
<b>Steve Tarantino, PE</b> Technical Advisor	<ul style="list-style-type: none"> <li>• 40+ years of experience providing planning, design, cost estimation, and construction supervision for potable water projects</li> <li>• Professional Civil Engineer</li> <li>• BS, Civil Engineering</li> <li>• Serve as technical advisor to the District Engineer when requested</li> </ul>
<b>Jonathan Sutter, PE</b> Water System Modeling, Pipelines, Construction Management	<ul style="list-style-type: none"> <li>• 14 years of experience in potable water, recycled water, and wastewater utility design, master planning, and construction management and water resources planning</li> <li>• Professional Civil Engineer</li> <li>• B.S. Civil Engineering</li> <li>• Lead water system modeling efforts</li> <li>• Design, construction management and construction observation for pipeline projects</li> </ul>
<b>Tyler Colyer, PE</b> Mechanical, Treatment, Construction Management	<ul style="list-style-type: none"> <li>• 12 years of experience in water infrastructure design and planning</li> <li>• Professional Civil Engineer</li> <li>• M.S. Civil and Environmental Engineering</li> <li>• B.S. Environmental Engineering</li> <li>• Lead treatment and mechanical designer</li> <li>• Construction management and construction observation for treatment and mechanical projects</li> </ul>

Key Staff & Role	Qualifications, Experience & Responsibilities
<b>Coreen Cecil</b> Design/Drafting	<ul style="list-style-type: none"> <li>• 24 years of AutoCAD drafting experience for linear projects including water, sanitary sewer and storm sewer projects</li> <li>• AAS, Computer Aided Drafting Technology</li> <li>• Certified Drafter</li> </ul>
<b>William Holder</b> Design/Drafting	<ul style="list-style-type: none"> <li>• 24 years of AutoCAD drafting experience for linear projects including water, sanitary sewer and storm sewer projects</li> <li>• AAS, Computer Aided Drafting Technology</li> <li>• Certified Drafter</li> </ul>
<b>Samuel Terry, PE</b> Electrical & Instrumentation	<ul style="list-style-type: none"> <li>• 35+ years of specialized electrical, mechanical, instrumentation and control systems engineering experience</li> <li>• Registered Electrical Engineer</li> <li>• Registered Control Systems Engineer</li> <li>• B.A., Business Administration &amp; Economics</li> </ul>
<b>David Steinbeck</b> Construction Inspection	<ul style="list-style-type: none"> <li>• 22 years as a Public Works Inspector/Construction Inspector and for local municipalities</li> <li>• Complete understanding of wet and dry utility infrastructure</li> <li>• Provided construction observation for the Ward Avenue water main replacement project in Patterson, CA and Wastewater Treatment Plant upgrades in Oakdale, CA</li> </ul>

## QUALIFICATIONS

EKI Environment & Water, Inc. was established about 30 years ago. We provide comprehensive engineering services for a broad range of companies and government agencies. Our engineering services include District/City engineering, program management, planning and engineering, design, and construction management for public and private utilities including potable water, wastewater, recycled water, and storm water utilities. We also offer our clients CIP planning and implementation assistance, as well as project funding procurement services.

### Contract Engineering Services

EKI brings extensive experience to the table with directly assisting clients with District/City Engineering Services. Serving in this role extends the resources of municipal clients by assisting with the planning, development and implementation of water CIP projects. EKI has successfully provided District Engineering services to municipal clients throughout California and offers that experience to the District. We bring a specific understanding of water resources and challenges in California and the Sacramento Region, and have a reputation for providing collaborative leadership to our clients' projects. EKI has experience with all elements of District/City Engineering services including project procurement processes and requirements, supporting construction services, providing updated project cost estimates and monitoring of budget, cash flow and expenditures for capital improvement projects and programs. EKI is prepared to offer the following services including, but not limited to:

- District Standard Engineering Specifications and Details
- Review current District Engineering Standards and recommend additions, updates, and/or improvements
- Update District Engineering Standards for review and approval by District staff

### DISTRICT CIP IMPLEMENTATION BY PROCURED CONSULTANTS

- Prepare RFQs, RFPs and review criteria as necessary to procure consultant/contractual services to deliver projects
- Provide the following reviews: plan check, technical engineering documents, contractor submittals, change orders
- Manage consultants and developers as required in coordination with District staffing roles and resources
- Prepare detailed project schedules and budgets
- Be the District's representative during construction, regulatory agency coordination, contract administration

### DISTRICT CIP IMPLEMENTATION BY DISTRICT ENGINEER

- Be responsible for project delivery including all planning, design and construction related services
- Prepare procurement documents as required to hire sub-consultants or sub-contractors to deliver projects
- Provide the following reviews: plan check, technical engineering documents, contractor submittals, change orders
- Manage project delivery in coordination with District staffing roles and resources
- Prepare detailed project scopes of work, schedules and budgets for District review and approval
- Manage sub-consultants or sub-contractors, regulatory agency coordination, project administration
- General District Engineering Services
- Attend District Board Meetings
- Prepare District Board Meeting Agenda items/presentations/handouts/reports/other documentation
- Respond to water system inquiries from the public and stakeholders
- Preparation and attendance of strategic meetings with District Staff

- General District Engineer office hours, serve as resource to District staff, communications
- Assisting the District with CIP and budget planning to deliver priority projects on schedule

## Water Engineering Services

EKI helps clients with managing multiple aspects of water planning, water supply, water distribution and water infrastructure projects. We have managed and implemented a wide range of projects from very small to large, complex water Capital Improvement Programs (CIPs). We have managed over \$100 million dollars’ worth of capital water CIP related projects and programs, some consisting of multiple projects constructed over a multi-year timeframe. EKl has implemented CIPs involving water, storm, and sewer facilities. As part of this, EKl developed experience in being responsible for preparing requests for proposals; management of consultants and contractors during design and construction; planning and conducting pre-proposal and project kick-off meetings; coordination with regulatory agencies to obtain necessary permits; technical, third-party design review;

schedule and financial tracking; funding procurement and administration; and reporting to city and governing bodies.

EKI has experience in the planning, design and construction of water project facilities including water wells, wellhead treatment, water storage, booster pump stations, pipeline conveyance, pressure zone consolidations, and system inter-connection improvements.

Members of the EKl team also have experience with alternative water supply development and conjunctive use should those services be required in the future. EKl understands that each water project is unique and may require creative thinking or thinking ‘outside of the box’ to deliver an acceptable solution to our clients.

## Ability to Commit Resources

EKI understands that continuity of key personnel assigned to a project is a key factor in project success. We are committed to the success of your projects and will dedicate the staff and technical resources needed for successful completion of this contract.

### OUR MANAGEMENT PHILOSOPHY

At EKl, we understand that the successful completion of a project is not so much the result of the “company” as it is the performance of key individuals. We are aware of the importance our clients place on the selection of a capable District Engineer or project manager supported by technical specialists to effectively guide their project to completion. Our District Engineers and project managers form one-on-one relationships with clients and work hard to understand each project’s technical, financial, and regulatory constraints. Communication within EKl is facilitated by the proximity of all project team members and by frequent team meetings in each office. Each District Engineer or project manager is supported by an officer of the firm.



## EXPERIENCE

The EKI team has recent, relevant experience that directly relates to the District needs outlined in the RFQ. The following projects demonstrate our team's depth of specialized experience,



### CONTRACT DISTRICT ENGINEER SERVICES Rio Linda/Elverta Community Water District

EKI serves as District Engineer for the Rio Linda/Elverta Community Water District (District) an independent special water district which serves approximately 4,700 customers in the Rio Linda and Elverta communities of Sacramento County. Our primary responsibility is to provide civil engineering services for District projects including groundwater resource studies, management, and land development related projects such as groundwater well pumping station and pipeline design and construction management. Additionally, EKI reviews the plans, designs and reports of other engineering consultants to confirm conformance with the District's Standards and needs. Our staff assisted the District in developing a Capital Improvement Plan (CIP), prioritizing projects and is coordinating with the General Manager, Operations Superintendent and the Board of Directors on CIP project implementation. EKI's staff set budgets and schedules for planned projects. In addition, EKI prepares design documents for pipeline replacement projects and prepared the District's 2020 Urban Water Management Plan.

EKI's engineers provide miscellaneous administrative services to the District such as attending and presenting at public Executive Committee and Board of Directors Meetings, responding to e-mails, preparing staffing reports, preparing quarterly project progress reports to funding agencies, and preparing grant funding applications for design and construction projects. EKI also regularly coordinates with District staff to confirm that the District is meeting water regulations and collaborates with the General Manager and Operations Superintendent on ongoing water infrastructure projects, land development projects, as well as operations and maintenance activities.

#### PROJECT DETAILS

Rio Linda and Elverta, CA  
2018-Ongoing

#### TEAM MEMBERS

Michael Vasquez  
District Engineer

Steve Tarantino  
Technical Advisor

Tyler Colyer  
Project Engineer

Cecil and Cecil  
Subconsultant

#### CONTRACT VALUE

\$500,000

#### REFERENCE

Timothy R. Shaw  
General Manager  
Rio Linda/Elverta CWD  
(916) 991-8891  
GM@rlcwd.com



## CONTRACT DISTRICT ENGINEER SERVICES Manzanita Elementary School District

EKI is providing District Engineer Services including technical, design, construction management and funding services to the Manzanita Elementary School District as part of a drinking water compliance effort in coordination with the SWRCB Division of Drinking Water. The existing groundwater well has 1,2,3-TCP detections above the State of California primary drinking water MCL. The plan is to replace the existing well with a well that taps into portions of the aquifer with drinking water compliant water quality. The project will include a well test hole analyses and alternatives evaluation to identify a feasible water system solution for the District. The well replacement project will likely include some system automation capabilities, back-up emergency power supply, water distribution system connection, site security, and possible water storage depending on the optimal project design. The test hole process will involve a hydrogeologic investigation including test well design specifications, aquifer testing, zonal water quality sampling, groundwater production assessment, and recommended well design criteria. For the preferred project 100% design plans and specifications will be prepared with CEQA, permitting and funding support as needed.

The EKI team assisted the District in securing a \$495,000 grant for project planning and design costs through the Drinking Water State Revolving Fund program. Additional grant funds will be procured to cover project construction costs upon completion of the project design phase.

### PROJECT DETAILS

Gridley, CA  
2018-Ongoing

### TEAM MEMBERS

Michael Vasquez  
District Engineer

Steve Tarantino  
Technical Advisor

Tyler Colyer  
Project Engineer

### CONTRACT VALUE

\$495,000

### REFERENCE

Gary Rogers,  
Superintendent/Principal  
Manzanita Elementary  
School District  
(530) 846-5594  
grogers@mesd.net



## CONTRACT CITY ENGINEER SERVICES

### City of Biggs

As Contract City Engineer for the City of Biggs, Mike Vasquez provided Contract City Engineer services, served as the Project Manager/Construction Manager and provided design, bidding and resident engineering services following water system projects:

- **Water System Rehabilitation Project.** Mike worked closely with City Staff to assess the condition of the City's original water system. He prepared a water system model, preliminary design, and design for replacement of 35,000 LF of water main line. Other project items were installation of 75 new fire hydrants, 275 new water services installed with horizontal directional drilling, and 500 new water meters. To finish the project, 1,000,000 square feet of 2" asphalt overlay was installed. **USDA GRANT FUNDING,**
- **C Street Well Rehabilitation Project.** The well was re-equipped with a new pump and motor, discharge piping and valves, sample taps, chlorine injection ports, chlorine pumps, electrical components, SCADA, VFD and backup generator. **USDA GRANT FUNDING,**
- **Second Street Well Rehabilitation Project.** The well was re-equipped with a new pump and motor to provide 1,000 gpm at 60 psi, chlorine pump, electrical components, VFD, SCADA, and backup generator. **USDA GRANT FUNDING,**
- **Family Park Hydro-Pneumatic Tank Project.** This project consisted of installing a 10,000-gallon hydro-pneumatic water tank to assist in regulating the City's pressure and minimize water hammering impacts upon abandonment of an elevated 45,000-gallon water tank. **USDA GRANT FUNDING,**
- **Willard Well Replacement Project.** The project abandoned the existing well, which was testing above the MCL for manganese, and constructed a new well with a building to enclose the well and mechanical and electrical components. **CDBG GRANT FUNDING**

**USDA/CDBG GRANT FUNDING:** Project largely funded by a USDA Rural Development or CDBG grant.

Services included coordination with the USDA to confirm payments were made to the City for all project expenses.

Georgetown Divide Public Utility District  
Request for Qualifications for District Engineering Services

#### PROJECT DETAILS

Biggs, CA  
2000 to 2010

#### TEAM MEMBERS

Mike Vasquez  
Contract City Engineer/  
Project Manager

#### CONTRACT VALUE

\$3,500,000

#### REFERENCE

Peter Carr  
Former City Administrator  
City of Biggs (Current City  
Manager of Orland)  
(530) 865-1600  
peterc@cityoforland.com





## LAKE DON PEDRO DROUGHT EMERGENCY PROJECT

### Lake Don Pedro Community Services District

Mike Vasquez, PE, PLS, worked closely with the District General Manager to find a supplemental water supply during the drought emergency. The District's original water supply consisted of pumping raw water from Lake McClure at the Barrett Cove Intake to the District's Surface Water Treatment Plant and blending with one existing groundwater well. The District was tasked to find and implement a new water supply within a 9-month period to comply with minimum pool pumping restrictions and dry intake conditions at Lake McClure. A feasibility study was prepared to assess two options: 1) install a new deep water intake downstream on the existing intake, and 2) locate and drill new groundwater wells in fractured rock. The locating and drilling of groundwater wells option was selected as the best fit. Led a team of funding specialists, hydrogeologists, environmental specialists, engineers, a well driller, and contractor's that procured \$2M in project grant funding from six different funding sources, prepared preliminary designs, found three suitable groundwater well locations out of drilling 15 test holes, performed water quality and 10-day water capacity pump tests, prepared drilling and site equipping designs for each new well, and oversaw construction. The wells were operational and connected to the District's raw water system within a mandatory 9-month schedule on an emergency status from project initiation through construction. The three new fractured rock wells all had similar characteristics, 300 feet deep, 8" casing with 6" liners, and 10 HP pumps capable of producing 90-100 gpm each. The total 280 gpm produced from the three new wells and 70 gpm from the existing well (total 350 gpm), was enough capacity to provide water to the District while the intake was not useable.

#### PROJECT DETAILS

La Grange, CA  
2015 - 2018

#### TEAM MEMBERS

Mike Vasquez  
Project Manager

#### CONTRACT VALUE

\$300,000

#### REFERENCE

Peter Kampa  
Former General Manager  
Lake Don Pedro Community  
Services District (Current General  
Manager of Groveland CSD)  
(209) 962-7161  
pkampa@gcsd.org





## PROJECT APPROACH/WORK PLAN

EKI is a full service municipal engineering firm with extensive experience in providing District Engineering and related services to our clients. Our approach is to make the District's life easier by first establishing a tailored work plan that meets the District goals and objectives with minimal impact on District staff. EKI will also provide quality communications to the General Manager/Operations Manager/Director of Utilities and Board of Directors with our experienced staff that includes professionals who have held high level management positions with public agencies and understand how to effectively communicate with all stakeholders involved in providing District Engineering services. The District will be served through the EKI Roseville Office which is located 45 minutes away to provide timely service and be available at a moment's notice to meet the District's engineering service needs.

EKI understands that the District is requesting proposals from qualified firms to act as contract District Engineer and provide skilled technical and professional personnel to provide civil engineering services to support the District Board and General Manager/Operations Manager/Director of Utilities. The consultant must have in-house capability or the capacity to subconsult for the following engineering services as they relate to the needs of the District:

- District Engineer and engineering support for District General Manager/Operations Manager/Director of Utilities and District Board;

- Civil engineering planning, technical analysis, studies, design, and hydraulic modeling for supply demand and capacity as related to raw and potable water systems;
- Preparation and completion of engineering documents for bidding and construction of minor capital improvement projects;
- Prepare RFQ's and RFP's for consultants (as/if needed), design review and quality control, assist in the bidding and construction of major capital improvements;
- Review development and construction plans for approval and acceptance within District standards;
- Construction support and inspection services.

### Proposed Project Plan

EKI proposes to provide the District with an "EKI Project Team" that is composed of:

- Mike Vasquez (District Engineer);
- Steve Tarantino (Technical Advisor);
- Jonathan Sutter (Modeling and Pipeline lead);
- Tyler Colyer (Mechanical and Treatment lead)
- Anona Dutton (Water Resources Team lead)
- Cecil and Cecil (Drafting, Electrical, and Construction Inspection sub-consultant)

Another important element of our approach is depicted in the EKI Staff Support Summary below to highlight how EKI will address the scope of services included in our proposal.

### EKI Staff Support Summary

Item No.	Scope of Services - Description	District Engineer	Technical Advisor	Mech/Treatment Engineer	Modeling/Pipeline Engineer	Planning Compliance	Drafting, Electrical & Inspection
		MV	ST	TC	JS	RG	C & C
1	Provide Water Investigation and Evaluation Services						
	Describe Study scope & work tasks performed	x	x	x		x	
	Highlight all findings, observations, conclusions, and recommendations	x		x		x	
	Include Exhibits/Drawings/Figures, etc.	x				x	
	Submit final report including all information	x	x			x	
2	Provide Technical/Board Support As Needed						
	Board Reports	x	x				
	Staff Presentations	x	x				
	Attend Board Meetings - address questions	x	x				
3	Provide Design Review Services						
	Make minor design changes as necessary	x		x	x		
	Provide design recommendations and calcs	x		x	x		
	Develop detailed design drawings	x		x	x		x
	Refine District construction specs.	x		x	x	x	x
	All Drawings - AutoCAD	x					x
	Specifications will follow CSI format standards	x					x
4	Provide Technical Support During Construction Projects						
	Respond to bidder questions	x	x	x	x		x
	Provide addenda/written clarification as needed	x		x	x		
	Respond to contractor RFIs	x		x	x		
	Conformance reviews of contractor submittals	x	x	x	x		x
	Attend project meetings and address deficiencies	x	x				x
	Provide construction inspection/observation services during critical construction phases	x	x				x
	Identify/address issues pertaining to fluid or water disposal, noise mitigation, envt. Controls	x	x	x	x		
	Assist with regulatory compliance	x	x				
	Compile construction record reports including as built documentation	x		x	x	x	x
5	Provide General Consulting Services						
	Respond to design questions	x	x	x	x		
	Interpret code requirements	x	x	x	x		
	Identify/select design alternatives	x	x	x	x		
	Assist with cost estimates	x	x	x	x		
	Provide peer reviews	x	x	x	x		
	Assist with keeping District design standards, specifications and drawings updated	x	x	x	x	x	x
6	Other Services EKI Can Provide						
	Funding Pursuit, Execution & Administration	x					
	CIP Planning/Development/Implementation	x	x	x			
	Water Rate Planning & Development Support	x	x				
	Water Resource Planning & Compliance	x				x	

MV - Michael Vasquez; ST = Steve Tarantino; TC = Tyler Colyer; JS = Jonathan Sutter;

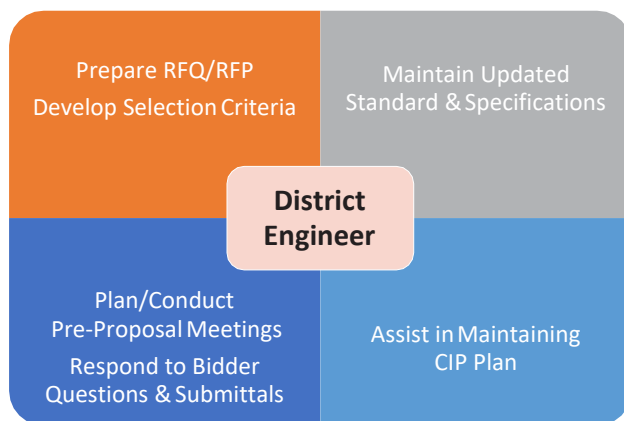
RG = Resource Group [Anona Dutton]

C & C = Cecil and Cecil (sub-consultant to EKI) - Drawings/CAD, Construction Management and Inspection, Electrical & instrumentation.

Key Budget Assumptions:

Staff will be assigned to specific tasks based on task and expertise.

The key individuals introduced in this Proposal are those staff members that can immediately address the routine requirements as District Engineer for the District. We know, however, that there will be other technical issues related to the water source, potable water system, and capital projects affecting the District that EKI can address through its technical and professional resources available to the District in support of the District Engineer. We believe there is significant added value to the District to have ready and immediate access to the highly skilled and experienced geologists, hydrogeologists, and environmental scientists at EKI that will support the engineering needs of the District.



District Engineer responsibilities are expected to include the services stated in Section 2 of the RFQ and, but not limited to, the following:

- Preparation of RFQs, RFPs and other procurement documents
- Development of consultant/contractor selection criteria and procurement processes
- Plan and conduct pre-proposal meetings as required for water CIP projects
- Be prepared to respond to bidder RFIs, submittals, and other project submittals
- Assist the District in maintaining updated District engineering standards and specifications
- Assist the District in maintaining an updated Water CIP Plan
- Be responsible for the implementation of District specified minor Water CIP actions

- Assist the District with funding opportunities that lower project delivery costs

If we are selected for this role, we propose that the District Engineer and our Project Engineers meet with the General Manager/Operations Manager/Director of Utilities to prioritize the projects and tasks the District would like the EKI Project Team to manage or perform. Based on the information learned at this meeting the EKI Project team will put together a detailed tailored work plan for accomplishing the stated tasks and capital projects. For capital projects, the work plan will consist of a more detailed scope, budget and schedule for each of the assigned tasks, and include any duties expected from District staff. This District Engineer work plan will be updated regularly to track project progress, achieve upcoming milestones, and respond to any new information.

## Management Approach

Whether we are providing District Engineer services or supporting capital projects, EKI's goal is to successfully resolve project challenges while providing the quality that accomplishes the District's requirements and objectives in a timely manner and within the District's budget. EKI's approach to the management of various projects will include the following:

- Frequent and clear communications between the EKI team members and with the District;
- Risk, cost, and schedule control by identifying issues early in the project to be able to implement effective corrective measures;
- Monitor project costs on a regular basis to be able to proactively identify cost trends early such that corrective measures can be implemented to maximize potential cost savings; and
- Implement quality control throughout the project duration.

## Project Communication

EKI believes that communication is a key ingredient to an effective client relationship. Frequent and clear communication between EKI and the District will be vital to keeping tasks on track and everyone involved apprised of changes or interim findings that could affect project schedule and budget.

EKI expects the following regular communication responsibilities for the District Engineer to maintain a productive working relationship between the District, District Engineer, and key stakeholders:

- Monthly Progress Reports to General Manager/Operations Manager/Director of Utilities
- Regular District Engineer Reports to Board of Directors
- Annual District Engineering Report
- External Communications – contractors, regulators, other agencies (EKI to document/track)

To enable close coordination between EKI and the District General Manager/Operations Manager/Director of Utilities, EKI will hold regular conference calls and in person progress meetings to discuss issues and interim findings. EKI will attend monthly Board meetings and other committee meetings as directed by the General Manager/Operations Manager/Director of Utilities. In addition to Mike Vasquez's District/City Engineer experience, the EKI team together have more than 90 years of high level public sector experience and are accustomed to professionally working with Board and City Council communications and actions. This gives the EKI team a clear advantage in making sure there are no surprises and that the Board is comfortable with the service provided by the District Engineer.

EKI will also conduct regular meetings with other design consultants or contractors engaged by the District. EKI will compile meeting minutes to memorialize findings and decisions. These meetings will include discussions of interim work products as well as a report on budget status and schedule. EKI has found that regular meetings are invaluable to keeping projects on schedule and within budget, as well as ensuring that there will be no surprises

when work products are delivered to the District. EKI can be readily available to the District throughout the District Engineer service period with key staff located 45 minutes away in our Roseville Office.

## Project Risk and Value Review

EKI's experience is that the planning and preliminary project phases are the key periods for monitoring and maintaining cost controls, as well as mitigating project risk. This is the time in the project life cycle where the highest reduction in project cost and risk can be achieved for the benefit of the client. EKI will work with the General Manager/Operations Manager/Director of Utilities to determine the best approach and best value to the District for both design and construction for each capital project. This process will consider the Board's desire to balance cost and transparency as well as to ensure quality control for the District. Achieving the lowest construction cost is always our goal and we strive to achieve this as demonstrated on our approach for the project. Project timing, market timing, and project urgency will be considered in the project risk and value review process.

## Monitoring Project Costs

Procedurally, EKI will update the District of consultant costs as part of our monthly billings and at key project milestones. The District Engineer will interview the key task leaders regularly to determine if the project effort remains on track. The District Engineer will also keep track of cost estimates for potential system modifications and enhancements. If areas of potentially significant costs can be refined, the District Engineer will update the cost estimate for the District's consideration. If desired, the Project Manager can prepare a Project Control Report with each invoice that summarizes progress made during the billing period, problems identified or anticipated,



activities scheduled for the next reporting period, results of significant activities, as well as general progress status. The report will be accompanied by a table summarizing current and cumulative project expenditures to date, total approved budget, estimated cost at project completion, any variance in planned budget, and estimated date of completion. The Project Control Report will be submitted with each invoice.

underway, quality control will then be an ongoing process throughout the project duration. All work products will be reviewed by Mike Vasquez or other qualified senior staff before submission to the District.

## Task Schedule Management

EKI has demonstrated our ability to manage complex projects with multiple team members. If requested by the District for a given project, we will develop a detailed schedule with durations and interdependencies. Documenting the baseline schedule assumptions will (1) determine and track project milestones/ development; (2) allow all involved parties to be on the same page when completing project deadlines, and (3) help in the identification of schedule variances, facilitating mitigation to limit schedule impact. If schedule variances are identified, mitigation plans will be developed in conjunction with District staff to help ensure that corrective measures are implemented within the framework of the overall project schedule. At key points of the project design, EKI will allocate sufficient time in the project schedule for District review and response to submittals.

## Expectations of Work to be Performed by District Staff

It is EKI’s objective in serving as the District Engineer to minimize the impact on District staff and to avoid any duplication of effort. EKI in serving as the District Engineer will be clear about its role and responsibilities in helping the District meet its water system goals and objectives. EKI envisions that the following tasks and support would be requested from District staff during the course of completing work tasks as directed by the General Manager/Operations Manager/Director of Utilities and Board of Directors.

- Typical District Staff Assistance To District Engineer
- Responding to Requests For Information on particular work tasks in a timely manner
- Providing reviews of technical and policy work as directed by the District
- Communicating technical and infrastructure preferences to the District Engineer
- Clearly delineating District Engineer’s role in serving as an extension of staff on certain tasks

## Quality Control

It is EKI’s policy to provide senior technical review throughout the duration of all our projects. Mike Vasquez will review interim results, will bring in Steve Tarantino to consult on special problems, and work with the team to provide overall technical guidance and direction from the early stages of the project, prior to the preparation of any technical submittal, so that potential major issues can be anticipated and dealt with early in the feasibility planning effort. Once the project is

EKI will be supporting the District Engineer’s role for the District with a deep bench of experienced proven professionals who can complete the work delegated to the District Engineer and any areas of assistance requested to relieve the burden on limited staff resources. For any tasks or task orders approved by the District, the District Engineer will include a description of expected staff support required to be reviewed and approved by the District. In most cases staff support is expected to be consistent with the typical items mentioned above. The goal of the District Engineer would be to optimize the role and allocation of EKI and District staff resources for cost effective delivery of services requested by the District.

## RATE SCHEDULE

Our rate schedule is submitted in a separate sealed envelope as requested in the RFQ.

## TERMS AND CONDITIONS STATEMENT

EKI will provide the insurance and indemnification required per the Professional Service Agreement attached to the RFQ.

## CONFLICT OF INTEREST STATEMENT

EKI is not aware of any potential conflict of interest if awarded this contract.

## APPENDICES

Resumes of Key Personnel

## G. Michael Vasquez, PE, PLS

### Principal Engineer

Mr. Michael (Mike) Vasquez has twenty-four years of project experience with municipal and private sector design engineering, including utility and roadway design, utility master planning, construction management, and commercial planning and engineering, land surveying, and public outreach for local, state, and federal agencies.

As a Contract City/District Engineer, Principal Engineer, and Program and Project Manager for multiple projects, he has been responsible for all phases of planning, design, land surveying, project management, construction management, budgeting, scheduling, and coordinating with and on behalf of, clients and municipalities. Additional experience includes quality assurance and quality control, for both large and small projects in water, wastewater, roadway, and storm drain design.

### Relevant Experience

#### CITY/DISTRICT ENGINEERING

- **Consulting (Contract) District Engineering Services, Various Clients.** Various Locations, CA. Mr. Vasquez currently serves as contract District Engineer for the Rio Linda / Elverta Community Water District, Butte City Community Services District, Manzanita Elementary School District, and the Browns Elementary School District, assisting each District with water system projects including new groundwater wells and treatment, pipelines, and general District Engineering services. Mr. Vasquez attends District Board of Director Meetings and is a resource for all engineering related matters including development reviews.
- **Consulting (Contract) City Engineering Services, Various Clients,** Various Locations, CA. Mr. Vasquez provided consulting (contract) City Engineer and City Land Surveyor services, including staff augmentation, to the Cities of Biggs, Willows, Firebaugh, and Culver City. Project services included project management, preparation of plans, specifications, and estimates (PS&Es), reports, calculations, resident engineering services and construction management, design and construction surveying, and inspection for water, wastewater, storm drain, roadway and other public works related projects. Attended City Council Meetings and was a resource for all engineering related matters including development reviews.



#### Education

- BS, Civil Engineering, Loyola Marymount University, Los Angeles, 1998
- The Aji Network, The Business Professional's Course (BPC), 2004-2006
- The Aji Network, The Leadership Entrepreneurship Innovation and Power Program (LEIP), 2006-2008

#### Registrations/Certifications

- Professional Civil Engineer, CA (#62460)
- Professional Land Surveyor, CA (#9135)

#### Affiliations

- American Society of Civil Engineers (ASCE)



## WATER

- **City of Biggs, *Water System Rehabilitation*.** Biggs CA. Mr. Vasquez served as Project Manager/Construction Manager and provided design, bidding and resident engineering services. He worked closely with City Staff to assess the condition of the City's original water system, most of which had not been replaced or rehabilitated since installation in the early 1900's. The City's water system could not meet required fire flows or peak demand, and had a working pressure of 32-37 PSI to prevent water leaks, and none of the connections were metered. Prepared a water system model, preliminary design, and design for replacement of 35,000 linear feet of C-900 PVC water main line ranging in size from 8" to 12" in diameter. Other project items were installation of 75 new fire hydrants to replace existing wharf hydrants, 275 new water services installed with horizontal directional drilling, and 500 new water meters. To finish the project, 1,000,000 square feet of 2" asphalt overlay was installed. Provided construction bid services and served as construction manager. After completion of this project, and other projects such as well rehabilitations, a new well, abandonment of an elevated water storage tank, and installation of a new hydro-pneumatic tank, the City achieved required fire flows, all connections were metered, peak demand was met with two of three wells running, and while maintaining system pressure near 60 psi. Public outreach and utility conflicts were major components for this project. The project was in large part funded with a USDA Rural Development grant and the service provided to the City included all coordination with USDA to ensure payments were made to the City for all project expenses.
- **Placer County Water Agency, *Hayford Siphon Replacement*.** Colfax, CA. Mr. Vasquez served as Project Manager for the design of a new 3,000 foot long, 36 inch diameter inverted siphon that will convey raw surface water as part of the Agency's water system. Key design features include proposed bore and jack installation under Union Pacific Railroad tracks and right-of-way, and tie-ins to existing inlet and outlet structures.
- **City of Firebaugh, *Proposition 13 Water System Rehabilitation*.** Firebaugh, CA. Mr. Vasquez served as Project Manager/Construction Manager and provided design, bidding and resident engineering services. This project was designed based on review of a leaky pipe study prepared by the City. The project included abandonment of more than 7,500 linear feet of existing water main line and installation of over 10,000 linear feet of 8"-16" diameter C-900 and ductile iron pipe within the City's residential community. The project resulted in a 25% reduction of required City water production by eliminating leaky pipes and increase in pressure to 60 psi. The project was in large part funded with a Proposition 13 grant through the California Department of Water Resources (DWR) and the service provided to the City included all coordination with DWR to ensure payments were made to the City for all project expenses.
- **City of Biggs, *C Street Well Rehabilitation*.** Biggs, CA. Mr. Vasquez served as Project Manager/Construction Manager for the well rehabilitation project. He provided design, bidding, and resident engineering services. The existing 350' well was installed in the 1960's, was not enclosed, and the equipment was in need of replacement. Well operation was regulated by a float system in an elevated water tank, many times malfunctioning causing the tank to either overflow or empty. The existing pump and motor were removed, the 16" casing was CCTV inspected, zone sampling was conducted at the screen locations for water quality, and the well was retested for capacity. The

existing casing was prepared to be slip lined in the future. The well was re-equipped with a new 75 horse power pump and motor to provide 1,000 gpm at 60 psi, 10" discharge piping and valves, sample taps, chlorine injection ports, chlorine pump, electrical components, VFD, SCADA, and backup generator. A 25' x 25' building was also constructed to enclose the well and mechanical and electrical components. Provided construction bid services and served as construction manager. The project was in large part funded with a USDA Rural Development grant and the service provided to the City included all coordination with USDA to ensure payments were made to the City for all project expenses.

- **City of Biggs, Second Street Well Rehabilitation.** Biggs, CA. Mr. Vasquez served as Project Manager/Construction Manager and provided design, bidding, and resident engineering services. The City wished to update equipment at this well site to ensure continuity with its other newly rehabilitated well. The existing pump and motor were removed, the 16" casing was CCTV inspected, zone sampling was conducted at the screen locations for water quality, and the well was retested for capacity. The well was re-equipped with a new 75 horse power pump and motor to provide 1,000 gpm at 60 psi, chlorine pump, electrical components, VFD, SCADA, and backup generator. He also provided construction bid services and served as construction manager. The project was in large part funded with a USDA Rural Development grant and the service provided to the City included all coordination with USDA to ensure payments were made to the City for all project expenses.
- **City of Biggs, Willard Well Replacement.** Biggs, CA. Mr. Vasquez served as the Project Manager/Construction Manager and provided design, bidding, and resident engineering services. The existing well was installed in the 1960's, was not enclosed, and was testing above the MCL for manganese. The City wished to abandon the existing well and construct a new well. A new 325' deep well was drilled, zone sampled, tested, and equipped to provide 1,000 gpm at 60 PSI. The well was equipped with a new 75 horse power pump and motor, 10" discharge piping and valves, sample taps, chlorine injection ports, chlorine pump, electrical components, VFD, SCADA, and backup generator. A 20' x 20' building was also constructed to enclose the well and mechanical and electrical components. The project was in large part funded with a CDBG grant and the service provided to the City included all coordination with CDBG to ensure payments were made to the City for all project expenses.
- **City of Firebaugh, Well 7 Drilling and Equipping.** Firebaugh, CA. Mr. Vasquez served as Project Manager and provided design, bidding, and resident engineering services during construction. A new 350' deep well was drilled, zone sampled, tested, and equipped to provide 1,000 gpm at 60 PSI. The well was equipped with a new 75 horse power pump and motor, 10" discharge piping and valves, sample taps, chlorine injection ports, chlorine pump, electrical components, VFD, and SCADA.
- **Lake Tahoe Unified School District, Water System Consolidation.** South Lake Tahoe, CA. Mr. Vasquez served as Project/Construction Manager for the consolidation of three school water systems to the South Tahoe Public Utilities District water system. Mr. Vasquez assisted the District with procurement of \$400,000 in funding from the Department of Water Resources, led the design effort, and performed bidding and construction management services. The project consisted of existing groundwater well abandonment and installation of water system infrastructure.

- **Rio Linda / Elverta Community Water District, Well 16 Pumping Station Equipping.** Rio Linda, CA. Mr. Vasquez served as District Engineer and Construction Manager and provided selection of a design consultant for the equipping of the groundwater well, design review, bidding, and construction management. The well was 500 feet deep, 18 inch casing, with 200 horsepower pump capable of producing 1,500 gallons per minute at 335 total dynamic head. Included installation of over 2,500 linear feet of 8"-12" diameter ductile iron pipe.
- **Manzanita Elementary School District, Groundwater Test Well.** Gridley, CA. Mr. Vasquez served as District Engineer and Project Manager, and provided design and bid document preparation for the drilling of a 500-foot deep groundwater test well. The School is experiencing 1,2,3-TCP contamination in its existing potable groundwater well and is exploring another groundwater source at the School site. Mr. Vasquez procured a \$495K DWSRF Planning Grant to fund test well drilling and testing, as well as future design of a new production groundwater well and treatment system.
- **Lake Don Pedro Community Services District, Drought Emergency Services.** La Grange, CA. Mr. Vasquez served Program Manager and worked closely with the District General Manager to find a supplemental water supply during the drought emergency. The District was tasked to find and implement a new water supply within a 9-month period to comply with minimum pool pumping restrictions and dry intake conditions at Lake McClure. He led a team of funding specialists, hydrogeologists, environmental specialists, engineers, a well driller, and contractors that procured \$2M in project grant funding from six different funding sources, prepared preliminary designs, found three suitable groundwater well locations out of drilling 15 test holes, performed water quality and 10-day water capacity pump tests, prepared drilling and site equipping designs for each new well, and oversaw construction. The three new fractured rock wells all had similar characteristics, 300 feet deep, 8" casing with 6" liners, and 10 HP pumps capable of producing 90-100 gpm each.

#### **PRIVATE COMMERCIAL AND RESIDENTIAL LAND DEVELOPMENT EXPERIENCE**

- **Various Clients, Private Commercial and Residential Land Development Projects.** Various Cities and Counties, CA. Project Manager/Engineer. Mr. Vasquez has worked on over 50 private land development projects throughout the State of California that have included design and installation of water, wastewater, and stormwater utilities, grading, and roadways. Water facilities included over 50,000 linear feet of water mains, services, meters, tanks, and pump stations. Wastewater facilities included sewer mains, laterals, lift stations, and pump stations. Stormwater facilities included underground drainage pipes, drainage inlets, outlet structures to water bodies, detention and retention basins, erosion control, storm water quality structures, pump and lift stations, and roadway reconstructions. All projects required coordination with City or County Staff for project approvals of construction documents. These projects included development of more than 10,000 residential lots, site civil and utility construction documents for schools, hospitals, gas stations, senior living facilities, mini storages, office buildings, a motocross park, and libraries.

## Stephen A. Tarantino, PE

### Principal Engineer

During over forty-two years of professional experience, Mr. Tarantino has led the implementation of a wide range of projects. His work includes planning, design, cost estimation, and construction supervision for potable water, domestic wastewater, industrial wastewater, groundwater, and remediation projects including excavation and removal of contaminated soil, soil vapor extraction, and groundwater treatment systems. Mr. Tarantino has repeatedly demonstrated both the technical and management expertise needed to ensure that projects meet client needs and are performed on time and within budget.



### Relevant Experience

- **City of South San Francisco, Wet Weather and Digester Improvements Project.** South San Francisco, CA. Program Manager. Mr. Tarantino is currently serving as Program Manager for the City of South San Francisco's \$50,000,000 project to increase the peak secondary treatment capacity at the WQCP by 10 million gallons per day (MGD) and to replace/rehabilitate aging solid digestion system. The increase in the peak secondary capacity from 30 MGD to 40 MGD include Installing a new secondary clarifier with associated equipment and piping and upgrading associated secondary treatment facilities such as improvements to the aeration basins to enhance sludge settleability, increased flow conveyance to the secondary treatment system by increasing the height of open channel walls, and increased automation of the treatment process.
- **Digester Replacement and Rehabilitation:** This project element replaces/rehabilitates aging infrastructure and improves WQCP reliability with the demolition of two of the five existing digesters (Digester Nos. 1 and 2), replaces these two digesters with one new digester (including a high-solids digestion system), and rehabilitates one digester (Digester No. 3). Along with the two digesters, one associated support building, which houses heating and mixing equipment, will be demolished. Modifications to support heating and mixing of the two remaining digesters will be performed in the remaining heating and mixing building. In addition, this element includes the addition of digested sludge thickening equipment, a polymer storage facility, a digester gas conditioning system, and a sludge screening facility

#### Education

- B.S., Civil Engineering, University of Santa Clara, 1970

#### Registrations/Certifications

- Professional Civil Engineer in California (C #28308)
- Forty-hour HAZWOPER Training Course

#### Affiliations

- CWEA
- ASCE

#### Professional Profile

- Years with EKI: 29
- Total Years of Experience: 42

#### Professional History

- EKI, Vice President/Civil Engineer. 1990-Present
- Kennedy/ Jenks Consultants, VP/Civil Eng 1976-1990
- University of Santa Clara, Adjunct Lecturer. 2014-Present.



- **City of South San Francisco, WQCP and Pump Station Coatings Project, South San Francisco, CA.** Project Manager. Based on prior information, EKI developed a multi-year, phased program to perform coatings for the WQCP and Pump Stations. Mr. Tarantino supported Mr. Schlater during the review of prior work and preparation of maps summarizing prior work recommendation; and participated workshops with City staff. The outcome of the workshops was a multi-year, phased coating improvement program that will meet City-identified needs.
- **City of Lathrop, Wastewater Treatment Plant (WWTP) Expansion.** Lathrop, CA. Program Manager. Mr. Tarantino is serving as the City of Lathrop's program manager for the expansion of the City's existing MBR wastewater treatment plant from 1.0 MGD to 2.5 MGD. The project also involves the closure of the City's wastewater treatment plant that treats wastewater from the Crossroads area of the City. As program manager Mr. Tarantino is responsible for assisting the City with the selection of the design engineer, the management of the selected engineer in performing the design (including the technical review of the design engineers work products) and construction of the expansion. Mr. Tarantino is also responsible for the coordination of this process with the project stake holders which include both the City and the developers that are funding the planning design and construction of the plant expansion. Mr. Tarantino had previously been program manager for the City's Five-Year Wastewater Capacity Project and for an NPDES permitting process to allow effluent discharge augmenting the flow of the San Joaquin River in lieu of land application. That project also involved the planning, design, and construction of two wastewater recycling plants using membrane bioreactor technology, coupled with recycled water storage basins and spray fields for effluent application. Mr. Tarantino's program management tasks included management and coordination of eight consulting engineering firms and fifteen developers on behalf of the City for the 5-Year Project. He was responsible for preparation and maintenance of detailed project schedules, technical review of engineering documents, interfacing with regulatory agencies and oversight of various strategic, managerial, and technical tasks for the City including overseeing of City and consultant staff in compliance actions.
- **City of Foster City, Clean Water Program.** Foster City, CA. Program Management Mr. Tarantino is serving as Foster City's representative in its participation with the City of San Mateo in their Clean Water Program. The Clean Water Program is a comprehensive plan to upgrade the aging wastewater collection and treatment system with advanced infrastructure that will provide reliable services for years to come. The Wastewater Treatment Plant components of the Clean Water Program are a joint effort between the City of San Mateo and City of Foster City/Estero Municipal Improvement District (EMID). The City of Foster City is a partial owner of the Wastewater Treatment Plant. The Goals of the Clean Water Program are to: replace aging infrastructure and facilities, build wet weather sewer system capacity assurance, and meet current and future regulatory requirements, align with the City of San Mateo and Foster City's sustainability goals. As Foster City's representative, Mr. Tarantino participates in the selection of planning and design consultants, review of technical reports, assisting with the evaluation of Foster City's share of the cost for the Clean Water Program, as well making presentations to the Foster City Council regarding the progress of the program.
- **City of Calistoga, Water System Improvements.** Calistoga, CA. Project Manager. The City of Calistoga has completed upgrading its water system utilizing funding from the United States Department of Agriculture Rural Development Program targeted to small communities. As project manager, Mr.

Tarantino was the City's liaison with USDA, and was project manager for the design and construction oversight of the upgrade projects. In addition, Mr. Tarantino's responsibilities included managing the preparation of environmental documents and a water rate study required by the USDA, while evaluating the need to treat groundwater containing elevated levels of arsenic. The project included City water system upgrades including replacement of approximately 15,000 feet of distribution system pipelines, and improvements to the City's Kimball Water Treatment Plant chemical mixing system, clarifier, and the addition of a third filter bank.

- **City of Calistoga**, North Bay Aqueduct Water Supply Project. Calistoga, CA (January 1983). Project Engineer. This project included the construction of 12-mile pipeline from a connection to the City of Napa pipeline from Lake Hennessy to Dunaweal Lane in Calistoga to bring North Bay Aqueduct Water to the City. As project engineer, in addition to managing the design of the pipeline, Mr. Tarantino assisted in the negotiations with City of Napa to wheel the water from their North Bay Aqueduct connect to the pipeline from Lake Hennessey, negotiations with the property owners along the railroad right of way from Deer Park Road in St Helena to the City of Calistoga at Dunaweal lane (the railroad was abandoning their right of way by deeding it to the adjoining property owners with the condition that the property owners work with the City of Calistoga's efforts to obtain an easement for the pipeline). Mr. Tarantino also lead the construction management team including inspection for the construction of the pipeline.
- **City of Burlingame**, *Water System Capital Improvements Program and Other Water System Projects*. Burlingame, CA. Program Director. Mr. Tarantino served as the Program Director for the City of Burlingame's 10-year water system capital improvements program to replace aging potable water distribution system infrastructure. The project included developing a 10-year water system capital improvement plan that was funded from bond proceeds the planning, cost estimating, and budgeting of selected capital improvements; issuing RFPs and managing the consultant selection process; managing the design and construction process; community outreach efforts in advance of construction; updating City staff and Council members on progress and budget expenditures. Other projects for the City on which he directed the EKI team include assisting Burlingame in preparing for the system-wide conversion from chlorine to chloramines as the disinfectant by SFPUC, the City's only water source. Projects related to the conversion include, developing a unidirectional flushing program, evaluating the mixing occurring within the City's potable water storage tanks, and mastering planning the City's potable water distribution system to facilitate water movement.
- **Coastside County Water District**, *General Engineering Support*, Half Moon Bay, CA. Project Manager. EKI is providing engineering support services to the District which include reviewed of the planned CIPs over the next three to four years and organizing them into projects that can facilitate each of the CIPs being implemented. The result of this project will be an approach that may include bundling the projects (to create a project or projects of a sufficient value that will attract bidders) and preparing a schedule and cash flow projections. The project also includes the updating the District's water system model in order to understand what improvements are needed as well as the functionality of each of the District's storage tanks. Also included in the project is the design of various pipeline projects including construction management and inspection services.

- **City of Los Banos, Wastewater Treatment Plant Upgrade.** Los Banos, CA. Program Manager. Mr. Tarantino served as program manager for the preparation of a strategic plan for the upgrade and expansion of the City of Los Banos' WWTP and collection system. The City's wastewater treatment process currently uses facultative ponds. In order to accommodate future growth, the RWQCB required that the City upgrade its treatment plant to meet "best practical treatment control" technology requirements. Mr. Tarantino led the development of a strategic plan process to meet the requirements of the RWQCB that included not only the technical evaluation, but also a rate component. This approach allowed the engineers to develop alternative approaches while obtaining feedback on the rate impacts.
- **City of Merced, Wastewater Treatment Plant Upgrades.** Merced, CA. Program Manager. Mr. Tarantino was retained by the City of Merced to act as the City's program manager for the upgrade and expansion of the City's wastewater Treatment Plant. As project manager, Mr. Tarantino's responsibilities also included review of technical documents, and managing and providing liaison with regulatory agencies for the investigation and groundwater monitoring of the City's land application area that takes waste directly from a tomato processing facility.
- **Private Client, Water Supply and Wastewater Treatment and Recycled Water Use Northern California,** Project Manager. Mr. Tarantino is leading the EKI teams that are providing planning-level engineering for the construction of potable water supply and wastewater treatment and land disposal facilities for two planned major new developments in California. EKI focused on (1) evaluating alternative water supply options including the potential for developing local groundwater, purchasing water from a local water purveyor, and the purchase, transfer, and conveyance of other water supplies, and (2) development of groundwater treatment alternatives to remove total dissolved solids (TDS) from the potable water to allow meeting strict recycled water TDS standards for unrestricted use, including land application. One project incorporates recycled water supply for flushing residential toilets, industrial uses, and outdoor irrigation. EKI's scope includes significant liaison with local and state water and wastewater agencies. EKI is preparing technical support documents for the California Environmental Quality Act (CEQA) review process. EKI will prepare supporting documents to obtain agency approval of the planned water and wastewater facilities. These documents will include technical reports such as the Report of Waste Discharge governing land application of biosolids and recycled water.
- **City of Modesto, Modesto-Ceres-Turlock Wastewater Regionalization Study.** Project Manager. Mr. Tarantino managed a study to explore the feasibility of forming a regional wastewater system that provides sewer services, including recycled water distribution, to the San Joaquin Valley cities of Modesto, Ceres, and Turlock. He is leading a team of engineering, financial, and legal professionals that is identifying the pros and cons, issues, future opportunities, and recommended actions related to forming a regional wastewater system. This study includes evaluation of capital and operation and maintenance potential cost savings, the impact regionalizing the wastewater systems will have on rate payers and new users, and alternative forms of agency governance. The study includes a series of three stakeholder meetings between the three cities and key industrial groups to identify each stakeholder's concerns present key findings.

- **Clayton Regency Mobile Home Park**, *Clayton, CA*. Project Manager. Mr. Tarantino is leading the project team in the planning, design, construction oversight, for this project at a small residential development. This residential development of 200 units, located in rural California, was issued a cleanup and abatement order by the Regional Water Quality Control Board mandating an alternative to the current dry well disposal of the brine from its existing reverse osmosis system. Mr. Tarantino directed the EKI team in evaluating alternative brine disposal techniques and alternative wastewater treatment and disposal technologies. Rather than continuing the use of on-site supply wells that necessitated reverse osmosis for TDS removal, the EKI team recommended constructing a 3-mile supply pipeline. Mr. Tarantino lead the negotiations with the water supply agency and the county planning and public health departments. In addition to multiple meetings with these organizations, the negotiations also included several meetings with the county supervisor to advocate pipeline construction. The pipeline has been constructed and is operation.
- **Purissima Hills Water District**, *Water Supply Master Plan*. City, CA. Project Manager. Preparing a Water Supply Master Plan for the Purissima Hills Water District (“PHWD”). EKI evaluated water use trends within the District and projected its future potable water demand. EKI then met with representatives from agencies throughout the Bay Area to discuss the District’s water supply augmentation options and provided PHWD with a road map to secure additional water supplies.
- **City of Ceres**, *Water and Sewer Rate Studies and Proposition 218 Compliance*. Ceres, CA. Project Manager. Mr. Tarantino managed water and sewer rate studies for the City of Ceres, including compliance with Proposition 218. This project included the coordination of City staff to prepare prioritized capital improvement program projects, as well as in planning for the necessary staffing requirements of the water utility, sewer utility, and finance department.
- **City of Tracy**, *Multiple Projects*. Tracy, CA. Project Manager/Project Engineer. Among other water and wastewater projects, Mr. Tarantino has worked with the City of Tracy on water supply issues since 1978 through 2016. Projects have included preparing the 1995, 2000, 2005, 2010 and 2015 Sanitary Surveys and managing the Urban Water Management Plans beginning 2005 and the following cycles; evaluating water supply alternatives, including obtaining capacity in Los Vaqueros Reservoir, purchasing local irrigation districts, conjunctive use of the groundwater basin, and contracting for more water from the State of California and the Bureau of Reclamation; and determining the safe yield of the groundwater basin.
- **City of Tracy**, *John Jones Water Treatment Plant Expansion*. Tracy, CA. Project Manager. Mr. Tarantino was retained by the City of Tracy to act as the City’s project manager for the planning, design, and construction oversight of the expansion of the City of Tracy’s John Jones Water Treatment Plant from 15 mgd to 45 mgd and the design of the first phase 15 mgd expansion. Also included in this project is preparation of an application for an SRF loan and liaison with DHS regarding that loan. The planning portion of the project included an evaluation of alternative disinfection, clarification and filtration processes and pilot testing of the selected process. The selected process includes deep bed GAC filtration and UV disinfection. The project also included negotiations with the State of California Department of Health Services regarding the changing the source of water for the JJWTP from the Delta Mendota Canal to the California Aqueduct. The City collected water quality data from both



conveyance facilities to determine if there is a significant difference in the source water quality. Data indicated that the water quality from both sources was highly variable but similar with respect to treatment needs. On the basis of these data, DHS did not require that the City change its water source.

- **City of Tracy, *Water Treatment Plant and Transmission System Expansion*.** Tracy, CA. Program Manager Mr. Tarantino managed design and construction support services for the doubling of the existing water treatment plant from 7 to 14 mgd. Included was the addition of a powdered activated carbon and potassium permanganate feed system, a seven million gallon clearwell, a third filter, a 15 mgd and a 4 mgd pump station and modifications to the existing control building. Mr. Tarantino also coordinated design, cost estimating, and construction support for constructing 100,000 feet of 24-inch to 14-inch diameter pipelines to serve water to the southern area of this growing City.
- **City of Tracy, *Interim Director of Utilities*.** Tracy, CA. Director of Utilities. During the two years it took the City of Tracy to hire a permanent Director of Utilities, Mr. Tarantino served as Interim Director of Utilities. During this time, Mr. Tarantino managed the development of a wastewater master plan, including estimated costs, for the planned tripling of the population of the City of Tracy by the year 2010. The wastewater master plan included evaluation of the collection system, treatment plant expansion options, and reclaimed water use options. Other responsibilities included the management of the implementation of a chloramination program to reduce THM's in the City's potable water system, management of the evaluation of biotowers at the City's wastewater treatment plant, and negotiations for alternative water sources with various local irrigation districts.
- **California Department of Corrections, *Water, Wastewater and Site Utilities for Mule Creek State Prison*.** Amador County, CA. Project Manager Mr. Tarantino managed the planning, design, and construction oversight for the water supply and treatment and the wastewater treatment and disposal for the new prison. Work on this \$15 million, 80-acre project included a 2.5 million gallons per day (mgd) treatment plant to treat raw water from Pacific Gas & Electric Company's ditch system, 15,000 feet of potable water 14-inch to 18-inch diameter transmission main, a 3 mgd pump station and a 900,000-gallon storage tank. Managed design at secondary wastewater treatment plant, 540-acre-foot effluent storage reservoir and dam and 300-acre wastewater reclamation area. Managed three separate planning/design teams and provided close liaison with the Amador County Water Agency, California Department of Corrections, Regional Water Quality Control Board and California Department of Health Services.
- **Town of Hillsborough, *Forest View Avenue/Newhall Road Sewer Main Replacement Project, Hillsborough, CA*.** Principal-in-Charge, EKI provided design and engineering services during construction to replace and upsize approximately 2,300 LF of sanitary sewer pipe from 8-inch to 12-inch (14-inch HDPE). As part of the project, a detailed investigation of the constructability of pipe bursting was performed. The evaluation revealed that this project posed a high risk with the construction method; as part of the PDR, this was discussed with the Town and it was decided to ameliorate the risk by changing to open cut construction. The project was successfully constructed.
- **Town of Hillsborough, *Ralston Avenue Pepper Avenue Water Main Replacement Project, Hillsborough, CA*.** Principal-in-Charge. EKI provided design and engineering services during construction for the replacement of approximately 2,300 LF of existing 10-inch diameter ductile iron pipeline with a new 12-inch PVC pipeline. The project was challenging due to the presences of numerous existing water,

storm drainage, and sewer utilities including three 60-inch diameter reinforced concrete pipelines owned by the San Francisco Public Utilities Commission. In addition, the Town engaged EKI to consolidate this project's design documents with another consultants' sanitary sewer design documents to develop the overall bid package, at the 90% design level. This coordination went smoothly. The project was successfully constructed.

- **Coastside County Water District, *El Granada Pipeline Replacement Final Phase Project, Half Moon Bay, CA.*** Project Manager. EKI provided design, engineering services during design, and construction management including inspection of the project that relocated the existing 1940's era welded steel pipe that is strapped to the aging Main Street Bridge in Half Moon Bay, California to an alternative creek crossing site approximately 100 feet downstream of the existing bridge. The Project involved the installation of 1,200 linear feet of new 16-inch-diameter pipe including crossing beneath an existing creek using horizontal directional drilling construction methods.
- **City of Pacifica, *Pedro Point Sewer Rehabilitation and Replacement Project.*** Pacifica, CA. Principal-in-Charge/Program Manager. Mr. Tarantino is the Principal-in-Charge and Program Manager for the project, which consists of replacing approximately 15,000 lineal feet of existing 6-inch and 10-inch diameter sanitary sewer mains using pipe bursting construction technique. EKI is providing both Program Management and Construction management from design through construction which also includes coordinating CEQA process and Coastal Commission permitting; developing informational flyers; conducting public outreach meetings; and providing construction management and construction inspection services.

## Jonathan P. N. Sutter, PE

### Supervising Engineer

Mr. Sutter has fourteen years of project experience in potable water, recycled water, and wastewater utility design, master planning, and construction management and water resources planning. Mr. Sutter has been responsible for all phases of design, cost estimation, project management, construction management, budgeting, scheduling, and coordinating with and on behalf of clients. As part of his master planning work, he also has managed and performed water distribution and wastewater collection system hydraulic modeling efforts and has developed long-term capital improvement programs for several Northern California utilities.



### Relevant Experience

#### NORTH COAST COUNTY WATER DISTRICT EXPERIENCE

- North Coast County Water District, *Water System Hydraulic Modeling and Storage/Supply Evaluations***, Pacifica, CA. Project Manager. Mr. Sutter led the construction of a new hydraulic model for the District that incorporated updates to and integration of the District's GIS data, fire flow calibration testing, updated demand data, and updated operational settings. Mr. Sutter also managed a zonal storage and supply analysis that considered new demand trends and recommended performance criteria. Based on the results of the evaluations, EKI developed recommending supply, storage, and fire flow related capital improvement projects.
- North Coast County Water District, *Loop at Everglades Drive***. Pacifica, CA. Project Manager. Mr. Sutter is managing the multi-phase project that will install approximately 5,340 linear (LF) of 8-inch and 10-inch ductile iron (DI) pipe to create a loop in the highest elevation areas in the southeast corner of the District's service area and eliminate sections of pipeline located easements. Currently, over 300 residential customers in this area are served via a single 10-inch asbestos cement (AC) pipe located in an easement between homes with very limited access. The project will improve water supply reliability and fire flow in these areas. Design of the preliminary alignment was challenging due to a crowded right-of-way that includes 60-inch storm drains, 8-inch gas transmission mains, sanitary sewers, and multiple parallel water mains. EKI will soon initiate detailed design for Phase 1.
- North Coast County Water District, *Frances Avenue Water Main Replacement***. Pacifica, CA. Project Manager. Mr. Sutter managed design for an emergency water main replacement that installed approximately 600 LF of new 10-inch DI pipe on Frances Avenue to replace a 2-inch galvanize steel pipe located in an easement behind homes that experienced a main break and had reached the end of its life. As part of the expedited design, EKI helped plan the relocation of meters from behind seven

#### Education

- M.S., Civil and Environmental Engineering, Stanford University, 2012
- B.S., Civil Engineering, Columbia University, 2008

#### Registrations/Certifications

- Professional Civil Engineer, CA (#81606)
- 40-hour OSHA HAZWOPER Training Course

homes to the front of the homes on Frances Avenue. The project also included the installation two new hydrants. The project was completed in 2021.

- **North Coast County Water District, *Recycled Water Planning Study***. Pacifica, CA. Quality Control/Quality Assurance. Mr. Sutter provided quality control and quality assurance for the preparation of a recycled water planning to identify recycled water users within the District's service area and to develop conceptual distribution system projects that would serve these users. Project cost and energy use estimates were prepared for each alternative.
- **North Coast County Water District, *Groundwater Resource Development Study and Grant Application***, San Francisco Bay Area, CA. Quality Control/Quality Assurance. EKI was retained by NCCWD to conduct a study of potential groundwater resource development opportunities within the District's service area. EKI then prepared a successful Urban and Multibenefit Drought Relief grant application on behalf of the District, resulting in the award of over \$6 million of grant funding for a multi-well groundwater supply well system project, and is currently supporting grant implementation. Mr. Sutter provided quality control and quality assurance for these groundwater supply development efforts.
- **North Coast County Water District, *Miscellaneous As-Needed Services***, San Francisco Bay Area, CA. Project Manager. Led by Mr. Sutter, EKI has provided the District as-needed engineering services. Tasks have included development of the FY2020-2021 and FY2021-2022 CIP budgets, peer review of the Hinton Ranch and Manor Drive Overpass Pipeline Replacement memorandum, peer review of the Sheila tank design submittals, preparation of the bid documents for the Frances Avenue Emergency Water Main Project, inspection services for the Balboa Way Main Replacement, and several hydraulic modeling evaluations. Mr. Sutter served as project manager or assistant project manager for each of these tasks.
- **North Coast County Water District, *Urban Water Management Plan and Annual Water Supply and Demand Assessment***, San Francisco Bay Area, CA. Project Manager. Mr. Sutter provided project management for the development of the District's 2020 UWMPs. The documents serve as updates to the prior UWMPs and are based on the requirements of the Department of Water Resources' (DWR's) UWMP guidelines. As part of these efforts, he managed compilation of historical water use information, projection of future demands based on population growth and water conservation assumptions, and assessment of the agencies' water supply reliability. Mr. Sutter also managed the development of Water Shortage Contingency Plan. Mr. Sutter is currently managing the preparation of the District's 2022 Annual Water Supply and Demand Assessment.

#### **MASTER PLANNING, CIP PROGRAM MANAGEMENT, AND HYDRAULIC MODELING**

- **City of East Palo Alto, *Water System Master Plan***, East Palo Alto, CA. Technical Lead and Lead Modeler. EKI is currently preparing the City of East Palo Alto's Water System Master Plan, which will serve as the basis for the City's 20-year capital improvement program. Mr. Sutter served as technical lead and lead modeler for the demand analysis; storage and supply capacity assessment; construction, calibration, and analysis of a new hydraulic model; the development of a recommended capital improvement program; and was a primary author of the Master Plan Report.



- **Coastside County Water District**, *Capital Improvement Program Management and On-Call Water System Hydraulic Modeling*. Half Moon Bay, CA. Project Manager. EKI is currently supporting the District to prioritize, program, manage, and design its near-term capital improvement projects. Led by Mr. Sutter, EKI performed a detailed review of the District's 10-year CIP budget, prepared a near-term (2-year) and long-term (10-year) implementation schedules and cash flows, and presented to the District's Board of Directors and Facilities Subcommittee. Mr. Sutter also managed consultants for the District's welded-steel water storage tank seismic evaluation. Based in part on information gathered as part of this seismic evaluation, Mr. Sutter prepared a systemwide storage evaluation that identified system storage needs and recommended storage projects. Mr. Sutter has also led efforts to update the District's hydraulic model and uses the model to support alternatives analysis and other studies on an as-needed basis. EKI performed analyses to evaluate the installation of new PRVs to create a new pressure zone; the abandonment of an existing storage tank and required pump station modifications; and operating another storage tank at a lower maximum level based on a seismic evaluation recommendation. Mr. Sutter is currently providing development application reviews and other District Engineering services for Coastside County Water District.
- **City of Lathrop**, *Integrated Water Resources Master Plan and On-Call Hydraulic Modeling*. Lathrop, CA. Project Manager. Mr. Sutter served as project manager for the preparation of the City of Lathrop's Integrated Water Resources Master Plan, which included comprehensive updates to the Water System, Wastewater System, and Recycled Water System Master Plans. Mr. Sutter led efforts to update the City's infrastructure and land use GIS databases to develop new GIS-integrated hydraulic models, evaluate the City's potable and recycled water demands and wastewater flows projections, evaluate the City's future water supply and reliability, and develop recommended Capital Improvement Programs for each utility. Mr. Sutter led coordination efforts with the City staff and participated in the outreach efforts with the project stakeholders, including the City's development community. Mr. Sutter is currently serving as project manager for on-call hydraulic modeling for the City of Lathrop. Mr. Sutter has managed hydraulic modeling analyses to evaluate required water, sewer, and recycled water infrastructure needed to support new major developments. Potable water system analysis included fire flow and storage evaluations and modeling of developmental phasing to identify required infrastructure construction trigger points. Recycled water hydraulic analyses were conducted on multiple recycled water transmission main improvement alternatives to identify the most cost-effective solution for meeting City design requirements.
- **Valley of the Moon Water District**, *Water Master Plan and On-Call Hydraulic Modeling*. El Verano, CA. Project Manager. EKI prepared the District's Water Master Plan, which will serve as the basis for the District's 25-year capital improvement program. Mr. Sutter managed the development of a zone analysis of demands; storage and supply capacity assessment; construction, calibration, and analysis of a new hydraulic model; the development of a recommended capital improvement program; and preparation of the Final Master Plan Report. Mr. Sutter presented to Board of Directors findings during the development of the Water Master Plan. Mr. Sutter also managed the evaluation of a potential site on Richards Boulevard for a new storage tank, including a hydraulic modeling evaluation and preparation of a conceptual site plan, constructability review, and opinion of costs. Mr. Sutter is currently managing on-call hydraulic modeling tasks.

- **City of Brisbane, *Water and Sewer System Master Plan Update and On-Call Hydraulic Modeling.*** Brisbane, CA. Project Engineer/Deputy Project Manager. Mr. Sutter served as project engineer/deputy project manager for the City of Brisbane’s Sewer System Master Plan Update and Water System Master Plan Update. Mr. Sutter worked with the client to develop new baseline and projected future water demands and sanitary flows to account for changes in water demand conditions since the preparation of the prior master plans. Based on his analysis of the City’s sewer system infrastructure needs review of the City’s sewer system condition assessment, EKI has refined the City’s sewer system capital improvement program. Mr. Sutter also assisted with development of the updated water system capital improvement program. Through strategic analysis of fire flows, EKI shaved pipeline projects from the original water system CIP program – while still fulfilling the hydraulic design criteria – through recommending the efficient use of short-cut inerties and pressure reducing valves between pressure zones. Mr. Sutter is currently serving as the Project Manager for on-call water system hydraulic modeling the City of Brisbane. Mr. Sutter has managed the hydraulic analysis of a new Humboldt Road PRV and has identified recommended PRV sizing to increase fire flow availability to a lower pressure zone. Under Mr. Sutter’s management, EKI has also provided hydraulic modeling to support design efforts such as the Annis Road PRV and Fire Main Improvement Project and the Glen Park Pump Station Project.
- **City of Burlingame, *On-Call Water System Hydraulic Modeling.*** Burlingame, CA. Project Manager. Mr. Sutter serves as project manager for on-call water system hydraulic modeling for the City of Burlingame. At the City’s request, Mr. Sutter has managed updates to the hydraulic model to reflect the City’s updated geodatabase and hydraulic model analyses to evaluate improvement alternatives for multiple projects, including rehabilitation of a welded steel bridge crossing and a failing pipe located under a home. Hydraulic modeling analyses indicated that the City could slip line the bridge crossing and safely abandon the pipeline under the home in-place without significant reductions in fire flow availability in the area. These alternatives represented a significant cost savings compared to replacement. Additionally, based on these analyses, EKI recommended replacement of a nearby aging water line to increase fire flow.

## **WATER UTILITY DESIGN AND CONSTRUCTION**

- **Coastside County Water District, *Replacement of 8-Inch Pipeline Under Pilarcitos Creek at Pilarcitos Avenue (Strawflower).*** Half Moon Bay, CA. Project Manager. Mr. Sutter led the design and permitting to replace an existing water line under Pilarcitos Creek. The existing 8-inch pipeline is one of only two pipelines supplying water to downtown Half Moon Bay, and its exact location and condition are unknown. The project involves installation of an approximately 450 LF 10-inch high density polyethylene (HDPE) pipeline installed using horizontal directional drilling (HDD) under the creek. Under Mr. Sutter’s management, EKI designed the HDD boring to reduce the risk of hydrofracture and settlement. EKI has completed design; permitting, easement, and environmental support; and bid support services. EKI is currently providing engineering services during construction and construction management services.
- **Coastside County Water District, *Grandview Water Main Replacement Project.*** Half Moon Bay, CA. Project Manager. Mr. Sutter led the design of new 6-inch and 8-inch DI pipe to replace approximately 3,400 LF of 2-inch polyvinyl chloride (PVC) and 6-inch cast iron (CI) pipe in a residential neighborhood

of Half Moon Bay, California. The project also involves installing a new 8-inch pipeline across Highway 1 in a steel casing via auger boring trenchless construction methods. Mr. Sutter led the Caltrans and City of Half Moon Bay permitting efforts. EKI completed design and bid support services. Construction is scheduled to begin in June 2022. Under Mr. Sutter's management, EKI will provide engineering services during construction and construction management services.

- **Coastside County Water District, Casa Del Mar and Grand Blvd Pressure Reducing Valve (PRV) Stations Project.** Half Moon Bay, CA. Project Manager. This project involved installation of three new pressure reducing valve (PRV) stations and approximately 520 LF of new 8-inch DI pipe to create a new pressure zone in the Casa Del Mar neighborhood and to add a new connection from the District's main transmission main to downtown Half Moon Bay. Mr. Sutter managed the design and supported the Caltrans permitting process, including successfully securing a variance from Caltrans pipe encasement requirements. EKI also provided engineering services during construction.
- **Coastside County Water District, Ferdinand Avenue Water Main Replacement Project.** Half Moon Bay, CA. Project Manager. This project included the installation of approximately 1,590 LF of 6-inch DI pipe to replace existing 4-inch welded steel (WS) water mains on residential streets in El Granada, CA. The project included the abandonment a portion of the welded steel pipeline that crossed above Deer Creek that was susceptible to failure. The project replaced existing service connections, meter boxes, and hydrants along the pipeline alignment. Mr. Sutter managed, design services, engineering services during construction, and construction management. EKI supported San Mateo County encroachment permitting.
- **Coastside County Water District, Pine Willow Oak Water Main Replacement Project.** Half Moon Bay, CA. Project Manager. Mr. Sutter is managing the design of new 8-inch DI pipe to replace approximately 4,400 LF of 8-inch and 4-inch CI pipe in a residential neighborhood of Half Moon Bay, California. This project is currently in the design phase, with 100% Design completed. Under Mr. Sutter's management, EKI will also provide bid support and engineering services during construction.
- **Coastside County Water District, Highway 1 South Emergency Pipeline Replacement Project.** Half Moon Bay, CA. Project Manager. The goal of the project was to replace a 2-inch galvanized steel potable water main that extended 3,300 linear feet southward along and within the Highway 1 right-of-way to serve (5) residential and three (3) non-residential services. Due to pipe age, condition, and on-going leak repair program, the existing water main provided limited domestic water service for eight customers. EKI prepared an emergency design of a new 2-inch HDPE water main installed using HDD construction methods. Mr. Sutter managed the design that was completed under an accelerated schedule to support Caltrans and City of Half Moon Bay permitting efforts.
- **Coastside County Water District, El Granada Pipeline Replacement Final Phase Project.** Half Moon Bay, CA. Project Engineer/Construction Manager. Mr. Sutter led design and construction management efforts to replace a 1940's era, 10-inch potable water transmission main attached to the historic Main Street Bridge that was the primary supply of water to downtown Half Moon Bay, California. The Project involved the installation of 420 LF of 20-inch diameter HDPE water pipeline installed by HDD, in addition to approximately 900 linear feet of 16-inch and 6-inch ductile iron pipeline installed using open trench methods. Mr. Sutter was responsible for coordination of the design team and the

environmental permitting consultants. During construction Mr. Sutter served as the construction manager and provided project administration, resolved disputes with the contractor, coordinated with the inspector, and negotiated change orders. He also provided engineering services during construction including submittal review, site visits to address contractor issues, and responding to requests for information.

- **Coastside County Water District, Miramontes Point Road Water Main Replacement Project.** Half Moon Bay, CA. Project Manager. The Project is a multi-phased project that will replace approximately 3,600 LF of 10-inch DI pipe and 2,200 LF of 6-inch DI pipe between Alves in Miramontes Tanks in a residential neighborhood in unincorporated San Mateo County, California. The existing water lines, installed in the late 1990s, have experienced multiple premature failures in recent years with the suspected cause of corrosive soils coupled with the lack of any corrosion protection on the existing DI pipe. EKI completed 30% design, which included a preliminary alignment and an analysis of alternative materials including HPDE, conventional PVC (AWWA C900), molecularly oriented PVC (PVCO) (AWWA C909), and iPVC (manufactured per AWWA C900 standards). EKI recommended iPVC, a Korean product that is preferred by East Bay Municipal Utilities District and has been shown to exceed the C900 performance criteria by at least 10-20%. EKI is currently preparing the detailed design. EKI's scope of services also includes bid support and engineering services during construction.
- **City of Brisbane, Glen Park Pump Station Upgrades Project.** Brisbane, CA. Project Manager. EKI is preparing the design for the replacement of the Glen Park Pump Station, a critical component of the City's potable water distribution system, pumping to fill the 500,000-gallon Margaret Tank and serve residents located in the highest-pressure zones in the City's system. The project will replace the existing pump station and building and increase the pump station firm capacity from 450 gallons per minute (gpm) to 1,450 gpm. Mr. Sutter is overseeing the multidiscipline design team. Due to the site's small footprint and the criticality of this pump station, Mr. Sutter is leading the development of a temporary bypass pumping and construction sequencing plan that will maintain operations during construction. Through field testing of the existing pump station and hydraulic modeling, Mr. Sutter also helped identify a hydraulic restriction in the City's distribution system that was limiting flow from the pump station.
- **City of Brisbane, Annis Pressure-Reducing Valve Station and Fire Main Replacement.** Brisbane, CA. Project Manager/Construction Manager. Mr. Sutter served as project manager for design of the City of Brisbane's Annis PRV Station and Fire Main Replacement Project, a multi-phased project that replaced approximately 6,500 LF of water main and installed a new PRV station to improve the potable water system's capacity to supply fire flows in a residential area. Project replaced existing 6-in water mains with new 8-inch and 10-inch DI water mains and crossed two, large concrete pipelines owned by the San Francisco Public Utilities Commission (SFPUC). The new PRV station will connect two of the City's pressure zones to supply fire flows from the upper zone to the lower zone when needed. All work is within residential area characterized by narrow streets, hilly terrain with extensive bedrock, and existing utilities that cover a significant footprint in the project area. To minimize impacts, Mr. Sutter developed a temporary bypass and sequencing plan so that the new main could be installed in the existing water main trench. Mr. Sutter was responsible for coordinating of the design team, coordination with SFPUC and residents. Mr. Sutter also served as the construction manager for the



project. The Fire Main Replacement Project - Phase 2 was recognized as Honorable Mention for the Utilities (\$2M – \$5M) Category by the American Public Works Association (APWA) Silicon Valley Chapter in 2021.

- **Town of Hillsborough, Ralston Avenue Pepper Avenue Water Main Replacement Project.** Hillsborough, CA. Project Engineer. Mr. Sutter was the project engineer for design of the Town of Hillsborough's Ralston Avenue Pepper Avenue Water Main Replacement Project. The project replaced the existing 10-inch DI pipeline with a new 12-inch PVC pipeline. The project was challenging due to the presence of numerous existing water, storm drainage, and sewer utilities including three 60-inch diameter reinforced concrete pipelines owned by the San Francisco Public Utilities Commission. Mr. Sutter was responsible for development of all plans, specifications, and cost estimates for the project and consolidating the project's construction documents with those for a separate sewer system hydraulic improvement project. Mr. Sutter also provided engineering services during construction including submittal review, site visits to address contractor issues, and responding to requests for information.
- **City of Brisbane, SCADA Upgrades Project.** Brisbane, CA. Project Manager. Mr. Sutter is managing the City's SCADA Upgrades Project, which will replace the City's existing out of date SCADA system at each of its water and wastewater facilities. EKI and its controls subconsultant prepared the SCADA preliminary design, technical requirements, and a request for proposals to select a SCADA integrator to design and build the City's new SCADA system. The EKI team will assist in the selection of the design/builder and provide engineering services during construction.
- **Placer County Water Agency, Hayford Siphon Replacement.** Colfax, CA. Project Engineer. Mr. Sutter served as Project Engineer for the preliminary design of a new 3,000 foot long, 36-inch diameter inverted siphon that will convey raw surface water as part of the Agency's water system. Mr. Sutter performed the hydraulic analysis and preliminary design report. The project is currently under construction.
- **New York City Department of Environmental Protection, On-Call Water Supply System Upgrades.** Various Locations, NY. Project Engineer. For Greeley and Hansen, Mr. Sutter prepared designs for upgrades of structures and facilities in New York City's Catskills water supply system. Mr. Sutter prepared construction documents and developed a protocol for the underwater inspection and repair of a leaking valve at the bottom of a flooded 400-foot-deep access shaft along the Catskills Aqueduct. Mr. Sutter also prepared construction specifications and drawings for a variety of projects including high-security entrance gates and public restrooms at the Ashokan reservoir, and HVAC upgrades to the Ben Nesein and Kensico Laboratories.
- **City of New York, Hillview Reservoir Construction Office Engineering.** New York, NY. Resident Engineer. For Greeley and Hansen, Mr. Sutter provided office engineering for construction of upgrades at New York City's Hillview Reservoir. He estimated and negotiated change orders, processed contractor payment requests, and monitored contractor submittals. Mr. Sutter worked with a contractor to resolve a longstanding payment dispute.

**WATER SUPPLY AND DROUGHT PLANNING**

- **Multiple Water Suppliers, *Urban Water Management Plan (UWMP) Updates*.** California. Project Manager and Quality Control/Quality Assurance. Mr. Sutter provided project management and quality control/quality assurance for the development of 2015 and 2020 UWMPs for seven water suppliers in the San Francisco Bay Area and Central Valley. The documents serve as updates to the prior UWMPs and based on the requirements of the Department of Water Resources' (DWR's) UWMP guidelines. As part of these efforts, he managed compilation of historical water use information, projection of future demands based on population growth and water conservation assumptions, and assessment of the agencies' water supply reliability. Mr. Sutter also managed the development of Water Shortage Contingency Plans. The UWMPs evaluate an agency's progress on reaching their targeted reductions as per Senate Bill X7-7 and their State Water Resources Control Board (SWRCB) mandated water conservation target, as well as demand management measures as they relate to supply reliability and demographic projections going forward.
- **Zone 7 Water Agency, *Conjunctive Use Study and Water Supply Evaluation*.** Livermore, CA. Project Manager. Mr. Sutter is managing the development of a Conjunctive Use (CU) Study for Zone 7 to identify the preferred integration of known and potential future sources and new infrastructure and what this integration might mean for yield, operations, and reliability. The CU Study is considering a variety of sources and options, including optimization of the groundwater basin, recharge of imported and reclaimed water, investments in Los Vaqueros Expansion (LVE) and Sites reservoir, and water bank operation, among other things. Issues related to operations, water quality, infrastructure and permitting needs, cost, climate change and other aspects are being directly quantified as part of the reliability and preferred alternatives assessment. As a companion effort, Mr. Sutter is also managing the development of a new water supply reliability model and updated Water Supply Evaluation report.
- **City of Menlo Park, *Preparation of Water Supply Assessments*.** Menlo Park, CA. Quality Control/Quality Assurance. Mr. Sutter assisted with the preparation of water supply evaluation for a General Plan Update for the City of Menlo Park. The water supply evaluation is prepared as a support document to the development of the Environmental Impact Report. Key to this project is to ensure the evaluation is consistent with updated contents in the City's 2015 UWMP and aligning with the timing of information that will be available from regional and local agencies during the upcoming planning process. Mr. Sutter assisted with the evaluation of the project's future water demand and its supply and demand implications during normal and dry periods.
- **Central Basin Municipal Water District, *Drought Response Planning*.** Commerce, CA. Project Engineer. Mr. Sutter assisted with the preparation of a Drought Response Plan for the Central Basin Municipal Water District, a wholesale water district that serves 39 municipal water retailers in Southern California. As a part of the Drought Response Plan, Mr. Sutter assisted in the development of a spreadsheet model (Drought Response Tool) for each of the retail in order to understand how their community uses water, quantitatively evaluate potential drought response measures in order to develop targeted drought response programs, and to continually track and assess their progress with respect to the SWRCB-mandated conservation target. The module helps quantify potential water use reduction of various water conservation measures for each of the retail agencies based on an end use water savings methodology.

**OTHER**

- **City of Lathrop**, *Technical Support Related to the Detection of Per- and Polyfluoroalkyl substances (PFAS) in the City's Groundwater*. Lathrop, CA. Project Manager. EKI provided the City technical support related to the detection of PFAS in the City's groundwater supply. Lead by Mr. Sutter, EKI assisted the City determine the extent of the impacts, meet the dynamic regulatory requirements, and evaluate potential treatment or blending options. EKI completed a bench-scale test to evaluate the effectiveness of granulated activated carbon (GAC) in removal of PFAS in the City's groundwater supply and prepared a technical memorandum evaluating various options. Mr. Sutter presented initial findings to the City Council.
- **Town of Hillsborough**, *Sandra/Hayne Storm Drain Replacement Project Feasibility Study and Conceptual Design*. Hillsborough, CA. Project Engineer. EKI evaluated alternatives and developed the conceptual design for replacement of the Cherry Creek storm drainage structures and pipes at Hayne Road and Sandra Road, which convey year-round flow from the Creek, one of the major drainages in Hillsborough. The drainage structures and storm drains in the area are in a severely deteriorated and damaged condition and are installed in a steep and highly vegetated area and under major PG&E facilities. EKI is currently developing the detailed design.
- **New York City Department of Environmental Protection (DEP)**, *Combined Sewer Overflow Long Term Control Plan*. New York, NY. Project Engineer. Prior to joining EKI, Mr. Sutter was a project engineer for Greeley and Hansen. Mr. Sutter assisted with the program management of New York City's Combined Sewer Overflow (CSO) Long Term Control Plan. As part of the program management tasks, Mr. Sutter tracked project milestones and enforceable deadlines, led coordination meetings, and prepared progress reports. Additionally, Mr. Sutter addressed comments from the New York State Department of Environmental Conservation and revised Waterbody/Watershed Facility Plans for four New York City waterbodies. Mr. Sutter assisted in analysis of additional alternatives to reduce CSOs as part of these revisions. Part of the alternative analysis included evaluating results of hydraulic modeling. Mr. Sutter designed a drainage plan for a parallel relief sewer in the Bronx River watershed to confirm the feasibility of the relief sewer design and assess its water quality benefits.
- **New York City Department of Environmental Protection**, *Bronx River Watershed Parallel Relief Sewer Drainage Study*. New York, NY. Project Engineer. Mr. Sutter designed a drainage plan for a parallel relief sewer in the Bronx River watershed to assess the feasibility of the relief sewer design and its ability to mitigate combine sewer overflows (CSOs) in the watershed in support of the City's CSO Long-Term Control Plan.
- **City of Wilmington**, *Wilmington Hospital Sewer Separation Project and Downspout Disconnect Project*, Wilmington, DE. Project Engineer. Prepared the preliminary design for Sewer Separation and a storm water bioretention facility at the Wilmington Hospital and reviewed designs for downspout disconnections and green infrastructure projects in a residential neighborhood in Wilmington.

## Tyler F. Colyer, PE Supervising Engineer

Mr. Colyer is a civil engineer and environmental engineer with twelve years of project experience in water and wastewater infrastructure design and planning, water quality engineering, and environmental engineering. He has prepared and managed water treatment system designs, pipeline designs, and development water use reports, and provided construction management and construction observation. Mr. Colyer has played a key role in development of RFPs, scopes, budgets, and schedules. Additionally, he has experience in wastewater plant operations, maintenance, and engineering technical support.



### Relevant Experience

- **North Coast County Water District, *Recycled Water Planning Study*.** Pacifica, CA. Project Manager. Mr. Colyer oversaw the preparation of a recycled water planning study to identify recycled water users within the North Coast County Water Districts service area and to develop conceptual distribution projects that will serve these users. Project cost and energy use estimates were prepared for each alternative, as well as a recommendation for a project to pursue further. Findings were presented to the District's Board of Directors and Mr. Colyer is continuing to advise the District on their recycled water operations and planning efforts.
- **City of Burlingame, *2020 Urban Water Management Plan*.** Burlingame, CA. Project Manager. Mr. Colyer prepared the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for the City. The plans incorporate historic City water use data, utilize development plans to project future water demands, and compare these demands against available water supplies and the reliability of the supplies. These plans serve as updates to the City's 2015 UWMP and WSCP and required significant new content and analyses as a result of the Making Water Conservation a California Way of Life conservation legislation, including development of a more rigorous WSCP. Mr. Colyer is currently preparing the City's Annual Water Supply and Demand Assessment to review project water supplies and demands in the coming year.
- **City of Burlingame, *Water System Support*.** Burlingame, CA. Project Manager. Mr. Colyer assisted the City with preparation of their lead service line inventory, schedule, and plan for service line replacement, which is required to comply with California Senate Bill 1398 and 427 (California Health and Safety Code 116885). Mr. Colyer worked with City staff to review their GIS system, as-built drawings, and general historic practices to identify locations in the City that may contain lead service lines or fittings, and assisted the City with incorporating service line replacement into their capital improvements program.

### Education

- M.S., Civil and Environmental Engineering, University of California, Berkeley, 2010
- B.S., Environmental Engineering, University of California, Riverside, 2009

### Registrations/Certifications

- Professional Civil Engineer, CA (C #80141)
- Professional Civil Engineer AZ (#64179)
- 40-hour OSHA HAZWOPER Training Course



- **Coastside County Water District, Casa Del Mar and Grand Blvd. Pressure Reducing Valve (PRV) Stations Project.** Half Moon Bay, CA. Project Engineer. This project involved installation of (1) two new pressure reducing valve (PRV) stations, at Wave Avenue and Frontage Road and at Casa Del Mar Drive and Frontage Road, and approximately 520 linear feet (LF) of new 8-inch ductile iron pipe (DIP) between Beach Avenue and Casa Del Mar Drive to create a new pressure zone in the Casa Del Mar neighborhood and (2) installation of a new PRV station on at Grand Boulevard and approximately 140 (LF) of new 6-inch DIP along Grand Boulevard to add a new connection from the District's main transmission main to downtown Half Moon Bay. Mr. Colyer oversaw preparation of the design documents for this project.
- **Coastside County Water District, Ferdinand Avenue Water Main Replacement Project.** Half Moon Bay, CA. Project Engineer. This project includes the installation of approximately 1,590 feet of 6-inch ductile iron pipe to replace existing 4-inch welded steel (WS) water mains on sections of Avenue Balboa, Carmel Avenue, Ferdinand Avenue, and Vallejo Street, residential streets in El Granada, CA. The project included the abandonment a portion of the welded steel pipeline that crossed above Deer Creek that was susceptible to failure. The project replaced existing service connections, meter boxes, and hydrants along the pipeline alignment. Mr. Colyer oversaw preparation of the design documents for this project.
- **Diablo Water District and Ironhouse Sanitary District, Recycled Water Feasibility Study.** Oakley, CA. Project Engineer. Mr. Colyer prepared a recycled water feasibility study to identify recycled water projects that will benefit the mutual customer base shared by Diablo Water District (DWD) and Ironhouse Sanitary District (ISD). Ironhouse Sanitary District currently produces recycled water that is appropriate for unrestricted reuse but primarily discharges this effluent to the San Joaquin River. The feasibility study developed and evaluated numerous recycled water projects including recycled water distribution alternatives, potable reuse alternatives, and groundwater augmentation alternatives. Project cost and energy use estimates were prepared for each alternative, as well as an evaluation of qualitative criteria such as constructability, ease of maintenance, and community benefits. A conceptual design and financing plan were prepared for the recommended project alternative and a series of next steps were included as part of the study.
- **City of East Palo Alto, Water System Master Plan.** East Palo Alto, CA. Project Manager. Mr. Colyer is overseeing the preparation of the City of East Palo Alto's Water System Master Plan Update. The project includes construction of a new hydraulic model, water demand projections, a risk-based capital improvement plan and a recycled water feasibility evaluation. Cost estimates and schedules will be prepared for each recommended capital improvement project.
- **City of East Palo Alto, Gloria Way Well.** East Palo Alto, CA. Project Engineer. Mr. Colyer prepared engineering plans and specifications for the construction of a groundwater treatment system for potable water use at the City of East Palo Alto's Gloria Way Well. The system includes a submersible well pump, iron and manganese treatment system, chemical amendments, Hetch-Hetchy blending system with booster pump station, surge tank, and distribution valves and pipelines. Mr. Colyer also assisted the City with the reactivation and permitting of the existing Gloria Way Well, as well as provided engineering services during construction for the Project. In addition, Mr. Colyer worked closely with the City to secure \$3 million of Proposition 84 grant funding to support the City's groundwater development efforts.
- **City of East Palo Alto, Pad D Well.** East Palo Alto, CA. Project Engineer. Mr. Colyer prepared engineering plans and specifications for the construction of a new well and groundwater treatment system for potable water use at the future Pad D Well site. The system is anticipated to be used primarily for emergency purposes and will include a submersible well pump, chemical amendments, a hydropneumatic tank, and distribution valves and pipelines. The footprint for the system was optimized due to the very small parcel and room must be reserved for potential future treatment units.



## COREEN CECIL

### PROJECT MANAGER

Coreen Cecil has more than 20 years of project management experience providing exceptional project oversight, contract management, and staffing resources on challenging and fast turnaround projects. Ms. Cecil possesses a deep understanding of construction timelines and the necessary resources to provide uninterrupted construction services from project startup to completion. She has been involved in water pump stations, sewer lift stations, and water and wastewater treatment facilities in all facets of production from design to construction.

### EDUCATION

- ▶ Associates degree in Computer Aided Drafting Technology, ITT Technical Institute Rancho Cordova, CA, 1998
- ▶ IES Lighting Fundamentals Course (ED-100), 1999
- ▶ Electrical Diagrams, Schematics & Drawings, 2006
- ▶ CAD Masters – Update/Standards Mgr, 2007
- ▶ AutoCAD University, 2008
- ▶ AutoCAD University On-Line, 2009
- ▶ AWWA – Backflow Course, 2010

### CERTIFICATIONS

- ▶ California State Women Business Enterprise (SWBE) - 38710
- ▶ Underutilized Disadvantaged Business Enterprise (UDBE) – 38710
- ▶ Women/Minority Business Enterprise (WMBE) through CPUC - 15060289
- ▶ Small Business Association 8(a) certified since 2012

### AFFILIATIONS

- ▶ Member of Society of American Military Engineers - Sacramento Chapter, Membership Chair

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Kinshire Waterline Replacement & Street Reconstruction Phase 1A, Patterson, CA, Project and Contract Manager**

Responsible as the Contract Administrator with Project Management duties for the first phase of this federally funded project that included installation of ~6,900 LF of water line and water meters, new concrete sidewalk, ADA curbs and ramps, and pavement rehabilitation.

#### **Roundabout at Salado and 7th Street, Construction Inspection Services, City of Patterson, CA, Project and Contract Manager**

The City of Patterson constructed a roundabout at Salado and 7th Street, which included road widening to accommodate new curbs, gutters, sidewalks, and accessible curb ramps and pedestrian crossings; street trees and irrigation; and pedestrian crossing signs along the Salado Ave alignment, North 7th Street and North K Street. Ms. Cecil was responsible for contract administration and project management services for this project.

#### **Villages of Patterson - Self Help Enterprise Apartments, Offsite Construction Inspection Services, City of Patterson, CA, Project and Contract Manager**

The City of Patterson constructed off-site improvements at Walnut Avenue and First Street, that consisted of utilities, road subbase preparation, aggregate base, pavement, curb, gutter, and sidewalk improvements. Ms. Cecil was responsible for contract administration and project management services for this project.

#### **S2A Modular Basin Grading & Offsite Improvements, Construction Inspection Services, City of Patterson, CA, Project and Contract Manager**

The City of Patterson constructed off-site improvements at Park Center Drive, Baldwin Avenue and storm basin, that consisted of utilities, road subbase preparation, aggregate base, pavement, curb, gutter, and sidewalk improvements. Ms. Cecil was responsible for contract administration and project management services for this project.

#### **Ninth Street Improvements, City of Patterson, CA, Project Manager**

Ms. Cecil was the project manager, overseeing the construction management and inspection for the City of Patterson's Ninth Street improvement project. The project include a new Ninth Street alignment, reconstruction of the Ward Avenue and Ninth Street intersection, and a new sidewalk along the west side of Ninth Street from Ward Avenue to Las Palmas Avenue. The project also

## COREEN CECIL, PROJECT MANAGER

included relocating existing fences and mailboxes, planting new trees, and construct landscape irrigation systems, decomposed granite surfacing and new streetlights.

### **The Hammon Senior Center Parking Lot Extension Project, City of Patterson, Patterson, CA, Contract Manager**

CCE provided Construction Inspection services for the City's Hammon Senior Center Parking Lot Extension. The scope of work includes providing construction inspection installation of curb, storm drainage facilities, A.C. pavement removal and replacement, pavement striping, parking lot lighting, landscaping, irrigation, and other such items not mentioned herein that are required by the plans and specifications.

### **The Ward/Las Palmas Intersection Project, City of Patterson, Patterson, CA, Contract Manager**

CCE provided project supervision and inspection for the Ward Avenue Overlay project. CCE provided daily work site inspections and observations during construction to determine whether the construction contractor was performing the construction work in accordance with the approved contract documents, to observe and report the progress that was being made and the quality of the various aspects of contractor's executed construction work, and to ensure safety onsite. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **The Ward Avenue Overlay Project, City of Patterson, Patterson, CA, Project/Contract Manager**

CCE provided project supervision and inspection for the Ward Avenue Overlay project. CCE provided daily work site inspections and observations during construction to determine whether the construction contractor was performing the construction work in accordance with the approved contract documents, to observe and report the progress that was being made and the quality of the various aspects of contractor's executed construction work, and to ensure safety onsite. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **Ward Avenue Water Main Construction Observation, City of Patterson, Patterson, CA, Project/Contract Manager**

CCE provided construction observation for the Ward Avenue water main replacement project. Work included providing construction observation on a full-time basis (5 days a week) for a duration of 5 weeks, preparing daily reports, and coordinating on testing and sampling with RE. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling. CCE also worked with the City and the Contractor supporting their efforts to notify a large number of residents of temporary water outages during the construction process.

### **Flying J Site Construction Review, City of Patterson, CA, Project/Contract Manager**

CCE provided observation of the installation of the civil improvements for conformance during construction with City Standards and the approved plans. Work included implementing site safety when needed and observation of the installation of sewer; water and storm drain facilities to the facility connections during construction for conformance with City Standards and the approved plans as well as observation of the roadway construction, sewer, water and storm drain facilities during construction for conformance with City Standards and the approved plans. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **Prime Shine Car Wash Site Construction Review, City of Patterson, CA, Project/Contract Manager**

CCE provided observation of the installation of the civil improvements for conformance during construction with City Standards and the approved plans. Work included observation of the installation of sewer; water and storm drain facilities to the facility connections construction for conformance with City Standards and the approved plans as well as observation of the roadway construction, sewer, water and storm drain facilities during for conformance with City Standards and the approved plans. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.



## **WILLIAM 'WILLIE' HOLDER**

***CAD Designer***

William (Willie) Holder offers more than 20 years of AutoCAD drafting experience for linear projects including typical site plans, site grading plans, roadway plan/profile construction, water, sanitary sewer, storm sewer, parking lot, and road development.

### **REPRESENTATIVE PROJECT EXPERIENCE**

#### **Site Prep Project, Regional San Waste Water Treatment Plant, Sacramento, CA, CAD Designer**

CCE managed the existing utilities data including researching archive as-builts to and implement on the drawings and in the Navisworks model. He worked on all major disciplines of this project including civil plan and profiles, mechanical plans including piping navigating through congested existing piping terrain (using Civil 3D Networks), demolition, general plans including staging area plans, and laydown areas with contractor phasing. His responsibilities included: working with and created data point files for defining work areas; creating numerous figures for client communication and working on RFI's through construction phase; coordinating drawing files and related supporting documents with sub-consultants and the project manager; and creating as-built conditions for submission to the client.

#### **Lake Oswego - Tigard Finished Water Pipeline Services - Lake Oswego, OR, CAD Designer**

The Lake Oswego-Tigard Finished Water Pipeline Project, the Finished Water Pipeline (FWP) will convey treated water from the City of Lake Oswego's new water treatment plant (WTP) to a new reservoir. The FWP consists of 6.9 miles of 48-inch diameter welded steel pipeline, constructed using a combination of open cut construction and micro-tunneling of 70 feet of a 60-inch steel casing under Trillium Creek in West Linn. Design of the FWP included careful consideration of the following project elements in developing the final design documents led by Stuart Gerould and other staff engineers while employed by Kennedy/Jenks Consultants: Pipeline Sizing and Hydraulics. The FWP is designed for a service life of 75 years. The team conducted hydraulic analysis, surge analysis, geotechnical evaluation, corrosion protection design, and seismic analysis to assure that the pipeline and appurtenances meet the required design life. Provided technical design input for selection of pipe materials. This was based on system pressures, resistance to seismic loads, pipe diameter, layout, connections and appurtenances, corrosion control, constructability, availability of materials, and cost. This project included replacing several storm and sanitary sewer systems via open cut construction, replacing several manholes and catch basins, and replacing several sewer laterals. Cecil & Cecil assisted the CAD lead by co-managing the drafting in Civil 3D.

### **EDUCATION**

ITT Technical Institute  
A.A.S. in Computer Aided  
Drafting Technology  
Honors, Perfect Attendance  
Certificate

### **AFFILIATIONS**

Certified Drafter, American  
Design Drafting Association



# STAFF RESUME

## SAM TERRY, PE

### *Chief Electrical Engineer*

Sam Terry has more than 30 years of specialized engineering experience designing, planning, value engineering, modeling, documenting, constructing, operating, testing and trouble-shooting electrical, mechanical, instrumentation and control systems for complex commercial, municipal and industrial facilities. A registered electrical engineer and registered control systems engineer, Sam is an expert in the application of variable frequency drives and their associated mechanical, process and control systems.

As Chief Electrical Engineer of Cecil & Cecil Enterprises, Inc., Sam leads engineering design activities and manages resources and people to meet organizational goals in multiple project oriented environments. He has demonstrated proficiency communicating with clients and vendors, evaluating real issues, generating workable alternatives and client orientated solutions, and then incorporating them into a final design. His managerial approach to problem solving can best be described as "Total Systems Engineering". When confronting a design problem, his comprehensive solutions address the economic issues, political environment and social ramifications in addition to technical issues.

Sam is knowledgeable of NFPA codes and industry standard, SKM electrical systems analysis software, Microsoft Office, and most electrical test instruments.

## REPRESENTATIVE PROJECTS

### **City of Firebaugh Well Electrical Engineering Services, Firebaugh, CA, Electrical Engineer**

CCE provided the electrical engineering for a well site which included a well pump, motor controls, RTU and instrumentation.

### **PCWA, Bowman WTP Backwash Storage Tank and Alta WTP Storage Tank - Bowman, CA, Electrical Engineer**

Sam Terry electrically engineered all Electrical and Process and Instrumentation Diagrams.

### **Manteca Water Storage Tank and Booster Pump Station, Manteca, CA, Electrical Engineer**

Electrically engineered the process and instrumentation and electrical portions of the project.

### **Carmichael Water District Bajamont Membrane Treatment Plant Expansion, Carmichael, CA, Electrical Engineer**

Provided on-call electrical engineering services under the direction of Sam Terry, who designed all Electrical and Process and Instrumentation Diagram drawings.

### **Hughson Well No. 8 Improvements, Hughson, CA**

Electrically engineered the design for all Electrical and Process and Instrumentation Diagrams.



## EDUCATION

BA, Business Administration & Economics, College of Notre Dame, 1984

Graduate Level Course Work

— System Science, Portland State University

— System Management, University of Denver

Undergraduate Level Course Work

— Electrical Engineering (NROTC), University of Washington

Nuclear Power School & Prototype Training, Navy  
Interior Communications Electrician School

## REGISTRATIONS

Electrical Engineer, California, # E14638

Electrical Engineer, Nevada, # E11798

Electrical Engineer, Washington, # 28401

Electrical Engineer, Oregon, # 16714

Electrical Engineer, Arizona # 42431

Electrical Engineer, Hawaii # 14959

Control Systems Engineer, California, # CS7125

## AFFILIATIONS

Control Systems & Industry Applications Societies of I.E.E.E., Member

# STAFF RESUME



## SAM TERRY, PE (CONTINUED)

### **Carmichael Water District Groundwater Extraction Well & Treatment System (NDMA), Carmichael, CA, Electrical Engineer**

Under the direction of Sam Terry, electrically engineered all Electrical and Process and Instrumentation Diagram drawings.

### **Del Paso Manor Water District, Well No. 9 Project – Sacramento, CA, Electrical Engineer**

Designed under the direction of Sam Terry, who electrically engineered all Electrical and instrumentation design of a water well on elementary school property. 150 HP well pump motor with VFD and RVS motor controllers with a Tesco L2000 PLC.

### **Elk Grove Unified School District, Sierra Enterprise Elementary School Water Well, Sacramento, CA, Electrical Engineer**

Rehabilitation project with new well. Electrical and instrumentation design of a water well for a small school. 25 HP well pump motor with motor controller.

### **Wells No 8 Project, Hughson, CA, Electrical Engineer**

Electrical and instrumentation design of a well pump station with on-site treatment and provisions for future expansion. The well utilized a 150 HP pump with VFDs with bypass starters, 50 HP of process pumps, standby diesel generator, PLC/RTU with radio communications to a SCADA system.

### **Wells 10, 12, 14, 22, 24, 25 26 and 27, Manteca, CA, Electrical Engineer**

Sam Terry created the electrical and instrumentation design of eight well pump stations. Typical well utilized a 200 HP well pump with VFDs with bypass starters, on site standby diesel generators, Modicon Micro PLC/RTU with radio communications to an existing SCADA system.

### **Wells No 21 Project, Lathrop, CA, Electrical Engineer**

Sam Terry created the electrical and instrumentation design of a well pump station with on-site treatment and provisions for future arsenic removal. The well utilized a 200 HP pump with VFDs with bypass starters, standby diesel generator, PLC/RTU with radio communications to a new SCADA system.

### **Lewis Manor Well Project, Tracy, CA, Electrical Engineer**

Sam Terry created the electrical and instrumentation

design of a large well pump station. 350 HP well motor with RVSS starter. 400 KW on site standby diesel generators. Tesco L2000 PLC/RTU with radio communications to an existing system.

### **Truckee Donner Public Utility District, Featherstone Resort Booster Pump Station, Truckee, CA, Electrical Engineer**

Large water booster pump station with hydropneumatic tank. Three 75 HP booster pumps with provisions for two future pumps. Reduced voltage solid state motor controllers with integral Idec Micro 3C PLC. Provisions for District provided SCADA equipment. Diesel engine generator standby power. Developer funded.

### **Sacramento County Water Agency, East Elk Grove Ground Water Treatment Plant Project, Sacramento, CA, Electrical Engineer**

Sam Terry created the electrical design and the instrumentation design for bid documents of a new booster pump station with onsite water treatment facility and a 150 H.P. well pump. Bid documents include detail process and instrumentation diagrams with match wiring schematics. Approximately 1000 HP total motor load with VFDs, RVSSs and across the line motor controllers. 600 KW on site standby diesel generator. Sophisticated multilevel SCADA system using Allen-Bradley SLC-500 at remote sites with spread spectrum radio communication with treatment facility and PLC5/60 at the treatment facility with fixed frequency radio communication with an existing central computer.

### **Dublin San Ramon Services District, Water Pump Stations 200 and 300A, Dublin, CA, Electrical Engineer**

Sam Terry created the electrical design for the bid documents for two water booster pump stations with associated remote tanks. Four 100 HP and Three 75 HP booster pumps all with reduced voltage solid state starters. Opto 22 RTU/SCADA and controls. Pre-purchase of four RTUs from CMC. Modifications to fifth site to act as a store and forward repeater. Communications by radio and fiber. Portable 125 KW standby diesel engine generator. This project was developer funded and produced on an accelerated schedule.

# STAFF RESUME



## SAM TERRY, PE (CONTINUED)

### **Dublin Canyon Booster Pump Station, Pleasanton, CA, Electrical Engineer**

Sam Terry created the electrical design for the bid documents to replace and upgrade the motor controls and SCADA/control equipment. Three 100 HP pumps with reduced voltage solid state motor controllers. Tesco PLC/RTU for SCADA and Control. Radio communications.

### **Sacramento County Water Agency, Dwight Road Pump Station Treatment Plant, Sacramento, CA, Electrical Engineer**

Electrical design of a new filter treatment system and 150 H.P. well pump at an existing pump station facility. Coordination with the owner's concurrent SCADA project. Sam Terry created the electrical design for the bid documents.

### **Well No. 12, Brentwood, CA, Electrical Engineer**

Electrical design of a well pump station (150 HP), utilizing VFD technology and a PLC.

### **El Dorado Irrigation District, EID Booster Pump Station, Folsom Lake, CA, Electrical Engineer**

Electrical design of a major expansion of the existing booster pumps station. Expansion included 600 HP pump utilizing variable speed technology and three 125 HP submersible pumps. Sam Terry created the electrical design for the bid documents.

### **Citizens Utilities Co. Well Pump Stations, Sacramento, CA, Electrical Engineer**

Electrical design of four well pump stations all with 150 HP pumps utilizing reduced voltage starting.

### **Southern California Water Company, Los Angeles, CA, Electrical Engineer**

Master plan report and electrical design of upgrades of 16 well stations.

### **Cypress Walk Booster Pump Station, Pacific Grove, CA, Electrical Engineer**

Grundfos packaged booster pump system and controls. 3- 7.5 HP VFDs. 200A service, 200A ATS, 40KW generator, Autodialer, Tesco 24-000 panels, back to back. Sam Terry created the electrical design for the bid documents.

### **Pump Station 4b Dublin San Ramon Services District, Alameda County, CA Electrical Engineer**

Moving and or replacing all the existing electrical,

replacing the pump motors, reuse the existing RTU's OPTO 22 components and function. Sam Terry electrically designed the bid documents.

### **Heritage Oaks Pump Station, Wheatland, CA, Electrical Engineer**

Review other Electrical Engineers set of plans for the City of Wheatland.

### **Linda County Water - Well #16, Yuba County, CA, Electrical Engineer**

SCADA system, 10 Section MCC, VFDs, and 400KW generator with tank. Sam Terry created the electrical design for the bid documents.

### **Paula Lane Reservoir 2, Petaluma Reservoir, Petaluma, CA, Electrical Engineer**

Unistrut mounted electrical panel, 100A meter, breaker panel, starter and Motorola Moscad RTU for a tank reservoir.

### **Well No. 13 Water Treatment Plant – Linda County Water District, Yuba City, CA, Electrical Engineer**

200A meter/main pedestal, flow meter panel, field instruments, control cabinet with Modicon PLC and radio communications with SCADA.

### **Groundwater Extraction Well & Treatment System (NDMA), Carmichael Water District, Carmichael, CA, Electrical Engineer**

Two well pump sites and two treatment plant sites. Each well site includes a well pump, utility meter, motor controls and a remote telemetry unit. Each plant site includes a filter system, utility meter, control panel and RTU. 100' Artificial Tree antenna. Sam Terry electrically designed the bid documents.

### **Laytonville Water System Upgrades, Laytonville, CA, Electrical Engineer**

Addition of a well pump, two pairs of booster pumps, a local tank with air stripper and tower, arsenic removal equipment at the plant and two remote SCADA computers and three remote tank sites RTUs. Upgrade existing well pump and pressure filter, add PLC/RTU, control panel, instrumentation, motorized valves, chlorine leak alarms, motor controllers, a new utility service, switchboard, and motor control center. Sam Terry created the electrical design for the bid documents.



## DAVID STEINBECK

### CONSTRUCTION INSPECTOR OF RECORD

David Steinbeck has more than 20 years working as a Public Works Inspector/ Construction Inspector and for local Municipalities. He has a complete understanding of the building of back bone infrastructure, including wet and dry utilities, building road sections and AC paving, and “Means and Methods” for reconstruction of streets and highways including all utilities. His experience also includes an understanding of soils compaction and concrete testing as per specifications of projects.

#### TRAINING

- ▶ 30-hr. OSHA Construction Safety

#### REPRESENTATIVE PROJECT EXPERIENCE

##### **Kinshire Waterline Replacement & Street Reconstruction Phase 1A, Patterson, CA, Construction Inspector**

Construction inspector for the first phase of this federally funded project that included installation of ~6,900 LF of water line and water meters, new concrete sidewalk, ADA curbs and ramps, and pavement rehabilitation. Dave's responsibilities included inspection of site work including coordination with the contractor, special inspectors, and the City. He tracked work progress with consistent daily reports, photo documentation and review of testing documents.

##### **Ninth Street Improvements Project, Construction Management & Inspection Services, City of Patterson, CA, Construction Inspector**

The City of Patterson constructed improvements along Ninth Street between Ward Avenue and Las Palmas Avenue, that consisted of new pavement, curb, gutter, sidewalks, and accessible curb ramp improvements along a new Ninth Street alignment, reconstruction of the Ward Avenue and Ninth Street intersection, and a new sidewalk along the west side of Ninth Street from Ward Avenue to Las Palmas Avenue. The project also included relocation of existing fences and mailboxes, planting of new trees, and construction of landscape irrigation systems, decomposed granite surfacing and new streetlights. Mr. Steinbeck provided construction inspection services that included coordination with the contractor, City, and inspection staff.

##### **Sperry Avenue Improvements Project CM & Contract Administration Services, City of Patterson, CA, Construction Inspector**

The City of Patterson constructed improvements along Sperry Avenue between Baldwin Road and American Eagle Avenue, that consisted of asphalt concrete removal and replacement, an asphalt overlay with pavement fabric, traffic signal detector loops, accessible ramp removal and replacement, and pavement striping and markings. Mr. Steinbeck provided construction inspection and contract administration services that included administration of the construction contract, review and approval of RFIs, submittals, progress payments, and change orders, coordination with the contractor, City, and inspection staff, conduct progress meetings, and completion of required reports to satisfy Caltrans minimum reporting requirements.

##### **The Hammon Senior Center Parking Lot Improvements Project, City of Patterson, CA, Contract Manager/Construction Inspector**

Mr. Steinbeck provided project supervision and inspection services for the Hammon Senior Center Parking Lot Improvements Project, including inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor.



## **DAVID STEINBECK, CONSTRUCTION INSPECTOR OF RECORD**

### **The Sperry Avenue/Del Puerto Intersection Improvements Project, City of Patterson, CA, Construction Inspector**

Mr. Steinbeck provided project supervision and inspection for the Sperry Avenue/Del Puerto Intersection Improvements Project. Mr. Steinbeck provided inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor. This is both a federal and state funded project.

### **The Ward/Las Palmas Intersection Project, City of Patterson, Patterson, CA, Construction Inspector**

Mr. Steinbeck is providing inspection of all work, review and logging of submittals; responding to RFIs; preparing daily reports; and observing materials testing and sampling performed by the contractor. This is a federally funded project.

### **Ward Avenue Water Main Construction Observation, City of Patterson, CA, Construction Inspector**

Mr. Steinbeck provided construction observation for the Ward Avenue water main replacement project. Work included providing construction observation on a full-time basis (5 days a week) for a duration of 5 weeks, preparing daily reports, and coordinating on testing and sampling with the RE. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **Flying J Site Construction Review, City of Patterson, CA, Construction Inspector**

Mr. Steinbeck provided observation of the installation of the civil improvements for conformance during construction with City Standards and the approved plans. Work included observation of the installation facility connections construction for conformance with City Standards and the approved plans as well as observation of the roadway, sewer, water and storm drain facilities during construction for conformance with City Standards and the approved plans. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **Prime Shine Car Wash Site Construction Review, City of Patterson, CA, Construction Inspector**

Mr. Steinbeck provided observation of the installation of the civil improvements for conformance during construction with City Standards and the approved plans. Work included observation of the installation of sewer, water and storm drain facilities to the facility connections during construction for conformance with City Standards and the approved plans as well as observation of the roadway construction, sewer, water and storm drain facilities during for conformance with City Standards and the approved plans. CCE provided daily reports and photographs, construction reporting, and coordinated with the RE on testing and sampling.

### **North Plant Water Quality Control Facility, City of Manteca, CA, Construction Inspector/Public Works Inspector**

Mr. Steinbeck was responsible for all aspects of day to day inspections for North Plant Aeration Basin upgrades and IPS upgrades and modifications. As part of this large City-wide project, he also worked on the Union Road Sewer Pump Station upgrades.

### **San Joaquin Pipeline Systems and Rehabilitation, Eastern Segment and Auxiliary Systems (Hetch Hetchy Project), San Francisco Public Utilities Commission (SFPUC), Quality Control Inspector**

The SFPUC's Hetch Hetchy Water System provides water to 2.4 million people in Alameda, Santa Clara, San Mateo, and San Francisco counties, either directly or indirectly through our 28 regional wholesale customers. Some residents of Tuolumne County, including the Town of Groveland, also receive water from this system. Eighty-five percent of this water comes from the Upper Tuolumne River Watershed in the Sierra Nevada Mountains, where it is stored in Hetch Hetchy Reservoir and then transported via the San Joaquin Pipeline System 47.5 miles across California's Central Valley to the Bay Area. The existing system includes three large diameter pipelines that range in age from 42 to 78 years old. Rated capacities for SJPL No. 1, No. 2, and No. 3 are 70, 80, and 160 million gallons of water per day (mgd), respectively. Mr. Steinbeck provided quality control inspection services for this project.



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(650) 292-9100 | Fax (650) 552-9012 | [Ekiconsult.com](http://Ekiconsult.com)

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this 9 day of August, 2022, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and Bennett Engineering Services (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District has determined that consultant services are required for non-audit services to assist the District in reviewing and updating finance and accounting policies and procedures (the “Project”).

**B.** Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** (“Services”).

**C.** Consultant represents that it is qualified, willing and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit B** (the “Rates”).

**NOW, THEREFORE**, in consideration of the promises and covenants set forth below, the Parties agree as follows:

### AGREEMENT

**1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

**2. Consulting Services.** Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

**3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed \$XXXXXX, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice

within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**5. Term.** This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the “Term”).

**6. Termination.** District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by notifying Consultant in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

**7. Termination for Cause.** Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

**8. Confidential Information.** Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

**9. Performance by Key Employee.** Consultant has represented to District that David Harden will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

**10. Property of District.** The following will be considered and will remain the property of District:

**A. Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”). Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Documents.

**B. Data.** All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials (“Data”). Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Data.

**C. Delivery of Documents and Data.** Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

**11. Duties of District.** In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

**A.** Provide such information as Consultant may reasonably require to undertake or perform the Services;

**B.** Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant’s performance of the Services; and

**C.** Promptly notify Consultant of any fault or defect in the performance of Consultant’s services hereunder.

**12. Representations of Consultant.** District relies upon the following representations by Consultant in entering into this Agreement:

**A. Qualifications.** Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant’s sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant’s profession at the time the Services are rendered.

**B. Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required



under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

**13. Compliance with Laws and Standards.** Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

**14. Independent Contractor; Subcontracting.** Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

**15. Insurance.** Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

**A. General Liability Insurance.** Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

**B. Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

**C. Automobile Insurance.** Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

**D. Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

**E. Other Insurance Requirements.** Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement ("Certificates"), excluding the required worker's compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker's compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District's Agents and any insurance or self-insurance maintained by District or District's Agents shall be in excess of Consultant's insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

**16. Indemnification.** Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant's obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

**17. Consequential Damages.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits

or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

**18. Litigation.** In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

**19. Notices.** Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District: Georgetown Divide Public Utility District  
P.O. Box 4240  
6425 Main Street  
Georgetown, CA 95634  
Attention: General Manager

With courtesy copies to: Churchwell White LLP  
1414 K Street, 3rd Floor  
Sacramento, California 95814  
Attention: Barbara A. Brenner, Esq.

If to Consultant: Bennett Engineering Services  
Attention: David Harden  
1082 Sunrise Avenue, suite 100  
Roseville, California 95661

## 20. General Provisions.

**A. Modification.** No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

**B. Waiver.** The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

**C. Assignment.** No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

**D. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of California.

**E. Venue.** Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

**F. Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

**G. Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

**H. Severability.** If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

**I. Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

**J. Entire Agreement.** This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

**K. Headings Not Controlling.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

**L. Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.

**M. Drafting and Ambiguities.** Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the last day and date below written.

**DISTRICT:**

GEORGETOWN DIVIDE PUBLIC  
UTILITIES DISTRICT, a California Public  
Utilities District

By: \_\_\_\_\_  
Adam Coyan, General Manager

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

Approved as to Form:

\_\_\_\_\_  
Barbara A. Brenner, General Counsel

**CONSULTANT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

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



**EXHIBIT A**

**Services**

## **EXHIBIT B**

### **Rates**

**RESOLUTION NO. 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL  
SERVICES AGREEMENT FOR ENGINEERING SERVICES WITH BENNETT  
ENGINEERING SERVICES FOR AN AMOUNT NOT TO EXCEED \$XXXXXX**

**WHEREAS**, on May 12, 2022, the Georgetown Divide Public Utility District issued a Request for Qualifications for engineering services to support Capital Improvement Plan construction projects and general projects; and

**WHEREAS**, two qualification proposals were received by the closing date of July 23, 2022, and each proposal was reviewed and scored independently by District staff; and

**WHEREAS**, Bennett Engineering Services was deemed to have met and exceeded the qualifications required and received the highest ranking; and

**WHEREAS**, a Professional Services Agreement with Bennett Engineering Services was then prepared for an amount not to exceed \$XXXXXX; and

**WHEREAS**, the Fiscal Year 2022/2023 Operating Budget includes the cost of engineering services.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN PUBLIC UTILITY DISTRICT THAT:**

1. The professional services agreement is awarded to Bennett Engineering Services; and
2. The General Manager is authorized to execute a professional services agreement with Bennett Engineering Services. in the amount not to exceed \$XXXXXX for engineering services for FY 2022/2023 Capital Improvement Plan construction projects and general projects.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9<sup>th</sup> day of August 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

Michael Saunders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9<sup>th</sup> day of August 2022.

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF AUGUST 9<sup>th</sup>, 2022  
AGENDA ITEM NO 10.E.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MAZE AND ASSOCIATES FOR ANNUAL AUDIT SERVICES**

**PREPARED BY:** Jessica Buckle, Office Finance Manager

---

**BACKGROUND**

The District issued a Request for Proposals (RFP) on June 10, 2022, for audit services for fiscal years 2022, 2023, 2024 plus optional two one-year extensions (Attachment 1). The RFP was circulated through formal bidding avenues with a deadline of June 27, 2022. The District received two proposals from MAZE and Associates (Attachment 2) and MUN CPAs (Attachment 3).

**DISCUSSION**

District staff reviewed and ranked the proposals. Below is the Total All-Inclusive Maximum Price submitted by each of the proposers:

<b>Proposer</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>TOTAL</b>
MAZE & Associates	20,860	21,486	22,131	22,796	23,481	110,754
Munn CPAs	32,800	33,500	34,200	34,900	35,700	171,100

Maze and Associates was selected with the apparent lowest bid for audit services.

**FISCAL IMPACT**

This item is budgeted under account 100-5600-51303 in the FY 2022-2023 Operating Budget.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District authorize the General Manager to execute a Professional Services Agreement with MAZE and Associates for audit services.

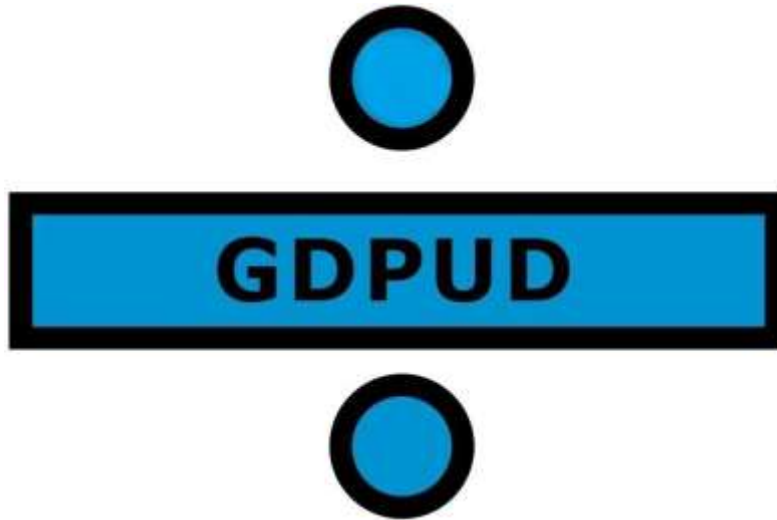
**ALTERNATIVES**

Deny Staff's request and provide alternative direction.

**Attachments**

1. Proposal from MAZE & Associates
2. Proposal from MUN CPAs
3. PSA with MAZE & Associates
4. Resolution 2022-XX





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
GEORGETOWN, CALIFORNIA

AUDIT SERVICES REQUEST FOR PROPOSALS

FISCAL YEARS 2022, 2023, 2024  
PLUS OPTIONAL TWO ONE-YEAR EXTENSIONS

**Proposal Release Date**

**June 10, 2022**

**Proposal Submittal Due Date**

**June 27, 2022 at 4:30 pm PST**

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, CALIFORNIA  
REQUEST FOR PROPOSALS FOR AUDIT SERVICES

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- A. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
- B. Format for Schedule of All-Inclusive Maximum Price by Report

## PART 1 – AUDIT SPECIFICATIONS

### I. INTRODUCTION

The Georgetown Divide Public Utility District (hereinafter referred to as “the District”) is requesting proposals from qualified firms of certified public accountants for a three-year contract to audit its financial statements for the three years beginning with the fiscal year ending June 30, 2022. At the option of the District, the audit engagement may be extended for two, one-year periods (fiscal years) by written amendment. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office’s (GAO) *Government Auditing Standards*, the provisions of the Single Audit Act of 1984, as amended in 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and Governmental Accounting Standards Board (GASB) Pronouncements.

There is no expressed or implied obligation of the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Section 6250 et seq.). Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disqualified.

During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Georgetown Divide Public Utility District and the firm selected.

To be considered, one (1) electronic copy must be received by the Georgetown Divide Public Utility District sent to Jessica Buckle, Office Finance Manager at [jbuckle@gd-pud.org](mailto:jbuckle@gd-pud.org). The Board of Directors will award an agreement at the **July 12, 2022** Regular Board Meeting. Failure to provide the required number of copies may render your proposal as non-compliant. The District reserves the right without prejudice to reject any or all proposals and/or waive any irregularity.

A copy of this request for proposals and the District’s most recent budget and Comprehensive Annual Financial Report (FINANCIAL STATEMENTS) can be found on the District’s website [www.gd-pud.org](http://www.gd-pud.org). All inquiries relating to this request for proposals shall be emailed and state in the subject line “audit RFP” to:

Jessica Buckle, Office/Finance Manager  
[jbuckle@GD-PUD.org](mailto:jbuckle@GD-PUD.org)

## II. DESCRIPTION OF THE DISTRICT

The Georgetown Divide Public Utility District was formed on June 4, 1946 as a Public Utility District and operates under a District Board/General Manager form of government. It is governed by an elected five-member Board. The Georgetown Divide is located between the Middle and South Forks of the American River, nestled in the heart of the Sierra Nevada Foothills and Northern California's Gold Country. Access is through Highway 50 and Interstate 80, making it in close proximity to either metropolitan cities or recreational activities of Lake Tahoe.

The Divide has a population of about 15,000 with 415 square miles located in El Dorado County. The communities of Garden Valley, Kelsey, Pilot Hill, Greenwood and Cool surround Georgetown. The origins of District facilities can be directly traced back to 1852 and the El Dorado, Pilot and Rock Creek Canal Companies, one of the first established water purveyors in the State of California – a not inconsequential result of James Marshall's discovery of gold in nearby Coloma. Following the decline in gold production, agriculture and lumbering became the staple industries on the Divide for many years.

The focus of the District water supply system is the Stumpy Meadows Reservoir, a 20,000 acre- foot impoundment on Pilot Creek, at the eastern edge of the District. Water from this source of supply traverses down through some 75 miles of ditch and pipeline to provide agricultural water and raw water supplies for the District's treated water division.

The District employs 26 regular full-time and 1 part-time and seasonal budgeted employees. The Finance Department is assisted by LSL CPAs, an independent CPA firm that assists the District with regular accounting activities. The Finance Department is responsible for the release of the annual budget and financial statements for the District. In addition, the department consists of the following sections: accounting, budgeting, water and wastewater disposal utility billing, cashiering, accounts payable, and payroll.

The District's fund structure reports two Enterprise Funds, water and wastewater disposal which includes Capital Projects activity.

The budget for FY 2021-22 is \$ 4.6 million, and a capital improvement budget of \$ 1.8.

The District's financial statements have been audited by LSL CPAs for Fiscal Years 2020/2021. The fee for the prior year audit services was \$18,410.

The District uses Incode by Tyler Technologies for general ledger, budget, cashiering, accounts payable and ADP for payroll.



### **III. SCOPE OF WORK TO BE PERFORMED**

#### **A. Services to be performed by the auditors**

1. In general, the auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the District fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles, and (b) whether the District has complied with laws and regulations that may have a material effect upon the financial statements.
2. The auditors will prepare the Financial Statements.
3. The auditors will examine the District's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the General Manager. The examination shall be made and reports rendered in accordance with generally accepted government auditing standards. In addition, the auditors shall communicate any reportable conditions found during the audit that can be defined as either a significant or material weakness in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement.
4. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the General Manager.
5. Under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996, Uniform Guidance and generally accepted auditing standards as well as generally accepted governmental auditing standards.
6. Auditors shall submit a management letter setting forth their findings and/or recommendations on those matters noted and observed during the conduct of the examination of the financial records and developed within the scope, usually associated with such an examination relating to, but not limited to, a) improvement in systems of internal control, b) improvement in accounting system, c) apparent noncompliance with laws, rules, and regulations, and d) any other material or significant matter coming to the attention of the firm during the conduct of the examination.

#### **B. Timeline Requirements**

1. Auditors shall schedule with the Office Finance Manager, or designee, for the Fiscal Year 2021-22 Audit.
2. All District books will be closed and ready for audit by the mutually agreed upon start date. District staff shall prepare detailed lead sheets and account reconciliations for the auditors.
3. Fieldwork shall commence on an agreed upon date between auditors and District staff but no later than the first week of October and shall be completed by no later than the third week of November, at which time a draft copy of all reports listed under "Specific Deliverables to the Georgetown Divide Public Utility District" shall be prepared and delivered to the Office Finance Manager.

4. The Entrance Conference, Progress Reporting, and Exit Conference should be held by the time frames indicated on the schedule shown below:

i.	Entrance Conference with key Finance Department staff to discuss work to be performed, establish overall liaison for audit and arrangements for space and other needs of the auditor	Prior to start of field work
ii.	Progress conference with key Finance Department staff to discuss the year-end work to be performed	Midway through audit work
iii.	Exit conference with Office Finance Manager and General Manager to summarize the results of the field work and to review significant findings	At the conclusion of the year-end audit work

**C. Office Finance Manager Reporting and Communication**

1. The auditors will meet continuously during the field work process with the Office Finance Manager, or designee, to discuss preliminary audit findings and management recommendations.
2. Prior to issuing their final reports, the auditors will meet with the Office Finance Manager and his/her designee(s) with all audit reports to be addressed to the District Board.
3. The auditors may be consulted occasionally throughout the year as an information resource. Auditors may be asked to provide guidance on implementation of Governmental Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local government accounting. In addition, the auditors may be asked to assist with the implementation of new pronouncements. These services are expected to be included in the scope of the audit contract.

**D. Other Considerations**

1. All working papers and reports must be retained, at the auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by the Georgetown Divide Public Utility District of the need to extend the retention period.
2. The auditors will be required to make working papers available upon request to the appropriate parties. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
3. Throughout the year, the auditor will provide financial advice and counsel on matters occurring throughout the year that would affect the annual report.
4. The audit partner/manager may be required to attend District Board meeting(s) to explain or clarify financial statements or accounting requirements.

E. **Specific Deliverables to the Georgetown Divide Public Utility District**

<b>Reports</b>	<b>Due Date</b>	<b>Qty.</b>
Audit of the general-purpose financial statements and review of the preparation of the Financial Statements, and delivery of opinion letter for the Financial Statements	No later than December 1 <sup>st</sup>	12
Testing of and full report on the compliance with the Single Audit Act of 1984, as amended in 1996, and applicable laws and regulations	No later than December 1 <sup>st</sup>	12
Single Audit Report (photo ready)	No later than December 1 <sup>st</sup>	12
Annual Report of Financial Transactions	Not later than January 31 <sup>st</sup>	N/A

**IV. DISTRICT RESPONSIBILITIES**

**A. Finance Department**

1. Finance Department staff will prepare the final closing of the books including any auditor adjusting entries or changes to the financial statements as well as providing balance sheets for all funds and groups, statements of revenue and expenditures for all funds including detailed subsidiary ledgers.
2. Finance Department staff will produce the confirmation letters that are mailed by the auditors.
3. Finance Department staff will be available to assist the auditors in locating records or preparing audit schedules. All requests from the auditors will be directed to the Office Finance Manager or designee.
4. Finance Department staff will provide the auditors with reasonable workspace to include desks and chairs as well as access to telephones, photocopying machines and Wi-Fi access.

**B. Report Preparation**

1. Auditor will prepare a draft copy of the Financial Statements for District review.
2. Final preparation and printing of the Financial Statements will be the responsibility of the auditor.
3. Preparation, editing, and printing of all other reports as indicated in Section III (E), Specific Deliverables to the Georgetown Divide Public Utility District, will be the responsibility of the auditors.

**V. BASIS FOR COMPENSATION**

A. The District will pay the auditors for the services described in Part I, Section III (Scope of Work to be Performed) that do not exceed the amount contained within a signed agreement between the District and the audit firm. For additional services required after the inception of the agreement, written approval by the District shall be required in advance of such services being rendered. The fee for such services shall be paid based on the auditor’s quoted hourly rates listed in appendix A.

B. The District shall receive all final opinions and reports no later than December 1<sup>st</sup>, following the initial year as outlined in Section III (E) “Specific Deliverables to the Georgetown Divide Public Utility

District” barring any unforeseen District delays. If delay of deliverables is a result of the District, report submission deadlines will be discussed and amended. Final reports for grant and agency programs shall be completed in time to meet required submission dates.

## **VI. ADDITIONAL PROVISIONS**

- A. Upon notice of intent to award contract, the successful contractor shall enter into a Standard Professional Services Agreement with the Georgetown Divide Public Utility District. The Standard Agreement is included as Appendix C.
- B. No officer, agent, or employee of the District and no member of its governing bodies shall have any pecuniary interest, direct or indirect, in this agreement or the proceeds thereof. No officer, agent, or employee of the auditors shall serve on a District committee or hold any such position which is incompatible with such person’s duties or obligations or other relationship to this agreement.
- C. Time is of the essence in each and all provisions of this agreement.
- D. All working papers and reports must be retained, at the auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by the Georgetown Divide Public Utility District of the need to extend the retention period. The auditors shall make their working papers available to successor auditors. The auditor will also be required to make working papers available, upon request, to the following parties or their designees:
  - 1. Georgetown Divide Public Utility District
  - 2. U.S. General Accounting Office (GAO)
  - 3. Parties designated by the federal or state governments or by the Georgetown Divide Public Utility District as part of an audit quality review process
  - 4. Auditor of entities of which the Georgetown Divide Public Utility District is a sub-recipient of grant funds
  - 5. Auditor of entities of which the Georgetown Divide Public Utility District is a component unit

In addition, the audit firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

## **VII. SPECIAL TERMS AND CONDITIONS**

A. Invoices received from the auditor will be processed no sooner than thirty (30) days from receipt.

B. The District is not liable for any pre-contractual expenses incurred by any bidder. In addition, no bidder shall include any such expenses as part of the price proposed to conduct the operation.

C. The District reserves the right to withdraw this RFP at any time without prior notice. Further, the District makes no representations that any agreement will be awarded to any bidder responding to this RFP. The District expressly reserves the right to postpone action regarding this RFP for its own convenience and to reject any and all proposals in response to this RFP without indicating reasons for such rejection.

D. The District is not responsible for oral statements made by any of its employees or agents concerning this RFP. If the bidder requires specific information, the bidder must make the request in writing as instructed in the RFP. Email inquiries are acceptable.

E. All responses to this RFP shall become the property of the District and a matter of public record.

Responders must identify all copyrighted material, trade secrets or other proprietary information that the responder claims are exempt from disclosure by the California Public Records Act. In the event a responder claims such exemption, the responder must state in the response that:

“The responder will indemnify the District and hold it harmless from any claim or liability and defend any action brought against the District for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request thereof.”

Failure to include such a statement shall constitute waiver of the responder’s right to exemption from disclosure and authority for the District to provide a copy of the proposal or any part thereof to the requestor.

F. All questions regarding this RFP should be made in writing and emailed to Jessica Buckle, Office/Finance Manager [jbuckle@gd-pud.org](mailto:jbuckle@gd-pud.org)



## PART 2 – PROPOSAL REQUIREMENTS AND INFORMATION

### I. PROPOSAL PROCESS AND CALENDAR

#### A. Distribution of Proposals

Request for Proposals shall be available on **Friday, June 10, 2022**.

#### B. Deadline for Submission of Questions

Questions regarding this request for proposals will be collected, summarized, answered and distributed to all parties. The deadline to submit questions is **June 17, 2022 at 4:30 PM**. The summary of questions and answers will be distributed on or before **June 22, 2022**.

#### C. Proposal Submission

Proposals for the Georgetown Divide Public Utility District audit must be received no later than 4:30 PM on **Monday, June 27, 2022**. Proposals must be submitted via electronic mail to Jessica Buckle, Office/Finance Manager at [jbuckle@gd-pud.org](mailto:jbuckle@gd-pud.org).

#### D. Proposal Review and Notification

The Office Finance Manager and a select panel of District staff members will review and evaluate each proposal submitted. Written notification will be sent only to those firms that are selected for an interview

#### E. Final Selection Notification

The District anticipates sending written notification of status to the finalists by the week of **July 5, 2022**.

#### F. Interviews

The District will schedule interviews with the finalists for via zoom on **July 7, 2022**. Firms selected for interviews are requested to prepare a short presentation for the committee.

#### G. Important Dates

**May 10, 2022**  
**June 10, 2022**

**June 17, 2022 at 4:30 pm**  
**June 22, 2022**

**June 27, 2022 at 4:30 pm**  
**June 28-July 1, 2022**

**July 5, 2022**  
**July 7, 2022**

**July 12, 2022**  
**July 13, 2022**

**No later than July 29, 2022**

**Board Approval to Release RFP  
Distribution of Proposals**

**Deadline for Submission of Questions  
Responses to Compiled Questions**

**Proposal Submission**

**Proposal Review**

**Final Selection Notification**

**Interviews via Zoom (if required)**

**District Board approval**

**Notification to finalist**

**Anticipated contract signing**

## **II. PROPOSAL REQUIREMENTS**

### **A. Independence**

The audit firm should provide an affirmative statement that it is independent of the Georgetown Divide Public Utility District as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the Georgetown Divide Public Utility District.

### **B. License to Practice in California**

The audit firm should provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

### **C. Firm Qualifications and Experience**

1. The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the District are reviewers in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program.
2. The audit firm shall submit a copy of the report on its most recent external quality control review, with a statement as to whether the quality control review included a review of specific government engagement.
3. The audit firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the audit firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
4. For the audit firm's office assigned responsibility for the audit, list the most significant engagements (maximum of 10) performed in the last five years that are similar to the engagement described in this request for proposals.

**D. Partner, Supervisory, and Staff Qualifications and Experience**

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The audit firm should also provide information on the governmental auditing experience, including the scope of audit services requested by the District, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The audit firm should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this agreement. The audit firm should also indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Georgetown Divide Public Utility District. However, in either case, the Georgetown Divide Public Utility District reserves the right to approve or reject replacements. This shall also apply to consultants and firm specialists mentioned in response to this request for proposals.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

**E. Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposals. It will include an affirmative statement that the auditor will perform an onsite interim audit, uses electronic paperless audit software, and facilitates the collection of source documents through an electronic portal.

**F. Identification of Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Georgetown Divide Public Utility District.

**G. Total All-Inclusive Maximum Price**

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals as "the total all- inclusive maximum price to be proposed".

#### **H. Rates by Partner, Supervisor, and Staff Level Times Hours Anticipated for Each**

The proposal should include a schedule of professional fees and expenses, as presented in the format shown in Appendix A, which supports the total all-inclusive maximum price in the format shown in Appendix B.

#### **I. Ownership of District-Related Documents**

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the Georgetown Divide Public Utility District. The proposer selected shall not publish or release any of the results of its examinations without the express written permission of the Georgetown Divide Public Utility District Management Analyst or designee.

#### **J. Acceptance of Proposal Contents**

After an audit firm is selected by the District, the contents of the submitted proposal shall become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the District. Failure of the audit firm to agree to include the proposal as part of the Contractual agreement may result in cancellation of the award. The District reserves the right to reject those parts that do not meet with the approval of the District.

#### **K. Acceptance or Rejection and Negotiation of Proposals**

The District reserves the right to reject any or all proposals, to waive non-material irregularities or information in this request for proposals, and to accept or reject any item or combination of items. By requesting proposals, the District is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the Georgetown Divide Public Utility District. In addition, if the District elects to reject all of the proposals, it reserves the right to select one at random to negotiate a contract for services.

### **III. EVALUATION PROCESS**

The proposals for the District's audit will be evaluated by a committee. Proposers may be required to make oral presentations as a supplement to their proposals. These presentations would only be held subsequent to the receipt of the proposals and will be part of the evaluation process to determine qualifications of the audit firm. The District will schedule a time and location in the Georgetown Divide Public Utility District for each oral presentation that it requests. Should a proposer refuse to honor the request for an oral presentation or interview, it may result in the rejection of the proposal by the District. Evaluation considerations will include the following:

- A. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.
- B. Cost. Although a significant factor, cost will not be a primary factor in the selection of an audit firm.
- C. Auditor's experience in conducting audits of cities of similar nature, size, and complexity, and the

auditor's commitment to maintaining technical expertise in the municipal financial environment.

- D. Technical experience and professional qualifications of the audit team. The number of key and supervisory personnel who will directly participate in the audit will be a consideration. Another consideration will be the auditor's commitment to keeping the same team assigned to this job for each successive year the auditor is awarded the contract.
- E. Size and structure of the firm's office from which the audit work is to be done. The District is looking for a highly qualified team that is able to meet the due dates specified in this document, and it expects that same team (wherever possible) to complete any successive year's engagements.
- F. Auditor's experience in complying with applicable federal and state regulations relating to non-discrimination of an affirmative action program for equal employment opportunity.
- G. Ability of the firm in providing optional services such as special studies, system review and other services. Examples of such services performed for other client cities will be helpful.

#### **IV. FORMAT AND CONTENT OF PROPOSAL**

##### **A. Title Page**

The title page should include the request for proposals subject, the name of the proposer's firm, local address, telephone number, name of contact person, and date.

##### **B. Table of Contents**

Include a clear identification of the material by section and by page number.

##### **C. Letter of Transmittal**

1. State whether the firm is local, national, or international.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as audit, accounting, or management services.
4. Describe the local office's information technology (IT) audit capabilities, including the number and classifications of personnel skilled in IT auditing who will work on the audit.
5. Describe the local office's recent auditing experiences similar to the type of audits requested and give the names and telephone numbers of client officials responsible for five of the audits listed.
6. Describe the document publication technology and staff formatting and proofreading expertise.



**D. Audit Team**

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the firm to providing the same audit team on subsequent audits. Include resumes of each person so identified.
2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.

**E. Audit Scope and Provisions**

Describe the scope of the required services to be provided and outline a plan on how such services will be provided. Please include depth of work, staffing and time estimates. Proposers should list all reports including management letters that are to be issued, the points to be addressed by reports, and the estimated completion dates.

**F. Cost Data**

Indicate the total hours and hourly rates by staff classification and the resulting all-inclusive maximum fee (not to exceed total) for which the requested work will be done for each of the specific deliverables identified in this request for proposals.

**G. Additional Data**

Data not specifically requested should not appear in the foregoing sections, but any additional information considered essential to the proposal may be presented at this section.

**APPENDIX A**

<b>Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price</b>	<b>Hours</b>	<b>Standard Hourly Rates</b>	<b>Quoted Hourly Rates</b>	<b>Total</b>
<b>Partner Manager</b> =		\$	\$	\$
<b>Supervisory Staff</b>		\$	\$	\$
<b>Other (Specify)</b>		\$	\$	\$
<b>Sub-Total</b>		\$	\$	\$
<b>Other Expenses</b>				\$
<b>Total</b>				\$

**APPENDIX B**

All-Inclusive Maximum Price by Report	Optional Years				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
<b>District Financial Statements</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Single Audit</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Financial Transactions Report</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this \_ day of \_\_\_\_\_ 2022, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District has determined that consultant services are required for the preparation of financial audits for the fiscal years ending June 30, 2022, 2023, and 2024 (The “Project”).

**B.** Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** (“Services”).

**C.** Consultant represents that it is qualified, willing and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit B** (the “Rates”).

**NOW, THEREFORE**, in consideration of the promises and covenants set forth below, the Parties agree as follows:

### AGREEMENT

**1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

**2. Consulting Services.** Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

**3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed \_\_\_\_\_, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide the District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**5. Term.** This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in

Section 6 or 7 below (the “Term”).

**6. Termination.** District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by notifying Consultant in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

**7. Termination for Cause.** Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

**8. Confidential Information.** Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

**9. Performance by Key Employee.** Consultant has represented to District that **[INSERT NAME]** will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

**10. Property of District.** The following will be considered and will remain the property of District:

**A. Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”).



Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

**B. Data.** All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data"). Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Data.

**C. Delivery of Documents and Data.** Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

**11. Duties of District.** In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

**A.** Provide such information as Consultant may reasonably require to undertake or perform the Services;

**B.** Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

**C.** Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

**12. Representations of Consultant.** District relies upon the following representations by Consultant in entering into this Agreement:

**A. Qualifications.** Consultant represents it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

**B. Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations

under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

**13. Compliance with Laws and Standards.** Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

**14. Independent Contractor; Subcontracting.** Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

**15. Insurance.** Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

**A. General Liability Insurance.** Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

**B. Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

**C. Automobile Insurance.** Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

**D. Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured

retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives (“District’s Agents”); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

**E. Other Insurance Requirements.** Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District’s Agents and any insurance or self-insurance maintained by District or District’s Agents shall be in excess of Consultant’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

**16. Indemnification.** Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant’s obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

**17. Consequential Damages.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

**18. Litigation.** In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

**19. Notices.** Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District: Georgetown Divide Public Utility District  
P.O. Box 4240  
6425 Main Street  
Georgetown, CA 95634 Attention: General Manager

With courtesy copies to: White Brenner LLP Attention: Erin Dervin  
1414 K Street, 3rd Floor  
Sacramento, California 95814

If to Consultant:

20. **General Provisions.**

**A. Modification.** No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

**B. Waiver.** The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

**C. Assignment.** No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

**D. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of California.

**E. Venue.** Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

**F. Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

**G. Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

**H. Severability.** If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

**I. Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

**J. Entire Agreement.** This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

**K. Headings Not Controlling.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

**L. Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.



**M. Drafting and Ambiguities.** Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the last day and date below written.

**DISTRICT:**

**CONSULTANT:**

GEORGETOWN DIVIDE PUBLIC  
UTILITIES DISTRICT, a California Public Utilities District

\_\_\_\_\_,  
General Manager

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

Approved as to Form:

\_\_\_\_\_  
General Counsel

**EXHIBIT A**

**Services**

## **EXHIBIT B**

### **Rates**



July 29, 2022

Georgetown Divide Public Utility District  
Attn: Jessica Buckle, Office/Finance Manager  
6425 Main Street  
Georgetown, CA 95634  
[jbuckle@gd-pud.org](mailto:jbuckle@gd-pud.org)

Dear Ms. Buckle:

We are pleased to enclose one electronic copy of our Technical Proposal to provide Audit Services for the Georgetown Divide Public Utilities District for the three fiscal years beginning with the fiscal year ending June 30, 2022, with an option of extending for two additional one-year periods.

Yours very truly,

A handwritten signature in black ink, appearing to read "David Alvey".

David M. Alvey, CPA  
Audit Partner/Shareholder

DMA:saa

Enclosures

**GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT  
AUDIT SERVICES PROPOSAL**

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**GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT  
AUDIT SERVICES PROPOSAL**

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July 29, 2022

Georgetown Divide Public Utility District  
Attn: Jessica Buckle, Office/Finance Manager  
6425 Main Street  
Georgetown, CA 95634  
[jbuckle@gd-pud.org](mailto:jbuckle@gd-pud.org)

Dear Ms. Buckle:

We appreciate this opportunity to submit our proposal to provide external audit services for the Georgetown Divide Public Utilities District (District). We understand we will audit the District's Basic Financial Statements for the three fiscal years ending June 30, 2022 through June 30, 2024, with two optional one-year extensions. We will also perform additional procedures and complete the other assurance services as specified in the District's Request for Proposal, within the time periods established by the District.

We are quite certain we are the most qualified firm to be your independent accountants. As our founder, Scott Maze, first coined over forty years ago, "*We are in Business to Help Our Clients Succeed!*" Since that time, we have rigorously employed this philosophy along with our commitment to continual improvement. Our clients know from experience we employ a variety of techniques, technologies and strategies to maximize effective and efficient audits without shifting our work onto our client's staff. We've summarized these techniques, technologies and strategies below and explained them in more depth in our proposal.

- **We are the best-known regional municipal audit firm in Northern California.** Our firm has been in business over 40 years, and over that time, we have achieved national recognition with the consistently high quality of our work and with our leadership on issues such as GASB Statements 34, 68 and 75, and internal control enhancement. We frequently speak at CSMFO and CSDA events and webinars.
- **Municipal auditing is our main business.** Our clients presently include a total of over one hundred municipal entities, including many special districts the size of Central Basin Municipal Water District.
- **Our Partners are actively involved** in planning, conducting and completing the audit in our client's offices, and our Partners are available when you need them. We resolve issues on the spot while the audit is going on.
- **When our partners communicate with Boards and Committees, their knowledge is based on detailed specifics,** not information which has been filtered through several layers of review.
- We have a long-term track record of client retention beyond our client's original contract terms because of the quality of our service.
- We are properly licensed to practice in California.



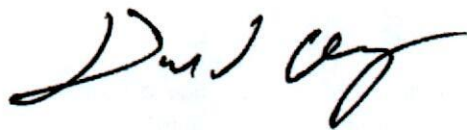
- Our fee includes one free day of live training. Starting in 2016, we implemented the annual Maze Live training. This will provide you with knowledge of upcoming GASB pronouncements and changes in the municipal field. Past classes included topics such as year two of GASB Statement 68, GASB Update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics as well as the information to prepare for the implementation of GASB Statement 87.
- With our qualified information systems staff, **we have developed and employ a number of technologies to streamline our audit process, ensure open channels of communication and data transfer while ensuring security and confidentiality of client data.** These technologies include paperless audit workpapers, and a major upgrade of our “electronic transfer of data” technique eliminating manual financial statement inputs and maximizing easy to use financial rollup reports.
- Our **Closing Checklists** help you prepare in advance for both our interim and year-end audits. These Checklists do away with last-minute requests for schedules and analyses at year-end and help identify potential problems early in the process. We will coordinate them with the work papers you are already preparing, so **you don’t have to prepare workpapers only for the auditors.**
- We have one in Pleasant Hill, and employ approximately 60 people. This allows for smooth communication, and reduces delays other firms experience when having to deal with multiple offices for quality assurance and report generation and production.
- We do our best not to change staffing from year to year and from interim to final unless the District requests a change.
- **Our references** – indeed, any of our clients, will confirm we are your best choice.
- We are a Small Business Enterprise (Certification ID 38671) as defined by the California Department of General Services

As with all our audits, we are committed to providing timely, quality audit services to Georgetown Divide Public Utilities District. We have no doubt that we are the firm best qualified to perform the services described in the request for proposal. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree.

David M. Alvey Vice President ([davida@mazeassociates.com](mailto:davida@mazeassociates.com)), and Vikki C. Rodriguez , Vice President ([vikr@mazeassociates.com](mailto:vikr@mazeassociates.com)), are authorized to represent, sign for and contractually obligate Maze & Associates, a Professional Corporation, located at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, CA, 94523, (925) 930-0902. The proposal is a firm and irrevocable offer for 180 days.

We look forward to the opportunity to provide quality audit services for Georgetown Divide Public Utilities District!

Yours very truly,

A handwritten signature in black ink, appearing to read "David Alvey". The signature is fluid and cursive, with a large initial "D" and "A".

David M. Alvey, CPA  
Audit Partner

DMA:saa

## INDEPENDENCE

### *Independence*

As independent auditors, **our most valuable asset is our independence.** Unlike many firms, we have never allowed our independent audit function to be used to promote consulting or other work. In fact, consulting and related work have never amounted to more than a few percent of our total revenues, while our independent audit work has amounted to over eighty percent of our revenues.

Our firm and all our partners and employees are independent of the Georgetown Divide Public Utilities District as that term is defined by the General Accountability Office's *Government Auditing Standards*, the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants and the California State Board of Accountancy. We have no present or past professional relationships with the District or any of its Board members or employees that would compromise our independence.

We will discuss in advance with the District any professional relationships being contemplated during the period of engagement that may present a potential conflict of interest. If the District and we believe any such relationship presents a conflict of interest, we will not enter into it.

## LICENSE TO PRACTICE IN CALIFORNIA

We are properly licensed California Certified Public Accountants. We are members of the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

All assigned key professional staff are properly licensed to practice in California. Those staff that are certified public accountants have current California CPA licenses in the attest function, and have **received more than twice the required level of continuing education.** Even though not required, all non-certified audit staff receive the same level of training. We believe the level of training we provide is unmatched by any other accounting firm. **Our audit staff receives an average of 80 hours of continuing education annually, including an average of over 48 hours of municipal audit and accounting training. This is twice the amount required by professional standards.**

Our program places heavy emphasis on governmental accounting and auditing classes conducted by our own staff, supplemented by courses offered by the California Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Government Finance Officers Association and the California State Municipal Finance Officers Organization.



## FIRM QUALIFICATIONS AND EXPERIENCE

### *Firm Profile*

We are a professional services corporation located in Pleasant Hill, California. We presently have a total of approximately 60 employees, including seven shareholders, three Directors, three Managers, eleven Supervisors and many more Audit Associates and Tax/Office Staff. Fifteen (15) of our professional staff are California Certified Public Accountants and two additional staff are in the process of completing their applications for licensure. Forty-two (42) of our professional staff comprise our governmental audit staff, as our firm's emphasis is on governmental auditing and accounting. Several of our professional staff have national accounting firm experience, which we have blended with the more personal approach of a smaller firm.

**The majority of our clients** are cities, special districts, or other municipal entities and we do this work twelve months of the year. We limit our practice in other areas and focus on being the best municipal audit firm in Northern California. Our clients include several special districts similar to the District in size. Our audit strategy is tailored to municipalities and is quite different from the traditional approach adapted from commercial clients by general practice accounting firms.

**We have focused on municipalities since our inception in 1986.** We are active in GFOA, CSMFO, CSDA, CalCPA and CMTA, and our Partners have been speakers at many GFOA, CSMFO, CSDA and CMTA functions.

**We are in business to help our clients succeed.** We help you use the ever-growing tangle of accounting rules properly, but to your best advantage, by helping you keep out of trouble and helping you do the right thing. We stay in touch throughout the year to keep you abreast of municipal accounting developments and to help you avoid problems, instead of coming in afterwards to assess the damage. We rotate our audit emphasis based on our planning meetings with you as well as our fraud and audit planning discussions with Board members, so areas that concern you can be addressed as a normal part of the audit at no extra cost.

### *Reputation*

We believe quality and an emphasis on doing our job right is far more important than being cheaper than our competitors. Despite the economic pressures faced by municipalities and the need to save money, there are other, more serious concerns to be weighed. For instance, the perceived or actual audit failures in the municipal audit sector. The City of Bell news, especially the State Controller's Office Report on that City's audit firm, raised serious questions about municipal audit quality. Whether this is justified or not isn't really the issue. What is at issue is the perception of poor quality in municipal audits. We received a number of inquiries and requests for proposal from that firm's clients who desired a change in auditors. A former client of ours, which rotated to them several years ago, called us and asked if we would propose on the City's work. They said that the council simply did not want to expend the energy to defend whether that firm was providing quality work.

These trends indicate that it would be unwise to reduce audit effort for any municipal audit. Our commitment to quality and preserving our firm's reputation remains our top priority and serves our clients best.

## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

### *Capacity and Resources*

We have consistently demonstrated the ability of our capacity and resources to meet the demands of our clients. We have never missed a reporting deadline for any of our clients.

**Over the years we have made substantial additional investments in our people and our systems.** We have continued our policy of at least doubling the required amount of Continuing Education we provide our people. We routinely provide an average of one hundred hours of Continuing Education each year—the State requirement is forty hours. We routinely ensure that at least eighty of those hours are specific to municipal audit and accounting—the State and government auditing standard requirements are twenty-four hours.

**We have more than doubled the number of people on our staff** over the past ten years, and most of these new people are professional audit staff members. More people and more continuity combine to mean that our people capacity and resources have more than doubled.

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. Eight years ago, our systems work was handled by an outside consultant. **Today, we have a full-time staff of three people who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.** Every person on our staff is now armed with a late model PC that communicates with all our other PCs, printers, servers, etc., via our own wireless network establish in each client's office at the start of each audit. Most of our work-papers are now prepared on these PCs as we continue to move toward paperless audit and paperless files.

We have moved most of our clients from a manual input of their general ledger data to **a fully mechanized computer dump** of that data direct to our Excel-based financial statement formats. At the same time, we have added significant numbers of internal data controls to financial statement formats. This strategy has virtually eliminated input errors, increased efficiency, and allowed our clients to spend less time reviewing and approving the financial statements. Not only does our new direct dump produce fund-basis financial statements, it produces the Entity-wide financial statements. And these improvements have been made without a hiccup - **we consistently deliver final draft financial statements and reports to our clients the last day of our fieldwork in our client's offices.**

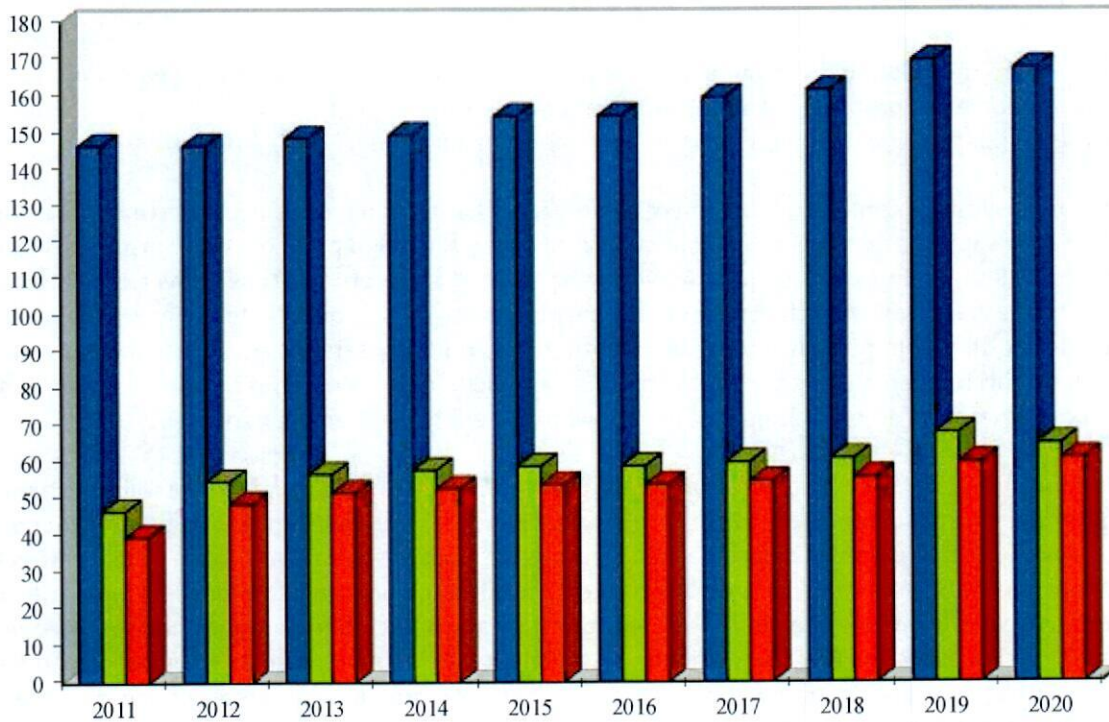
We are not relying on the capabilities or resources of any other firms in our proposal.



FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

*Experience*

Our practice includes over fifty city, town or county clients and more than fifty special districts, including over forty city and special district ACFR award winners—more award winners than any other Northern California accounting firm or international firm branch office. Included in those totals are six award-winning Special District ACFRs. Eighty percent of our practice is municipal auditing, accounting and consulting, continuing throughout the entire year. Our growth can be seen in the graph below, which shows the growth in the number of our total municipal entity clients in blue, City audit clients in green and ACFR award winners in red.



Every one of the above ACFRs won awards from GFOA and/or CSMFO.

As you can see from the client list in the Firm Qualifications and Experience – City, Town, and County Clients Section below we have a winning combination that has resulted in **strong client loyalty and retention**. Several clients who left have returned after seeing the difference between our firm and our competitors. **Others have remained our clients after completing a full-blown proposal process**, most recently Cities of Belmont, Hayward, Milpitas, Moraga, Oakley, Pittsburg, Santa Clara, South San Francisco and Sutter Creek.

**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

**City and Town Clients**

The table below summarizes our most recent experience with audits of cities, towns and counties. We are responsible for all phases of the work on these clients. **All of this work represents recurring annual audit and related work; all this work and that presented in the table was completed on or before the deadline from the first year listed for each client.** Please also see the References Section for names and current phone numbers for contacts on work quality and performance.

**CITY AND TOWN EXPERIENCE**

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report Submission	GFOA Award	Single Audit
<b>Population &gt; 100,000</b>					
Concord	Audits of City financial statements, Successor Agency, Healthcare District, Financing Authority, Single Audit	2019 - Present	✓ Yes	✓ Yes	✓ Yes
Daly City	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, JPAs audits	1992 - Present	✓ Yes	✓ Yes	✓ Yes
Hayward	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, Financing Corporation Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Santa Clara	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Silicon Valley Power Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
<b>Population &lt; 100,000</b>					
Alameda	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measures	2018 - Present	✓ Yes	✓ Yes	✓ Yes
Atherton	Audit of Basic Financial Statements, Single Audit	2009 - Present	*	*	✓ Yes
Belmont	Audit of City financial statements, Successor Agency, Single Audit, Transportation Measure	1998 - Present	✓ Yes	✓ Yes	✓ Yes
Belvedere	Audit of City financial statements	2018 - Present	✓ Yes	✓ Yes	*
Benicia	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Brentwood	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
Brisbane	Audit of City financial statements, Successor Agency	2011 - Present	*	*	*
Burlingame	Audit of City financial statements, Single Audit, Transportation Development Act Audit,	2016 - Present	✓ Yes	✓ Yes	✓ Yes
Davis	Audit of City financial statements, Single Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Elk Grove	Audit of City financial statements and Single Audit	2017 - Present	✓ Yes	✓ Yes	✓ Yes
Fairfax	Audit of Basic Financial Statements	2009 - Present	*	*	*
Half Moon Bay	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2014 - Present	✓ Yes	✓ Yes	✓ Yes



**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

**City, Town and County Clients (Continued)**

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report		
			Submission	GFOA Award	Single Audit
Lathrop	Audit of City financial statements, Single Audit	2011 - 2020	✓ Yes	✓ Yes	✓ Yes
Los Altos	Audit of City financial statements, Single Audit, Transportation Measure	2014 - Present	✓ Yes	✓ Yes	✓ Yes
Los Altos Hills	Audit of City financial statements and North County Library Authority, Single Audit, Transportation Development Audit	2016 - Present	✓ Yes	✓ Yes	✓ Yes
Manteca	Audit of City financial statements, Successor Agency, Single Audit, Financing Authority Audit	1986 - Present	✓ Yes	✓ Yes	✓ Yes
Martinez	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2001 - Present	✓ Yes	✓ Yes	✓ Yes
Milpitas	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Corporation Audit	1995 - Present	✓ Yes	✓ Yes	✓ Yes
Moraga	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Mill Valley	Audits of City Basic Financial Statements and Sewerage Agency of Southern Marin	2020 - Present	*	*	*
Morgan Hill	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Oakley	Audit of City financial statements, Successor Agency, Single Audit	2000 - Present	✓ Yes	✓ Yes	✓ Yes
Orinda	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Pacifica	Audit of City financial statements, Single Audit, Transportation Development Act Audit, Transportation Measure	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Pleasanton	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2016 - 2020	✓ Yes	✓ Yes	✓ Yes
Pittsburg	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Retirement Plan Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Portola Valley	Audit of Basic Financial Statements and Transportation Measure	2005 - Present	*	*	*
Redwood City	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Audit of Port of Redwood City, Audits of Joint Power Authorities	2019 - Present	✓ Yes	✓ Yes	✓ Yes



**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

*City, Town and County Clients (Continued)*

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report		
			Submission	GFOA Award	Single Audit
San Bruno	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2016 - Present	✓ Yes	✓ Yes	✓ Yes
San Carlos	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act	2016 - Present	✓ Yes	✓ Yes	✓ Yes
San Leandro	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measures	2011 - Present	✓ Yes	✓ Yes	✓ Yes
San Pablo	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	1995 - Present	✓ Yes	✓ Yes	✓ Yes
San Rafael	Audit of City financial statements, Successor Agency, Single Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
South San Francisco	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure	2004 - Present	✓ Yes	✓ Yes	✓ Yes
Sutter Creek	Audit of Basic Financial Statements, Single Audit	2015 - Present	*	*	✓ Yes
Tracy	Audit of City financial statements, Successor Agency, Single Audit	2015 - 2020	✓ Yes	✓ Yes	✓ Yes
Turlock	Audit of Basic Financial Statements, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Authority Audit, Abandoned Vehicle Abatement Program	2013 - Present	*	*	✓ Yes
Visalia	Audit of City financial statements, Successor Agency, Single Audit, Transit Fund Audit, Transportation Measure	2015 - 2020	✓ Yes	✓ Yes	✓ Yes
Watsonville	Audit of the City financial statements, Single Audit	2017 - Present	✓ Yes	✓ Yes	✓ Yes

**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

**Significant Special District Audit Engagements**

The chart below shows our most recent experience with District and Authority audits. We are or were responsible for all phases of work for these entities.

Special Districts and Authority Clients	1st Year	Compliance Requirements	Single Audit/ Special Report
<b>FINANCING</b>			
Association of Bay Area Governments FAN	1997	X	
City of Rancho Cordova Financing Authority	2009	X	
Concord Joint Powers Financing Authority	1992	X	
Governments of Livermore Financing Authority	1991	X	
Hayward Public Financing Authority	1996	X	
Manteca Financing Authority	1991	X	
Milpitas Public Financing Authority	1995	X	
Palo Alto Public Financing Corporation	1998	X	
Richmond Joint Powers Financing Authority	2005	X	
<b>HOUSING</b>			
Napa Valley Housing Authority	2000	X	X
Napa Housing Authority	2000	X	X
Richmond Housing Authority	2005	X	X
Suisun Housing Authority	2007	X	X
Vallejo Housing Authority	2004	X	X
<b>PUBLIC SAFETY</b>			
Belmont Fire Protection District	1998		X
East Contra Costa Fire Protection District	2011		
Menlo Park Fire Protection District	2009		X
Net Six Joint Powers Authority (Dispatch services)	1998	X	
Novato Fire Protection District	2013		
Rodeo-Hercules Fire Protection District	2009		X
Ross Valley Fire Department	2013		
Ross Valley Paramedic Authority	1991	X	
San Mateo Pre-Hospital Emergency Svcs. Providers Group	2000	X	X
San Ramon Valley Fire Protection District	2000	X	X
South County Fire Authority	1998	X	X
South San Mateo Police Joint Powers Authority	2000	X	
Twin Cities Police Authority	1991	X	
<b>RECREATION AND OTHER</b>			
Association of Bay Area Governments	1997	X	X
Contra Costa Mosquito and Vector Control District	2008		
East Bay Regional Park District	1987	X	X
Livermore Area Recreation and Park District	1989	X	X
Manteca Recreational Facilities Authority	1986	X	
Marin-Sonoma Mosquito and Vector Control District	2013		
Silicon Valley Animal Control Authority	2001		
West Contra Costa Integrated Waste Management Authority	2019		
<b>RISK MANAGEMENT</b>			
Association of California Water Agencies JPIA	2009		
Association of Bay Area Governments PLAN	1997		
Association of Bay Area Governments SHARP	1997		
California Joint Powers Risk Management Authority	1993		
Redwood Empire Municipal Insurance Fund	2013		
Small Cities Organized Risk Effort	2009		



**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

**Significant Special District Audit Engagements (Continued)**

TRANSPORTATION			
Alameda Contra Costa County Transit Authority	2010	X	X
Alameda County Transportation Improvement Authority	2010	X	X
City/County Association of Governments	2005	X	X
Contra Costa Transportation Authority	2003	X	X
Eastern Contra Costa Transit Authority	2012	X	X
Livermore/Amador Valley Transportation Authority	1994	X	X
Measure J Traffic Congestion Relief Agency (TRAFFIX)	2012		
Peninsula Corridor Joint Powers Board	2010	X	X
Peninsula Traffic Congestion Relief Alliance	2001	X	X
Ralston/Holly /Harbor Grade Separation Projects	1998	X	X
San Francisco Bay Area Water Emergency Transit Auth.	1997	X	X
San Mateo County Transit District	2010	X	X
San Mateo County Transportation Authority	2010	X	
Solano Transportation Authority	2004	X	X
Sonoma-Marin Area Rail Transit District (SMART)	2017	X	X
West Contra Costa Transportation Authority Commission	1995	X	
UTILITY			
Alameda Municipal Power	1990	X	
Bay Area Clean Water Agencies	2005		
Bethel Island Municipal Improvement District	2007		
Calaveras County Water District	2004		X
California Association of Sanitation Agencies (Non-profit)	2005		
Central Contra Costa Sanitary District	2013		
Coastside County Water District	1993	X	X
Contra Costa Water District	2002		X
Contra Costa Solid Waste Authority	1993	X	X
Diablo Water District	2014		
Dublin San Ramon Services District	1999	X	X
DSRSD/EBMUD Recycled Water Authority	2005		
East Bay Dischargers Authority	2015		
East Bay Municipal Utility District	2005	X	X
East Palo Alto Sanitary District	2013	X	
El Dorado Irrigation District	2007	X	X
Fairfield Suisun Sewer District	2000		
Freeport Regional Water Authority	2005		
Livermore-Amador Valley Water Management Agency	1987		X
Mid-Peninsula Water District	2006		
Novato Sanitary District	2013		X
Palo Alto Regional Water Quality Control Plant	1998	X	X
Placer County Water Authority	2005		X
Sacramento Suburban Water District	2020		
Santa Clara Valley Water District	2004		
Sausalito-Marín City Sanitary District	2011		
Silicon Valley Power	2012		
Skyline County Water District	1992		
Solano Irrigation District	2006		
South Bay System Authority	1998	X	
South Bay Transfer Station Authority	1997	X	
South San Joaquin Irrigation District	2004		
South Placer Wastewater Authority	2001	X	
Stanislaus Waste-to-Energy	2005		
Stinson Beach County Water District	2011	X	
Tri-Valley Wastewater Authority	1990		
Union Sanitary District	2000		
Upper Mokelumne River Watershed Authority	2005		
Vallejo Sanitation and Flood Control District	2016		
West Valley Sanitation District	2004		
Zone 7 Water Agency	2010	X	X

## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

As you can see from the client lists above, we have a winning combination that has resulted in **strong client loyalty and retention**. **Several clients who left have returned after seeing the difference between our firm and our competitors**, most recently Dublin-San Ramon Services District, Livermore-Amador Valley Water Management Authority, Contra Costa Water District, and Benicia. **Others have gone through a full proposal process and retained us.**

### *Assistive Resources*

Our client support is unmatched by any other firm. As a San Francisco Bay Area municipal audit niche firm with five audit partners, we are positioned perfectly to provide staff and Board with a wide variety of resources. Support ranges from turnkey financial statement drafts with linked footnotes and direct download-based financial statements to professional continuing education sessions. We are active in professional organizations affecting local government and have a strong presence in neighboring local governments which keeps our knowledge current that we readily share with our clients. And we do not charge extra for the five-minute phone calls throughout the year.

### *Client Training and Professional Development*

We can provide you with varying levels of training and professional development resources. We provide our semi-annual continuing education to our staff and have on occasion opened it up to our clients who wish to keep their licensees current. Our audit fee includes providing training and assistance with the implementation of applicable new GASB statements, at no additional charge. Depending upon the complexity of the GASB Statement requiring implementation, the assistance could take the form of free access to web-based training, one-on-one or group training, suggested footnote disclosure templates and/or Excel spreadsheet templates.

We have also developed and conducted training specifically for our clients. Training can be general theory in nature, semi-customized or fully customized training that fits your operations. Theory intensity can be at the beginning, intermediate and advanced levels. On occasion, we have provided our clients with shorter presentations of new pronouncements and other requirements. At the City of Richmond, for example, we developed and taught monthly training sessions on virtually every major finance area to its staff over a twelve-month period. Much of their staff had assumed new functions in the aftermath of serious staffing cuts several years ago and their Finance Director was seeking an economical method of enhancing their knowledge base and skill sets. At the Cities of Richmond, Livermore, El Cerrito and Belmont we provided grants management training to several departments as a means of solving coordination weaknesses.

**In 2016, we launched Maze Live – this is a full day of training which is free to our clients** and qualifies for continuing education credit. Past classes included topics such as year two of GASB 68, GASB update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics.



## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

### *Professional Activities*

We are active members of the Government Finance Officers Association and the California Society of Municipal Finance Officers as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. We are also a member of the Association of California Water Agencies (ACWA). We are frequent speakers at various organizations.

We attend CSMFO Northern California chapter meetings on a regular basis, and we have served as speakers on various occasions. We also attend the CSMFO Annual Conference, at which our Partners and IT Director have been speakers. We have also attended the League of California Cities' annual Financial Management Seminars.

Amy Meyer, Partner, and Katherine Yuen, Partner, serve on the Governmental Accounting and Auditing Committee of the California Society of CPAs. David Alvey, Partner, serves on the Accounting Procedures and Assurance Services Committee of CalCPA and the Professional Standards Committee of CSMFO. Amy Meyer and David Alvey are ACFR reviewers for the ACFR Award Program of the Government Finance Officers Association.

### *Staff Training*

We believe the level of training we provide is unmatched by any other accounting firm. **Our audit staff receives an average of 80 hours of continuing education annually, including an average of over 48 hours of municipal audit and accounting training. These are twice the amount required by professional standards.**

Our program places heavy emphasis on governmental accounting and auditing classes conducted by our own staff, supplemented by courses offered by the California Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Government Finance Officers Association, the California State Municipal Finance Officers Organization and the Association of California Water Agencies.

**We accomplish this task by reserving two weeks each year solely for staff training.** Our training is very specific and very participatory; lectures are almost non-existent as people are involved in a continual give-and-take format designed to educate while it helps us improve our services. We deal with specific clients and situations, we solve problems and do case studies, and we train people for real-life situations through role-play exercises. Everyone is equal in these exercises and everyone contributes their own experience in the field and the ideas they have formulated from that experience. **Suggestions coming out of staff training sessions are the source of most of the service improvements and refinements we make each year.**



**FIRM QUALIFICATIONS AND EXPERIENCE (Continued)**

A listing of our continuing education courses provided to all our staff, both certified and non-certified, over the past three years is as follows:

Area/Course	2018		2019		2020	
	Spring 40 Hrs.	Summer 40 Hrs.	Spring 40 Hrs.	Summer 40 Hrs.	Spring 40 Hrs.	Summer 40 Hrs.
<b>Auditing and Accounting Management</b>						
Municipal Audit - Practice Analysis and Review	☐	☐	☐	☐		☐
Managing Municipal Audits - Audit Supervisors	☐	☐	☐	☐		☐
Control Testing	☐		☐	☐	☐	☐
Quality Control	☐	☐	☐			
<b>GAAP Updates</b>						
Cash, Debt, and Capital Asset Auditing Updates	☐	☐	☐	☐	☐	☐
GASB/FASB Update	☐	☐	☐	☐	☐	☐
GASB 74/75	☐	☐	☐		☐	
GASB 68			☐		☐	
Journal Entry Testing			☐		☐	
<b>Compliance Audits</b>						
Transportation Audits - TDA, STIP and Measures A, B, C				☐		☐
RDA Compliance/Successor Agency Audit			☐		☐	
Single Audit Compliance	☐	☐	☐		☐	
<b>Auditing Standards</b>						
Audit Standards Update				☐		
New SASs, Risk Assessment and Impacts on Approach			☐			
Assessing Internal Control Risks/ Sample Sizes	☐	☐	☐		☐	
Updating our Audit Approach	☐			☐		
Yellow Book Update		☐	☐			☐
<b>IT/Paperless/Other</b>						
Team Building: Building and Maintaining Effective and Successful Teams				☐		
CCH Paperless Audit Software/ Trial Balance Function	☐	☐				
IT Information Systems Review Updates	☐		☐		☐	☐
Professional Writing					☐	

**Qualifications and Continuity**

Our people accumulate over 1,500 hours of purely municipal audit and accounting experience annually, far more than in any general service accounting firm.

We provide our clients continuity while introducing enough new people to keep our perspective fresh and provide you with the benefits of rotation. We intend to retain all the people assigned to your audit throughout this year's entire engagement. In future years we plan to rotate no more than one person on each segment whom we will replace with someone of equal experience. Changes to the engagement partner, manager, or supervisory staff will be made only after written permission from the District.

We do everything we can to ensure continuity because it helps you, it helps our staff and it helps us. We schedule the entire year in advance to avoid conflicts, and we give priority to clients who are able to accurately predict the date their books will be closed, so that the staff on their audit will not be affected if another client's closing or audit is delayed. We attempt to match personalities as well as skills and abilities so that our staff and yours will get along well.

## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

### *External Quality Control Review/Peer Review*

We are members of the Quality Review Program of the AICPA, which means we subject ourselves to a peer review of our workpapers and quality control procedures every three years by independent accountants specializing in such work. **Our most recent completed peer review was completed in 2021; we again received a rating of pass, the highest level of assurance possible.** This peer review included a review of several governmental and non-profit audit engagements, including three Special Districts. A copy of our most recent peer review opinion is located at the end of this section.

Our municipal audit reports are subject to annual reviews by various branches of the Office of the State Controller. District audit reports and Single Audit Act reports receive scrutiny. During the past five years every one of these reports has been accepted as submitted. Of course, all of our clients' ACFRs are also reviewed by GFOA for award consideration; every report submitted has won an award from GFOA.

### *Litigation*

We have not been sued over poor work quality, nor have we paid any such claims out of court in the past five years, and there are no current and we are not aware of any potential lawsuits. In addition, we have not received any desk reviews or disciplinary action taken or pending action against us during the past three years with federal or state regulatory bodies or professional organizations.



*Peer Review Letter*



www.CoughlanNapaCPACo.com  
Company@CoughlanNapaCPACo.com

**Report on the Firm's System of Quality Control**

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review  
Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

### *Peer Review Letter (Continued)*

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

*Coughlan Napa CPA Company, Inc.*

Coughlan Napa CPA Company, Inc.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

**References**

**Dublin San Ramon Services District** – A client from 2011 to 2014 and then returning in 2017

Engagement Partner – David Alvey

Audit Manager – Whitney Crockett

Principal Contact – Carol Atwood, CPA, Administrative Services Manager (925) 875-2270

Work Scope & Reports:

Annual comprehensive Financial Report

Memorandum on Internal Control and Required Communications

**Citrus Heights Water District** – A client from 2015 to 2021

Engagement Partner – David Alvey

Principal Contact – Susan Sohal, Administrative Services Manager/Treasurer (916) 735-7716

Hours - 240

Work Scope & Reports:

Annual comprehensive Financial Report (**We assisted in their first successful ACFR award!**)

Memorandum on Internal Controls

**Contra Costa Water District** – A client from 2000 – 2010 and returned in 2013 and again in 2021

Engagement Partners – David Alvey and Vikki Rodriguez

Audit Manager – Whitney Crockett

Principal Contact – Nicole Snegosky, Accounting Manager (925) 688-8050

Hours - 480

Work Scope & Reports:

District's Annual Comprehensive Financial Report

Memorandum on Internal Control and Required Communications

Retirement Plan Basic Financial Statements

Other Post Employment Benefit Basic Financial Statements

Contra Costa Water Authority (JPA) Basic Financial Statements

**Santa Clara Valley Water District** – A client from 2019 to 2022

Engagement Partner – David Alvey

Principal Contact – Jimmy Salandanan, Accounting Manager (408) 630-2225

Hours - 800

Work Scope & Reports:

Annual comprehensive Financial Report

Memorandum on Internal Control and Required Communications

Single Audit



## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

### *Audit Team*

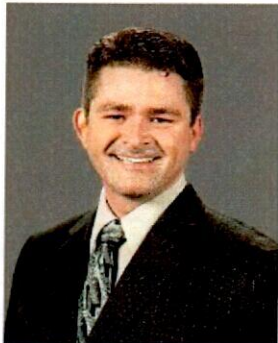
We are proposing to assign David Alvey, CPA as Engagement Partner, Vikki Rodriguez, CPA as Alternate/Technical Review Partner, and Alexander Campos as the Supervisor. We have selected this team based on their extensive municipal experience.

We understand that engagement partners and other supervisory staff may be changed only with the express written permission.

We will balance out our resources with our Senior Associates and Associates to form fully leveraged teams. All of our audit staff are experienced with audits of Basic Financial Statements, enterprise operations, retirement plans, capital assets and infrastructure, long term debt, including swaps and related compliance and continuing disclosures, and all other aspects of municipal accounting and financial reporting.

No sub-proposers will be utilized.

### *Resumes of Staff Assigned to Your Audit*



**DAVID ALVEY, CPA, Engagement Partner** – graduated from St Mary’s College, Moraga with a Bachelor of Science Degree in Accounting and a Minor in Business Administration. David has received **500 hours of continuing education in the past five years**. David has experience as an internal auditor at California Savings Bank in Oakland, CA. He is a Certified Public Accountant in the State of California. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. David is also a member of the Association of Certified Fraud Examiners. He is also a member of the CalCPA Accounting Procedures and Assurance Services Committee and the CSMFO Professional Standards Committee. He is a frequent speaker at our annual training and recently taught a class of over 100 attendees

on Fraud and GASB updates at the annual MazeLive client training event. He has published articles with California Special District Association’s newspaper. His relevant experience includes:

Alameda County Mosquito Abatement District  
Alameda County Transportation Authority  
Alameda County Transportation  
Improvement Authority  
Alameda-Contra Costa Transit District  
City of American Canyon  
American River Authority  
Association of Bay Area Governments  
Associated Community Action Program

City of Larkspur  
City of Livermore  
City of Los Altos  
Town of Los Altos Hills  
City of Manteca  
Mid-Peninsula Water District  
Middle Fork Project Finance Authority  
Monument Crisis Center  
City of Napa

**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**

***David Alvey, (Continued)***

Bay Area Clean Water Agencies  
City of Benicia  
City of American Canyon  
Bethel Island Municipal Improvement District  
Calaveras County Water District  
Castle Rock County Water District  
Central Contra Costa Sanitary District  
Central Market Community Benefit District  
Citrus Heights Water District  
Clausen House  
Coastside County Water District  
Contra Costa Water Financing Authority  
Contra Costa Water District  
Contra Costa Water District Retirement Plan  
City of Cupertino  
City of Daly City  
City of Davis  
Delta Diablo  
Diablo Water District  
East Contra Costa County Transit Authority  
East Contra Costa Habitat Conservancy  
DSRSD/EBMUD Recycled Water Authority  
Dublin San Ramon Services District  
East Bay Municipal Utilities District (EBMUD)  
EBMUD Employee Retirement System  
East Palo Alto Sanitary District  
Education Pioneers  
El Dorado County  
El Dorado Irrigation District  
City of Escalon  
Fairfield-Suisun Sewer District  
Freeport Regional Water Authority  
City of Galt  
City of Hayward  
ID Business Solutions  
Livermore Amador Valley  
Transportation Authority  
City of Oakley  
Partners in School Innovation  
City of Petaluma  
City of Pittsburg  
Placer County Water Authority  
City of Pleasant Hill  
Regional Parks Foundation  
Richmond Housing Authority  
City of Rio Vista  
City of Roseville  
City of San Bruno  
City of San Leandro  
San Mateo Community College Foundation  
San Mateo County Transportation Authority  
Peninsula County Joint Powers Authority  
San Mateo County Transit District  
Santa Clara County Central  
Fire Protection District  
Santa Clara Valley Water District  
Skyline County Water District  
Solano Irrigation District  
Solano Transportation Authority  
Sonoma County Agricultural Preservation &  
Open Space District  
Sonoma-Marin Area Rail Transit  
South San Joaquin Irrigation District  
Southern Marin Fire Protection District  
Stanislaus Waste to Energy  
Stinson Beach County Water District  
Stopwaste  
City of Sunnyvale  
Upper Mokelumne River Watershed Authority  
Yolo Habitat Conservancy  
Walnut Creek Chamber of Commerce  
West Bay Sanitary District



**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**



**VIKKI C. RODRIGUEZ, CPA, Technical Review/Alternate Partner** – Vikki graduated from San Diego State University where she received her Bachelor of Science Degree in Accounting with a Minor in English, and received her Master’s in Taxation at Golden Gate University in 2006. She is a Certified Public Accountant in the State of California. She is a member of the American Institute of Certified Public Accountants. Vikki spent a year and a half working as an accountant at the City of Daly City and her college years working part time for both municipal government and nonprofit organizations prior to joining the firm in 1998. Vikki has accumulated over 360 hours of continuing education in the past three years as an instructor, participant and student. She has attended many of

the annual Nonprofit Organization Conferences held by the California CPA Foundation, as well as CSMFO conferences. Vikki has served as a member on several non-profit Boards and Audit Committees and is currently the Board President of the Center for Human Development. Her audit experience includes the following:

**Special Districts**

- Alameda-Contra Costa Transit District
- Association of Bay Area Governments
- Alameda Municipal Power
- Amador Regional Sanitation Agency
- Bay Area Clean Water Agencies
- Belvedere-Tiburon Library Agency
- Bethel Island Municipal Improvement District
- Calaveras County Water District
- Coastside County Water District
- Contra Costa County Abandoned Vehicle Abatement Services Authority
- Contra Costa Mosquito & Vector Control District
- Contra Costa Transportation Authority
- Contra Costa Water District
- Copperopolis Fire Protection District
- Delta Diablo Sanitation District
- Diablo Water District
- DSRSD/EBMUD Recycled Water Authority
- Dublin San Ramon Services District
- East Bay Municipal Utility District
- East Bay Dischargers Authority
- East Palo Alto Sanitation District
- Eastern Contra Costa Transit Authority
- El Dorado Irrigation District
- Fairfield Suisun Sewer District
- Freeport Regional Water Authority

- Livermore Amador Valley Transit Authority
- Livermore Area Recreation & Park District
- Livermore Amador Valley Water Management Agency
- Marin-Sonoma Mosquito & Vector Control District
- Menlo Park Fire Protection District
- Mid-Peninsula Water District
- Novato Sanitary District
- Peninsula Corridor Joint Powers Board
- Rodeo-Hercules Fire Protection District
- San Francisco Bay Area Water Emergency Transit Authority
- San Mateo Transportation Authority
- San Mateo County Transit Authority
- Santa Clara Valley Animal Control Authority
- Santa Clara Valley Water District
- Silicon Valley Animal Control Authority
- South San Joaquin Irrigation District
- Skyline County Water District
- Solano Transit Authority
- TRAFFIX
- Upper Mokelumne River Watershed Authority
- West Bay Sanitary District
- West Contra Costa Integrated Management Authority
- West Contra Costa Transportation Advisory Council
- West Valley Sanitation District

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)

*Vikki Rodriguez, (Continued)*

**Cities**

City of Alameda	City of Milpitas
City of American Canyon	Town of Moraga
City of Belmont	City of Newark
City of Belvedere	City of Palo Alto
City of Benicia	City of Petaluma
City of Cupertino	City of Pittsburg
City of Daly City	City of Pleasant Hill
City of El Cerrito	City of Pleasanton
City of Emeryville	City of Rio Vista
Town of Fairfax	City of San Carlos
City of Half Moon Bay	City of San Pablo
City of Hayward	City of San Rafael
City of Larkspur	City of Suisun City
City of Livermore	City of Sutter Creek
City of Los Banos	City of San Mateo
Town of Los Altos Hills	City of South Lake Tahoe
Town of Los Gatos	City of Tracy
City of Manteca	City of Visalia
City of Martinez	



**ALEXANDER CAMPOS, Senior Associate** – graduated from San Francisco State, in May 2018, with a Bachelor’s Degree in Accounting. Alex’s audit experience includes the following:

1155 Market Street QALICB	City of Livermore
Alameda County Fairgrounds	Novato Fire Protection District
Alameda County Mayors Conference	City of Manteca
Alameda County Transportation Commission	Mid Market Community Benefit District
BALANCE	Mountain View Transportation
Bethel Island Municipal Improvement District	Management Agency
Boys & Girls Club of the Coastside	City of Pittsburg
Breakthrough Collaborative	City of Portola Valley
CACASA	Regional Parks Foundation



**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**

***Alexander Campos, (Continued)***

Central California Irrigation District	The Rose Foundation
Center for Excellence in Nonprofits	Samoan Community Development District
Center for Independent Living	San Mateo County Community
Civic Center Community Benefit District	Colleges Foundation
Charitable Federated Group	City of San Pablo
(11 Federations)	City of Santa Clara
Children's AIDS Fund International	Silicon Valley Education Foundation
City of Concord	SMART
Clausen House	SupplyBank.org
Contra Costa Water District	Sutter Creek
Computer-Using Educators, Inc	The Arc-Solano
Delta Diablo	Town of Fairfax
Daly City Peninsula Partnership Collaborative	Town of Moraga
Diversity in Health Training Institute	Tri-Delta
El Dorado County	City of Turlock
Emeryville Transportation	City of Vallejo
Management Agency	Vallejo Sanitation District
Food Bank of Contra Costa & Solano	City of Visalia
Jamestown	Walnut Creek Chamber of Commerce
Kids for the Kingdom	Woodbridge Children's Center
Lighthouse for the Blind and	Zone 7 Water Agency
Visually Impaired	

***Honoring Our Commitments***

The concepts that we must meet deadlines and stay within budgets are integrated into everything we do. So much of our work is performed for our municipal clients that we instinctively understand that our clients' deadlines must be met and we must flourish within the constraints of agreed-upon fees. We have a long track record of meeting our deadlines and staying within negotiated fees. Please ask our other clients for their views on the subject and their experience with us.

Engagement partners, supervisory staff and specialists may be changed if those personnel leave the firm, or are promoted. These personnel may also be changed for other reasons only with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the firm submitting the proposal, provided that replacements have substantially the same or better qualifications or experience.



## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)

### Personnel Policies

We are an equal opportunity employer. Our staff includes both sexes, which are represented in every staff classification including Principal. Our hiring, management and personnel decisions are based solely on an individual's skills and knowledge. As a result, our staff is very representative of the State's population as a whole.

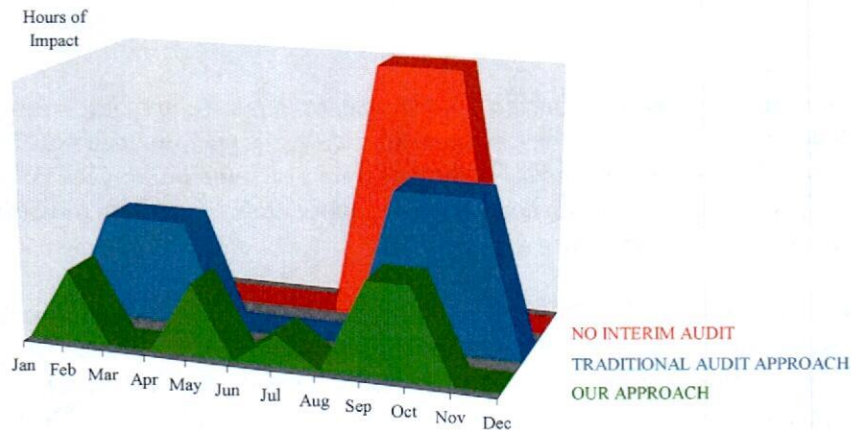
We are registered with the State as a small or minority, and woman- owned business enterprise.

## SPECIFIC AUDIT APPROACH

### Overview

Our audit strategy is designed specifically for municipalities. We perform half our audit well before year-end so we can identify problems early. Our strategy maximizes our efficiency and lessens the load on our clients. When engaged to prepare the financial statements, we prepare proformas of them for your review, well before year-end and we give you detailed interim and final-phase checklists of all the items we will need from you months in advance.

As you can see from the illustration below, our strategy significantly reduces our impact during the crucial year-end crunch.



**We will plan the audit in detail and prepare an Audit Plan** which details the information we will need from you to complete our interim and year-end audits, along with the person responsible for preparing it and the date they will have it ready. We tailor it to refer directly to the schedules you already prepare.

## SPECIFIC AUDIT APPROACH (Continued)

**We do not require special reports or reconciliations just for our audit.** We have found that coordinating our team and our client's staff works very well because it helps minimize the impact on your staff at year end. This way the Audit Plan includes most data we need from you so you and your staff can plan and schedule your work accordingly. **Our clients know from prior experience with our firm, that we excel at minimizing our impact on your staff.**

### *Specific Audit Strategy – Interim*

Unlike older-style firms, **we perform most of our important work at interim**, well before the end of the fiscal year. We use our interim work to identify and solve problems and plan the year-end closing and audit in detail. Well before we begin our interim work, we will send you a list of the items we need, so you will have time to prepare.

We forecast many year-end amounts at interim, so that we can limit the amount of work required at year-end and concentrate instead on areas of concern. For example, we normally perform all our cash and investment testing at interim, including sending confirmation letters to depositories and determining financial statement categorizations. Performing these last two steps at interim allows plenty of time to follow up on confirmations or resolve questions about the proper categorization of an investment without delaying the audit. As another example, we test long-term debt at interim and forecast year-end balances and transactions for each debt issue.

We use **remote inquiry** as much as possible at interim, in order to increase our efficiency and reduce our impact on your staff. We can download Board minutes and other documents from your website for review. Combining these abilities with our checklists has allowed us to perform larger portions of the audit in our own offices and reduce our questions to writing so that you have more time to deal with them.

### *Laws, Regulations and Compliance*

Our audits are designed to ensure that we test transactions for compliance with the Single Audit Act and other applicable laws and regulations, including the California Government Code, provisions of applicable grant guidelines, California Constitution Gann Limit requirements, requirements of local measures, Transportation Development Act requirements, etc. We identify applicable laws and regulations as part of our audit planning each year.

To the extent possible, we also begin our tests of compliance with laws and regulations at interim, including use of the Uniform Guidance and the OMB Compliance Supplement and any other applicable compliance guidelines. Even if the work cannot begin until year-end we determine the applicable laws and regulations for our compliance testing so that we may incorporate the necessary information into our year-end closing checklist. Our audit samples for purposes of compliance vary based on the grant or compliance guidelines and are program-specific. The samples are stratified to ensure we test transactions that are representative of the costs charged to grants.



*Specific Audit Strategy – Analytical Procedures and Year End*

At year-end we do not repeat any of the work we performed at interim. Instead, we focus on the items in your Audit Plan and on the Basic Financial Statements. Our Engagement Partner and Supervisor will meet with you on the first day of the year-end audit to review the status of the year-end closing and to determine if modifications to our year-end approach are needed. This meeting sets the stage for the year-end audit; by this time the format and content of the financial statements is pretty well set and most audit adjustments have been identified. If we find any material adjustments, we will discuss them with you immediately and provide you with the journal entries required; we do not propose adjustments that are not material.

At the conclusion of our year-end work, our Engagement Partner and Supervisor, will review the District's financial statement drafts and provide feedbacks. Once the final financial statements draft is ready, a second partner not involved with the audit will perform a "quality assurance review" of the financial statements and workpapers so that we will be ready to sign the financial statement opinions as soon as possible.

You will find our strategy allows you to control the audit process, enables you to spread the work over the year as you wish and greatly reduces the pressure at year end.

*Audit IT Systems, Security and Going Green*

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. **We have a full-time IT staff who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.**

Every person on our staff is provided with a Windows operating system PC networked with other audit team PCs and a printer via our own wireless LAN establish at the start of each audit in our client's office. Years ago, we completely eliminated hardcopy workpapers by converting to *ProSystems fx Engagement* paperless audit software published by Commerce Clearing House. We use Word as our word processor and Excel for preparation of financial statements and schedules and Outlook for personal information management.

Because of our shift from hardcopy documentation to softcopy and our obligation under professional standards to maintain confidentiality of client data, we instituted state-of-the-art security protections to ensure client data remains confidential and secure. For example, many CPAs use email as a method of communicating financial data to and from clients. But emails are not secure communications! We therefore employ a secure data file transfer system called "LeapFile" under which we exchange data files with our clients using a secure website. This keeps data confidential and has the added benefit of permitting downloads of large excel files or Microsoft Office files that may be erroneously rejected by some email scanning software. In the event one of our staff works out of the District's offices or telecommutes, they access data via our virtual private network. **Our VPN, LANs, and audit software are password protected and encrypted to ensure your data remains confidential and secure.**



## SPECIFIC AUDIT APPROACH (Continued)

We will also use some type of connection to the internet during our audit, but coordinate it with your IT Staff to ensure there are no breaches in security or protocols.

We have working experience with a broad range of accounting software and systems. We have reviewed and tested controls over these systems. We have used and tested reports produced by these systems. The newer systems allow on-line inquiry or query and custom report writing, and we use these functions whenever possible.

### ***Local Expertise and Resources***

Our expertise and resources are local which provides our clients with timely on-the-spot responses to issues and questions as they arise. Our Audit Supervisors are on site daily while the audit team is in the field. Our Engagement Partner is frequently checking on progress, discussing and resolving issues with the Audit Team, as well as meeting with our client as needed. In cases of highly complex operations or unusual issues, our Technical Review Partner is brought out to meet with the audit team and provide technical support, consultation and participate in meetings with our clients as needed. With all our resources available locally, our clients are assured of in depth, timely audits and expedient resolutions to questions and issues as they arise.

### ***System Controls, Transaction Cycle Processing Verification and Sample Sizes***

With any data processing system upon which we intend to rely as a means of reducing substantive testing, we perform a variety of tests to verify the accuracy of transaction processing, the reliability of system control points and authorization controls, appropriateness of profile structures including Super-user rights access, and automated functionality such as sub-ledger integration and auto-journal entry validity and set up controls.

Gaining an understanding of the design of relevant procedures, controls and authorization levels is integrated with our risk assessment procedures discussed under the ***Client Tailored Risk Assessment*** section below. As part of our risk assessment process we identify those transaction cycles we intend to rely on. Both processing procedures and controls that are to be relied on are tested with our audits.

Transaction cycle processing and control tests typically involve sampling techniques. Most of our transaction samples are selected and tested during the interim portion of our work. Each sample will run from twenty-five to sixty transactions in size. We use interval and judgment sampling techniques with a high degree of stratification. Most municipalities operate more than one major revenue system. Therefore, we typically determine which revenue transactions are processed with common procedures and controls and deem that to be a single population and subject it to a single sample. Other revenue cycles processed with separate controls are tested with their own samples. For example, it is common for separate samples to be selected for governmental receipts and each major enterprise fund. Transaction cycles we sample are dependent on materiality to each client's financial statements but typically include, payroll, disbursements, receipts, loans receivable, investments and budget transactions and in accordance with the requirements of Statement of Auditing Standards #99 we also sample journal entries. Samples from each grant audit or major federal award program are also made. Samples are triple purpose samples and we test for correct recording, compliance with applicable policy or regulation and key control attributes – both manual and automated. This includes verification of sub-ledger integration and auto-journal entry validity, if needed.



***Profiles, Access and Setup Controls***

Despite advances in information technology automation and system control features, classic segregation of duties concepts remain a mainstay for providing adequate internal controls. What has changed however, is the necessity to determine system profile structures and actual system access. We inquire how our clients establish and maintain system profiles for relevant staff with the objective of determining whether controls are in place to provide for adequate segregation of duties and to determine if system profiles are appropriate based on the individual's duties. We also determine how our clients monitor access and we test access through reviews of access logs, observation and in some extreme cases, with fully observed access attempts.

We will also inquire about procedures and controls used to ensure only those system functions and controls assigned to an employee are in fact setup in system profiles. Considerations include Super User Rights, system profile set up, and system authorization functionality such as transaction initiation, review and approval, automated entry setup and posting. Work typically involves inquiry of staff with Super-User Rights and determining how the organization provides a check and balance against the possibility that one person with Super-User Rights can intentionally or inadvertently assign unauthorized access. We often review access logs and examine approvals of profile changes and review authorization levels.

***Data Extraction***

We employ rather simple data extraction techniques these days since most modern systems provide easy download capabilities to text or Excel files. We have been utilizing data extraction for over fifteen years. We first began data extraction as a means of downloading data from our client's financial systems for upload directly into the financial statements. Then we expanded this to include transaction details, account information and other data contained in our client's systems that we need for audit. Our Chief Operations Officer, Chris Hunt, oversees our data extraction needs and has successfully worked with all of our clients and their systems to achieve data extractions for our use. We are extremely adept at converting from text, delimited and fixed width files, and with every system used by clients.

***Assessing Risks – Interim Phase***

Beginning with fiscal year 2007-2008 audits, a new set of Statements of Auditing Standards became effective and required that most auditors change the way they audit. Much of this new guidance came out of the aftermath of highly publicized audit failures such as Enron, Global Crossings and the like. The Statements make it clear that a generalized one-size-fits all audit approach will not be permitted. An audit must be based on a unique audit strategy customized to fit each client and its industry.

The primary objective of these Standards is to require the auditor's application of an audit risk model. The concept is that a set of financial statements should be evaluated for the underlying risks of material misstatement. Then, a customized audit should be tailored to test for misstatements and verify that controls are designed and in place to prevent and detect misstatements.



## SPECIFIC AUDIT APPROACH (Continued)

**We have consistently employed a risk-based concept from our firm's inception.** Our audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practitioners' Publishing Company (PPC), a third-party vendor specializing in producing audit guides for unique industries. But we have not simply used their guide as our approach. We have customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management, redevelopment compliance, transportation development act programs, and child development programs. Indeed, even revenues of California municipalities are unusual and complex such as the past Triple Flip and Proposition 1A securitization.

Our primary objective in an audit of each client's financial statements is to opine on whether the financial statements, including disclosures, are free of material misstatement. Our opinion must be based on sufficient, appropriate audit evidence that we obtain, and this evidence must be documented. To achieve this objective, we further refine our approach to be responsive to each individual audit. We may reduce the scope of our substantive audit tests provided we conclude there are effective specific controls in place which would detect and correct misstatements due to errors or fraud.

### ***Fraud Considerations***

Beginning with our 2004 audits, we employed additional audit steps required by Statement of Auditing Standards #99, *Consideration of Fraud in a Financial Statement Audit*. SAS #99 requires auditors to consider risk areas that may be susceptible to fraud and to then modify their audit strategy. We have been employing a variation of the SAS #99 concept since the early 1990's. For example, for many of our recurring clients, we visited all of their cash collection sites. We performed cash counts and reviewed cash handling practices and procedures, including security measures employed to limit access to cash. This and our planning meetings with our clients' staff have resulted in the inclusion of a variety of special emphasis areas in our audits. We combine our fraud consideration brain storming sessions with our overall risk assessment process discussed below.

### ***Client Tailored Risk Assessment***

Our strategy to assessing risk begins with a brainstorming session of our audit team where they review your prior year financial statements and operations to identify areas of major audit risk. We also incorporate our consideration of other factors such as the risk of fraud, the economy, regulatory complexities or changes, credit market conditions and others into our initial assessment. We may also compare unusual transactions and estimates to those used by other municipalities or to current trends and issues. Since we are a niche firm specializing in California municipalities this is relatively easy. For example, certain development agreements are unique to municipalities. These agreements usually contain complex financial transactions and legal restrictions. With so much experience in this area we can quickly design an efficient response to these risks.

Major audit risks are further evaluated through consideration of relevant assertions to determine inherent risk due to error or fraud. For example, cash on hand has a relative higher inherent risk of loss due to theft than an infrastructure asset. High and medium inherent risk audit areas are further evaluated to determine relevant internal controls needed to prevent, detect and correct errors or fraud.



## SPECIFIC AUDIT APPROACH (Continued)

We start our evaluation of your internal controls by interviewing staff and meeting with Department heads as needed. We review policies and procedure manuals and other documentation to determine the design of procedures and controls. As part of our evaluations we document narrative memoranda outlining the duties of each pertinent person as well as our GRID evaluation of the important nexus control points. The GRID is our own design; it is a two-axis chart we use to identify potential conflicts of duties in your controls. We enhance our evaluation by reviewing system profile reports, paying special attention to super-user rights. This data is then used to determine the presence or absence of compensating controls designed to mitigate conflicts of duties vested in a single individual.

We then test to verify that procedures and controls are operating effectively such that they reduce the risk that errors or fraud could occur and go undetected and uncorrected. We use a variety of techniques to verify controls are effective including: sampling, observation, documentation of reviews, examining system access reports and comparisons with other data.

After this has been completed, we assess the risk of material misstatement which is determined by the relative inherent risk of an area and the associated control risk to plan our substantive tests. That is, the risk that controls are not in place or are not operating effectively. Areas with a low risk of material misstatement assessment may receive limited substantive procedures while those with a high risk of material misstatement will receive significant substantive procedures.

**We then design our final phase audit plan to ensure we obtain sufficient appropriate evidence about the financial statements and disclosures.** Specific audit procedures are developed and documented in our audit programs and we develop potential internal control points for further evaluation as to significance and communicate those to staff.

### *Client Participation in the Risk Assessment Process*

Of course, any risk assessment process is incomplete without our clients' active participation. We hold meetings with senior finance staff and others within the organization to discuss their views and assessments of risks affecting the financial statements. Our inquiries are backed up by reviews of the annual budget, mid-year budget revisions, internal audit reports, grantor performance and monitoring correspondence and any other pertinent data we deem relevant.

We must also establish two-way communication with the Board and Finance Committee which we typically accomplish by meeting to discuss the audit process and timing, management representations and fraud considerations. For those organizations without an Audit Committee, we typically attend a Board meeting or meet with representatives of the Board.



*Assessing Risks – Final Phase*

Although the majority of our evaluations and testing of internal controls is completed with our interim testing, it is during the final phase that actual year end balances, transactions and disclosures are known, and our substantive procedures are employed. These procedures and data often reveal unusual or unexpected results that must be considered in the risk assessment process. Risk assessment processes are iterative and cumulative. That is, we must continually re-evaluate our assessments based on information and procedures gathered. It is not uncommon for an initial assessment and the corresponding substantive audit work to be restructured as a result of new data. Indeed, it is the intent of current audit standards that the audit be responsive to risks.

Our substantive procedures are selected to be responsive to the assessed risk and relevant assertion and typically involve analytical procedures, third-party confirmation, estimation techniques, mini-max tests, trend analyses, recomputations, corroboration with other tests, tests in total, sampling and comparisons to data gathered in other municipal audits.

Risk assessment procedures would be incomplete without an evaluation of the adequacy of our evidence obtained including internal control tests, any significant deficiencies or material weaknesses and substantive test results. **These factors are considered prior to the release of our opinion in a final re-assessment process that includes our quality assurance review.**

*Communication and Coordination*

**We will meet with you at the start of each phase of work and conduct an exit conference at the end of each phase of work. This will ensure you know everything we do, with plenty of time to address any issues.**

Two key objectives for a well-run audit are to ensure timely communication of the audit results and to provide for seamless coordination of the external auditors with staff. The concept is virtually identical to our Accounting Issues Memorandum and detailed Interim and Closing Checklists that we typically prepare for our clients.

The Accounting Issues Memorandum concept was originated by one of our staff over two decades ago to function as a partner's brief of an engagement's status. It worked so well we expanded it to all our audits and share it with our clients. It has proven to be an indispensable communication and coordination tool ever since. This informal memo condenses and summarizes the audit status and issues as of the end of our interim work. It includes housekeeping matters, major and minor potential findings, scheduled audit fieldwork start and finish dates, etc. We produce this memo right in your office before the conclusion of our interim work, so you have an idea of what we've found so far and whether there are areas that need work.

Our Memorandum on Internal Control is drafted at year-end and may include significant issues raised with our interim phase Accounting Issues Memorandum as well as issues arising from our year-end work. We review a draft with you, so that you will have plenty of time to consider the facts and discuss our findings before the audit results are presented to the Board and Finance Committee.

## SPECIFIC AUDIT APPROACH (Continued)

### *Timeline*

Our proposed and audit schedule is as follows for the audit for fiscal year ending June 30, 2022. We understand that once the District gets caught up, we will adjust this timeline to strive to issue the report before December 31<sup>st</sup> each year.

- |  |                           |
|--|---------------------------|
| • Interim/Final Checklist and Planning Meeting | September 2022            |
| • Interim/Final audit procedures               | October and November 2022 |
| • Present final financial statements           | December 2022             |
| • Present to the Board                         | District to determine     |

### *Prompt Service and Delivery of Reports*

We have always focused on reducing financial statement turn-around time and we have never missed a deadline.

Our audit strategy emphasizes detail planning and coordination of our staff and client staff to complete the audit as efficiently as possible. We have found that completing all our work and our reports, if possible, as part of our fieldwork dramatically reduces the time required to issue final reports to our clients.

Our strategy allows our clients ample time to review all report drafts before issuance, while ensuring that all reports are issued timely.

### *Internal Quality Assurance System*

Every one of our audit and assurance engagements has an Engagement Partner responsible for the successful completion of the work as well as ensuring we maintain quality levels that satisfy professional standards. Our very high Partner to staff ratio of one to six is double that of traditional firms. We specifically structure our work for on-site Engagement Partner participation while the audit is being conducted. This structure is by design to ensure we have active on the job oversight of staff and timely completion of the work.

We have always subjected our audit and assurance engagements to a second Quality Assurance Review. This is performed by a second partner that is not involved with the audit.

### *Use of Electronic Resources*

As much as possible, we like to use electronic versions of documents. We find that this makes the audit not only efficient, but ecofriendly. We also set up OneDrive accounts in which files can be transferred regardless of their size.



## SPECIFIC AUDIT APPROACH (Continued)

### *Confirmations*

As requested in the RFP, we confirm that we typically use bank confirmations to vouch cash and investments. From time to time, these confirmations can be difficult to obtain and we can use alternative procedures such as review of the monthly bank statements.

### *Changes due to COVID-19 and related Shelter-In-Place Orders*

2020 presented many new challenges with the COVID-19 pandemic, and related Shelter-in-Place Orders and restrictions put in place. Due to our depth of experience in municipal accounting and audits, our practice of having active Partner involvement on the audits, as well as our stellar IT capacity within our firm, we did not miss a beat on having to perform the audit work remotely. Our audit partners, managers and supervisors immediately coordinated directly with our clients, and drew on our IT team to make sure we had all of the technological tools to make the remote process efficient and effective. We found that at the end of 2020, we actually experienced less delays in completing audits and issuing reports than in previous years.

The keys to successfully performing remote audits are active communication between the Auditors and the Client's team, understanding the needs and any potential capacity limitations of our clients, and detailed Checklists to prepare for the audits. For most clients, we were able to obtain VPN access into their accounting systems, in order to perform a significant portion of our audits without the burden of our clients having to spend significant time scanning documents. We also set up online portals through OneDrive for our clients to easily upload documents. We use Zoom and Microsoft Teams to set up face-to-face interviews or meetings, and/or our clients set up the meetings using their preferred formats.

Under certain circumstances where it would be particularly difficult for our clients to provide items virtually, we are able to coordinate sending out a minimal number of auditors to view documents onsite, while of course following the related County restrictions and any other COVID protocols our clients have in place. As we value the safety of our staff and our clients and the general public, we will always follow best practices, while still getting the job done.

**SPECIFIC AUDIT APPROACH (Continued)**

**Segmented Time**

Based on the review of the draft of the June 30, 2022 basic financial report, we have estimated our time as follows:

Audit Activities	Budgeted Hours					Total
	Engagement Partner	Alternate Partner	Supervisor	Associates	Office	
General Procedures/Planning/Confirm/Checklists			6.00			6.00
SAS #99 Fraud Assessment	1.00		1.00			2.00
Minutes-resolutions			2.00			2.00
Report	3.00	2.00	12.00		3.00	20.00
Supervision/review	4.00		12.00			16.00
Conferences & meetings	2.00		2.00			4.00
Management letter	1.00		2.00		1.00	4.00
Analytical review	1.00					1.00
Internal Control Environment / Info Systems Review				16.00		16.00
Cash & Investments				10.00		10.00
Revenue/Receivables				8.00		8.00
Capital Assets				24.00		24.00
Accounts Payable				8.00		8.00
Long Term Debt				12.00		12.00
Payroll/Accrued liabilities				8.00		8.00
PERS/OPEB				32.00		32.00
Net position				1.00		1.00
Risk Management				1.00		1.00
Commitments and Contingencies				1.00		1.00
<b>Subtotal - Basic Financial Statement &amp; Management Letter</b>	<b>12.00</b>	<b>2.00</b>	<b>37.00</b>	<b>121.00</b>	<b>4.00</b>	<b>176.00</b>
Additional Services Per RFP:						
Annual Report of Financial Transactions (Controller's Report)		1.00		4.00		5.00
<b>GRAND TOTAL</b>	<b>12.00</b>	<b>3.00</b>	<b>37.00</b>	<b>125.00</b>	<b>4.00</b>	<b>181.00</b>



## IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

We will provide the District with whatever support it needs with regard to gaining an understanding of new pronouncements affecting the financial statements and our audits. Our consistent approach is to provide our clients with advance identification of new GASBs as they are issued. With every audit, we provide overviews of new pronouncements including effective dates and we review these with District staff.

In the year of implementation, we proforma new disclosures and add on additional data requests to our interim and closing checklists. For complex rules, we prepare course materials and conduct training and education sessions during interim for finance and other affected District staff to ensure they understand the requirements. We include the new GASB provisions as well as any additional resources such as implementation guides, practical application examples and additional technical resources and contacts. After District staff has had a chance to think about District's operations, we conduct a follow-up conference to determine the potential impact to the financial statements and audit. In unusual cases we will schedule additional field work before year end to ensure the new rules do not affect year end timing.

## TOTAL ALL-INCLUSIVE MAXIMUM PRICE

### *Maze & Associates Certification*

David Alvey and Vikki Rodriguez are authorized to submit this proposal and negotiate and sign a contract with the Georgetown Divide Public Utility District. Our offer is firm and irrevocable until June 30, 2022.

### *What Our Price Includes*

Our price includes all the basic audit work and reports, statements and other deliverables specified in your request for proposal. Our price also includes the items below at **no additional cost**:

- 1) Year-round support and telephone consultation on pertinent issues affecting the District,
- 2) Copies of our journal entries and our leadsheets used to support the amounts in your financial statements,
- 3) **Free full day of training** at our annual MazeLive event,
- 4) Active Partner involvement in your work **every year**,
- 5) Our typed interim Accounting Issues Memorandum,
- 6) Overviews and summaries of upcoming pronouncements and regulation affecting the audited financial statements.
- 7) Direct dump of general ledger data into our ProSystems trial balance software which is fully linked to financial statement formats.

**TOTAL ALL-INCLUSIVE MAXIMUM PRICE (Continued)**

**Fees and Billings**

Progress billings will be made on the pro-rated audit work completed during the course of the engagement. Our fees are firm fixed prices. In determining our fees, we understand that the District's records will be in condition to be audited; that is, transactions will be properly recorded in the general ledger and subsidiary records, these accounting records and the original source documents will be readily available to use, we will be furnished with copies of bank reconciliations and other reconciliations and analyses prepared by the District and District personnel will be reasonably available to explain procedures, prepare audit correspondence and obtain files and records.

**We do not post separate rate structures for municipal audit work. We view this work as being every bit as important and valuable as the work we perform for other clients and we put our best people on it. Any consulting work you request will be performed at the same rates as our audit work.**

**Total All-Inclusive Maximum Price**

	Hours (3)	Hourly Rates (4)	Totals (2)			Three Year Total	Optional Extensions		Grand Total
			2022	2023	2024		2025	2026	
<b>Basic Financial Statements &amp; Management Letter:</b>									
Partner	14.00	\$300	\$4,200	\$4,326	\$4,456	\$12,982	\$4,590	\$4,728	\$22,300
Supervisor	37.00	130	4,810	4,954	5,103	14,867	5,256	5,414	25,537
Associates	121.00	90	10,890	11,217	11,554	33,661	11,901	12,258	57,820
Office	4.00	75	300	309	318	927	328	338	1,593
<b>Basic Financial Statements &amp; Management Letter:</b>	<b>176.00</b>		<b>20,200</b>	<b>20,806</b>	<b>21,431</b>	<b>62,437</b>	<b>22,075</b>	<b>22,738</b>	<b>107,250</b>
<b>Other Items</b>									
<b>Annual Report of Financial Transactions (Controller's Report)</b>	<b>5.00</b>		<b>660</b>	<b>680</b>	<b>700</b>	<b>2,040</b>	<b>721</b>	<b>743</b>	<b>3,504</b>
Out-of-pocket expenses (1)			0	0	0	0	0	0	0
<b>Total all-inclusive maximum price:</b>	<b>181.00</b>		<b>\$20,860</b>	<b>\$21,486</b>	<b>\$22,131</b>	<b>\$64,477</b>	<b>\$22,796</b>	<b>\$23,481</b>	<b>\$110,754</b>

If the District requires a Single Audit, the additional fee will be \$3,700 per major audit program.

**NOTES:**

- (1) Out-of-pocket expenses are included in our standard hourly rate.
- (2) Our policy is to attempt to keep our clients fees constant after inflation.
- (3) Estimated hours are expected to remain constant.
- (4) The hourly rates can be used for any additional work the District may request that would be outside the scope of the audit engagement.





MUN CPAs

MANN, URRUTIA, NELSON CPAS  
& ASSOCIATES LLP

Proposal to Provide Audit Services

**GEORGETOWN DIVIDE  
PUBLIC UTILITY DISTRICT**

**JULY 28, 2022**

CONTACT:

JUSTIN WILLIAMS, CPA, PARTNER

MANN, URRUTIA, NELSON CPAS & ASSOCIATES, LLP

SACRAMENTO OFFICE: 1760 CREEKSIDE OAKS DR., SUITE 160

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916-929-0540

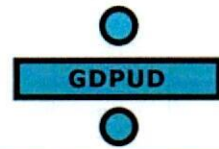
[jjw@muncpas.com](mailto:jjw@muncpas.com)

[WWW.MUNCPAS.COM](http://WWW.MUNCPAS.COM)

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**TOTAL CLIENT COMMITMENT**

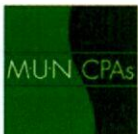
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July 28, 2022

Jessica Buckle, Finance Manager  
Georgetown Divide Public Utility District  
6425 Main St.  
Georgetown, CA 95634

Dear Ms. Buckle,

On behalf of our partners and staff of Mann, Urrutia, Nelson CPAs & Associates LLP (MUN CPAs) I am pleased to present our proposal to provide professional audit services to the Georgetown Divide Public Utility District (the District). Our Firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We understand that the Georgetown Divide Public Utility District requires timely audit services and we are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal. With our experience and expertise, we fully understand the audit requirements, as well as your expectations.

We believe our firm is the best qualified to perform this engagement because we add value to the audit by providing specialized resources and technical proficiency. Our expertise in governmental auditing and accounting combined with our vast access to resources empowers us to solve challenges encountered during the audit. Our highly trained engagement team will maintain a knowledgeable, yet, non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the District's on-going operations.

It is our understanding that the term of the agreement will be for the fiscal years ending June 30, 2022 through June 30, 2024 with the option to extend the engagement for two (2) additional one-year periods and the scope of services will be the following:

1. Perform an audit and prepare the basic financial statements of the Georgetown Divide Public Utility District and issue related reports.
2. Perform Single audit and issue related reports in accordance with the provisions of the U.S. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
3. Prepare and submit the Financial Transactions Report to the State Controller's office for the District.
4. Issue a Management Letter that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions.
5. Provide guidance on implementation of GASB requirements, and new pronouncements, if requested.
6. Present and discuss annual financial statements and audit results to the District Board of Directors, if requested.



The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; *the Basic Audit Program and Reporting Guidelines for California Special Districts*, as prescribed by the State Controller.

We separate ourselves from our competition by:

- ◇ Extensive Partner involvement on each engagement
- ◇ Manager and/or Partner always on-site during fieldwork
- ◇ Consistent and experienced staff
- ◇ Timeliness of communications
- ◇ Proactive approach in addressing complex issues early in the engagement
- ◇ Availability to clients as a specialized resource
- ◇ Professionalism with understanding

**Our success** — The keys to our success and growth include our commitment to outstanding quality, properly trained staff, timely communication in all aspects of the audit, planning, and understanding how to structure each audit to ensure efficiencies are achieved, and our ability to meet all required deadlines.

We add value to the audits we perform by providing specialized resources and technical proficiency. Our expertise in governmental accounting combined with our vast access to resources empowers us to solve challenges encountered during the audits. Our unique combination of technical expertise, combined with our philosophy of total client commitment throughout all phases of the engagement provides our clients the highest quality service and products available.

We are confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We would welcome this opportunity to differentiate our Firm from our competition and further discuss our approach in providing quality service.

Sincerely,



Justin Williams, CPA  
Partner



## INDEPENDENCE

MUN CPAs is independent of the Georgetown Divide Public Utility District as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* (latest edition).

MUN CPAs is independent of all associated agencies of the Georgetown Divide Public Utility District, as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* (latest edition).

If MUN CPAs shall enter into a professional relationship that would present a conflict of interest during the period of engagement with the Georgetown Divide Public Utility District, a written notice will be presented to the District defining such conflict.

## LICENSE TO PRACTICE IN CALIFORNIA

MUN CPAs is a properly licensed, certified public accounting firm in the State of California. All certified public accountants involved in audit engagements of the Firm are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy, American Institute of Certified Public Accountants, and the U.S. Government Accountability Office's *Government Auditing Standards*.



CALIFORNIA BOARD OF ACCOUNTANCY  
2450 VENTURE OAKS WAY, SUITE 300  
SACRAMENTO, CA 95833  
TELEPHONE: (916) 263-3680  
FACSIMILE: (916) 263-3672

### CERTIFIED PUBLIC ACCOUNTANT PARTNERSHIP

REGISTRATION PAR 6699  
RECEIPT NO. 13552011

VALID UNTIL DECEMBER 31, 2023

MANN, URRUTIA, NELSON, CPA'S &  
2901 DOUGLAS BLVD SUITE 290  
ROSEVILLE CA 95661

In accordance with the provisions of  
Chapter 1, Division 3 of the Business and  
Professions Code, the firm named hereon  
is duly registered and entitled to practice  
as a Partnership.

12/21/21  
12/21/21

## FIRM QUALIFICATIONS AND EXPERIENCE

**MUN CPAs** is a locally established and respected full-service accounting and auditing firm offering governmental, nonprofit, and employee benefit plan audits. Our firm also provides tax, consulting, litigation support, and forensic accounting services. Our commitment to our clients has enabled the firm continued growth and success at developing and maintaining strong professional relationships. We have over 60 well-trained professionals with office locations in Sacramento, Roseville, South Lake Tahoe, and Glendale, California, as well as Hawaii.

### *Sacramento Office*

Audit engagements are performed primarily out of the Sacramento office. We have an outstanding team of seventeen audit professionals consisting of three firm partners, three managers, five seniors and six staff accountants. Five full-time staff members will be dedicated to the Georgetown Divide Public Utility District should services be awarded to our firm. In addition to audits, reviews and compilations, we also provide accounting, tax and consulting services to our audit clients.

One of the partners that will be assigned to the audit team is a member of the **GFOA Certificate of Achievement for Excellence** in Financial Reporting Program, and is frequently asked to review submitted financial statements.

We specialize in audits of special districts and governmental agencies ranging from small organizations to entities with over \$200 million in annual revenue. We also specialize in nonprofit organizations and retirement plans. We are voluntary members of the following organizations:

- Government Audit Quality Center
- AICPA Not-for-Profit Section
- Government Finance Officers Association
- California Special Districts Association
- Association of California Water Agencies
- California Municipal Treasurers Association
- California Society of Municipal Finance Officers

Membership in these centers provides our firm with additional resources designed to enhance our audit quality and apply best audit practices to our engagements. We have access to the latest developments in accounting, auditing, and the various rules and regulations that affect the different audits and industries.

### Governmental Auditing Experience

Since our founding in 2003, our office has performed over 300 audits of special districts and other governmental entities. We have provided audit services for several other special districts and cities that are similar to that which is requested by the Georgetown Divide Public Utility District. We currently provide audit services to 26 governmental entities, of which 16 are special districts.

### GASB Implementation and Reporting

All audit partners and managers have been involved in the implementation of GASB financial reporting requirements, in addition to auditing and assisting with the preparation of GASB financial statements. In addition to auditing and assisting with the preparation of GASB financial statements, all audit partners and managers have provided hands-on assistance with implementation of new GASB financial reporting requirements. Our firm is a leader in implementation of the new GASB standards going into effect in the coming years.



### **Single Audit**

All of our staff exceed the required educational hours, receiving governmental and Single Audit-specific training throughout the year through external conferences hosted by CalCPA and AICPA and internal training provided by our Firm. Furthermore, as 20 local government and non-profit clients have a Single Audit requirement, all engagement team members, including audit staff, have current Single Audit experience.

### **Specialized Services**

Our firm has provided specialized services to governmental entities that include, but are not limited to, the following:

- State Controller Report preparation
- Tax Measure Agreed-Upon procedures
- Cash Collections Agreed-Upon procedures
- TDA audits
- Forensic audits
- Internal control projects

**Client Education and Updates** —We provide one-on-one guidance and assistance to our clients with the preparation of GASB financial statements, as well as hands-on assistance with implementation of new **GASB** financial reporting requirements and State and Federal updates.

Our partners have provided webinars and seminars sponsored by the CSFMO, CSDA and League of California Cities, with topics ranging from GASB 68 and 75, fraud, and preparing for annual audits. Partner Justin Williams presented on the topic **“GASB Reporting Requirements and Their Effect on Your District”**, **“Assessing the Financial Health of Your District”** and **“Financial Management for Special Districts”** at various CSDA conferences and workshops.

### **Board/Finance Committee Training**

Our job doesn't stop when we issue your audited financial statement reports. While these reports may be intimidating to interpret, we can help. Our firm offers training to help you understand what the audit report means for the District. We can show you how to read the financial statements and how to use that information to analyze and evaluate the District's financial performance. We have certified professionals who are happy to further talk to you regarding various topic options that can be presented.

### **External Quality Control Review (Peer Review)**

Our firm undergoes a peer review every three years as established by the American Institute of Certified Public Accountants. Our last peer review was completed in June 2019 and resulted in a pass rating with no deficiencies (the highest rating possible) on our system of quality control for accounting and auditing. This quality control review included a review of specific government engagements. *A copy of the Peer Review Report is included on the following page.* Our current peer review has been completed and is pending final approval by the California Peer Review Committee.

### **DESK REVIEWS, DISCIPLINARY ACTIONS, LITIGATION**

We have NOT had any Field Reviews, Desk Reviews, Litigation or Disciplinary actions taken against, or pending against, the Firm. There is no past, current or pending litigations against the Firm, or any debarment or disqualification as a vendor for federal, state or local entities.

PEER REVIEW REPORT



**Report on the Firm's System of Quality Control**

June 28, 2019

To Mann, Urrutia, Nelson, CPAS & Associates, LLP and the Peer Review  
Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson, CPAS & Associates, LLP (the firm) in effect for the year ended December 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687  
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs





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### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson, CPAS & Associates, LLP in effect for the year ended December 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mann, Urrutia, Nelson, CPAS & Associates, LLP has received a peer review rating of *pass*.

*Coughlan Napa CPA Company, Inc.*

Coughlan Napa CPA Company, Inc.

## SIMILAR SIGNIFICANT ENGAGEMENTS LAST FIVE YEARS

MUN CPAs has provided audit services for several other Special Districts in which the scopes of services are similar to that which is requested by the Georgetown Divide Public Utility District.

Client	Financial Audit	Single Audit	ACFR	GANN	State Controller's Reports
Vallejo Flood & Wastewater District	Yes	Yes	Yes		
South Tahoe Public Utility District	Yes	Yes	Yes		
Santa Nella County Water District	Yes				Yes
Diablo Water District	Yes				Yes
South Placer Municipal Utility District	Yes		Yes		Yes
Ironhouse Sanitary District	Yes		Yes		
Tahoe City Public Utilities District	Yes	Yes	Yes		
North Tahoe Public Utility District	Yes	Yes		Yes	
Rodeo Sanitary District	Yes				Yes
Yolo County Flood Control District	Yes				Yes

## REFERENCES

Below are current special district clients of which we provide similar services who can attest to our services and work performed on their behalf. We welcome the District to contact any of our clients as references listed below.

Clients	Contact Information	Dates
South Tahoe Public Utility District 1275 Meadow Crest Drive South Lake Tahoe, CA 96150	Paul Hughes, Chief Financial Officer (530) 543-6211	2016 – Present
Tahoe City Public Utility District PO Box 5249 Tahoe City, CA 96145	Ramona Cruz, Director of Accounting (530) 580-6047	2012 – Present
Ironhouse Sanitary District 450 Walnut Meadows Drive Oakley, CA 94561	Chad Davisson, General Manager (925) 625-2279	2008 – Present
Vallejo Flood & Wastewater District 450 Ryder Street Vallejo, CA 94590	Chas Fadrigio, Finance Manager (707) 644-2034	2019 - Present





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## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

The team assigned to perform the audit of the Georgetown Divide Public Utility District is composed of highly trained professionals with extensive experience in governmental audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the District's on-going operations. Engagements at MUN CPAs are conducted under the supervision of an engagement partner and manager, which assures that quality standards are maintained and all client requirements are met.

We propose the following management team for your audit:

JUSTIN WILLIAMS, CPA, Engagement Partner  
ERICA PASTOR, CPA, Concurring Partner  
SUSAN BEETER, CPA, Senior Manager  
BRYAN ARRELANO, Senior Staff Associate

### Professional Affiliations

Our commitment to governmental accounting is further strengthened by our involvement with respected organizations.

**Justin Williams** is a member of the statewide CalCPA Governmental Accounting and Auditing Committee, and the California Special Districts Association Audit Committee and Finance Committee. He has also published accounting and auditing articles and has been a speaker at webinars and seminars sponsored by these organizations with topics including GASB 68 and 75, fraud, and preparing for annual audits.

**Erica Pastor** is Past President and current board member of CalCPA-Sacramento Chapter, and a member of the statewide CalCPA Governmental Accounting & Auditing Committee. She is also a member of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program, and is frequently asked to review submitted financial statements.

### Quality of Staff

MUN CPAs staff training and professional development program ensures the staff assigned to the audit of the Georgetown Divide Public Utility District will maintain the highest levels of professional understanding of the issues impacting the Georgetown Divide Public Utility District. All professional staff at MUN CPAs, from a brand-new staff associate to a seasoned senior manager, undergo a formal mid-year and year-end performance evaluation process. Our formal evaluation process is designed to provide constructive feedback to continue the professional growth and development of our staff, as well as provide guidance and assistance to allow staff to achieve their professional goals. In between formal evaluations, staff receive informal feedback on specific audit engagements. Finally, our formal staff training program ensures that our audit staff at all levels receive targeted training classes to meet governmental auditing standards, as well as to keep up-to-date on current issues and challenges impacting governmental entities.

### Continuing Education

Continuing education is a top priority for MUN CPA's. Each of our team members receives a wide variety of annual training and content updates from highly qualified instructors, ensuring that they remain on the forefront of issues that could potentially impact our clients.



Individuals who work on audits subject to *Government Auditing Standards* must obtain, every two years, at least 80 hours of CPE that directly enhance the auditor's professional proficiency to perform audits and/or attestation engagements. At least 20 of the 80 hours must be obtained annually. Individuals responsible for conducting substantial portions of the fieldwork, planning, directing, or reporting on audits subject to *Government Auditing Standards* must obtain 24 of those hours in subjects directly related to the government environment and government auditing.

All members of the District's proposed engagement team meet all continuing education requirements of Federal, State and Applicable professional organizations. A listing of our continuing education courses provided to all our staff, both certified and non-certified, over the past three years have included the following:

- Quarterly Yellowbook Update
- GASB Update 84, CalPERS, OPEB, Leases, GA&A Matters
- Revenue Recognition Update
- Audit & Yellowbook Training
- Single Audit Suite
- Uniform Guidance Audit Requirements
- Single Audit and COVID-19 Update
- Government Pension Plans, FV, High Risk Audit Process
- Single Audits under Uniform Guidance
- Conducting Remote Audits in Uncertain Times
- Advanced Government Training
- Use of Fraud Data Analytics to Uncover Fraud Schemes
- GASB 84
- Navigating Component Units
- Quarterly Yellowbook Update
- IN FOCUS: GASB Implementation Guides
- Interim and Year-end Government Training
- GASB Financial Reporting Model, OPEB, & other updates
- Interim Audits & Internal Controls
- Internal Controls, FASB/GASB Update
- Substantive Analytics
- OMB Supplement Addendum & COVID-19 Implications
- COVID-19 Update & Single Audit Compliance Supplement
- 2021 Annual Legislative & Regulatory Update
- Single Audit - Sampling
- Fraud in Financial Statement Audits
- Practical Steps for Transitioning to GASB 87
- Capital Insights-Governmental Audit & Assurance Conference
- AICPA Industry Update: Governmental Auditing Standards
- GASB 87

### **Staff Consistency**

We understand that the best way to provide the Georgetown Divide Public Utility District with responsive, quality services is to assign the most qualified individuals to the engagement and maintain continuity of staff on successive engagements. We are committed to maintaining the same staff assigned in this proposal on subsequent engagement years.

Our Firm takes great pride in not only selecting high quality staff members, but also providing them an environment designed for their success and betterment.

We believe staff continuity on engagements is essential to that engagement being successful. Our Firm's mission statement reads:

*To provide responsive, innovative services of the highest quality to our clients; and to provide a positive, rewarding environment encouraging our employees to fulfill their professional and personal goals.*



JUSTIN WILLIAMS, CPA  
Engagement Partner

Justin's professional career includes more than 25 years of public and private accounting experience, of which 23 years has been heavily concentrated on audits of governmental entities throughout Northern California. He has been extensively involved with the California Special Districts Association, providing workshops and webinars to the association members throughout the year. As Engagement Partner Justin will have overall responsibility for the efficiency, timeliness and delivery of the services we provide, including developing and maintaining effective lines of communication with the District. He will directly interface with the District's management and will plan and review the audit.



**INDUSTRY EXPERIENCE:** Special Districts  
Municipalities  
Nonprofit organizations  
Privately held businesses  
Retirement / employee benefit plans

**OTHER EXPERTISE:** GASB implementation  
Board of Directors training  
Federal and State compliance and financial reporting  
Fraud investigations  
Internal control implementation  
Peer reviews

**RELEVANT ENGAGEMENT EXPERIENCE:**

South Tahoe Public Utility District	City of Lincoln
Keyes Community Services District	City of Novato
Kensington Fire Protection District	City of Sanger
Greater Vallejo Recreation District	Town of Truckee
Diablo Water District	
Santa Nella County Water District	
South Placer Municipal Utility District	
Nevada Irrigation District	

**DESIGNATIONS:** Certified Public Accountant (CPA)

**PROFESSIONAL MEMBERSHIPS:** American Institute of Certified Public Accountants  
California Society of Certified Public Accountants  
GFOA Budget Awards Program  
CSDA Audit Committee Member  
CSDA Finance Committee Member  
National Institute of Pension Administrators, Sacramento Chapter

**EDUCATION:** Bachelor of Science, Accounting  
Case Western Reserve University – Cleveland, Ohio

**ERICA PASTOR, CPA**  
Concurring Partner

Erica has eighteen years of public accounting experience and has spent fourteen of those years with MUN CPAs. She has extensive experience serving government clients and is a leader in her vocation; she is past President and Board Member of CalCPA – Sacramento. As Concurring Partner Erica will perform a secondary review of the engagement, ensuring that, all firm and professional standards are adhered to.



**INDUSTRY EXPERIENCE:** Special Districts  
Municipalities  
Nonprofit organizations  
Privately held businesses

**OTHER EXPERTISE:** GASB implementation  
Reviewed and compiled financial statements  
Agreed-upon procedures  
Audit committee training  
Annual Comprehensive Financial Reports  
Internal control implementation  
Federal Single Audit Grant compliance  
Grants and contracts compliance

<b>RELEVANT ENGAGEMENT EXPERIENCE:</b>	Tahoe City Public Utility District	City of Auburn
	Vallejo Flood and Wastewater District	City of Piedmont
	Ironhorse Sanitary District	City of Rio Vista
	Yolo County Flood Control & Water Conservation District	City of Hollister
	Sacramento-Yolo Mosquito & Vector Control Dist.	
	Castro Valley Sanitary District	

**DESIGNATIONS:** Certified Public Accountant (CPA)

**PROFESSIONAL  
MEMBERSHIPS:** American Institute of Certified Public Accountants  
CalCPA Governmental Accounting & Auditing Committee, Sacramento  
Chapter Chair  
CalCPA, Sacramento Chapter, Past President and Board Member  
GFOA Special Review Committee member

**EDUCATION:** Bachelor of Science, Managerial Economics  
UC Davis – Davis, California

Certificate of Accountancy  
National University – Sacramento, California

**SUSAN BEETER, CPA**  
Senior Manager

Susan has over 21 years of public accounting experience, including 20 years auditing government entities which has included cities and special districts. She provides audit services to a wide range of industries, including governmental and nonprofit entities. Susan will be responsible for and will be coordinating the planning and implementation of audit processes, including daily supervision and technical support of the audit.



- INDUSTRY EXPERIENCE:** Municipalities  
Special Districts  
Nonprofit organizations
- OTHER EXPERTISE:** Comprehensive Annual Financial Reports  
GASB Implementation  
Internal control evaluation  
Accounting services  
Inventory observations  
Single Audit compliance  
Grants and contracts compliance
- RELEVANT ENGAGEMENT EXPERIENCE:** Greater Vallejo Recreation District  
Vallejo Flood and Wastewater District  
South Tahoe Public Utility District  
Nevada Irrigation District  
City of Piedmont  
City of Gridley  
City of Auburn  
City of Novato  
City of Lincoln
- DESIGNATIONS:** Certified Public Accountant (CPA)
- PROFESSIONAL MEMBERSHIPS:** American Institute of Certified Public Accountants  
California Society of Certified Public Accountants
- EDUCATION:** Bachelor of Science, Business Administration - Accountancy  
North Dakota State University - Fargo, North Dakota



BRYAN ARELLANO  
Senior Staff Associate

Bryan has over 4 years of public accounting experience and provides audit services to a wide range of industries, including governmental, not-for-profit, retirement plans, and for-profit entities. In his role, Bryan handles specific stages of audit work, ensures work is prepared in compliance with professional standards, and detects exceptional items and issues of non-compliance.



INDUSTRY EXPERIENCE: Governmental agencies  
Nonprofit organizations  
Retirement plans  
Closely held companies

OTHER EXPERTISE: Internal control evaluation  
Accounting services  
Inventory observations  
Single Audit compliance  
Grants and contracts compliance

RELEVANT ENGAGEMENT EXPERIENCE: North Tahoe Public Utility District  
Tahoe City Public Utility District  
Diablo Water District  
Greater Vallejo Recreation District  
Sacramento - Yolo Vector Control  
Vallejo Flood and Wastewater District  
Town of Paradise  
City Lincoln  
City of Gridley

PROFESSIONAL MEMBERSHIPS: American Institute of Certified Public Accountants  
California Society of Certified Public Accountants

EDUCATION: Bachelor of Science, Business Administration-Accountancy  
California State University, Sacramento



## SPECIFIC AUDIT APPROACH

Our audit work plan targets our audit efforts on those areas of your financial statements that represent the greatest risk. This includes integrated quality-control processes, including policies and procedures for engagement quality control.

Our financial audit methodology comprises a set of interdependent audit work steps and procedures that enable the audit team to plan and execute the audit strategy and conclude and report audit results. The methodology also provides for performance measurement to enable improvement in quality of audit work through identification of training needs and motivation of staff through performance-based growth and advancement. The financial audit methodology of our firm is built around the following:

- Generally accepted auditing standards
- Professional ethics
- Quality assurance and control

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and the manager who specialize in government and special district audits. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of total hours spent on the engagement. Our team's approach is designed to be efficient yet non-intrusive.

**Fieldwork** - All fieldwork is performed onsite, unless an alternative is agreed upon by the District and MUN CPAs.

## PROPOSED SEGMENTATION OF THE ENGAGEMENT

### Audit Planning

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Our audit planning process includes a risk assessment of the District and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely.

**Interim Audit Phase:** Our interim audit phase typically consists of two to three days of fieldwork and includes the following:

### Risk Assessment

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As part of our extensive planning phase, the engagement team will discuss with management issues surrounding the applicable industry, the District's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

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#### Control Environment — Interim Phase

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Our understanding of and reliance on the District's internal controls related to financial reporting is a key factor in our audit approach to the District's financial statements. Our interim audit procedures are primarily focused on developing our understanding of internal controls related to cash receipts, cash disbursements, payroll, financial reporting close and the IT environment, and then performing tests of those controls. Our planned audit approach is a control-based audit in which we are planning to perform tests of controls in order to place reliance on the District's key controls.

We develop our understanding of the District's internal controls through a combination of verbal discussions with management, and observation and inspection of documents. We first gain a high-level understanding of controls by asking an appropriate member of your finance department to describe the processes for recording transactions and more importantly, how the review and approval of transactions is documented. Then to corroborate the descriptions, we ask to see physical evidence that the control is in place. Physical evidence is typically management providing key documents that have evidence of a review or approval on the document.

If we identify any controls that are not operating as designed, we will first discuss with management before providing a written recommendation.

**Year-End Audit Phase:** Our year-end audit phase typically consists of **three to four days of fieldwork** and includes the following:

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#### Substantive Procedures — Year End Phase

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Substantive audit procedures are designed based on our risk assessment process. Complex and high-risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- ◇ Tests of account details — Detail transaction testing to source documentation
- ◇ Analytical procedures — Ratio analysis, variance analysis, trend analysis
- ◇ Use of data analysis software — Review of large volumes of data to detect anomalies
- ◇ Unpredictability tests — Varying timing and extent of tests
- ◇ Review of management's estimates — To determine reasonableness
- ◇ Review of subsequent events and contingencies — For proper adjustment and footnote disclosure

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#### Laws and Regulations

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As applicable, we will review the laws and regulations covering the District's grants and other programs. Based upon our inquiry with District staff, review of the District's government code, review of administrative policies, etc. we will determine the relevant laws and regulations that will be subject to additional test work.

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#### Use of Analytic Procedures during the Audit

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The use of analytic procedures during our audit of the District is part of our planned audit approach for certain financial statement line items. In order to perform effective analytic procedures, MUN CPAs must first obtain an understanding of activity at the District, as well as changes in activity at the District during the year under audit. This will allow MUN CPAs to develop expectations for changes or lack of changes in key account balances for purposes of performing our analytic procedures. Our analytic procedures will be performed using a combination of the following:



- Independent recalculations of account balances: Performing our own independent recalculation of an account balance, then comparing to the District's actual account balance to see if our recalculated balance agrees to the District's balance. Significant variance between our recalculated balance and the District's balance would require additional inquiries and procedures to determine if the account balance requires an adjustment.
- Variance analytics of prior year and current year account balances: By developing our understanding of activity at the District, we can then compare current year account balances to the prior year balance and determine if the change in the account balance is reasonable based on our understanding of activity at the District during the year. Account balances and/or changes in account balances that do not meet our expectations will require further inquiry with management to determine if an adjustment is needed.
- Ratio analysis: We can compare the relationship of certain accounts to other accounts or non-financial information to determine if the relationship is consistent or if a variance may indicate an adjustment to an account may be required.

#### Drawing Audit Samples

The selection of audit testing samples is based on a combination of materiality, qualitative factors, and auditor judgement. Account balances and/or transactions over a certain dollar limit are automatically selected for testing. Smaller account balances, transactions or disclosures that MUN CPAs determines may have a qualitative impact on the financial statements and influence a user of the financial statements will also be selected for testing.

Based on our review of the financial statements of the Georgetown Divide Public Utility District, we anticipate that our primary areas of audit focus will be:

- Financial reporting requirements
- Impact of new GASB accounting standards
- Revenue recognition
- Valuation of patient accounts receivable
- Valuation of capital assets
- Expense and accrual timing
- Long-term debt reporting

#### Preparation of Audit Report and Review — Year-end Phase and Wrap-up Phase

The manager and engagement partner review audit workpapers throughout the audit. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. All reports are reviewed by the engagement partner and concurring partner.

Upon approval, we will issue drafts of all reports based on the District's predetermined schedule as indicated in the Request for Proposal. This will allow adequate time for review and distribution of the report. The format of the report will be in accordance with all GASB and GFOA standards.

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## INFORMATION TECHNOLOGY AND COMMUNICATION

### Remote Audit Capabilities

We are committed to serving our clients and meeting their deadlines regardless of the current health and social challenges. If public health concerns, client concerns or other issues restrict our team from performing the audit in-person at your offices, MUN CPAs has the technological capabilities and solutions to perform the full audit remotely and complete the audit according to your District's needs and timelines. With the use of our secure Suralink website, management of the Georgetown Divide Public Utility District will be able to securely provide MUN CPAs with all needed documents and reports. The use of encrypted e-mails will be used to transmit smaller documents. Scheduling regular phone and video calls and audit updates will allow both management of the District and MUN CPAs to remain on the agreed-upon timeline.

### Protecting Our Client Data

MUN CPAs takes client data security seriously and has implemented a robust and redundant infrastructure that complies with recommendations of industry leaders and the IRS. An independent security contractor conducts biannual penetration audits and the firm is fully covered by our cyber insurance policy. MUN CPAs employs daily redundant backups of all data off-site at two secure locations. Our system is protected by the latest AI-based antivirus solution that actively learns from real world threats instead of relying on outdated lists, and our next generation firewall, combined with three independent email and attachment scans, protects our communication from hackers and other malicious actors. Sensitive client data containing personally identifiable information is transferred via the same 256-bit SSL encryption that banks use. Firm staff is trained upon hire and again annually on the newest, best practices in internet security and tested monthly with various social engineering scenarios.

### Communication

Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines. We will communicate contemporaneously and directly with management and audit committees of the board regarding results of our procedures, and will anticipate and respond to any concerns of management and the committee.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements and expectations. We work collaboratively with management, boards and audit committees to develop a communication and work plan to continuously improve client service.

### Partner and Manager Availability

We believe your access to the partner and manager before, during and after the audit is important to the relationship between the District and our Firm. The partner and/or manager will be on-site during the audit in order to discuss issues with management of the District. We encourage our clients to call us throughout the year to discuss accounting matters as they arise. There are no additional charges for these routine phone calls.

We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

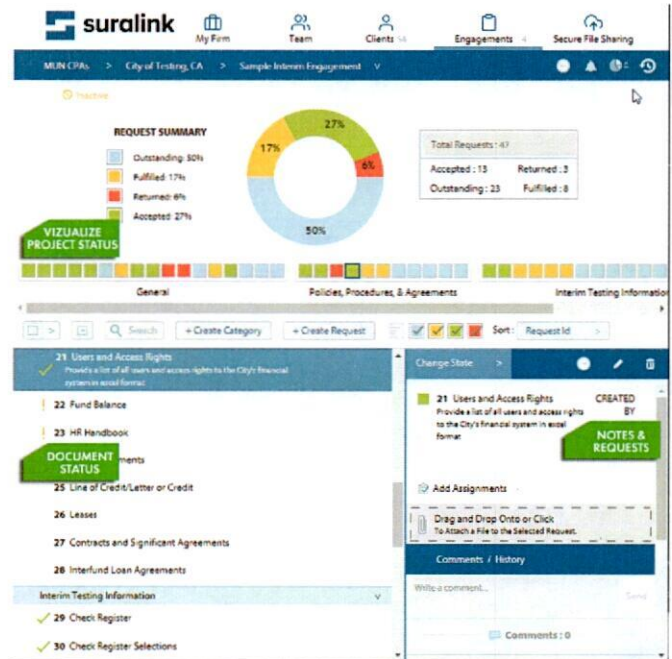


## USE OF TECHNOLOGY TO PERFORM OUR AUDITS

We leverage two systems that help us conduct audit procedures remotely while maintaining excellence in communication, document management, records retention, and workflow.

**SURALINK** -In order to improve audit efficiency, workflow management software plays an essential role between your organization and our engagement team. We employ a secure data file transfer system called **Suralink**.

**Suralink's** dynamic request list is integrated with our secure file hosting system for seamless document-request coordination. It means all our requests are in one place, updated in real-time, and accessible only by our engagement team working on your audit and the District's employees who are granted access. You, as a client, no longer have to manually maintain a spreadsheet amongst several people only to repeat the process in a day or two. This not only makes the operation more cost- efficient, it enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. The **Suralink** dashboard, as shown here, allows you to visualize the process of the document-request fulfilment.



With this innovative tool, clients can manage workflow through a centralized individual who can assign and delegate requests to other employees; track project activity by assigned individual, due date, and status with a user friendly, easy-to-use, dashboard interface; quickly view and monitor project progress with an at-a-glance report feature; and access how-to videos and training materials through the enhanced learning center.

**CaseWare and CaseView:** CaseWare is a highly flexible engagement software that facilitates real-time adjustments to your trial balance, resulting in simultaneous updates to your financial statements. It enables us to drill down from supporting audit schedules and documents to the underlying detailed accounts. We plan, perform, and review your entire engagement electronically, eliminating the use of paper.

**CaseView** is a powerful reporting module that helps review of financial statements, as well as any other customized work paper reports. It utilizes an interface that combines the appropriate features of Word and Excel into a single application that engages word processing features for formatting financial information. Some advantages of CaseWare and CaseView are as follows:

- **Automatic financial reports:** This refers to the ability to generate and print financial statements immediately. The numbers in the trial balance are mapped to financial statement tables and foot notes to provide robust and accurate financial statements and reports.
- **Automatic footnotes and other information:** This is the ability to format financial statement footnotes with variables (dates, amounts, etc.) that are automatically updated based upon the trial balances and appropriate work paper information.
- **Virtualization:** This provides a more consistent approach to financial statement design and a reduced risk of errors in the financial statement reports.

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## IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

The District requested in the RFP that we identify and describe any anticipated potential problems with the audit, the Firm's approach to resolving these problems and specific assistance that may be requested from the District. Based on our review of the financial statements, we do not anticipate any audit problems. However, if issues are noted during the audit process, we will use the following approach to seek a mutually agreeable resolution of accounting and reporting issues:

1. Define and understand the issue through discussion with the District's management and verified audit information.
2. Make an initial assessment of the impact of alternative accounting treatments.
3. If the impact has significant potential, gather research that may include the following: obtain the District's research and rationale for their position; gather additional details; draw on common practices within other California Special Districts or other similar sized local governments; utilize recognized Firm experts.
4. Discuss with District staff the Firm's preferred position and rationale.
5. Resolve the issue.



## ALL-INCLUSIVE MAXIMUM PRICE

In accordance with the Request for Proposal for Audit Services issued by the Georgetown Divide Public Utility District, we hereby submit the following Fee Proposal for the fiscal years ending June 30, 2022 through June 30, 2024 with the option of extending services for two additional one-year terms:

### ALL-INCLUSIVE "NOT TO EXCEED" PRICE BY SERVICE

Audit Service	FY 2021-22	FY 2021-23	FY 2021-24	Optional 6/30/25	Optional 6/30/26
Financial Statement Audit and ACFR preparation	\$26,300	\$26,800	27,300	27,800	28,400
Single audit*	4,000	4,100	4,200	4,300	4,400
State Controller's Report	2,500	2,600	2,700	2,800	2,900
Management Letter	Included	Included	Included	Included	Included
<b>NOT-TO-EXCEED TOTAL</b>	<b>\$32,800</b>	<b>\$33,500</b>	<b>\$34,200</b>	<b>\$34,900</b>	<b>\$35,700</b>

\*\$2,500 for additional single audit major program.

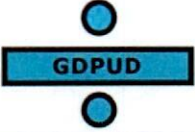
We encourage our clients to contact us throughout the year to discuss and obtain guidance for technical questions or other issues. **There is no additional charge** for these routine calls and / or emails.

## RATES BY PARTNER, MANAGER, AND STAFF

### Anticipated Rates for the Year Ending 6/30/22

Staff Level	Hours	Standard Hourly Rate	Quoted Hourly Rate	Cost (rounded)
Partners	29	\$280	230	\$6,700
Managers	45	190	175	7,900
Senior Staff	71	165	140	9,900
Staff	66	135	125	8,300
<b>Total All-Inclusive Price (Rounded)</b>	<b>211</b>			<b>\$32,800</b>

All estimated out-of-pocket expenses (i.e. administrative costs, travel, meals) are included in the "Total Not-to-Exceed All-Inclusive Price".



**Professional Fees for Additional Services:**

MUN CPAs may also furnish other accounting services, which may include advisory and system accounting services as requested by the Georgetown Divide Public Utility District. If the District requests additional services, either to supplement the services requested or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and MUN CPAs. Any such additional work agreed to between the District and MUN CPAs shall be performed at the standard hourly rates listed below.

Staff Level	Standard Hourly Rate
Partners	\$280
Managers	195
Senior Staff	165
Staff	135



## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, (the “Effective Date”) by and between the Georgetown Divide Public Utilities District, a California Public Utilities District (“District”), and MAZE and Associates, a California Accountancy Corporation (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District has determined that consultant services are required for the preparation of financial audits for fiscal years 2021/2022, 2022/2023 with options for two one-year extensions (the “Project”).

**B.** Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto, and described more fully in **Exhibit A** (“Services”).

**C.** Consultant represents that it is qualified, willing, and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto as **Exhibit A** (the “Rates”).

**NOW, THEREFORE**, in consideration of the promises and covenants set forth below, the Parties agree as follows:

### AGREEMENT

**1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

**2. Consulting Services.** Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded, or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

**3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit A**, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If

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District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**4. Term.** This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 5 or 6 below (the “Term”).

**5. Termination.** District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by notifying Consultant in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

**6. Termination for Cause.** Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

**7. Confidential Information.** Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

**8. Performance by Key Employee.** Consultant has represented to District that David M. Alvey, CPA, will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant.

**9. Property of District.** The following will be considered and will remain the property of District:

**A. Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”).

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Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Documents.

**B. Data.** All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data"). Nothing herein shall be interpreted as prohibiting or limiting District's right to assign all or some of District's interests in the Data.

**C. Delivery of Documents and Data.** Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

**10. Duties of District.** In order to permit Consultant to render the services required hereunder, District shall, at its expense and in a timely manner:

**A.** Provide such information as Consultant may reasonably require to undertake or perform the Services;

**B.** Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

**C.** Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

**11. Representations of Consultant.** District relies upon the following representations by Consultant in entering into this Agreement:

**A. Qualifications.** Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

**B. Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations

under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

**12. Compliance with Laws and Standards.** Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

**13. Independent Contractor; Subcontracting.** Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

**14. Insurance.** Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

**A. General Liability Insurance.** Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

**B. Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

**C. Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee

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satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

**D. Other Insurance Requirements.** Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District’s Agents and any insurance or self-insurance maintained by District or District’s Agents shall be in excess of Consultant’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

**15. Indemnification.** Consultant hereby agrees to indemnify and hold harmless District, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by District. Consultant’s obligation to defend, indemnify and hold District and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

**16. Consequential Damages.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

**17. Litigation.** In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney’s fees, whether or not such action is prosecuted to judgment.

**18. Notices.** Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District:

Georgetown Divide Public Utility District  
P.O. Box 4240  
6425 Main Street  
Georgetown, CA 95634  
Attention: General Manager

With courtesy copies to:

Churchwell White LLP  
1414 K Street, 3rd Floor  
Sacramento, California 95814  
Attention: Barbara A. Brenner, Esq.

If to Consultant:

MAZE and Associates  
3478 Buskirk Avenue, Suite 215  
Pleasant Hill, CA 94523  
Attention: David M. Alvey, CPA  
Audit Partner/Shareholder

**19. General Provisions.**

**A. Modification.** No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

**B. Waiver.** The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

**C. Assignment.** No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written

consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

**D. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of California.

**E. Venue.** Venue for all legal proceedings shall be in the Superior Court of California for the County of El Dorado.

**F. Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

**G. Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

**H. Severability.** If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

**I. Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement.

**J. Entire Agreement.** This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

**K. Headings Not Controlling.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

**L. Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the last day and date below written.

**DISTRICT:**

GEORGETOWN DIVIDE PUBLIC  
UTILITIES DISTRICT, a California Public  
Utilities District

By: \_\_\_\_\_  
Adam Coyan, General Manager

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

Approved as to Form:

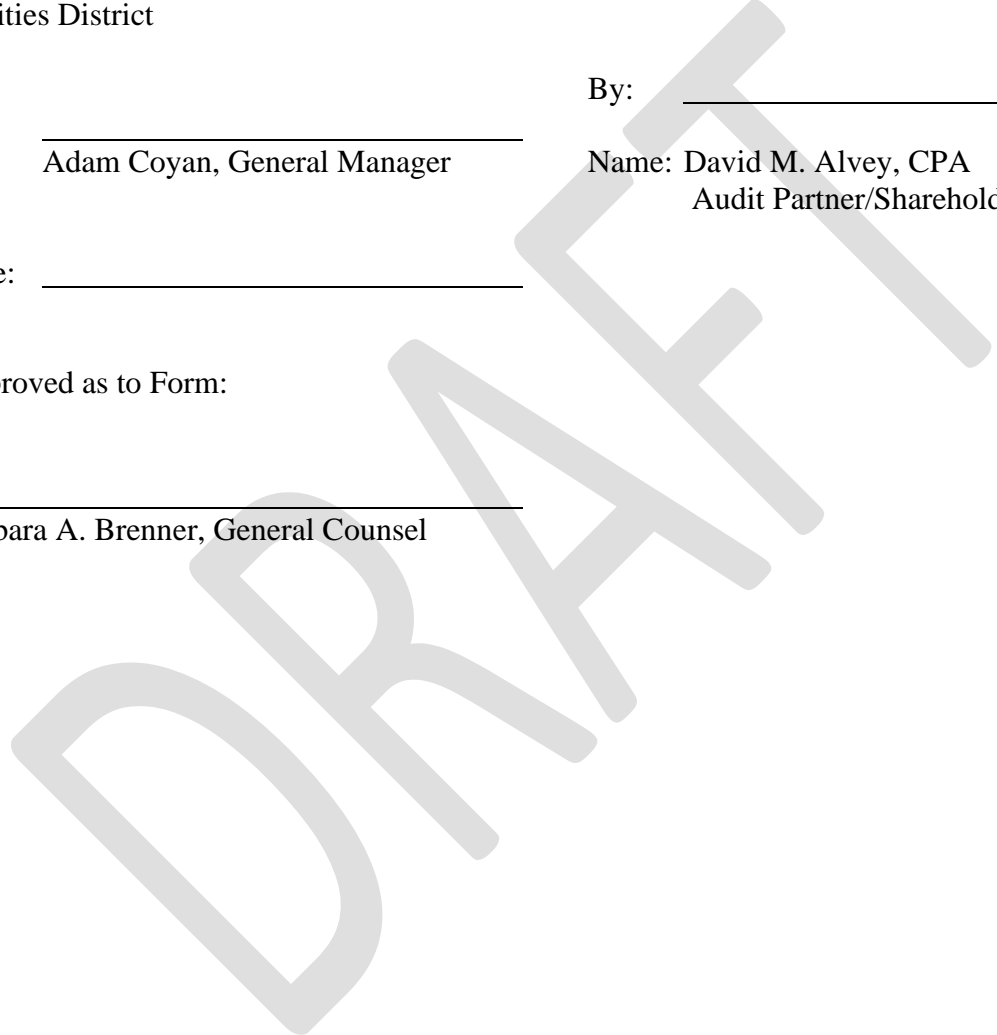
\_\_\_\_\_  
Barbara A. Brenner, General Counsel

**CONSULTANT:**

MAZE and Associates, a California  
Accountancy Corporation

By: \_\_\_\_\_

Name: David M. Alvey, CPA  
Audit Partner/Shareholder





**EXHIBIT A**  
**Services and Rates**

DRAFT

**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**

**Personnel Policies**

We are an equal opportunity employer. Our staff includes both sexes, which are represented in every staff classification including Principal. Our hiring, management and personnel decisions are based solely on an individual's skills and knowledge. As a result, our staff is very representative of the State's population as a whole.

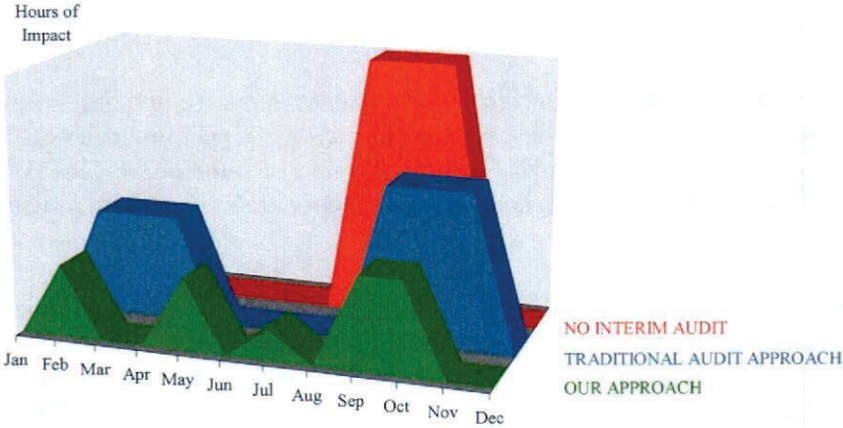
We are registered with the State as a small or minority, and woman- owned business enterprise.

**SPECIFIC AUDIT APPROACH**

**Overview**

Our audit strategy is designed specifically for municipalities. We perform half our audit well before year-end so we can identify problems early. Our strategy maximizes our efficiency and lessens the load on our clients. When engaged to prepare the financial statements, we prepare proformas of them for your review, well before year-end and we give you detailed interim and final-phase checklists of all the items we will need from you months in advance.

As you can see from the illustration below, our strategy significantly reduces our impact during the crucial year-end crunch.



**We will plan the audit in detail and prepare an Audit Plan** which details the information we will need from you to complete our interim and year-end audits, along with the person responsible for preparing it and the date they will have it ready. We tailor it to refer directly to the schedules you already prepare.

## SPECIFIC AUDIT APPROACH (Continued)

**We do not require special reports or reconciliations just for our audit.** We have found that coordinating our team and our client's staff works very well because it helps minimize the impact on your staff at year end. This way the Audit Plan includes most data we need from you so you and your staff can plan and schedule your work accordingly. **Our clients know from prior experience with our firm, that we excel at minimizing our impact on your staff.**

### *Specific Audit Strategy – Interim*

Unlike older-style firms, **we perform most of our important work at interim**, well before the end of the fiscal year. We use our interim work to identify and solve problems and plan the year-end closing and audit in detail. Well before we begin our interim work, we will send you a list of the items we need, so you will have time to prepare.

We forecast many year-end amounts at interim, so that we can limit the amount of work required at year-end and concentrate instead on areas of concern. For example, we normally perform all our cash and investment testing at interim, including sending confirmation letters to depositories and determining financial statement categorizations. Performing these last two steps at interim allows plenty of time to follow up on confirmations or resolve questions about the proper categorization of an investment without delaying the audit. As another example, we test long-term debt at interim and forecast year-end balances and transactions for each debt issue.

We use **remote inquiry** as much as possible at interim, in order to increase our efficiency and reduce our impact on your staff. We can download Board minutes and other documents from your website for review. Combining these abilities with our checklists has allowed us to perform larger portions of the audit in our own offices and reduce our questions to writing so that you have more time to deal with them.

### *Laws, Regulations and Compliance*

Our audits are designed to ensure that we test transactions for compliance with the Single Audit Act and other applicable laws and regulations, including the California Government Code, provisions of applicable grant guidelines, California Constitution Gann Limit requirements, requirements of local measures, Transportation Development Act requirements, etc. We identify applicable laws and regulations as part of our audit planning each year.

To the extent possible, we also begin our tests of compliance with laws and regulations at interim, including use of the Uniform Guidance and the OMB Compliance Supplement and any other applicable compliance guidelines. Even if the work cannot begin until year-end we determine the applicable laws and regulations for our compliance testing so that we may incorporate the necessary information into our year-end closing checklist. Our audit samples for purposes of compliance vary based on the grant or compliance guidelines and are program-specific. The samples are stratified to ensure we test transactions that are representative of the costs charged to grants.



*Specific Audit Strategy – Analytical Procedures and Year End*

At year-end we do not repeat any of the work we performed at interim. Instead, we focus on the items in your Audit Plan and on the Basic Financial Statements. Our Engagement Partner and Supervisor will meet with you on the first day of the year-end audit to review the status of the year-end closing and to determine if modifications to our year-end approach are needed. This meeting sets the stage for the year-end audit; by this time the format and content of the financial statements is pretty well set and most audit adjustments have been identified. If we find any material adjustments, we will discuss them with you immediately and provide you with the journal entries required; we do not propose adjustments that are not material.

At the conclusion of our year-end work, our Engagement Partner and Supervisor, will review the District's financial statement drafts and provide feedbacks. Once the final financial statements draft is ready, a second partner not involved with the audit will perform a "quality assurance review" of the financial statements and workpapers so that we will be ready to sign the financial statement opinions as soon as possible.

You will find our strategy allows you to control the audit process, enables you to spread the work over the year as you wish and greatly reduces the pressure at year end.

*Audit IT Systems, Security and Going Green*

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. **We have a full-time IT staff who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.**

Every person on our staff is provided with a Windows operating system PC networked with other audit team PCs and a printer via our own wireless LAN establish at the start of each audit in our client's office. Years ago, we completely eliminated hardcopy workpapers by converting to *ProSystems fx Engagement* paperless audit software published by Commerce Clearing House. We use Word as our word processor and Excel for preparation of financial statements and schedules and Outlook for personal information management.

Because of our shift from hardcopy documentation to softcopy and our obligation under professional standards to maintain confidentiality of client data, we instituted state-of-the-art security protections to ensure client data remains confidential and secure. For example, many CPAs use email as a method of communicating financial data to and from clients. But emails are not secure communications! We therefore employ a secure data file transfer system called "LeapFile" under which we exchange data files with our clients using a secure website. This keeps data confidential and has the added benefit of permitting downloads of large excel files or Microsoft Office files that may be erroneously rejected by some email scanning software. In the event one of our staff works out of the District's offices or telecommutes, they access data via our virtual private network. **Our VPN, LANs, and audit software are password protected and encrypted to ensure your data remains confidential and secure.**



## SPECIFIC AUDIT APPROACH (Continued)

We will also use some type of connection to the internet during our audit, but coordinate it with your IT Staff to ensure there are no breaches in security or protocols.

We have working experience with a broad range of accounting software and systems. We have reviewed and tested controls over these systems. We have used and tested reports produced by these systems. The newer systems allow on-line inquiry or query and custom report writing, and we use these functions whenever possible.

### ***Local Expertise and Resources***

Our expertise and resources are local which provides our clients with timely on-the-spot responses to issues and questions as they arise. Our Audit Supervisors are on site daily while the audit team is in the field. Our Engagement Partner is frequently checking on progress, discussing and resolving issues with the Audit Team, as well as meeting with our client as needed. In cases of highly complex operations or unusual issues, our Technical Review Partner is brought out to meet with the audit team and provide technical support, consultation and participate in meetings with our clients as needed. With all our resources available locally, our clients are assured of in depth, timely audits and expedient resolutions to questions and issues as they arise.

### ***System Controls, Transaction Cycle Processing Verification and Sample Sizes***

With any data processing system upon which we intend to rely as a means of reducing substantive testing, we perform a variety of tests to verify the accuracy of transaction processing, the reliability of system control points and authorization controls, appropriateness of profile structures including Super-user rights access, and automated functionality such as sub-ledger integration and auto-journal entry validity and set up controls.

Gaining an understanding of the design of relevant procedures, controls and authorization levels is integrated with our risk assessment procedures discussed under the ***Client Tailored Risk Assessment*** section below. As part of our risk assessment process we identify those transaction cycles we intend to rely on. Both processing procedures and controls that are to be relied on are tested with our audits.

Transaction cycle processing and control tests typically involve sampling techniques. Most of our transaction samples are selected and tested during the interim portion of our work. Each sample will run from twenty-five to sixty transactions in size. We use interval and judgment sampling techniques with a high degree of stratification. Most municipalities operate more than one major revenue system. Therefore, we typically determine which revenue transactions are processed with common procedures and controls and deem that to be a single population and subject it to a single sample. Other revenue cycles processed with separate controls are tested with their own samples. For example, it is common for separate samples to be selected for governmental receipts and each major enterprise fund. Transaction cycles we sample are dependent on materiality to each client's financial statements but typically include, payroll, disbursements, receipts, loans receivable, investments and budget transactions and in accordance with the requirements of Statement of Auditing Standards #99 we also sample journal entries. Samples from each grant audit or major federal award program are also made. Samples are triple purpose samples and we test for correct recording, compliance with applicable policy or regulation and key control attributes – both manual and automated. This includes verification of sub-ledger integration and auto-journal entry validity, if needed.



***Profiles, Access and Setup Controls***

Despite advances in information technology automation and system control features, classic segregation of duties concepts remain a mainstay for providing adequate internal controls. What has changed however, is the necessity to determine system profile structures and actual system access. We inquire how our clients establish and maintain system profiles for relevant staff with the objective of determining whether controls are in place to provide for adequate segregation of duties and to determine if system profiles are appropriate based on the individual's duties. We also determine how our clients monitor access and we test access through reviews of access logs, observation and in some extreme cases, with fully observed access attempts.

We will also inquire about procedures and controls used to ensure only those system functions and controls assigned to an employee are in fact setup in system profiles. Considerations include Super User Rights, system profile set up, and system authorization functionality such as transaction initiation, review and approval, automated entry setup and posting. Work typically involves inquiry of staff with Super-User Rights and determining how the organization provides a check and balance against the possibility that one person with Super-User Rights can intentionally or inadvertently assign unauthorized access. We often review access logs and examine approvals of profile changes and review authorization levels.

***Data Extraction***

We employ rather simple data extraction techniques these days since most modern systems provide easy download capabilities to text or Excel files. We have been utilizing data extraction for over fifteen years. We first began data extraction as a means of downloading data from our client's financial systems for upload directly into the financial statements. Then we expanded this to include transaction details, account information and other data contained in our client's systems that we need for audit. Our Chief Operations Officer, Chris Hunt, oversees our data extraction needs and has successfully worked with all of our clients and their systems to achieve data extractions for our use. We are extremely adept at converting from text, delimited and fixed width files, and with every system used by clients.

***Assessing Risks – Interim Phase***

Beginning with fiscal year 2007-2008 audits, a new set of Statements of Auditing Standards became effective and required that most auditors change the way they audit. Much of this new guidance came out of the aftermath of highly publicized audit failures such as Enron, Global Crossings and the like. The Statements make it clear that a generalized one-size-fits all audit approach will not be permitted. An audit must be based on a unique audit strategy customized to fit each client and its industry.

The primary objective of these Standards is to require the auditor's application of an audit risk model. The concept is that a set of financial statements should be evaluated for the underlying risks of material misstatement. Then, a customized audit should be tailored to test for misstatements and verify that controls are designed and in place to prevent and detect misstatements.



## SPECIFIC AUDIT APPROACH (Continued)

**We have consistently employed a risk-based concept from our firm's inception.** Our audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practitioners' Publishing Company (PPC), a third-party vendor specializing in producing audit guides for unique industries. But we have not simply used their guide as our approach. We have customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management, redevelopment compliance, transportation development act programs, and child development programs. Indeed, even revenues of California municipalities are unusual and complex such as the past Triple Flip and Proposition 1A securitization.

Our primary objective in an audit of each client's financial statements is to opine on whether the financial statements, including disclosures, are free of material misstatement. Our opinion must be based on sufficient, appropriate audit evidence that we obtain, and this evidence must be documented. To achieve this objective, we further refine our approach to be responsive to each individual audit. We may reduce the scope of our substantive audit tests provided we conclude there are effective specific controls in place which would detect and correct misstatements due to errors or fraud.

### ***Fraud Considerations***

Beginning with our 2004 audits, we employed additional audit steps required by Statement of Auditing Standards #99, *Consideration of Fraud in a Financial Statement Audit*. SAS #99 requires auditors to consider risk areas that may be susceptible to fraud and to then modify their audit strategy. We have been employing a variation of the SAS #99 concept since the early 1990's. For example, for many of our recurring clients, we visited all of their cash collection sites. We performed cash counts and reviewed cash handling practices and procedures, including security measures employed to limit access to cash. This and our planning meetings with our clients' staff have resulted in the inclusion of a variety of special emphasis areas in our audits. We combine our fraud consideration brain storming sessions with our overall risk assessment process discussed below.

### ***Client Tailored Risk Assessment***

Our strategy to assessing risk begins with a brainstorming session of our audit team where they review your prior year financial statements and operations to identify areas of major audit risk. We also incorporate our consideration of other factors such as the risk of fraud, the economy, regulatory complexities or changes, credit market conditions and others into our initial assessment. We may also compare unusual transactions and estimates to those used by other municipalities or to current trends and issues. Since we are a niche firm specializing in California municipalities this is relatively easy. For example, certain development agreements are unique to municipalities. These agreements usually contain complex financial transactions and legal restrictions. With so much experience in this area we can quickly design an efficient response to these risks.

Major audit risks are further evaluated through consideration of relevant assertions to determine inherent risk due to error or fraud. For example, cash on hand has a relative higher inherent risk of loss due to theft than an infrastructure asset. High and medium inherent risk audit areas are further evaluated to determine relevant internal controls needed to prevent, detect and correct errors or fraud.



## SPECIFIC AUDIT APPROACH (Continued)

We start our evaluation of your internal controls by interviewing staff and meeting with Department heads as needed. We review policies and procedure manuals and other documentation to determine the design of procedures and controls. As part of our evaluations we document narrative memoranda outlining the duties of each pertinent person as well as our GRID evaluation of the important nexus control points. The GRID is our own design; it is a two-axis chart we use to identify potential conflicts of duties in your controls. We enhance our evaluation by reviewing system profile reports, paying special attention to super-user rights. This data is then used to determine the presence or absence of compensating controls designed to mitigate conflicts of duties vested in a single individual.

We then test to verify that procedures and controls are operating effectively such that they reduce the risk that errors or fraud could occur and go undetected and uncorrected. We use a variety of techniques to verify controls are effective including: sampling, observation, documentation of reviews, examining system access reports and comparisons with other data.

After this has been completed, we assess the risk of material misstatement which is determined by the relative inherent risk of an area and the associated control risk to plan our substantive tests. That is, the risk that controls are not in place or are not operating effectively. Areas with a low risk of material misstatement assessment may receive limited substantive procedures while those with a high risk of material misstatement will receive significant substantive procedures.

**We then design our final phase audit plan to ensure we obtain sufficient appropriate evidence about the financial statements and disclosures.** Specific audit procedures are developed and documented in our audit programs and we develop potential internal control points for further evaluation as to significance and communicate those to staff.

### *Client Participation in the Risk Assessment Process*

Of course, any risk assessment process is incomplete without our clients' active participation. We hold meetings with senior finance staff and others within the organization to discuss their views and assessments of risks affecting the financial statements. Our inquiries are backed up by reviews of the annual budget, mid-year budget revisions, internal audit reports, grantor performance and monitoring correspondence and any other pertinent data we deem relevant.

We must also establish two-way communication with the Board and Finance Committee which we typically accomplish by meeting to discuss the audit process and timing, management representations and fraud considerations. For those organizations without an Audit Committee, we typically attend a Board meeting or meet with representatives of the Board.



*Assessing Risks – Final Phase*

Although the majority of our evaluations and testing of internal controls is completed with our interim testing, it is during the final phase that actual year end balances, transactions and disclosures are known, and our substantive procedures are employed. These procedures and data often reveal unusual or unexpected results that must be considered in the risk assessment process. Risk assessment processes are iterative and cumulative. That is, we must continually re-evaluate our assessments based on information and procedures gathered. It is not uncommon for an initial assessment and the corresponding substantive audit work to be restructured as a result of new data. Indeed, it is the intent of current audit standards that the audit be responsive to risks.

Our substantive procedures are selected to be responsive to the assessed risk and relevant assertion and typically involve analytical procedures, third-party confirmation, estimation techniques, mini-max tests, trend analyses, recomputations, corroboration with other tests, tests in total, sampling and comparisons to data gathered in other municipal audits.

Risk assessment procedures would be incomplete without an evaluation of the adequacy of our evidence obtained including internal control tests, any significant deficiencies or material weaknesses and substantive test results. **These factors are considered prior to the release of our opinion in a final re-assessment process that includes our quality assurance review.**

*Communication and Coordination*

**We will meet with you at the start of each phase of work and conduct an exit conference at the end of each phase of work. This will ensure you know everything we do, with plenty of time to address any issues.**

Two key objectives for a well-run audit are to ensure timely communication of the audit results and to provide for seamless coordination of the external auditors with staff. The concept is virtually identical to our Accounting Issues Memorandum and detailed Interim and Closing Checklists that we typically prepare for our clients.

The Accounting Issues Memorandum concept was originated by one of our staff over two decades ago to function as a partner's brief of an engagement's status. It worked so well we expanded it to all our audits and share it with our clients. It has proven to be an indispensable communication and coordination tool ever since. This informal memo condenses and summarizes the audit status and issues as of the end of our interim work. It includes housekeeping matters, major and minor potential findings, scheduled audit fieldwork start and finish dates, etc. We produce this memo right in your office before the conclusion of our interim work, so you have an idea of what we've found so far and whether there are areas that need work.

Our Memorandum on Internal Control is drafted at year-end and may include significant issues raised with our interim phase Accounting Issues Memorandum as well as issues arising from our year-end work. We review a draft with you, so that you will have plenty of time to consider the facts and discuss our findings before the audit results are presented to the Board and Finance Committee.

## SPECIFIC AUDIT APPROACH (Continued)

### *Timeline*

Our proposed and audit schedule is as follows for the audit for fiscal year ending June 30, 2022. We understand that once the District gets caught up, we will adjust this timeline to strive to issue the report before December 31<sup>st</sup> each year.

- |  |                           |
|--|---------------------------|
| • Interim/Final Checklist and Planning Meeting | September 2022            |
| • Interim/Final audit procedures               | October and November 2022 |
| • Present final financial statements           | December 2022             |
| • Present to the Board                         | District to determine     |

### *Prompt Service and Delivery of Reports*

We have always focused on reducing financial statement turn-around time and we have never missed a deadline.

Our audit strategy emphasizes detail planning and coordination of our staff and client staff to complete the audit as efficiently as possible. We have found that completing all our work and our reports, if possible, as part of our fieldwork dramatically reduces the time required to issue final reports to our clients.

Our strategy allows our clients ample time to review all report drafts before issuance, while ensuring that all reports are issued timely.

### *Internal Quality Assurance System*

Every one of our audit and assurance engagements has an Engagement Partner responsible for the successful completion of the work as well as ensuring we maintain quality levels that satisfy professional standards. Our very high Partner to staff ratio of one to six is double that of traditional firms. We specifically structure our work for on-site Engagement Partner participation while the audit is being conducted. This structure is by design to ensure we have active on the job oversight of staff and timely completion of the work.

We have always subjected our audit and assurance engagements to a second Quality Assurance Review. This is performed by a second partner that is not involved with the audit.

### *Use of Electronic Resources*

As much as possible, we like to use electronic versions of documents. We find that this makes the audit not only efficient, but ecofriendly. We also set up OneDrive accounts in which files can be transferred regardless of their size.



## SPECIFIC AUDIT APPROACH (Continued)

### *Confirmations*

As requested in the RFP, we confirm that we typically use bank confirmations to vouch cash and investments. From time to time, these confirmations can be difficult to obtain and we can use alternative procedures such as review of the monthly bank statements.

### *Changes due to COVID-19 and related Shelter-In-Place Orders*

2020 presented many new challenges with the COVID-19 pandemic, and related Shelter-in-Place Orders and restrictions put in place. Due to our depth of experience in municipal accounting and audits, our practice of having active Partner involvement on the audits, as well as our stellar IT capacity within our firm, we did not miss a beat on having to perform the audit work remotely. Our audit partners, managers and supervisors immediately coordinated directly with our clients, and drew on our IT team to make sure we had all of the technological tools to make the remote process efficient and effective. We found that at the end of 2020, we actually experienced less delays in completing audits and issuing reports than in previous years.

The keys to successfully performing remote audits are active communication between the Auditors and the Client's team, understanding the needs and any potential capacity limitations of our clients, and detailed Checklists to prepare for the audits. For most clients, we were able to obtain VPN access into their accounting systems, in order to perform a significant portion of our audits without the burden of our clients having to spend significant time scanning documents. We also set up online portals through OneDrive for our clients to easily upload documents. We use Zoom and Microsoft Teams to set up face-to-face interviews or meetings, and/or our clients set up the meetings using their preferred formats.

Under certain circumstances where it would be particularly difficult for our clients to provide items virtually, we are able to coordinate sending out a minimal number of auditors to view documents onsite, while of course following the related County restrictions and any other COVID protocols our clients have in place. As we value the safety of our staff and our clients and the general public, we will always follow best practices, while still getting the job done.

**SPECIFIC AUDIT APPROACH (Continued)**

**Segmented Time**

Based on the review of the draft of the June 30, 2022 basic financial report, we have estimated our time as follows:

Audit Activities	Budgeted Hours					Total
	Engagement Partner	Alternate Partner	Supervisor	Associates	Office	
General Procedures/Planning/Confirm/Checklists			6.00			6.00
SAS #99 Fraud Assessment	1.00		1.00			2.00
Minutes-resolutions			2.00			2.00
Report	3.00	2.00	12.00		3.00	20.00
Supervision/review	4.00		12.00			16.00
Conferences & meetings	2.00		2.00			4.00
Management letter	1.00		2.00		1.00	4.00
Analytical review	1.00					1.00
Internal Control Environment / Info Systems Review				16.00		16.00
Cash & Investments				10.00		10.00
Revenue/Receivables				8.00		8.00
Capital Assets				24.00		24.00
Accounts Payable				8.00		8.00
Long Term Debt				12.00		12.00
Payroll/Accrued liabilities				8.00		8.00
PERS/OPEB				32.00		32.00
Net position				1.00		1.00
Risk Management				1.00		1.00
Commitments and Contingencies				1.00		1.00
<b>Subtotal - Basic Financial Statement &amp; Management Letter</b>	<b>12.00</b>	<b>2.00</b>	<b>37.00</b>	<b>121.00</b>	<b>4.00</b>	<b>176.00</b>
<b>Additional Services Per RFP:</b>						
Annual Report of Financial Transactions (Controller's Report)		1.00		4.00		5.00
<b>GRAND TOTAL</b>	<b>12.00</b>	<b>3.00</b>	<b>37.00</b>	<b>125.00</b>	<b>4.00</b>	<b>181.00</b>



## IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

We will provide the District with whatever support it needs with regard to gaining an understanding of new pronouncements affecting the financial statements and our audits. Our consistent approach is to provide our clients with advance identification of new GASBs as they are issued. With every audit, we provide overviews of new pronouncements including effective dates and we review these with District staff.

In the year of implementation, we proforma new disclosures and add on additional data requests to our interim and closing checklists. For complex rules, we prepare course materials and conduct training and education sessions during interim for finance and other affected District staff to ensure they understand the requirements. We include the new GASB provisions as well as any additional resources such as implementation guides, practical application examples and additional technical resources and contacts. After District staff has had a chance to think about District's operations, we conduct a follow-up conference to determine the potential impact to the financial statements and audit. In unusual cases we will schedule additional field work before year end to ensure the new rules do not affect year end timing.

## TOTAL ALL-INCLUSIVE MAXIMUM PRICE

### *Maze & Associates Certification*

David Alvey and Vikki Rodriguez are authorized to submit this proposal and negotiate and sign a contract with the Georgetown Divide Public Utility District. Our offer is firm and irrevocable until June 30, 2022.

### *What Our Price Includes*

Our price includes all the basic audit work and reports, statements and other deliverables specified in your request for proposal. Our price also includes the items below at **no additional cost**:

- 1) Year-round support and telephone consultation on pertinent issues affecting the District,
- 2) Copies of our journal entries and our leadsheets used to support the amounts in your financial statements,
- 3) **Free full day of training** at our annual MazeLive event,
- 4) Active Partner involvement in your work **every year**,
- 5) Our typed interim Accounting Issues Memorandum,
- 6) Overviews and summaries of upcoming pronouncements and regulation affecting the audited financial statements.
- 7) Direct dump of general ledger data into our ProSystems trial balance software which is fully linked to financial statement formats.

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- 7) Direct dump of general ledger data into our ProSystems trial balance software which is fully linked to financial statement formats.



**TOTAL ALL-INCLUSIVE MAXIMUM PRICE (Continued)**

**Fees and Billings**

Progress billings will be made on the pro-rated audit work completed during the course of the engagement. Our fees are firm fixed prices. In determining our fees, we understand that the District's records will be in condition to be audited; that is, transactions will be properly recorded in the general ledger and subsidiary records, these accounting records and the original source documents will be readily available to use, we will be furnished with copies of bank reconciliations and other reconciliations and analyses prepared by the District and District personnel will be reasonably available to explain procedures, prepare audit correspondence and obtain files and records.

**We do not post separate rate structures for municipal audit work. We view this work as being every bit as important and valuable as the work we perform for other clients and we put our best people on it. Any consulting work you request will be performed at the same rates as our audit work.**

**Total All-Inclusive Maximum Price**

	Hours (3)	Hourly Rates (4)	Totals (2)			Three Year Total	Optional Extensions		Grand Total
			2022	2023	2024		2025	2026	
<b>Basic Financial Statements &amp; Management Letter:</b>									
Partner	14.00	\$300	\$4,200	\$4,326	\$4,456	\$12,982	\$4,590	\$4,728	\$22,300
Supervisor	37.00	130	4,810	4,954	5,103	14,867	5,256	5,414	25,537
Associates	121.00	90	10,890	11,217	11,554	33,661	11,901	12,258	57,820
Office	4.00	75	300	309	318	927	328	338	1,593
<b>Basic Financial Statements &amp; Management Letter:</b>	<b>176.00</b>		<b>20,200</b>	<b>20,806</b>	<b>21,431</b>	<b>62,437</b>	<b>22,075</b>	<b>22,738</b>	<b>107,250</b>
<b>Other Items</b>									
<b>Annual Report of Financial Transactions (Controller's Report)</b>	<b>5.00</b>		<b>660</b>	<b>680</b>	<b>700</b>	<b>2,040</b>	<b>721</b>	<b>743</b>	<b>3,504</b>
Out-of-pocket expenses (1)			0	0	0	0	0	0	0
<b>Total all-inclusive maximum price:</b>	<b>181.00</b>		<b>\$20,860</b>	<b>\$21,486</b>	<b>\$22,131</b>	<b>\$64,477</b>	<b>\$22,796</b>	<b>\$23,481</b>	<b>\$110,754</b>

If the District requires a Single Audit, the additional fee will be \$3,700 per major audit program.

NOTES:

- (1) Out-of-pocket expenses are included in our standard hourly rate.
- (2) Our policy is to attempt to keep our clients fees constant after inflation.
- (3) Estimated hours are expected to remain constant.
- (4) The hourly rates can be used for any additional work the District may request that would be outside the scope of the audit engagement.

**RESOLUTION NO. 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A  
PROFESSIONAL SERVICES AGREEMENT WITH MAZE AND ASSOCIATES FOR  
AUDIT SERVICES FOR FY 2021-2022, FY 2022-2023, FY 2023-24, PLUS OPTIONAL  
TWO ON-YEAR EXTENSIONS FOR AN AMOUNT NOT EXCEED \$110,754**

**WHEREAS**, on June 10, 2022, the Georgetown Divide Public Utility District issued a Request for Proposals for audit services;

**WHEREAS**, two proposals were received by the deadline of June 27, 2022, and each proposal was reviewed and scored independently by District staff; and

**WHEREAS**, MAZE and Associates was selected with the lowest bid for the services requested; and

**WHEREAS**, a Professional Services Agreement with MAZE and Associates was then prepared for an amount not to exceed \$110,754 for the annual audit of three fiscal years plus two one-year extensions; and

**WHEREAS**, the Fiscal Year 2022-2023 Operating Budget includes the cost of the annual audit.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the attached Professional Services Agreement for audit services with MAZE and Associates is approved and the General Manager is authorized to execute the agreement.

**PASSED AND ADOPTED** on this 9<sup>th</sup> day of August 2022, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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Michael Saunders, President  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

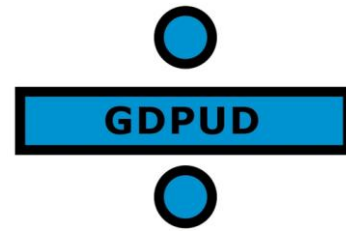
ATTEST:

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Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors



**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF AUGUST 9, 2022  
AGENDA ITEM NO. 10.F.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: DISCUSS AND CONSIDER REMOVING BONNIE NEELEY  
FROM THE FINANCE COMMITTEE**

**PREPARED BY:** Adam Coyan, General Manager

**APPROVED BY:** Adam Coyan, General Manager

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**BACKGROUND**

On October 12, 2021, the Board of Directors adopted District Policy 2021-1012 (Attachment 1), the Role and Responsibilities of the Finance Committee.

**DISCUSSION**

As specified in Board Policy 2021-1012, Section 8. Removal, "All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board."

**FISCAL IMPACT**

There is no fiscal impact.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) discuss and determine the action on removing a member of the Finance Committee.

**ALTERNATIVES**

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

1. District Policy 2021-1012, Role and Responsibilities of the Finance Committee
2. Resolution 2022-XX, Removing Member from Finance Committee

**POLICY TITLE:        Role and Responsibilities of the Finance Committee**

**POLICY NUMBER:    2021-1012**

**BACKGROUND:**

The Board of Directors (“Board”) of the Georgetown Divide Public Utility District (“District”) formally established the Finance Committee (“Committee”) under District Policy 5000.3 which requires the committee to comply the Ralph M. Brown Act, California’s “Open Meetings Laws” adopted by the Legislature in 1953. Commonly referred to as the Brown Act, these provisions are contained in Government Code Section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated. Committee members must be knowledgeable about Brown Act provisions and are required to take annual and bi-annual training.

The Board rescinded the resolution establishing the role and responsibilities of the Finance Committee during the regular meeting of June 9, 2020. At the regular meeting of January 12, 2021, the Board created an ad hoc committee to work on a new Finance Committee Policy. The roles and responsibilities of the Finance Committee is set forth below:

1. **Purpose.** The Finance Committee was established as an advisory body to the Board on matters related to the District’s finances, budgeting, auditing, financial policies, and reports. Due to the Committee’s advisory nature, the Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.
2. **Membership; Quorum.** The Committee shall be comprised of no fewer than three (3) and no more than five (5) public members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee, but no less than three (3) public members.
3. **Board Liaison.** The Board Treasurer and another Director, for a total of two (2) Directors, shall be assigned to the Committee as Board Liaison members.
  - (a) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee Chairperson.
  - (b) The Board Liaison’s role will be advisory to the Committee.
  - (c) The Board Liaison will not have a vote on the Committee.
  - (d) Only two (2) Board of Directors can be present at any of the Committee meetings
  - (e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there

- (f) are three members present, the Board Liaison is authorized to request the non-liaison Board member to leave.

#### **4. Selection of Committee Members.**

- (a) A Notice of a Vacancy on the Finance Committee shall be posted on the District's website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
- (b) All applicants who reside within the District boundaries will be eligible for consideration by the Board. It is recommended that applicants have experience in finance, budgeting, accounting, management, and/or related fields.
- (c) Applications must be submitted by the stated deadline and must include a Statement of Interest and resume. Applicants can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to [gm@gd-pud.org](mailto:gm@gd-pud.org).
- (d) The General Manager will distribute all applications to the Board of Directors.
- (e) All applicants shall make a personal presentation of their qualifications to the Board of Directors during a Board meeting.
- (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, Directors will submit their ranking of the applicants to the Board President after the questioning period. The applicant(s) with the highest number of first place, then second place, etc., (if needed) rankings shall be selected and announced as the appointee(s).
- (g) Those Finance Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Finance Committee Chair, the President of the Board of Directors, and the General Manager.
- (h) The Board of Directors will confirm appointments and resignations by Resolution of the Board.

#### **5. Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors from their direction, or in response to Board approved proposals made by staff on matters related to the District's finances. It shall be the responsibility of the committee to adhere to the Board approved Conceptual Budget Timeline (Exhibit A) and to:

- (a) Review annual operating budget proposed by staff and make recommendations to the Board prior to the Board receiving the annual operating budget for approval.
- (b) Review emergency, short-range, long-range strategic financial plans and quarterly financial reports proposed by staff and make recommendations to the Board prior to the Board receiving the proposed financial plans and reports for approval.
- (c) Review the audited annual financial data and statements available when the audit is presented to the Board of Directors.
- (d) Review and monitor all District financial reports including, quarterly reports, request for proposal budgets, Capital and Reserve funds, monthly cash balances, fund transfers, investments, source of funding, and make any recommendations to the Board.

- (e) Present alternative options with recommendations to the Board.
  - (f) Present all Committee identified financial goals and proposals to the Board for approval.
  - (g) Accept all projects requested by the Board.
- 6. Meetings.** The committee shall meet monthly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices unless otherwise stipulated by an emergency or Executive Order.
- (a) At any meeting of the Finance Committee, the majority of the members currently appointed show constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion. A quorum cannot be under three (3) members.
  - (b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the Committee as provided by Government Code Section 54950 et seq.
  - (c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
  - (d) The proceedings of all meetings of the Committee shall be conducted in accordance with GDPUD Board Policy Numbers 5000, 5030 and 5040.
  - (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
  - (f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.
  - (g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight (48) hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the date, time, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – at least twenty-four (24) hours prior to the meeting.
  - (h) The Board Clerk shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- 7. Terms.** The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their resume to the Board and the General Manager, and then the Board voting on the Committee members reappointed during a Board meeting.



**8. Removal.** All committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the Board. The removal of a Finance Committee member shall follow procedures that will be outlined in a District Policy on Board Committees.

**9. Officers.** The committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy

of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

**10. Agenda.**

- (a) The General Manager, in cooperation with the Board President and the Chair of the Finance Committee, shall prepare an agenda for each regular and special meetings of the Finance Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) All items on the agenda must have been approved or directed by the Board of Directors. These items may come from either the Board, Staff, or Finance Committee requests.
- (c) There is a conceptual timeline which should be automatically incorporated each month at the direction of the Board.
- (d) During the last item of the Finance Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (e) Reports will be prepared each month based on the conceptual timeline for the Finance Committee and any other monthly financial committee reports or agendized items.
- (f) Requests for additional information by Committee members should be directed to the Finance Committee Chair. The Chair will provide the Board Treasurer with these requests. The requests will then be given and discussed with the General Manager by the Treasurer with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager. Committee members must be aware of the conceptual timeline and reports required for the agenda when requesting additional information.

**11. Board Reports.** The Committee shall report on its activities to the Board at least monthly and more often if needed or requested by the Board. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the

next Regular Board Meeting by the Finance Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.

- 12. Board Liaison and Staff Support.** The Committee shall have a following Board and/or staff members to assist it with its work from time to time as may be necessary or desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

## **EXHIBIT A**

### **Georgetown Divide Public Utility District Finance Committee Conceptual Timeline**

The Finance Committee shall accept direction from the Board of Directors to provide financial reviews, make recommendations, and report on its activities to the Board at least monthly, or more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of Committee activities per this timeline, and on any ongoing or outstanding activities or tasks. The Board Report is given during the Regular Board meeting during Committee Reports by the Committee Chair. Committee meeting minutes may be used to satisfy the reporting requirement if the Chair will not be present.

**January** – Review Second Quarter Budget Report, Comparison of Mid-Year Budget Report.

**February** – Capital/Reserve Budget Review, ALT Wastewater Rate to Budget Review.

**March** – Begin Review Next FY Budget

**April** – Review Next FY Draft Budget, Review Third Quarter Budget Report.

**May** – Review Next FY Final-Draft Budget, Audit Prep Review.

**June** – Joint Budget Workshops with the Board of Directors

**July** – Review Fourth Quarter Budget Report, FY-End Actuals Review.

**August** – Review Investment Policy, Water Rate to Budget Review.

**September** – Fund Transfer Tracking Review.

**October** – Review First Quarter Budget Report.

**November** – Review CalPERS Unfunded Liabilities, Compare Prior FY Budgets with Matching Prior FY Audits.

**December** – Develop Finance Committee’s Annual Work Report for the Board of Directors.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2022-XX, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 9<sup>th</sup> day of August 2022.

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Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



**RESOLUTION 2022-XX**

**OF THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC  
UTILITY DISTRICT TO DISCUSS AND DETERMINE THE ACTION ON  
REMOVING A MEMBER OF THE FINANCE COMMITTEE**

**WHEREAS**, the Georgetown Divide Public Utility District (“District”) Board of Directors (“Board”) reestablished the Finance Committee through Board Resolution 2021-16 and memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Board Policy 2021-12; and

**WHEREAS**, Board Policy 2021-1012 , Section 8. Removal, specifies that Committee members serve at the will of the Board, any member may be removed by an affirmative vote of three (3) members of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** Bonnie Neeley is hereby removed as a member of the Finance Committee.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9<sup>th</sup> day of August 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

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Michael Sanders, President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

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Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2022-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9<sup>th</sup> day of August, 2022.

---

Adam Coyan, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF AUGUST 9, 2022  
AGENDA ITEM NO. 11**



**AGENDA SECTION: PUBLIC HEARING**

**SUBJECT: SECOND READING OF ORDINANCE 2022-01  
CERTIFYING ANNUAL DIRECT CHARGES - FEES AND  
ASSESSMENTS**

**PREPARED BY:** Jessica Buckle, Office/Finance Manager

**APPROVED BY:** Adam Coyan, General Manager

**BACKGROUND**

The El Dorado County Auditor-Controller notified the District that the deadline for submitting the required documents to place District-related charges on the County’s secured property tax bills is August 10, 2022. The notice (**Attachment 1**) from the Auditor-Controller provides a checklist of items to be delivered to the Auditor’s Office by the deadline.

The adoption of an ordinance is part of this process. This is the first reading of Ordinance 2022-01 (Attachment 2) to allow the District to place a lien on property of customers with delinquent balances as of June 30, 2022, and to place the annual charges for the District’s assessment districts.

A preliminary list of delinquent customers as of June 30, 2022, is included in the Ordinance. The list will be modified up to the date of submission to the County with the removal of customers who have made payments on the balances. The other amounts to be placed on certain property owners’ tax bills relate to previously implemented water facility assessment districts. These annual assessments typically continue until the related assessment district debt is retired.

Following the First Reading of Ordinance 2022-01, a legal notice will be published in the newspaper with an updated list of delinquent accounts. The Second Reading of the Ordinance and potential adoption will be held at the next regular Board meeting on August 9, 2022.

**DISCUSSION**

The following chart is a summary of the Certification Submission Forms delivered by the District to the County in 2019, 2020 and 2021.

<b>Year</b>	<b>Date Submitted</b>	<b>Number of Accounts</b>	<b>Total Amount</b>
2019	8/28/2019	23	12,510.10
2020	8/31/2020	54	16,305.16
2021	8/10/2021	122	58,442.40
2022	To be submitted 8/10/2022	*160	*\$53,920.26

\*as of 8/4/2022

The District's efforts to notify customers; this is outlined below.

1. As required, a notice was inserted in the May Billing to all GDPUD customers (**Attachment 3** is a copy of this notice).
2. During this process (June 6–June 30) learned that some landlords did not know about the delinquent status of their accounts due to their tenant's non-payment of water bills. Staff worked to resolve issues with the property owners. Staff ensured that proper notice is provided to the property owner, in addition to the tenant.

### **FISCAL IMPACT**

This action is required for the District to collect the annual assessments and any unpaid charges. There are currently 162 delinquent water customer accounts with a total outstanding balance of \$53,934.10.

### **CEQA ASSESSMENT**

This is not a CEQA Project.

### **RECOMMENDED ACTION**

Staff recommends the Board of Directors introduce Ordinance 2022-01 and receive public comment regarding a proposed Ordinance stating the purpose for adding to and making assessments levied upon the land upon which water service was used and charges unpaid and for annual assessment district levies. Additionally, Staff will make necessary modifications and submit the required documents to the El Dorado County Auditor-Controller by the deadline of August 10, 2022 (5 PM) by Annual Certification of Levy and Data Submission Form (**Attachment 4**).

### **ALTERNATIVES**

The Board may request substantive changes to the Ordinance for staff to implement.

### **ATTACHMENTS**

1. List of current Tax Lien Customers
2. Notice from the County Auditor-Controller's Office
3. Ordinance 2022-01
4. Notice Inserted in May Billing
5. Annual Certification of Levy and Data Submission Form
6. Proof of Publication in Georgetown Gazette and Mt. Democrat



# County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE  
PLACERVILLE, CALIFORNIA 95667  
Phone: (530) 621-5487 FAX: (530) 295-2535

JOE HARN, CPA  
Auditor-Controller

BOB TOSCANO  
Assistant Auditor-Controller

Date: April 29, 2022  
To: All Districts Placing Direct Charges on the 2022/23 Secured Tax Roll  
From: Property Tax Division  
RE: **2022/23 Direct Charge Information/Instructions/Checklist**

## **\*\*\* AUGUST 10 (5PM) DEADLINE \*\*\***

The Assessor is expected to deliver his 2022/23 assessment roll on July 1, 2022, thereby opening the timeframe for districts to add direct charge levies to the 2022/23 tax bills. Any additions/changes/deletions subsequent to the deadline may occur if authorized by state statute (\$15 cost recovery per parcel).

This courtesy letter provides a checklist of items necessary for districts to place direct charge levies on the tax bills. Forms, links, lookups, and the Direct Charges Manual are available online at:

[https://www.edcgov.us/Government/Auditor-Controller/PropTax/Pages/direct\\_charge\\_information\\_for\\_districts.aspx](https://www.edcgov.us/Government/Auditor-Controller/PropTax/Pages/direct_charge_information_for_districts.aspx)

The district may deliver (email/fax/mail/hand deliver) the necessary items, in their entirety, to the Auditor's Office beginning July 1 (the data file can't be faxed). Email is preferred due to COVID-19. Early submission following July 1 is suggested because no additional time is allotted beyond August 10, regardless of reason.

## **\*\*\* CALDOR FIRE IMPACT/CONSIDERATIONS \*\*\***

### **Direct Charges**

2021/22 levies are generally not affected since most districts use a January 1 lien date for their direct charges. This includes those districts using the information from the Assessor's July 1, 2021 assessment roll/ParcelQuest to determine their direct charge levies.

It is anticipated that some direct charge revenues will be significantly impacted for 2022/23.

In compiling/calculating the 2022/23 direct charge levies, those districts with territory within the Caldor Fire area will need to pay very special attention if their direct charge levy calculation methodology is based on improved/unimproved and/or number of units. IF either of these criteria is used, please be aware of these items and expect to perform extra due diligence in calculating the direct charge levy:

- The presence of assessed value for improvements doesn't necessarily mean the property has a house/structure. Even if a structure (e.g. house) was 100% destroyed, the Assessor typically retained 5% of the improvement assessed value which represents underground improvements that may have survived and improvement value attributable to previously paid impact/development/mitigation fees.
- By July 1, the Assessor will have reviewed their records for the number of units existing on the 1/1/22 lien date on parcels in the Caldor Fire area.
- No fully destroyed structures were rebuilt as of the 1/1/22 lien date.
- If a list of parcels with burned structures is needed, please contact the Assessor, Attn: Danielle Yandow.



Date: April 29, 2022  
RE: 2022/23 Direct Charge Information/Instructions/Checklist  
Page: 2

### **General Tax (Proposition 13 Ad Valorem) Revenues**

Every district will be affected for 2021/22 even if outside the fire's boundaries. For further important information, including how 2022/23 revenues will be affected, please see the "Revenue Estimate Letters Per Jurisdiction" located on the internet page titled "Distribution of Proposition 13's 1% General Property Tax" located at <https://www.edcgov.us/Government/Auditor-Controller>.

### **Voter Debt (Ad Valorem General Obligation Bond Debt Service)**

For 2021/22, the K-14 districts within the fire scar area would expect to experience a reduced amount of revenue via the supplemental tax roll. For 2022/23, the debt service rate for any K-14 affected district may need to be set higher if the district's lien date overall assessed value is negatively impacted by Caldor Fire.

## **\*\*\* DISTRICT DELIVERABLES TO AUDITOR BY AUGUST 10 \*\*\***

*<sup>1</sup>Districts should review each form's Background and Instructions page*

### **Checklist of items to be prepared and delivered to the Auditor's office:**

1. **Governing Authorization Certification** fillable PDF form<sup>1</sup>.
2. **Proposition 218 Certification** fillable PDF form<sup>1</sup>.
3. **Local Agency Special Tax and Bond Accountability Act – Response** fillable PDF form<sup>1</sup>.
4. **Secured/Unsecured Tax Roll Certification** fillable PDF form<sup>1</sup>.
5. **Direct Charge Information Sheet** fillable PDF form<sup>1</sup>.
6. **Annual Certification of Levy and Data Submission** fillable PDF form<sup>1</sup>.
7. **Electronic Data File.** Use one of the four format options as shown in the online Exhibits ("tab delimited" option is generally the easiest).
  - Since procedures and calculations vary from district to district, the Auditor's office is unavailable to assist the district with this process.
  - For districts using ParcelQuest's software, the Auditor's purchased copy of ParcelQuest is available for use via an in-office appointment by calling (530) 621-5470 ext. 4.

After compiling the entire package (7 items above), submit it directly to the staff member shown on the Direct Charge Information Sheet form. The Auditor's office will process once the entire compiled package is received.

The Auditor's office will load the district's direct charge levies to the property tax system. If the district has more than one tax code, the levies may either be placed on one large file or broken into separate files for each tax code; however, all levies with the same tax code must be on the same file. The district will be notified of the results via email. Any updated submissions overwrite the previous submission and may be made as late as August 10 (5pm).

For questions, please contact the specific direct charge tax code's assigned "contact person" in the Auditor's office via email or phone as noted on the Direct Charge Information Sheet.

Date: April 29, 2022  
RE: 2022/23 Direct Charge Information/Instructions/Checklist  
Page: 3

**\*\*\* Additional DIRECT CHARGE INFORMATION \*\*\***

Districts should review the information contained in the online Direct Charges Manual. This document details the entire life cycle of direct charges on the tax roll, information regarding the 12-digit AN, and various responsibilities.

“Parcel split/combine” reports are available online that will greatly assist many districts:

- Compares the most recent actual direct charge levies to determine if the ANs remain valid for the upcoming tax roll year. This report is updated monthly and is applicable as of its run date.
- Particularly helpful for those districts that have a “set list” of ANs levied (e.g. a 1915 bond or Mello-Roos district).
- If ParcelQuest is used to determine a fresh set of ANs each year, the reports’ value is more limited.

There is a cost recovery for placing the Direct Charges levies on the tax roll. Information regarding the cost recovery can be located online at the website address noted above and in the Direct Charges Manual section *Cost Recovery Amounts*. The amount will be deducted from the district’s general ledger account after the December 10 posting of property tax collections to ensure that the district’s fund doesn’t earn negative interest.

**ORDINANCE 2022-01**

**AN ORDINANCE OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT STATING THE PURPOSE FOR ADDING TO AND MAKING ASSESSMENTS LEVIED UPON THE LAND UPON WHICH WATER SERVICE WAS USED AND CHARGES UNPAID AND FOR ANNUAL ASSESSMENT DISTRICT LEVIES**

**BE IT ENACTED** by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, County of El Dorado, State of California, as follows:

1. The Board of Directors of GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT hereby declares that for Fiscal Year 2021-22 the Georgetown Divide Public Utility District water service and related water quality services were furnished to and used on certain parcels of land upon which the annual assessment is, by this said ordinance levied for unpaid charges thereof as of June 30, 2022. Said parcels are set forth in Exhibit A attached hereto and made a part hereof. It is further declared said certain parcels of land are owned, controlled, or in the possession of the same person who owned, controlled, or was in possession of it during the time such service charges were incurred, or if transfers were made of the property since the date such charges were incurred, such transfers have been made by gift, descent, bequest, or devise. It is further declared that said unpaid charges are to be added to and made a part of the annual assessment levied upon said certain parcels of land, shall become a lien upon said parcels of land, and the Board of Directors shall include in its statement to be transmitted to the County Auditor, the amount of said charges upon said certain parcels of land.

2. The Board of Directors hereby orders the Clerk of said GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT to transmit to the County-Auditor a statement of the unpaid charges to be levied which may be added to and become a part of the first installment of the assessment.

3. The Board of Directors hereby orders the Clerk of said GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT to transmit to the County Auditor the forms required to levy the annual assessments for the assessment districts within the Georgetown Divide Public Utility District with outstanding debt. For fiscal year 2022-23, outstanding debt remains for the following assessment districts:

Stewart Mine Water Assessment District  
Kelsey North Water Assessment District

4. A certified copy of this Ordinance shall be transmitted to the County-Auditor of the County of El Dorado, State of California, upon its adoption.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT held on the ninth day of August 2022, by the following vote:

**AYES:**

**NAYS:**

**ABSENT/ABSTAIN:**

**ATTEST:**

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Michael Saunders, President  
Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

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Adam Cohan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**\*\*EXHIBIT A\*\***

Georgetown Divide Public Utility District  
2022 Tax Roll Delinquencies

*This list is the preliminary list, it could be reduced before publishing in the paper and before forwarding to the County.*

Assessor's Parcel Number	Legal Owner	Amount
060-060-014-000	ALISA SMITH	\$12.55
060-060-015-000	JAMES EMERSON	\$110.28
060-070-042-000	ROBERT/CARA SCOTT	\$232.31
060-140-004-000	STEPHEN BRANDON	\$946.06
060-140-028-000	SUSAN LAFRANCE	\$141.69
060-140-029-000	TIMBER ROFF	\$771.00
060-140-041-000	KEN MUSSO	\$308.40
060-180-006-000	RODNEY BROWN	\$199.11
060-180-022-000	KYLE RUNNELS and KAMRYN ELLSWORTH	\$534.69
060-180-031-000	NICK GERONDAKIS	\$408.84
060-200-043-000	VALERIE JENSEN	\$141.53
060-240-007-000	DELLA MANZINALI	\$1,180.16
060-240-007-000	DELLA MANZINALI	\$308.40
060-270-029-000	FEDERAL HOME LOAN MTG CORP TR	\$343.24
060-320-043-000	DANIEL & BILLIE COX	\$204.17
060-351-002-000	MAUREEN HOPKINS	\$84.37
060-351-030-000	GARY HEINZ	\$494.72
060-351-030-000	GARY HEINZ	\$308.40
060-361-001-000	SHANNON MIYARA	\$271.74
060-361-002-000	ROBERT DIPIERTO	\$406.55



Assessor's Parcel Number	Legal Owner	Amount
060-361-017-000	LYNN EWING	\$157.04
060-361-050-000	JOHN EDMUNDS	\$112.48
060-361-055-000	FAMILY REVOCABLE TRU YEE	\$94.28
060-391-016-000	ISAAC EDELMAN	\$310.01
060-401-006-000	JOHN/CINDY MARKER	\$1,502.40
060-401-006-000	JOHN/CINDY MARKER	\$489.80
060-401-008-000	RYAN NIEKARZ	\$437.24
060-440-016-000	DANIEL HAMMER	\$412.84
060-440-040-000	KATHY DAUGHERTY	\$364.43
060-611-011-000	ANTHONY CATALANO	\$146.70
060-622-001-000	CHRISTINE SPRINGER	\$1,022.69
060-690-028-000	DALLAS GATES	\$424.28
060-700-021-000	VIRGINIA ASBURY TRUST	\$487.43
060-700-049-000	TOBIN & SARAH MALLERY	\$590.57
060-700-051-000	GEWEL J ODOM	\$109.07
060-700-052-000	CLAUDIA ODOM	\$183.84
060-700-054-000	ARTYCE MOREAU	\$190.62
061-042-058-000	KIMBERLY RASMUSSEN	\$408.33
061-061-026-000	DAVID/TONI MABRAY	\$191.23
061-061-029-000	DIANE ROBLES	\$132.39
061-100-029-000	ELIZABETH PHILLIPS	\$308.40
061-150-028-000	VETERANS OF FOREIGN WARS	\$384.31
061-150-028-000	VFW GROWLERSBERG POST #92	\$616.80

Assessor's Parcel Number	Legal Owner	Amount
061-150-037-000	COLTON GOTHAM	\$440.68
061-220-013-000	WESLEY SHUSTER	\$365.08
061-231-003-000	HOLLY PLICHTA	\$635.79
061-231-030-000	KENNETH ABHOLD	\$305.16
061-241-023-000	DARLYS EDWARDS	\$322.64
061-252-009-000	VETERANS OF FOREIGN WARS	\$254.04
061-252-012-000	CHELSEA PEDERSEN	\$101.41
061-291-035-000	DAVID/STEPHANIE JUSTICE	\$275.76
061-291-036-000	DAVID JUSTICE	\$436.00
061-341-005-000	BILL DODGE	\$112.02
061-342-019-000	MANSELL LIDDICOAT	\$313.57
061-381-002-000	GARY PIETAK	\$140.39
061-381-014-000	BROOK ROTHER	\$169.40
061-381-023-000	RICHARD G BEAUPRE	\$6.01
061-391-038-000	HILLTOP MOTEL	\$374.51
061-410-056-000	RICK/CHERIE MANICA	\$168.60
061-441-027-000	JEREMY/TRACY NORDBY	\$424.21
061-441-033-000	DEAN PROSCHOLD	\$56.94
061-441-044-000	KARA HERSOM	\$313.75
061-450-014-000	DEREK CARDER	\$322.45
061-480-010-000	GARY/MONICA TRACHT	\$218.48
061-511-010-000	ADRIENE AND JONATHAN RICHARDS	\$402.24
061-511-019-000	MARILYN GALE	\$94.69

Assessor's Parcel Number	Legal Owner	Amount
061-511-038-000	TUG COLE KELLER	\$41.57
061-511-045-000	HEIDI FINLEY	\$734.16
061-520-017-000	AMANDA SABALSA'ARENAS	\$154.12
061-540-048-000	TODD BARNUM	\$2.21
061-560-049-000	JARETT & ERICA HILL	\$265.50
061-560-054-000	CHRISTINE BERG	\$292.50
061-643-001-000	VERA BEBIKH	\$497.47
061-720-026-000	CHARLES DUNHAM IV	\$294.61
061-740-032-000	RON LIBENGOOD	\$93.93
062-230-013-000	PEGGY BARNARD	\$565.96
071-070-001-000	RUBEN GARCIA	\$208.12
071-080-011-000	DINO & MARY MASOURIS	\$490.43
071-100-004-000	JILL L WYATT	\$122.42
071-142-005-000	MARC STANLEY	\$66.33
071-142-006-000	LENOND & ROSE LEWIS	\$2,886.07
071-171-005-000	CRAIG TERRELL	\$300.46
071-271-012-000	TOM NALEPA	\$234.37
071-271-016-000	RACHEL DEFAZIO	\$584.78
071-291-002-000	DOMINIQUE/DAVID MORTON	\$154.20
071-380-012-000	TOM NALEPA	\$91.92
071-430-011-000	ANTHONY/NICOLE BOEHLE	\$122.82
071-440-009-000	TOM NALEPA	\$61.76
071-461-022-000	JIMMY TATE	\$132.74

Assessor's Parcel Number	Legal Owner	Amount
071-470-043-000	STEVE AND ROBIN LAWTON	\$478.40
071-490-010-000	DOUGLAS OLSEN	\$49.85
071-500-006-000	JERRY RASCANO	\$807.62
072-081-006-000	NICHOLAS RAMELLA	\$137.65
072-093-002-000	JOEL STANLEY	\$149.44
072-131-005-000	CHRIS ROBERTS	\$622.75
072-255-004-000	RAY/LORI ATTLEBERGER	\$184.18
072-321-023-000	CHRISTOPHER/REBEKAH GIBSON	\$822.78
072-322-009-000	FRED DUNPHY	\$275.72
072-352-002-000	MARCELINO I/ANITA VIRAY	\$10.40
072-352-017-000	NORMAN LANGHAM III	\$142.37
072-363-018-000	MARK/JENNIFER DREW	\$295.44
072-372-033-000	RANDY JR & NICOL HINKLE	\$140.57
072-431-018-000	GARRETT MESQUITA	\$177.72
073-031-056-000	ROY WALLACE	\$113.90
073-072-014-000	DANIEL/SUSAN AMARAL	\$85.65
073-074-013-000	SHEILA KUMAR	\$537.30
073-111-001-000	BONNIE AVILA	\$112.00
073-112-001-000	NICOLE HARRISON	\$185.84
073-112-005-000	NATALIE FREIBERG	\$51.39
073-153-001-000	JERRY AND KATHRYN TAYLOR	\$213.60
073-174-019-000	NICK AND ALYSSA HAAG	\$257.79
073-291-002-000	BEN MARTIN	\$266.95



Assessor's Parcel Number	Legal Owner	Amount
073-292-007-000	ROBERT & SAMANTHA HICKS	\$130.60
073-293-002-000	MIKE/KRISTIE ROMANOWSKY	\$82.11
073-313-028-000	DJUANNA LANKFORD	\$135.27
073-321-011-000	NICHOLAS DELGADO	\$70.60
073-322-014-000	JONATHON/RENEE HEDDEN	\$559.51
073-351-018-000	LARRY STREIF	\$536.45
073-351-053-000	TRISH DOFELMIRE	\$379.57
073-421-041-000	GEORGE ZWEIER	\$111.71
073-452-006-000	NATALIE FREIBERG	\$51.39
073-492-005-000	JOE and LILLIAN MIRANDA	\$623.69
073-511-002-000	PAUL KLENTOS	\$68.52
073-572-003-000	RYAN/SUMMER HUGHES	\$132.84
074-030-009-000	ADAM/HEIDI ZACHER	\$170.60
074-060-007-000	ROBERT BROCKMAN	\$1,080.50
074-110-002-000	FREDENE ANDERSON	\$191.18
074-110-031-000	ROBERT & SONJA TREDER	\$249.62
074-173-001-000	RAYMOND DOWLER	\$306.62
074-230-034-000	LLANA, GIORGIAN and NARCIS CLONTOS	\$259.15
088-020-023-000	WENDELL/MAXINE SMITH	\$124.91
088-020-082-000	SEAN DALTON JACKSON	\$380.01
088-021-003-000	CHARLES MEHARD	\$178.33
088-050-028-000	ROBERT/JACQUELINE WILDER	\$366.35
088-050-038-000	SAMUEL THOMPSON	\$427.31

Assessor's Parcel Number	Legal Owner	Amount
088-050-061-000	PATRICIA WHITNEY	\$205.60
088-060-040-000	CHRISTINA BISHOP	\$1,087.28
088-080-026-000	EDUARDO AND PAULA BARTOLOME	\$88.33
088-110-013-000	JUDY FUQUA	\$573.32
088-110-025-000	DAVID HILLMAN	\$325.75
088-110-037-000	PENELOPE CARPENTER	\$252.02
088-120-029-000	ANTHONY & DONALDA IMPSON	\$259.10
088-160-008-000	ANDY J ALESSI	\$110.29
088-170-020-000	JOHN/NANCY HOLDEN	\$561.27
088-170-030-000	KURT NEILL	\$1,496.61
088-223-033-000	JOSHUA HAMILTON	\$493.33
088-231-009-000	JEFF/SHERRI DUNNING	\$323.84
088-252-002-000	CHRISTA TUTTLE & HAROLD HAMMOND	\$37.43
088-261-005-000	DON KOLSTRUP	\$662.64
088-263-005-000	JOHN & KRISTIN JENSEN	\$268.96
088-263-011-000	YVONNE KARNIS	\$105.48
088-300-008-000	PAUL MOREAU	\$344.59
088-300-010-000	GERI AUSTIN	\$32.67
088-310-007-000	MARILYN POINSETT	\$101.56
088-310-012-000	DANNEY BRIGGS	\$184.75
088-310-014-000	ROBERT COSENTINI	\$115.13
088-350-002-000	RICHARD METZ JR	\$33.76
088-400-043-000	BRIANT BENSON	\$1,765.94

Assessor's Parcel Number	Legal Owner	Amount
104-250-004-000	BRANDON FIEDLER	\$308.40
104-250-011-000	ALMOSTA RANCH TRUST	\$154.00
	<b>TOTAL</b>	<b>\$53,611.86</b>

**CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of **Ordinance 2022-01** duly and regularly adopted by the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, El Dorado County, California, at a meeting duly held on the ninth day of August 2022.

**TO BE ADOPTED AND SIGNED AT THE AUGUST 9<sup>TH</sup> REGULAR BOARD MEETING**

\_\_\_\_\_  
Adam Coyan, Clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**REQUIRED NOTICE**  
**Please read this notice carefully.**

Georgetown Divide Public Utility District is required to provide this notice to all delinquent accounts to allow the District to place any unpaid, past due amounts as of **June 30, 2022** on the County Tax Roll as a lien against the property.

Based on the information the District has at this point in time, the amount shown on the enclosed bill is the past due amount owed as of June 15, 2022. Unless full payment is **received by July 1, 2022**, it will be necessary to place a lien against the property for any unpaid amount. Please call the District if you have any questions or concerns regarding this notice **(530) 333-4356**.

**REQUIRED NOTICE**  
**Please read this notice carefully.**

Georgetown Divide Public Utility District is required to provide this notice to all delinquent accounts to allow the District to place any unpaid, past due amounts as of **June 30, 2022** on the County Tax Roll as a lien against the property.

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Based on the information the District has at this point in time, the amount shown on the enclosed bill is the past due amount owed as of June 15, 2022. Unless full payment is **received by July 1, 2022**, it will be necessary to place a lien against the property for any unpaid amount. Please call the District if you have any questions or concerns regarding this notice **(530) 333-4356**.



**Direct Charge Levy**  
**Annual Certification of Levy and Data Submission Form**  
**DEADLINE IS 5PM WEDNESDAY, AUGUST 10, 2022**

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Any error will cause the entire data submission to fail. These include:

- Incorrect overall file format (4 data formats are available)
- File format errors on individual records/lines
- Invalid ANs
- Duplicate ANs
- Levy amount with an odd cent (.01, .03, .05, etc.)
- \$0 amount

Any data resubmissions completely overwrite the entire tax code's previously submitted data for the same tax year.

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Direct Charge Tax Code: **84042**  
Direct Charge Tax Bill Description: **Delq Bill: Georgetown PUD**  
District Name: Georgetown Public Utility District  
District Email Address: slbeck@gd-pud.org  
Property Tax Division Staff Information: Marsha Tover 530/621-5472 marsha.tover@edcgov.us  
For Tax year: **2022/2023** (July 1, 2022 through June 30, 2023)

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The undersigned hereby: attests that the direct charge levies have been verified for accuracy and approved by the district; agrees to the cost recovery for direct charges enrolled; and agrees to the statutory and procedural terms for collection on the tax roll.

Check One:

- Only one direct charge tax code # on the file  
 Multiple direct charge tax code #s on the file

Check One:

- 1<sup>st</sup> Submission for tax roll for the tax year  
 Resubmission for tax roll for the tax year

Check One:

- Data file is for secured tax roll  
 Data file is for unsecured tax roll

08/10/2022

Date Submitted

AM  
 PM

TBD

Number of Records  
(all levies will reject if different from data file)

TBD

Total Amount  
(all levies will reject if different from data file)

Office/Finance Manager

Title of Authorized Person Certifying this Form

Jessica L. Buckle

Print Name of Authorized Person Certifying this Form

  
Signature of Authorized Person Certifying this Form

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Loaded By

- Successfully Processed  
 All Records Rejected

Date Sent Confirm-Reject Memo



# GEORGETOWN GAZETTE

PROOF OF PUBLICATION  
(2015.5 C.C.P.)

## Proof of Publication of: NOTICE OF PUBLIC HEARING

STATE OF CALIFORNIA  
County of El Dorado

I am a citizen of the United States and a resident of the County aforesaid; I'm over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am a principal agent of and/or the publisher of the El Dorado Gazette, Georgetown Gazette & Town Crier, a newspaper of general circulation printed and published once each week in the town of Georgetown, Ponderosa Judicial District, County of El Dorado, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court to the County of El Dorado, State of California, under the date of April 3, 1970, Case Number 18589; that the notice, of which the attached is a printed copy (set in type no smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

8/4

All in the year 2022

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Placerville, California, this 4<sup>th</sup>  
day of AUGUST, 2022

Mison Raus

Signature

### NOTICE OF PUBLIC HEARING

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT ADDING ORDINANCE 2022-01 STATING THE PURPOSE FOR ADDING TO AND MAKING ASSESSMENTS LEVIED UPON THE LAND UPON WHICH WATER SERVICE WAS USED AND CHARGES UNPAID AND FOR ANNUAL ASSESSMENT LEVIES

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Board of Directors of the Georgetown Divide Public Utility District

(the "District") at its next regularly scheduled meeting of August 9, 2022, at 2:00 PM at the District Office located at 6425 Main Street, Georgetown, California, for a vote on the adoption of Ordinance 2022-01 (the "Ordinance") stating the purpose for adding to and making assessments levied upon the land upon which water service was used during fiscal year 2021-2022, and for which charges are unpaid as of June 30, 2022, and further declaring that said unpaid charges are to be added to and made a part of the annual assessment levied upon said certain parcels of land.

ALL INTERESTED PARTIES are invited to attend the August 9, 2022, Public Hearing to express opinions or submit evidence for or against the approval of the Ordinance. At the above-noted time and place, testimony from interested persons will be heard and considered by the District Board of Directors prior to taking action or asking for any recommendation on the Ordinance.

Upon request, the agenda and the documents in the hearing agenda packet can be made available to persons with a disability. In compliance with the Americans with Disabilities Act, the District encourages those with disabilities to participate fully in the public hearing process. Any person requiring special assistance to participate in the meeting should call (530) 333-4356, or email [gm@gd-pud.org](mailto:gm@gd-pud.org) at least forty-eight (48) hours prior to the meeting.

Written comments are also accepted, prior to the hearing by the District at P.O. Box 4240, Georgetown, CA 95634. Information regarding the hearing is on file and may be viewed by interested individuals at the District Office located at 6425 Main Street, Georgetown, California. If a challenge to the above-proposed actions is made in court, persons may be limited to raising only those issues they or someone else raised at the public hearing described in this Notice, or in written correspondence delivered to the District Board of Directors.

Copies of the proposed Ordinance are available for public review at the District Office, located at 6425 Main Street, Georgetown, California. If you have questions, call the District Clerk at (530) 333-4356, or by the office at 6425 Main Street, Georgetown, California.

Date: July 28, 2022

ADAM COYAN, Clerk and Ex officio  
Secretary, Board of Directors

GEORGETOWN DIVIDE PUBLIC UTILITY  
DISTRICT

8/4

001966





**PROOF OF PUBLICATION**  
(2015.5 C.C.P.)

**Proof of Publication of:**  
**ORDINANCE**

STATE OF CALIFORNIA  
County of El Dorado

I am a citizen of the United States and a resident of the County aforesaid; I'm over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am a principal agent of and/or the publisher of the El Dorado Gazette, Georgetown Gazette & Town Crier, a newspaper of general circulation printed and published once each week in the town of Georgetown, Ponderosa Judicial District, County of El Dorado, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court to the County of El Dorado, State of California, under the date of April 3, 1970, Case Number 18589; that the notice, of which the attached is a printed copy (set in type no smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**NOTICE TOO LARGE FOR PAGE -  
PLEASE SEE ATTACHED PAGE**

8/4

All in the year 2022

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Placerville, California, this 4<sup>th</sup> day of AUGUST, 2022

*Mison Rains*

---

Signature

**ORDINANCE 2022-01**  
**AN ORDINANCE OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT STATING THE PURPOSE, SCOPE AND TERMS OF ASSESSMENTS LEVIED UPON THE LAND UPON WHICH WATER SERVICE WAS USED AND FOR ANNUAL ASSESSMENT DISTRIBUTES**

BE IT ENACTED by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, as follows:  
 1. The Board of Directors of Georgetown Divide Public Utility District hereby declares that for Fiscal Year 2021-22 the Georgetown Divide Public Utility District water service and related water quality services were furnished to and used on certain parcels of land upon which the annual assessment is, by this ordinance levied for unpaid charges thereof as of June 30, 2022. Said parcels are set forth in Exhibit A attached hereto and made a part hereof. It is further declared that certain parcels of land are owned, controlled, or in possession of during the time such services were furnished, or will be in possession of at the time such services are furnished, or will be in possession of at the time made of the property since the date such charges were incurred, such transfers have been made by gift, descent, bequest, or devise. It is further declared that said unpaid charges are to be added to and made a part of the annual assessment levied upon said certain parcels of land, shall become a lien upon said parcels of land, and the Board of Directors shall include in its statement to be transmitted to the County Auditor, the amount of said charges upon said certain parcels of land.

2. The Board of Directors hereby orders the Clerk of said Georgetown Divide Public Utility District to transmit to the County Auditor a statement of the unpaid charges of the assessment to be added to and become a part of the first installment of the assessment.

3. The Board of Directors hereby orders the Clerk of said Georgetown Divide Public Utility District to transmit to the County Auditor the terms required to levy the annual assessments for the assessment districts within the Georgetown Divide Public Utility District with outstanding debt. For fiscal year 2022-23, outstanding debt remains for the following assessment districts:  
 Stewart Mine Water Assessment District  
 Kelsey North Water Assessment District  
 Kelsey South Water Assessment District

A certified copy of this Ordinance shall be transmitted to the County Auditor for recording, and a copy of the same shall be filed with the Board of Directors of the Georgetown Divide Public Utility District held on the fifth day of August 2022, by the following vote:

**AYES:**  
 ASSENT/ABSTAIN:

Michael Saunders, President  
 Board of Directors  
 Georgetown Divide Public Utility District  
 ATTEST:

Adam Cohan, Clerk and ex officio  
 Secretary, Board of Directors  
 Georgetown Divide Public Utility District

**\*EXHIBIT A\***  
 Georgetown Divide Public Utility District  
 2022 Tax Roll Delinquencies  
 This list is the preliminary list. It could be reduced before publishing in the paper and before forwarding to the County.

Assessor's Parcel Number	Legal Owner	Amount
061-231-008-000	HOLLY PLCHTA	\$635.79
061-231-009-000	KENNETH ASHOLIE	\$262.76
061-231-010-000	GARY/MONICA TRACHT	\$218.48
061-410-018-000	RICK/CHERIE MANICA	\$168.60
062-230-013-000	PEGGY BARNARD	\$565.96
062-230-008-000	KAREN OLSON	\$119.93
061-150-037-000	COLTON GOTHAM	\$440.68
061-150-028-000	VETERANS OF FOREIGN WARS	\$984.31
061-231-036-000	DAVID JUSTICE	\$248.51
061-251-035-000	DAVID/STEPHANIE JUSTICE	\$275.76
061-252-012-000	CHELSEA PEDERSEN	\$101.41
061-342-019-000	MANSELL LIDDICOTT	\$313.57
061-381-023-000	RICHARD G BEAUPRE	\$6.01
061-381-014-000	BROOK ROTHER	\$219.40
061-341-005-000	GARY PIETAK	\$140.39
061-251-028-000	BILL DODGE	\$112.02
061-251-028-000	DARLYN EDWARDS	\$322.84
061-511-019-000	WARREN GALE	\$94.69
061-511-045-000	HEIDI FINLEY	\$74.51
061-560-049-000	JARED & ERICA HILL	\$265.50
061-511-014-000	CHRISTINE BERG	\$292.50
061-511-014-000	Adrienne and Jonathan Richards	\$402.24
061-441-044-000	KARA HERSON	\$313.75
061-441-039-000	DEAN PROSCHOLD	\$56.54

061-441-027-000	JEREMY/TRACY NORDBY	\$424.21
061-450-019-000	MARLA PORTER	\$329.11
061-450-014-000	DEREK CARDER	\$229.14
061-232-008-000	VETERANS OF FOREIGN WARS	\$254.04
061-232-009-000	CHRISTINA SPRINGER	\$1,222.69
060-622-001-000	ANTHONY CATALANO	\$148.70
060-611-011-000	MAUREEN HOPKINS	\$94.27
060-351-002-000	LAUREN TREBER	\$169.43
060-351-021-000	GARY HEINZ	\$494.72
060-370-029-000	FEDERAL HOME LOAN MTG CORP TR	\$343.24
060-180-031-000	NICK GERONIMAKS	\$408.84
060-351-017-000	JAYN EWING	\$157.04
060-351-001-000	SHAWNAN MORGAN	\$400.95
060-351-004-000	EMILY BEACOCKABLE TRUYE	\$84.28
060-180-006-000	RANDY BROWN	\$198.11
060-180-040-000	CHRISTINA BISHOP	\$1,087.28
060-180-012-000	GUNDA PRINCE	\$113.82
060-180-028-000	ROBERT/ACQUILINE WILDER	\$266.65
060-050-038-000	SAMUEL THOMPSON	\$427.51
060-050-081-000	MATRICIA WHITNEY	\$205.60
060-700-021-000	VRGINIA ASBEUR TRUST	\$487.43
060-700-054-000	ARTYCE MOREAU	\$190.82
060-700-049-000	TOBIN & SARAH MALLERY	\$590.57
060-700-051-000	GEWEL J ODUM	\$183.84
060-700-032-000	CLAUDIA ODUM	\$183.84
060-223-008-000	YVONNE WILSON	\$429.53
060-231-009-000	JEFF/SHERI DUNNINGS	\$223.24
060-252-002-000	CHRIST TUTTLE & HAROLD HAMMOND	\$37.43
060-261-011-000	DON KOLSTRUP	\$82.84
060-284-005-000	KASEY HAWK & ALLYSON BENDELL	\$48.81
060-283-005-000	JOHN & KRISTIN JENSEN	\$268.96
060-283-011-000	YVONNE KAPINS	\$105.48
060-284-006-000	RYAN BURKE	\$126.17
060-010-017-000	KENDALL SMITH	\$61.76
060-020-082-000	SEAN DALTON	\$26.91
060-020-082-000	ISAAC DALTON	\$26.91
060-401-016-000	JOHN/NIKAZI MARKER	\$1,502.40
060-401-008-000	RYAN NICKAZI	\$437.24
060-320-012-000	ROGER BERGMAN	\$140.39
060-320-049-000	DANIEL & BILLIE COX	\$204.17
060-440-040-000	KATHY DALGHERTY	\$364.43
060-440-016-000	DANIEL HAMMER	\$412.84
060-521-002-000	ELVIN P JURI	\$96.77
060-110-024-000	DAVID CARPENTER	\$352.02
060-120-029-000	ANTHONY & DONALDA HANSON	\$259.10
060-110-019-000	JUDY FLUJIA	\$573.32
060-160-008-000	ANDY J ALESSI	\$110.29
060-170-030-000	KURT NELL	\$1,496.61
060-400-043-000	JOHN/NANCY HOLDEN	\$561.27
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060-310-014-000	PAUL MOREAU	\$344.59
060-310-012-000	DANNY BRIGGS	\$184.75
060-300-010-000	CELESTINE ROBERT	\$101.56
060-021-009-000	CHARLES MEHARD	\$178.33
060-352-011-000	ZANDEE NEWELL	\$185.23
060-350-002-000	RICHARD NETZ JR	\$33.76
060-350-034-000	LANA, GEORGINA and MARCOS CLONTOS	\$259.15
060-100-032-000	JAYE MARSHALL	\$30.01
060-060-014-000	ALISA SMITH	\$12.55
060-060-042-000	ANDREY and YANNA PROTSYUK	\$154.82
060-232-006-000	ROBERT/CAARA SCOTT	\$226.51
060-232-006-000	RAYMOND DOWLER	\$96.65
060-061-026-000	DAVID/TONI MAREBY	\$191.23
060-061-029-000	DIANE ROBLES	\$132.39
060-110-002-000	FREDENE ANDERSON	\$191.18
060-110-001-000	ROY WALLACE	\$113.90
060-110-019-000	ROBERT & SONIA TREDER	\$249.62
060-412-007-000	JOHN and TAMI PEED	\$36.37
060-421-041-000	RYAN/SUMMER HUGHES	\$132.84
060-421-041-000	GEORGE ZWIBER	\$111.71
060-381-005-000	RYAN/SUMMER HUGHES	\$168.94
060-381-005-000	RICHARD/SUMMER HUGHES	\$168.94
060-313-028-000	DULIANNA LANKEFORD	\$135.27

**TOTAL**  
**\$59,891.21**

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance 2022-01 and is regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, El Dorado County, California, at a meeting duly held on the fifth day of August, 2022.

TO BE ADOPTED AND SIGNED AT THE AUGUST 8TH  
 REGULAR BOARD MEETING

Adam Cohan, Clerk and ex officio  
 Secretary, Board of Directors  
 Georgetown Divide Public Utility District  
 ATTEST