



**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
District Board Room, 2890 Mosquito Road, Placerville, California  
Tuesday, October 10, 2017 — 9:00 A.M.

## Board of Directors

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**George Osborne—Division 1**  
President

**Michael Raffety—Division 3**  
Vice President

**Greg Prada—Division 2**  
Director

**Dale Coco, MD—Division 4**  
Director

**Alan Day—Division 5**  
Director

## Executive Staff

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**Jim Abercrombie**  
General Manager

**Brian D. Poulsen, Jr.**  
General Counsel

**Jennifer Sullivan**  
Clerk to the Board

**Jesse Saich**  
Communications

**Brian Mueller**  
Engineering

**Mark Price**  
Finance

**Jose Perez**  
Human Resources

**Tim Ranstrom**  
Information Technology

**Margaret Washko**  
Operations

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**PUBLIC COMMENT:** Anyone wishing to comment about items not on the Agenda may do so during the public comment period. Those wishing to comment about items on the Agenda may do so when that item is heard and when the Board calls for public comment. Public comments are limited to five minutes per person.

**PUBLIC RECORDS DISTRIBUTED LESS THAN 72 HOURS BEFORE A MEETING:** Any writing that is a public record and is distributed to all or a majority of the Board of Directors less than 72 hours before a meeting shall be available for immediate public inspection in the office of the Clerk to the Board at the address shown above. Public records distributed during the meeting shall be made available at the meeting.

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**AMERICANS WITH DISABILITIES ACT:** In accordance with the Americans with Disabilities Act (ADA) and California law, it is the policy of El Dorado Irrigation District to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation for this meeting, please contact the EID ADA coordinator at 530-642-4045 or email at [adacoordinator@eid.org](mailto:adacoordinator@eid.org) at least 72 hours prior to the meeting. Advance notification within this guideline will enable the District to make reasonable accommodations to ensure accessibility.

## **CALL TO ORDER**

Roll Call  
Pledge of Allegiance  
Moment of Silence

## **ADOPT AGENDA**

## **COMMUNICATIONS**

General Manager's Employee Recognition

## **PUBLIC COMMENT**

## **COMMUNICATIONS**

General Manager  
Clerk to the Board  
Board of Directors

*Brief reports on community activities, meetings, conferences and seminars attended by the Directors of interest to the District and the public.*

## **APPROVE CONSENT CALENDAR**

Action on items pulled from the Consent Calendar

## **CONSENT CALENDAR**

### **1. Finance (Pasquarello)**

Ratification of EID General Warrant Registers for the periods ending September 5, September 12, September 19 and September 26, 2017, and Board and Employee Expense Reimbursements for these periods.

Option 1: Ratify the EID General Warrant Registers as submitted to comply with Section 24600 of the Water Code of the State of California. Receive and file Board and Employee Expense Reimbursements.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

### **2. Clerk to the Board (Sullivan)**

Approval of the minutes of the September 11, 2017 regular meeting of the Board of Directors.

Option 1: Approve as submitted.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

**3. Office of the General Counsel (P. Johnson)**

Consideration of a resolution to authorize execution of an easement quitclaim to property owner Matthew C. Claudius (APN 120-391-14-100).

Option 1: Adopt a resolution approving and authorizing execution of an easement quitclaim as submitted.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

**4. Office of the General Counsel (P. Johnson)**

Consideration of a resolution to authorize execution of an easement quitclaim to property owners Steve R. Williams and Calle R. Williams (APN: 089-202-80) for an abandoned District ditch easement.

Option 1: Adopt a resolution approving and authorizing execution of an easement quitclaim as submitted.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

**5. Finance (Pasquarello)**

Funding approval for District Capital Improvement Plan (CIP) Projects.

Option 1: Authorize funding for the CIP project as requested in the amount of \$145,000.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

**6. Engineering (Mutschler)**

Consideration to award a contract to GHD in the not-to-exceed amount of \$77,898 for geotechnical investigation of the Flume 30 replacement, and authorize funding of \$104,898 for the Flume 30 replacement project, Project No. 17041.

Option 1: Award a contract to GHD in the not-to-exceed amount of \$77,898 for geotechnical investigation of the Flume 30 replacement, and authorize funding of \$104,898 for the Flume 30 replacement project, Project No. 17041.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

**END OF CONSENT CALENDAR**

## **ACTION ITEMS**

### **7. Finance (Pasquarello)**

Consideration to award a contract to Hudson Henderson & Company, Inc. in the not-to-exceed amount of \$126,750 for audit services in fiscal years ending December 31, 2017, 2018 and 2019.

Option 1: Award a contract to Hudson Henderson & Company, Inc. in the not-to-exceed amount of \$126,750 for audit services in fiscal years ending December 31, 2017, 2018, and 2019.

Option 2: Take other action as directed by the Board.

Option 3: Take no action.

**Recommended Action:** Option 1.

### **8. Operations / Engineering (Washko/Mueller)**

Consideration to ratify Resolution No. 2017-014 to maintain the emergency declaration as a result of ongoing storm activities; and update on the status of the SAD Bridge repair.

Option 1: Ratify Resolution No. 2017-014 (*thus maintaining the emergency declaration*).

Option 2: Decline to ratify Resolution No. 2017-014 (*thus terminating the emergency declaration*) or take other action as directed by the Board.

Option 3: Take no action (*thus terminating the emergency declaration*).

**Recommended Action:** Option 1 (*four-fifths vote required*).

## **CLOSED SESSION**

### **A. Closed Session pursuant to Government Code Section 54956.9(d)(4) (Poulsen)**

Conference with General Counsel – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (one potential case)

## **REVIEW OF ASSIGNMENTS**

## **ADJOURNMENT**



## **TENTATIVELY SCHEDULED ITEMS FOR FUTURE MEETINGS**

### **Board of Directors**

- Consideration to waive attorney-client privilege and publicly disclose confidential memoranda prepared by the District's former General Counsel regarding Prop. 218 compliance, Action, October 23 (Raffety)

### **Engineering**

- Draft 2018-2022 Capital Improvement Plan (CIP), Workshop, October 23 (Mueller)
- Consideration of resolution to adopt the 2015 United States Bureau of Reclamation Five-Year Water Management Plan Update, October 23 (Corcoran)

### **Information Technology**

- Data center computer replacement, Action, October 23 (Ranstrom)

### **Office of the General Counsel**

- Administrative Regulation 3075 – Public Records, Information, October 23 (Poulsen)
- Proposed amendment to Board Policy 9020 – Establishing New Service, Workshop, October 23 (Poulsen)

**EL DORADO IRRIGATION DISTRICT**  
**October 10, 2017**

General Manager Communications

**Awards and Recognitions**

- a) Welcome to the District, Joseph Wicks. Joseph has been hired to the position of Customer Field Technician II in the Meter Services Division.
- b) Welcome to the District, Mark Dorey. Mark has been hired to the position of Construction and Maintenance Worker II in the Operations Department.
- c) Congratulations, Abbie Tompkins. Abbie has been promoted to the position of Records Management Technician II in the Office of the General Counsel.
- d) We received an email from Dean Kofford in appreciation of Karen Cross and Jesse Saich, Communications staff who designed and maintain the District's website. He wrote "You have done an absolutely perfect job on website design! I usually run into very user unfriendly websites that totally waste gobs of my time. I am not a 25 year old tech hound who loves this stuff. Websites for me are just a tool and I usually experience sites designed by IT people who are clueless or don't care about end user application." Way to go, Karen and Jesse.
- e) We received an email from Jim Rowe of El Dorado Hills in appreciation of EID staff. He wrote "I am a citizen customer of EID for over 14 years. Never have I been more impressed and proud with EID performance in delivery, maintenance, long range planning/finance and total safety culture than through the sometimes discordant elections and the incredible challenges of up/down economies and the burden of weather the last five years and last winter, in particular. I am an engineer/large project manager as a 50-year career and am now 90 years old, so I think I have some 'standing' in thanking all of you for what you have made EID and how you serve your constituency." Outstanding job!

**Staff Reports and Updates**

None

## EL DORADO IRRIGATION DISTRICT

**Subject:** Ratification of EID General Warrant Registers for the periods ending September 5, September 12, September 19, and September 26, 2017, and Board and Employee Expense Reimbursements for these periods.

### **Previous Board Action**

February 4, 2002 – The Board approved to continue weekly warrant runs, and individual Board member review with the option to pull a warrant for discussion and Board ratification at the next regular Board meeting.

August 16, 2004 – Board adopted the Board Expense Payments and Reimbursement Policy.

August 15, 2007 – The Board re-adopted the Board Expense Payments and Reimbursement Policy as Board Policy 12065 and Resolution No. 2007-059.

### **Board Policies (BP), Administrative Regulations (AR) and Board Authority**

Section 24600 of the Water Code of the State of California provides no claim is to be paid unless allowed by the Board.

### **Summary of Issue**

The District's practice has also been to notify the Board of proposed payments by email and have the Board ratify the Warrant Registers. Copies of the Warrant Registers are sent to the Board of Directors on the Friday preceding the Warrant Register's date. If no comment or request to withhold payment is received from any Director by the following Tuesday morning, the warrants are mailed out and formal ratification of said warrants is agendaized on the next regular Board agenda.

On April 1, 2002, the Board requested staff to expand the descriptions on the Warrant Registers and modify the current format of the Warrant Registers.

On July 30, 2002, the Board requested staff to implement an Executive Summary to accompany each Warrant Register which includes all expenditures greater than \$3,000 per operating and capital improvement plan (CIP) funds.

**Staff Analysis/Evaluation**

Warrant registers submitted for September 5, September 12, September 19, and September 26, 2017 totaling \$5,396,623.96, and Board and Employee Expense Reimbursements for these periods.

*Current Warrant Register Information*

Warrants are prepared by Accounts Payable; reviewed and approved by the Accounting Manager; the Director of Finance and the General Manager or their designee.

<u>Register Date</u>	<u>Check Numbers</u>	<u>Amount</u>
September 5, 2017	662611 – 662766	\$ 539,965.72
September 12, 2017	662767 – 662882	\$ 2,055,030.46
September 19, 2017	662883 – 662993	\$ 1,731,900.03
September 26, 2017	662995 – 663140	\$ 1,069,727.75

*Current Board/Employee Expense Payments and Reimbursement Information*

The items paid on Attachment B and C are expense and reimbursement items that have been reviewed and approved by the Clerk to the Board, Accounting Manager and the General Manager before the warrants are released. These expenses and reimbursements are for activities performed in the interest of the District in accordance with Board Policy 12065 and Resolution No. 2007-059.

Additional information regarding employee expense reimbursement is available for copying or public inspection at District headquarters in compliance with Government Code Section 53065.5.

**Board Decision/Options**

- Option 1: Ratify the EID General Warrant Registers as submitted to comply with Section 24600 of the Water Code of the State of California. Receive and file Board and Employee Expense Reimbursements.
- Option 2: Take other action as directed by the Board.
- Option 3: Take no action.

**Staff/General Manager’s Recommendation**

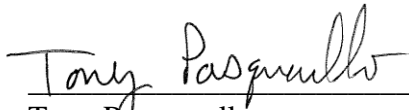
Option 1.

**Support Documents Attached**

Attachment A: Executive Summaries

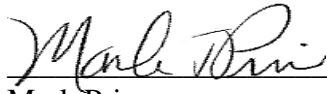
Attachment B: Board Expenses/Reimbursements

Attachment C: Employee Expenses/Reimbursements totaling \$100 or more



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Tony Pasquarello  
Accounting Manager



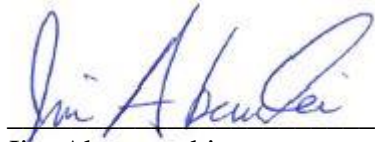
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Mark Price  
Finance Director (CFO)



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Jennifer Sullivan  
Clerk to the Board



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Jim Abercrombie  
General Manager

*Executive Summary for September 5, 2017 -- \$539,965.72:*

This summary highlights significant disbursements made by major business activity:

**General District Operations (Fund 110)**

- \$5,252—Hunt & Sons, Inc. for fuel deliveries at various locations
- \$5,834—Pace Supply Corporation for warehouse inventory
- \$9,500—Reeb Government Relations, LLC for September 2017 retainer
- \$3,241—U.S. Bancorp Services, Inc. for conferences, training, and supplies

**Engineering Operations (Fund 210)** none to report

**Water Operations (Fund 310)**

- \$8,820—Aqua Tech Company for floating cover repairs
- \$9,142—El Dorado County Community Development Agency for utility encroachment services
- \$4,513—Hach Company for a turbidimeter
- \$5,845—Muniquip, LLC for two dosing pumps
- \$5,279—Olin Chlor Alkali Products for sodium hypochlorite at Reservoir 1 and Reservoir A
- \$93,360—U.S. Bureau of Reclamation for Sly Park restoration fees and Folsom water deliveries
- \$6,300—Water Quality & Treatment Solutions, Inc. for water system disinfection services
- \$12,596—Youngdahl & Associates, Inc. for on-call geotechnical services

**Wastewater Operations (Fund 410)**

- \$3,677—Cintas Corporation for uniform services at DCWWTP, EDHWWTP, and Bass Lake
- \$4,364—CLS Labs for regulatory lab testing
- \$22,583—Denali Water Solutions, LLC for sludge hauling and disposal at DCWWTP and EDHWWTP
- \$6,158—Ferguson Enterprises, Inc. for pipe patch kits
- \$13,501—G3 Engineering, Inc. for pump repairs and parts
- \$16,739—GHD, Inc. for geotechnical services for 2017 storm events
- \$4,486—Grainger for small tools and operating supplies
- \$5,120—Hach Company for instrument calibration maintenance
- \$3,141—Hastie's Capitol Sand and Gravel Company for asphalt base rock
- \$4,550—Inter-County Title Company for preliminary title reports
- \$10,130—Musol Limited for chlorite solution at Bass Lake (\$10,864). Sales tax payable \$734
- \$4,203—Pacific Water Resources for odor control chemicals
- \$12,735—T & T Valve and Instrument, Inc. for 15 float assemblies

**Recycled Water Operations (Fund 510)**

- \$6,581—Univar USA, Inc. for caustic soda at EDHWWTP

**Hydroelectric Operations (Fund 610)** none to report

### Recreation Operations (Fund 710)

- \$13,913—Blue Ribbon Personnel Services for temporary labor at Sly Park Recreation
- \$4,860—Youngdahl & Associates, Inc. for on-call geotechnical services

### Capital Improvement Projects (Construction Funds 140, 340, 440, 540, 640 and 740)

- \$13,000—Atlas Tech Service, Inc. for a gate – Camp 5 Gate (Project #16045.01)
- \$58,199—Black & Veatch Corporation for preparation and design services – EDH Raw Water Pump Station (Project #15024.01)
- \$8,683—E & M Electric & Machinery, Inc. for SCADA software and support – SCADA Software Efficiency Program (Project #17018.01)
- \$23,354—GEI Consultants, Inc. for engineering services – Forebay Dam Upgrades (Project #03011H.01)
- \$10,245—HydroScience Engineers, Inc. for engineering design services:
  - >Project #16007.01 – Waterford 7 Lift Station Upgrade (\$6,795)
  - >Project #16008.01 – South Point Lift Station Upgrade (\$3,450)
- \$6,930—ICM Group, Inc. for on-call construction inspection services :
  - >Project #06078H.01 – FERC:C50.3 Caples Dam Parking (\$1,732)
  - >Project #07008H.01 – FERC:C51.8 Silver Lake Camp Ground (\$1,733)
  - >Project #07009H.01 – FERC:C51.8 Woods Creek (\$1,732)
  - >Project #16042.01 – FERC:C51.8 Ferguson Point (\$1,733)
- \$13,724—Pace Supply Corporation for valves and pipe fittings – Green Valley PRS #2 Upgrade (Project #17014.01)
- \$5,360—Youngdahl & Associates, Inc. for on-call geotechnical services:
  - >Project #15029.01 – Polaris Road Waterline Replacement (\$2,680)
  - >Project #15030.01 – Gilmore Road Waterline Replacement (\$2,680)

*Executive Summary for September 12, 2017 -- \$2,055,030.46:*

This summary highlights significant disbursements made by major business activity:

**Development Services (Fund 105)**

- \$14,530—EDH Retirement Residence WA LP for a refund on a deposit payment

**General District Operations (Fund 110)**

- \$7,709—CDW Government for hardware maintenance
- \$15,477—Dataprose, LLC for August billing services
- \$4,809—Ferguson Enterprises, Inc. for warehouse inventory
- \$4,049—Life Insurance Company of North America for September life insurance premiums
- \$3,225—Pro-Line Cleaning Services, Inc. for August janitorial services

**Engineering Operations (Fund 210)**

- \$5,107—Central Valley Clean Water Association for membership dues

**Water Operations (Fund 310)**

- \$5,215—Olin Chlor Alkali Products for sodium hypochlorite at Reservoir 1 and Reservoir A
- \$1,283,021—Syblon Reid for prepayment of construction costs at Flumes 5 and 10
- \$3,653—Univar USA, Inc. for caustic soda at Reservoir 1

**Revenue COP's 2016B Bond Issue (Fund 353)**

- \$3,000—Union Bank for fiscal agent fees related to the 2016B bond issue

**Wastewater Operations (Fund 410)**

- \$3,550—Carnahan Electric, LTD for a transfer switch
- \$6,068—Ferguson Enterprises, Inc. for miscellaneous pipe and fittings
- \$52,027—Mining Construction, Inc. for Montclair Townhome sewer repair services
- \$7,950—Robertson-Bryan, Inc. for regulatory compliance services

**Recycled Water Operations (Fund 510)** none to report

**Hydroelectric Operations (Fund 610)**

- \$6,781—All-Star Rents, Inc. for a scissor lift rental
- \$8,511—GHD, Inc. for geotechnical services for Weber Dam landslide
- \$43,604—Syblon Reid for engineering services for Flumes 6 and 9 storm repair

**Recreation Operations (Fund 710)**

- \$13,774—Blue Ribbon Personnel Services for temporary labor at Sly Park Recreation
- \$16,064—El Dorado Disposal Service, Inc. for trash disposal services
- \$9,875—Sierra Site Services, LLC for toilet pumping services



## Capital Improvement Projects (Construction Funds 140, 340, 440, 540, 640 and 740)

- \$32,856—CDW Government for SCADA hardware and software – Outingdale WTP Automation Replacement (Project #13043.01)
- \$11,055—Domenichelli and Associates, Inc. for engineering design services:
  - >Project #15029.02 – Ridgeway Waterline Replacement (\$3,410)
  - >Project #15030.01 – Gilmore Road Waterline Replacement (\$7,645)
- \$10,158—Far Western Anthropological Research Group, Inc. for cultural studies – Sad Bridge (Project #17003.02)
- \$28,490—Glenmount Global Solutions, Inc. for solar panels and a controller – Project 184 SCADA Hardware Replacement (Project #14041.01)
- \$267,973—K. W. Emerson, Inc. for construction services (\$282,077). Retention held \$14,104
  - >Project #06078H.01 – FERC:C50.3 Caples Dam Parking Lot (\$66,994)
  - >Project #07008H.01 – FERC:C51.8 Silver Lake Campground (\$66,993)
  - >Project #07009H.01 – FERC:C51.8 Woods Creek Trailhead (\$66,993)
  - >Project #16042.01 – FERC:C51.8 Ferguson Point Improvements (\$66,993)
- \$3,073—Robertson-Bryan, Inc. for regulatory permitting services – DCWWTP Permit Renewal (Project #12030.01)
- \$23,433—Sell Lumber Corporation for marine grade lumber – Reline Flume 48 (Project #17029.48)
- \$75,877—Syblon Reid for engineering services – Hazardous Mitigation Flume 5 (Project #17004.01)

*Executive Summary for September 19, 2017 -- \$1,731,900.03:*

This summary highlights significant disbursements made by major business activity:

**General District Operations (Fund 110)**

- \$15,840—Hunt & Sons, Inc. for card lock fuel and fuel deliveries at various locations
- \$17,482—PG&E for electric service

**Engineering Operations (Fund 210)**

- \$4,799—AAA Backflow Prevention, Inc. for backflow testing services
- \$3,023—Stratus Environmental, Inc. for pollution prevention inspection services
- \$5,000—Tully & Young, Inc. for water hydrology support services

**Water Operations (Fund 310)**

- \$5,053—Eurofins Eaton Analytical, Inc. for regulatory lab services
- \$3,075—Grainger for safety and operating supplies
- \$244,225—PG&E for electric service

**Wastewater Operations (Fund 410)**

- \$9,198—CLS Labs for regulatory lab testing
- \$5,260—Edges Electrical Group, LLC for a motor control starter
- \$224,875—PG&E for electric service
- \$24,542—Placer Waterworks, Inc. for ten sewer air release valves

**Recycled Water Operations (Fund 510)**

- \$32,850—PG&E for electric service
- \$6,763—Univar USA, Inc. for caustic soda at EDHWWTP

**Hydroelectric Operations (Fund 610)**

- \$3,300—BT Consulting, Inc. for QSD-QSP services at various locations
- \$3,600—Carsten Tree Service to remove trees at Echo Lake
- \$6,443—PG&E for electric service

**Recreation Operations (Fund 710) none to report**

## Capital Improvement Projects (Construction Funds 140, 340, 440, 540, 640 and 740)

- \$6,400—BT Consulting, Inc. for engineering services:
  - >Project #17003.01 – Hazardous Mitigation Canal Failure Downstream Flume 10 (\$2,400)
  - >Project #17003.02 – Sad Bridge (\$2,500)
  - >Project #17004.01 – Hazardous Mitigation Flume 5 (\$1,200)
  - >Project #17008.01 – Hazardous Mitigation Flume 9 (\$300)
- \$4,569—Carnahan Electric, LTD for power pole installation – FERC:C40 No Name Creek Gaging (Project #16018.01)
- \$5,102—CDW Government for computer software and hardware:
  - >Project #17006.01 – Cisco Phone Equipment Replacement (\$4,483)
  - >Project #13043.01 – Outingdale WTP Automation Replacement (\$619)
- \$13,702—Pace Supply Corporation for valves and pipe fittings – Lakeview PRS #1 Upgrade (Project #17015.01)
- \$461,529—PG&E for system upgrade installation – Tank 7 In-Conduit Hydro Assessment (Project #13013.01)
- \$560,742—Rapid Construction, Inc. for waterline replacement (\$590,255).  
Retention held \$29,513
  - >Project #15029.01 – Polaris Road Waterline Replacement (\$108,156)
  - >Project #15029.02 – Ridgeway Waterline Replacement (\$171,348)
  - >Project #15030.01 – Gilmore Road Waterline Replacement (\$310,751)

*Executive Summary for September 26, 2017 -- \$1,069,727.75:*

This summary highlights significant disbursements made by major business activity:

**Development Services (Fund 105)**

- \$23,969—Vali Cooper & Associates, Inc. for temporary labor for construction inspection services

**General District Operations (Fund 110)**

- \$38,769—CDW Government for Tipping Point software maintenance renewal
- \$18,047—Golden State Flow Measurement, Inc. for measuring chambers, meters, and warehouse inventory
- \$5,394—Hunt & Sons, Inc. for fuel deliveries at various locations
- \$31,086—NWN Corporation for Enterprise software upgrade
- \$5,031—Powerplan for a hydraulic cylinder and miscellaneous auto parts

**Engineering Operations (Fund 210)**

- \$3,920—Blue Ribbon Personnel Services for temporary labor in Engineering

**Water Operations (Fund 310)**

- \$3,195—Capital Rubber Company, LTD for discharge hoses
- \$7,150—Erosion Control Applications, Inc. for Moose Hall cover repairs
- \$21,581—NTU Technologies, Inc. for polymer at Reservoir 1
- \$85,152—U.S. Bureau of Reclamation for Sly Park restoration fees and Folsom water deliveries
- \$6,729—Univar USA, Inc. for caustic soda at Reservoir A and EDHWTP

**Wastewater Operations (Fund 410)**

- \$12,433—Flo-Line Technology, Inc. for two impellers and two repair kits
- \$5,771—Industrial Electrical Company for St. Andrews lift station repairs
- \$7,538—Information Mapping, Inc. for software maintenance renewal
- \$3,849—Sierra Instruments, Inc. for a flow meter

**Recycled Water Operations (Fund 510)** none to report

**Hydroelectric Operations (Fund 610)** none to report

**Recreation Operations (Fund 710)**

- \$26,456—Blue Ribbon Personnel Services for temporary labor at Sly Park Recreation

**Capital Improvement Projects (Construction Funds 140, 340, 440, 540, 640 and 740)**

- \$8,430—Domenichelli and Associates, Inc. for engineering design services:
  - >Project #13015.01 – Outingdale Lower Tank Replacement (\$3,865)
  - >Project #11013.01 – Tank 7 In-Conduit Hydro Assessment (\$4,565)
- \$9,223—HydroScience Engineers, Inc. for engineering design services:
  - >Project #14038.01 – EDHWWTP Dissolved Air Floatation Tank (\$5,640)
  - >Project #17020.01 – WW Collection System Pipeline (\$3,583)
- \$96,423—Joe Vicini, Inc. for asphalt paving services – Parking Lot at Camp 5 (Project #17022.01)
- \$3,639—RMC Water and Environment for a design report – Sly Park Intertie Improvements (Project #15009.01)
- \$22,878—Syblon Reid for engineering services (\$114,390) – Hazardous Mitigation Flume 5 (Project #17004.01). Pre-paid released \$91,512
- \$161,199—Syblon Reid for engineering services – Reservoir A Chemical Feed/Containment (Project #14019.01)
- \$385,233—TCB Industrial, Inc. for engineering services (\$405,508) – Tank 7 In-Conduit Hydro Assessment (Project #13013.01). Retention held \$20,275

**Board Expenses/Reimbursements**  
Warrant Registers dated 09/05/17 - 09/26/17

DESCRIPTION	George Osborne	Michael Raffety	Greg Prada	Dale Coco, MD	Alan Day	Total
Personal Vehicle Expense	\$45.48			\$16.05		\$61.53
Hotel						\$0.00
Meals or Incidentals Allowance						\$0.00
Airfare, Car Rental, Misc Travel						\$0.00
Fax, Cell or Internet Service				\$40.00		\$40.00
Meeting or Conference Registration	\$35.00					\$35.00
Meals with Others						\$0.00
Membership Fees/Dues						\$0.00
Office Supplies						\$0.00
Reimburse prepaid expenses						\$0.00
Miscellaneous Reimbursements						\$0.00
	\$80.48	\$0.00	\$0.00	\$56.05	\$0.00	\$136.53





**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
 District Board Room, 2890 Mosquito Road, Placerville, California  
 September 11, 2017 — 9:00 A.M.

## Board of Directors

---

**George Osborne—Division 1**  
 President

**Michael Raffety—Division 3**  
 Vice President

**Greg Prada—Division 2**  
 Director

**Dale Coco, MD—Division 4**  
 Director

**Alan Day—Division 5**  
 Director

## Executive Staff

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**Jim Abercrombie**  
 General Manager

**Brian D. Poulsen, Jr.**  
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**Jennifer Sullivan**  
 Clerk to the Board

**Jesse Saich**  
 Communications

**Brian Mueller**  
 Engineering

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 Finance

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**Tim Ranstrom**  
 Information Technology

**Margaret Washko**  
 Operations

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**PUBLIC COMMENT:** Anyone wishing to comment about items not on the Agenda may do so during the public comment period. Those wishing to comment about items on the Agenda may do so when that item is heard and when the Board calls for public comment. Public comments are limited to five minutes per person.

**PUBLIC RECORDS DISTRIBUTED LESS THAN 72 HOURS BEFORE A MEETING:** Any writing that is a public record and is distributed to all or a majority of the Board of Directors less than 72 hours before a meeting shall be available for immediate public inspection in the office of the Clerk to the Board at the address shown above. Public records distributed during the meeting shall be made available at the meeting.

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**AMERICANS WITH DISABILITIES ACT:** In accordance with the Americans with Disabilities Act (ADA) and California law, it is the policy of El Dorado Irrigation District to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation for this meeting, please contact the EID ADA coordinator at 530-642-4045 or email at [adacoordinator@eid.org](mailto:adacoordinator@eid.org) at least 72 hours prior to the meeting. Advance notification within this guideline will enable the District to make reasonable accommodations to ensure accessibility.



## CALL TO ORDER

President Osborne called the meeting to order at 9:00 A.M.

### Roll Call Board

Present: Directors Osborne, Prada, Raffety, Coco and Day

### Staff

Present: General Manager Abercrombie, General Counsel Poulsen and Clerk to the Board Sullivan

### Pledge of Allegiance and Moment of Silence

President Osborne led the Pledge of Allegiance followed by a moment of silence dedicated to those that continue to be affected by the hurricanes. In addition, President Osborne called for a special remembrance to honor the heroes of the 9/11 terrorist attacks, including all the innocent victims and first responders who risked everything in service to others.

## ADOPT AGENDA

**ACTION:** Agenda was adopted.

### MOTION PASSED

Ayes: Directors Coco, Day, Osborne, Prada and Raffety

## COMMUNICATIONS

### General Manager's Employee Recognition

Awards and Recognitions

- a) Welcome to the District, Luis Huerta-Torrez. Luis has been hired to the position of Environmental Compliance Inspector II in the Environmental Division.
- b) Welcome to the District, Sam Berry. Sam has been hired to the position of Construction and Maintenance Worker I in the Drinking Water Division.
- c) Welcome to the District, Tim Williams-West. Tim has been hired to the position of Construction and Maintenance Worker I in the Wastewater/Recycled Water/Collections Division.
- d) We received an email from Cathy and Dave McCahon in appreciation of Seth Borba, Clay Wicks, Wayne Sparse, Jim Clark, and Matt Keeler who repaired a water line break in their neighborhood. They wrote "They worked diligently to repair the problem and we appreciate their efforts."
- e) We received an email from Reanna, Pollock Pines in appreciation of EID staff. She wrote "I just wanted to say thank you for the level of engagement you demonstrate within our local communities, evidenced yet again by today's email explaining the proposed statewide water tax, as well as EID's position on the bill and why, and your encouraging individual members of the community to take action themselves by contacting our local lawmakers. I appreciate receiving these educational communications and I appreciate knowing that EID cares enough to invest the time and resources to share information with the community."

## PUBLIC COMMENT

Paul Raveling, El Dorado Hills

## **COMMUNICATIONS**

### **General Manager**

Staff Reports and Updates

- a) California Division of Safety of Dams' Posting of Dam Safety Information - Summary by John Kessler

### **Clerk to the Board**

None

### **Board of Directors**

None

## **APPROVE CONSENT CALENDAR**

**ACTION:** Consent Calendar was approved.

### **MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

## **CONSENT CALENDAR**

### **1. Finance (Pasquarello)**

Ratification of EID General Warrant Registers for the periods ending August 22 and August 29, 2017, and Employee Expense Reimbursements for these periods.

**ACTION:** Option 1: Ratified the EID General Warrant Registers as submitted to comply with Section 24600 of the Water Code of the State of California. Received and filed Employee Expense Reimbursements.

### **MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

### **2. Clerk to the Board (Sullivan)**

Approval of the minutes of the August 28, 2017 regular meeting of the Board of Directors.

**ACTION:** Option 1: Approved as submitted.

### **MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**3. Operations / Engineering (Washko/Mueller)**

Consideration to ratify both Resolution No. 2017-014 to maintain the emergency declaration as a result of ongoing storm activities and a contract amendment to GHD in the not-to-exceed amount of \$55,000 for inspection services on the Montclair Townhome Sewer Repair project; Tracking No T2017.02.

**ACTION:** Option 1: Ratified both Resolution No. 2017-014 (*thus maintaining the emergency declaration*) and a contract amendment to GHD in the not-to-exceed amount of \$55,000 for inspection services on the Montclair Townhome Sewer Repair Project; Tracking No T2017.02.

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**4. Office of the General Counsel (Poulsen)**

Consideration of a resolution declaring certain District real property to be surplus (APN: 115-400-22).

**ACTION:** Option 1: Adopted Resolution No. 2017-019, declaring APN 115-400-22 as a surplus property.

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**5. Finance (Pasquarello)**

Funding approval for District Capital Improvement Plan (CIP) Projects.

**ACTION:** Option 1: Authorized funding for the CIP project as requested in the amount of \$150,000.

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**6. Engineering (Money)**

Consideration to award a contract to TerraVerde Renewable Partners in the not-to-exceed amount of \$69,518 for solar design alternative analysis; and authorize funding of \$99,518 for the Solar Assessment and Design Program; Project No. 16030.

**ACTION:** Option 1: Awarded a contract to TerraVerde Renewable Partners in the not-to-exceed amount of \$69,518 for solar design alternative analysis; and authorized total funding of \$99,518 for the Solar Assessment and Design Program; Project No. 16030.

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**7. Engineering (Corcoran)**

Consideration to award a contract to Dudek in the not-to-exceed amount of \$51,780 for environmental support services for the Wastewater Collections Operations and Maintenance Facility Relocation Project; and authorize funding in the amount of \$66,780 for the Wastewater Collections Operations and Maintenance Facility Relocation; Project 17034.01.

**ACTION:** Option 1: Awarded a contract to Dudek in the not-to-exceed amount of \$51,780 for environmental support services for the Wastewater Collections Operations and Maintenance Facility Relocation Project; and authorized funding in the amount of \$66,780 for the Wastewater Collections Operations and Maintenance Facility Relocation; Project 17034.01

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**8. Office of the General Counsel (Leeper)**

Consideration to adopt a resolution authorizing the District to open a safe deposit box account at El Dorado Savings Bank and/or Bank of America.

**ACTION:** Option 1: Adopted Resolution No. 2017-020, authorizing the District to open a safe deposit box account at El Dorado Savings Bank and/or Bank of America.

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne, Prada and Raffety

**END OF CONSENT CALENDAR**

**PUBLIC HEARINGS ~ 9:00 A.M.**

The two Public Hearings listed below opened at 9:25 A.M.

**9. Office of the General Counsel (Poulsen)**

Consideration of adoption of Board Policy 3075 Public Records Act Requests.

**Public Comment:** Paul Raveling, El Dorado Hills  
Tom Cumpston, Placerville  
Chuck Vanderpool, Pollock Pines

Director Day requested that Thomas D. Cumpston's letter dated September 9, 2017 with subject: Agenda Item 9, September 11, 2017 Regular Board Meeting is entered into record.

**MOTION:** Main motion by Director Raffety and seconded by Director Coco to approve Option 1 and adopt Board Policy 3075 as presented.

**MOTION:** Substitute motion by Director Osborne to approve Option 2 and take other action as directed by the Board and direct staff to include the changes presented by Thomas D. Cumpston in his letter to the Board dated September 9, 2017. Motion failed due to lack of a second.

**ACTION:** Option 1: Adopted Board Policy 3075 as presented.

**MOTION PASSED**

Ayes: Directors Raffety, Coco and Osborne  
Noes: Directors Prada and Day

**10. Office of the General Counsel (Poulsen)**

Draft Amendments to Board Policy 3040 Annual Audit.

**MOTION:** Main motion by Director Day and seconded by Director Coco to approve Option 4 and adopt amendments to Board Policy 3040 as reflected in Option 4 in this agenda item summary.

**MOTION:** Substitute motion by Director Raffety and seconded by Director Osborne to approve Option 1 and adopt amendments to Board Policy 3040 as reflected in Option 1 in this agenda item summary.

**MOTION FAILED**

Ayes: Directors Osborne and Raffety  
Noes: Directors Prada, Coco and Day

**ACTION:** Option 4: Adopted amendments to Board Policy 3040 as reflected in Option 4 in this agenda item summary. (Initial term of three years, with option for one-year extension, where there are emergency or extenuating circumstances; total term not to exceed four years.)

**MOTION PASSED**

Ayes: Directors Day, Coco, Osborne and Prada  
Noes: Director Raffety

**INFORMATION ITEM**

**11. Engineering (Wilson)**

Information update on the Outingdale Lower Tank Replacement.

Public Comment: Paul Raveling, El Dorado Hills

**ACTION:** None – Information only.

**CLOSED SESSION**

**A. Conference with General Counsel – Existing Litigation (Poulsen)**

Existing Litigation pursuant to Government Code Section 54956.9(d)(1) (*Glenn Colusa Irrigation District et al. v. California Department of Water Resources*, Sacramento County Superior Court (filed August 18, 2017)).

**ACTION:** The Board met and conferred with counsel but took no reportable action.

**REVIEW OF ASSIGNMENTS**

Director Raffety requested that staff prepare an item for the October 23, 2017 regular Board meeting for consideration to waive attorney-client privilege and publicly disclose confidential memoranda prepared by the District’s former General Counsel regarding Prop. 218 compliance.

**ADJOURNMENT**

President Osborne adjourned the meeting at 11:40 A.M.

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George W. Osborne  
Board President  
EL DORADO IRRIGATION DISTRICT

ATTEST:

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Jennifer Sullivan  
Clerk to the Board  
EL DORADO IRRIGATION DISTRICT

Approved: \_\_\_\_\_

## EL DORADO IRRIGATION DISTRICT

**Subject:** Consideration of a resolution to authorize execution of an easement quitclaim to property owner Matthew C. Claudius (APN 120-391-14-100).

### **Board Policies (BP), Administrative Regulations (AR), and Board Authority**

Water Code Section 22500 authorizes the conveyance of District property when the Board determines by resolution that the property is no longer necessary for District purposes.

Water Code Section 22502 requires all conveyances of District property to be executed by the secretary and president on behalf of the District in accordance with a resolution of the Board.

### **Summary of Issue(s)**

District staff recommend that the Board quitclaim an incorrectly defined easement back to the underlying property owner, Matthew C. Claudius, in consideration for Mr. Claudius having granted a correctly defined easement to the District for operation of a District wastewater pipeline.

### **Staff Analysis/Evaluation**

Mr. Claudius owns property at 871 Mount Ranier Way, El Dorado Hills, California. In preparation for landscaping his property, Mr. Claudius researched his parcel and discovered that the District has a 6-inch sewer-line that runs inside a portion of his property but is incorrectly defined in recorded documents. Mr. Claudius contracted with a surveyor to analyze the recorded documents and alignment of the District's sewer utility. After conducting this research, the surveyor proposed that the District quitclaim its incorrectly-defined easement to Mr. Claudius, and that Mr. Claudius grant a new correctly defined easement to the District.

On September 27, 2017, Mr. Claudius granted a new easement to the District. In return, District staff propose that the Board quitclaim the previously recorded easement back to Mr. Claudius.

### ***Easement Quitclaims***

Easement quitclaims proposed by staff are required to be presented to District's Board of Directors for review and approval by resolution. After approval by Board, easement quitclaims are then recorded at the El Dorado County Recorder's Office.

District staff has researched and prepared an easement quitclaim for property owner, Matthew C. Claudius, which has been reviewed for accuracy. As District needs clear and accurate recording of its easements, it is prudent to grant an easement quitclaim to Property Owner of District's incorrectly-defined sewer easement as Property Owner has granted District a correctly-defined sewer easement.

**Board Decision/Options**

**Option 1:** Adopt a resolution approving and authorizing execution of an easement quitclaim as submitted.

**Option 2:** Take other action as directed by the Board.


**Option 3:** Take no action.


**Staff/General Manager's Recommendation**

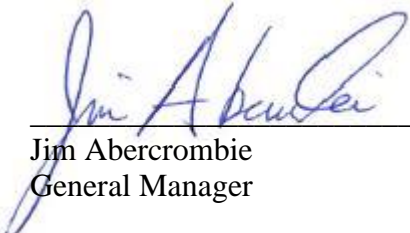
Option 1

**Supporting Documents Attached**

Attachment A: Proposed resolution and easement quitclaim

  
\_\_\_\_\_  
Pat Johnson  
Paralegal

  
\_\_\_\_\_  
Brian D. Poulsen, Jr.  
General Counsel

  
\_\_\_\_\_  
Jim Abercrombie  
General Manager



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
EL DORADO IRRIGATION DISTRICT  
APPROVING AND AUTHORIZING THE EXECUTION OF  
AN EASEMENT QUITCLAIM TO  
PROPERTY OWNER MATTHEW C. CLAUDIUS  
ASSESSOR PARCEL NUMBER 120-391-14**

**WHEREAS**, El Dorado Irrigation District (District) acquired easements at 871 Mount Ranier Way, El Dorado Hills, California, designated as Assessor Parcel Number 120-391-14; and

**WHEREAS**, the current parameters of the sewer easement at 871 Mount Ranier Way, El Dorado Hills, California, are incorrectly defined and recorded as such; and

**WHEREAS**, Property Owner, Matthew C. Claudius, desires correct and clearly-defined parameters of District’s sewer easement; and

**WHEREAS**, Property Owner, Matthew C. Claudius, has granted the District an easement, which accurately depicts proper alignment of District’s sewer easement; and

**WHEREAS**, District desires a correctly defined sewer line easement at 871 Mount Ranier Way, El Dorado Hills, California; and

**WHEREAS**, it is in the best interest of the District to dispose of its incorrectly-defined and recorded sewer easement; and

**WHEREAS**, District has accepted and recorded a grant of easement from Property Owner, Matthew C. Claudius, depicting accurate parameters of the District’s newly-surveyed sewer easement;

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**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Board of Directors of the EL DORADO IRRIGATION DISTRICT that the incorrectly-defined and recorded sewer easement interest on said parcel be relinquished by execution of an easement quitclaim attached hereto as Exhibit A.

The foregoing Resolution was introduced at a meeting of the Board of Directors of the EL DORADO IRRIGATION DISTRICT, held on the 10<sup>th</sup> day of October, 2017, by Director \_\_\_\_\_, who moved its adoption. The motion was seconded by Director \_\_\_\_\_, and a poll vote taken, which stood as follows:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

The motion having a majority of votes “Aye”, the resolution was declared to have been adopted, and it was so ordered.

\_\_\_\_\_  
George Osborne  
President, Board of Directors of  
EL DORADO IRRIGATION DISTRICT

ATTEST:  
  
\_\_\_\_\_  
Jennifer Sullivan  
Clerk to the Board

(SEAL)

I, the undersigned, Clerk to the Board of the EL DORADO IRRIGATION DISTRICT,  
hereby certify that the foregoing resolution is a full, true and correct copy of a resolution of the  
Board of Directors of the EL DORADO IRRIGATION DISTRICT entered into and adopted at a  
regular meeting of the Board of Directors held on the 10th day of October 2017.

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Jennifer Sullivan  
Clerk to the Board  
EL DORADO IRRIGATION DISTRICT

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Recording Requested By, & Mail To:  
Pat Johnson, Paralegal  
El Dorado Irrigation District  
2890 Mosquito Road  
Placerville, CA 95667

Name: Matthew C. Claudius  
Address: 871 Mount Ranier Way  
El Dorado Hills, CA 95762

APN: 120-391-14-100  
Documentary Transfer Tax \$ 0 RTT 11922

*For County Recorder's Use Only*

Declarant: \_\_\_\_\_

*EASEMENT QUITCLAIM*

**EL DORADO IRRIGATION DISTRICT** does hereby REMISE, RELEASE AND FOREVER QUITCLAIM to **MATTHEW C. CLAUDIUS**, a married man as his sole and separate property, all right, title, and interest said District may hold in the sewer easement existing on parcel APN 120-391-14-100 also known as 871 Mount Ranier Way, El Dorado Hills, California, County of El Dorado, State of California, and more precisely described in Exhibit A attached hereto.

By: \_\_\_\_\_  
George W. Osborne  
President of the Board of Directors  
EL DORADO IRRIGATION DISTRICT

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

By: \_\_\_\_\_  
Jim Abercrombie  
General Manager / Secretary  
EL DORADO IRRIGATION DISTRICT

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

~ Notary Acknowledgements Attached~

## **EXHIBIT A**

THAT PORTION OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 3, TOWNSHIP 9 NORTH, RANGE 8 EAST, M.D.M. BEING A RESUBDIVISION OF LOTS 38, 39 AND 40 OF PARK VILLAGE UNIT NO. 7, INCLUDED WITHIN THE BOUNDARIES OF THE LAND SHOWN AND DESIGNATED AS:

PARCEL 3 OF PARCEL MAP FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF EL DORADO COUNTY, CALIFORNIA, ON APRIL 29, 1988 IN BOOK 38 OF PARCEL MAPS, AT PAGE 130.

EXCEPTING THEREFROM ALL MINERALS, OIL, GAS AND OTHER HYDROCARBON SUBSTANCES BELOW A DEPTH OF 100 FEET UNDER THE ABOVE DESCRIBED PROPERTY, WITHOUT RIGHT OF SURFACE ENTRY, AS RESERVED BY JOHN HANCOCK LIFE INSURANCE COMPANY, A MASSACHUSETTS CORPORATION, IN DEED RECORDED APRIL 27, 1982 IN BOOK 2070 OF OFFICIAL RECORDS, PAGE 320.

## EL DORADO IRRIGATION DISTRICT

**Subject:** Consideration of a resolution to authorize execution of an easement quitclaim to property owners Steve R. Williams and Calle R. Williams (APN: 089-202-80) for an abandoned District ditch easement.

### **Previous Board Actions**

None.

### **Board Policies (BP), Administrative Regulations (AR), and Board Authority**

Water Code Section 22500 authorizes the conveyance of District property when the Board determines by resolution that the property is no longer necessary for District purposes.

Water Code Section 22502 requires all conveyances of District property to be executed by the secretary and president on behalf of the District in accordance with a resolution of the Board.

### **Summary of Issue(s)**

Landowners, Steve R. Williams and Calle R. Williams, have requested that the District quitclaim an abandoned ditch easement on their property in Placerville, California (APN 089-202-80). The ditch appears to be a tributary of the Gold Hill Ditch. Staff recommend that the Board quitclaim the District's interest as requested by the parcel owners.

### **Staff Analysis/Evaluation**

The District's property rights to Gold Hill Ditch were never recorded. Instead, property rights were established by a legal doctrine known as "implied dedication by public use." The District announced its intent to abandon the Gold Hill Ditch on January 6, 2003, after conducting a public workshop. Additionally, non-use of a ditch for five years is deemed sufficient to constitute abandonment. Appropriate time has run for abandonment of Gold Hill Ditch and also by District's statement of intent in 2003.

The ditch segment in question appears likely to have been a private lateral into or from the Gold Hill Ditch. The District no longer requires these easement rights. It would be judicious, therefore, to quitclaim the District's interest, as requested by the property owners.

Easement quitclaims proposed by staff are required to be presented to District's Board of Directors for review and approval by resolution. After approval by Board, easement quitclaims are then recorded at the El Dorado County Recorder's Office.

District staff has researched and prepared an easement quitclaim for property owners, Steve R. Williams and Calle R. Williams, which has been reviewed for accuracy. As District no longer requires this abandoned ditch easement right, it is prudent to relieve it of all administrative and legal responsibilities associated with retaining the subject ditch easement.

**Board Decision/Options**

**Option 1:** Adopt a resolution approving and authorizing execution of an easement quitclaim as submitted.

**Option 2:** Take other action as directed by the Board.

**Option 3:** Take no action.

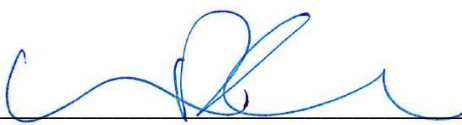
**Staff/General Manager's Recommendation**


Option 1.

**Supporting Documents Attached**

Attachment A: Proposed Resolution and Easement Quitclaim

  
Pat Johnson  
Paralegal

  
Brian D. Poulsen, Jr.  
General Counsel

  
Jim Abercrombie  
General Manager

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
EL DORADO IRRIGATION DISTRICT  
APPROVING AND AUTHORIZING THE EXECUTION OF  
AN EASEMENT QUITCLAIM TO  
PROPERTY OWNERS STEVE R. WILLIAMS AND CALLE R. WILLIAMS  
ASSESSOR PARCEL NUMBER 089-202-80**

**WHEREAS**, El Dorado Irrigation District (District) acquired all right, title and interest in the water rights and real property interests in the Gold Hill Ditch in April 1927;

**WHEREAS**, El Dorado irrigation District retained water rights but abandoned Gold Hill Ditch service no later than 2005; and

**WHEREAS**, property owners Steve R. Williams and Calle R. Williams, who reside at 2017 Royal View Drive, Placerville, California request the District approve an easement quitclaim to them for a portion of the Gold Hill Ditch found on their property referenced as Assessor Parcel Number 089-202-80;

**WHEREAS**, El Dorado Irrigation District abandoned by non-use the Gold Hill Ditch for a period of more than five (5) years and no longer requires said ditch easement within Assessor Parcel Number 089-202-80;

**WHEREAS**, El Dorado Irrigation District desires to relieve the District of all administrative and legal responsibilities associated with said easement;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Board of Directors of the EL DORADO IRRIGATION DISTRICT that the ditch easement located at Assessor Parcel Number 089-202-80 be relinquished by execution of an easement quitclaim attached hereto as Exhibit A.



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The foregoing Resolution was introduced at a meeting of the Board of Directors of the EL DORADO IRRIGATION DISTRICT, held on the 10th day of October, 2017, by Director \_\_\_\_\_, who moved its adoption. The motion was seconded by Director \_\_\_\_\_, and a poll vote taken, which stood as follows:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

The motion having a majority of votes “Aye”, the resolution was declared to have been adopted, and it was so ordered.

\_\_\_\_\_  
George Osborne  
President, Board of Directors of  
EL DORADO IRRIGATION DISTRICT

ATTEST:  
  
\_\_\_\_\_  
Jennifer Sullivan  
Clerk to the Board

(SEAL)

I, the undersigned, Clerk to the Board of the EL DORADO IRRIGATION DISTRICT,  
hereby certify that the foregoing resolution is a full, true and correct copy of a resolution of the  
Board of Directors of the EL DORADO IRRIGATION DISTRICT entered into and adopted at a  
regular meeting of the Board of Directors held on the 10<sup>th</sup> day of October 2017.

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Jennifer Sullivan  
Clerk to the Board  
EL DORADO IRRIGATION DISTRICT

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Recording Requested By, & Mail To:  
Pat Johnson, Paralegal  
El Dorado Irrigation District  
2890 Mosquito Road  
Placerville, CA 95667

Name: Steve and Calle Williams  
Address: 2071 Royal View Drive  
Placerville, CA 95667

APN: 089-202-80-100  
Documentary Transfer Tax \$ 0 RTT 11922

*For County Recorder's Use Only*

Declarant: \_\_\_\_\_

*EASEMENT QUITCLAIM*

**EL DORADO IRRIGATION DISTRICT** does hereby REMISE, RELEASE AND FOREVER QUITCLAIM to **STEVEN R. WILLIAMS and CALLE R. WILLIAMS**, husband and wife as community property with right of survivorship, all right, title, and interest said District may hold in the ditch easement existing on parcel APN 089-202-80-100 also known as 2071 Royal View Drive, Placerville, California, in the unincorporated area of the County of El Dorado, State of California, and more precisely described as Parcel 1, as shown on that certain Parcel Map filed in the Office of the County Recorder of said County on October 9, 2008, in Book 50 of Parcel Maps, Page 46, excepting any portion of any District water or sewer lines of appurtenances thereto that are located within the area of said easement rights or claims of easement rights.

By: \_\_\_\_\_  
George w. Osborne  
President of the Board of Directors  
EL DORADO IRRIGATION DISTRICT

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

By: \_\_\_\_\_  
Jim Abercrombie  
General Manager / Secretary  
EL DORADO IRRIGATION DISTRICT

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

~ Notary Acknowledgements Attached~

## EL DORADO IRRIGATION DISTRICT

**Subject:** Funding approval for District Capital Improvement Plan (CIP) Projects.

### **Recent Board Action**

October 24, 2016 – The Board adopted the 2017-2021 CIP, subject to available funding.

### **Board Policies (BP), Administrative Regulations (AR) and Board Authority**

Staff advised that each CIP project would be presented to the Board for funding approval.

### **Summary of Issue**

Board approval is required to authorize CIP funding prior to staff proceeding with work on the projects.

### **Staff Analysis/Evaluation**

The CIP projects identified in Table 1-1 on page 2 requires immediate funding. Some funding requests are in excess of the original CIP plan estimates. The increase is related to the refinement of capitalized EID labor cost as the project design was completed.

### **Funding Source**

The primary funding source for the District CIP projects is listed in Table 1-1. Table 1-1 also lists the projects currently in progress and the amount of funding requested.

The CIP project descriptions for these projects are also attached for review. (Attachment A)

**Table 1-1  
CIP Funding Request**

	<b>Project Name and Number</b>	<b>2017-2021 CIP Plan<sup>1</sup></b>	<b>Funded to Date</b>	<b>Actual Costs to date<sup>2</sup></b>	<b>Amount Requested</b>	<b>Funding Source</b>
1.	<b>Polaris Road Waterline Replacement Project 15029</b>	<b>\$1,959,630</b>	<b>\$1,660,821</b>	<b>\$1,665,764</b>	<b>\$100,000</b>	<b>100% Water rates</b>
2.	<b>Canal and Flume Program Flume 30 Reline 17029</b>	<b>\$2,946,566</b>	<b>\$125,647</b>	<b>\$23,433</b>	<b>\$45,000</b>	<b>53% Water FCC's 47% Water rates</b>
	<b>TOTAL FUNDING REQUEST</b>				<b>\$145,000</b>	

<sup>1</sup> Includes all existing costs plus any expected costs in the 5 year CIP Plan.

<sup>2</sup> Actual costs include encumbrances.

The following section contains a brief breakdown and description of the projects in the table. For complete description of the CIP projects see Attachment A.

## CIP Funding Request

<b>Project No.</b>	15029	<b>Board Date</b>	10/10/2017
<b>Project Name</b>	Polaris Road Waterline Replacement Project		
<b>Project Manager</b>	Wilson		

<b>Budget Status</b>	<b>\$</b>	<b>%</b>
Funded to date	\$ 1,660,821	--
Spent to date	\$ 1,665,764	100%
<b>Current Remaining</b>	<b>\$ (4,943)</b>	<b>0%</b>

<b>Funding Request Breakdown</b>	<b>\$</b>
Materials	\$ 23,500
Construction services	\$ 1,500
Capitalized labor	\$ 75,000
<b>Total</b>	<b>\$ 100,000</b>

<b>Funding Source</b>
100% Water rates

<b>Description</b>
This project is currently under construction and the purpose of this request is to provide additional funding (\$23,500) to replace all remaining 5/8" meters with new 3/4" meters with remote read equipment. The meters will be purchased by the District and installed by the awarded contractor, Rapid General Engineering. Additionally, the request includes funding for a change order (\$1,500) to Rapid General Engineering to remove an additional 18 linear feet of 6" steel pipe at a tie-in at Easy Street. Finally, funding is needed for staff time for continued inspection and project management.

## CIP Funding Request

<b>Project No.</b>	17029	<b>Board Date</b>	10/10/2017
<b>Project Name</b>	Flume 30 Reline		
<b>Project Manager</b>	Gibson		

<b>Budget Status</b>	<b>\$</b>	<b>%</b>
Funded to date	\$ 125,647	--
Spent to date	\$ 23,433	19%
<b>Current Remaining</b>	<b>\$ 102,214</b>	<b>81%</b>

<b>Funding Request Breakdown</b>	<b>\$</b>
Helicopter costs	\$ 45,000
<b>Total</b>	<b>\$ 45,000</b>

<b>Funding Source</b>
53% Water FCC's 47% Water rates

<b>Description</b>
Hydro Operations initially received authorization for funding to reline Flume 48 at the July 24, 2017 Board Meeting. Unfortunately Flume 30 had a significant leak in August 2017. Operations inspected this section of flume after the repair and found that it had degraded significantly and is in worse condition than Flume 48. Operations decided to reline Flume 30 in October 2017 and then reline Flume 48 in October 2018. Relining the flumes with marine grade plywood will extend the life of the flume until the flume can be replaced. Materials and labor are already funded but additional funding is needed to cover helicopter costs to Flume 30 because of the remote location.

**Board Decisions/Options**

**Option 1:** Authorize funding for the CIP project as requested in the amount of \$145,000.

**Option 2:** Take other action as directed by the Board.

**Option 3:** Take no action.

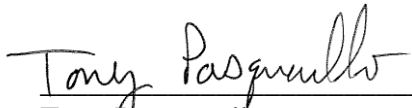
**Staff/General Manager Recommendation**

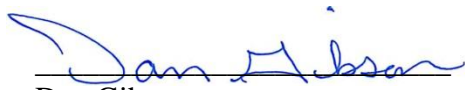
Option 1

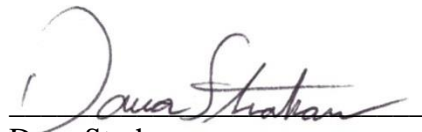
**Support Documents Attached**

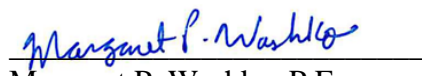
Attachment A: Capital Improvement Project Description and Justifications





  
Tony Pasquarello  
Accounting Manager

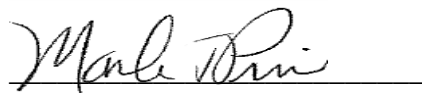
  
Dan Gibson  
Hydroelectric Manager


  
Dana Strahan  
Drinking Water Manager

  
Margaret P. Washko, P.E.  
Operations Director

  
Elizabeth D. Wells, P.E.  
Engineering Manager

  
Brian Mueller  
Engineering Director

  
Mark Price  
Finance Director (CFO)

  
Jim Abercrombie  
General Manager

**2017 CAPITAL IMPROVEMENT PLAN Program: Water**

**Project Number:** 15029  
**Project Name:** Polaris Road Waterline Replacement  
**Project Category:** Reliability & Service Level Improvements  
**Priority:** 2      **PM:** Wilson      **Board Approval:** 10/24/16

**Project Description:**

Much of the Pollock Pines water system was constructed in the 1940's and 50's with steel pipe. The backbone system and many problematic pipelines have been replaced over the last two decades. This project will replace the remaining 4,400 feet of steel pipe in the Polaris Road area and allow for abandonment of approximately 200 feet of private line. Approximately 58 leaks have been repaired along Polaris Road over the past 15 years. This is equivalent to 6.7 breaks/mile-year, exceeding the industry average of 0.25 breaks/mile-year (WEF) by 27 times. Waterline leaks in an aging infrastructure are expected and are prioritized for repair by District crews based on public health risks, severity of leak, property damage threat and impact to customers. The magnitude of water loss and level of customer impact make these waterlines the highest priority for replacement.

**Basis for Priority:**

Potential interruption to service throughout the District in the event of failures and continued use of expiring equipment that may pose a threat to the health and safety of customers, employees, and the public.

Project Financial Summary:			
Funded to Date:	\$ 117,596	Expenditures through end of year:	\$ 59,630
Spent to Date:	\$ 59,630	2017 - 2021 Planned Expenditures:	\$ 1,900,000
Cash flow through end of year:	\$ -	Total Project Estimate:	\$ 1,959,630
Project Balance	\$ 57,966	Additional Funding Required	\$ 1,842,034

Description of Work	Estimated Annual Expenditures					Total
	2017	2018	2019	2020	2021	
Study/Planning						\$ -
Design						\$ -
Construction	\$ 1,900,000					\$ 1,900,000
						\$ -
<b>TOTAL</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>

Funding Sources	Percentage	2017	Amount
Water Rates	100%		\$1,842,034
			\$0
			\$0
<b>Total</b>	<b>100%</b>		<b>\$1,842,034</b>

Funding Comments: Project involves storage capacity to meet current regulations only, with no planned increase in potable water delivery capacity, therefore funding is 100% water rates.

2017

## CAPITAL IMPROVEMENT PLAN Program:

Hydroelectric

Project Number:

PLANNED

Project Name:

Annual Canal and Flume Program

Project Category:

Reliability &amp; Service Level Improvements

Priority:

2

PM:

Gibson

Board Approval:

10/24/16

## Project Description:

Canals and flumes are assessed annually by District staff to assess and prioritize needed improvements that will be implemented during the annual Canal outage. These improvements are needed to extend the service life of the asset and maintain system reliability. Improvements to the degraded canal and flume sections include materials, concrete, shotcrete, helicopter support, equipment, and District crew labor. Canal, flume, and spillway improvements are necessary in order to maintain reliability of the water supply. Annual system improvements will be determined by Hydro Operations each spring for implementation to be achieved during the scheduled Canal outage.

## Basis for Priority:

These are projects that provide measurable progress toward achieving the District's goals, but over which the District has a moderate level of control as to when they should be performed.

Project Financial Summary:			
Funded to Date:	\$ 446,566	Expenditures through end of year:	\$ 446,566
Spent to Date:	\$ 82,572	2017 - 2021 Planned Expenditures:	\$ 2,500,000
Cash flow through end of year:	\$ 363,994	Total Project Estimate:	\$ 2,946,566
Project Balance	\$ 363,994	Additional Funding Required	\$ 2,136,006

Description of Work	Estimated Annual Expenditures					Total
	2017	2018	2019	2020	2021	
Study/Planning						\$ -
Design						\$ -
Construction	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
						\$ -
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 2,500,000</b>

Funding Sources	Percentage	2017	Amount
Water Rates	47%		\$63,923
Water FCCs	53%		\$72,083
			\$0
<b>Total</b>	<b>100%</b>		<b>\$136,006</b>

Funding Comments:

## EL DORADO IRRIGATION DISTRICT

**Subject:** Consideration to award a contract to GHD in the not-to-exceed amount of \$77,898 for geotechnical investigation of the Flume 30 replacement, and authorize funding of \$104,898 for the Flume 30 replacement project, Project No. 17041.

### **Previous Board Actions**

September 26, 2011 – The Board awarded a construction contract to Mark A. Suden Mining Construction in the not-to-exceed amount of \$213,300 for repair of the Flume 30 abutments

### **Board Policies (BP), Administrative Regulations (AR) and Board Authority**

BP 3060, AR 3061.04: contracts greater than \$50,000 must be approved by the Board.

BP 8010: The District maintains and operates its hydroelectric generating facilities in a safe, efficient, and environmentally responsible manner, and in compliance with all applicable federal and state permits and regulations, the terms of the Federal Energy Regulatory Commission (FERC) license, and all related agreements.

BP 8013: The District shall operate and maintain its hydroelectric system of ditches and powerhouse in a safe and cost-effective manner, in compliance with regulatory requirements and industry standards.

### **Summary of Issue**

The Flume 30 replacement project is currently planned for construction in 2019. Ongoing deterioration of the wood flume, an overstressed support structure, and the recent leaking of the flume has accelerated the need for replacement. A geotechnical investigation should be completed to inform the design before the end of the year in order to meet the 2019 construction schedule. District crews plan to reline portions of the flume during the 2017 outage, but this is a stopgap measure to allow time to get to full replacement. For these reasons a sole source contract is proposed to be issued to GHD to complete the geotechnical investigation.

### **Staff Analysis/Evaluation**

Flume 30 is approximately 375 feet in length and last replaced by PG&E in the early 1990's. Abutment stability measures were implemented during the 2011 outage to maintain the continued integrity of the entire flume. In 2015, visual inspections and core samples of the wooden structural timbers were collected and analyzed. The findings of the inspection showed that when the flume was replaced in the 1990's undersized structural timber was used. This condition is compounded today by the degradation of the sills over the last 25 years that have resulted in overstressing of the wood flume support structure. In 2015, District crews added additional posts and sills and installed additional supports to the cantilevered ends of each sill end to stabilize the flume to extend the safe operation of the asset until a complete replacement can occur. Crews will be relining the flume in the 2017 outage to minimize the leaks that are occurring.

Implementation schedule

District staff will be evaluating the most economical method to replace the flume. The anticipated schedule for the Flume 30 project is shown in the table below:

**Flume 30 Anticipated Schedule**

<b>Event</b>	<b>Date</b>
RFP issued	October 16, 2017
Proposals due	November 13, 2017
Request for Board approval of contract	December 11, 2017
Geotechnical investigation	October 1 – December 1, 2017
Design up to 90%	March 2018 – August 2018
Environmental Review and Permitting	May 2018 – May 2019
District bids project	May 2019
Construction	August 2019– December 2019

This is an accelerated schedule to meet a 2019 construction timeline. Typically the geotechnical investigation would be included in the design RFP. However, in order to get this completed by 2019, staff is proposing a sole source contract to GHD to conduct the geotechnical investigation this fall. The geotechnical work needs to be completed during an outage with no water in the flume for safety reasons. Conducting the work this fall will enable the design to proceed expeditiously in 2018.

**Environmental Review**

In accordance with California Environmental Quality Act (CEQA), CEQA Guidelines, and the District’s Procedures to Implement CEQA, staff has determined the proposed project is categorically exempt from CEQA pursuant to Section 15306 – Information Collection of the CEQA Guidelines. Following Board approval, staff will file a Notice of Exemption from CEQA with the El Dorado County Clerk-Recorder’s office. The project is not subject to any regulatory permits.

**Funding**

Funding for the project described above will come from 53% FCCs and 47% water rates. Staff is requesting funding in the amount of \$104,898 for the Flume 30 replacement project as summarized below:

**Flume 30 Funding Requirements**

	<b>Amount</b>
GHD – Geotechnical Investigation	\$77,898
Capitalized Labor –coordination and support	27,000
<b>TOTAL</b>	<b>\$104,898</b>

**Board Decisions/Options**

**Option 1:** Award a contract to GHD in the not-to-exceed amount of \$77,898 for geotechnical investigation of the Flume 30 replacement, and authorize funding of \$104,898 for the Flume 30 replacement project, Project No. 17041.

**Option 2:** Take other action as directed by the Board.

**Option 3:** Take no action.

**Staff/General Manager's Recommendation**

Option 1

**Supporting Documents Attached**

Attachment A: GHD Proposal



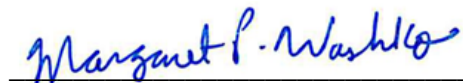
Cary Mutschler  
Senior Civil Engineer



Elizabeth D. Wells, P.E.  
Engineering Manager



Brian Mueller, P.E.  
Engineering Director



Margaret P. Washko, P.E.  
Operations Director



Mark Price  
Finance Director



Jim Abercrombie  
General Manager



**PROPOSAL FOR PROFESSIONAL SERVICES – ON-CALL CONTRACT (THROUGH 12/31/2019)**

(PURSUANT TO PARAGRAPH 1 OF APPENDIX A OF THE PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES 01/01/2017 THROUGH 12/31/2019, THIS PROPOSAL – IF SELECTED BY DISTRICT AND EXECUTED BY BOTH PARTIES – SHALL BECOME THE **SCOPE OF WORK** FOR THE SPECIFIC ON-CALL TASK(S) IDENTIFIED HEREIN.)

TYPE OF SERVICE: Geotechnical

CONSULTANT NAME: GHD Inc

EID Project Name: Flume 30 Replacement

EID Project No.:

ESTIMATED HOURS AND COST PROPOSAL				
ITEM NO.	TASK DESCRIPTION	PROJECTED HOURS	COST PER HOUR/ITEM (REQUIRED)	PROJECTED COSTS
<b>Geotechnical Investigation</b>				
1	Conference / Kickoff / Work Plan / Schedule - Sr Professional	4	\$ 229	\$ 916
2	Conference / Kickoff / Work Plan / Schedule - Sr Professional	2	\$ 224	\$ 448
3	Client/Sub Coordination - Senior Professional	1	\$ 229	\$ 229
4	Project Data Review of Incoming Materials - Senior Professional	1	\$ 229	\$ 229
5	Site Recon + USA Mark - Senior Professional	2	\$ 229	\$ 458
6	Permit + USA Coord - Senior Professional	1	\$ 229	\$ 229
7	Right of Entry/Site Access - Senior Professional	6	\$ 229	\$ 1,374
8	Geologic Mapping - Senior Professional	8	\$ 229	\$ 1,832
9	Exploration - Drilling - Senior Professional	8	\$ 229	\$ 1,832
10	Exploration - Drilling - Senior Professional	8	\$ 224	\$ 1,792
11	Exploration - Drilling - Professional	80	\$ 176	\$ 14,080
12	Exploration - Travel - Senior Professional	4	\$ 229	\$ 916
13	Exploration - Travel - Senior Professional	2	\$ 224	\$ 448
14	Exploration - Travel - Professional	20	\$ 176	\$ 3,520
15	Lab Test Determination / Test Request - Professional	1	\$ 176	\$ 176
16	Lab Test Determination / Test Request - Inspector	1	\$ 139	\$ 139
17	Deliver Samples to Lab - Professional	1	\$ 134	\$ 134
18	Logs, gINT entry - Senior Professional	1	\$ 229	\$ 229
19	Logs, gINT entry - Senior Professional	1	\$ 224	\$ 224
20	Logs, gINT entry - Professional	4	\$ 176	\$ 704
21	Geotechnical Parameters - Senior Professional	1	\$ 229	\$ 229
22	Geotechnical Parameters - Senior Professional	1	\$ 224	\$ 224
23	Geotechnical Parameters - Professional	2	\$ 176	\$ 352
24	Geotechnical Model/Profile/Section - Senior Professional	1	\$ 229	\$ 229
25	Geotechnical Model/Profile/Section - Senior Professional	1	\$ 224	\$ 224
26	Geotechnical Model/Profile/Section - Professional	4	\$ 176	\$ 704
27	Seismic Research - Professional	1	\$ 176	\$ 176
28	Foundation Analysis (Bearing/Settlement) - Professional	4	\$ 176	\$ 704
29	Lateral Earth Pressures (Walls) - Professional	4	\$ 176	\$ 704
30	Stability Analysis - Professional	4	\$ 176	\$ 704
31	Liquefaction/Lateral Spread - Professional	1	\$ 176	\$ 176
32	QC Meeting on Modeling & Analyses - Senior Professional	2	\$ 229	\$ 458
33	QC Meeting on Modeling & Analyses - Senior Professional	2	\$ 224	\$ 448




34	QC Meeting on Modeling & Analyses - Senior Professional	2	\$ 176	\$ 352
35	Drafting Request (Vicinity, Site Plan) - Professional	1	\$ 176	\$ 176
36	Drafting Request (Vicinity, Site Plan) - Professional	8	\$ 123	\$ 984
37	Log and Lab Output Sheets/Graphs (gINT) - Professional	8	\$ 176	\$ 1,408
38	Technical Memorandum - Professional	4	\$ 176	\$ 704
39	Geotechnical Report, draft - Senior Professional	4	\$ 229	\$ 916
40	Geotechnical Report, draft - Senior Professional	4	\$ 224	\$ 896
41	Geotechnical Report, draft - Professional	8	\$ 176	\$ 1,408
42	Geotechnical Report, final - Senior Professional	3	\$ 229	\$ 687
43	Geotechnical Report, final - Senior Professional	3	\$ 224	\$ 672
44	Geotechnical Report, final - Professional	6	\$ 176	\$ 1,056
45	Plan/Spec Review, Coord Civil Design - Senior Professional	2	\$ 224	\$ 448
46	Letter of Plan/Spec Review and Conformance - Sr Professional	2	\$ 224	\$ 448
47	Expense: Permit	1	\$ 500	\$ 500
48	Subconsultant: Driller	1	\$ 26,250	\$ 26,250
49	Lab Testing: Unconfined Compressive Strength-Cores (ASTM C42)	16	\$ 172	\$ 2,752
50	Lab Testing: Seismic Fieldwork (ASTM D5777)	1	\$ 3,000	\$ 3,000
TOTAL HOURS		258	TOTAL NOT TO EXCEED	\$ 77,898

**ESTIMATED DURATION: 10 weeks**

**Please see attached Exhibit A.**

**CONSULTANT:**

  
 \_\_\_\_\_ 9-26-2017  
 SIGNATURE DATE  
 PG 5591 / CEG 1727, exp. 11/30/2018

**DISTRICT APPROVAL:**

\_\_\_\_\_  
 SIGNATURE DATE  
 \_\_\_\_\_  
 SIGNATURE DATE  
 \_\_\_\_\_  
 SIGNATURE DATE

**FOR EID USE ONLY:**

Charge Nos.: \_\_\_\_\_ Notes: \_\_\_\_\_

**Are safety submittals required?**  Yes  No

*If "Yes", safety submittal form needs to be completed and attached to this form. District's Safety/Security Officer must approve safety submittals before commencement of work.*





September 26, 2017

Cary Mutschler  
El Dorado Irrigation District  
2890 Mosquito Road  
Placerville, CA 95667

**Re: Flume 30 Replacement  
Geotechnical Investigation**

## **Scope of work**

The scope of work includes the following tasks. The unit costs for these tasks are included in this proposal.

### ***Task 1 – Geotechnical Investigation***

GHD proposes to evaluate the feasibility of improving the stability of the existing bench and rock wall at Flume 30 to meet the current engineering standards established by the FERC. This option could result in the rock wall and rocky backfill to remain in place with a cementing agent injected to stabilize the bench and wall or stabilized in-place. This approach was successfully implemented at Flume 41 in 2012 resulting in a savings of approximately \$2M by precluding the removal of the existing rock bench material and import of engineered fill, all by helicopter.

This proposal is to perform the geotechnical investigation and perform slope stability calculations to verify that the alternate construction is viable. In the event that the geotechnical investigation validates this approach, additional civil and structural engineering will be required to revise the construction documents. If the approach is viable, additional construction document (Plans, Specifications, Engineering) work is to be approved under separate contract. We anticipate the future construction documents will be on the order of \$640,000 (10% of the Construction Estimate).

A very rough order of magnitude estimate suggests this approach, if technically feasible, could result in a construction savings of approximately \$2M. This ROM estimate considers the cost to excavate, helicopter, process, and replace a MSE wall versus the cost to stabilize in place. Additionally, this alternate construction could save critical construction time by omitting the double-handling and processing of the bench materials and by providing ready access to the spillway. The time savings will result in getting the system back on line earlier and generating revenue from power production (additional savings to the District).

We envision a program of permeation grouting coupled with rock anchors to achieve this objective. In order to evaluate the appropriateness of this alternative, GHD will perform testing of the in-situ conditions at the bench. The most relevant and least invasive information practically available during operation of the El Dorado Canal is obtained by coring through the rock wall and through the bench material and performing water testing to ascertain the permeability and porosity of the existing bench materials.

The bench evaluation program is planned to be performed with portable equipment staged from the end of Flume 30. The Driller will mobilize a generator and compressor and run electrical and air lines approximately 500 feet from the staging area to the work area. The program will consist of thin-wall core drill horizontal borings at eight (8) locations through an existing rock wall (~20 feet) and into the native bedrock approximately 2 feet for a total distance of approximately 22 feet per hole. To account for



variability and access concerns, we will identify a total of fifteen possible drill locations. The possible drill locations will be marked with blaze orange ribbon on the wall face immediately adjacent to large blocks of rock that are suitable for the coring. Although fifteen (15) locations will be marked, we anticipate that six (6) core holes will be performed from Bull Creek downstream and two (2) core holes upstream of Bull Creek. More locations will be marked than are planned to drill to allow for adjustments in the field in response to regulatory approval.

The cores will be logged and collected for laboratory testing. Water pressure tests will be performed at each boring at low pressure and determine permeability and applicability for permeation grouting. Upon completion of the water pressure tests, each boring will be backgrouted and finished even with the adjacent rock.

The footprint of the thin-wall core drill rig is approximately 8"x18". It will be fastened to the existing rock wall with one or two 1/2" redheads. The feed system is by hand, just like a drill press. For circulation during drilling, we will use a portable pump up sprayer tank. which controls the water much better than an electric pump. The hole size will be about 2 1/2" with an NX size core x 2' long with extension rods for greater depth. We will use either pneumatic or mechanical packers for the water tests and backgrout all of the cores upon completion of the water test. We anticipate that the work will be completed over a 10-day period.

**Assumptions and clarifications**

1. Access to the project site is provided to GHD.
2. Wet weather may delay the schedule of field services.
3. Any services not expressly contained in the scope of work are excluded; however, GHD can provide additional services, if requested, per a contract amendment.
4. Should the project be put on hold for reasons outside of our control for a period of four months or more, GHD reserves the right to renegotiate this contract.

**Fees**

*Time and Materials Not-to-Exceed Tasks*

Task 1 – Geotechnical Investigation .....	<u>\$ 77,898</u>
<i>Total – Time and Materials Not-to-Exceed Tasks .....</i>	<i>\$ 77,898</i>

## EL DORADO IRRIGATION DISTRICT

**Subject:** Consideration to award a contract to Hudson Henderson & Company, Inc. in the not-to-exceed amount of \$126,750 for audit services in fiscal years ending December 31, 2017, 2018 and 2019.

### **Previous Board Action**

September 10, 2012 – Board approved the contract for audit services to Richardson & Company, LLP for the fiscal years ending December 31, 2012, 2013, and 2014.

July 13, 2015 – Board exercised the two year extension option with Richardson & Company, LLP to perform audit services for fiscal years ending December 31, 2015 and 2016.

### **Board Policies (BP), Administrative Regulations (AR), and Board Authority**

BP 3040: Government Code section 26909 requires government agencies to undergo periodic external financial reviews. Accordingly, the District shall hire an independent certified public accountant or certified public accountant firm to perform an annual audit of the District's fiscal operations. The independent certified public accountant or certified public accountant firm shall have knowledge and experience in public agency accounting and shall prepare an audit report. The Board will review and receive the annual audit report within 180 days after the end of the fiscal year. Except as otherwise directed by the Board, the District shall hire an independent certified public accountant or certified public accountant firm for a term of not to exceed three years with an option to extend the contract for an additional one year, requiring Board approval, when there are emergency or extenuating circumstances that, in the Board's discretion, warrant the one-year extension. The District shall not hire the same certified public accountant or certified public accounting firm for more than four consecutive fiscal years. The Board shall approve all contracts and extensions of contracts for auditing services.

Office of Management and Budgets Circular A-133 and Government Auditing standards requires a Single Audit in relation to Federal grants funds received by non-federal entities.

### **Summary of Issue**

The contract for audit services with Richardson & Company, LLP has expired, and the Office of the State Controller requires an annual audit be performed by an independent certified public accountant or certified public accountant firm.

The District engages an independent public accountant firm to perform an examination of the District's basic financial statements and, if applicable, the District's schedule of expenditures of Federal Awards (Single Audit). The independent auditor also performs agreed-upon procedures to test and report on the District's GANN appropriation limit calculation. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit also includes evaluating the overall presentation of the financial statements and evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management.

The objective of the audit is to express an opinion as to whether these financial statements are fairly presented in all material respects in conformity with all applicable accounting standards generally accepted in the United States of America and as promulgated by the American Institute of Certified Public Accountants (AICPA), the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

Additional service requirements include:

- Report on Internal Control Over Financial Reporting and on Compliance Over Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- Presentation to the District Board of Directors to discuss audit results.
- Provide one soft copy and one original unbound unpagged numbered copy of the audited annual basic financial statements.
- Printing and binding of the Comprehensive Annual Financial Report (CAFR) and provide up to 80 bound copies for distribution.
- Conduct audit work in a timeframe that completes fieldwork by April 30<sup>th</sup> of each year and finalizes the audited annual financial statements including opinion by May 31<sup>st</sup> of each year.
- Assistance in obtaining the CAFR Certificate of Achievement.

### **Staff Analysis/Evaluation**

On August 18, 2017, staff issued a Request for Proposal (RFP) to seek qualified certified public accountant (CPA) firms to perform the District’s financial audit services for fiscal years ending December 31, 2017, 2018 and 2019 with a two-year extension option. At the time of the RFP advertisement, Board Policy 3040 included an optional two-year contract extension. Subsequent to the RFP being publically advertised, Board Policy 3040 was revised and adopted on August 28, 2017 by which the optional contract extension of two years was reduced to one year. The RFP was posted on the District’s on-line bidding site, and notices were advertised in the Mountain Democrat and Sacramento Bee.

The District received eight responsive proposals and is summarized in the below table.

Proposals		Fiscal Years 2017-2019				Fiscal Year 2020
Audit Firm	Location	District Audit	Single Audit	Total Services	1-year Avg.	Total Services
Harshwal & Company, LLP	Oakland	\$ 99,000	\$ 8,910	\$ 107,910	\$ 35,970	\$ 39,500
Vavrinek, Trine, Day & Co., LLP	Palo Alto	\$ 103,993	\$ 15,302	\$ 119,295	\$ 39,765	\$ -
Mann Urrutia Nelson CPAs & Associates, LLP	Sacramento	\$ 112,600	\$ 12,300	\$ 124,900	\$ 41,633	\$ 40,100
Badawi & Associates	Oakland	\$ 114,905	\$ 10,815	\$ 125,720	\$ 41,907	\$ 43,170
Hudson Henderson & Company, Inc.	Fresno	\$ 110,580	\$ 16,170	\$ 126,750	\$ 42,250	\$ 42,250
Vasquez & Company, LLP	Los Angeles	\$ 120,712	\$ 16,501	\$ 137,213	\$ 45,738	\$ 46,643
Clifton Larson Allen, LLP	Roseville	\$ 133,500	\$ 15,000	\$ 148,500	\$ 49,500	\$ -
James Marta & Company, LLP	Sacramento	\$ 169,300	\$ -	\$ 169,300	\$ 56,433	\$ 59,900

Proposal Evaluation and Ranking

An evaluation committee, consisting of the District’s Finance Director, Finance Manager, and Accountant reviewed and evaluated the eight proposals. The committee scored the eight proposals using the following criteria to help determine the most qualified firm. The review committee considered cost, but it was not the primary factor. The criteria used were:

1. Responsiveness to RFP
2. Technical qualifications, including professional and industry experiences
3. Project team makeup and capabilities
4. Audit approach with regards to adequacy of staffing and procedures
5. Cost of services
6. Client references

All eight firms were responsive to the RFP with regards to audit approach and quality of professional personnel appeared high. All had experience and expertise working on audit services engagements within the public sector (i.e., special districts, cities, counties). The committee narrowed down the field to four low cost firms who demonstrated more experience with special districts, water and sewer utilities, and hydroelectric power generation. The firm Harshwal & Company, LLP, had the lowest cost proposal but was eliminated from consideration due to minimal experience auditing water and wastewater special districts similar to EID. Their primary public sector experience is with cities and schools.

**1. Vavrinek, Trine, Day & Co., LLP**

<b>Project Team Experience</b>	<b>Audit Hours</b>	
Santa Clara Valley Water District	Partners	44
Yucaipa Valley Water District	Supervisor	84
Multiple Cities and Counties	Senior	112
	Staff	80
	Total	320

**2. Mann Urrutia Nelson CPAs & Associates, LLP**

<b>Project Team Experience</b>	<b>Audit Hours</b>	
South Tahoe Public Utility District	Partners	34
Tahoe City Public Utility District	Manager	50
Solano County Water Agency	Senior	89
Santa Nella County Water District	Staff	121
Multiple Cities and Counties	Total	294

### 3. Badawi & Associates

<b>Project Team Experience</b>	<b>Audit Hours</b>	
Alameda County Water District	Partner	40
Elk Grove Water District	Manager	80
Marin Municipal Water District	Senior	120
West County Wastewater District	Staff	168
Multiple Cities and Counties	Total	408

### 4. Hudson Henderson & Company, Inc.

<b>Project Team Experience</b>	<b>Audit Hours</b>	
Santa Clara Valley Water District	Partners	98
Merced Irrigation District (Hydro, FERC, Recreation)	Managers	99
Fresno Irrigation District	Staff	193
Alta Irrigation District	Total	390
Pixley Public Utility District		
Kern-Tulare Water District		
Casitas Water District		
Belridge Water District		
Multiple Cities and Counties		

Based on the committee’s evaluation, the Hudson Henderson & Company, Inc. proposal received the highest overall score, primarily due to their experience performing financial audits for special districts similar to EID, level of service, and audit approach at a reasonable rate. Hudson Henderson & Company, Inc. appeared to have extensive experience not just in providing services to special districts and governmental entities, but also experience with hydroelectric power generation enterprise funds; including complex FERC license requirements. Their experience also includes auditing entities similar to EID with regards to geographic infrastructure such as flumes, canals, reservoirs, and water rights which is important to the District as it reduces the amount of upfront staff time to educate the audit staff. Finally, Hudson Henderson & Company, Inc. offers more partner-level interaction with the District during the audit and throughout the year. This will give the District a high quality resource for accounting and audit issues and complexities, like new GASB pronouncements, when they arise.

Reference checks confirm other agencies have had satisfactory experiences with Hudson Henderson & Company, Inc. Specifically, the CFO of Merced Irrigation District (MID), Brian Stubbart, stated in a phone conversation that Hudson Henderson & Company, Inc. is very professional and he is very impressed with their services. MID recently changed audit firms and the transition in their first year went smooth and exceeded his expectations with regards to meeting their accelerated timelines. “If you choose them, you can’t go wrong” said Mr. Stubbart.

Based on relevant experience, a strong team, and reasonable rates, the committee is recommending the Board authorize staff to award a professional audit services contract for fiscal years ending December 31, 2017, 2018, and 2019 to Hudson Henderson & Company, Inc.

**Board Decisions/Options**

**Option 1:** Award a contract to Hudson Henderson & Company, Inc. in the not-to-exceed amount of \$126,750 for audit services in fiscal years ending December 31, 2017, 2018, and 2019.

**Option 2:** Take other action as directed by the Board.

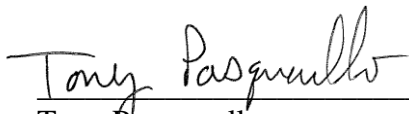
**Option 3:** Take no action.


**Staff/General Manager's Recommendation**

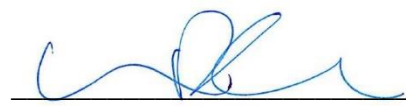
Option 1


**Support Documents Attached**

Attachment A: Proposal from Hudson Henderson & Company, Inc.

  
\_\_\_\_\_  
Tony Pasquarello  
Finance Manager

  
\_\_\_\_\_  
Mark Price  
Finance Director

  
\_\_\_\_\_  
Brian Poulsen  
General Counsel

  
\_\_\_\_\_  
Jim Abercrombie  
General Manager



**El Dorado Irrigation District**

**Request for Proposal  
For  
Audit Services**

*September 15, 2017*

**Submitted by:**

**HUDSON HENDERSON &  
COMPANY, INC.**  
7473 N Ingram Ave Ste 102  
Fresno, CA 93711  
[www.hhccpas.com](http://www.hhccpas.com)

**Contact:**

**Brian Henderson, CPA**  
Partner  
Phone: (559) 412-7576  
Fax: (559) 493-5325  
[bhenderson@hhccpas.com](mailto:bhenderson@hhccpas.com)







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### ***Transmittal Letter***

September 15, 2017

Mr. Tony Pasquarello  
Finance Manager  
El Dorado Irrigation District  
2890 Mosquito Road  
Placerville, CA 95667

Dear Mr. Pasquarello:

Hudson Henderson & Company, Inc. (HHC) is pleased to have the opportunity to respond to your request for a proposal to provide audit services and to submit its qualifications for the El Dorado Irrigation District (EID) for the years ending December 31, 2017 through 2019, with the option of two subsequent years. The objective of our audits is to issue opinions regarding the fairness of presentation of the financial position of the EID in accordance with generally accepted accounting principles. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, *Governmental Accounting Standard Board (GASB) Pronouncements*, all other applicable federal, state, local or programmatic audit requirements, and Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

We will also perform agreed-upon procedures applied to the Appropriations Limit as per Section 1.5 of Article XIII B of the California Constitution. In addition, we will prepare the management letter containing comments and recommendations regarding our review and evaluation of the systems of internal control and accounting procedures. This proposal will highlight the background of the partners and staff assigned to the engagement, summarize our experience in the governmental special district area, and describe our approach to auditing the EID.

This proposal demonstrates our ability to render the quality examination and to perform the necessary accounting and auditing services requested by the EID on a timely basis. We are committed to performing the required work, completing the audits, and issuing the necessary auditors' reports prior to the EID's requested time frames. We will also be responsive to the needs of the EID year-round, not just at audit time.

We believe we are the best qualified to perform the audit because our audit staff includes individuals well versed in governmental auditing. As an accounting firm that specializes in special districts, especially in water and irrigation districts, we understand the EID's operational environment, and pledge to you our complete commitment to providing a quality product that meets the EID's requirements.

I will be the engagement partner assigned to your audit. I am an authorized representative of the firm and can be contacted at 7473 N. Ingram Avenue, Suite 102, Fresno, California 93711, or by telephone at (559) 412-7576, and by email at bhenderson@hhccpas.com.

This proposal is a firm and irrevocable offer for 90 days.

We are confident that you will find our firm offers the required expertise, technical knowledge, and business understanding to perform an audit of the EID and its components. Our past experience provides us with a thorough understanding of the needs and requirements of the EID, as well as the technical knowledge to perform such services in accordance with the accounting and auditing guidelines as published by the various authoritative entities.

We welcome your inquiries and look forward to further discussions with you.

Sincerely,  
HUDSON HENDERSON & COMPANY, INC.



By: Brian Henderson, CPA  
Partner



## **SCOPE OF WORK**

Hudson Henderson & Company, Inc. (HHC) will audit the financial statements, including the business activities and major enterprise funds of the El Dorado Irrigation District (EID) for the years ending December 31, 2017 through 2019, with the option of two subsequent years. The objective of our audits is to issue opinions regarding the fairness of presentation of the financial position of the EID in accordance with generally accepted accounting principles. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, *Governmental Accounting Standard Board (GASB) Pronouncements*, all other applicable federal, state, local or programmatic audit requirements, and Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Upon the completion of our audit, we will issue audit reports regarding the fairness of the presentation of the financial statements in all material respects, as well over the internal control and compliance in accordance with *Governmental Auditing Standards*. In addition, we will issue a report on compliance for each major program and internal control over compliance as required by the Uniform Guidance, the Single Audit Report.

We will also perform agreed-upon procedures applied to the Appropriations Limit as per Section 1.5 of Article XIII B of the California Constitution. As part of our consulting relationship with the District, we will prepare the management letter containing comments and recommendations regarding our review and evaluation of the systems of internal control and accounting procedures.

Our proposal and cost of services includes the presentation of the results of our audit to the Board of Directors. We will assist the District in preparing the Comprehensive Annual Financial Report (CAFR), by providing the audited annual basic financial statements for inclusion with the other parts of the CAFR. We will also review the GFOA CAFR checklist and compare it to the items as presented in the CAFR to ensure the District is in compliance and eligible to receive the annual GFOA Award for Excellence in Financial Reporting. All of our work is to be completed within the required deadlines of the District. We will also be available year-end for assistance, questions and consulting.

## **SPECIFIC AUDIT APPROACH**

Our overall approach is simple, and follows the core values of our firm. We want to be efficient in our procedures and time, to eliminate redundancy and to ease the process and completion of the audit for both our people, but mostly for our clients. We put great effort and time into planning and preparing for the audit. We look for ways to efficiently perform tests and we follow our risk based planning approach to properly perform the audit, without performing excess or non-useful testing. If a single audit is required, we have found efficiencies by correlating our testing selections of expenditures for the District audit with our testing of the single audit allowable cost principles to reduce the number of invoices and items selected for testing.

Our audits are primarily performed by the partners and managers of the firm. Using their experience and knowledge gained over the years, there is no on-the-job training of new staff by the client while performing your audit or major turnover in the audit team from year-to-year. Some firms claim to have "hands on" partners, but often after the first year, you will never see the Partner during fieldwork, unless it is a contract year. Not here at HHC. We pride ourselves on the fact that at least one partner will be onsite each day for fieldwork. This



not only improves our audit product and gains efficiency with time, but eases the pain of the audit for our clients who get direct access to the partner to easily take care of any situations and/or questions that arise during the audit.

Our evaluation of internal controls consists of concise interviews, so that we can quickly determine the areas for control and substantive testing, but also and most importantly to gain a solid understanding of our clients and how they operate. We look for ways to improve processes and procedures, so that we can consult with our clients and help them become more efficient and effective in their methods as well.

One of our core values is accountability. We take this very seriously, and when deadlines are set, we make sure they are met. Without the satisfaction of our clients, we would not be in business today. This is one of the major keys to our success, and that is meeting the expectations and deadlines of our clients.

We are also aware of the SCO and if applicable, the Single Audit standards and deadlines that must be met for each of those reports, and will ensure those are met without exception. If applicable, we aim to complete the single audit along with the District audit, to avoid lingering testing and results where the information is no longer timely and useful for the organization.

The engagement will be conducted within the framework of the Firm's quality control program which includes the use of audit programs, careful planning, use of computerized audit software and internal control evaluation & documentation software, and objective review procedures.

We will conduct the necessary audit steps to perform:

- Planning of the engagement, including evaluation of the existing internal control environment to determine the degree of risk of material misstatement.
- Determination of the degree of compliance with laws, regulations, grants, provisions, and EID approved policies.
- Assessment of potential fraudulent issues.
- Substantiation of account balances.
- Verification of reasonableness of management estimates.

The audit approach will consist of four phases, with estimated hours as follows:

- Initial Planning & Intro Meeting (*December - half day onsite, remainder in office*)
- Interim Fieldwork & Internal Control Evaluation (*January - 3 days onsite*)
- Year-End Fieldwork (*April - 4-5 days onsite*)
- Reporting
  - o *Financial Report Drafts - May 11*
  - o *Final CAFR Issuance - May 25*

<b>Audit Hours by Proposed Segments</b>					
<b>Segment</b>	<b>Partner</b>	<b>Manager</b>	<b>Professional Staff</b>	<b>Clerical</b>	<b>Total Hours</b>
Planning	8	8	12	3	<b>31</b>
Fieldwork- Interim	24	28	48	-	<b>100</b>
Fieldwork- Final	42	45	94	-	<b>181</b>
Final Reports	24	18	22	14	<b>78</b>
<b>Total Hours</b>	<b>98</b>	<b>99</b>	<b>176</b>	<b>17</b>	<b>390</b>



## **RELEVANT EXPERIENCE AND EXPERTISE**

HHC was founded by Mr. Kip Hudson and Mr. Brian Henderson in 2014 to bring together their extensive knowledge, broad client background, and expertise in public accounting services. Both founding partners gained their experience working in large Central Valley regional accounting firms and bring to the table over 20 years of combined experience. Their main purpose was to create a public accounting firm that is focused on bringing the quality and depth of knowledge of a large accounting firm combined with the personal relationships and attention that a smaller local firm can provide. Ultimately, the focus is to enhance the relationship and service provided to their clients. While the name on the letterhead is newer, the experience and knowledge of the partners who will be performing your audit services are anything but new, and have the expertise to complete your audit in an exceptional and efficient manner. We currently stand with two Partners, two CPA accounting managers, two professional staff and one administrative staff. All services are performed out of our one Fresno location.

HHC is a full service local public accounting firm providing assurance, tax and bookkeeping services. While both partners have a depth of assurance and audit experience in various industries, HHC specializes on governmental and non-profit auditing. HHC is particularly specialized in providing assurance services to special districts and local governmental agencies, especially in the realm of irrigation and water districts. HHC has a vast level of experience, knowledge and history of performing governmental audits in accordance with auditing standards generally accepted in the United States of America, *governmental auditing standards*, as well as experience in performing audits in accordance with the Single Audit Act Amendments of 1996 and the Uniform Guidance. We are also current members of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

We believe that the real value of our audit lies in what level service we can provide, the depth of experience of the audit team actually performing the audit procedures, that being primarily the partners and managers, and other services we can provide while performing the audit.

No sub-consultants or outside services will be used. Other inclusive services include:

- To offer substantive observations and recommendations relating to accounting and operating control policies and procedures.
- To identify areas for efficiencies and activities for cost reduction opportunities.
- To perform the audit in an efficient and effective manner and minimize the impact and disruption to the daily office workload that already exists.
- To be available year-round to offer assistance and advice in the running of the EID and implementation of new accounting standards.

## **LICENSE TO PRACTICE IN CALIFORNIA**

The firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants, and meet the Continuing Professional Education requirements under U.S. GAO's *Government Auditing Standards* to perform the proposed audits.



## INDEPENDENCE

The firm and all key professional staff are independent of the Merced Irrigation District (EID) as defined by *GAAS, Government Auditing Standards*, the American Institute of Certified Public Accountants (AICPA) Standards, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller's Office, and those issued by the Comptroller General of the United States.

## PEER REVIEW

Here at HHC, we strongly believe in the Peer Review Program, and the strength and accountability the program brings to the public accounting field, especially in the realm of performing quality audits in accordance with standards governing our field and the industries we serve. Our 2016 peer review has been completed and published, with a rating of *pass*. See Appendix II for a copy of the report.

No federal or state desk reviews or field reviews have been undertaken of any audits performed by the Firm or any of its partners or professionals during the past three (3) years.

## Relevant Experience

We are committed to providing appropriate and related experience, personal involvement, and a broad business perspective to produce a quality end product within the time frames required.

The Firm provides financial and compliance auditing services to governmental agencies throughout the Central Valley and throughout California. We are a governmental agency auditing firm that specializes in special district audits, with a particular interest and specialization in irrigation and water districts, and our Partners have been performing these services for many years. As a result, our Partners have performed financial and compliance audits on most, if not all, types of governmental agencies and operations including:

- Cities
- Counties
- Redevelopment Agencies
- Financing Authorities
- Electrical Utilities
- Special Districts
- Water Districts
- Pension Plans
- Child Care Operations
- Joint Power Authorities
- Investment Activities
- Landfills
- Enterprise Funds
- Airports
- Transportation Operations
- Federal and State Grants

In addition, the vast majority of our Partner experience in municipal auditing included clients that required a Single Audit also be conducted. We perform our audits in a detailed manner utilizing approaches developed internally that comply with the authoritative literature currently issued by the AICPA, GASB, FASB, GAO, Single Audit Act, OMB, and the California State Controller's Office. And we do this with minimal disruption to our clients and within the time frame required.





## **PROJECT TEAM**

HHC has policies and procedures to ensure it hires only qualified people, that it properly supervises them and provides professional training, that it advances them to responsibilities they are capable of handling, and that it provides them with necessary technical resources.

**Engagement Partner:** The Engagement Partner will be Mr. Brian Henderson, CPA. Mr. Henderson has over nine (10) years of governmental audit and accounting experience and he is one of the co-founding Partners of HHC. Brian obtained the vast majority of his governmental audit experience working as a senior audit manager at Brown Armstrong Accountancy Corporation, the largest CPA firm in Bakersfield, CA. He will be responsible for the conduct of fieldwork and the examination and review of the workpapers. He will be charged with the responsibility of keeping the client informed as to the status of the examination. Mr. Henderson is licensed as a CPA in the State of California and his CPA license number is 104495.

**Engagement Co-Partner:** The Engagement Co-Partner will be Mr. Kip Hudson, CPA. Mr. Hudson has over eight (9) years of governmental audit and accounting experience and he is also one of the co-founding Partners of HHC. Prior to founding HHC, Kip gained his audit and background working at Baker Peterson & Franklin, the largest accounting firm in Fresno, CA. He will also be completing some of the detail audit work performed throughout the engagements and will also have review responsibilities over the engagement. Mr. Hudson is licensed as a CPA in the State of California and his CPA license number is 112668.

**Engagement Manager:** The Engagement Manager will be Mr. Erik Gonzalez, CPA. Mr. Gonzalez has over eight (8) years of audit and accounting experience and will be one of the key members of the audit. Prior to joining HHC in 2017, Erik obtained the vast majority of his governmental audit experience working as an audit manager at Brown Armstrong Accountancy Corporation, working in the Fresno location. He will be responsible for the day-to-day oversight and management of the staff accountants and conduct of fieldwork. He will also be completing much of the detail audit work performed throughout the engagements. Mr. Gonzalez is licensed as a CPA in the State of California and his CPA license number is 111518.

Appendix I of this proposal contains resumes for these audit team leaders detailing their government and nonprofit auditing experience, continuing education, and membership in professional organizations relevant to the performance of your audit. Our firm policy is to maintain staffing continuity for all audits. In the unlikely event that key team members must be replaced, we will only do so with your permission. Any staffing replacements during the term of the agreement will have the same or better qualifications and experience of the staff which they replace.

## **QUALITY ASSURANCE AND CONTROL; CONFLICTS**

The quality of the staff over the term of the agreement will be assured because of our participation in excellent audit and accounting continuing education classes, and our unexcelled on-the-job training. All members of HHC are very familiar with the stringent quality control standards established by the AICPA.





### Continuing Professional Education

HHC is committed to quality training and technical proficiency. With such a large segment of the practice dedicated to attestation services, including financial and compliance audits, professional training and education in standards and regulations applicable to auditing and financial reporting are of the utmost importance. Firm standards meet or exceed professional and governmental standards of training and involve professional staff receiving at least forty hours of professional continuing education each year. This emphasis on continuing education is served in several ways.

During the year and prior three years, the professional staff attend various educational sessions sponsored by the AICPA and California State Society of CPAs, as considered appropriate for the level and need of the individual. These classes include, among others:

- Governmental Financial Reporting Standards and Practices.
- Yellow Book: Government Auditing Standards.
- Financial Accounting Standards: Comprehensive Review.
- Single Audit.
- Governmental Auditing & Accounting Update.
- Comprehensive Review of Generally Accepted Auditing Standards.

### APPROACH TO THE EXAMINATION

#### Planning, Understanding and Communication

We will begin the planning of the examination towards the end of the current year. Based on our previous audit experience, using the budget, organizational charts, manuals and other financial information systems and our knowledge of how governments and special districts work, we will obtain an updated current insight to the specific concerns and sensitivities of the EID. Our understanding is updated continuously through our year-round contact and communication efforts.

We will agree on common audit objectives and expectations with management before audit work begins and, throughout the audit, will meet regularly with management to discuss audit issues and to gather feedback.

Tasks to be accomplished during this phase include:

- Conference with management to discuss the scope of the examination, availability of your staff, scheduling, and coordination of our audit efforts with your efforts to produce the required financial reports. *(Initial kick-off meeting, December)*
- Conferences with all personnel involved in the engagement to discuss the scope and timing of the engagement, and anticipated areas of audit emphasis. *(Initial kick-off meeting, December)*
- Analytical review of year to date financial information. *(January)*
- Inquiry of your predecessor auditor. *(December)*

#### Study and Evaluation of Internal Controls and Systems *(Interim Fieldwork - January)*

This is the cornerstone of the examination. Evaluating internal accounting controls is primarily focused on the procedures and records that are concerned with the safeguarding of assets and reliability of financial records. We have developed diagnostic reviews which enable us to evaluate your systems and controls, and to provide management with constructive feedback. Combined with our knowledge, understanding and experience with accounting software, our control review will form the basis of our audit risk assessment.



We will utilize the COSO approach in our evaluation of the EID's internal processes to identify potential control deficiencies. In future years, we will update our understanding through similar procedures.

We will begin by preparing documentation matrices to fully describe all significant financial systems. We will then review the documents to isolate the significant strengths and weaknesses that would affect the extent of substantive audit procedures to be employed. Each strength is then tested and the results subjected to evaluation. These evaluations assist us in determining the amount of reliance we can place on those significant strengths we have identified. At this point we make adjustments to our auditing plan to compensate for the significant strengths and weaknesses thus identified and substantiated.

Sample Size and Sampling Techniques (*Samples will be provided prior to start of fieldwork to allow ample time for staff to pull supporting documentation*)

Our audit approach will include sampling activities. Population size and the level of assurance to be derived from a particular test will dictate the sample size. We use sampling in our audit approach to compliment skilled judgment and knowledge of the particular situation. We look for efficiencies in testing a sample across multiple attributes to eliminate the need for multiple samples pulled by your staff. Our sample size will normally range from 25 to 40 items.

Risk-Based Audit Approach (*Final Fieldwork- April*)

Our audit approach is tailored to governmental applications. We will use audit programs specifically designed to address the operational environment of governmental entities. Our approach will identify potential control risks and the opportunities for risk of material misstatements and fraud. We will evaluate the various risk assessments and identify the potential risks relating to the basic financial statements of the EID. Our audit procedures will then be developed to address these risk areas.

Analytical Procedures (*Final Fieldwork- April*)

We use analytical procedures in several aspects of our audit. Extensive knowledge and industry background are required for effective analytics, and our partners possess the appropriate experience and knowledge for the EID to benefit from these procedures. We use detailed analytics including predictive tests, ratio analysis, annual trends, etc. to assist and often reduce the amount of vouching and substantive testing of balances.

Vouching of Balances & Substantive Fieldwork (*Final Fieldwork- April*)

Once our audit procedures are developed, the vouching of balances include tracing to supporting documentation, confirmation of balances with outside third parties, and performing substantive procedures over ending balances which ultimately support the conclusion that the financial statements are free of material misstatement will be performed.

We believe in performing quality analytical procedures, including comparison to prior years, predictive tests, ratio analysis, and inter-entity account analysis to determine the reasonableness of ending balances. Additional procedures include subsequent transaction testing of disbursements and receipts to assist in testing completeness and existence of balances and managements assertions. Expanded audit procedures are performed on high risk areas, while analytics and limited procedures are performed on lower risk areas.

Transition

We understand that changing audit firms can be a difficult and time consuming task for the entity. Our audit approach and focused testing on audit risks along with our experienced partners allow for a smoother transition for the entity and less impact on your staff.



### Information Technology

We will evaluate controls over the IT functions to assess control risk. We intend to test controls for the purpose of reliance. Our review procedures will evaluate controls over:

- Security Management
- Logical and Physical Access
- Configuration Management
- Segregation of Duties
- Contingency Planning

In addition, we will review controls over:

- Input, processing, output, master data
- Application interface
- Data management system interface

### Laws & Regulations Subject to Audit Procedures (continuous throughout audit)

We continuously refer to specific regulations, compliance supplements, state guidelines and contracts currently in force. We perform the procedures required related to laws and regulations, using inquiries, observations and sampling techniques. Some of the laws and regulations that we believe will be applicable to the EID are the Single Audit Act and other applicable laws and regulations, including the California Government Code, provisions of applicable Grant guidelines, governmental special district reporting requirements, requirements of local measures, and state water requirements.

### Adjusting Journal Entries (continuous throughout audit)

We will discuss and explain proposed audit adjusting entries with the EID's designated finance personnel prior to recording to ensure all facts are obtained and agreed upon prior to moving forward with the adjustment. Audit adjusting entries will be provided in a format showing the lowest level of posting detail needed for data entry on the EID's general ledger system.

### Computer Software

The firm maintains a variety of software packages to be used during the audit and in the financial statement compilation process, which include MS Office (Word, Excel, etc.), Prosystem Fx Engagement, PPC Checkpoint and Checkpoint Tools, and SMART e-practice aids tool. We also have the ability to run reports using IDEA (data analysis software), when needed.

Our audit software enables us to link our audit trial balance to the financial statements, which allows for efficient financial statement compilation. It also allows us to easily create analytical reports (e.g. year to year comparisons, budget to actual comparisons, trend analysis, ratio analysis, etc.) to identify any potential issues to be resolved during fieldwork.

Our research tools are always kept up to date to ensure compliance with accounting and auditing standards, and are also a resource for us to provide guidance to our clients or research any complex accounting transactions. We are a paperless firm, which we believe greatly assists us in performing audits efficiently and effectively.



## **CLIENT REFERENCES**

Located in Fresno, CA, HHC was formed to service a variety of local governments and non-profit entities in the Central Valley, as well as throughout California. Names and phone numbers of current and past clients and other references are provided for your inquiries. We encourage you to contact these individuals to obtain information on the quality of the audit and services provided by the founding Partners. Listed below is a partial listing of that prior experience:

### **Prior experience Auditing Irrigation District and Water Districts**

- 1) DeAnn Hailey, Controller  
**Fresno Irrigation District - Audit, MPP Audit, & SCO Report**  
2907 South Maple Ave.  
Alta, CA 93725  
(559) 233-7161  
dhailey@fresnoirrigation.com
  
- 2) Irma Faria, Controller  
**Alta Irrigation District - Audit**  
289 North L Street  
Dinuba, CA 93618  
(559) 591-0800  
ipf@altaid.org
  
- 3) Brian Stubbert, Chief Financial Officer  
**Merced Irrigation District - Audit, tax returns & SCO Report**  
744 W. 20<sup>th</sup> Street  
Merced, CA 95340  
(209) 722-5761  
bstubbert@mercedid.org

## **CONTRACT AND INSURANCE REQUIREMENTS**

HHC is willing and able to comply with the contract and insurance requirements as noted in Appendix C to the RFP. HHC has current insurance policies with sufficient limits to adequately meet the contract and insurance requirements. No alternations or changes to the agreement are deemed necessary.

## **ADDENDA**

HHC hereby confirms the receipt of addenda #1, as issued by the District for the previously mentioned RFP.



## **COST OF SERVICES**

Based on our experience in performing similar engagements, the following table lists a summary of all projects and the total not-to-exceed cost for the years ending December 31, 2017 through 2019, with the option for two additional years.

Service	2017	2018	2019	Optional		Total
				2020	2021	
District Audit	\$ 36,165	\$ 36,165	\$ 36,165	\$ 37,975	\$ 37,975	\$ 184,445
GANN Limit AUP	695	695	695	730	730	3,545
Single Audit	5,390	5,390	5,390	5,660	5,660	27,490
Total	<u>\$ 42,250</u>	<u>\$ 42,250</u>	<u>\$ 42,250</u>	<u>\$ 44,365</u>	<u>\$ 44,365</u>	<u>\$ 215,480</u>



The following table will list all project tasks, with proposed staff, to detail out the hours and hourly rate for each, plus project-related expenses and demonstrate our total not-to-exceed annual fees:

**DISTRICT AUDIT**

Level of Personnel	Standard <u>Rate</u>	EID Quoted <u>Rate</u>	<u>Billing Hours</u>	<u>Amount</u>
1 Partners	\$160	\$130	88	\$11,440
2 Manager	\$130	\$100	80	\$8,000
3 Professional Staff	\$90	\$70	144	\$10,080
4 Clerical	\$50	\$35	12	\$420
Estimated Out of Pocket Expense				\$6,225
Total Hours			<u>324</u>	
District Audit Proposal Price				<u><u>\$36,165</u></u>

**GANN APPROPRIATIONS LIMIT AUP**

Level of Personnel	Standard <u>Rate</u>	EID Quoted <u>Rate</u>	<u>Billing Hours</u>	<u>Amount</u>
1 Partners	\$160	\$130	2	\$260
2 Manager	\$130	\$100	1	\$100
3 Professional Staff	\$90	\$70	4	\$280
4 Clerical	\$50	\$35	1	\$35
Estimated Out of Pocket Expense				\$20
Total Hours			<u>8</u>	
GANN Appropriations Limit AUP Proposal Price				<u><u>\$695</u></u>

**SINGLE AUDIT REPORT**

Level of Personnel	Standard <u>Rate</u>	EID Quoted <u>Rate</u>	<u>Billing Hours</u>	<u>Amount</u>
1 Partners	\$160	\$130	8	\$1,040
2 Manager	\$130	\$100	18	\$1,800
3 Professional Staff	\$90	\$70	28	\$1,960
4 Clerical	\$50	\$35	4	\$140
Estimated Out of Pocket Expense				\$450
Total Hours			<u>58</u>	
Single Audit Proposal Price				<u><u>\$5,390</u></u>
Total Hours			<u>390</u>	
TOTAL PRICE				<u><u>\$42,250</u></u>

**CONCLUSION**

A professional external auditing relationship with the EID will be of great value to our Firm, and we are excited and welcome the opportunity to develop a long-term relationship with the EID. We are committed to providing excellent service, advisory value-added benefits to the EID, and producing a timely quality end-product. We would like to express our appreciation to the EID for allowing us the opportunity to submit a proposal for our services. We are available at any time to discuss our proposal with you.



**APPENDIX I: RESUMES OF  
KEY PERSONNEL**



### **RESUMES OF KEY PERSONNEL**

Brian Henderson, CPA – Engagement Partner

Kip Hudson, CPA – Engagement Co-Partner

Erik Gonzalez, CPA – Engagement Manager





Professional Resume

**Brian Henderson, CPA**  
*Engagement Partner*

**HUDSON HENDERSON  
& COMPANY, INC.**  
*Certified Public Accountants*

Academic Background:

California State University Fresno  
Bachelor of Science in Business Administration, Option in Accountancy

Professional Experience: (partial listing)

<u>Counties:</u>	<u>Special Districts:</u>	<u>Cities:</u>
County of Fresno	Pixley Public Utility District	City of Visalia
County of Stanislaus	Fresno Metropolitan Flood Control District	City of Mendota
County of Tulare		City of Modesto
County of Kings	Santa Clara Valley Water District	City of Pasadena

<u>First 5 Commissions:</u>	<u>School Districts:</u>	<u>Non-Profits:</u>
County of Kings	Visalia USD	EDC- Fresno
County of Merced	Fresno USD	EDC- Kings County
County of Kern	Davis Joint USD	Rose Bowl Operating Company
County of Stanislaus	San Leandro USD	Pasadena Center Operating Company

<u>Financial Institutions:</u>	<u>Retirement Systems:</u>	<u>Transits:</u>
Mission Bank	Fresno County	Kings County COG
Mission National Bank	City of Fresno	City of Modesto
Premier Valley Bank	Fresno Metro MPP	City of Hanford
	Tulare County	City of Corcoran
	Marin County	
	Fresno Irrigation District MPP	

<u>Business:</u>	<u>PCAOB:</u>	<u>Joint Power Auth:</u>
Makoil Inc.	Ireland Inc.	Tuolumne River
Orchard Petroleum Inc.	Searchlight Minerals	Modesto Regional Fire
Hunter Edison Oil Dev.		
ESK Limited & Subs.		
Spiral Technology		

Professional Associations:

American Institute of Certified Public Accountants  
California Society of Certified Public Accountants

Recent Continuing Education: Current on Governmental CPE Credits

Governmental Accounting & Auditing Update  
SEC & Financial Reporting  
GASB Update  
Auditing in the Small Business Environment  
FASB Review & Update





Professional Resume

**Kip Hudson, CPA**  
*Engagement Co-Partner*

**HUDSON HENDERSON  
& COMPANY, INC.**  
*Certified Public Accountants*

Academic Background:

California State University Fresno  
Bachelor of Science in Business Administration, Option in Accountancy

Professional Experience: (partial listing)

Non-Profits:

The Arc Fresno/Madera Counties	Economic Development Corporation
Diamond Learning Center	Development and Relief Foundation
Friends of the Big Fresno Fair	Charlie Keyman Armenian Community School
Hope Now for Youth	Community Housing Council of Fresno
Quality Group Homes, Inc.	Hope for Youth, Inc.
Hansel & Gretel Day Care, Inc.	VDA, Inc.
Imagine You, Inc.	California Teaching Fellows Foundation
Abrazo Foster Family Agency	Specialty Crop Trade Council
Chrysalis House, Inc.	
Lighthouse for Children, Inc.	
Michigan House, Inc.	
Panacea Services, Inc.	

Special Districts:

Henry Miller Reclamation District #2131  
 Fresno Metropolitan Flood Control District  
 Fresno Irrigation District  
 Sierra Kings Health Care District  
 Merced Irrigation District  
 Alta Irrigation District

Governments:

Kings County  
Table Mountain Rancheria

Retirement Plans:

Mid Valley Disposal, Inc.	Fresno Irrigation District
Fresno Metropolitan Flood Control District	The Arc Fresno/Madera Counties

Professional Associations:

American Institute of Certified Public Accountants  
California Society of Certified Public Accountants

Recent Continuing Education: Current on Governmental CPE Credits

Governmental and Nonprofit Annual Update  
Auditing & Assurance Update  
Spidell Tax Update  
Yellow Book  
FASB Review & Update  
Advanced Audit Standards Workshop: Understanding Risk Assessment





Professional Resume

**Erik Gonzalez, CPA**  
*Engagement Manager*

HUDSON HENDERSON  
& COMPANY, INC.  
*Certified Public Accountants*

Academic Background:

California State University Fresno  
Bachelor of Science in Business Administration, Option in Accountancy

Professional Experience: (partial listing)

Counties:  
County of Fresno  
County of Stanislaus  
County of Tulare  
County of Kings  
County of Riverside  
County of Kern  
County of San Joaquin  
County of Merced

Special Districts:  
Fresno Irrigation District  
Fresno Metropolitan Flood  
Control District  
Santa Clara Valley Water District  
Casitas Water District  
Belridge Water District  
Kern-Tulare Water District

Cities:  
City of Visalia  
City of Tulare  
City of Modesto  
City of Pasadena  
City of Lindsay  
City of Seaside

First 5 Commissions:  
County of San Joaquin

Non-Profits:  
EDC- Fresno  
EDC- Kings County  
Rose Bowl Operating  
Company

School Districts:  
Visalia USD  
Delano USD  
Castaic USD  
Richgrove USD

Transits:  
Santa Clara Metropolitan  
Transit District  
City of Modesto  
Napa City Transportation  
& Planning Agency  
Golden Empire Transit

Pasadena Center  
Operating Company  
Twin Towers Orphan Fund  
Goodwill Industries of  
Southern California  
North of the River Park &  
Recreation District

Retirement Systems:  
Sonoma County  
City of Fresno  
Fresno Metro MPP  
Tulare County  
Marin County  
Fresno Irrigation MPP

Professional Associations:

California Society of Certified Public Accountants

Recent Continuing Education:

Current on Governmental CPE Credits  
Governmental Accounting & Auditing Update  
GASB Update  
FASB Review & Update



**APPENDIX II: PEER REVIEW REPORT**



**DEV** **David E. Vaughn CPA** (209) 957-8806, fax (209) 957-9589  
**CPA** 4540 Gnekow Drive, Stockton, Ca. 95212-1307

### System Review Report

April 7, 2016

To the Partners,  
Hudson Henderson & Company, LLP,  
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Hudson Henderson & Company, LLP (the firm) in effect for the year ended October 31, 2015. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. 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. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Hudson Henderson & Company, LLP in effect for the year ended October 31, 2015, 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*. Hudson Henderson & Company, LLP has received a peer review rating of *pass*.

David E. Vaughn, CPA



**Consideration to award an audit  
services contract for fiscal years  
ending December 31, 2017,  
2018, and 2019**

October 10, 2017

# Previous Board Actions

- September 10, 2012 – Board approved the contract for audit services to Richardson & Company, LLP for the fiscal years ending December 31, 2012, 2013, and 2014.
- July 13, 2015 – Board exercised the two year extension option with Richardson & Company, LLP to perform audit services for fiscal years ending December 31, 2015 and 2016.

# Board Policies and Administrative Regulations

- **BP 3040:** Government Code section 26909 requires government agencies to undergo periodic external financial reviews. Accordingly, the District shall hire an independent certified public accountant or certified public accountant firm to perform an annual audit of the District's fiscal operations. The independent certified public accountant or certified public accountant firm shall have knowledge and experience in public agency accounting and shall prepare an audit report. The Board will review and receive the annual audit report within 180 days after the end of the fiscal year.



# Board Policies and Administrative Regulations, cont.

- **BP 3040 (cont.):** Except as otherwise directed by the Board, the District shall hire an independent certified public accountant or certified public accountant firm for a term of not to exceed three years with an option to extend the contract for an additional one year, requiring Board approval, when there are emergency or extenuating circumstances that, in the Board's discretion, warrant the one-year extension.

# Board Policies and Administrative Regulations, cont.

- The Office of Management and Budget's Circular A-133 and government auditing standards requires a Single Audit in relation to federal grant funds received by non-federal entities.

# Summary of the Issue

- The contract for audit services with Richardson & Company, LLP expired with the conclusion of December 31, 2016 fiscal year audit.
- Office of State Controller requires an annual audit be performed by an independent certified public accountant or certified public accountant firm.

# Staff Analysis/Evaluation

- On August 18, 2017, a Request for Proposal (RFP) was publicly advertised and sent to seven local accounting firms soliciting audit services.
- Services requirements included:
  - Audit of basic financial statements
  - Memorandum on internal controls
  - Single Audit if applicable
  - GANN appropriations limit calculation AUP
  - Presentation to the Board to discuss audit results
  - Printing and binding of the CAFR

# Staff Analysis/Evaluation, cont.

- District received eight responsive proposals.

Proposals		Fiscal Years 2017-2019				Fiscal Year 2020
Audit Firm	Location	District Audit	Single Audit	Total Services	1-year Avg.	Total Services
Harshwal & Company, LLP	Oakland	\$ 99,000	\$ 8,910	\$ 107,910	\$ 35,970	\$ 39,500
Vavrinek, Trine, Day & Co., LLP	Palo Alto	\$ 103,993	\$ 15,302	\$ 119,295	\$ 39,765	\$ -
Mann Urrutia Nelson CPAs & Associates, LLP	Sacramento	\$ 112,600	\$ 12,300	\$ 124,900	\$ 41,633	\$ 40,100
Badawi & Associates	Oakland	\$ 114,905	\$ 10,815	\$ 125,720	\$ 41,907	\$ 43,170
Hudson Henderson & Company, Inc.	Fresno	\$ 110,580	\$ 16,170	\$ 126,750	\$ 42,250	\$ 42,250
Vasquez & Company, LLP	Los Angeles	\$ 120,712	\$ 16,501	\$ 137,213	\$ 45,738	\$ 46,643
Clifton Larson Allen, LLP	Roseville	\$ 133,500	\$ 15,000	\$ 148,500	\$ 49,500	\$ -
James Marta & Company, LLP	Sacramento	\$ 169,300	\$ -	\$ 169,300	\$ 56,433	\$ 59,900

# Staff Analysis/Evaluation, cont.

- Proposals were evaluated and scored on:
  - Responsiveness to RFP
  - Technical qualifications, including professional and industry experience
  - Project team makeup and capabilities
  - Audit approach
  - Cost of services
  - Client references
- All eight accounting firms were qualified to perform the work.

# Staff Analysis/Evaluation, cont.

- Evaluation committee narrowed the list down to the four most qualified low cost firms.
  - Key factors: experience with special districts, water and sewer utilities, hydroelectric power generation, and cost.

Proposals		Fiscal Years 2017-2019				Fiscal Year 2020
Audit Firm	Location	District Audit	Single Audit	Total Services	1-year Avg.	Total Services
Harshwal & Company, LLP	Oakland	\$ 99,000	\$ 8,910	\$ 107,910	\$ 35,970	\$ 39,500
<b>Vavrinek, Trine, Day &amp; Co., LLP</b>	<b>Palo Alto</b>	<b>\$ 103,993</b>	<b>\$ 15,302</b>	<b>\$ 119,295</b>	<b>\$ 39,765</b>	<b>\$ -</b>
<b>Mann Urrutia Nelson CPAs &amp; Associates, LLP</b>	<b>Sacramento</b>	<b>\$ 112,600</b>	<b>\$ 12,300</b>	<b>\$ 124,900</b>	<b>\$ 41,633</b>	<b>\$ 40,100</b>
<b>Badawi &amp; Associates</b>	<b>Oakland</b>	<b>\$ 114,905</b>	<b>\$ 10,815</b>	<b>\$ 125,720</b>	<b>\$ 41,907</b>	<b>\$ 43,170</b>
<b>Hudson Henderson &amp; Company, Inc.</b>	<b>Fresno</b>	<b>\$ 110,580</b>	<b>\$ 16,170</b>	<b>\$ 126,750</b>	<b>\$ 42,250</b>	<b>\$ 42,250</b>
Vasquez & Company, LLP	Los Angeles	\$ 120,712	\$ 16,501	\$ 137,213	\$ 45,738	\$ 46,643
Clifton Larson Allen, LLP	Roseville	\$ 133,500	\$ 15,000	\$ 148,500	\$ 49,500	\$ -
James Marta & Company, LLP	Sacramento	\$ 169,300	\$ -	\$ 169,300	\$ 56,433	\$ 59,900

# Staff Analysis/Evaluation, cont.

- Staff is recommending the selection of Hudson Henderson & Company, Inc. based on relevant experience similar to EID, level of service, and audit approach at a relatively reasonable low rate.

Clients/Experience	Knowledge	Audit Approach
Santa Clara Valley Water District	<ul style="list-style-type: none"> <li>• water/sewer special districts</li> <li>• hydroelectric</li> <li>• FERC</li> <li>• agriculture</li> <li>• water rights</li> <li>• flumes, canals, reservoirs</li> </ul>	<ul style="list-style-type: none"> <li>• testing efficiencies</li> <li>• high partner involvement</li> <li>• low team turnover</li> <li>• detailed audit timeline</li> </ul>
Merced Irrigation District		
Fresno Irrigation District		
Alta Irrigation District		
Pixley Public Utility District		
Kern-Tulare Water District		
Belridge Water District		
Multiple Cities and Counties		



# Staff Analysis/Evaluation, cont.

- Cost of Services – value added

Firm	Average Annual Cost	Total Hours	Blended Rate	Partner Hours
Vavrinek, Trine, Day & Co. LLP	\$39,765	320	\$124.27	44
Mann Urrita Nelson CPAs	\$41,633	294	\$141.61	34
Badawi & Associates	\$41,907	408	\$102.71	40
Hudson Henderson & Co., Inc.	\$42,250	390	\$108.33	98

- Positive client references
  - CFO of Merced Irrigation District:
    - Very professional
    - Met accelerated audit timelines
    - “If you choose them, you can’t go wrong.”

# Board Decisions/Options

- Option 1: Award a contract to Hudson Henderson & Company, Inc. in the not-to-exceed amount of \$126,750 for audit services in fiscal years ending December 31, 2017, 2018, and 2019.
- Option 2: Take other action as directed by the Board.
- Option 3: Take no action.

# Staff/General Manager's Recommendation

- Option I



Questions?

## EL DORADO IRRIGATION DISTRICT

**Subject:** Consideration to ratify Resolution No. 2017-014 to maintain the emergency declaration as a result of ongoing storm activities; and update on the status of the SAD Bridge repair.

### **Previous Board Actions**

February 13, 2017 – Board adopted Resolution No. 2017-007 declaring an emergency under the Public Contract Code and Public Resources Code as a result of recent and ongoing storm activities; ratified a construction contract to Doug Veerkamp General Engineering for emergency replacement of a failed section of the Town Center force main; ratified a pumping and hauling contract to Doug Veerkamp for emergency pumping of raw sewage from the El Dorado lift station; ratified a pumping and hauling contract with Advance Septic for emergency pumping of raw sewage from the Camino Heights wastewater treatment plant; and authorized and directed the General Manager and his designees to take all further actions reasonably deemed necessary to respond to the emergency.

February 27, 2017 – Board ratified Resolution No. 2017-007 to maintain the emergency declaration and ratified contracts awarded to Doug Veerkamp for landslide stabilization and Syblon Reid General Engineering Contractors (SRC) for drainage diversion, access road development, landslide stabilization and canal repair near Flumes 5 and 10.

March 13, 2017 – Board ratified Resolution No. 2017-007 to maintain the emergency declaration; ratified a professional services contract with GHD Inc. in the amount of \$150,000 for geotechnical and engineering services; awarded a construction contract to Syblon Reid Contractors in the not-to-exceed amount of \$5,780,386 and approved total project funding in the amount of \$8,855,343 for Flume 10 construction.

March 27, 2017 – Board ratified Resolution No. 2017-007 to maintain the emergency declaration.

April 10, 2017 –

- Ratified Resolution No. 2017-007 to maintain the emergency declaration;
- Ratified professional services Change Order No. 1 with GHD Inc. in the not-to-exceed amount of \$600,224;
- Ratified construction contract Change Order No. 1 for Doug Veerkamp General Engineering in the not-to-exceed amount of \$300,000;
- Approved Change Order No. 2 with GHD Inc. in the not-to-exceed amount of \$1,310,016;
- Approved a construction contract Change Order No. 1 to SRC in the not-to-exceed amount of \$4,024,404;
- Awarded a construction contract to Doug Veerkamp General Engineering in the not-to-exceed amount of \$1,462,479 for slides at Flume 45A; and
- Approved project funding of \$5,970,595 for the following projects:
  - \$3,044,560, Project No. 17004.01 (Hazard Mitigation at Flume 5);
  - \$987,030, Project No. 17008.01 (Hazard Mitigation at Flume 9);
  - \$568,588, Project No. 17007.01 (Hazard Mitigation #1 downstream Flume 45A);
  - \$1,220,417, Project No. 17007.03 (Hazard Mitigation #3 downstream Flume 45A);
  - \$150,000, Project No. 17002.01 (Town Center Force Main Emergency Replacement Phase 2 Schedule B).

May 22, 2017 – Board adopted Resolution 2017-014 to update the emergency declaration resulting from the 2017 storm activity.

June 12, 2017 – Board ratified Resolution No. 2017-014 to maintain the emergency declaration.

July 24, 2017 – Board ratified Resolution No. 2017-014 to maintain the emergency declaration as a result of the 2017 storm activity and ratified the construction contract with Mining Construction Inc. in the not-to-exceed amount of \$539,677.

August 14, 2017 – Board ratified Resolution No. 2017-014 to maintain the emergency declaration.

August 28, 2017 – Board ratified Resolution No. 2017-014 to maintain the emergency declaration.

September 11, 2017 – Board ratified Resolution No. 2017-014 to maintain the emergency declaration and ratified a contract amendment to GHD in the not-to-exceed amount of \$55,000 for inspection services on the Montclair Townhome sewer repair project.

### **Board Policies (BP), Administrative Regulations (AR), and Board Authority**

Public Contract Code section 22050(a)(1) provides that in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. Subsection (c)(1) of that statute requires the governing body to review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.

Public Contract Code sections 1102, 20567, and 22050 authorize the District to forgo public bidding requirements in emergency circumstances.

Public Resources Code section 21080(b) and CEQA Guidelines section 15269 exempt emergency projects from the requirements of the California Environmental Quality Act (“CEQA”).

### **Summary of Issue(s)**

On February 13, 2017, the Board unanimously adopted Resolution 2017-007 declaring an emergency as a result of the severe storms during January and February and subsequently adopted Resolution 2017-014 to update the declaration. For the emergency declaration to remain in effect, the Board must find (by four-fifths vote for bidding and contracting purposes) at each regular board meeting that the need for the emergency action still exists. The Board can do so today by ratifying Resolution No. 2017-014.

The SAD Bridge carries USFS Road 11N53 over the South Fork of the American River and is used by the public and by EID for ongoing operations of the El Dorado Canal. The bridge is the only access to several storm-related emergency repair projects near Flumes 5-10. In June of 2017, EID staff observed severe degradation of the structural timbers between the steel girders and bridge deck and pre-existing cracking of the northeast wing wall on the north abutment of the SAD Bridge.

## **Staff Analysis/Evaluation**

There have been over 40 separate storm related work tasks that have been documented since January 7, 2017. Some remaining work is anticipated to continue through November 2017. As long as active construction work authorized under the emergency declaration continues, staff recommends the Board continue to maintain the emergency declaration.

### **SAD Bridge status**

The SAD Bridge is open to the public and is also used by cabin-owners for access to recreational cabins at the Alder Creek Tract. The U.S. Forest Service (USFS) is responsible for maintenance and upkeep of the bridge. In early June, the District observed severe degradation of the structural timbers between the steel girders and bridge deck and pre-existing cracking of the northeast wing wall on the north abutment of the SAD Bridge. As a result of safety concerns, Syblon Reid Contractors (SRC), who is working on several storm-related emergency repair projects along the El Dorado Canal, halted all heavy equipment and material deliveries over the SAD Bridge until repairs could be completed. Unable to transport heavy equipment or construction materials over the SAD Bridge, work on Flume 10 has stopped and the District continues to incur significant rental costs for heavy equipment that sits idle on the construction site because the bridge provides the only vehicle access to the area.

Due to these factors, EID initiated repair work on the bridge. Staff worked with GHD on an expedited structural design for repair of the northeast bridge wing wall, and coordinated with USFS staff to obtain approval of the design. The repair is required to achieve the bridge's posted capacity so the remaining emergency repair work can resume along the El Dorado Canal. The main components of the bridge repair include replacing the northeast reinforced concrete wing wall, replacing two rotten and failed 10" x14" timber cross beams that support the wood bridge deck, replacing six damaged running boards, and repaving the north bridge approach.

EID staff and USFS coordinated a three week bridge closure with local cabin owners between September 11-29, 2017, to replace the northeast wing wall and repave the north bridge approach. Two additional 4 to 6 hour bridge closures will occur in early October to replace the degraded timber cross beams and running boards. The estimated cost to complete the repairs is approximately \$900,000. The work is being completed within the existing approved funding on a time-and-materials contract for the Flume 10 project. No additional funding is requested at this time.

Although the SAD Bridge is a USFS-owned asset, the District has had to assume the cost of constructing the repairs in order to recover its equipment and resume work on the Flume. Initial discussions and correspondence with USFS management requesting their funding assistance has not been successful, notwithstanding that preliminary information obtained by the District indicates that degradation of the bridge predated the District's emergency storm repairs conducted this year. Staff is currently assessing alternatives to recover costs that have been and will be incurred to repair the USFS-owned asset.

**Board Decisions/Options**

**Option 1:** Ratify Resolution No. 2017-014 (*thus maintaining the emergency declaration*).

**Option 2:** Decline to ratify Resolution No. 2017-014 (*thus terminating the emergency declaration*) or take other action as directed by the Board.

**Option 3:** Take no action (*thus terminating the emergency declaration*).

**Staff/General Manager's Recommendation**

Option 1 (*four-fifths vote required*)

**Supporting Documents Attached**

Attachment A: Resolution No. 2017-014





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Daryl Noel  
Associate Engineer



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Elizabeth D. Wells, P.E.  
Engineering Manager



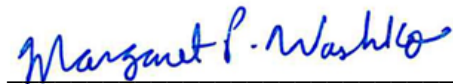
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Brian Mueller, P.E.  
Engineering Director



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Mark Price  
Finance Director



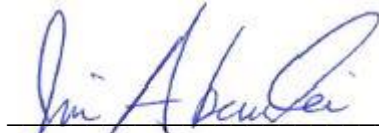
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Margaret P. Washko, P.E.  
Operations Director



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Brian Poulsen  
General Counsel



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Jim Abercrombie  
General Manager

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
EL DORADO IRRIGATION DISTRICT  
DECLARING AN EMERGENCY**

WHEREAS, El Dorado County received intense rainfall during the early months of 2017, saturating soils and causing collapses, soil failures, and earth movement all around the County; and

WHEREAS, multiple significant collapses of soil occurred on the District’s El Dorado Canal, resulting in the canal being taken out of service; and

Whereas, multiple slope failures occurred on District property off of 8-mile Road in Pollock Pines; and

WHEREAS, such storm activity has overwhelmed the District’s wastewater collections facilities at the El Dorado Lift Station and the Camino Heights Wastewater Treatment Plant increasing the risk of sanitary sewer overflows; and

WHEREAS, the District has encountered a break of a sanitary sewer collection main pipeline, the Town Center force main; and

WHEREAS, slope failure over a District sewer line near Montclair Road in Cameron Park has put the sewer pipeline at unacceptable risk of failure; and

WHEREAS, District staff have undertaken over 40 separate storm related work tasks since January 7, 2017 as a result of the incidents described above; and

WHEREAS, on February 13, 2017, the District’s Board of Directors adopted Resolution No. 2017-007, declaring an emergency within the meaning of several statutes included in the Government, Public Resources, and Public Contract Codes and directed the District General Manager and his designees to take all actions reasonably deemed necessary to respond to the emergency declared therein; and

WHEREAS, the District’s Board of Directors ratified Resolution No. 2017-007 at its regularly held Board meetings on February 27, March 13, March 27, and April 10; and

WHEREAS, as a result of continuously developing conditions, there exists real and reasonable potential for the District to discover and/or experience additional damage to critical infrastructure necessitating immediate repair; and

WHEREAS, all of these occurrences require prompt action to prevent or mitigate impairment to life, health, safety, property, and/or essential public services; and

///

1 WHEREAS, Government Code section 54956.5(a)(1) defines “emergency” as “a work stoppage,  
2 crippling activity, or other activity that severely impairs public health, safety, or both, as determined by  
3 a majority of the members of the legislative body;” and

4 WHEREAS, Government Code section 54956.5(a)(2) defines “dire emergency” as “a crippling  
5 disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate  
6 and significant that requiring a legislative body to provide one-hour notice before holding an  
7 emergency meeting may endanger the public health, safety, or both, as determined by a majority of the  
8 members of the legislative body;” and

9 WHEREAS, Public Contract Code section 1102 defines “emergency” as “a sudden, unexpected  
10 occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate  
11 the loss or impairment of life, health, property, or essential public services;” and

12 WHEREAS, CEQA Guidelines section 15359 defines “emergency” as “a sudden, unexpected  
13 occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate  
14 loss of, or damage to life, health, property, or essential public services;” and

15 WHEREAS, Government Code section 54956.5(b)(1) and (2) authorize legislative bodies to hold  
16 emergency meetings in the case of an emergency or dire emergency involving matters upon which  
17 prompt action is necessary due to the disruption or threatened disruption of public facilities; and

18 WHEREAS, District Board Policy 2050 authorizes the District’s General Manager to act “in  
19 emergency situations where no Board Policies or Administrative Regulations exist;” and

20 WHEREAS, Public Contract Code sections 22050(a)(1) and 20567 authorize irrigation districts  
21 to let contracts without notice for bids in case of an emergency; and

22 WHEREAS, Public Contract Code section 22050(b)(1) authorizes the Board of Directors, by a  
23 four-fifths (4/5ths) vote, to delegate to the General Manager the authority to order any action pursuant  
24 to paragraph (1) of subdivision (a); and

25 WHEREAS, District Board Policy 3060, delegates to the General Manager authority to approve  
26 any and all contracts necessary to abate an emergency after first informing the President of the Board  
27 of Directors and scheduling an emergency meeting of the Board of Directors at the earliest possible  
opportunity; and

WHEREAS, Public Resources Code section 21080(b)(2) exempts from the California  
Environmental Quality Act (CEQA) emergency repairs to public service facilities necessary to  
maintain services; and

1 WHEREAS, Public Resources Code section 21080(b)(4) and CEQA Guidelines section 15269(c)  
2 exempt from CEQA specific actions necessary to prevent or mitigate an emergency from CEQA;

3 NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Directors of the  
4 El Dorado Irrigation District (Board) as follows:

- 5 1. The Board finds and declares that an emergency situation exists within the meaning of the  
6 enactments listed below:

7 Public Contract Code section 11102

8 CEQA Guidelines section 15359

9 Public Contract Code section 20567

10 District Board Policy 3060

11 Public Contract Code section 22050(a)(1)

12 Public Resources Code section 21080(b)(2)

13 Public Resources Code section 21080(b)(4) and CEQA Guidelines section 15269(c)

- 14 2. The foregoing findings and declarations are based upon written, oral, and visual evidence,  
15 including both facts and professional opinions, presented to the Board at the hearing of this  
16 Resolution and upon the Minutes of the meeting at which this Resolution was adopted.
- 17 3. The Board hereby ratifies all actions taken by the District General Manager and his  
18 designees, prior to the adoption of this Resolution, which the General Manager and his  
19 designees reasonably deemed necessary to respond to the emergency declared herein.
- 20 4. The Board hereby delegates, authorizes, and directs the District General Manager and his  
21 designees to take all further actions reasonably deemed necessary to respond to the  
22 emergency declared herein. The General Manager or his designees shall report to and seek  
23 ratification of the Board of Directors for each action taken in excess of their normal  
24 authority, at the first regular Board of Directors meeting held after each such action.
- 25 5. This Resolution shall take effect immediately upon adoption, and shall supersede  
26 Resolution No. 2017-007. Subject to the ratification  
27 required by Public Contract Code sections 22050(b)(3), (c)(1), and (c)(2), and by Board  
Policy 3060, this Resolution shall remain in full force an effect until rescinded by a  
subsequent Resolution of the Board of Directors.

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The foregoing Resolution was introduced at a regular meeting of the Board of Directors of the EL DORADO IRRIGATION DISTRICT, held on the 22<sup>nd</sup> day of May 2017, by Director Day who moved its adoption. The motion was seconded by Director Prada and a poll vote taken which stood as follows:

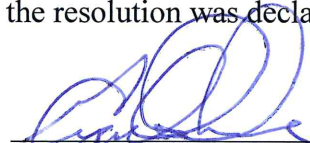
AYES: Directors Day, Prada, Osborne, Raffety and Coco

NOES:

ABSENT:

ABSTAIN:

The motion having a majority of votes "Aye", the resolution was declared to have been adopted, and it was so ordered.

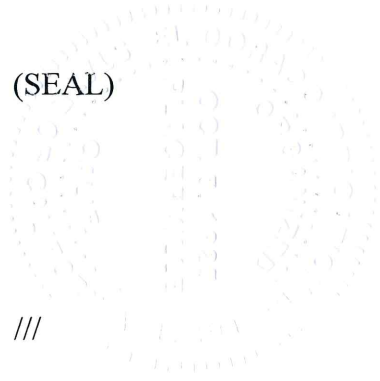
  
George W. Osborne, President  
Board of Directors  
EL DORADO IRRIGATION DISTRICT

ATTEST:



Jennifer Sullivan  
Clerk to the Board  
EL DORADO IRRIGATION DISTRICT

(SEAL)



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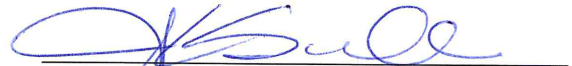
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1 I, the undersigned, Clerk to the Board of the EL DORADO IRRIGATION DISTRICT  
2 hereby certify that the foregoing resolution is a full, true and correct copy of a Resolution of the  
3 Board of Directors of the EL DORADO IRRIGATION DISTRICT entered into and adopted at a  
4 regular meeting of the Board of Directors held on the 22<sup>nd</sup> day of May 2017.



Jennifer Sullivan  
Clerk to the Board  
EL DORADO IRRIGATION DISTRICT

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**Ratification of Resolution No.  
2017-014 to Maintain the  
Emergency Declaration  
Resulting from the 2017 Storm  
Activity**

October 10, 2017



# Previous Board Actions

- Since February 13, 2017 – Board adopted Resolution No. 2017-007 declaring an emergency under the Public Contract Code and Public Resources Code and awarded construction contracts to perform storm repair activities



# SAD Bridge Status

- The SAD Bridge carries USFS Road 11N53 over the South Fork of the American River and is used by the public, recreational cabins at the Alder Creek Track, and by EID for ongoing operations of the El Dorado Canal
- Syblon Reid Contractors (SRC) is working on several storm-related emergency repair projects along the El Dorado Canal
- Due to safety concerns, SRC halted all heavy equipment and material deliveries over the SAD Bridge until repairs are completed

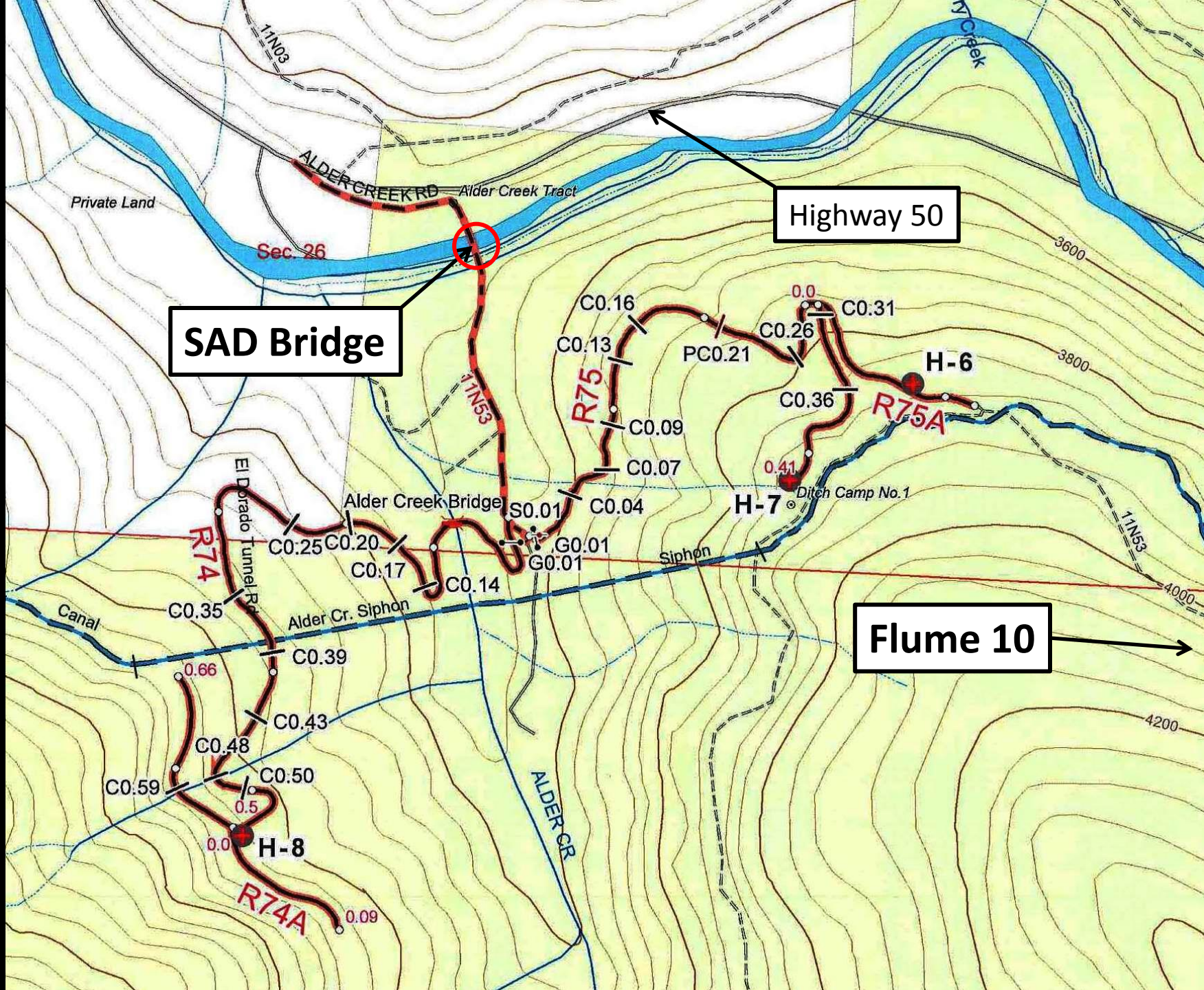
# SAD Bridge Status

- Unable to transport heavy equipment or construction materials over the SAD Bridge work on Flume 10 has stopped
- The District continues to incur approximately \$130,000/month in rental costs for heavy equipment and Duramats that sits idle on the construction site
- Due to these factors, EID initiated repair work on the bridge to recover equipment and resume work on the Flume

# SAD Bridge Status

- The total estimated cost to complete the SAD Bridge repairs is approximately \$900,000
- The bridge repair work is being completed within the existing approved funding on a time-and-materials contract for the Flume 10 project.
- No additional funding is requested at this time.





Highway 50

SAD Bridge

Flume 10

Sec. 26

Alder Creek Tract

El Dorado Tunnel Rd

Alder Creek Bridge

Alder Cr. Siphon

Siphon

Ditch Camp No. 1

Private Land

Alder Creek

ALDER CR

R74

R75

R75A

R74A

H-6

H-7

H-8

T1N03

T1N53

T1N53

C0.59

C0.35

C0.39

C0.43

C0.48

C0.50

C0.25

C0.20

C0.17

C0.14

C0.04

G0.01

C0.13

C0.09

C0.07

C0.16

PC0.21

C0.26

C0.31

C0.36

C0.25

C0.35

0.66

C0.43

C0.48

C0.59

0.0

0.5

0.0

0.09

C0.20

C0.17

C0.14

C0.39

C0.43

C0.50

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C0.04

G0.01

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C0.39

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H-7

Siphon

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H-6

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H-7

Siphon

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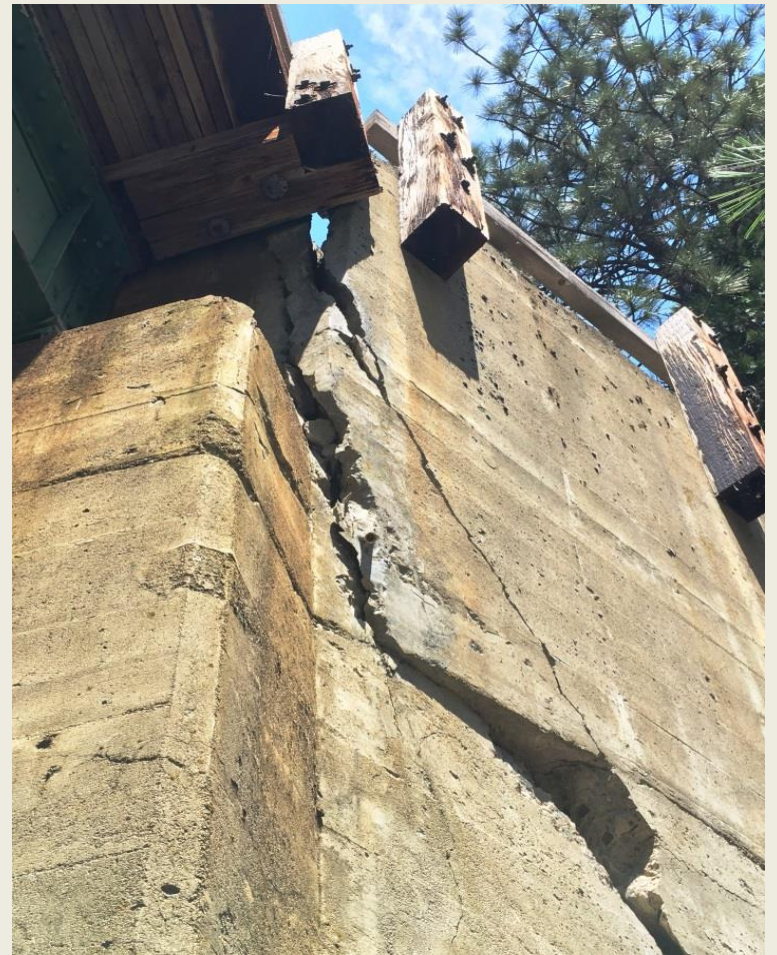


# SAD Bridge

**USFS - August 2016**



**EID - July 2017**





# SAD Bridge





# SAD Bridge





# SAD Bridge





# SAD Bridge





# SAD Bridge





# SAD Bridge





# SAD Bridge

EID - March 2017



EID - June 2017



# SAD Bridge





# SAD Bridge



# Board Decision/Options

- **Option 1:** Ratify Resolution No. 2017-014 to maintain the emergency declaration as a result of the 2017 storm activity (thus maintaining the emergency declaration)
- **Option 2:** Decline to ratify the resolution (thus terminating the emergency declaration)
- **Option 3:** Take no action (thus terminating the emergency declaration)

# Staff and General Manager Recommendation

- Option 1



Questions?