

Grizzly Flats Community Services District
Notice of Regular Business Meeting of the Board

Date: Thursday, April 13, 2023

Time: 6:00 PM

Location: The Grizzly Flats CSD Office (4765 Sciaroni Rd., Grizzly Flats, CA)

For remote access, call 1-(978)-990-5230 and enter access code 840700#



AGENDA

A. CALL TO ORDER, ROLL CALL OF THE BOARD MEMBERS and SALUTE TO THE FLAG

B. APPROVAL OF THE AGENDA

C. PUBLIC COMMENT: Items on the agenda - *This is an opportunity to express your views on an agenda item, in order to inform the Board. Once the Chair introduces the agenda item, the public will be invited to comment. Once recognized by the Chair, you will have 3 minutes to speak and you may direct your comments to the Board as a whole. The Board will not engage in debate or dialog. Once the public has been heard on an agenda item, the Board will begin their discussion.*

D. CONSENT CALENDAR / Board Chair

These items are expected to be routine business, not normally requiring much discussion.

1. Approval of the minutes of the March 9, 2023, regular meeting. {pk 1-3}
2. Review monthly System Report for March (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts). {pk 4-6}
3. Approval of the financial reports and spending for February and March 2023. {pk 7-32}
4. Review and approve purchase of Parcel Quest for 2023/24 Tax Roll. {pk 33}

Recommended Motion/Action: Approve the consent calendar as presented.

E. CUSTOMER REQUEST

1. J. Taylor – Request to start a discussion on the future of Grizzly Pond / (discussion) {pk 34}

F. OFFICE & FINANCE / Gustafson, General Manager

Office Operations:

1. Board vacancy update / Gustafson (discussion)
2. Update from District tour with Senator Alvarado-Gil / Gustafson & Myers (discussion)
3. Report from Spring 2023 Countywide Plenary for Water / Gustafson (discussion)
4. Report from SDRMA's Spring Education Day / Hannblom, Phillips (discussion)
5. Election of Regular and Alternate Special District Representative to El Dorado LAFCO / Gustafson (discussion/action) {pk 35-44}

Recommended Motion/Action: The Board should rank the nominees in preferential order, "1" being the first preference, "2" being the second, and so on, and answer the question listed on the ballot.

6. Discuss and select a consulting firm to perform a Cost of Services Study and assist the District in revising its current rate structure. {pk 45-135}

Recommended Motion/Action: The Board should select the consulting firm who best meets the needs of the District.

Financial Operations:

7. Review and approve costs to purchase and install ProMinent Fluid Controls Parts and a heater to the new Chlorine Analyzer on Treatment Plant 2 / Gustafson (discussion/action) {pk 136-144}

Recommended Motion/Action: *The Board should approve the cost for the additional equipment for a not to exceed cost of \$2,000.00.*

G. CALDOR FIRE RECOVERY

1. Review the most recent Caldor Fire Status Report / Gustafson (discussion) {pk 145-147}
2. Review El Dorado Water Agency's Public Assistance Weekly Status Report / Gustafson (discussion) {pk 148-161}
3. Update on hazard tree marking for private parcels along Eagle Ditch pipeline / Gustafson (discussion)
4. Report on status of customer billing / Gustafson (discussion)
5. Authorize H2O Urban Solutions to proceed with Task 2 of their Engineering Contract to get the Reservoir liner repair project ready for bidding / Gustafson (discussion/action) {pk 162}

Recommended Motion/Action: *The Board should authorize H2O Urban Solutions to proceed with Task 2 of their Engineering contract as previously approved.*

H. ANNOUNCEMENTS / DIRECTORS COMMENTS

I. ADJOURN

PUBLIC COMMENT PROCEDURES

Public Comment (Agenda Item C): Items not on the agenda

This is an opportunity to express your views on any topic within the jurisdiction of the District in order to inform the Board. Once recognized by the Chair, you will have 3 minutes to speak. No discussion or action can be taken at this time. The Board may refer the matter to staff or determine whether the matter should be included on a future agenda.

Public Comment: Items on the agenda

This is an opportunity to express your views on an agenda item, in order to inform the Board. Once the Chair introduces the agenda item, the public will be invited to comment. Once recognized by the Chair, you will have 3 minutes to speak and you may direct your comments to the Board as a whole. The Board will not engage in debate or dialog. Once the public has been heard on an agenda item, the Board will begin their discussion.

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- *In compliance with the Americans with Disabilities Act, contact Kim Gustafson at gwater@sbcglobal.net or (530) 622-9626 if you need special assistance to participate in this meeting. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11).*
 - *Our next regular Board meeting will be held in person and by teleconference on Thursday, May 11, 2023, at 6:00 PM.*

This institution is an equal opportunity provider and employer.

**Grizzly Flats Community Services District
Minutes of the Regular Meeting of the Board
March 9, 2023**

A. CALL TO ORDER

The regular meeting of the Grizzly Flats CSD Board of Directors was called to order at 6:05 P.M. by Director Hannblom.

ROLL CALL OF THE BOARD

Present: Directors Chigazola, Davidson, Hannblom, and Malonson

Called-in: Scott Myers

Absent: None

Others: Kim Gustafson and Mel Kelley

SALUTE TO THE FLAG was led by Director Hannblom.

B. APPROVAL OF THE AGENDA – Director Malonson made a motion to approve the agenda as presented. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

C. PUBLIC COMMENT – There were no public comments.

D. CONSENT CALENDAR- These items are expected to be routine business not normally requiring discussion. Action by the Board was taken at one time with one motion.

1. **Approval of the minutes of the February 9, 2023, regular meeting.**
2. **Review monthly System Report for February (production data, rainfall information, operations unrelated to the Caldor Fire Recovery efforts).**

Director Chigazola made a motion to approve the consent calendar as presented. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

E. OFFICE & FINANCE / Kim Gustafson, Interim General Manager

Office Operations:

1. **Board vacancy update –** Kim Gustafson indicated that no letters of interest had been received. The Board recommended revisiting this item in April or May.
2. **Update from the District’s Attorney on the procurement issue –** Kim Gustafson referred the Board to page 7 of the packet for legal counsel’s opinion on projects that H2O Urban Solutions can assist with. She went on to say that the ARPA project will be broken into three pieces. Since the cost of Phase 1A of the ARPA project for the emergency Programmable Logic Controller (PLC) and chemical feed pump replacements within the treatment plant will not exceed \$250,000, Scott Myers will be assisting to prepare a scope and distributing it to potential vendors to get that work completed. Phase 1B will include the remaining Treatment Plant upgrades, a new Clearwell tank, and pumps. Phase 2 will cover the reservoir cleaning.
3. **Review Cost of Services Study Request for Proposals and authorize the Interim General Manager to distribute it for bids –** Kim Gustafson referred the Board to page 8 of the packet for the Cost of Services Study Request for Proposals. She said she currently has a list of about ten consultants who perform rate studies, and will attempt to locate additional consultants by searching California Special Districts Association’s (CSDA’s) ListServ. She said that once approved by the Board, she will distribute the RFP to her vendor list, post a copy on the CSDA website, and upload a copy to the District’s website.

Director Chigazola made a motion to approve the RFP as presented and authorize the Interim General Manager to distribute it. Director Malonson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

Financial Operations:

- 4. Update from meeting with Dane Wadle (CSDA) and Lauren Hernandez (District Director, Senate District 4, Office of Senator Marie Alvarado-Gil) on March 3, 2023** – Kim Gustafson said that she, Scott Myers, and Dane Wadlé (CSDA) met with Senator Alvarado-Gil’s District Director Lauren Hernandez on March 3, 2023. The purpose of the meeting was to discuss potential funding options for the District through Appropriations. There was a discussion about Senator Alex Padilla’s work to improve ongoing FEMA issues, as their policies were written to respond to hurricanes, not fires. Kim went on to say that Senator Alvarado-Gil’s team will be coming up to tour Grizzly Flats on April 3, 2023. Director Hannblom expressed interest in participating.
- 5. Annual membership renewal fee for California Rural Water Association** – Kim Gustafson referred the Board to page 17 of the packet and said that Board approval is required for all membership renewals. She said that California Rural Water Association (CRWA) is an agency that offers water treatment training and other assistance such as grant writing.

Director Malonson made a motion to approve the annual membership renewal fee as presented. Director Davidson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

F. CALDOR FIRE RECOVERY

- 1. Review the most recent Caldor Fire Status Report** – Kim Gustafson said there weren’t many updates to report, although H2Ou is working to obtain a quote for permitting work at Big Canyon and North Canyon diversions.
- 2. Review El Dorado Water Agency’s Public Assistance Weekly Status Report** – Kim Gustafson referred the Board to page 21 of the packet and said that there weren’t many updates although permanent project extension requests are being drafted by Stantec and should be available by March 3rd.
- 3. Report on status of customer billing** – Kim Gustafson said that 563 bills were distributed in February 2023 for a total of \$42,367.98, and that 489 payments were received totaling \$32,992.64.
- 4. Review and approve change order request from Forester’s Co-Op to complete the hazard tree marking project on private parcels along Eagle Ditch pipeline** - Kim Gustafson referred the Board to page 34 of the packet and said that the amount of work collecting and preparing documentation for FEMA was underestimated by Tom Amesbury at Forester’s Co-Op. She said that they have requested a change order so that there is enough funding to complete the project. Their change order is requesting an additional \$9,400.

Director Chigazola made a motion to approve the change order from Forester’s Co-Op as presented. Director Davidson 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye.

G. COMMITTEE MEETINGS

- 1. Update from the Personnel & Policy Review committee meeting that took place on March 6, 2023** – Kim Gustafson said that she, Director Chigazola and Director Hannblom met to discuss the District’s Reserve Policy, the General Manager Job Description, revisions to Ordinance 88-1, and changes to the New Water Service Connections Policy. The committee recommends that the Reserve Policy be sent to the Budget & Finance Committee during the 2023/2024 FY Budget preparation process so that the target amounts can be reviewed. The General Manager Job Description was updated to not require water treatment and distribution licensing as the other examples didn’t require it. The committee would like Ordinance 88-1 to be revised to allow new service installation fees to be refunded at the Board’s discretion. Additionally, the committee recommends that the New Water Service Connections Policy be updated to require that all new installations have a 1” service connection back to the water main. She said that it was recommended that customers get and install new 1” dedicated water lines with new materials, saddles, and taps. Their contractor would handle the actual installation and road remediation. Someone from the District would review the installation plan and inspect the installation before it was buried. A new charge would need to be set to reimburse the District for this work.

There was a discussion about how this puts a burden on customers and the need to discuss this policy further. It was recommended that it be sent to the Water Operations Committee for further discussion.

H. CLOSED SESSION - PUBLIC EMPLOYEE APPOINTMENT Pursuant to section 54957 - The Board and Kim Gustafson entered into closed session at 7:56 PM to discuss:

Title: General Manager

I. REPORT FROM CLOSED SESSION – The Board returned to open session at 8:53 PM. Kim Gustafson said that the Board changed my position from Interim General Manager to General Manager.

J. ANNOUNCEMENTS / DIRECTORS COMMENTS – Kim Gustafson gave a reminder about the upcoming SDRMA Spring Education Day on March 22, 2023. Additionally, she said that 700 forms are due in El Dorado County Elections Department prior to April 1, 2023.

K. ADJORNMENT- Director Malonson made a motion to adjourn. Director Chigazola 2nd the motion. There was no further discussion. Director Hannblom called for a vote. The motion passed with all directors present voting aye and the meeting was adjourned at 9:00 P.M. The next regular meeting will be held in Grizzly Flats and via teleconference starting at 6:00 PM on Thursday, April 13, 2023.

Minutes submitted by:

Kim Gustafson, Board Secretary

Approved by:

Lynn Hannblom, Board Chair

Date:



Grizzly Flats Community Services District System Report

March 2023

Kim Gustafson, General Manager

Andy Vicars (D2) GFCSD Maintenance Technician,

Ethan Markes and Michelle Merryberry, H2Ou Water System Operators

The purpose of this System Report is to share production data and statistics with the Board of Directors for an update on our Operations and Maintenance activities as we recover from the Caldor Fire.

Water Production Report

Current Year

2023	Total Gallons	Daily Average (gallons per day)
January	2,638,810	85,123
February	2,102,184	75,078
March	3,036,700	97,958
April		
May		
June		
July		
August		
September		
October		
November		
December		

Prior Years

2022	Total Gallons	Daily Average
January	2,386,600	76,987
February	2,568,200	91,721
March	2,668,600	86,084
April	2,817,200	93,907
May	3,574,600	115,310
June	4,251,500	141,717
July	4,529,800	146,123
August	3,443,000	111,065
September	2,932,100	97,737
October	2,727,200	87,974
November	2,027,000	67,567
December	2,925,100	94,358

2021	Total Gallons	Daily Average
January	2,752,292	88,784
February	2,375,165	84,827
March	2,838,177	91,554
April	3,306,829	110,228
May	5,310,587	171,309
June	4,824,882	160,829
July	5,951,427	191,981
August*	4,587,625	147,988
September*	2,434,469	81,149
October	4,776,800	154,090
November	3,218,100	107,270
December	2,330,600	75,181

*Due to the Caldor Fire's interruption of operations, August and September data in the above chart was estimated.

Water Treatment

- On March 15th, Operations staff began using the new N-1740 (PAC) coagulant.
- Both Treatment Plants ran well in March, 2023.

Rainfall

This Year (July 1 – June 30)	Amount (in inches)
July	0.00
August	0.35
September	1.37
October	0.00
November	3.80
December	17.79
January	1.55
February	1.66
March	10.30
April	
May	
June	

Prior Years (July 1 – June 30)	Amount (in inches)
2011 – 2012	30.40
2012 – 2013	29.85
2013 – 2014	31.25
2014 – 2015	32.76
2015 – 2016	52.70
2016 – 2017	78.03
2017 – 2018	38.46
2018 – 2019	65.43
2019 – 2020	33.84
2020 – 2021	18.42
2021 – 2022	37.65
2022 – 2023 Total	36.82

Administration Report

Billing Information	Number this Month
Bills Mailed Out*	562
Active Connections (on/billed each month) *	564
Connections on hold (connections damaged by fire)	50
Inactive Connections (locked off/liened with no bill)	7
Current Liens	44
New Meters	0
Fire Flow Letter Requests	4
1 st Tier Late Charges	65
2 nd Tier Late Charges	109

*Difference between "Bills mailed out" and "Active connections" – 2 properties transferred ownership and were final billed instead.

"Connections on hold" were damaged by the Caldor Fire or recovery crews and are not being billed.

Staff transferred service for 7 locations in March, six of which were vacant lots with water service connections.

Billing Summary

2023	# of Bills Sent	# Payments Received	Amount Billed	Amount Received
January	557	552	38,395.60	42,946.92 (112%)
February	563	489	42,367.98	32,992.64 (78%)
March	562	565	38,391.27	46,081.30 (120%)

pk5

2022	# of Bills Sent	# Payments Received	Amount Billed	Amount Received
January	222	206 (93%)	15,281.45	19,851.86
February	225	180 (80%)	16,473.35	15,320.98
March	234	216 (92%)	17,073.98	19,909.26
April	479	238 (50%)	30,324.68	18,922.53
May	517	329 (64%)	37,100.11	23,733.14
June	527	379 (72%)	38,350.24	35,010.72
July	531	397 (75%)	38,467.34	37,813.68
August	545	528 (97%)	39,578.18	39,827.01
September	545	502 (92%)	40,236.08	33,442.22
October	552	498 (90%)	39,615.53	36,302.27
November	556	551 (99%)	39,685.78	40,177.77
December	558	505 (91%)	45,658.22	29,758.29

pkb

Grizzly Flats Community Services District
Profit/Loss - O/M
February 2023

Jul-22 - Feb-23

Ordinary Income/Expense

Income

40000 · O & M Income		
40100 · Water Charges - Basic Rate	319,506.98	
40110 · Water Charges - Volumetric Rate	14,337.40	
40200 · Water User Penalties	4,997.53	
40210 · Water User Lien Fees	9,200.00	
40300 · Miscellaneous Revenue	90.63	US Bank Rebate
40400 · Pooled Interest	600.36	
40600 · New Service Installation	1,610.57	
	<hr/>	Amount billed
Total 40000 · O & M Income	350,343.47	(not all collected)
	<hr/>	
45000 - Capital Income		
45100 - Standby Charges	39,850.57	
45200 - Penalties on Standby Fees	1,490.64	
45300 - Capital Connection Fee	6,030.60	
45600 - Pooled Interest	3,151.04	
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Total 45000 - Capital Income	50,522.85	
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Total Income	400,866.32	
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Expense

50000 · Personnel Costs		
51000 · Salaries Expense		
		6/30/2022 Accrued Payroll reduction at year-end - July total
51100 · Field Staff	21,496.69	\$2,900
		6/30/2022 Accrued Payroll reduction at year-end - July total
51200 · Admin Staff	64,384.34	\$7,408
51300 · Overtime	62.40	
51400 · Standby Pay	308.61	
51600 · Holiday Pay	4,381.28	
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Total 51000 · Salaries Expense	90,633.32	
52000 · Payroll Expense		
52100 · Payroll Tax	5,848.81	
52300 · Workers' Comp	2,327.56	
	<hr/>	
Total 52000 · Payroll Expense	8,176.37	
53000 · Benefits Expense		
53100 · Deferred Comp	718.97	
53200 · HRA Medical	19,542.99	
53300 · Life Insurance	240.30	
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Total 53000 · Benefits Expense	20,502.26	
54000 - Contract Operation	55,599.50	H2O Urban Solutions
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Total 50000 · Personnel Costs	174,911.45	
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60000 · Operations & Utilities Exp		
60100 - Alarm Service	474.00	
60200 · Communication	413.33	
60600 · PG&E	190.20	
60700 · Propane	1,633.00	
60800 · Trash Disposal	405.27	
30900 - Website	239.00	
	<hr/>	
Total 60000 · Operations & Utilities Exp	3,354.80	

Grizzly Flats Community Services District
Profit/Loss - O/M
February 2023

	<u>Jul-22 - Feb-23</u>	
61000 · Water Treatment		
61100 · Chemicals	1,077.69	
61200 · Equipment & Supplies	1,918.37	
61300 · Testing & Lab Reports	2,492.33	
Total 61000 · Water Treatment	<u>5,488.39</u>	
62000 · Maintenance Exp		
62100 - Building	210.00	
62300 - Distribution System	9,123.55	
62400 - Grounds	4,050.00	Tree Removal
62410 - Grizzly Pond Expenses	250.00	
62500 - Office Equipment	132.54	
62600 · Parts & Equip.	4,290.57	
62700 - Road Repairs	4,173.65	
62800 · Service Contracts	98.78	
Total 62000 · Maintenance Exp	<u>22,329.09</u>	
63000 · Vehicle Exp.		
63100 - Oil/Grease	108.19	
63200 · Parts & Repairs	3,013.37	
63300 - Tires & Snow Chains	1,231.12	
63400 - Tractor Maintenance & Repairs	2,622.51	
63500 · Fuel Purchases	3,523.54	
Total 63000 · Vehicle Exp.	<u>10,498.73</u>	
64000 · Employee Exp.		
64100 - Clothing	255.79	
64200 - Education Certification	-60.00	State Water Voided Check
64400 · Transportation and Travel	-500.00	SDRMA Void Check Prior Year
Total 64000 · Employee Exp.	<u>-304.21</u>	
65000 · Admin Exp.		
65100 · Agency Admin. Fee	3,323.98	
65150 · Bank Fees & Supplies	1,288.79	
65250 · Janitorial & Supplies	389.29	
65350 · Membership & Dues	9,127.28	Underground Service Alert
65400 · Office Supplies	1,915.64	
65450 · Postage	3,616.93	
65500 · Public & Legal Notices	1,428.18	
65550 · Software	2,199.99	
Total 65000 · Admin Exp.	<u>23,290.08</u>	
66000 - Professional Services		
66100 - Audit & Accounting	12,000.00	Audits 6/30/21 & 6/30/2022
66200 - Legal	6,076.20	
66400 - Liability Insurance	11,487.76	
66900 - Liability Other	4,090.01	
Total 6600 - Professional Services	<u>33,653.97</u>	
67100 - Asset Management Program	10,216.33	
70000 - Capital Expense		
70300 - Interest on Long Term Debt	13,037.50	
70800 - Depreciation	67,295.36	
Total 70000 - Capital Expense	<u>80,332.86</u>	
Total Expense	<u>363,771.49</u>	
Net Income	<u><u>37,094.83</u></u>	

Grizzly Flats Community Services District

Balance Sheet

As of February 28, 2023

Feb 28, 23

ASSETS

Current Assets

Checking/Savings

10000 · Cash In Banks

10100 · WF-O&M Checking 305,991.86

10200 · WF- Payroll Checking 5,117.14

10400 · WF- USDA Loan Reserve 12,646.57

Total 10000 · Cash In Banks 323,755.57

11000 · LAIF Investments

11100 · O&M Funds

11110 · O & M Reserve Acct 57,301.70

Total 11100 · O&M Funds 57,301.70

11800 · CIP Funds

11210 · CIP Dedicated Reserve 58,798.90

11220 · CIP Restricted Reserve 250,000.00

11240 · Hydrant Repair and Replacement 11,000.00

Total 11800 · CIP Funds 319,798.90

Total 11000 · LAIF Investments 377,100.60

12000 · Cash in County Treasury

12200 · CIP Funds 35,122.22 County owes to District

Total 12000 · Cash in County Treasury 35,122.22

13000 · Petty Cash Fund 100.00

Total Checking/Savings 736,078.39

Other Current Assets

14500 · Other Receivable 0.00

H2O & BaseCamp

14700 · Grant Reimbursable 46,718.88 Enviro - Tree Removal

14800 · Caldor Fire Expenses 701,970.58

Amount owed by customers as of 12/31/2022. Includes regular monthly billing

14900 · A/R- Water User Fees 108,075.71 of \$40,898

15000 · Prepaid Expenses

15100 · Insurance 5,743.89

15200 · Worker's Comp 939.31

Total 15000 · Prepaid Expenses 6,683.20

Total Other Current Assets 863,448.37

Total Current Assets 1,599,526.76

Grizzly Flats Community Services District

Balance Sheet

As of February 28, 2023

Feb 28, 23

Fixed Assets	
16000 · Capital Assets	
16100 · Land	237,405.00
16200 · Water Plant	3,546,527.91
16300 · Vehicles	68,275.01
16400 · Equipment	269,188.21
16900 · Accumulated Depreciation	<u>-1,909,972.80</u>
Total 16000 · Capital Assets	<u>2,211,423.33</u>
17000 · Work In Progress	
17700 · Water Master Plan (H2Ou)	29,135.00
Total 17000 · Work In Progress	<u>29,135.00</u>
Total Fixed Assets	<u>2,240,558.33</u>
 TOTAL ASSETS	 <u><u>3,840,085.09</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	90,420.73
Total Accounts Payable	<u>90,420.73</u>
Other Current Liabilities	
22000 · Personnel Payables	
22100 · Federal & State Payroll Taxes	265.29
22200 · Accrued HRA Medical	56,180.77
22300 · Accrued Vacation	3,257.07
22400 · Deferred Comp Plan	0.00
Total 22000 · Personnel Payables	59,703.13
24800 · Caldor Fire Recovery	664,418.84
Total Other Current Liabilities	<u>724,121.97</u>
Total Current Liabilities	<u>814,542.70</u>
Long Term Liabilities	
20200 · USDA Loan	786,000.00
Total Long Term Liabilities	<u>786,000.00</u>
Total Liabilities	<u>1,600,542.70</u>
 Equity	
167 · Retained Earnings - Old Acct	227,252.59
30000 · Reserves-Retained Earnings	1,311,763.01
30100 · Reserves- CIP Restricted	540,875.62
30300 · Reserves - Asset Management	80,548.45
30400 · Reserves - USDA Loan Reserve	42,007.89
Net Income	37,094.83
Total Equity	<u>2,239,542.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,840,085.09</u></u>

Amount received for Caldor Fire damages - Insurance, FEMA, Cal

OES

DKD

Grizzly Flats Community Services District
O/M Budget vs. Actual
February 2023

	<u>Jul-22 - Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · O & M Income				
40100 · Water Charges - Basic Rate	319,506.98	270,000.00	49,506.98	118.34%
40110 · Water Charges - Volumetric Rate	14,337.40	6,000.00	8,337.40	238.96%
40200 · Water User Penalties	4,997.53	6,000.00	-1,002.47	83.29%
40210 · Water User Lein Fees	9,200.00			
40300 · Miscellaneous Revenue	90.63	4,000.00	-3,909.37	2.27%
40400 · Pooled Interest	600.36	500.00	100.36	120.07%
40600 · New Service Installation	1,610.57	2,000.00	-389.43	80.53%
Total 40000 · O & M Income	350,343.47	288,500.00	61,843.47	121.44%
Expense				
50000 · Personnel Costs				
51000 · Salaries Expense				
51100 · Field Staff	21,496.69	41,101.00	-19,604.31	52.3%
51200 · Admin Staff	64,384.34	134,485.00	-70,100.66	47.88%
51300 · Overtime	62.40	0.00	62.40	100.0%
51400 · Standby Pay	308.61	0.00	308.61	100.0%
51600 · Holiday Pay	4,381.28	9,241.00	-4,859.72	47.41%
Total 51000 · Salaries Expense	90,633.32	184,827.00	-94,193.68	49.04%
52000 · Payroll Expense				
52100 · Payroll Tax	5,848.81	16,500.00	-10,651.19	35.45%
52300 · Workers' Comp	2,327.56	4,315.00	-1,987.44	53.94%
Total 52000 · Payroll Expense	8,176.37	20,815.00	-12,638.63	39.28%
53000 · Benefits Expense				
53100 · Deferred Comp	718.97	2,793.00	-2,074.03	25.74%
53200 · HRA Medical	19,542.99	33,150.00	-13,607.01	58.95%
53300 · Life Insurance	240.30	500.00	-259.70	48.06%
Total 53000 · Benefits Expense	20,502.26	36,443.00	-15,940.74	56.26%
54000 · Contract Operations				
	55,599.50	180,000.00	-124,400.50	30.89%
Total 50000 · Personnel Costs	174,911.45	422,085.00	-247,173.55	175.47%

Grizzly Flats Community Services District
O/M Budget vs. Actual
February 2023

	<u>Jul-22 - Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60000 · Operations & Utilities Exp				
60100 · Alarm Service	474.00	1,200.00	-726.00	39.5%
60200 · Communication	413.33	6,000.00	-5,586.67	6.89%
60400 · Fire and Safety Supplies	0.00	1,000.00	-1,000.00	0.0%
60600 · PG&E	190.20	4,000.00	-3,809.80	4.76%
60700 · Propane	1,633.00	2,500.00	-867.00	65.32%
60800 · Trash Disposal	405.27	600.00	-194.73	67.55%
60900 · Website	239.00	225.00	14.00	106.22%
Total 60000 · Operations & Utilities Exp	3,354.80	15,525.00	-12,170.20	21.61%
61000 · Water Treatment				
61100 · Chemicals	1,077.69	1,500.00	-422.31	71.85%
61200 · Equipment & Supplies	1,918.37	2,000.00	-81.63	95.92%
61300 · Testing & Lab Reports	2,492.33	5,000.00	-2,507.67	49.85%
Total 61000 · Water Treatment	5,488.39	8,500.00	-3,011.61	64.57%
62000 · Maintenance Exp				
62100 · Building	210.00	500.00	-290.00	42.0%
62200 · Customer Meters	0.00	2,000.00	-2,000.00	0.0%
62300 · Distribution System	9,123.55	3,000.00	6,123.55	304.12%
62400 · Grounds	4,050.00	800.00	3,250.00	506.25%
62410 · Grizzly Pond Expenses	250.00	700.00	-450.00	35.71%
62450 · Eagle Ditch	0.00	1,000.00	-1,000.00	0.0%
62500 · Office Equip.	132.54	500.00	-367.46	26.51%
62600 · Parts & Equip.	4,290.57	1,500.00	2,790.57	286.04%
62700 · Road Repairs	4,173.65	5,000.00	-826.35	83.47%
62800 · Service Contracts	98.78	3,000.00	-2,901.22	3.29%
62900 · Treatment Plant I & II	0.00	1,500.00	-1,500.00	0.0%
Total 62000 · Maintenance Exp	22,329.09	19,500.00	2,829.09	114.51%
63000 · Vehicle Exp.				
63100 · Oil/Grease	108.19	500.00	-391.81	21.64%
63200 · Parts & Repairs	3,013.37	2,000.00	1,013.37	150.67%
63300 · Tires & Snow Chains	1,231.12	2,000.00	-768.88	61.56%
63400 · Tractor Maintenance & Repairs	2,622.51	2,500.00	122.51	104.9%
63500 · Fuel Purchases	3,523.54	4,800.00	-1,276.46	73.41%
Total 63000 · Vehicle Exp.	10,498.73	11,800.00	-1,301.27	88.97%

Grizzly Flats Community Services District
O/M Budget vs. Actual
February 2023

	<u>Jul-22 - Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
64000 · Employee Exp.				
64100 · Clothing	255.79	500.00	-244.21	51.16%
64200 · Education & Certifications	-60.00	500.00	-560.00	-12.0%
64300 · Employee - Auto Mileage	0.00	200.00	-200.00	0.0%
64400 · Transportation and Travel	-500.00	500.00	-1,000.00	-100.0%
Total 64000 · Employee Exp.	-304.21	1,700.00	-2,004.21	-17.9%
65000 · Admin Exp.				
65100 · Agency Admin. Fee	3,323.98	4,000.00	-676.02	83.1%
65150 · Bank Fees & Supplies	1,288.79	2,500.00	-1,211.21	51.55%
65200 · Election Costs	0.00	1,000.00	-1,000.00	0.0%
65250 · Janitorial & Supplies	389.29	1,000.00	-610.71	38.93%
65300 · Meeting Expenses	0.00	500.00	-500.00	0.0%
65350 · Membership & Dues	9,127.28	4,000.00	5,127.28	228.18%
65400 · Office Supplies	1,915.64	3,000.00	-1,084.36	63.86%
65450 · Postage	3,616.93	4,800.00	-1,183.07	75.35%
65500 · Public & Legal Notices	1,428.18	0.00	1,428.18	100.0%
65550 · Software	2,199.99	2,500.00	-300.01	88.0%
Total 65000 · Admin Exp.	23,290.08	23,300.00	-9.92	99.96%
66000 · Professional Services				
66100 · Audit & Accounting	12,000.00	12,740.00	-740.00	94.19%
66200 · Legal	6,076.20	5,000.00	1,076.20	121.52%
66400 · Liability Insurance	11,487.76	17,232.00	-5,744.24	66.67%
66900 · Other	4,090.01	1,000.00	3,090.01	409.0%
Total 66000 · Professional Services	33,653.97	35,972.00	-2,318.03	93.56%
67100 - Asset Management	10,216.33	0.00	10,216.33	100.0%
Total · O & M Expenses	283,438.63	538,382.00	(254,943.37)	52.65%
Net Income	66,904.84	(249,882.00)	316,786.84	-26.77%

Grizzly Flats Community Services District
CIP Budget vs. Actual
February 2023

	<u>Jul-22 - Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
45000 · Capital Income				
45100 · Standby Charges	39,850.57	58,560.00	-18,709.43	68.05%
45200 · Penalties On Standby Fees	1,490.64	400.00	1,090.64	372.66%
45300 · Capital Connection Fee	6,030.60	12,060.00	-6,029.40	50.01%
45600 · Pooled Interest	3,151.04	1,000.00	2,151.04	315.1%
Total 45000 · Capital Income	50,522.85	72,020.00	-21,497.15	70.15%
70000 · Capital Exp.				
70100 · Compliance	0.00	1,095.00	-1,095.00	0.0%
70300 · Interest On Long Term Debt	13,037.50	25,000.00	-11,962.50	52.15%
70800 · Depreciation	67,295.36	89,960.00	-22,664.64	74.81%
Total 70000 · Capital Exp.	80,332.86	116,055.00	-35,722.14	69.22%
Net Income	(29,810.01)	(44,035.0)	14,225.0	67.70%

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Accrual Basis

Grizzly Flats Community Services District Transactions by Account As of February 28, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
24800 · Caldor Fire Recovery								
Deposit	07/05/2022	61-83...		Office Emergency Services		10100 · W...	1,260.00	172,546.88
Deposit	09/19/2022	62-44...	Cal OES	OES - Reservoir Liner		10100 · W...	9,590.27	173,806.88
Deposit	09/19/2022	62-33...	FEMA	FEIMA - Reservoir Liner		10100 · W...	115,083.21	183,397.15
Deposit	10/04/2022	62-57...		OES - Misc. Facility Damage		10100 · W...	1,783.31	298,480.36
Deposit	10/18/2022	62-66...		OES - Emergency Protective Measures		10100 · W...	28,780.98	300,263.67
Deposit	10/18/2022	62-68...		OES - Misc. Facility Damages		10100 · W...	21,399.82	329,044.65
Deposit	10/18/2022	62-61...		OES - PA PW# 50-0 DR4619		10100 · W...	313,974.37	350,444.47
Total 24800 · Caldor Fire Recovery							491,871.96	664,418.84
TOTAL							491,871.96	664,418.84

PK15

Grizzly Flats Community Services District Transactions by Account As of February 28, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
14800 - Caldor Fire Expenses								
Bill	07/01/2022	SF016...	BSK Associates			20000	202.50	438,965.13
Bill	07/01/2022	SF015...	BSK Associates			20000	48.00	439,167.63
General Jo...	07/04/2022	113		Water Environmental CF Exp 22-04-GF		-SPLIT-	150.00	439,215.63
General Jo...	07/04/2022	113		Water Environmental CF Exp 22-01-GF		14800	50.00	439,415.63
General Jo...	07/04/2022	113		Water Environmental CF Exp 22-02-GF		14800	125.00	439,540.63
General Jo...	07/04/2022	113		Water Environmental CF Exp 22-03-GF		14800	150.00	439,690.63
General Jo...	07/04/2022	113		Water Environmental CF Exp 22-05-GF		14800	75.00	439,765.63
Bill	07/07/2022	2022	West Coast Pipeline Solutions, ...			20000	19,755.65	459,521.28
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	Amazon - Red Danger Signage		20000	97.56	459,618.84
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	Amazon - Contractor Bogs & Tape		20000	65.39	459,684.23
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	EDC Recorder Clerk's - Notice of Ex...		20000	52.50	459,736.73
Bill	07/19/2022	22-06-...	Water Environmental Testing L...			20000	28.00	459,764.73
Bill	07/20/2022	July-22	Darlene Serpa Accounting Sup...			20000	1,110.00	460,874.73
Bill	07/20/2022	06787...	PACE Supply Corp.			20000	4,249.70	465,124.43
Bill	07/22/2022	041199	Pump Repair Service Company...			20000	5,739.41	470,863.84
Credit	07/22/2022	CM06...	PACE Supply Corp.			20000	-306.74	470,557.10
Bill	07/29/2022	06787...	PACE Supply Corp.			20000	769.09	471,326.19
Bill	08/01/2022	22-07-...	Water Environmental Testing L...			20000	224.00	471,550.19
Bill	08/05/2022	28978	Joe Vicini, Inc.	Leak Repair		20000	7,873.00	479,423.19
Bill	08/10/2022	06792...	PACE Supply Corp.			20000	2,833.62	482,256.81
Bill	08/10/2022	28985	Joe Vicini, Inc.			20000	6,992.50	489,249.31
Bill	08/15/2022	06782...	PACE Supply Corp.			20000	77.27	489,326.58
Bill	08/15/2022	06792...	PACE Supply Corp.			20000	69.18	489,395.76
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Enerworks - Sensor Kit		20000	136.01	489,531.77
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Solametix - Sensor		20000	161.68	489,693.45
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Enerworks - Sensor Kit		20000	-135.15	489,558.30
Bill	08/17/2022	06782...	PACE Supply Corp.			20000	3,588.12	493,146.42
Bill	08/24/2022	29004	Joe Vicini, Inc.			20000	4,391.50	497,537.92
Bill	08/26/2022	8/26/2...	Darlene Serpa Accounting Sup...			20000	740.00	498,277.92
Bill	08/26/2022	06797...	PACE Supply Corp.			20000	3,085.00	501,362.92
Bill	08/30/2022	06797...	PACE Supply Corp.			20000	136.10	501,499.02
Bill	09/06/2022	06797...	PACE Supply Corp.			20000	4.63	501,503.65
Bill	09/10/2022	1538-...	BSK Associates			20000	107.34	501,610.99
Bill	09/14/2022	SF034...	BSK Associates			20000	-250.50	501,360.49
Bill	09/15/2022	Sept-22	US Bank Corporate Payments	Home Depot - Concrete Mix		20000	198.00	501,558.49
Bill	09/16/2022	29030	Joe Vicini, Inc.			20000	50.24	501,608.73
Bill	09/20/2022	06792...	PACE Supply Corp.			20000	1,854.50	503,463.23
Bill	09/26/2022	SFO3...	BSK Associates			20000	57.65	503,520.88
Bill	09/28/2022	06806...	PACE Supply Corp.			20000	690.00	504,210.88
Bill	09/30/2022	CM06...	PACE Supply Corp.			20000	1,234.86	505,445.74
Credit	09/30/2022	9/30/2...	Darlene Serpa Accounting Sup...			20000	-490.09	504,955.65
Bill	10/01/2022	4200...	H2O Urban Solutions, Inc.	H2Ou For CF thru 9/30/2022		20000	740.00	505,695.65
Bill	10/01/2022	4200...	H2O Urban Solutions, Inc.	H2Ou For CF Cat B Emergency Re...		20000	53,765.75	559,461.40
Bill	10/01/2022	22-09-...	Water Environmental Testing L...			20000	124,742.50	684,203.90
Bill	10/11/2022	SF039...	BSK Associates			20000	56.00	684,259.90
Bill	10/30/2022	Oct-22	Darlene Serpa Accounting Sup...			20000	740.00	684,669.90
Bill	11/01/2022	22-10-...	Water Environmental Testing L...			20000	168.00	685,409.90
Bill	11/01/2022	22-10-...	Water Environmental Testing L...			20000	168.00	685,577.90

PK 16

Grizzly Flats Community Services District
Transactions by Account
As of February 28, 2023

Type	Date	Numb	Name	Memo	Cir	Split	Amount	Balance
Bill	11/03/2022	SF044...	BSK Associates			20000	1,370.00	686,947.90
Bill	11/04/2022	38000...	Eurofins Eaton Analytical, Inc.			20000	870.00	687,817.90
Bill	11/10/2022	29101	Joe Vicini, Inc.			20000	2,172.00	689,989.90
Bill	11/14/2022	06815...	PACE Supply Corp.			20000	2,570.87	692,560.77
Bill	11/15/2022	11/15/...	US Bank Corporate Payments	Verizon		20000	10.36	692,571.13
Bill	11/30/2022	Nov-22	Darlene Serpa Accounting Sup...			20000	740.00	693,311.13
Bill	12/22/2022	06773...	PACE Supply Corp.			20000	213.89	693,525.02
Bill	12/22/2022	06824...	PACE Supply Corp.			20000	2,584.02	696,109.04
Bill	12/31/2022	22-12-...	Water Environmental Testing L...			20000	288.00	696,397.04
Bill	12/31/2022	Dec-22	Darlene Serpa Accounting Sup...			20000	740.00	697,137.04
Bill	01/12/2023	06824...	PACE Supply Corp.			20000	533.94	697,670.98
Bill	01/16/2023	1/16/23	US Bank Corporate Payments	Verizon - CF		20000	33.35	697,704.33
Bill	01/16/2023	1/16/23	US Bank Corporate Payments	Verizon - CF		20000	11.76	697,716.09
Bill	01/27/2023	06826...	PACE Supply Corp.			20000	376.45	698,092.54
Bill	01/31/2023	23-01-...	Water Environmental Testing L...			20000	84.00	698,176.54
Bill	01/31/2023	Jan-23	Darlene Serpa Accounting Sup...			20000	740.00	698,916.54
Bill	02/01/2023	17206	El Dorado County Admin & Fin...			20000	66.79	698,983.33
Bill	02/10/2023	06837...	PACE Supply Corp.			20000	1,245.54	700,228.87
Bill	02/14/2023	06837...	PACE Supply Corp.			20000	651.01	700,879.88
Bill	02/17/2023	06787...	PACE Supply Corp.			20000	196.46	701,076.34
Bill	02/17/2023	06792...	PACE Supply Corp.			20000	524.24	701,600.58
Bill	02/28/2023	Feb-23	Darlene Serpa Accounting Sup...			20000	370.00	701,970.58
Total 14800 - Caldor Fire Expenses							263,005.45	701,970.58
TOTAL							263,005.45	701,970.58

PK17

**Grizzly Flats Community Services District
Profit/Loss - O/M
March 2023**

Jul-22 - Mar-23

Ordinary Income/Expense

Income

40000 · O & M Income	
40100 · Water Charges - Basic Rate	358,352.44
40110 · Water Charges - Volumetric Rate	14,338.65
40200 · Water User Penalties	5,503.96
40210 · Water User Lien Fees	9,200.00
40300 · Miscellaneous Revenue	90.63 US Bank Rebate
40400 · Pooled Interest	600.36
40600 · New Service Installation	1,610.57
	<hr/>
	Amount billed
Total 40000 · O & M Income	389,696.61 (not all collected)
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45000 - Capital Income	
45100 - Standby Charges	41,338.57
45200 - Penalties on Standby Fees	1,490.64
45300 - Capital Connection Fee	6,030.60
45600 - Pooled Interest	3,216.82
	<hr/>
Total 45000 - Capital Income	52,076.63
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Total Income	441,773.24

Expense

50000 · Personnel Costs	
51000 · Salaries Expense	
	6/30/2022 Accrued Payroll reduction at year-end - July total
51100 · Field Staff	25,615.09 \$2,900
	6/30/2022 Accrued Payroll reduction at year-end - July total
51200 · Admin Staff	74,323.11 \$7,408
51300 - Overtime	62.40
51400 - Standby Pay	308.61
51600 · Holiday Pay	4,964.08
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Total 51000 · Salaries Expense	105,273.29
52000 · Payroll Expense	
52100 · Payroll Tax	6,711.46
52300 - Workers' Comp	2,749.54
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Total 52000 · Payroll Expense	9,461.00
53000 · Benefits Expense	
53100 · Deferred Comp	718.97
53200 - HRA Medical	21,326.33
53300 - Life Insurance	240.30
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Total 53000 · Benefits Expense	22,285.60
54000 - Contract Operation	55,599.50 H2O Urban Solutions
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Total 50000 · Personnel Costs	192,619.39
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60000 · Operations & Utilities Exp	
60100 - Alarm Service	711.00
60200 · Communication	767.09
60600 · PG&E	190.20
60700 · Propane	1,633.00
60800 · Trash Disposal	540.36
30900 - Website	239.00
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Total 60000 · Operations & Utilities Exp	4,080.65

Grizzly Flats Community Services District
Profit/Loss - O/M
March 2023

	Jul-22 - Mar-23
61000 · Water Treatment	
61100 · Chemicals	1,077.69
61200 · Equipment & Supplies	1,918.37
61300 · Testing & Lab Reports	2,604.33
Total 61000 · Water Treatment	5,600.39
62000 · Maintenance Exp	
62100 - Building	210.00
62300 - Distribution System	9,367.33
62400 - Grounds	4,050.00 Tree Removal
62410 - Grizzly Pond Expenses	250.00
62500 - Office Equipment	132.54
62600 · Parts & Equip.	4,290.57
62700 - Road Repairs	4,406.51
62800 · Service Contracts	100.70
Total 62000 · Maintenance Exp	22,807.65
63000 · Vehicle Exp.	
63100 - Oil/Grease	108.19
63200 · Parts & Repairs	3,013.37
63300 - Tires & Snow Chains	1,231.12
63400 - Tractor Maintenance & Repairs	2,622.51
63500 · Fuel Purchases	4,437.90
Total 63000 · Vehicle Exp.	11,413.09
64000 · Employee Exp.	
64100 - Clothing	255.79
64200 - Education Certification	-60.00 State Water Voided Check
64400 · Transportation and Travel	-500.00 SDRMA Void Check Prior Year
Total 64000 · Employee Exp.	-304.21
65000 · Admin Exp.	
65100 · Agency Admin. Fee	3,323.98
65150 · Bank Fees & Supplies	1,330.40
65200 - Election Cost	30.00
65250 · Janitorial & Supplies	389.29
65350 · Membership & Dues	9,127.28 Underground Service Alert
65400 · Office Supplies	2,019.55
65450 · Postage	3,616.93
65500 · Public & Legal Notices	1,465.68
65550 · Software	2,748.99
Total 65000 · Admin Exp.	24,052.10
66000 - Professional Services	
66100 - Audit & Accounting	12,000.00 Audits 6/30/21 & 6/30/2022
66200 - Legal	9,912.80
66400 - Liability Insurance	12,923.73
66900 - Liability Other	4,090.01
Total 6600 - Professional Services	38,926.54
67100 - Asset Management Program	10,216.33
70000 - Capital Expense	
70300 - Interest on Long Term Debt	13,037.50
70800 - Depreciation	75,707.28
Total 70000 - Capital Expense	88,744.78
Total Expense	398,156.71
Net Income	43,616.53

Grizzly Flats Community Services District

Check Detail

March 21, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	4713	03/21/2023	Andrew Vicars.	10100 · WF-O&M Checking		-1,065.37
Bill	Feb-Mar-23	03/17/2023		22200 · Accrued HRA Medical	-1,065.37	1,065.37
					-1,065.37	1,065.37 ✓
Bill Pmt -Check	4714	03/21/2023	Dearborn Life Insurance Company	10100 · WF-O&M Checking		-80.10
Bill	2/24/23	02/24/2023		53300 · Life Insurance	-80.10	80.10
					-80.10	80.10 ✓
Bill Pmt -Check	4715	03/21/2023	Darlene Serpa Accounting Support	10100 · WF-O&M Checking		-1,110.00
Bill	Jan-23	01/31/2023		14800 · Caldor Fire Expenses	-740.00	740.00
Bill	Feb-23	02/28/2023		14800 · Caldor Fire Expenses	-370.00	370.00
					-1,110.00	1,110.00 ✓
Bill Pmt -Check	4716	03/21/2023	California Rural Water Assoc.	10100 · WF-O&M Checking		-709.00
Bill	23/24	02/14/2023		65350 · Membership & Dues	-709.00	709.00
					-709.00	709.00 ✓
Bill Pmt -Check	4717	03/21/2023	El Dorado County Admin & Finance	10100 · WF-O&M Checking		-133.58
Bill	17206	02/01/2023		14800 · Caldor Fire Expenses	-66.79	66.79
				62700 · Road Repairs	-66.79	66.79
					-133.58	133.58 ✓
Bill Pmt -Check	4718	03/21/2023	El Dorado County Registrar Voters	10100 · WF-O&M Checking		-30.00
Bill	2022230	03/15/2023		65200 · Election Costs	-30.00	30.00
					-30.00	30.00 ✓
Bill Pmt -Check	4719	03/21/2023	Eurofins Eaton Analytical, Inc.	10100 · WF-O&M Checking		-710.00
Bill	3800017937	02/10/2023		61300 · Testing & Lab Reports	-710.00	710.00
					-710.00	710.00 ✓
Bill Pmt -Check	4720	03/21/2023	Foothill Tree Service	10100 · WF-O&M Checking		-4,050.00
Bill	933895	01/12/2023		62400 · Grounds	-3,650.00	3,650.00
				62400 · Grounds	-400.00	400.00
					-4,050.00	4,050.00 ✓
Bill Pmt -Check	4721	03/21/2023	Hunt & Sons, Inc.	10100 · WF-O&M Checking		-914.36
Bill	987212	03/01/2023		63500 · Fuel Purchases	-914.36	914.36
					-914.36	914.36

Grizzly Flats Community Services District

Check Detail

March 21, 2023

Bill Pmt -Check	4722	03/21/2023	Inland Business Systems	10100 - WF-O&M Checking		-17.72
Bill	3224578	01/25/2023		62800 - Service Contracts	-8.86	8.86
Bill	3283223	02/21/2023		62800 - Service Contracts	-8.86	8.86
					-17.72	17.72
Bill Pmt -Check	4723	03/21/2023	Joe Vicini, Inc.	10100 - WF-O&M Checking		-1,685.00
Bill	29158	01/24/2023		62700 - Road Repairs	-1,685.00	1,685.00
					-1,685.00	1,685.00
Bill Pmt -Check	4724	03/21/2023	Kim Gustafson.	10100 - WF-O&M Checking		-1,909.47
Bill	3/16/23	03/16/2023		22200 - Accrued HRA Medical	-1,909.47	1,909.47
					-1,909.47	1,909.47
Bill Pmt -Check	4725	03/21/2023	Lyons Web Design	10100 - WF-O&M Checking		-150.00
Bill	2034	01/19/2023		60900 - Website	-30.00	30.00
Bill	2037	02/08/2023		60900 - Website	-120.00	120.00
					-150.00	150.00
Bill Pmt -Check	4726	03/21/2023	ODP Business Solutions, LLC	10100 - WF-O&M Checking		-188.46
Bill	289548403001	01/23/2023		65400 - Office Supplies	-110.47	110.47
Bill	292751542001	03/10/2023		65400 - Office Supplies	-77.99	77.99
					-188.46	188.46
Bill Pmt -Check	4727	03/21/2023	P G & E	10100 - WF-O&M Checking		-26.48
Bill	2/15/23	02/15/2023		60600 - PG&E	-26.48	26.48
					-26.48	26.48
Bill Pmt -Check	4728	03/21/2023	PACE Supply Corp.	10100 - WF-O&M Checking		-11,936.40
Bill	068249242-1	01/12/2023		14800 - Caldor Fire Expenses	-533.94	533.94
Bill	068279063-1	01/12/2023		62300 - Distribution System	-5,478.10	5,478.10
Bill	068371491	02/10/2023		14800 - Caldor Fire Expenses	-1,245.54	1,245.54
Bill	068371491-1	02/14/2023		14800 - Caldor Fire Expenses	-651.01	651.01
Bill	067873115-1	02/17/2023		14800 - Caldor Fire Expenses	-196.46	196.46
Bill	067928963-3	02/17/2023		14800 - Caldor Fire Expenses	-524.24	524.24
Bill	068389163	02/17/2023		62300 - Distribution System	-3,063.33	3,063.33
Bill	068371963	03/03/2023		62300 - Distribution System	-243.78	243.78
					-11,936.40	11,936.40

Grizzly Flats Community Services District

Check Detail

March 21, 2023

Bill Pmt -Check	4729	03/21/2023	Water Environmental Testing Laboratory	10100 · WF-O&M Checking		-269.00
Bill	23-01-GF	01/31/2023		61300 · Testing & Lab Reports	-73.00	73.00
				14800 · Caldor Fire Expenses	-84.00	84.00
Bill	23-02-GF	03/01/2023		61300 · Testing & Lab Reports	-56.00	56.00
				14800 · Caldor Fire Expenses	-56.00	56.00
					-269.00	269.00
Bill Pmt -Check	4730	03/21/2023	Western Hydrologics - Jeff Meyer	10100 · WF-O&M Checking		-717.50
Bill	2090	02/07/2023		66900 · Other	-467.50	467.50
				62410 · Grizzly Pond Expenses	-250.00	250.00
					-717.50	717.50
Bill Pmt -Check	4731	03/21/2023	White Benner, LLP	10100 · WF-O&M Checking		-3,836.60
Bill	47354	03/14/2023		66200 · Legal	-3,836.60	3,836.60
					-3,836.60	3,836.60
Bill Pmt -Check	4732	03/21/2023	H2O Urban Solutions, Inc.	10100 · WF-O&M Checking		-64,926.75
Bill	4200.002.59	10/31/2022		23500 · Other Liability	-9,327.25	9,327.25
				54000 · Contract Operations	-2,658.25	2,658.25
				54000 · Contract Operations	-1,742.00	1,742.00
				54000 · Contract Operations	-1,522.00	1,522.00
				54000 · Contract Operations	-494.00	494.00
Bill	4200.002.60	11/30/2022		54000 · Contract Operations	-8,747.25	8,747.25
				54000 · Contract Operations	-176.50	176.50
				54000 · Contract Operations	-1,438.00	1,438.00
Bill	4200.002.61	12/31/2022		54000 · Contract Operations	-13,757.50	13,757.50
				54000 · Contract Operations	-104.00	104.00
				54000 · Contract Operations	-948.00	948.00
				54000 · Contract Operations	-2,366.00	2,366.00
				54000 · Contract Operations	-736.00	736.00
Bill	4200.002.62	01/31/2023		54000 · Contract Operations	-18,201.00	18,201.00
				54000 · Contract Operations	-1,544.00	1,544.00
				54000 · Contract Operations	-429.00	429.00
				54000 · Contract Operations	-736.00	736.00
					-64,926.75	64,926.75

Grizzly Flats Community Services District

Check Detail

March 21, 2023

Bill Pmt -Check 4733 Bill 1/16/23	03/21/2023 US Bank Corporate Payments 01/16/2023	<table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">10100 · WF-O&M CHecking</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">-3,827.60</td> <td style="width: 35%;"></td> </tr> <tr> <td>65500 · Public & Legal Notices</td> <td style="text-align: right;">-169.65</td> <td></td> <td style="text-align: right;">169.65</td> </tr> <tr> <td>65500 · Public & Legal Notices</td> <td style="text-align: right;">-234.61</td> <td></td> <td style="text-align: right;">234.61</td> </tr> <tr> <td>14800 · Caldor Fire Expenses</td> <td style="text-align: right;">-33.35</td> <td></td> <td style="text-align: right;">33.35</td> </tr> <tr> <td>60200 · Communication</td> <td style="text-align: right;">-174.96</td> <td></td> <td style="text-align: right;">174.96</td> </tr> <tr> <td>65500 · Public & Legal Notices</td> <td style="text-align: right;">-210.34</td> <td></td> <td style="text-align: right;">210.34</td> </tr> <tr> <td>62300 · Distribution System</td> <td style="text-align: right;">-49.46</td> <td></td> <td style="text-align: right;">49.46</td> </tr> <tr> <td>62300 · Distribution System</td> <td style="text-align: right;">-37.85</td> <td></td> <td style="text-align: right;">37.85</td> </tr> <tr> <td>65250 · Janitorial & Supplies</td> <td style="text-align: right;">-21.44</td> <td></td> <td style="text-align: right;">21.44</td> </tr> <tr> <td>62300 · Distribution System</td> <td style="text-align: right;">-26.66</td> <td></td> <td style="text-align: right;">26.66</td> </tr> <tr> <td>62300 · Distribution System</td> <td style="text-align: right;">-32.28</td> <td></td> <td style="text-align: right;">32.28</td> </tr> <tr> <td>65250 · Janitorial & Supplies</td> <td style="text-align: right;">-29.95</td> <td></td> <td style="text-align: right;">29.95</td> </tr> <tr> <td>61200 · Equipment & Supplies</td> <td style="text-align: right;">-6.96</td> <td></td> <td style="text-align: right;">6.96</td> </tr> <tr> <td>62300 · Distribution System</td> <td style="text-align: right;">-5.66</td> <td></td> <td style="text-align: right;">5.66</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>65450 · Postage</td> <td style="text-align: right;">-600.00</td> <td></td> <td style="text-align: right;">600.00</td> </tr> <tr> <td>65550 · Software</td> <td style="text-align: right;">-700.00</td> <td></td> <td style="text-align: right;">700.00</td> </tr> <tr> <td>14800 · Caldor Fire Expenses</td> <td style="text-align: right;">-11.76</td> <td></td> <td style="text-align: right;">11.76</td> </tr> <tr> <td>60200 · Communication</td> <td style="text-align: right;">-128.86</td> <td></td> <td style="text-align: right;">128.86</td> </tr> <tr> <td>61200 · Equipment & Supplies</td> <td style="text-align: right;">-55.71</td> <td></td> <td style="text-align: right;">55.71</td> </tr> <tr> <td>65400 · Office Supplies</td> <td style="text-align: right;">-32.80</td> <td></td> <td style="text-align: right;">32.80</td> </tr> <tr> <td>65250 · Janitorial & Supplies</td> <td style="text-align: right;">-29.91</td> <td></td> <td style="text-align: right;">29.91</td> </tr> <tr> <td>Bill 2/15/23 02/15/2023</td> <td>65500 · Public & Legal Notices</td> <td style="text-align: right;">-675.00</td> <td style="text-align: right;">675.00</td> </tr> <tr> <td></td> <td>63100 · Oil/Grease</td> <td style="text-align: right;">-62.08</td> <td style="text-align: right;">62.08</td> </tr> <tr> <td></td> <td>65400 · Office Supplies</td> <td style="text-align: right;">-9.62</td> <td style="text-align: right;">9.62</td> </tr> <tr> <td></td> <td>65250 · Janitorial & Supplies</td> <td style="text-align: right;">-27.77</td> <td style="text-align: right;">27.77</td> </tr> <tr> <td></td> <td>65400 · Office Supplies</td> <td style="text-align: right;">-19.92</td> <td style="text-align: right;">19.92</td> </tr> <tr> <td></td> <td>65450 · Postage</td> <td style="text-align: right;">-441.00</td> <td style="text-align: right;">441.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; 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Kim Gustafson

Pat Jobe 3/22/23

Grizzly Flats Community Services District

Balance Sheet

As of March 31, 2023

Mar 28, 23

ASSETS

Current Assets

Checking/Savings

10000 · Cash In Banks

 10100 · WF-O&M Checking 643,291.21

 10200 · WF- Payroll Checking 221.98

 10400 · WF- USDA Loan Reserve 12,613.91

Total 10000 · Cash In Banks 656,127.10

11000 · LAIF Investments

11100 · O&M Funds

 11110 · O & M Reserve Acct 57,301.70

Total 11100 · O&M Funds 57,301.70

11800 · CIP Funds

 11210 · CIP Dedicated Reserve 57,798.90

 11220 · CIP Restricted Reserve 250,000.00

 11240 · Hydrant Repair and Replacement 12,000.00

Total 11800 · CIP Funds 319,798.90

Total 11000 · LAIF Investments 377,100.60

12000 · Cash in County Treasury

 12200 · CIP Funds 36,667.05 County owes to District

Total 12000 · Cash in County Treasury 36,667.05

13000 · Petty Cash Fund 100.00

Total Checking/Savings 1,069,994.75

Other Current Assets

14500 · Other Receivable 0.00

H2O & BaseCamp

14700 · Grant Reimbursable 46,718.88 Enviro - Tree Removal

14800 · Caldor Fire Expenses 702,752.38

Amount owed by customers as of 12/31/2022. Includes regular monthly billing

14900 · A/R- Water User Fees 101,422.55 of \$40,898

15000 · Prepaid Expenses

 15100 · Insurance 4,307.92

 15200 · Worker's Comp 517.33

Total 15000 · Prepaid Expenses 4,825.25

Total Other Current Assets 855,719.06

Total Current Assets 1,925,713.81

Grizzly Flats Community Services District

Balance Sheet

As of March 31, 2023

Mar 28, 23

Fixed Assets	
16000 · Capital Assets	
16100 · Land	237,405.00
16200 · Water Plant	3,546,527.91
16300 · Vehicles	68,275.01
16400 · Equipment	269,188.21
16900 · Accumulated Depreciation	<u>-1,918,384.72</u>
Total 16000 · Capital Assets	<u>2,203,011.41</u>
17000 · Work In Progress	
17700 · Water Master Plan (H2Ou)	29,135.00
Total 17000 · Work In Progress	<u>29,135.00</u>
Total Fixed Assets	<u>2,232,146.41</u>
TOTAL ASSETS	<u><u>4,157,860.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,671.76
Total Accounts Payable	<u>2,671.76</u>
Other Current Liabilities	
22000 · Personnel Payables	
22100 · Federal & State Payroll Taxes	0.00
22200 · Accrued HRA Medical	54,989.27
22300 · Accrued Vacation	3,629.82
22400 · Deferred Comp Plan	0.00
Total 22000 · Personnel Payables	58,619.09
24800 · Caldor Fire Recovery	1,064,505.28
Total Other Current Liabilities	<u>1,123,124.37</u>
Total Current Liabilities	<u>1,125,796.13</u>
Long Term Liabilities	
20200 · USDA Loan	786,000.00
Total Long Term Liabilities	<u>786,000.00</u>
Total Liabilities	<u>1,911,796.13</u>
Equity	
167 · Retained Earnings - Old Acct	227,252.59
30000 · Reserves-Retained Earnings	1,311,763.01
30100 · Reserves- CIP Restricted	540,875.62
30300 · Reserves - Asset Management	80,548.45
30400 · Reserves - USDA Loan Reserve	42,007.89
Net Income	43,616.53
Total Equity	<u>2,246,064.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,157,860.22</u></u>

Amount received for Caldor Fire damages - Insurance, FEMA, Cal

OES

Grizzly Flats Community Services District
O/M Budget vs. Actual
March 2023

	<u>Jul-22 - Mar-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · O & M Income				
40100 · Water Charges - Basic Rate	358,352.44	270,000.00	88,352.44	132.72%
40110 · Water Charges - Volumetric Rate	14,338.65	6,000.00	8,338.65	238.98%
40200 · Water User Penalties	5,503.96	6,000.00	-496.04	91.73%
40210 · Water User Lein Fees	9,200.00			
40300 · Miscellaneous Revenue	90.63	4,000.00	-3,909.37	2.27%
40400 · Pooled Interest	600.36	500.00	100.36	120.07%
40600 · New Service Installation	1,610.57	2,000.00	-389.43	80.53%
Total 40000 · O & M Income	389,696.61	288,500.00	101,196.61	135.08%
Expense				
50000 · Personnel Costs				
51000 · Salaries Expense				
51100 · Field Staff	25,615.09	41,101.00	-15,485.91	62.32%
51200 · Admin Staff	74,323.11	134,485.00	-60,161.89	55.27%
51300 · Overtime	62.40	0.00	62.40	100.0%
51400 · Standby Pay	308.61	0.00	308.61	100.0%
51600 · Holiday Pay	4,964.08	9,241.00	-4,276.92	53.72%
Total 51000 · Salaries Expense	105,273.29	184,827.00	-79,553.71	56.96%
52000 · Payroll Expense				
52100 · Payroll Tax	6,711.46	16,500.00	-9,788.54	40.68%
52300 · Workers' Comp	2,749.54	4,315.00	-1,565.46	63.72%
Total 52000 · Payroll Expense	9,461.00	20,815.00	-11,354.00	45.45%
53000 · Benefits Expense				
53100 · Deferred Comp	718.97	2,793.00	-2,074.03	25.74%
53200 · HRA Medical	21,326.33	33,150.00	-11,823.67	64.33%
53300 · Life Insurance	240.30	500.00	-259.70	48.06%
Total 53000 · Benefits Expense	22,285.60	36,443.00	-14,157.40	61.15%
54000 · Contract Operations	55,599.50	180,000.00	-124,400.50	30.89%
Total 50000 · Personnel Costs	192,619.39	422,085.00	-229,465.61	194.45%

Grizzly Flats Community Services District
O/M Budget vs. Actual
March 2023

	<u>Jul-22 - Mar-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60000 · Operations & Utilities Exp				
60100 · Alarm Service	711.00	1,200.00	-489.00	59.25%
60200 · Communication	767.09	6,000.00	-5,232.91	12.79%
60400 · Fire and Safety Supplies	0.00	1,000.00	-1,000.00	0.0%
60600 · PG&E	190.20	4,000.00	-3,809.80	4.76%
60700 · Propane	1,633.00	2,500.00	-867.00	65.32%
60800 · Trash Disposal	540.36	600.00	-59.64	90.06%
60900 · Website	239.00	225.00	14.00	106.22%
Total 60000 · Operations & Utilities Exp	4,080.65	15,525.00	-11,444.35	26.28%
61000 · Water Treatment				
61100 · Chemicals	1,077.69	1,500.00	-422.31	71.85%
61200 · Equipment & Supplies	1,918.37	2,000.00	-81.63	95.92%
61300 · Testing & Lab Reports	2,604.33	5,000.00	-2,395.67	52.09%
Total 61000 · Water Treatment	5,600.39	8,500.00	-2,899.61	65.89%
62000 · Maintenance Exp				
62100 · Building	210.00	500.00	-290.00	42.0%
62200 · Customer Meters	0.00	2,000.00	-2,000.00	0.0%
62300 · Distribution System	9,367.33	3,000.00	6,367.33	312.24%
62400 · Grounds	4,050.00	800.00	3,250.00	506.25%
62410 · Grizzly Pond Expenses	250.00	700.00	-450.00	35.71%
62450 · Eagle Ditch	0.00	1,000.00	-1,000.00	0.0%
62500 · Office Equip.	132.54	500.00	-367.46	26.51%
62600 · Parts & Equip.	4,290.57	1,500.00	2,790.57	286.04%
62700 · Road Repairs	4,406.51	5,000.00	-593.49	88.13%
62800 · Service Contracts	100.70	3,000.00	-2,899.30	3.36%
62900 · Treatment Plant I & II	0.00	1,500.00	-1,500.00	0.0%
Total 62000 · Maintenance Exp	22,807.65	19,500.00	3,307.65	116.96%
63000 · Vehicle Exp.				
63100 · Oil/Grease	108.19	500.00	-391.81	21.64%
63200 · Parts & Repairs	3,013.37	2,000.00	1,013.37	150.67%
63300 · Tires & Snow Chains	1,231.12	2,000.00	-768.88	61.56%
63400 · Tractor Maintenance & Repairs	2,622.51	2,500.00	122.51	104.9%
63500 · Fuel Purchases	4,437.90	4,800.00	-362.10	92.46%
Total 63000 · Vehicle Exp.	11,413.09	11,800.00	-386.91	96.72%

Grizzly Flats Community Services District
O/M Budget vs. Actual
March 2023

	<u>Jul-22 - Mar-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
64000 · Employee Exp.				
64100 · Clothing	255.79	500.00	-244.21	51.16%
64200 · Education & Certifications	-60.00	500.00	-560.00	-12.0%
64300 · Employee - Auto Mileage	0.00	200.00	-200.00	0.0%
64400 · Transportation and Travel	-500.00	500.00	-1,000.00	-100.0%
Total 64000 · Employee Exp.	-304.21	1,700.00	-2,004.21	-17.9%
65000 · Admin Exp.				
65100 · Agency Admin. Fee	3,323.98	4,000.00	-676.02	83.1%
65150 · Bank Fees & Supplies	1,330.40	2,500.00	-1,169.60	53.22%
65200 · Election Costs	30.00	1,000.00	-970.00	3.0%
65250 · Janitorial & Supplies	389.29	1,000.00	-610.71	38.93%
65300 · Meeting Expenses	0.00	500.00	-500.00	0.0%
65350 · Membership & Dues	9,127.28	4,000.00	5,127.28	228.18%
65400 · Office Supplies	2,019.55	3,000.00	-980.45	67.32%
65450 · Postage	3,616.93	4,800.00	-1,183.07	75.35%
65500 · Public & Legal Notices	1,465.68	0.00	1,465.68	100.0%
65550 · Software	2,748.99	2,500.00	248.99	109.96%
Total 65000 · Admin Exp.	24,052.10	23,300.00	752.10	103.23%
66000 · Professional Services				
66100 · Audit & Accounting	12,000.00	12,740.00	-740.00	94.19%
66200 · Legal	9,912.80	5,000.00	4,912.80	198.26%
66400 · Liability Insurance	12,923.73	17,232.00	-4,308.27	75.0%
66900 · Other	4,090.01	1,000.00	3,090.01	409.0%
Total 66000 · Professional Services	38,926.54	35,972.00	2,954.54	108.21%
67100 - Asset Management	10,216.33	0.00	10,216.33	100.0%
Total · O & M Expenses	309,411.93	538,382.00	(228,970.07)	57.47%
Net Income	80,284.68	(249,882.00)	330,166.68	-32.13%

Grizzly Flats Community Services District
CIP Budget vs. Actual
March 2023

	<u>Jul-22 - Mar-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
45000 · Capital Income				
45100 · Standby Charges	41,338.57	58,560.00	-17,221.43	70.59%
45200 · Penalties On Standby Fees	1,490.64	400.00	1,090.64	372.66%
45300 · Capital Connection Fee	6,030.60	12,060.00	-6,029.40	50.01%
45600 · Pooled Interest	3,216.82	1,000.00	2,216.82	321.68%
Total 45000 · Capital Income	52,076.63	72,020.00	-19,943.37	72.31%
70000 · Capital Exp.				
70100 · Compliance	0.00	1,095.00	-1,095.00	0.0%
70300 · Interest On Long Term Debt	13,037.50	25,000.00	-11,962.50	52.15%
70800 · Depreciation	75,707.28	89,960.00	-14,252.72	84.16%
Total 70000 · Capital Exp.	88,744.78	116,055.00	-27,310.22	76.47%
Net Income	(36,668.15)	(44,035.0)	7,366.9	83.27%

Grizzly Flats Community Services District Transactions by Account As of March 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
24800 · Caldor Fire Recovery								
Deposit	07/05/2022	61-83...		Office Emergency Services		101...	1,260.00	172,546.88
Deposit	09/19/2022	62-44...	Cal OES	OES - Reservoir Liner		101...	9,590.27	173,806.88
Deposit	09/19/2022	62-33...	FEIMA	FEIMA - Reservoir Liner		101...	115,083.21	183,397.15
Deposit	10/04/2022	62-57...		OES - Misc. Facility Damage		101...	1,783.31	298,480.36
Deposit	10/18/2022	62-66...		OES - Emergency Protective Measures		101...	28,780.98	300,263.67
Deposit	10/18/2022	62-68...		OES - Misc. Facility Damages		101...	21,399.82	329,044.65
Deposit	10/18/2022	62-61...		OES - PA PW# 50-0 DR4619		101...	313,974.37	350,444.47
Deposit	03/21/2023	11039...	Lexington Ins Co	Insurance for Caldor Fire		101...	400,086.44	664,418.84
Total 24800 · Caldor Fire Recovery							891,958.40	1,064,505.28
TOTAL							891,958.40	1,064,505.28

PK 30

Grizzly Flats Community Services District Transactions by Account As of March 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
14800 - Caldor Fire Expenses								
Bill	07/01/2022	SF016...	BSK Associates			200...	202.50	438,965.13
Bill	07/01/2022	SF015...	BSK Associates			200...	48.00	439,167.63
General ...	07/04/2022	113		Water Envirmental CF Exp 22-04-GF		-SP...	150.00	439,215.63
General ...	07/04/2022	113		Water Envirmental CF Exp 22-01-GF		148...	50.00	439,415.63
General ...	07/04/2022	113		Water Envirmental CF Exp 22-02-GF		148...	125.00	439,540.63
General ...	07/04/2022	113		Water Envirmental CF Exp 22-03-GF		148...	150.00	439,690.63
General ...	07/04/2022	113		Water Envirmental CF Exp 22-05-GF		148...	75.00	439,765.63
Bill	07/07/2022	2022	West Coast Pipeline Solutions, Inc.			200...	19,755.65	459,521.28
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	Amazon - Red Danger Signage		200...	97.56	459,618.84
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	Amazon - Contractor Bogs & Tape		200...	65.39	459,684.23
Bill	07/15/2022	7/15/2...	US Bank Corporate Payments	EDC Recorder Clerk's - Notice of Exemption		200...	52.50	459,736.73
Bill	07/19/2022	22-06-...	Water Envirmental Testing Labora...			200...	28.00	459,764.73
Bill	07/20/2022	06787...	Darlene Serpa Accounting Support			200...	1,110.00	460,874.73
Bill	07/20/2022	06787...	PACE Supply Corp.			200...	4,249.70	465,124.43
Bill	07/22/2022	041199	Pump Repair Service Company, Inc			200...	5,739.41	470,863.84
Credit	07/22/2022	CM06...	PACE Supply Corp.			200...	-306.74	470,557.10
Bill	07/29/2022	06787...	PACE Supply Corp.			200...	769.09	471,326.19
Bill	08/01/2022	22-07-...	Water Envirmental Testing Labora...	Leak Repair		200...	224.00	471,550.19
Bill	08/05/2022	28978	Joe Vicini, Inc.			200...	7,873.00	479,423.19
Bill	08/10/2022	06792...	PACE Supply Corp.			200...	2,833.62	482,256.81
Bill	08/10/2022	28985	Joe Vicini, Inc.			200...	6,992.50	489,249.31
Bill	08/15/2022	06782...	PACE Supply Corp.			200...	77.27	489,326.58
Bill	08/15/2022	06792...	PACE Supply Corp.			200...	69.18	489,395.76
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Enewoks - Sensor Kit		200...	136.01	489,531.77
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Solarnetix - Sensor		200...	161.68	489,693.45
Bill	08/15/2022	8/15/2...	US Bank Corporate Payments	Eneworks - Sensor Kit		200...	-135.15	489,558.30
Bill	08/17/2022	06782...	PACE Supply Corp.			200...	3,588.12	493,146.42
Bill	08/24/2022	29004	Joe Vicini, Inc.			200...	4,391.50	497,537.92
Bill	08/26/2022	8/26/2...	Darlene Serpa Accounting Support			200...	740.00	498,277.92
Bill	08/26/2022	06797...	PACE Supply Corp.			200...	3,085.00	501,362.92
Bill	08/30/2022	06797...	PACE Supply Corp.			200...	136.10	501,499.02
Bill	09/06/2022	06797...	PACE Supply Corp.			200...	4.63	501,503.65
Credit	09/10/2022	1538-...	BSK Associates			200...	107.34	501,610.99
Bill	09/14/2022	SF034...	BSK Associates			200...	-250.50	501,360.49
Bill	09/15/2022	Sept-22	US Bank Corporate Payments	Home Depot - Concrete Mix		200...	198.00	501,558.49
Bill	09/16/2022	29030	Joe Vicini, Inc.			200...	50.24	501,608.73
Bill	09/20/2022	06792...	PACE Supply Corp.			200...	1,854.50	503,463.23
Bill	09/26/2022	SFO3...	BSK Associates			200...	57.65	503,520.88
Bill	09/28/2022	06806...	PACE Supply Corp.			200...	690.00	504,210.88
Bill	09/30/2022	CM06...	PACE Supply Corp.			200...	1,234.86	505,445.74
Credit	09/30/2022	9/30/2...	Darlene Serpa Accounting Support			200...	-490.09	504,955.65
Bill	10/01/2022	4200...	H2O Urban Solutions, Inc.			200...	740.00	505,695.65
Bill	10/01/2022	4200...	H2O Urban Solutions, Inc.	H2Ou For CF thru 9/30/2022		200...	53,765.75	559,461.40
Bill	10/03/2022	22-09-...	Water Envirmental Testing Labora...	H2Ou For CF Cat B Emergency Repair Work		200...	124,742.50	684,203.90
Bill	10/11/2022	SF039...	BSK Associates			200...	56.00	684,259.90
Bill	10/30/2022	Oct-22	Darlene Serpa Accounting Support			200...	410.00	684,669.90
Bill	11/01/2022	22-10-...	Water Envirmental Testing Labora...			200...	168.00	685,409.90
Bill	11/01/2022	22-10-...	Water Envirmental Testing Labora...			200...	168.00	685,577.90

PK31

Grizzly Flats Community Services District
Transactions by Account
As of March 31, 2023

12:08 PM
 04/07/23
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Bill	11/03/2022	SF044...	BSK Associates			200...	1,370.00	686,947.90
Bill	11/04/2022	38000...	Eurofins Eaton Analytical, Inc.			200...	870.00	687,817.90
Bill	11/10/2022	29101	Joe Vicini, Inc.			200...	2,172.00	689,989.90
Bill	11/14/2022	06815...	PACE Supply Corp.			200...	2,570.87	692,560.77
Bill	11/15/2022	11/15/...	US Bank Corporate Payments	Verizon		200...	10.36	692,571.13
Bill	11/30/2022	Nov-22	Darlene Serpa Accounting Support			200...	740.00	693,311.13
Bill	12/22/2022	06773...	PACE Supply Corp.			200...	213.89	693,525.02
Bill	12/22/2022	06824...	PACE Supply Corp.			200...	2,584.02	696,109.04
Bill	12/31/2022	22-12-...	Water Environmental Testing Labora...			200...	288.00	696,397.04
Bill	12/31/2022	Dec-22	Darlene Serpa Accounting Support			200...	740.00	697,137.04
Bill	01/12/2023	06824...	PACE Supply Corp.			200...	533.94	697,670.98
Bill	01/16/2023	1/16/23	US Bank Corporate Payments			200...	33.35	697,704.33
Bill	01/16/2023	1/16/23	US Bank Corporate Payments	Verizon - CF		200...	11.76	697,716.09
Bill	01/27/2023	06826...	PACE Supply Corp.	Verizon - CF		200...	376.45	698,092.54
Bill	01/31/2023	23-01-...	Water Environmental Testing Labora...			200...	84.00	698,176.54
Bill	01/31/2023	Jan-23	Darlene Serpa Accounting Support			200...	740.00	698,916.54
Bill	02/01/2023	17206	El Dorado County Admin & Finance			200...	66.79	698,983.33
Bill	02/10/2023	06837...	PACE Supply Corp.			200...	1,245.54	700,228.87
Bill	02/14/2023	06837...	PACE Supply Corp.			200...	651.01	700,879.88
Bill	02/17/2023	06787...	PACE Supply Corp.			200...	196.46	701,076.34
Bill	02/17/2023	06792...	PACE Supply Corp.			200...	524.24	701,600.58
Bill	02/28/2023	Feb-23	Darlene Serpa Accounting Support			200...	370.00	701,970.58
Bill	03/15/2023	3/15/2...	US Bank Corporate Payments	UPS Store - Notary		200...	15.00	701,985.58
Bill	03/15/2023	3/15/2...	US Bank Corporate Payments	UPS Store - Notary		200...	15.00	702,000.58
Bill	03/15/2023	3/15/2...	US Bank Corporate Payments	Verizon - Cell Phone		200...	11.80	702,012.38
Bill	03/31/2023	Mar-23	Darlene Serpa Accounting Support			200...	740.00	702,752.38
Total 14800 · Caldor Fire Expenses							263,787.25	702,752.38
TOTAL							263,787.25	702,752.38

PK32



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667
Phone: (530) 621-5487 FAX: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

Date: April 3, 2023
To: Special Districts and Agencies
From: Auditor-Controller, Property Tax Division
Re: ParcelQuest® Group Order Notice
For the 2023/24 Lien Date Secured Assessment Roll Plus Other Assessor Data for El Dorado County

ParcelQuest is a private company who regularly obtains Assessor public data across the State then organizes it to be accessed via a standardized, user-friendly search engine software. While different data sets for El Dorado and other counties may be obtained, for the purposes of this letter, ParcelQuest means El Dorado County's:

- The 1/1/2023 lien date secured assessment roll to be delivered on July 1 for the 7/1/23 – 6/30/24 tax year which contains: assessee name, assessee mailing address, legal description of the land, description of any possessory interests or personal property, assessed values including any exemptions, and TRA.
- Plus other information maintained by the Assessor solely for ad valorem taxation purposes as required by R&T Code, the State Board of Equalization, and the State Department of Tax and Fee Administration.
- Excludes the lien date unsecured roll.
- Excludes the State Board of Equalization roll (for unitary or utility property).

Some districts participate in a ParcelQuest group order with a pricing structure that results in significant savings. The group order is coordinated by the Auditor's office since the order must be placed at the same time by a single party.

At this time, the final price¹ is unknown, as it is dependent upon how many orders are placed (see below for current pricing schedule¹). Please clearly indicate on the form the maximum price¹ your district is willing to pay to determine if your district will be included in the group order. If paid via FENIX, payment will occur in July/August.

2023/24 Pricing Schedule	
Group Order Quantity	Estimated Price Per ¹
1	595.00
2	345.00
3	261.67
4 or more	245.00

To participate in the group order, complete the "ParcelQuest Group Order Form", and ensure the Auditor's office, Property Tax Division, Attention Joy Shaw (or joy.shaw@edcgov.us) **receives it no later than June 10, 2023**. The PDF fillable form is located online at:

https://www.edcgov.us/Government/Auditor-Controller/PropTax/pages/direct_charge_information_for_districts.aspx

ParcelQuest is anticipated to be delivered no later than July 11 via a user download. A set of instructions with user ID and password will be provided to those districts who participate in the group order.

This letter is emailed to districts that were part of the group order from the previous year and to those that requested to be included for the upcoming year. Additionally, this letter is placed on the Auditor-Controller's website. The group order is available only to public agencies.

Please contact Joy Shaw at (530) 621-5470 or joy.shaw@edcgov.us for further information or questions.

pk33

Grizzly Flats Community Services District
4765 Sciaroni Road / P.O. Box 250
Grizzly Flats, CA 95636
Ph: 530/622-9626 Fax: 530/622-4806
www.grizzlyflatscsd.com



AGENDA REQUEST/CUSTOMER COMPLAINT FORM

DATE: 3-23-2023 MEETING DATE: 4-13-2023

REQUESTER: John Taylor P.C.

ADDRESS: P.O. Box 936 Diamond Springs CA 95619

PHONE NUMBER: 530 409-9988

ITEM TITLE: Grizzly Pond

REASON: - Item on previous agenda
(Circle one) New item
 Discussion only
 Special Meeting

DESCRIPTION OR HISTORY: (Use the back of this page if needed)

Start a discussion on future
of The Park/Pond.

ACTION:
MOTION

SECOND _____

AYES _____ NAYES _____

pk34



LOCAL AGENCY FORMATION COMMISSION
550 Main Street, Suite E. Placerville, CA 95667
(530) 295-2707 · lafco@edlafco.us · www.edlafco.us

March 31, 2023

Subject: Election of a Regular and Alternate Special District Representative to LAFCO

Dear Special District Selection Committee,

Thank you for submitting nominations for LAFCO Special District representatives. Please note there are two seats up for election, a Regular and Alternate seat, each will serve a four-year term, beginning June 2023 and ending May 2027. The nomination period is now closed, nominations have been received for the following candidates:

- 1) Michael Saunders, Georgetown Divide Public Utility District
- 2) Tim White, El Dorado Hills County Water District (EDH Fire)

An election ballot and a copy of each candidate's nomination and statement of qualifications is enclosed with this letter. Please place this matter on the agenda of your next regularly scheduled meeting.

Please rank each nominee in the order of preference using "1" for your first preference, "2" for second. There are two seats that are up for election and two nominees, therefore, whomever receives the highest number of votes in this election will serve as the Regular member, the second candidate will serve as the Alternate member.

The voting period will be 61 days from March 31, 2023; all votes are due in writing on or before **5:00 pm on May 31, 2021**. Voting will cease on this date. Please do not forget to have the presiding officer (Board President or Chair) of the board meeting in which you made your selection sign the returned ballot. **If any of these requirements are not met, the ballot will be considered invalid.**

Please contact the LAFCO office at (530) 295-2707 if you have any questions.

Sincerely,

shiva frentzen

Shiva Frentzen
Executive Officer

Enclosures

S:\Elections\2023 Special District Election\2023 SDE Ballots\2023 Special District Election Letter.docx

COMMISSIONERS

Public Member: Bill Wilde • Alternate Public Member: Dawn Hodson
City Members: John Clerici, Tamara Wallace • Alternate City Member: Vacant
County Members: John Hidahl, George Turnboo • Alternate County Member: Wendy Thomas
Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders

STAFF

Shiva Frentzen, Executive Officer • Erica Sanchez, Assistant Executive Officer
Malathy Subramanian, Commission Counsel

pk 35



LOCAL AGENCY FORMATION COMMISSION
 550 Main Street, Suite E. Placerville, CA 95667
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

ELECTION BALLOT

Special District Representatives to LAFCO Regular and Alternate Seat

The election ends on May 31, 2023 at 5:00 p.m.

Rank the nominees in preferential order, "1" being the first preference, "2" being the second. The highest ranked candidate will win the Regular seat, the second will win the Alternate seat.

Name, District	Ranking
Michael Saunders, Georgetown Divide Public Utility District	1 2
Tim White, El Dorado Hills County Water District (EDH Fire)	1 2
District has decided not to vote in this election please circle →	NO VOTE

**Please return this ballot with or without a vote.
 If you choose NO VOTE, the presiding officer's signature is still required.**

NAME OF VOTING DISTRICT:

SIGNATURE OF PRESIDING OFFICER:

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.

PRINTED NAME OF PRESIDING OFFICER (Required):

Email to: lafco@edlafco.us
 or
Mail to: El Dorado LAFCO
550 Main Street, Suite E
Placerville, CA 95667

AGENDA ATTACHED (Optional): Yes No

pk 36



LOCAL AGENCY FORMATION COMMISSION
 550 Main Street, Suite E. Placerville, CA 95667
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Special District Representative	Michael Saunders	Georgetown Divide Public Utilities District

SIGNATURE OF PRESIDING OFFICER: *Mitch MacDonald*
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Mitch MacDonald
 (Required)

NAME OF NOMINATING DISTRICT: **Georgetown Divide Public Utilities District**

MINUTES ATTACHED (Optional): Yes No

Nominations must be received by LAFCO before

5:00 p.m. on March 30, 2023

Return to:

**El Dorado LAFCO
 550 Main Street, Suite E
 Placerville, CA 95667**

lafco@edlafco.us

COMMISSIONERS

Public Member: Bill Wilde • Alternate Public Member: Dawn Hodson
 City Members: John Clerici, Tamara Wallace • Alternate City Member: Vacant
 County Members: John Hidahl, George Tumboo • Alternate County Member: Wendy Thomas
 Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders

STAFF

Shiva Frentzen, Executive Officer • Erica Sanchez, Assistant Executive Officer
 Malathy Subramanian, Commission Counsel

pk37

RESOLUTION NO. 2023-13
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
NOMINATING A REPRESENTATIVE TO
THE LOCAL AGENCY FORMATION COMMISSION

WHEREAS, the El Dorado Local Agency Formation Commission (LAFCO) is a state maned local agency composed of seven regular Commissioners, two of whom represent independent special districts; and

WHEREAS, the LAFCO Special District Selection Committee is conducting an election of a Special District representative to serve a four-year term, beginning May 2023 and ending May 2027; and

WHEREAS, the Georgetown Divide Public Utility District (GDPUD) has been invited to nominate a representative to LAFCO by March 30, 2023; and

WHEREAS, the Board of Directors previously nominated Director Michael Saunders to fill an open seat on January 12, 2021; and

WHEREAS, Director Saunders has again expressed an interest in representing Special Districts on LAFCO and has submitted his Statement of Qualifications (Attached); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT Director Michael Saunders is nominated as a Special District representative to LAFCO and directs the General Manager to submit the Nomination Form and Statement of Qualifications by March 30, 2023.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14th day of March 2023, by the following vote:

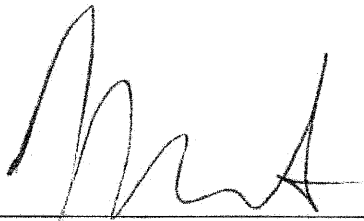
AYES: Stovall, Saunders, Thornbrough, Seaman, MacDonald

NOES: NONE.

ABSENT/ABSTAIN: NONE.



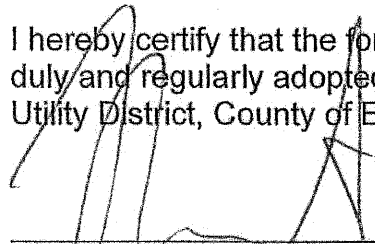
Mitch MacDonald, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
Attest:



Nicholas Schneider, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2023-13 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14th day of March 2023.



Nicholas Schneider, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTACHMENT

1. Saunders Statement of Qualifications

Statement of Qualifications
March 2023

I am currently serving on the Georgetown Divide Public Utility District Board of Directors. I have been on the Board since 2018 during that time I have served as Treasurer, Vice-President, and President of the Board; I currently am the Legislative Liaison. I represent the District on the Executive Committee for the Regional Water Authority and I am also on the Region 3 Board for the Association of California Water Agencies. I have been a member of various workgroups for the State with the Department of Water Resources working on recommendations and guidelines for the various water use efficiency standards and agency reporting requirements for water shortages, and the new water annual supply and demand report.

I am currently the Alternate Special District Representative on El Dorado LAFCO serving since 2019. During my time on LAFCO, my committee work has included the Ad hoc Budget Committee, Ad Hoc Grand Jury Committee, Small Water District MSR Review Committee, and the Executive Officer Recruitment Committee. I have been engaged and involved at the local level and have participated at the State level with CaLAFCO.

I bring my knowledge and experience of Special Districts and governance to LAFCO. I will continue to work with staff and electeds to ensure their agencies are accurately reflected in their municipal service reviews. I will strive to make sure as a Commissioner that LAFCO decisions allow for transparency, that LAFCO will share and communicate all information, and work with agencies, boards, and communities in the evaluation and promotion of the efficient provision of services within El Dorado County. If re-elected, I will continue to be a resource to our Special District members, agencies, the community, and the public. I humbly ask for your vote to continue to represent Special Districts on the El Dorado LAFCO Commission.

Thank you,

Michael Saunders,
Board of Directors
Georgetown Divide Public Utility District

Alternate Commissioner, Special District Member
El Dorado LAFCO

PK40



LOCAL AGENCY FORMATION COMMISSION
 550 Main Street, Suite E. Placerville, CA 95667
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Commissioner	Timothy White	El Dorado Hills County Water District

SIGNATURE OF PRESIDING OFFICER: _____

(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: _____

John Biraudo

(Required)

NAME OF NOMINATING DISTRICT: _____

El Dorado Hills County Water District

MINUTES ATTACHED (Optional):

Yes

No

Nominations must be received by LAFCO before

5:00 p.m. on March 30, 2023

Return to:

**El Dorado LAFCO
 550 Main Street, Suite E
 Placerville, CA 95667**

lafco@edlafco.us

S:\Elections\2023 Special District Election\2023 SDE Nomination Memo & Ballot\2023 SDE Nomination Ballot.docx

COMMISSIONERS

Public Member: Bill Wilde • Alternate Public Member: Dawn Hodson
 City Members: John Clerici, Tamara Wallace • Alternate City Member: Vacant
 County Members: John Hidahl, George Turnbo • Alternate County Member: Wendy Thomas
 Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders

STAFF

Shiva Frentzen, Executive Officer • Erica Sanchez, Assistant Executive Officer
 Malathy Subramanian, Commission Counsel

PK41

EL DORADO HILLS COUNTY WATER DISTRICT

EIGHT HUNDRED SIXTY FIRST MEETING OF THE BOARD OF DIRECTORS

Thursday, February 16, 2023, 5:30 p.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

I. CALL TO ORDER

President Girauo called the meeting to order at 5:30 p.m. Directors in attendance: Bennett, Durante, Girauo, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

II. CLOSED SESSION

- A. **Closed Session** pursuant to Government Code Section 54956.8, Real Property Negotiations; upcoming expiration/potential extension/alternatives to current lease of Career Development Center; 4697 Golden Foothill Pkwy, El Dorado Hills, CA 95762 (APN: 117-100-009-000); District Negotiator: Bob Kuhl (KW Commercial) and Chief Johnson; Property owner's Representative: Cole Sweatt (Tri Commercial)
- B. **Closed Session** pursuant to Government Code Section 54957.6; Conference with Labor Negotiators; Agency Designated Representatives: Finance Committee, Directors Girauo and White, Chief Johnson; Employee Organization: El Dorado Hills Professional Firefighters, Local 3604; Discuss Local 3604's written request to meet and confer
- C. **Closed Session** pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding existing litigation: Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633

The Board adjourned to closed session at 5:30 p.m.

The meeting reconvened at 6:11 p.m. No action was taken in Closed Session.

III. PLEDGE OF ALLEGIANCE

IV. CONSENT CALENDAR

- A. Approve Minutes of the 859th Board meeting held January 19, 2023
- B. Approve Financial Statements and Check Register for January 2023

Director Durante made a motion to approve the Consent Calendar, seconded by Director White and unanimously carried.

V. PRESENTATION

- A. Presentation by former volunteer Lieutenant, Bob Grant – Item taken after Item VI-B. Bob Grant, former Department volunteer, presented some information and a memory book about the Department's history.

pk42

excellent additions to the Department. He also highlighted an incident where the crews provided superior customer service.

XII. COMMUNITY RISK REDUCTION REPORT

- A. CRRD Report** – Chief Fields reported the activity from the CRR Division for January.

XIII. FISCAL ITEMS

XIV. NEW BUSINESS

- A. Approve Board member registration and travel to 2023 training conferences** – Director of Finance Braddock presented a list of educational opportunities for the Board members and requested approval for the Board members to attend and be reimbursed for applicable travel expenses.

Director Bennett made a motion to Board member registration and travel to 2023 training conferences, seconded by Director White and unanimously carried.

- B. LAFCO Special District Nomination** – Director White requested the Board's support and nomination for the LAFCO Special District seat.

Director Durante made a motion to nominate Tim White to fill the LAFCO Special District representative seat, seconded by Director Bennett and unanimously carried.

- C. Review and approve Resolution 2023-01 of appreciation for retired El Dorado County CAO Don Ashton** – Chief Johnson reported that El Dorado County CAO Don Ashton has retired and he is requesting approval of a resolution of appreciation to present to him.

Director White made a motion to approve Resolution 2023-01 of appreciation for retired El Dorado County CAO Don Ashton, seconded by Director Durante and unanimously carried.

XV. OLD BUSINESS

- A. Training Facility Update** – Chief Hall reported that the training facility project is on schedule, on budget and the progress is amazing to watch.
- B. EDHCSD/EDHFD 2x2 update (Directors Bennett and Durante)** – No report.
- C. Review and approve updated Master Services Agreement with PBK-WLC Architects** – Chief Johnson stated that WLC Architects merged with PBK Architects, and the original Master Services Agreement has expired. Staff is asking the Board to approve an updated Master Services Agreement.

Director White made a motion to approve updated Master Services Agreement with PBK-WLC Architects, seconded by Director Durante and unanimously carried.

Timothy J. White

Nominee, El Dorado County Special District Representative

El Dorado County LAFCO

Statement of Qualifications

I am currently one of the two Special District Commissioners on the El Dorado Local Agency Formation Commission (LAFCO) and have been nominated by my fellow directors at the El Dorado Hills Fire Department (EDHFD), as well as the Board of Directors of the El Dorado Hills Community Services District, to run for re-election for a full 4-year term as a Special District Commissioner.

My qualifications and background information are as follows:

- EDHFD Board of Directors- December 2018-present. Vice-president 2020, President 2021. Have served, or am serving on, the following Board Committees:
 - Finance
 - Strategic Planning
 - Joint Powers Authority
 - Ambulance Deployment
 - Community Risk Reduction Services
- El Dorado Hills Area Planning Advisory Committee (APAC) - voting member- 2015-present. Chair- 2016 and 2017. Vice Chair-2018-present. APAC is a volunteer group of residents that review proposed residential and commercial developments in the El Dorado Hills area and provide comments and written reports addressing resident concerns on those projects to the El Dorado County Planning Commission and the El Dorado County Board of Supervisors.
- Appointed as an alternate member by the El Dorado County Board of Supervisors to the 2022-2023 Charter Review Committee.
- UCCE Master Gardener of El Dorado County since 2016.
- I am a native Californian, a graduate of the University of San Francisco and of the University of Los Angeles School of Law. Practiced law for 30 years concentrating in business-financial law, with an emphasis in international transactions.

As a LAFCO Commissioner since January 2022, I have supported and encouraged efforts to make LAFCO more efficient and cost-effective, particularly with respect to oversight of Special Districts. I have the time, interest, and ability to serve as an effective LAFCO Commissioner. I listen to others, respect differing opinions, and will work collaboratively with everyone to ensure our common goal of El Dorado County being a desirable place to live.

I will continue to represent the Special Districts in El Dorado County by making sure that we have a voice in the LAFCO process- that our various unique and specific interests are heard.

PK44

Grizzly Flats CSD
Cost of Services Study RFP Review

Firm Name	Location	Organization / Credentials / Professional Experience	Project Team	Approach to the Study	Proposed Study Schedule	Client References	Cost Proposal	Notes
Hansford Economic Consulting	Truckee, CA	More than 25 years of experience. HEC specializes in helping utility providers not only reach revenue sufficiency and stability, but design rate structures that make the most sense. They appreciate the task of balancing equity, feasibility, and customer acceptance goals when approaching utility rate and fee changes. HEC will strive to help the District operate the water utility system to meet all regulatory requirements with affordable rates and charges. HEC works with clients to find the best solutions for their own unique circumstances.	Catherine Hansford & Schaelene Rollins	<p>1. Perform Cost of Service analysis and Calculate Fees. Catherine Hansford will conduct the analysis and provide all the deliverables for the water rates. Catherine will present the draft and final Study report(s) for the GFCS Board of Directors consideration. 2. Implementation. Schaelene Rollins will work closely with the District to communicate effectively with its customer base the reasons for fee adjustments, including proposed changes in rate structures. The goal is to make the proceedings as transparent as possible. In addition, Catherine and Schaelene will draft the public notices that are required for updated rates.</p>	The schedule assumes that the process goes smoothly, allowing for the Board Workshop towards the end of June. The public hearing would be at a special meeting held Saturday, October 21, 2023, and new rates would be effective January 1, 2024.	<p>City of Bishop, Amador Water Agency, Calaveras Public Utility District, Georgetown Divide Public Utility District, Linden County Water District, Lockeferd Community Services District, Gold Mountain Community Services District, American Valley Community Services District, Town of Floriston,, and more.</p>	\$34,915	
Hildebrand Consulting	Oakland, CA	Hildebrand Consulting is a financial and management consultancy which works with local governments, federal agencies, special district, and private companies to bridge funding gaps and find strategic solutions to their business needs. Mark Hildebrand provides his clients with insights from almost 20 years of experience to help them achieve their business goals.	Mark Hildebrand	Use a financial planning approach with tools that essentially recreate the District's fund structure. In addition to capturing the current and forecasted operating costs and revenues, their process includes an interactive evaluation of the proposed capital spending budgets, and the rate impacts of alternative projects, costs, timing, and funding strategies. Our capital planning tool allows us to directly evaluate the financial impacts of capital spending decisions on rate payers.	<p>Begin immediately and have presentations ready by the July 13, 2023 regular meeting.</p>	<p>Water, Recycled Water and Sewer Rate Study: City of Santa Rosa Water / Recycled Water Rate Study: North Marin Water District Water and Wastewater Rate Study: City of Cloverdale Water and Sewer Rate Study: City of Santa Ana Water Rate Study: Indian Wells Valley Water District</p>	<p>NTE \$32,890: \$2,070 for Project Kickoff and Data Collection, \$7,820 for Financial Plan, \$9,660 for Cost of Service and Rate Design, \$4,140 for Board Workshops and Presentations, and \$9,200 for Report & 218 Notice</p>	<p>Proposed hourly billing rate is \$230, which is 30% lower than his standard rate when he worked for a larger consultancy. No hidden fees or mark-ups for direct expenses.</p>

PK 45

Grizzly Flats CSD
 Cost of Services Study RFP Review

Firm Name	Location	Organization / Credentials / Professional Experience	Project Team	Approach to the Study	Proposed Study Schedule	Client References	Cost Proposal	Notes
Raftelis	Los Angeles, CA	Local government and utility leaders partner with Raftelis to transform their organization by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. 30 years serving the public sector.	Project Director Kevin Kostluk, Project Manager Charles Diamond, Strategic Communications Gina DePinto, Makenna Sturgeon, Staff Consultants Lindsay Roth, Cleo Koenig, and Sarah Wingfield	Kick-off meeting: Finalize the scope of the project, work plan, and schedule with District staff, ensure they understand the overall goals of the study, review the data needs for the project. Cost of Service Analysis, Capital Connection Charge Study, Board Workshop, Draft and Final Reports, Prop 218 Public Hearing.	Not Provided.	Placer County Water Agency, City of St. Helena, City of Ventura, City of Lincoln, CA, and many more.	\$57,165 Optional Tasks: Strategic Communication Plan (\$5k-7.5k), Communication Collateral - Development and Design (\$1.5k-10k), Workshops and Stakeholder Information Sessions (\$10k-15k)	

PK46

HANSFORD ECONOMIC CONSULTING LLC

Water Cost of Service Study

Grizzly Flats
Community Services District

March 31, 2023

PROPOSAL

HEC No. 230408

PK47

PK48

HANSFORD ECONOMIC CONSULTING LLC

PO Box 10384 Phone: 530-412-3676
Truckee, CA 96162 Email: catherine@hansfordecon.com

March 31, 2023

Ms. Kim Gustafson, General Manager
Grizzly Flats Community Services District
4765 Sciaroni Road
Grizzly Flats, CA 95636

Subject: Water Cost of Services and Rates Study

Dear Ms. Gustafson:

Hansford Economic Consulting LLC (HEC) is pleased to submit the enclosed proposal to provide a Water Cost of Services and Rates Study (Study) for the Grizzly Flats Community Services District (GFCSD or District). The Study will serve as an essential cornerstone in planning for the District's water system, supporting continuation of excellent services to its water customers with adequate revenue.

HEC is a self-member LLC. Its Principal, Catherine Hansford, brings more than 20 years of experience in municipal finance with specialization in the water industry. With a proven track record of completed projects and references listed herein, HEC offers the necessary skill set for successful, straightforward execution of the Study. The Project Team also includes Schaelene Rollins for public outreach and quality control. Early and clear communications with GFCSD's customer base will be critical to adopting a new water rate schedule, and possibly other water charges, including an updated capital connection charge.

HEC has provided professional services to many special districts in California. HEC is based in Truckee; however, we work throughout Northern California, Southern Oregon, and Northern Nevada. We hope that you contact our references to learn more about us.

HEC does not have any conflict of interest. There is not any pending litigation against HEC; additionally, there has not been any bankruptcy or insolvency proceedings in the last ten years against HEC. We look forward to hearing from you. Please direct all correspondence to catherine@hansfordecon.com, or call me at (530) 412-3676.

Sincerely,



Catherine R. Hansford
Principal, Hansford Economic Consulting LLC

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P150

TABLE OF CONTENTS

SECTION	PAGE
1. Qualifications	1
About HEC	1
Why HEC is Best Qualified	2
2. Project Experience	4
Team Experience Select Projects	4
References	7
3. Project Team	8
Staffing	8
4. Scope of Services	12
Project Understanding and Objectives	12
Work Plan Approach	13
Scope of Services	13
Schedule	17
5. Pricing	18
Fee Schedule	18
Estimated Budget	18
Terms of Payment	19

PK51

FX52

Section 1. Qualifications

About HEC

Hansford Economic Consulting LLC (HEC), self-member LLC, provides planning, economic, and financial services to public and private clients in the Western United States. The company is owned and managed by Catherine Hansford, an applied economist with more than 25 years of experience.

Catherine can be reached at PO Box 10384, Truckee CA 96162.
Email: catherine@hansfordecon.com or phone: (530) 412-3676.

HEC clients include regional agencies, counties and cities, special districts, non-profits, private entities, and homeowner associations. HEC's services include:

- Water Utilities Resource Planning, Rate and Fee Studies
- Infrastructure Networks Analysis
- Agency Governance, Mergers & Organization
- Fee Nexus Studies
- Public Facilities and Services Financing Plans
- Economic Development & Business Impact Analysis
- Fiscal Impact Studies

Our high-quality work products span a breadth of land and water resource related topics that touch our human communities and environments. HEC endorses progressive and adaptive planning, understanding that plans are useful only if they are comprehensive, relevant to the specific local conditions, and lead to implementation.

HEC synthesizes ideas with data to produce deliverables that exceed client expectations. Our approach is especially desirable when working on sensitive community issues with a divergent customer base and/or the interests of multiple stakeholders. HEC appreciates the challenge of balancing equity, feasibility, and public acceptance goals when approaching fee studies. Water fees and charges are sensitive topics and our approach has been proven successful. HEC works with clients to find the best solutions for their own unique circumstances by listening to and collaborating with them; this is what sets HEC apart from our competition.

HEC is committed to a positive experience with an outcome that provides concrete steps forward; we strive to offer solutions that are legally grounded and follow best practices. Our financial models have withstood the scrutiny of California's municipal finance laws.

HEC's Principal, Catherine Hansford, is the Project Leader. Catherine's leadership is most advantageous for this project because of her experience working on water rate studies for small, rural communities and working with special districts such as community services districts, county water districts, waterworks districts, and public utilities districts.

A list of providers serving similar sized communities (smaller than population 5,000) in California that HEC has conducted water and/or wastewater cost of service studies for is provided in Table 1. In addition to the service providers listed, HEC has conducted rate studies for several small communities in Nevada and Oregon. HEC is currently working with the City of Phoenix, Oregon on water rates and potential acquisition of a very small water district. Phoenix was also ravaged by fire and lost significant revenue during the Almeda Fire of 2020.

Table 1
Cost of Service Studies for Similar Sized Communities in California

Service Provider	Water	Wastewater
City of Bishop	X	X
Amador Water Agency		X
Calaveras Public Utility District	X	
Georgetown Divide Public Utility District		X
Linden County Water District	X	X
Lockeford Community Services District	X	
Gold Mountain Community Services District	X	X
American Valley Community Services District	X	X
Town of Floriston	X	
Sierra County Water Works District #1	X	
Donner Summit Public Utilities District	X	X
Heather Glen Community Services District	X	
Midway Heights County Water District	X	
Squaw Valley Public Services District	X	X
June Lake Public Utility District	X	
Woodbridge Sanitary District		X
Sierraville Public Utility District	X	
San Andreas Sanitary District		X
Bishop Paiute Tribe	X	X

Why HEC is Best Qualified

HEC specializes in helping utility providers not only reach revenue sufficiency and stability, but design rate structures that make the most sense. We appreciate the task of balancing equity, feasibility, and customer acceptance goals when approaching utility rate and fee changes. HEC will strive to help the District operate the water utility system to meet all regulatory requirements with affordable rates and charges. HEC works with clients to find the best solutions for their own unique circumstances.

PK54

Catherine is tenacious in securing the best terms for her clients. HEC assisted the Donner Summit Public Utility District (DSPUD) secure the first California Clean Water State Revolving Fund (CWSRF) planning loan to finance the significant planning costs associated with their wastewater treatment plant upgrade project in July 2010. Also, for the for the same project, HEC helped DSPUD obtain refinancing of debt in the State through the California CWSRF (saving customers \$3.5 million in repayment). The wastewater treatment plant upgrade led to the first snow making from a recycled water permit in California. Soda Springs Ski Resort is the main recipient.

HEC has earned a reputation for being open-minded, patient, thorough, and excellent at communications with decision makers. Catherine Hansford has first-hand experience of working at a water utility and understands the process necessary for adopting updated rates and charges. In addition to utility fee consulting, HEC has spearheaded strategic planning efforts to help agencies and communities define their goals and set achievable action items. These skills help with fee-setting, which is often a very difficult topic for decision makers. Here are some things our clients say about HEC:

“Hansford Economic Consulting has helped take our Regional Water Plan to a higher level. Catherine’s specialized knowledge in the utility field has been invaluable in collecting and analyzing cost and financing data from various sources in our community. Her firm’s work is thorough, accurate, and well presented; it’s executed with the highest level of professionalism. I would not hesitate to highly recommend Hansford Economic Consulting to any of my colleagues.” **Jim Smitherman**, retired Program Manager, **Western Regional Water Commission**

“Thank you for your excellent work. You and your staff are always professional and on time with deliverables. Thank you for being patient with us as we went through the myriad of changes regarding our Well #10 project. The report your staff provided is excellent. It includes all the information anyone would need to see why we need the rate changes and it’s written so that anyone could understand it.” **Lewis Humphries**, Finance Director, **City of Newman**

“Catherine and Schaelene, we so much appreciate your expertise and guidance over this past year. Seems like it was just last week when we met with you in Truckee to learn how you could help us. Boy were we clueless back then and actually, somewhat frightened about the prospect of tackling a rate increase. Beside the mounds of data compilation you completed to bring a set of rates to meet our objectives, you brought clarity to what we needed to accomplish and how to go about doing it. Thank you! It has been a pleasure working with you both and we look forward to continuing our relationship.” **Cary Curtis**, Board President, **Gold Mountain Community Services District**

Catherine puts together the right team for the project. Catherine has a network of colleagues to enlist for projects: engineers, municipal finance advisors, bond counsel, communications strategists, hydrologists, designers, special tax consultants, assessment district experts, legal counsel, and proof-readers. Catherine puts together the right team for the project, but if it turns out an expertise is missing, Catherine can bring in the right person.

pk55

Section 2. Project Experience

Team Experience Select Projects

American Valley Community Services District Utility Rates, Capacity Fees and Administrative Fees Study

Relevance to GFCSD: Cost of service study and implementation assistance of new rates and fees for a rural special district. Capacity fees for new connections adopted pursuant to CA Code 66013.

The American Valley Community Services District was formed with the consolidated of the Quincy Community Services District and the East Quincy Services District. In 2021, the District contracted with HEC to complete the final piece of consolidation – a common rate and fee structure and schedule for all customers. The study updated three types of fees: (1) Property-related fees (rates), (2) Capacity fees (only applicable to new development), and (3) Regulatory fees for administrative actions provided to customers upon their request.

HEC completed the rate and fee study, discussed the findings with the Board at two public meetings, and with the public at a separately-noticed workshop at the Quincy library. The rate study included changing the rate structures, which were different in the two old service areas, to the same water rate structure and the same wastewater rate structure throughout the District's service area.

After completing the public hearing and receiving very few protests, the Board of Directors adopted the recommended rate schedules at its May 2022 meeting. The Board adopted the recommended capacity and regulatory fees as its June 2022 meeting. Schaelene Rollins assisted with the Proposition 218 notice.

Gold Mountain Community Services District Utility Rates Study

Relevance to GFCSD: Cost of service study for rural special district, coordination with Schaelene Rollins on public outreach and education.

The Gold Mountain community is located in a rural portion of Plumas County. The community is only about 25% developed, but all properties pay toward the operations and maintenance costs of the water and sewer systems. The CSD operates wells to provide potable water, and disposes of wastewater currently at a community leach field.

The District last conducted a utilities rate study in 2006. A rate study was needed to ensure revenue sufficiency of the utility systems for the next five years, to demonstrate cost of service, and to

demonstrate ability to repay potential future debt for capital projects. HEC worked with the District to determine the best rate structure moving forward. Several changes were proposed, including:

- Separating the water and sewer rates into their own schedules,
- Abandoning standby fees, which are assessments,
- Defining different customer groups,
- Removing water usage tiers, and billing for water use every quarter rather than annually,
- Determining the number of non-residential sewer equivalent dwelling units based on actual wintertime water use.

The Board of Directors considered the findings and recommendations of the Study, and with their input, rates were proposed and noticed to customers in spring 2022. The public hearing was held June 15, 2022, and the new rates were adopted.

Sierraville Public Utility District, CA Water Rate Study

Relevance to GFCSD: Water user rates calculated pursuant to Proposition 218.

The Sierraville Public Utility District (SPUD or District) provides water to 109 residences and businesses in the community of Sierraville, California. The District had not conducted a cost of service study for several years and was in need of one to ensure that it has sufficient revenue to operate the system safely as required by Federal and State regulations, to pay for capital improvements, and to repay debt to the United States Department of Agriculture (USDA), as it is obligated to do.

The District's water rate structure consisted of a monthly service charge per Equivalent Dwelling Unit (EDU) and a consumption charge per thousand gallons applied when a customer's water use exceeds a base allowance of 40,000 gallons per EDU per month. As part of the water rate study conducted by HEC, standby customers were redefined as possessing EDUs with a will-serve for a lot without a building or a lot with a building that has not yet connected to the District's facilities. A standby customer had been defined as any customer that has their water service turned off either permanently or only during winter months. Changes to the water rate structure included:

- Separating the base monthly charge into two components: a customer charge and a capacity charge. All 109 customers of the District will now pay the customer charge every month, whether the property is using water or not. All full-service EDU customers (excludes wholesale and standby EDUs) will now pay the monthly capacity charge based on the number of EDUs they have.
- The base monthly allowance was lowered from 40,000 gallons per month per EDU to 30,000 gallons per month per EDU to more accurately reflect the community's consumption and to promote water conservation.

Midway Heights County Water District Potable and Raw Water Systems Rates and Fees Study

Relevance to GFCSD: Cost of service study and implementation of updated fees for potable and irrigation (raw) water.

Midway Heights provides dual (raw and potable) water delivery. It purchases wholesale raw water from Placer County Water Agency and treated potable water from Weimar Water. With known system rehabilitation costs looming, particularly for the raw water system, the District needed an evaluation of its financial health, a financing plan for the anticipated capital improvements costs of each system, a cost-of-service study, and calculated five-year water rates, as well as updated connection fees for each system. The District also needed to incorporate new State laws regarding connection fees for Accessory Dwelling Units into their fee structure.

The cost increases were large; although there were not sufficient protests to thwart adoption of maximum fees, the Board asked HEC to re-evaluate the fees given a less ambitious capital improvements completion schedule. With re-evaluated fees, the Board adopted the recommended new fee schedules in February 2020.

Donner Summit Public Utility District Water and Sewer Utility Rates and Outreach Services

Relevance to CPUD: Cost of service studies for a rural special district, coordination with Schaelene Rollins on public outreach and education. Capacity fees for new connections adopted pursuant to CA Code 66013.

Donner Summit Public Utility District (DSPUD) engaged HEC, who conducted the cost of service and rate studies for water and wastewater, and Schaelene Rollins, at the beginning of a contentious project to upgrade its wastewater treatment plant. HEC liaised with the SWRCB and the USDA rural utilities programs staff, as well as local CDBG representatives, to craft a financing strategy for construction of the approximately \$24 million in improvements. HEC assisted the District with formation of a Community Facilities District (CFD) to fund the costs of the project and completed a cost-of-service study, including user fees and capacity fees. Under Schaelene's advice, the district began a series of one-on-one meetings with community groups, key individuals, and regional environmental groups which were previously antagonistic toward the project. It was critical to first establish a personal connection with stakeholders and gatekeepers. This was followed by numerous education efforts including engagement through public meetings, social channels, and direct mail. Ultimately, the project secured its funding and received overwhelming community support and positive recognition by the Regional Water Quality Control Board.

In 2017, HEC helped the District with renegotiating their Clean Water State Revolving Fund loan for the wastewater treatment plant. The effort was successful; the District's interest rate was

decreased to 0%, saving District customers \$3.5 million. HEC completed an updated wastewater cost of service study in 2018 and updated rates were adopted June 2018. The District and HEC worked with Schaelene Rollins on messaging and the design and content of the Proposition 218 notice. HEC and Schaelene Rollins also supported the District with water rate changes in 2016, and in 2018 conducted a water rate study for a satellite water system in Big Bend.

In 2021, HEC updated both wastewater and water cost of service and rate studies in one comprehensive report. New rates were adopted June 2021.

References

Client	Contact	Location
Midway Heights County Water District	Jason Tiffany, General Manager (530) 878-8096 <i>admin@mhcwd.org</i>	Meadow Vista, CA
Donner Summit Public Utility District	Steve Palmer, General Manager (530) 426-3456 <i>spalmer@dspud.com</i>	Soda Springs, CA
Sierraville Public Utility District	Elizabeth Archer, Secretary (530) 414-1835 <i>sierravillepud.325@gmail.com</i>	Sierraville, CA
Gold Mountain Community Services District	Skyler Allingham, General Manager (530) 258 6255 <i>skyler.allinghamgmcsd@gmail.com</i>	Portola, CA
American Valley Community Services District	Katie Nunn, Business Manager (530) 283-0836 <i>katie@americanvalleycsd.com</i>	Quincy, CA

pk59

Section 3. Project Team

Staffing

The HEC Project Team consists of Catherine Hansford (HEC) and Schaelene Rollins (Rollins PR). Catherine Hansford and Schaelene Rollins will work closely with the District to communicate effectively with the customer base the reasons for rate and/or fee adjustments, including any proposed change in rate structure. As a former water utility employee, Catherine understands how critical this step is in the process of adopting revised rates and fees.

Catherine Hansford will serve as Project Leader and Manager. Catherine has all the necessary professional skills and knowledge to complete the project; she will coordinate meetings and respond directly to Grizzly Flats Community Services District (District) staff and leaders. Schaelene Rollins will provide public outreach and communication services, and will create the content and design of the Proposition 218 required notices. Our Project Team carries these core strengths:

- More than 30 years of experience in municipal finance, planning, and economic services.
- Specialization in water utilities public finance.
- Small project team; hands-on and readily accessible.
- Large portfolio of completed rate, user fee, development impact and connection fee water and wastewater utility studies.
- Assisted many water utility providers with USDA and SRF funding applications and administration of funds.

In addition to projects described previously, some recent projects we have worked on, or are currently working on, together are shown in Table 2. Our resumes follow.

Table 2
HEC and Rollins PR Projects

CLIENT	PROJECT
Merced-Irrigation Urban GSA	Regulatory fee to fund GSA activities
Ukiah Valley Basin GSA	Regulatory fee to fund GSA activities
City of Live Oak	Utility rates update
City of Colfax	Wastewater rates update
Midway Heights County Water District	Strategic Plan
Linden County Water District	Utility rates update
City of Livingston	Utility rates update
Sierra County Waterworks District #1	Water rates update
Woodbridge Sanitary District	Wastewater rates update
Carson City	Local streets funding strategy

pk60

Utility Rate Studies • Municipal Finance • Water Resources Planning • Economic Analysis

Catherine is a practitioner of financial, economic, and resource sciences. As a professional for more than 20 years, Catherine has built a reputation for creative problem solving, excellent speaking skills and written products. Catherine combines her powerful analytical skills with the invaluable ability to take complex topics, distill them into key components, and deliver relevant information in a clear and concise manner. She is particularly sensitive to the public process required to address most municipal finance issues; her presentations are crafted so that public finance decisions are understood, even if constituents do not favor them.

“Catherine is a rare combination of powerful analytical skills with an extraordinary ability to assess the big picture.”

Lori Williams, Liberty
Utilities Energy
Efficiency Manager

Experience

Catherine has worked in both the public and private sectors over the course of her career. In the public sector, Catherine worked as a senior planner for the Truckee Meadows Water Authority (TMWA), performing management analyst functions such as cost-benefit analysis, managing interlocal agreements, performing rate and fee studies, and working with stakeholders. Catherine served as liaison/chair between TMWA and various customer groups. These included a Rate Making Review Committee and Landscape Subcommittee. Catherine served as the Chair of the Advisory Committee on Conservation for the Washoe County Regional Water Planning Commission from 2003 through 2005.

In the private sector, Catherine worked for Economic and Planning Systems (Sacramento office) helping clients with municipal bond sales, financing plans, special district formation, user fee studies, fiscal studies, and nexus fee studies. At ECO:LOGIC Engineering (now Stantec), Catherine specialized in water utilities public financing. Since 2005, Catherine has been the owner and principal of HEC, engaging in municipal planning and finance issues, primarily in the water industry.

Education

Master of Science, Agricultural Economics, University of Nevada, Reno

Bachelor of Science, Rural and Environmental Economics, University of Newcastle-upon-Tyne, UK

Career

Hansford Economic Consulting	Principal	Truckee, CA
ECO:LOGIC Engineering	Senior Economist	Rocklin, CA
Truckee Meadows Water Authority	Senior Water Planner	Reno, NV
Economic and Planning Systems	Senior Associate	Sacramento, CA

pk61

Presentations and Publications

Funding Groundwater Management Programs, How Fees were established for Two New Agencies tasked with Groundwater Sustainability, *2021 Nevada Water Resources Association Conference*

Water Rights for Sale: Know what you're Selling or Buying, *2020 Schroeder Law Offices Webinars*

Utility Financial Planning: Facility Funding Options and Different Types of Fees, *3-Hour Videoconference class for the Nevada Rural Water Association, 2019*

Stormwater Rate Calculation, *2018 Tri-State Seminar, Las Vegas*

Western US Water Issues, *2018 Women In Economics, University of Nevada Reno*

Funding for Flood Facilities, *2017 Nevada Water Resources Association Fall Event*

Financial Management: Understand your Cost Structure, Customer Cost-Share Responsibilities and Funding Options, *3-Hour Videoconference class, Nevada Rural Water Association (multiple times)*
Successful Strategic Planning Starts with Understanding Your Financial Position and Engaging a Wide Range of Stakeholders, *2014 Nevada Rural Water Association Conference*

The Cost of Rectifying Over-Appropriation of Groundwater in Diamond Valley, *2014 Nevada Water Resources Association Conference*

Rate Setting Fundamentals: Math or Art? *2013 Nevada Rural Water Association Conference*

A Misunderstood Relationship: Economic Vitality and Environmental Improvement in the Tahoe Basin, *2012 Tahoe Science Conference*

What is a Reasonable Water Rate? *2011 Nevada Water Resources Association Conference*

Projecting Population and Employment: A Platform for Projecting Water Purveyor Demands in an Urban Area, *2003 Nevada Water Resources Association Conference*

Water Conservation Recommendations from a Consumer Outreach Group, *2002 AWWA Cal-Nev Section Conference*

"Setting and Assessing the Impact of Water-Related Development Fees", *The Water Spot, First Joint issue of the Nevada Water Environment Association and Nevada Water Resources Association, Winter 2017.*

ROLLINS PR

CONSULTING

Schaelene Rollins

c: 916.397.1915 ● RollinsPRconsulting@gmail.com

Summary

Twenty-seven-year veteran of public relations and outreach with 24 years specifically working with municipalities in outreach campaigns that effectively communicate and engage the public. Experienced in gauging public sentiment through interviews, polling, surveying and general research. Broad experience in managing public outreach programs for informational and educational purposes or for more formal outreach efforts such as those required under CEQA or for rate increase hearings and fee adoptions. Skilled at consensus building and working with governing boards and councils.

Professional Experience

Freelance Strategic Consultant, 2011-current

- Work in tandem with clients to develop and implement public outreach plans and elements to obtain identified outreach goals and objectives.
- Conduct strategic planning sessions to identify mission, vision and short- long-term strategic plans for special districts and small communities.
- Conduct public outreach and notification as required by the California Constitution, ballot initiatives, public noticing for CEQA, and fee-setting projects.
- Provide research strategy and execution.
- Facilitate stakeholder meetings, workshops and public hearings.
- Write copy for program materials: newsletters, brochures, flyers, bill inserts, advertisements; coordinate design and printing of materials; write and post social media content.
- Develop website content.

Crocker & Crocker Communications, Client Services Manager (part-time contract) 2004-2017;

Account Supervisor - 1997-2000

Rogers & Associates, Onsite Media Specialist, CA Dept. of Health Services – 2000-2002

Dairy Council of California, Communications Manager – 2002-2004

Latimer Burch Public Relations, Account Executive - 1996-97

Prima Publishing – Publicity Coordinator - 1994-95

Education

California State University, Chico-Bachelor of Arts, English 1994

California State University, Chico-Technical Writing Certificate Program 1994

Regular participation in industry related webinars, seminars and conventions

Section 4. Scope of Services

Project Understanding and Objectives

The District needs to assess its financial health, accounting for existing and future financial demands of the water system. Based on that assessment, the Study objectives are to calculate alternative water rate structures that demonstrate cost of service and raise sufficient revenue to operate and maintain the water system for at least the next five years.

- The Study will calculate five years of water rates that will ensure the financial stability of the enterprise fund during normal and drought conditions, collecting the revenue required to operate the utility in a safe manner and in compliance with existing and anticipated regulations. Revenues will pay for ongoing operations and maintenance, completion of rehabilitation projects and existing users' share of new capital improvement projects, as well as any current and/or anticipated debt service payments.
- The cost allocation methodologies used for the cost of service and calculation of rates will adhere to legal requirements of the California Constitution to demonstrate that customer groups are paying for their proportionate share of the utility systems' costs. The final proposed rates will be adopted pursuant to the Proposition 218 Omnibus Implementation Act.

Utility rates must be studied on a routine basis to ensure that the utility enterprise funds are achieving revenue sufficiency in the most equitable fashion. Any recommended increases must be robust in determination and clearly understood by the public. Hansford Economic Consulting LLC (HEC) follows standard industry practices in the rate-setting process. HEC is knowledgeable in the requirements of Proposition 218 and will ensure that California legal requirements are met. Recommended rates, fees, and charges will be designed to achieve reasonableness, equity among customer groups, and compatibility with the District's billing software, and will be both understandable and easy to implement.

HEC's goal is to enable the District to make informed decisions and to increase customer understanding and knowledge of water service so that financial decisions are understood, even if they are not favored. Additionally, it's best to give customers an opportunity to comment during the process before new rates are adopted. Early outreach helps build trust and ultimately assists with gaining acceptance for the new rates with minimal opposition. Part of the education effort is explaining how water is safely treated and delivered; something that is often overlooked by ratepayers. Customers are typically not aware of the projects or operations and maintenance efforts required to keep utilities running in compliance with local, state and federal regulations. These are some of the critical messages to be conveyed prior to a rate adjustment.

Work Plan Approach

The work plan approach includes these two steps:

1. **Perform Cost of Service analysis and Calculate Fees.** Catherine Hansford will conduct the analysis and provide all the deliverables for the water rates. Catherine will present the draft and final Study report(s) for the GFSCD Board of Directors (Board)'s consideration.
2. **Implementation.** Schaelene Rollins will work closely with the District to communicate effectively with its customer base the reasons for fee adjustments, including proposed changes in rate structures. The goal is to make the proceedings as transparent as possible. In addition, Catherine and Schaelene will draft the public notices that are required for updated rates. We understand that the District will execute the printing and mailing of the notices. *The proposed rates schedule must be mailed to every property owner of record at least 45 days prior to the public hearing for the fees to be adopted pursuant to Proposition 218.*

HEC customizes rate and fee models for each client's needs. HEC will craft a multi-year financial model in Microsoft Excel, giving the ability to test various key assumptions, such as operating reserve levels, different capital financing scenarios, and rate structures. All assumptions used in the models will be clearly defined, and tables will be presented in an easily understandable format. The models may include several scenarios; all scenarios will be defined and a baseline scenario will be developed, which will serve to evaluate the impact of changes to any key model assumptions. Industry best practices are followed to ensure the quality and legal standing of our work. Our utility rate models have withstood the scrutiny of California's rate-setting laws, which are rigorous for cost-of-service demonstration, and rate design. We have helped agencies set rates during California's historic drought and have on-the-ground experience with running water conservation programs and groundwater sustainability programs. We are also very familiar with State and Federal low-cost financing sources, which the District may pursue as part of the financing strategy included in the Study.

The proposed scope of services to complete the Study is described in the following tasks. Tasks one through four provide the analysis, calculations and report. Task five includes implementation steps to allow for the rates to be effective January 1, 2024. The scope of each task is detailed below.

Scope of Services

TASK 1: ORIENTATION, DATA COLLECTION, AND PROJECT MANAGEMENT

Task 1.a: Orientation and Policy Review

Orientation includes an initial meeting with staff to review the scope and schedule. The meeting will be held virtually. Topics to be reviewed at orientation include, but are not limited to:

pk65

- Existing rate and fee design
- Capital improvement plans and schedules
- Target operating reserve levels
- Pay as you go funding versus debt financing for capital facilities
- Asset replacement and funding
- Water conservation policies
- Potential rate designs, including drought surcharges
- District standby charges

Additionally, policy review with staff includes the key factors driving the need for rate adjustments, including regulatory requirements, District policies, legislative mandates, and so forth. Review of financial goals and policy objectives is important as they will shape the development of the financial models and recommendations of the Study.

Task 1.b: Data Gathering and Review. HEC will provide a list of data and information needs to be provided by the District. HEC will also research and acquire applicable secondary sources of data. This task includes time to review data provided and gathered, and determine what additional information is needed.

Task 1.c: Project Management

This task includes time for Catherine Hansford to manage, track, and report on project progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff.

Task 1 Deliverables: *Data information request; monthly progress reporting and invoices; orientation agenda and meeting notes.*

TASK 2: REVENUE REQUIREMENT AND FINANCIAL PLAN

Task 2a: Financial Review

HEC will thoroughly review the utility fund, including revenue and cost information, for all operations, maintenance, administration, general expenses, short- and long-term liabilities, as well as capital and reserve expenditures. The financial review will establish the historical and current financial health of the District’s utility fund under the current rate and fee structures, generally describe components of annual revenues, and characterize expenses.

Task 2b: Capital Improvement Financing Plan and Revenue Requirement Projection

The projected revenue requirement is the revenue necessary to fully cover all expenditures net of other operating and non-operating revenues. The revenue requirement comprises of operating expenses, capital improvement costs (system rehabilitation and new infrastructure costs to be paid for by existing system users), debt service, and additional reserves if needed for specific purpose(s).

HEC will summarize the existing users’ portion of the capital improvement plan (CIP) costs as

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provided by the District and will present a financing strategy to ensure the facilities are completed in a timely fashion, while minimizing the impact to rate payers. HEC's Excel model will be able to evaluate the impact of funding the CIP by priority and cash/debt funding combinations.

Capital Connection Charge: HEC will examine the impact of the CIP on the District's capital connection charge, which is paid by all new users connecting to the water system. An updated charge will be calculated for the Board's consideration.

Operation and maintenance expenses may be projected using historical annual percentage increases, or some other index, such as a consumer price index; projection methodology will be discussed with staff. The projected revenue requirement may also include other non-operating cost considerations, such as an operating reserve, rate stabilization fund, or additional revenues to meet debt service coverage requirements. Non-operating revenues, such as interest revenue, property taxes, late charges and other miscellaneous revenue sources, will be included as credits in the analysis so that the revenue requirement is not over-estimated.

Task 2c: Cash Flow Projection

Cash flow will be presented to demonstrate sufficiency of funding, adequate debt service coverage and prudent reserves for the next five years.

***Task 2 Deliverables:** Draft financing strategy, projected revenue requirement and cash flow projection table; calculated capital connection charge.*

TASK 3: COST OF SERVICE AND RATE CALCULATIONS

Task 3a: Cost of Service and Rate Design

Once the projected revenue requirement is established, it is allocated to user groups based on cost classification (customer, demand and fire-related costs) and customer usage characteristics (water demand patterns for average and peak usages). The customer usage factors are determined based on a customer profiling exercise using metered water use data.

The current rate structure will be assessed for alignment with District goals and objectives and fit with customer usage patterns. In particular, the analysis will examine alignment of fixed operating costs with base charges and variable costs with volume charges. Up to three alternative rate structures, or variations of one different rate structure, will be modeled. New and/or alternative customer classifications will be recommended if appropriate to fit with District objectives and current legal interpretations. The recommended rate structures will be determined with input from staff, while considering billing system capabilities, public understanding of utility bills, and customer concerns.

Time will be spent evaluating the effect of the potential rate structures on developed policy, including operations (for example, revenue sufficiency during drought periods).

PK67

Task 3b: Rate Calculations and Bill Impact Analysis

The cost-of-service analysis leads to the calculation of monthly user rates so that the system is adequately funded for existing and projected future costs and that the rates are based on the demand for service by each customer type. HEC will provide guidance and advice to District staff to ensure the proposed rate structures comply with Proposition 218 and related laws (the District should still consult with its attorney before adopting a new rate structure), and that rates are implemented within the District's desired timeframe.

Fire Hydrant Water Sales: A meter rental charge and rate per thousand gallons will be developed for fire hydrant water sales as part of the rate calculations; however, these charges are not property-related charges and as such will not be included in the Proposition 218 notice described in Task 5.

Bill impact analysis provides an important reality check to assess customer acceptability of changes in fees. HEC will illustrate bill impacts to different customer groups, and the economic effect/hardship on low-income households. HEC will also prepare a user rate comparison that will compare bills for a typical home under the current and potential new District rates and those charged in neighboring communities.

The work completed under tasks 1 through 3 culminate in a Board workshop to review and discuss findings.

Task 3 Deliverables: Draft tables and figures demonstrating alternative rate structures and bill impacts. Board workshop materials.

TASK 4: RATE STUDY REPORT

HEC will prepare a report that includes the methodologies used, detailed calculations of rates, findings, and recommendations. The report will also demonstrate cost-of-service and proportionality requirements so that the District is in compliance with Proposition 218. Following edits and changes to the draft document discussed with staff and presented to the Board, HEC will prepare the Final Study for the Board.

Task 4 Deliverables: Draft and final reports. PowerPoint or other materials for Board meetings.

TASK 5: IMPLEMENTATION

Following completion of the rate study report, the Board would authorize staff to move forward with the noticing of proposed fees. Catherine and Schaelene would develop the notice. The notice specifies the basis of the fees, the reason for the fees, the customer's right to protest the fees, and the date/time/location of the public hearing. District staff would be responsible for printing and mailing the notices. Following distribution of the notices, a virtual workshop is proposed to allow part-time property owners the opportunity to learn about, and engage in, the rate study.

Schaelene Rollins will create key messages to address the reasons for the change in utility rates, including available information about compliance, capital projects, operations and maintenance costs, and responsible fiscal planning. From this, outreach materials may be developed. Examples of outreach materials include:

- A **bill insert** that explains the need for the study and the process going forward while establishing a relationship with the community. The insert would highlight pertinent educational information about water service, public workshop date(s) and how to stay informed during the Study process.
- **Website content** about the Study – reasons for the Study, timeline, and opportunities for public input.
- **Newspaper advertisement** announcing proposed rate adjustments and public hearing information (this is not legally required but recommended).

Task 5 Deliverables: Proposition 218 notice, outreach materials.

Schedule

The preliminary schedule is depicted below. The schedule assumes that the process goes smoothly, allowing for the Board Workshop towards the end of June. The public hearing would be at a special meeting held Saturday, October 21, 2023, and new rates would be effective January 1, 2024. The schedule allows room for date changes, should that be necessary.

Three in-person Board meetings are shown as red stars, and one informational virtual public workshop (shown as a white star) are included in the scope and budget. HEC is assuming that the orientation meeting will be virtual, all staff meetings will be virtual, and any additional meetings with the Board will be virtual.

Preliminary Schedule

Task	2023									
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Orientation, Data Collection & Project Mgt										
2. Revenue Requirement & Financial Plan										
3. Cost of Service & Rate Calculations		★								
4. Rate Study Report				★						
5. Implementation						★				

★ Public meeting ☆ Virtual Public workshop

pk69

Section 5. Pricing

Fee Schedule

Billing rates will be held for up to 18 months from award of contract at the following levels:

Staff	Position	Rate per Hour
Catherine Hansford	Principal	\$200
	Associate	\$145
	Clerical	\$90
Schaelene Rollins	Outreach Specialist	\$140
	Designer	\$90

Direct costs are billed at cost (no markup) and mileage reimbursement is at the Federal rate (currently \$0.655 per mile).

Estimated Budget

Our price estimate is preliminary and negotiable. It reflects the level of effort to complete the scope of services described in our proposal. HEC is open to changing the scope of services and reducing or increasing costs if there are tasks or portions of tasks that the District would like to revise.

The estimated budget, shown in Table 3 on the next page by task, is \$34,915.

Cost Estimate Assumptions

- The cost estimate assumes up to three in-person meetings in Grizzly Flats. The estimated cost for each additional meeting, if necessary, is \$2,000 per meeting for staff time and direct costs.
- The budget estimate excludes direct outreach costs. Direct outreach costs include printing, handling, postage, translation services, and the cost of placing notices in local newspapers.
- The only direct costs included in the cost proposal are travel-related costs. HEC bills mileage reimbursement at the current Federal mileage reimbursement rate, and parking, printing, and meals only when travelling for meetings.
- Subconsultants and direct costs are at cost (not marked up).
- Deliverables will only be provided in electronic format.

Table 3
HEC Budget Estimate

Cost Item	Total Cost	Cost of Service Study				Implementation
		Task 1	Task 2	Task 3	Task 4	Task 5
Staff	<i>per hour</i>			<i>Hours</i>		
Hansford	\$200	18	20	55	24	12
Rollins	\$140	6			8	30
Clerical	\$90	9			12	6
Subtotal Staff Hours		33	20	55	44	48
Estimated Staff Cost	\$34,390	\$5,250	\$4,000	\$11,000	\$7,000	\$7,140
Direct Costs	<i>per trip</i>			<i>Number of Trips</i>		
Trips to Grizzly Flats [1]	\$175				2	1
Estimated Direct Costs	\$525				\$350	\$175
Total Proposed Budget [2]	\$34,915	\$5,250	\$4,000	\$11,000	\$7,350	\$7,315

[1] Direct Costs per Trip:

Travel (230 miles @ \$0.655 per mile)	\$150
Meals	\$25
Total Estimated Direct Costs per Trip	\$175

[2] HEC reserves the right to move budget between tasks as necessary to complete the scope of services up to the authorized budget amount.

Terms of Payment

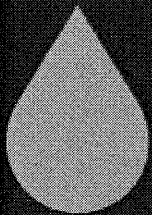
- HEC prepares monthly invoices with a brief description of services performed in the period, as well as percent of budget utilized, that are due on receipt unless another payment term has been negotiated and is included in the contract. HEC bills on a time and materials basis and only for work completed up to the authorized budget amount; however, HEC reserves the right to move budget between tasks, should one task be completed under the estimated amount, and another task be completed over the estimated amount.
- If additional work is requested that is beyond the authorized scope of services, HEC will request authorization for increased budget. No work beyond that expressly included in the authorized scope of services and budget will be conducted without prior authorization.

PK71



2023 Cost of Service Study Proposal

March 24, 2023



HILDEBRAND
CONSULTING

Table of Contents

- 1. BIDDER QUALIFICATIONS & PROJECT TEAM 2**
- 2. QUALIFICATIONS SUMMARY 3**
- 3. DISTRICT AND PROJECT UNDERSTANDING 6**
- 4. GENERAL RATE STUDY APPROACH..... 7**
- 5. PROPOSED SCOPE OF WORK 8**
 - Phase 1. Project Kickoff and Data Collection 8
 - Phase 2. 10-Year Financial Plan 8
 - Phase 3. Cost of Service and Rate Design 9
 - Phase 4. Board Workshops and Presentations..... 11
 - Phase 5. Deliverables: Report and 218 Notice 12
 - OPTIONAL TASK - Drought Surcharges..... 13
- 6. PRICE AND SCHEDULE..... 14**
- RESUME 15**

pk73



COVER LETTER

Kim Gustafson, Interim General Manager
Grizzly Flats Community Services District
4765 Sciaroni Road
Grizzly Flats, CA 95636

March 24, 2023

Subject: Hildebrand Consulting Proposal for Cost of Services Study

Dear Ms. Gustafson,

In response to the Grizzly Flats Community Services District request for proposals, Hildebrand Consulting, LLC is pleased to submit this proposal to conduct a Water Cost of Services Study (Study). The study described herein includes the technical and financial analysis for preparing a financial plan and rate structure evaluation. The financial plan will identify the annual water rate revenue needs to support all operating and maintenance costs, debt service obligations, and capital program needs, with consideration given to all facets of the District's financial health. We will ensure that water rates are based on equitable cost allocation methodologies and the rate structures are clear, understandable, and have cost bases that meet the requirements of California state law and District policy objectives.

Mark Hildebrand is a water rate consultant with over 22 years of broad experience in California as a utility rate and management consultant to utilities such as the District. He has performed hundreds of studies covering a diverse range of rate setting, cost allocation, and financial planning to more than 60 clients, including special districts and community facility districts, many of which are located in Northern California. As an independent consultant, Mark Hildebrand offers a distinctive value proposition: he will personally be *directly* engaged in all facets of the project, including all meetings, communications, financial models, and deliverables. Being a sole proprietor also allows him to provide his seasoned services at significantly more affordable rates than peers at larger consultancies.

While we understand that the District was pleased with the previous cost of service study conducted by another consultant, we are confident that we can provide the District with the highest quality and most responsive service. We are currently working with (or have recently completed work for) numerous regional utilities, including Sutter Creek, Kirkwood and Union Public Utilities District. We will bring a fresh perspective in assessing the District's existing rate structure. While we do not believe in making change for the sake of change, we do think that a new perspective is invaluable. We understand the potential concern of losing efficiencies by changing consultants. Our response to this concern is simple: any extra effort will be borne by our firm, not by the District (as evidenced by our cost proposal).

We are thankful for the opportunity to be of service to Grizzly Flats CFD for this study, and please let me know if you have any questions regarding this proposal.

Sincerely,



Mark Hildebrand

Owner of Hildebrand Consulting, LLC.

mhildebrand@hildco.com

510.316.0621 (m)

PK 74

1. BIDDER QUALIFICATIONS & PROJECT TEAM



Mark Hildebrand is a northern California water rate consultant and has been published and frequently speaks on topics such as rate-setting under the requirements of Proposition 218, cost-of-service principles, emerging regulatory issues, consolidation studies, and strategic business planning. He has performed hundreds of studies covering a diverse range of rate setting, cost allocation, and financial planning to more than 60 clients, including special districts and community facility districts, many of which are located in Northern California.

Mark is dedicated to providing clients with an exceptional level of service and responsiveness, to developing creative yet practical solutions to client needs, and to broadening understanding and facilitating consensus on complex issues. His strengths in consensus building, clear communication, and his experience with utility rate-setting will be particularly valuable during this engagement. He has participated in authoring several industry guidebooks including AWWA's *Manual M1 Principles of Water Rates, Fees and Charges*, and AWWA's *Water Rates, Fees, and the Legal Environment*, and continues to actively serve on AWWA's Rates and Charges Committee, which established best practices for rate setting across the industry. Hildebrand Consulting provides high-quality and deeply experienced consulting services while remaining affordable, reliable, and flexible for our clients. This approach is a reflection of our values; to provide independent consulting services while emphasizing integrity and loyalty.

Company Philosophy

Mark Hildebrand is dedicated to providing clients with an exceptional level of service and responsiveness, to developing creative yet practical solutions to client needs, and to broadening understanding and facilitating consensus on complex issues. His strengths in consensus-building, clear communication, and his experience with utility rate-setting will be particularly valuable during this engagement.

Hildebrand Consulting was created to provide high-quality and deeply experienced consulting services while remaining affordable, reliable, and flexible for our clients. We strive to provide independent consulting services while emphasizing integrity and loyalty.

As an independent consultant, Mark Hildebrand offers a distinctive value proposition to be **directly** engaged in *all* facets of work and our services are provided at significantly more affordable rates than peers at larger consultancies. Larger consultancies with more overhead costs rely heavily on the utilization of junior staff. While some data-intensive projects are appropriate for that approach, this study will be better delivered directly by a seasoned consultant who will work directly with your staff to develop a strong fiscal strategy. Mark Hildebrand will be fully committed to the project (including all models, communications, and deliverables).

We work closely with staff to develop our findings and validate our work, including regularly scheduled project management meetings with District staff. For decades Mark Hildebrand was a project manager for a multi-national engineering firm and understands the processes and safety stops that are necessary in order to ensure a quality product for each and every project. His projects have been as large as \$2 million privatization studies.

Please visit our website at hildebrandconsulting.com. A complete resume has been provided as **Attachment A**.

2. QUALIFICATIONS SUMMARY

Mark Hildebrand has been conducting water rate studies in California for decades, including scores of projects that are similar in scope to the project being requested by the District. The following are some sample project descriptions that Mr. Hildebrand has performed in the recent past.

City of Santa Rosa - Water, Recycled Water and Sewer Rate Study

Client: Kimberly Zunino, Deputy Director 707. 543.3960; kzunino@srcity.org
69 Stony Circle Santa Rosa CA 95401

Mr. Hildebrand is on retainer to provide comprehensive water, wastewater, and recycled rate study support to the City of Santa Rosa. These studies included detailed cost-of-service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. The wastewater utility provides treatment services to four independent municipal sewer collections systems under the terms of a complex Subregional Agreement. Among other challenges, the rate study is addressing the financial impact of the massive 2017 Tubbs Fire, which damaged critical infrastructure and destroyed nearly 4,000 homes.

North Marin Water District - Water / Recycled Water Rate Study

Contact: Julie Blue, Auditor Controller 415.761.8950 jblue@nmwd.com
999 Rush Creek Place Novato CA 94945

Mr. Hildebrand completed a comprehensive water and recycled water rate study for North Marin Water District's Novato service area, which was the first rate study to be outsourced by the District. Subsequently Mr. Hildebrand completed a rate study for the District's West Marin service area. In Novato, the District provides water service to approximately 61,000 residents in the greater Novato area through over 20,000 potable water service connections and 90 recycled water connections. Nearly three quarters of the District's water supply is imported from the Sonoma County Water Agency (SCWA), while the remaining supply is treated local surface water from Stafford Lake. In West Marin, the water source comes entirely from treated groundwater. Some of the wells have salinity intrusion. Both studies increased the legal defensibility of the District's rates by creating a clear and transparent connection between the pricing of tiered rates and the cost of the District's water supply. The financial plans addressed a significant capital program (including a new administrative building) and the District's previously unfunded OPEB liabilities.

City of Cloverdale - Water and Wastewater Rate Study

Client: David Kelley, City Manager (707) 894-1710 dkelley@ci.cloverdale.ca.us
124 N. Cloverdale Blvd. Cloverdale, CA 95425

Mark Hildebrand is completing a comprehensive water and wastewater rate study for the City of Cloverdale, which includes financial plans, cost-of-service analyses, and rate design studies. This project focused on addressing the City's acute need to increase pro-active capital spending after years of deferred maintenance. Initially there was strong public opposition to the proposed rate increases, which required the project to regroup and incorporate significantly greater public involvement. We held stakeholder workshops, one-on-one meetings with concerned citizens and more than 8 meetings with City Council. We developed a series of capital spending scenarios which allowed stakeholders to understand the trade-off between lower rates and continued deferred maintenance. Over the course of the project the City's engineering team had the opportunity to prioritize projects and sequence projects in a manner that minimized impacts to ratepayers.

City of Santa Ana - Water and Sewer Rate Study

Client: Rudy Rosas, Public Works Director (714) 647-3379 rrosas@santa-ana.org

Mark Hildebrand is leading a rate study project for the City of Santa Ana (population 334 thousand) to develop a comprehensive financial plan, cost-of-service (COS), and rate design study. In addition to the expiration of the City's existing rate ordinance, this project is focused on addressing the City's extensive needs for reinvestment in their buried infrastructure. One key interest to the City was the ability to evaluate capital planning scenarios, flexing key variables including annual buried pipe replacement, operating and capital reserve development, and a combination of capital financing alternatives. This process of scenario analysis allowed the City to start with a project wish list, and then adjust and revise capital investment plans to prioritize certain projects and maintain their stated planning goals and targets. Hildebrand is working with the City to complete an updated rate design structure in order to comply with the evolving legal requirements in California. The revised rate structure will ensure revenue stability while maintaining the ability to promote conservation and affordability.

Indian Wells Valley Water District - Water Rate Study

Client: Tyrell Staheli, Chief Finance Officer 760.384.5515 ty.staheli@iwwvd.com
500 W. Ridgecrest Blvd. Ridgecrest, California 93556

Mark Hildebrand worked with the Indian Wells Valley Water District to develop a long-range financial forecast, update water rates, and prepare a comprehensive final report along with numerous presentations to the Board. The financial planning model considered historical operating expenses, growth and consumption trends, alternative capital improvement spending levels, debt service coverage ratios, levels of operating and capital reserves, and other financial policies/goals that affect the future revenue requirements of the utility.

In addition to evaluating financial goals and objectives, we evaluated alternative water demand projections (i.e., the impacts of water conservation), cost-escalation factors, and other variables that could affect the financial performance of the utility. We independently reviewed the District's existing cost-of-service basis within the context of compliance with Prop 218 and the best available data, system configuration, demand and usage characteristics, local practice, and public policy objectives.

For each rate structure alternative, we are providing an analysis of the impacts to each customer class and bill impacts at various levels of consumption. Our analysis, which shows the percentage of customers at each level of usage, is used to determine the percentage of customers affected by each rate structure alternative at different levels of usage.

Additional references:**City of Sutter Creek – Sewer Rate Study**

Amy Gedney, City Manager (209) 267-5647 x 284
agedney@cityofsuttercreek.org

Casitas Municipal Water District

Mike Flood, General Manager
(805) 649-2251 x111, mflood@casitaswater.com

Ross Valley Sanitary District – Sewer Rate Study

Felicia Newhouse, Business & Administrative Manager
(415) 870-9761, fnewhouse@rvsd.org

Kirkwood Valley PUD – Water & Wastewater Rate Study

Erik Christeson, General Manager
(209) 256-0394, echristeson@kmpud.com

3. DISTRICT AND PROJECT UNDERSTANDING

The Grizzly Flats Community Services District is a California Special District located in the foothills of the Sierra Nevada and formed in 1987 to provide treated water for domestic use and fire protection to the residents within a service area that includes approximately 1220 parcels. The District currently has approximately 600 service connections, with a service population of about 1,100 people. In 1966, the Grizzly Park Water Company was formed and provided water to the community. In 1987, the El Dorado County Board of Supervisors formed the Grizzly Flats Community Services District and acquired the water rights and facilities from the privately owned Grizzly Park Water Company. The District obtains its water supply by direct diversion of stream flows from North Canyon and Big Canyon Creeks which are tributaries to the North Fork Cosumnes River. The system is sensitive to low rainfall years and is susceptible to failure in late fall in years of low stream flows. Diversions terminate in a 31-acre foot water reservoir, which serves as the headworks to the water treatment plant where water is fully treated to meet drinking water standards. Water is distributed to customers through the piped distribution system mainly by gravity. Due to the varying terrain, pumping is required in limited areas to maintain adequate service pressures.

The District has a five-member Board of Directors who oversees our District. Community support has been the key to the success of the District. Volunteers devoting their time and skills have helped keep District costs down with projects such as constructing the treatment plant and office building, installing pipe from the reservoir to the North and Big Canyon diversions, and helping with maintenance such as tree cutting, brush clearing, painting, office work, reading meters, and stuffing bills.

PROJECT OBJECTIVES

The District completed a formal Cost of Services Study 2016 which made significant changes to the rate structure at that time. The District currently charges a fixed basic rate of \$68.97 per month, a uniform volumetric rate of \$1.20 per hcf and a Standby Charge of \$4 per month (this Standby Charge is not proposed to be changed).

In August 2021, the Grizzly Flats community was ravaged by the Caldor fire, and approximately 400 homes were lost. Affected customers were not billed for eight months following the fire which resulted in the District depleting most of the District's reserves.

The District's goal for this project is to review the District's current rate structure to ensure that they are fair and equitable to all customers, conform to legal requirements, encourage water conservation, and generate enough revenue to keep the District financially sound. In addition, the District wants to adopt a rate structure that continues to produce enough revenue even in times of required conservation or reduced water use by our customer.

The proposed scope of work will develop a financial plan and water rates to achieve full cost recovery of expenses associated with the District's utility system while meeting all legal requirements, including Proposition 218. The financial plan will consider all operating and maintenance costs, debt service obligations, capital program needs, and financial reserve policies.

As an optional service, we are prepared to develop a drought surcharge policy for the District, which is the most effective tool for ensuring that the District remains financially viable, even during severe water shortage events.

4. GENERAL RATE STUDY APPROACH

FINANCIAL PLANS

Hildebrand Consulting uses a financial planning approach with tools that essentially recreate the District's fund structure. In addition to capturing the District's current and forecasted operating costs and revenues, our process includes an interactive evaluation of the proposed capital spending budgets, and the rate impacts of alternative projects, costs, timing, and funding strategies. Our capital planning tool allows us to directly evaluate the financial impacts of capital spending decisions on rate payers.

COST OF SERVICE AND RATE STRUCTURE

We identify the most appropriate Prop 218-compliant cost-of-service methodologies based upon the District's stated objectives, available data, legal requirements, system configuration, and demand and usage characteristics. We then customize our cost-of-service model to employ methodologies and concepts that are best suited for the District. There is not a single absolute correct method for allocating costs among customers, but we do need to be transparent. Hildebrand Consulting will work with the District to understand the basis for the current allocation of costs and then determine the best course of action for allocating costs in future rates. We will work collaboratively with the District to understand the implications of any proposed changes to the allocation methodology and identify the cost-of-service approach that is the most equitable and least disruptive to rate payers.

Hildebrand Consulting will work with the District to confirm a rate structure that protects the District from the revenue swings that can accompany changes in water demand and changes in utility costs while also financially and legally protecting the District and its ratepayers. The proposed rate structure will equitably account for all utility costs while minimizing financial impacts to customers.

LEGAL ENVIRONMENT FOR RATE SETTING

The legal landscape for utility rate setting in California has changed significantly over the past several years. While it has been over 25 years since Proposition 218 was passed by California voters in 1996, it has been the Court's interpretations of Prop 218 over the past 9 years that have dramatically altered the standards for rate setting. Fully understanding the myriad of court decisions is a nuanced endeavor.

While the District does have significant discretion over how to recover its costs through rates, the District also has a legal obligation to provide a transparent Administrative Record that clearly shows how cost-of-service requirements are being met. We believe that we can provide an administrative record that will protect the District and its ratepayers.

ADMINISTRATIVE RECORD

Much like a rate structure with a sound and clear methodology, Hildebrand Consulting emphasizes the importance of a clear and concise yet comprehensive Administrative Record. We are not, however, proposing to generate an excessively voluminous report. We believe that true transparency (and, hence, legal defensibility) is achieved when the Administrative Record is (1) organized as an easy reference document, (2) is clear enough to be understood by a layman, and (3) is comprehensive without including superfluous information. Mark Hildebrand has been providing such thorough and defensible Administrative Records to his utility client since well before the San Juan Capistrano case made it the "new standard".

5. PROPOSED SCOPE OF WORK

The following describes a specific scope of work based on our understanding of the District's needs and our scope of services for similar studies. The following scope includes all of the tasks as requested in the District RFP but is organized into tasks that are standard for rate studies.

Phase 1. Project Kickoff and Data Collection

To initiate the study, we will submit a data request to the District. Collecting and reviewing data prior to a Kickoff Meeting (video conference) will allow us to be more productive from the outset of the project. Once a majority of data has been received, we will review it in detail. This will include (but is not limited to) a review of historical financial statements, capital spending forecast, historical statements of revenue and expense, current year budgets, customer counts and classes, and historical water usage data. We will use this time to build on our existing understanding of the District's current financial requirements (such as bond covenants) and operational/capital improvement drivers.

Shortly thereafter, we will conduct a Project Kickoff Meeting videoconference with District staff to:

- ✓ Discuss key issues, roles, and responsibilities
- ✓ Confirm study objectives and further explore project drivers such as revenue stability
- ✓ Confirm data requirements and discuss the data already received
- ✓ Finalize the project schedule, including key milestone dates and deliverables

Data Requirements

Detailed data from the utility billing system will be needed to analyze water usage characteristics and perform water rate calculations. Data to be extracted from the billing system will include customer name and account number, customer class, meter size, number of dwelling units, and a 12-month water use history. This data will be reviewed, sorted, organized, and analyzed to provide information on water usage characteristics by customer class. Analysis of metered water usage will be used in water rate calculations and will also be useful for education and outreach purposes, as needed.

Follow-up calls with staff will be made to ensure full understanding of all data received.

Phase 1 Meeting: Kickoff Meeting with staff

Phase 1 Deliverable: Data request list

Phase 2. 10-Year Financial Plan

In this task, our team will use a revenue sufficiency and financial planning model to develop a **10-year Financial Plan** and ultimately recommend a **5-year schedule of rate adjustments**. Our financial planning model will be tailored to directly load the District's budget (for seamless updates) and project annual revenue and fee adjustments

requirements. The financial plan will consider projected changes to operating expenses, alternative spending levels, operating reserves targets, debt service coverage ratios and other financial policies/goals that affect the revenue requirements of the funds. It will also consider historical operating expenses, growth projections and other trends that paint a complete financial picture and provide for informed decision-making. Our model's dashboard clearly displays key scenarios and assumptions in a format that is easy to understand. This function, coupled with our ability to make real-time changes to the model, is particularly useful when engaging in interactive planning meetings.

Our team will work directly with District staff to understand cost drivers for the Financial Plan and consider cost uncertainties, such as future regulatory mandate for water usage reductions and water supply/demand trends.

Our financial planning model provides a valuable capital planning tool which we will use to review the District's capital improvement program and evaluate the impacts of alternative projects, costs, timing, and funding sources.

We will examine the District's historical use of debt financing and assess the viability and appropriateness of issuing new debt. All financial scenarios will ensure that the District will maintain a proper balance of debt coverage and reserves over the study period.

Closely related to this analysis is the examination of cash reserve policies, which are fundamental to achieving financial stability and avoiding sudden fee adjustments in the face of changes to operating or capital needs. The District previously adopted a series of reserve policies which we will review and incorporate in the Financial Plan model. We will forecast the District's fund balances and incorporate these balances and alternative reserve policies into the interactive planning discussions regarding financial sustainability.

Phase 2 Meeting: Financial Planning Meeting with staff

Phase 2 Deliverable: Presentation materials

Phase 3. Cost of Service and Rate Design

The financial model in Phase 2 will determine the District's total annual water rate revenue requirement during the 10-year planning period. In this Phase 3 we will determine how those revenues will be recovered from ratepayers.

This phase includes Tasks 1, 2, 3 and 4 from the District's RFP.

Cost of Service Analysis

The cost-of-service analysis serves as the foundation for water rates by allocating utility costs to cost categories and then to customer classes based on demand characteristics. Our cost of service and rate design study process is consistent with industry practice in the State of California, conforms to all State and Federal laws. Under California's Proposition 218 water rates must reflect a proportionate distribution of costs to each customer and customer class. We will review the basis of the cost-of-service analysis from the previous study and the District's current rate structure to determine if they continue to serve the District's objectives relating to revenue stability, conservation, and affordability, while ensuring a fair and equitable distribution of costs and conformance to accepted industry practice and legal requirements.

We understand that the District doesn't currently have a formal classification for water customers since most of the customers are single-family residential services with only a few exceptions. While creating customer classifications isn't a requirement for rate setting, it is the industry standard to separate customers based on meter size.

Rate Structure

Upon completion of the cost-of-service analysis, the rate structure design will determine how the cost of providing service to each customer class will be recovered through water rates. The design of the water rate structure will reflect rate-setting objectives that will be identified and articulated in meetings with staff and Board representatives. Factors to be considered in identifying and selecting potential water rate structures will include:

- Potential demand variability of water demand and the implications for revenue volatility
- Policy decisions regarding the recovery of fixed and variable costs through fixed vs. variable rates
- Views and opinions expressed by staff and Board members regarding rate setting objectives and rate structure options
- Any constraints presented by the utility billing system and/or data limitations

In preparation for the Board Meetings (see Phase 4), we will develop a minimum of three (3) new and alternative rate structures that may be suitable for the District.

Capital Connection Charge

The Capital Connection Charge (also known as Capacity Charges) is collected from new customers when they connect to the District's system. The charge should be designed to pay for the value of providing immediate access to the District's existing (or needed) infrastructure and capacity. This value could be based on the value of existing (aged) facilities or based on the cost of expanding the system to accommodate growth, or a combination of the two. We will review the basis of the District's existing Capital Connection Charges and advise the District whether the charge needs to be adjusted to meet the current needs of the District or to meet legal requirements.

Fire Hydrant Water Sales

The District occasionally sells treated water through temporary meters to customers in need of water for dust control or other uses within our District boundaries. We will evaluate the current rate charged and recommend modifications if necessary. Generally the rate for these services is tied to the standard water rates, plus an administrative charge for managing the hydrant meters.

Survey

Proposed water rates will be compared with the rates of neighboring water utilities by comparing the monthly water bills for representative residential customers. In addition, we will relate the typical water bill under proposed rates with average household income within the District's service area.

Phase 3 Meetings: - Rate Design Meeting with staff

Phase 3 Deliverables: - Presentation materials

Phase 4. Board Workshops and Presentations

We will work closely with District staff and Board representatives over the course of the entire project to engage and inform the Board of Directors. In addition to the multiple staff meetings described above, we assume there will be three (3) presentations to the Board of Directors. Additional meetings can and should be added if warranted.

This phase includes Task 5 from the District's RFP.

Board Meetings 1: In this first meeting with the **Board**, we will cover:

- A history of District rates and charges
- An overview of water rate study approach including project objectives
- The preliminary financial strategy and present capital spending scenarios
- Any proposed changes to the existing rate structure, including the creation of customer classes (if applicable). This will include the three (3) potential rate structure alternatives to meet the cost of service objectives
- A description of how the fixed and variable costs of water service is proposed to be translated into fixed and variable rates
- A detailed analysis of the bill impacts to customers as a result of any proposed changes
- Recommendations regarding the District's Standby Charge and Capital Connection Fee
- The proposed hydrant water fee and any other ancillary topics
- The rate survey of other regional water utilities as compared to Grizzly Flats.

During this meeting we will solicit early feedback from the Board to ensure that the final recommendations are aligned with expectations.

Board Meeting 2: In this second meeting with the Board, we will cover all of the topics above while presenting the final study recommendations and seek **Board** direction to staff to send the Proposition 218 notifications to customers. We will present the final recommended water rate structure and schedules for a five-year period, bill impacts and sensitivity analysis, and discuss public information efforts during the rate approval process.

Board Meeting 3: This final meeting is the Public Hearing with the **Board** to adopt the final study recommendations and five-year rate plan.

Meeting materials will be prepared for each meeting. The meetings will include a formal presentation and an opportunity for questions, comments, and discussion. Given the recent format of all public meetings and in the interest of controlling costs, it is assumed that meetings will be held via video conference. In-person meetings can be arranged for an additional fee.

Phase 4 Meetings: - Three (3) Board Meetings (including the Public Hearing)

Phase 4 Deliverables: - Presentations as needed, including rate survey results.

Phase 5. Deliverables: Report and 218 Notice

This phase includes Task 6 from the District's RFP.

Administrative Draft, Draft, and Final Report

We will deliver an administrative draft report for staff review. Following District review, a draft report will be submitted as part of the Board packet for "Meeting 2." Following acceptance of the draft report by the Board, a final report will be submitted. The report will include all elements of the study. The report will include:

- a. A brief physical description of the water system
- b. Overview of financial operations for the last five years
- c. The District's forecast of capital improvement program needs for the next ten years
- d. The proposed 10-year Financial Plan
- e. A transparent explanation of the basis for cost allocation to customer classes
- f. A clear explanation of the cost-basis for the respective rate structures
- g. A 5-year schedule of proposed water rates
- h. A list of all assumptions and data supporting the study's recommendations

218 Notification

We will provide guidance and advice to staff to ensure compliance with the rate adoption process required by Proposition 218. We will work with District staff to draft the contents of the required Proposition 218 notice, which will need to be mailed to property owners at least 45 days prior to a public hearing. We assume that the District will work with a printing service to finalize the formatting and mail the Proposition 218 notification.

Phase 5 Deliverables: -Administrative Draft, Draft, and Final Study Report
-Draft language for Proposition 218 Notification Letter

Optional Task - Drought Surcharges

Drought surcharges can protect the District from the significant financial impacts created by drought events. Drought surcharges are calculated based on both anticipated changes to revenues and expenses during drought conditions. The District's finances can be affected in several ways by drought conditions. Changes in operating and maintenance costs and revenues can include:

- Reduced water sales and water sales revenue
- Reduced pumping and other water production and treatment costs
- Changes in water purchase costs
- Increased water conservation program costs.

While the reduction in water sales revenue will be partially offset by reduced production and treatment costs, revenue will decline more than costs creating a financial deficit.

The District does not currently have surcharge rates that would be imposed in the event of a water shortage.

Recent state legislation (Senate Bill 606) requires that most California water utilities (Grizzly Flats is likely exempt) develop contingency plans with "six standard water shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40, and 50 percent shortages and greater than 50 percent shortage." SB 606 further requires a description of the financial consequences of, and responses for, drought conditions, including revenue reductions, expense increases due to response measures, mitigation actions in response to revenue reductions, and a description of the cost of compliance with annual water supply and demand assessments.

While the Grizzly Flats may not be required to follow State guidelines, it may be beneficial to align the District's drought management plan with the messaging that comes from the State during drought events.

If the District decides to opt for this option, we would use the rate study financial model to update the potential financial impacts of water shortages. The analysis will include estimating the magnitude of reduced revenue, reduced costs, and increased costs that may be associated with various water shortage conditions. The proposed scope of work for updating the Drought Surcharge policy includes the following:

1. Update Water Shortage Financial Analysis - We will evaluate the financial impact of reduced water sales, including estimating changes in both revenue and expenses) associated with each stage of shortage. The analysis will be performed using new definitions of water shortage stages, as defined by the State of California.
2. Calculate Water Shortage Surcharge and Develop Policies - The District's water shortage surcharges and drought stage policies will be updated based on the water shortage financial analysis findings. We will develop the recommended policies in consultation with District staff.
3. Develop Narrative and Exhibits for Report and Presentations - The above items will be described and justified in narrative and exhibits to be incorporated into the draft Rate Study report.

6. PRICE AND SCHEDULE

Our proposed not-to-exceed budget is described in the table below.

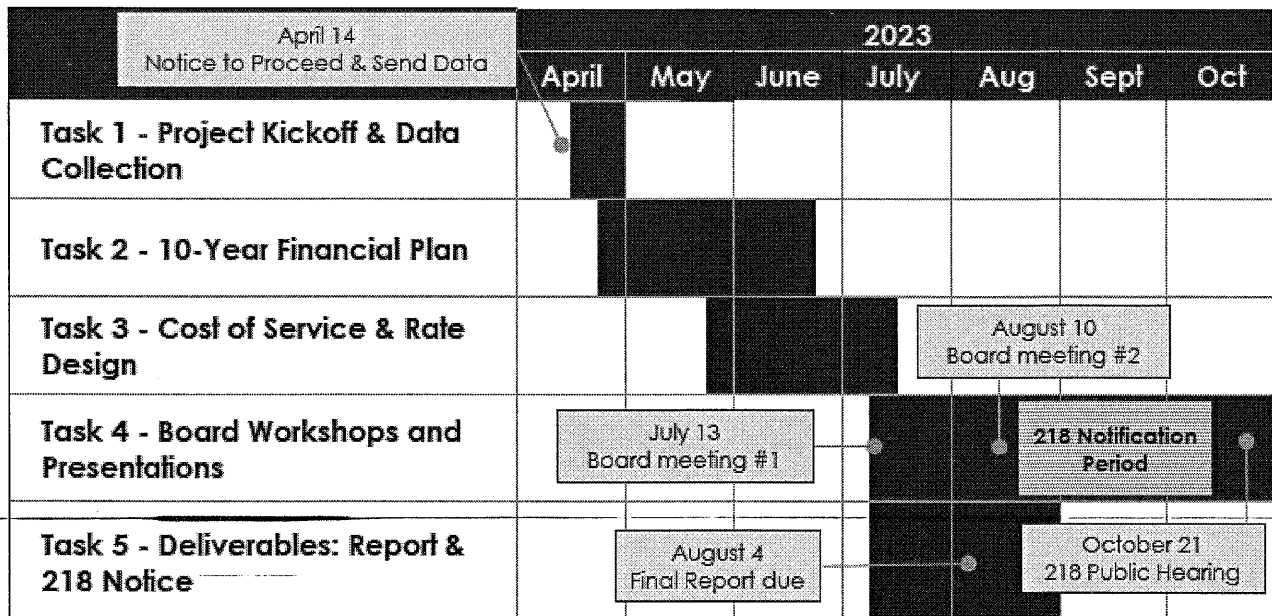
Mark Hildebrand’s proposed hourly billing rate is \$230, which is 30% lower than his standard rate when he worked for a larger consultancy. We have no hidden fees and we do not mark-up our direct expenses (if applicable).

	Hildebrand Consulting	Cost by Task
Task 1 Project Kickoff and Data Collection	9	\$2,070
Task 2 Financial Plan	34	\$7,820
Task 3 Cost of Service and Rate Design	42	\$9,660
Task 4 Board Workshops and Presentations	18	\$4,140
Task 5 Deliverables: Report & 218 Notice	40	\$9,200
Total Hours:		143
Direct & Travel Expenses:		\$0
Proposed Fee:		\$32,890

Given the recent format of all public meetings, it is assumed that all meetings will be held via video conference. In-person meetings can be arranged for the additional cost of travel expenses and time. We propose to bill monthly for the actual time and expenses incurred, up to the contract limit. Payment is due within 30 days.

SCHEDULE

The figure below provides a proposed schedule for the study, based on the dates provided in the RFP.



RESUME

MARK HILDEBRAND

FOUNDER AND PRINCIPAL



Owner and founder of Hildebrand Consulting, LLC., Mark Hildebrand is a finance and management consultant to local governments who bridges the disciplines of financial analysis and organizational effectiveness. With over 22 years of experience, he has performed scores of financial plans, fee studies, cost allocation plans, and water and wastewater rate studies. Mr. Hildebrand is an expert in Proposition 218 and California's legal requirements regarding utility finances and cost allocation principles. He has been published by the AWWA Journal for articles addressing the challenges of utility service pricing in California.

AREA OF EXPERTISE

- » Financial Planning
- » Utility Rate/Fee Studies
- » Strategic Business Planning
- » Capital Facility Financing
- » Alternative Project Delivery

PROFESSIONAL HISTORY

- » Hildebrand Consulting, LLC., Owner, 2018 - present
- » MWH / STANTEC Consulting, Inc., Principal, 2014-2018
- » ARCADIS / Malcom Pirnie, Senior Consultant, 2004 - 2014
- » Clipper Windpower, 2003 - 2004, Researcher
- » IT Corp, Analyst, 2000 - 2002
- » Peace Corps, 1998 - 2000, Madagascar

EDUCATION

- » B.S., Ecology, University of California, Berkeley, 1998
- » M.S., Management, University of California, Santa Barbara, 2004

CERTIFICATION

- » Change Management (PROSCI)
- » Certified Document Technologist (DBIA)

PUBLICATIONS & PRESENTATIONS

"M1 Manual – Principal of Water Rates, Fees and Charges" Editor and contributing author

"Conservation Rates Made Legal: Water Budgets and California Law," Journal of the American Water Works Association, Vol. 101, No. 4, April 2009 (lead author).

"Water Rates, Fees, and the Legal Environment," American Water Works Association, 2nd Edition, 2010. ISBN 978-1-58321-796-2 (contributing editor).

"Affording Conservation Revenue Challenges Facing Utilities," Proceedings, International City Management Association, October 17-20, 2010. (Co-presenter).

"California Finance Law: Water Budgets and California Law," Proceedings, Utility Management Conference, February 17-21, 2009 (Presenter).

"Defining Latest Trends in Conservation Rate Design: Creating a Nexus Between Cost of Service Principles and Rate Structure," Utility Management Conference, February 17-20, 2009 (Co-presenter).

A partial list of Mr. Hildebrand's project experience can be found in the chart provided on the next page.

California Utility Rate Study Clients

	Financial Planning	Cost of Service	Rate Structure	Wholesale Rates	Capacity Charges	User Fees	Cost Allocation Planning	Public Engagement	Privatization	Other
CA Alameda (City)	•	•	•		•					
CA Bakersfield (City)	•	•								
CA Berkeley (City)	•						•			
CA Casitas Municipal Water District	•	•	•				•	•		
CA Central Marin Sanitation District										•
CA Coachella Valley Water District	•	•	•	•	•			•		
CA Cotati (City)	•									
CA Coachella (City)	•	•	•		•	•	•	•		
CA Corona (City)	•	•	•					•		
CA Delta Stewardship Council	•									•
CA Fullerton (City)	•	•	•					•		
CA Greenfield (City)	•	•	•					•		
CA Healdsburg (City)		•	•							•
CA Huntington Beach (City)	•	•	•		•	•	•	•		
CA Indian Wells Valley Water District	•	•	•					•		
CA Inyo Water Authority	•	•	•		•	•	•	•		
CA Jackson (City)	•	•	•				•			
CA Merced (City)	•	•	•					•		
CA Mesa Water										•
CA Mill Valley (City)		•		•			•			•
CA Moulton Niguel Water District	•	•	•					•		
CA MWD of Orange County				•						•
CA Norco (City)	•	•	•			•	•			
CA North Marin Water District	•	•	•	•			•	•		
CA Oakland (City)	•						•			
CA Ontario (City)	•	•					•			
CA Part of Oakland										•
CA Pomona (City)	•	•	•		•	•	•	•		
CA Presidio Trust of San Francisco									•	•
CA Ridgecrest (City)	•	•	•		•	•	•	•		
CA Ross Valley Sanitary District	•	•	•	•				•		•
CA San Diego (City)	•	•	•							
CA San Diego County Water Authority	•									•
CA San Francisco PUC										•
CA San Jose (City)										•
CA San Juan Water District (Sacramento)					•	•				
CA Sanitation Agency of Southern Marin										
CA Santa Ana (City)	•	•	•				•	•		
CA Santa Clara Valley Water District	•									•
CA Santa Rosa (City)	•	•	•							
CA Sequel Creek Water District	•	•	•		•			•		
CA Sutter Creek (City)	•	•	•	•				•		
CA Ukiah (City)	•	•	•	•			•	•		•
CA Ukiah Valley Sanitary District	•	•	•	•			•	•		•
CA Upper Russian River Water Agency	•	•	•	•						•
CA Upper Ventura River Ground Water Authority	•	•	•					•		•
CA West Basin Municipal Water District										•
CA West Valley San District of Santa Clara	•	•			•					•
CA Windsor (City)	•	•	•					•		

Grizzly Flats Community Services District

Cost of Services Study

PROPOSAL / MARCH 31, 2023



fk 90



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.



Raftelis is registered with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor.

Registration as a Municipal Advisor is a requirement under the Dodd-Frank Wall Street Reform and Consumer Protection Act. All firms that provide financial forecasts that include assumptions about the size, timing, and terms for possible future debt issues, as well as debt issuance support services for specific proposed bond issues, including bond feasibility studies and coverage forecasts, must be registered with the SEC and MSRB to legally provide financial opinions and advice. Raftelis' registration as a Municipal Advisor means our clients can be confident that Raftelis is fully qualified and capable of providing financial advice related to all aspects of financial planning in compliance with the applicable regulations of the SEC and the MSRB.

Table of Contents

- Cover Letter/Letter of Interest..... 1
- Bidder Qualifications 2
- Qualifications Summary 4
- Project Team 12
- Project Approach 38
- Pricing 41
- Optional Tasks..... 42

pk91

COVER LETTER/LETTER OF INTEREST

March 31, 2023

Ms. Kim Gustafson , Interim General Manager
Grizzly Flats Community Services District, 4765 Sciaroni Road, Grizzly Flats, CA 95636

Subject: Proposal for Cost of Services Study

Dear Ms. Gustafson:

Raftelis is pleased to submit this proposal to assist and guide the Grizzly Flats Community Services District (District) with a cost of services study. We recognize the financial impacts brought on by the pandemic and Caldor Fire. Even under normal circumstances, rate studies and changes to rates can be a challenge to communicate to customers and an even greater challenge to gain their support. We have conducted thousands of cost of service rate studies across the U.S. and hundreds in California. Recent engagements in Northern California include the Placer County Water Agency, City of Lincoln, City of Dixon, City of Tracy, Marin Municipal Water District, City of Pleasanton, and City of Santa Cruz.

We appreciate the opportunity to submit this proposal, which details our project approach to meet the District's objectives as well as our qualifications and experience within the water utility industry. Raftelis was established in 1993 to provide financial, rate, and management consulting services of the highest quality to local government. Since that time, Raftelis has grown to have the largest utility rate and financial consulting practice in the country, with more than 130 consultants. We have 13 West Coast-based consultants and continue to grow. Raftelis is an S-corporation.

I will serve as Project Director of the study, ensuring the District's objectives are fully met. I will work closely with the Project Manager, Charles Diamond, who will manage the day-to-day aspects of the project, ensuring it is within budget and on schedule and serving as the District's main point of contact for the study. Charles will lead the consulting staff in conducting the cost of service analyses and preparing deliverables for the project. If you have any questions, please do not hesitate to contact me at 213-262-9309 or kkostiuk@raftelis.com.

Sincerely,



Kevin Kostiuk
Senior Manager

Submitting Office: Los Angeles Office
445 S. Figueroa Street, Suite 1925
Los Angeles, CA 90071
P: 213.262.9300

Main Office: Charlotte office
227 W. Trade Street, Suite 1400
Charlotte, NC 28202
P: 704.373.1199

pk92

BIDDER QUALIFICATIONS

Who is Raftelis

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the District and help to make this project a success.

RESOURCES & EXPERTISE: This project will require the resources necessary to effectively staff the project and the skillsets to complete all of the required components. With more than 140 consultants, Raftelis has the largest water-industry financial and management consulting practice in the nation, including many of the industry's leading rate consultants and experts in key related areas, like stakeholder engagement and data analytics. Our depth of resources will allow us to provide the District with the technical expertise necessary to meet your objectives.

DEFENSIBLE RECOMMENDATIONS: When your elected officials and customers are considering the validity of recommended changes, they want to be confident that they were developed by experts using the latest industry standard methodology. Our staff are involved in shaping industry standards by chairing committees within the American Water Works Association (AWWA) and the Water Environment Federation (WEF) and co-authoring many industry-standard books regarding utility finance and rate setting. Being so actively involved in the industry will allow us to keep the District informed of emerging trends and issues and to be confident that our recommendations are insightful and founded on sound industry principles. In addition, with Raftelis' registration as a Municipal Advisor, you can be confident that we are fully qualified and capable of providing financial advice related to all aspects of utility financial planning in compliance with federal regulations.

HISTORY OF SIMILAR SUCCESSES: An extensive track record of past similar work will help to avoid potential pitfalls on this project and provide the know-how to bring it across the finish line. Raftelis staff has assisted 1,000+ utilities throughout the U.S. with financial and rate consulting services with wide-ranging needs and objectives. Our extensive experience will allow us to provide innovative and insightful recommendations to the District and will provide validation for our proposed methodology ensuring that industry best practices are incorporated.

USER-FRIENDLY MODELING: A modeling tool that your staff can use for scenario analysis and financial planning now and into the future will be key for the District going forward. Raftelis has developed some of the most sophisticated yet user-friendly financial/rate models available in the industry. Our models are tools that allow us to examine different policy options and cost allocations and their financial/customer impacts in real time. We offer model options including Microsoft Excel-based and web-based tools that are developed with the expectation that they will be used by the client as a financial planning tool long after the project is complete.

EXPERTS ON CALIFORNIA REGULATORY REQUIREMENTS: This expertise will allow the District to be confident that our recommendations take into account all of these regulatory requirements. The regulatory environment in California has become more stringent due to Proposition 218. Besides developing well-thought-out financial plans, Raftelis staff members are very knowledgeable about these regulations and have made presentations on this subject at various industry conferences. In addition, we are frequently called on to be expert witnesses regarding these regulatory matters.

pk93

30 years
serving the
public sector

How we stack up

OUR TEAM INCLUDES

140+ consultants focused on
finance/management/communication/
technology for the public sector

2 chairs & **16** members of
**AWWA and WEF utility finance and
management committees and subcommittees**

& a Past President of AWWA

RAFTELIS HAS PROVIDED ASSISTANCE FOR

1,500+ public agencies
and utilities

that serve more than

25% of the
U.S. population

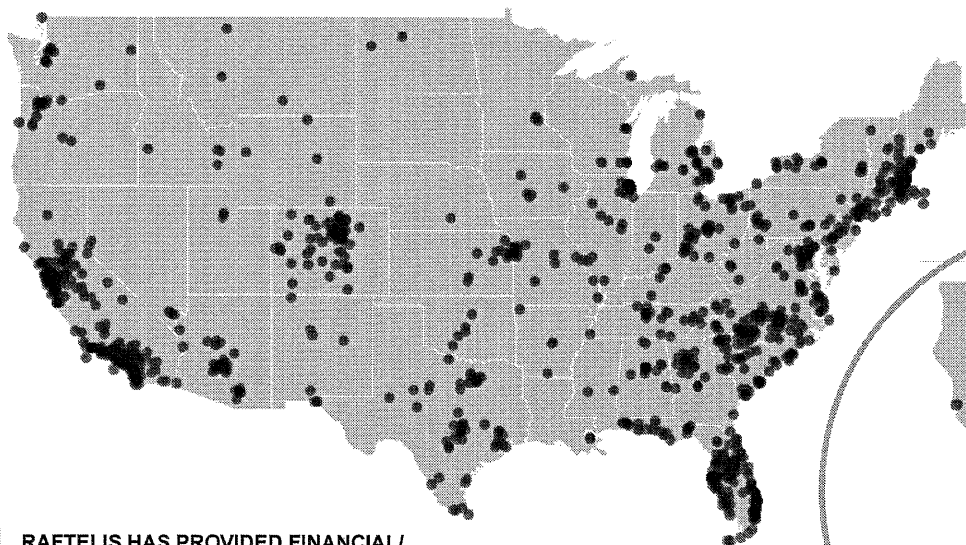
including the agencies serving

38 of the nation's
50 largest cities

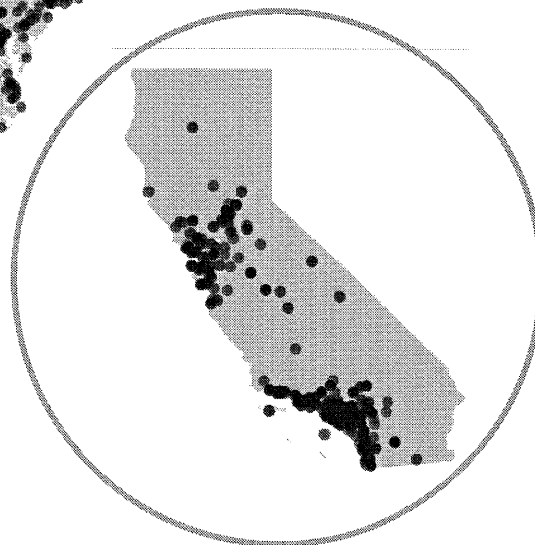
in the past year alone, we worked on

1,000+ projects for **600+** agencies in **46** states

pk94



RAFTELIS HAS PROVIDED FINANCIAL/
ORGANIZATIONAL/TECHNOLOGY ASSISTANCE
TO UTILITIES SERVING MORE THAN
25% OF THE U.S. POPULATION.



QUALIFICATIONS SUMMARY

Experience

RAFTELIS HAS THE MOST EXPERIENCED UTILITY FINANCIAL AND MANAGEMENT CONSULTING PRACTICE IN THE NATION.

Our staff has assisted more than 1,200 public agencies and utilities across the U.S., including some of the largest and most complex agencies in the nation. In the past year alone, Raftelis worked on more than 900 financial, organizational, and/or technology consulting projects for over 600 agencies in 44 states, the District of Columbia, and Canada. Below, we have provided descriptions of projects that we have worked on that are similar in scope to the District’s project. We have included references for each of these clients and urge you to contact them to better understand our capabilities and the quality of service that we provide.

Placer County Water Agency CA

Reference: Joe Parker, Director of Financial Services
144 Ferguson Road, Auburn, CA 95603 / P: 530.823.4850 / E: jparker@pcwa.net

In 2015, Placer County Water Agency (PCWA) engaged Raftelis to conduct a cost-of-service study for its water service. The agency was consolidating its water service area zones and reorganizing budgetary items to align with the new, single Western Water System. Additionally, PCWA provides water to a wide range of customers across an expansive service area. The system itself includes unlined canals as part of a gravity fed system, several water treatment facilities, pump stations, several sources of supply, and numerous customer classes. Over time, the water rate structures for the agency’s various user groups and zones had become difficult to administer, explain, and justify. Raftelis held initial meetings with PCWA to understand the Agency’s water system, cost centers, and cost

pk95

drivers. A series of meetings followed to discern the unique cost components to the system and develop an appropriate cost-of-service analysis.

In 2016, Raftelis developed a cost-of-service model with the ability to allocate various costs based on different variables including user class, water sales, accounts, among others. Considerations for water availability and reliability, retail versus wholesale water, and raw versus treated water were incorporated to appropriately allocate costs first to user groups and then to customer classes. The Agency provides four types of water service: raw, treated, wholesale, and retail. The first step in the cost of service was a cost allocation between the four services, before continuing to a cost-of-service analysis for each. The study was completed in October 2017 with a new water system organization, amended rate structures, and updated rates implemented January 1, 2018.

Additional to the water system evaluation and cost-of-service study, Raftelis developed a water budget model for PCWA's internal use. The water budget model allows PCWA to examine their Single Family Residential (SFR) customers' usage patterns relative to efficiency standards, climate, and account level characteristics. The model will aid in water management and give insight into water demand pattern changes with the Agency's new rate structure and rates.

In 2021, PCWA engaged Raftelis to conduct an updated cost-of-service study for its water service, with the goal of developing a proposed water rate schedule for the next five years. Raftelis developed an updated financial plan model for PCWA's Water Division and performed an updated water cost-of-service analysis. A key focus was ensuring sufficient funding for PCWA's significant repair & replacement capital program. The proposed rates were successfully adopted by PCWA's Board of Directors in May 2022.

In 2022, PCWA engaged Raftelis to conduct a Water Connection Charge study to update the agency's existing connection fees. Raftelis is currently working with PCWA staff to evaluate appropriate methodological changes to the existing connection fees and to solicit feedback from community stakeholders.

City of St. Helena CA

Reference: April Mitts, Administrative Services Director

1572 Railroad Avenue, St. Helena, CA 94574 / P: 707.968.2751 / E: amitts@cityofsthenela.org

The City retained Raftelis in December 2020 as it was entering a Phase II water shortage emergency. While the City had formerly developed a water allocation approach to rationing water, it did not have a penalty structure in place to support the enforcement of shortage allocations. Raftelis worked with City staff and the City Council over the course of several months to identify the most appropriate penalty structure and monetary penalties. Considerations were given to the primary policy goals of a water penalty, a review of water penalty structures at similar water providers across California, and the legal and practical limits on penalty pricing. The penalty structure was adopted in the spring of 2021 and went into effect in June 2021. Subsequent to the penalty project, the City retained Raftelis to assist in developing, managing, and enforcing monthly water allocations. The Raftelis financial team developed individual account-level allocations based on the City's adopted criteria and was responsible for updating and amending these individual allocations on a monthly basis. Raftelis data services built a software program to interface with the City's customer information and billing system and automate a monthly routine of comparing water use to water allocation. Finally, Raftelis' strategic communications group assisted City staff in the development of conservation messaging, form letters generated by the City system to customers, as well as participation in local meetings about the local water emergency.

PK96

Raftelis' strategic communications group developed a strategy to help the City communicate the vital need for residents to pare down water use to avoid much more painful Phase III water restrictions.

Early research showed that St. Helena residents were fairly evenly distributed along a continuum from being unaware that there was even a drought to being highly aware and motivated to do their part. Raftelis' key messaging was tailored to reach stakeholders no matter where they were on that spectrum. It was important that communication tools included four key categories:

1. The City is experiencing a water emergency
2. Everyone must do their part to conserve water, including specific water use targets for each household per day
3. Consequences of inaction are dire
4. List/resources of water-saving activities/habits that everyone can do to make a difference

In the western United States, approximately 50% single-family domestic of water use is outdoor irrigation, and St. Helena residents take great pride in having lush, green landscapes. Another strategy the campaign employed was the social normalization of having a not-so-green lawn. This approach included producing and distributing yard signs that noted the property owner's reduced watering habit that signaled their participation in helping the community endure the drought.

Within days of being hired, conservation messaging appeared across all city-owned communication channels, which fostered a community conversation about the water crisis. Given the City's limited staff, Raftelis stepped in and managed the implementation of the campaign, including taking over its social media accounts and managing other news distribution channels. Ultimately, the campaign was successful, as water usage contracted and even more stringent water restrictions were avoided.

City of Ventura CA

Reference: Gina Dorrington, General Manager

336 Sanjon Road, Ventura, CA 93002 / P: 805.677.4131 / E: gdorrington@cityofventura.ca.gov

Raftelis provides water, wastewater, and recycled water rate services for the City of Ventura (City). The City is under a federal Consent Decree order that requires the City to change the process and point of discharge for wastewater effluent, currently discharged to the local estuary. The improvements necessary, when coupled with an advanced water treatment plant to produce raw water for the water utility, is estimated at more than \$280 million, for which the City is now beginning financing discussions.

The most recent five-year rate study was conducted over the course of 2020 and 2021. The goal of the study was to develop a 10-year financial plan to sustainably fund the City's capital program, including the \$280 million indirect potable reuse (IPR) project; as well as to revise the water and wastewater rate structures to incentivize conservation, maximize affordability for essential water use, and maintain revenue stability. The study included a comprehensive review of the City's revenue requirements and allocation methodology, review of the City's user classifications, water demand patterns, cost of service analyses for three utility services, and rate design for City users. The study included nearly a dozen meetings with the City Water Commission, a citizen advisory group charged as policymakers by the City Council.

Through a collaborative process, buy-in was achieved for a recommendation providing five years of rates, revised rate structures, and reasonable cost allocations between the City's utility enterprise funds. The recommended rates were implemented in July of 2021. Raftelis is under contract with the city for a capacity fee study and finance

PK97

support. Raftelis has also completed a drought study for various stages of conservation and targeted cutbacks of water required by the state and the City in a prior drought.

City of Lincoln CA

Reference: Angela Frost, Environmental Services Manager

600 Sixth Street, Lincoln, CA 95648 / P: 916.434.2452 / E: angela.frost@lincolnca.gov

Raftelis is currently (2022-2023) conducting a water and solid waste rate study encompassing a 10-year financial plan, cost-of-service analysis, and recommend rates. The city has depleted operating reserves and cash finances capital projects. Raftelis is working closely with city staff to develop water and solid waste financial plans that aim to bring the enterprises back to self-sufficiency. Solid waste work also includes adding in new services and estimating associated costs and developing a vehicle replacement schedule to help forecast capital costs.

pk98

**CALIFORNIA
EXPERIENCE**

This table lists the California utilities that Raftelis has assisted over the past five years on financial, rate, and/or management consulting projects.

Client	Affordability Analysis & Program Development	Debt Issuance Support	Dispute Resolution	Financial & Capital Improvements Planning	Rate Case Support	Rate Design	Risk Analysis	Cost of Service	Development/Impact Fees	Stormwater Utility Development	Organizational Optimization	Water/Wastewater Utility Valuation
Alameda County Water District		●		●		●	●	●	●			
Anaheim, City of				●		●	●	●				
Arroyo Grande, City of				●		●	●	●				
Atwater, City of				●	●	●		●				
Bakersfield, City of		●		●		●		●				
Benicia, City of									●			
Beverly Hills, City of		●		●		●	●	●	●		●	
Borrego Water District			●	●		●						
Brea, City of				●		●		●				
Brentwood (CA), City of				●		●	●	●				
CAL FIRE/San Luis Obispo								●				
Calleguas Municipal Water District		●		●		●	●	●				
Camarillo, City of		●		●		●		●	●			
Carlsbad Municipal Water District		●		●		●	●	●				
Casitas Municipal Water District						●						
Castaic Lake Water Agency			●	●		●	●	●	●			
Central Basin Municipal Water District		●		●			●	●				
Central Contra Costa Sanitary District				●		●		●				
Channel Islands Beach Community Services District				●		●		●				
Chino Hills, City of				●		●		●				
Chino, City of				●		●		●				
Chowchilla, City of				●		●	●	●				
Corona, City of						●			●			
County of San Diego				●				●		●		
Crescenta Valley Water District				●		●		●				
Cucamonga Valley Water District				●		●						
Del Mar Union School District		●										
Delta Diablo Sanitation District											●	
East Bay Municipal Utility District				●				●	●			
East Orange County Water District				●		●		●	●			
East Valley Water District				●		●	●	●				
Eastern Municipal Water District				●								
El Toro Water District				●		●		●				
Elk Grove Water District	●			●		●	●	●	●			
Elsinore Valley Municipal Water District				●		●			●			
Escondido, City of		●		●		●	●	●	●			
Galt, City of		●		●		●		●	●			
Glendora, City of						●						
Goleta Water District				●		●	●	●				
Goleta West Sanitary District			●	●		●	●	●	●			
Helix Water District				●		●		●				
Henderson, City of				●		●		●	●			
Hollister, City of				●		●		●	●			

PK99

CALIFORNIA EXPERIENCE

This table lists the California utilities that Raftelis has assisted over the past five years on financial, rate, and/or management consulting projects.

Client	Affordability Analysis & Program Development	Debt Issuance Support	Dispute Resolution	Financial & Capital Improvements Planning	Rate Case Support	Rate Design	Risk Analysis	Cost of Service	Development/Impact Fees	Stormwater Utility Development	Organizational Optimization	Water/Wastewater Utility Valuation
Holtville, City of				●				●				
Huntington Beach, City of				●		●	●	●				
Imperial County				●		●		●				
Inland Empire Utilities Agency				●								
Irvine Unified School District		●										
Jurupa Community Services District				●		●	●	●				
Kern County Water Agency					●							
La Canada Irrigation District				●		●		●				
La Habra Heights County Water District				●		●	●	●	●			
Laguna Beach, City of				●								
Lake Valley Fire Protection District				●			●	●				
Las Virgenes Municipal Water District				●		●		●				
Leucadia Wastewater District				●		●						
Livermore, City of				●		●		●	●			
Long Beach City of	●	●		●		●		●				
Los Alamos Community Services District		●		●		●		●	●			
Los Angeles Department of Water and Power						●		●				
Los Angeles, City of Bureau of Sanitation					●							
Madera, City of		●		●								
Mammoth Community Water District				●		●		●				
Marin Municipal Water District					●							
Merced, City of				●		●		●	●			
Mesa Water District				●				●				
Metropolitan Water District of Southern California			●									
Modesto Irrigation District						●		●				
Mojave Water Agency				●		●	●	●				
Monterey County Water Resources Agency				●		●		●				
Monterey, City of		●		●		●	●					
Moulton Niguel Water District									●			
Municipal Water District of Orange County					●			●				
Napa Sanitation District				●		●		●				
Ojai Valley Sanitary District				●		●		●				
Olivenhain Municipal Water District				●		●	●					
Ontario Municipal Utilities Company								●				
Ontario, City of				●		●	●	●				
Orange, City of				●		●		●				
Palo Alto, City of				●		●	●	●				
Phelan Pinon Hills Community Services District	●			●		●		●	●			
Placer County Water Agency					●			●				
Pleasant Hill Recreation & Park District				●				●				
Pomona, City of				●		●		●	●			
Rainbow Municipal Water District				●		●	●	●				
Ramona Municipal Water District				●		●		●				

PK100

**CALIFORNIA
EXPERIENCE**

This table lists the California utilities that Raftelis has assisted over the past five years on financial, rate, and/or management consulting projects.

Client	Affordability Analysis & Program Development	Debt Issuance Support	Dispute Resolution	Financial & Capital Improvements Planning	Rate Case Support	Rate Design	Risk Analysis	Cost of Service	Development/Impact Fees	Stormwater Utility Development	Organizational Optimization	Water/Wastewater Utility Valuation
Rancho California Water District						●	●	●	●			
Redlands, City of				●		●	●	●	●			
Rincon del Diablo Municipal Water District				●		●		●				
Riverside Public Utilities				●		●	●	●	●			
Roseville, City of		●		●					●			
Sacramento Regional County Sanitation District						●						
Sacramento, City of				●		●		●				
Salton Community Services District				●				●				
San Bernardino Valley Municipal Water District						●						
San Bernardino, County of				●		●		●	●			
San Clemente, City of				●		●	●	●				
San Diego, City of Public Utilities Department		●	●	●		●	●	●	●			
San Dieguito Water District				●		●		●				
San Eljo Joint Powers Authority				●	●	●	●	●	●			
San Gabriel County Water District				●		●		●				
San Gabriel, City of				●		●		●				
San Jose, City of								●				
San Juan Capistrano, City of				●		●	●	●	●			
Santa Ana, City of								●				
Santa Barbara, City of				●		●	●	●	●			
Santa Clara Valley Water District			●	●	●							
Santa Clarita Water District		●		●		●	●	●	●			
Santa Cruz, City of				●		●	●	●				
Santa Fe Irrigation District				●		●	●	●	●			
Santa Fe Springs, City of				●		●		●				
Santa Margarita Water District				●		●	●	●				
Santa Rosa, City Attorney's Office									●			
Scotts Valley Water District		●		●		●	●	●	●			
Shafter, City of				●		●		●				
Shasta Lake, City of				●		●	●	●				
Sierra Madre, City of	●			●		●		●				
Signal Hill, City of				●		●		●				
Simi Valley, City of				●		●	●	●	●			
Sonoma, City of				●		●		●				
South Mesa Water Company				●		●	●	●				
South Pasadena, City of				●		●		●				
South San Francisco, City of				●				●				
Sunnyslope County Water District				●		●	●	●	●			
Sweetwater Authority				●		●		●				
Temescal Valley Water District				●		●		●	●			
Thousand Oaks, City of				●		●	●	●	●			
Torrance, City of				●		●		●				
Trabuco Canyon Water District				●		●		●				

pk 101

**CALIFORNIA
EXPERIENCE**

This table lists the California utilities that Raftelis has assisted over the past five years on financial, rate, and/or management consulting projects.

Client

	Affordability Analysis & Program Development	Debt Issuance Support	Dispute Resolution	Financial & Capital Improvements Planning	Rate Case Support	Rate Design	Risk Analysis	Cost of Service	Development/Impact Fees	Stormwater Utility Development	Organizational Optimization	Water/Wastewater Utility Valuation
Triunfo Sanitation District				●		●		●				
Tustin, City of				●		●		●				
Union Sanitary District				●		●	●	●	●			
Ventura Regional Sanitation District				●		●		●				
Ventura, City of	●	●	●	●	●	●	●	●	●			
Vista, City of				●		●			●			
Walnut Valley Water District				●		●		●				
Watsonville, City of	●			●		●	●	●				
West Basin Municipal Water District				●		●	●	●				
Western Municipal Water District				●		●		●	●			
Yorba Linda Water District				●		●		●				
Zone 7 Water Agency				●		●		●				

PK 102

PROJECT TEAM

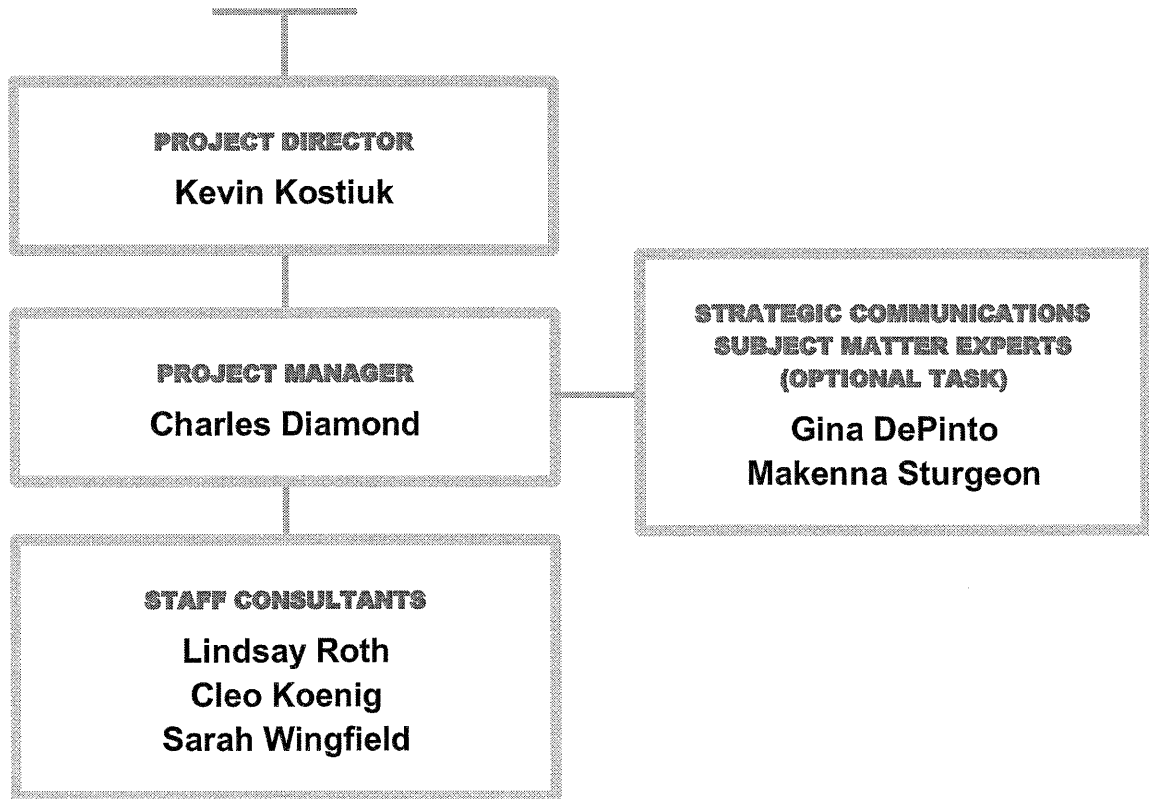
Project Team

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE DISTRICT'S PROJECT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful projects, providing the District with confidence in our capabilities.

Here, we have included an organizational chart showing the structure of our project team. On the following pages, we have included resumes for each of our team members as well as a description of their role on the project.

Grizzly Flats Community Services District



AK103

Kevin Kostiuik

PROJECT DIRECTOR

Senior Manager



Contact Information

- P: 213.262.9309
- E: kkostiuik@raftelis.com

Specialties

- Water & Drought rate design
- Water budget rate structures
- Utility cost-of-service
- Sustainable Groundwater Management Act
- Data analysis
- Environmental policy analysis

Professional History

- Raftelis: Senior Manager (2023-present); Manager (2020-2022); Senior Consultant (2014-2019); Consultant (2014-2015)
- Turner New Zealand, Inc.: Director of Operations (2009-2012); Accounting Manager (2007-2009)
- Lesley, Thomas, Schwarz & Postma, Inc.: Staff Accountant (2007)

Education

- Master of Environmental Management - Duke University (2014)
- Bachelor of Arts in Business-Economics & History - University of California, Santa Barbara (2006)

ROLE

Kevin will be responsible for overall project accountability and will be available to provide quality assurance and control, industry perspective, and insights into the project.

PROFILE

Kevin has a background in economics and accounting and possesses extensive analytical skills. His expertise lies in water resources management, environmental economics, environmental policy, and federal water supply and flood control policy. Kevin is a member of the American Water Works Association (AWWA) Young Professionals and the Young Professionals Summit Committees in conjunction with the AWWA Utility Management Conference (UMC). He has authored an article on potable reuse in Journal AWWA discussing the treatment, financing structures, and pricing of treated water at advanced purification treatment plants; an article on municipal water demand pattern changes during the recent State-wide drought; and an article on proactive financial planning in times of drought for California Society of Municipal Finance Officers (CSMFO) Magazine. Most recently Kevin presented at the AWWA UMC discussing a recent evaluation of the conceptual CustomerSelect rate model for Soquel Creek Water District.

KEY PROJECT EXPERIENCE

Placer County Water Agency (CA)

In 2015 Placer County Water Agency (PCWA) contracted with Raftelis to evaluate its water system. PCWA provides retail and wholesale water service to treated water and raw water users throughout western Placer County. In Phase I of the project Kevin evaluated the current system's four service zones and numerous service classes and customer classes. Raftelis then provided recommendations to consolidate and simplify the water system organization and structure. In Phase II Raftelis performed a cost allocation study between the four proposed classes of service to identify the cost of providing service to these distinct users. Phase III consisted of performing cost-of-service analyses for PCWA's four service classes and developing corresponding rates. The study was completed in October 2017 with new organization, rate structures, and associated rates implemented January 1, 2018.

Additional to the water system evaluation and cost-of-service study, Kevin developed a water budget model for PCWA's internal use. The water budget model allows PCWA to examine their Single Family Residential (SFR) customer's usage patterns relative to efficiency standards, climate, and account level characteristics. The model will aid in water management and give insight into water demand pattern changes with the Agency's new rate structure and rates.

PK104

City of Buena Ventura (Ventura)

Raftelis developed long-range financial plans so that the water and wastewater utilities could be financially stable and save costs in the long run. Raftelis also assisted the City of Buena Ventura (City) with developing different water and wastewater rate alternatives with various scenarios based upon estimated water sales and capital improvement plan (CIP) funding. The study is being conducted with several meetings and input from stakeholders comprised of customers within the City. Raftelis educates the Water Commission on the basics of rates, cost allocations, and rate design to obtain their buy-in using the dashboards in the rate models that were developed. This allows us to demonstrate the impacts of various revenue adjustments on the long-term financial stability of the enterprises. As of May 2019 the studies are ongoing.

City of Hayward (CA)

Raftelis assisted the City with reviewing water rate structures, financial planning, and water cost-of-service. The City serves an urban retail base with very low per capita demands and has a relatively large share of low-income customers. Raftelis assisted the City of Hayward (City) with a comprehensive water cost-of-service and rate study in 2021. Kevin served as the project manager for this engagement, which involved developing a 10-year financial plan, a two-year rate proposal, a water rate model, and a technical report (or administrative record). The City receives 100% of its water supply from the San Francisco Public Utilities Commission (SFPUC); the increasing costs of purchasing water from SFPUC is often unpredictable. The key drivers in the financial plan included developing a reserve policy which mitigated the risk of volatile SFPUC costs and minimizing the financial impact to customers to the greatest extent possible. Additionally, Raftelis recommended a simplified rate structure based on a detailed cost-of-service allocation. The proposed rate structure helped improve equity among customer classes, provided affordability for low water users, and enhanced customer understanding. The water rates were successfully approved and implemented by City Council.

Crescenta Valley Water District (CA)

Kevin developed a combined water and sewer financial plan and rate model for the Crescenta Valley Water District (District) in 2016. The cost-of-service and rate study included several workshops with the District Board which culminated in structural changes to the District's existing water and sewer rate structures. In addition to the tiered water rate structure, which was ultimately adopted, Kevin developed a water budget rate model for evaluation by District staff and the District Board.

Prior to the cost-of-service and rate study, Kevin performed an economic analysis for the District to determine the feasibility of offsetting imported water supply with the production of local groundwater. Kevin created a customized model for the District to use under different scenarios of capital requirements, lease options, and contract lengths. As part of the study, he reviewed the District's prior consultant's work, determined internal rate of returns, calculated the net present value of district savings, and determined the cost at which the District should lease water rights for groundwater production.

East Valley Water District (CA)

Raftelis contracted with East Valley Water District (District) in 2014 to develop budget-based rates to replace the District's existing uniform rate structure. Kevin assisted the District with design and implementation of budget-based water rates for their 23,000 accounts including residential, commercial and irrigation customers. The study included creation of a long-term financial plan and full cost-of-service study for the water enterprise. Kevin developed the 10 year financial plan model, rate model, and water budget model for the District.

Kevin worked closely with the District's finance, IT, and, billing departments in the early stages to analyze customer account level data including monthly use. He also worked with the District's GIS and other outside

AK105

consultants to develop the water budget model using irrigable landscape area, customer class, assessor parcel number (APN), etc. for construction of indoor and outdoor allocations, or budgets.

The project incorporated significant public outreach whereby Raftelis led meetings with ratepayers to receive input, provide study updates, and answer questions of the public. The ratepayer meetings assisted adoption of the new rate structure and implementation. The rate structure that the Board adopted allows for the most precise, scientific and equitable design of rate structures, tailored specifically to an individual account.

Goleta Water District (CA)

Kevin completed a full water cost-of-service study for the Goleta Water District (District) which included design of inclining tiered rates for their single-family residential class, as well as agricultural rates for two classes. Complexities in customer classes' access to District water supplies, interruptibility during times of drought, and benefit (or lack thereof) from treatment made the analysis unique and challenging. The study included development of a long term financial plan model, rate model, and corresponding bill impacts.

To achieve the District's demand reduction targets as outlined in their Drought Management Plan, the District wished to explore drought rates/drought surcharges to curb demand. Ultimately, Kevin developed three options of revenue neutral drought surcharges for the Board's consideration. These various options ranged from targeted surcharges on an inter and intra-class basis, to a surcharge applied to non-drought commodity rates, to a uniform commodity surcharge irrespective of customer class or use. The proposed rates and drought surcharges were adopted and implemented July 1, 2015.

City of Redlands (CA)

Kevin updated prior financial plans developed by Raftelis for the City of Redlands (City) for their water and sewer enterprises. The update included building in more flexibility to the model for ease of use and for future updates, as well as, making the model dashboards more user friendly.

The state-wide drought in California called for a mandatory 25% reduction for all water service agencies in the state. The City's target was to reduce residential consumption by 35%. Kevin assisted the City in design and implementation of drought surcharges to achieve a 35% reduction and to recover lost revenue from reduced water sales.

Additional work for the City included updating the City's Storm Drain Impact Fee and miscellaneous fee for National Pollutant Discharge Elimination System (NPDES) inspections as part of the MS4 permit requirement. The storm drain fee had not been reevaluated in 20 years. Additionally, the City had recently completed a Storm Drain Master Plan which called for \$83 million in improvements to system deficiencies. Kevin developed a methodology to retain the existing impact fee structure while updating the fee paid by different land use classes.

In 2015 and 2016 Kevin developed a water budget rate model for the City to evaluate a new rate structure. The model integrated with the existing water financial plan model and designed parallel water budget rates for consideration by City staff and the Council.

City of Camarillo (CA)

Raftelis has provided rate consulting services to the City of Camarillo (City) for the past seven years with Kevin serving as lead analyst the past three years. In the current rate cycle Kevin serves as project manager. The City adopts rates on a two-year cycle and the most recent study included rebuilding long term financial plan models, revising the wastewater utility's rate structure, and performing a cost-of-service analysis for the sewer utility. Kevin

PK106

has made presentations to the City Manager, City's Utility Committee, and City Council in consecutive years. Kevin successfully presented rates to City Council in December 2016, November 2017, and November 2018.

During the height of the most recent state-wide drought, the City contracted with Raftelis to evaluate emergency drought rates as a conservation and revenue recovery tool. Kevin adapted the existing financial plan model and developed multiple scenarios based upon the City's water supply condition stages. Kevin developed drought rates utilizing the City's financial plan at each stage and estimating water reductions. The rates were not adopted prior to the end of the state-wide drought however the drought tool is available for quick implementation should drought conditions return. Raftelis is currently contracted with the City for another two-year rate and capacity fee study for 2019 with Kevin as project manager.

City of Tustin (CA)

Raftelis contracted with the City of Tustin (City) to develop a 10-year financial plan and evaluate a budget-based rate structure for its customers. Kevin worked extensively with City staff, Raftelis' data services team, and outside consultants of the City to develop the water budget allocation and rate model for the City's approximately 14,000 customer accounts. As part of the model build, data from GIS consultants had to be organized and validated for each of the City customers' parcels. Raftelis' data services team worked internally to ensure matches between assessor's data and GIS data for integration to the water budget model. Rates and customer impacts have been presented to City staff and a public outreach campaign is being devised in anticipation of the council workshop. The project is ongoing.

Mammoth Community Water District (CA)

Raftelis provided the Mammoth Community Water District (District) with a 10-year financial plan model for both the water and wastewater enterprises, as well as performing a cost-of-service analysis for the water enterprise. The district carries out operating and capital activities that are indirectly assigned to the two enterprises. Kevin worked with District staff to carry out a cost allocation study to distribute administrative costs appropriately. Raftelis recommended changes to the water rate structure as part of the study to simplify the rates and make them more legally defensible.

The study took place at the height of the statewide drought and as part of the project Kevin developed drought rates for the District to implement in times of mandatory conservation or water supply shortage. Being an agency with a large seasonal population Raftelis worked with staff to determine the most appropriate and effective means of charging the drought rates. Kevin designed drought rates for each stage of the District's water conservation plan, effective on the meter-based fixed charge of a customer's bill. This ensured that every connection in the water system shared in the burden caused by the drought, irrespective of water use. Raftelis also evaluated existing capacity fees for both enterprises. This task is ongoing. The water rates, wastewater rates, and drought rates were adopted and implemented January 2016.

In 2018 the District again contracted with Raftelis to conduct a wastewater cost-of-service and rate study as well as a capacity fee study for both utilities. Raftelis developed updated water and wastewater capacity fees which meet the District's financial and policy objectives. Capacity are scheduled for adoption in Summer 2019. The cost-of-service study is ongoing.

Borrego Water District (CA)

Raftelis contracted with the Borrego Water District (District) to evaluate the impact of county growth projections as well as the Sustainable Groundwater Management Act (SGMA) of 2014. Kevin utilized the existing financial plan model, water supply analyses provided by other District consultants, and assumptions on land acquisitions to determine the effect of SGMA on long term water rates. The Borrego Groundwater Basin is critically over drafted,

PK107

and users will need to decrease water production significantly to achieve sustainable yield by 2040. This will require the District to reduce per capita water use and acquire production credits within the basin by fallowing agricultural land. Kevin estimated water rates in each year through 2040 incorporating assumptions on groundwater production, market values of land in the basin, debt financing, and water source alternatives.

In 2017 Kevin examined the affordability of water rates charged to the District's customers. The assessment analyzed both existing and future rates and affordability under the SGMA scenario identified in 2016. The affordability assessment relied upon the SGMA Impact Assessment and corresponding demand projections, basin yield assumptions, financing assumptions, and projected rates to the year 2040. The project allowed the District to understand affordability of existing rates and water allocation and to estimate the affordability impacts of SGMA compliance in the Borrego Groundwater Basin over the long term.

Borrego Valley Groundwater Sustainability Agency (CA)

Raftelis was contracted by the Borrego Valley Groundwater Sustainability Agency (Agency) to develop a financial planning model and fee options for the new entity as mandated by the Sustainable Groundwater Management Act (SGMA). Tasks included working with the core project team to develop policy options for fee structuring and various fee recovery mechanisms. Project deliverables included a financing plan memorandum, an Excel-based financial plan Model, operating and administrative budget creation, and a user manual for the Excel Model. The deliverables were used in the submission of the Groundwater Sustainability Plan (GSP) to the State Department of Water Resources (DWR) in 2019.

Soquel Creek Water District (CA)

The Soquel Creek Water District (District) contracted with Raftelis in 2017 to evaluate a novel rate structure for its ratepayers. Kevin participated in several workshops with the District's citizen Water Rates Advisory Committee and Board of Directors to develop of policy framework for the rate structure and conduct pricing objectives exercises with both groups. Kevin developed a report for the District which informed the rate design in 2018.

In 2018 Raftelis contracted with the District for a long-term financing plan and rate study. Kevin served as the assistant project manager and oversaw the model creation for the financial plan, tiered rate model, and CustomerSelect rate model. The District adopted our recommended three years of rates in February 2019.

Summerland Sanitary District (CA)

Raftelis contracted with the Summerland Sanitary District (District) in 2016 to perform a cost-of-service and rate study for wastewater services. The study included a 10 year financial plan model, cost-of-service analysis, and review of the existing equivalency definitions for the District's user classes. Additional work included adoption of a formal financial reserves policy to ensure long term fiscal health as well as updates and additions to the District's miscellaneous fee schedule. Kevin served as project manager and lead analyst for the project and held several meetings with District staff, the Finance Committee, and the Board of Directors. Five years of rates were adopted in December 2017.

Monterey County Water Resources Agency - New Source Water Evaluation (CA)

In 2017, Kevin performed a cost analysis and evaluation of new source waters from recycled water for its coastal agricultural users. Recycled water production from the several sources will require new infrastructure, treatment, and maintenance. Kevin built an electronic model which incorporated different climate scenarios, costs of capital, operating, maintenance, and treatment, and the water available from all sources under different weather conditions and water rights. The project is ongoing with a series of meetings with the Agency's agricultural customers, County Board of Supervisors, and stakeholder agencies.

PK108

City of Riverside (CA)

Kevin completed a study for the City of Riverside (City) to determine the value of an elevation fee credit for present and future customers in a special district. The project required calculation of asset replacement values for infrastructure serving the special district, specific to booster capacity, and within the context of a historical assessment. The findings from the study were used to defend the City's move to assess its elevation fee schedule.

City of Simi Valley (CA)

The City of Simi Valley (City) had last raised sewer rates in fiscal year 2008-2009 and was facing a backlog of sewer system improvements and repair and replacement. Kevin updated the existing sewer financial plan with recent data, as well as updated the cost-of-service analysis. As part of the study, tier definitions were changed for non-residential customers to reduce the base charge on small users without impacting revenue recovery. Working with City staff, and with presentations to City management, Raftelis assisted in getting Council authorization for proposition 218 notices of a rate increase to the City's customers. The revenue increases will allow the City to commence the public works department's capital improvement schedule while maintaining reserve funds at target levels.

City of Henderson (NV)

Kevin created water and wastewater rate and financial planning models for the City of Henderson (City) as well as updated their water and sewer system development charges. The project created a combined model for the water and sewer enterprises which incorporated finance department reporting tools. The combined model allows the utility (water and sewer) to be viewed as a one, with impacts and reporting available to the user. The models will be used over the next 10 years to calculate water and wastewater rates as well as to create annual financial statements.

City of Corona (CA)

Kevin assisted the City of Corona (City) in updating its financial plans for the water and reclaimed water enterprises. The study included performing cost-of-service analyses for both utilities and updating the water budget rate structure. In addition, Kevin developed a framework and corresponding rates for contract reclaimed water customers.

City of Raleigh Public Utilities Department- American Rivers (NC)

Kevin served as project leader for a study of alternatives to meet Raleigh's long term water supply shortfall. The project examined four options in extending the life of the existing federal reservoir, thereby postponing capital expenditures on a new raw water supply. Results were delivered to city staff, their consultants and the United States Army Corps of Engineers.

Lower Cape Fear Water Quality Trading Program - The Nature Conservancy (NC)

To reduce nutrient loading and decrease utility costs, The Nature Conservancy proposed a Water Fund to improve water quality through improved agricultural practices on private landholdings in the watershed. Kevin was in charge of researching comparable programs and providing options for a financial mechanism and governance approach between various stakeholders in the region including utilities, agriculture, environmental organizations and community groups.

City of San Jose (CA)

Raftelis contracted with the City in 2016 to perform a cost-of-service and rate study for the City's water enterprise. The study included creation of a 10 year financial plan model, cost-of-service analysis, and redesign of the City's water rate structures. Kevin as lead analyst developed the financial plan model and worked closely with City staff to incorporate the City's budgetary information as part of the planning exercise. Additionally, Kevin worked with the City's water resources manager and water system engineer to identify future supply and demand in each of the

PK109

City's different service areas, with differentiated water rates for each area. At the conclusion of the study Kevin held a session to train staff on use of the electronic financial plan model. The project was completed in 2017.

Santa Cruz Mid-County Groundwater Agency (CA)

Raftelis was contracted by the Agency to evaluate funding criteria for Santa Cruz Mid-County Groundwater Sustainability Agency (GSA) fees and calculate preliminary fees. Kevin served as the project manager. Raftelis conducted multiple meetings and webinars with County staff and the Advisory Committee to produce a financial budget for management activities, discuss fee structure options, and develop a pricing objectives exercise for the GSA Board. The project culminated with fee analysis and production of a White Paper to assist the Agency in navigating their financing plan as part of the GSP submittal process, as well as recovering costs of management over the long term. The project is complete as of May 2019.

PROJECT LIST

- Antelope Valley (CA) - East Kern Water Agency
- Citrus Heights Water District (CA) - Groundwater supply analysis
- Coastside County Water District (CA) - Water rate study
- Elsinore Valley Municipal Water District (CA) - Drought surcharge study
- La Canada Irrigation District (CA) - Water cost-of-service and rate study
- City of Lancaster (CA) - Wastewater cost-of-service study
- Madera County Groundwater Sustainability Agencies (CA)
- Montecito Basin Groundwater Sustainability Agency (CA)
- City of Torrance (CA) - Wastewater cost-of-service and rate study
- Triunfo Sanitation District (CA) - Water rate study
- Ventura County Waterworks District No. 8 Simi Valley (CA)

PK 110

Charles Diamond



PROJECT MANAGER

Manager

ROLE

Charles will manage the day-to-day aspects of the project ensuring it is within budget, on schedule, and effectively meets the District's objectives. He will also lead the consulting staff in conducting analyses and preparing deliverables for the project. Charles will serve as the District's main point of contact for the project.

PROFILE

Charles has a background in natural resource economics and water resources management. His expertise lies in financial modeling and data analysis. He joined Raftelis initially in 2017 as an associate consultant upon receiving a master's degree from the University of California, Santa Barbara's Bren School of Environmental Science & Management. Charles has developed financial models and conducted analyses for water and wastewater rate studies as well as capacity fee studies.

KEY PROJECT EXPERIENCE

Alameda County Water District (CA)

Alameda County Water District (ACWD) engaged Raftelis in 2017 to provide multi-year rate design and financial advisory services. Charles provided ACWD staff with technical support in updating the existing financial plan model that Raftelis had developed for ACWD's previous financial plan update. Additionally, Charles designed alternative inclining tiered rates for consideration by the ACWD Board and developed drought rates to be activated during ACWD's varying drought stages as defined in the agency's Urban Water Management Plan. Charles developed a study report for ACWD staff that outlined the financial plan update and the newly proposed drought rates. Charles also assisted other Raftelis staff in conducting a facility capacity fee study for ACWD during this time.

Antelope Valley-East Kern Water Agency (CA)

The Antelope Valley-East Kern Water Agency (Agency) engaged Raftelis in 2019 to provide an annual update of the Agency's five-year financial plan and to propose rates for 2020. Charles served as lead analyst on the study update. He updated the existing financial plan model, and also worked with Agency staff to evaluate potential rate structure alternatives to be considered in future years. Charles developed a study report to document the key results of the study.

Antelope Valley State Water Contractors Association (CA)

The Antelope Valley State Water Contractors Association (AVSWCA) engaged Raftelis in 2018 to conduct a financial analysis study to develop a proposed replacement water assessment for groundwater users in the area. Charles conducted financial analyses necessary to develop an equitable and defensible replacement water assessment that accounts for State Water Project costs incurred by AVSWCA's member agencies. As the lead

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Specialties

- Utility financial analysis
- Data collection & analysis
- Statistical analysis

Professional History

- Raftelis: Manager (2023-present); Senior Consultant (2021-2022); Consultant (2019-2020); Associate Consultant (2017-2018)

Education

- Master of Environmental Science & Management (Water Resources Management) - University of California, Santa Barbara (2017)
- Bachelor of Science in Environmental Economics & Policy - University of California, Berkeley (2013)

PK III

analyst on the project, Charles developed an Excel-based replacement water assessment model and drafted a study report for AVSWCA staff.

City of Brentwood (CA)

The City of Brentwood (City) engaged Raftelis to conduct a water and wastewater rate study. In 2017, Raftelis helped the City evaluate the current water and wastewater utilities' cost-of-service and adjusted rates accordingly. Recently Charles updated a financial plan model and performed a cost-of-service analysis for the City's wastewater utility. Charles assisted with the update of existing rates as well as the development of a proposed alternative rate structure and rates.

Cucamonga Valley Water District (CA)

The Cucamonga Valley Water District (District) engaged Raftelis in 2019 to conduct a water financial plan and cost-of-service study. The Study included the development of a five-year financial plan, a cost-of-service analysis, and the development of a proposed five-year schedule of rates. Raftelis also developed drought rates to be implemented during periods of declared water supply shortages per the District's Water Supply Shortage Contingency Plan. Charles served as lead analyst, conducting technical analysis and preparing key deliverables for the study. The study was temporarily postponed due to the COVID-19 pandemic, and proposed rates were successfully adopted by the District's Board of Directors in September 2021.

City of Dixon (CA)

The City of Dixon (City) engaged Raftelis in 2018 to conduct a water rate study to develop updated water rates for the City's water utility. Charles developed a 10-year financial plan model, performed a cost-of-service analysis, and developed a five-year schedule of proposed water rates. Charles also assisted in the preparation of presentation materials for water rate workshops with the City Council.

City of El Monte (CA)

The City of El Monte (City) engaged Raftelis in 2019 to conduct a water rate study. Charles attended meetings with City staff, collected and reviewed necessary data for the study, developed a user-friendly five-year financial plan model, and developed a proposed rate schedule over a five-year period. Additionally, Charles developed water shortage rates to be implemented by the City during times of declared water supply shortages. He also developed a Cost Allocation Plan model in concurrence with the water rate study to assist the City in allocating personnel costs associated with providing water service to the City's water utility.

Goleta Water District (CA)

The Goleta Water District (District) engaged Raftelis in 2019 to conduct a water rate study. Charles developed a multi-year financial plan model, performed a cost-of-service analysis, and developed a five-year schedule of proposed water rates as Raftelis' lead analyst on the study. Additionally, Charles prepared presentation materials for meetings with the District's Board of Directors and the rate study report and drafted the study report to serve as an administrative record.

City of Huntington Beach (CA)

The City of Huntington Beach (City) engaged Raftelis in 2017 to conduct a cost-of-service analysis and rate study for the water utility. The 2017 study established a five-year financial plan for the City's water utility and proposed water rates. In 2019, Raftelis was engaged to update the 2017 study, develop an updated five-year financial plan, and establish updated water rates. The primary purpose of this study update was to revise the rate structure based on customer feedback. Charles served as lead analyst for the 2019 study update. He updated the financial plan projections, conducted a revised cost-of-service analysis, developed revised water rates over a five-year period, and drafted the study report.

PK112

La Cañada Irrigation District (CA)

La Cañada Irrigation District (District) engaged Raftelis to conduct a water rate study. Since the last rate study was performed in 2008, Raftelis helped the District evaluate the cost-of-service and adjusted rates accordingly. In 2017, Charles developed a financial plan model for the District to support the financial plan development for fiscal years 2018 to 2027. Charles also recently performed a cost-of-service analysis to assist with the update of the District's rates.

City of Long Beach (CA)

The City of Long Beach (City) engaged Raftelis in 2018 to develop an updated financial plan model for the City's water and wastewater utilities. Raftelis had previously conducted a comprehensive water and wastewater cost-of-service rate study in 2016 for the City. Charles developed an updated financial plan model to be used by City staff in future financial planning efforts. The financial plan model was designed specifically to facilitate ease of use and understanding while providing for convenient and flexible scenario analysis. Charles worked with City staff to provide customized model features with specific functionalities based on requests and input from City staff.

Olivenhain Municipal Water District (CA)

Olivenhain Municipal Water District (District) engaged Raftelis in 2019 to conduct a comprehensive water rate study. As a member agency of the San Diego County Water Authority (SDCWA), the District provides water service to over 80,000 people in northern San Diego County. Raftelis had conducted the previous cost-of-service analysis and rate study for the District in 2014. As part of the rate study effort, Charles developed a new financial plan model for the District's water enterprise, performed a cost-of-service analysis, and developed updated tiered rates based on current customer usage characteristics. Additionally, Charles assisted in redesigning the District's water supply shortage rates, which are activated during periods of reduced water demand in order to recover reduced revenues from volumetric rates.

Municipal Water District of Orange County (CA)

The Municipal Water District of Orange County (District) engaged Raftelis in 2020 to conduct a study to establish service charges for the District (which is a wholesale water importer) to recover its costs from its member agencies. Raftelis evaluated the District's existing rate structure and recommended changes as necessary. Charles conducted all technical analysis and prepared deliverables to be presented to District staff and its member agencies. Charles documented the results of the study in a final report to District staff.

National Water and Sewerage Authority of Grenada (Eastern Caribbean)

The National Water and Sewerage Authority of Grenada (NAWASA) engaged Raftelis in 2019 to conduct a water and sewer rate study for the eastern Caribbean country of Grenada's national water and sewer utility. Charles developed a water and wastewater financial plan and rate model in Microsoft Excel and travelled out to Grenada for a week of onsite meetings with NAWASA staff. Charles worked directly with NAWASA staff to develop and refine model results, and assisted with the development of a study report to document the key results of the study.

Rancho California Water District (CA)

Rancho California Water District (District) engaged Raftelis in 2017 to conduct a water capacity fees study. Raftelis reviewed and updated the existing methodology for calculating the District's water capacity fees, developed a water capacity fee model for use in calculating updated capacity fees. As part of the study, Charles developed the water capacity fee model, calculated updated water capacity fees, and drafted the study report.

The District engaged Raftelis in 2018 to conduct a two-year water, recycled water, and wastewater rate study. Raftelis developed a cost-of-service rate model to allocate costs and calculate rates for fiscal years 2019 and 2020.

PK113

Charles assisted with rate model revisions, prepared presentation materials for meetings with the District's Board of Directors, and drafted the rate study report.

Santa Ana Watershed Project Authority (CA)

The Santa Ana Watershed Project Authority (Authority) engaged Raftelis in 2017 to develop a rate model for the Inland Empire Brine Line, which is a pipeline used to divert non-reclaimable wastewater of high brine content from the upper Santa Ana River Basin. Raftelis reviewed and recommended changes to the Authority's reserve policies, developed a 10-year financial plan for the Brine Line Enterprise Fund, performed a multi-year cost-of-service analysis, and developed a rate model for use in calculating rates assessed to the Brine Line's dischargers. Additionally, Raftelis assessed and recommended potential methodologies to be used in the development of long-term capacity leasing rates and rental charges. Charles developed the financial plan, assisted with the cost-of-service analysis and rate calculation, drafted the study report, and attended multiple meetings with the Authority's staff.

Scotts Valley Water District (CA)

The Scotts Valley Water District (District) engaged Raftelis in 2020 to conduct a water cost-of-service study for the District's potable water and recycled water funds. The Study included the development of a five-year financial plan, a cost-of-service analysis, and the development of proposed five-year rate schedules for the potable water fund and recycled water fund. Charles served as lead analyst, conducting all technical analysis and preparing all key deliverables for the study. The proposed rates were successfully adopted by the District's Board of Directors in October 2021.

City of Simi Valley (CA)

The City of Simi Valley (City) engaged Raftelis in 2019 to conduct a water rate study for the City's water utility. The Study included the development of a five-year financial plan, a cost-of-service analysis, and the development of proposed water rates over a five-year period. Charles served as lead analyst and conducted the vast majority of the technical analyses required for the study.

City of Sonoma (CA)

The City of Sonoma (City) engaged Raftelis in 2018 to conduct a water rate study for the City's water utility. The study included the development of a five-year financial plan, a cost-of-service analysis, and the development of proposed water rates for fiscal years 2019-2023. Charles processed and analyzed account level billed water consumption data, assisted in development of the water rate model, and drafted the water rate study report.

City of Thousand Oaks (CA)

The City of Thousand Oaks (City) engaged Raftelis in 2021 to conduct a water cost-of-service and wastewater financial plan update study for the City's water and wastewater utilities. The Study included the development of a five-year financial plan for water and wastewater, a cost-of-service analysis for water, and the development of proposed water and wastewater rates. Charles served as project manager for the study. The proposed rates were successfully adopted by City Council in December 2021.

City of Watsonville (CA)

Raftelis was engaged to develop 10-year financial plans for the City of Watsonville's (City) water, wastewater, and solid waste enterprise funds. The goal was to develop a financial plan model that could be used as a financial planning tool to determine the necessary rate adjustments and bond issuances for maintaining operations as well as handling several large capital projects. Charles assisted with developing a water, wastewater, and solid waste financial plan and cost of service rate model as part of the study.

PK/14

PROJECT LIST

- Alameda County Water District (CA) – Water rate update study
- Antelope Valley-East Kern Water Agency (CA) – Water rate update study
- Antelope Valley State Water Contractors Association (CA) – Replacement water assessment study
- Borrego Water District (CA) – Water affordability assessment
- City of Brentwood (CA) – Water and wastewater rate study
- Castaic Lake Water Agency (CA) – Facility capacity fee update study
- Cucamonga Valley Water District (CA) – Multi-year water and drought rate study
- City of Dixon (CA) – Water rate study
- City of El Monte – Water rate study and cost allocation plan
- Goleta Water District (CA) – Water rate study
- City of Huntington Beach (CA) – Water rate study update
- County of Inyo (CA) – Water rate study
- La Cañada Irrigation District (CA) – Water rate study
- Las Virgenes Municipal Water District (CA) – Water and wastewater rate study
- City of Lincoln (CA) – Water rate study
- City of Long Beach (CA) – Water and wastewater financial plan development
- Marin Municipal Water District (CA) – Miscellaneous fee study
- Mojave Water Agency (CA) – Strategic financial plan
- Municipal Water District of Orange County (CA) – Core service charge allocation study
- National Water and Sewerage Authority of Grenada (Eastern Caribbean) – Water and sewer rate study
- Olivenhain Municipal Water District (CA) – Water rate study
- Rancho California Water District (CA) – Water capacity fee study
- Rancho California Water District (CA) – Water cost of service study
- Sacramento Suburban Water District (CA) – Water rate study
- Santa Ana Watershed Project Authority (CA) – Inland Empire Brine Line rate model
- Santa Rosa Plain, Sonoma Valley, & Petaluma Valley Groundwater Sustainability Agencies (CA) – Groundwater sustainability agency fee analysis and rate setting services
- Scotts Valley Water District (CA) – Water and recycled water rate study
- South Mesa Water Company (CA) – Water rate study and connection fee update
- City of Simi Valley (CA) – Water rate study
- City of Sonoma (CA) – Water rate study
- South Mesa Water Company (CA) – Water rate study
- City of Thousand Oaks (CA) – Water financial plan update and wastewater cost of service rate study
- City of Thousand Oaks (CA) – Water cost of service and wastewater financial plan update study
- City of Ventura (CA) – Water and wastewater rate study
- Victor Valley Wastewater Reclamation Authority (CA) – Wastewater rate study and capacity fee study
- City of Watsonville (CA) – Water, wastewater, and solid waste rate study

PK115

Gina DePinto APR

STRATEGIC COMMUNICATIONS

SUBJECT MATTER EXPERT

Manager

ROLE

Gina will provide input and guidance as a Subject Matter Expert for the communications components of this project.

PROFILE

Gina is an award-winning and accredited public relations professional with more than 35 years of experience and leadership in crisis communications, community outreach, advocacy, stakeholder engagement, marketing, and media relations in the public and private sectors. Gina's leadership experience includes communications program management for \$2 billion in public transportation and water infrastructure projects, including the Port of Long Beach Gerald Desmond Bridge Replacement Project and the Orange County Groundwater Replenishment System. The GWRS has been covered by international media including National Geographic, Wall Street Journal, New York Times, BBC, CNN, and NPR to name a few. Prior to joining Raftelis, Gina served the residents of Santa Barbara County as the first executive Communications Manager in the county government's 171-year history. She advised the County Executive Team on strategic communications programs, crisis communication, media relations, issues management, internal communications, branding and culture change. During her tenure, the County Emergency Operations Center was activated 19 times and included two federally declared disasters, a global pandemic, two mass casualty incidents, and a \$2M embezzlement in the Public Works Department. Born and raised in Phoenix, Arizona, DePinto served as a public information officer for the City of Phoenix, public relations director for Farnam Companies, Inc. (animal health and pet products), and coordinated publicity for Olympic and World Champion figure skater Dorothy Hammill prior to relocating to California. Gina has a bachelor's degree in organizational communication from Arizona State University and is accredited in public relations from the Public Relations Society of America. Gina is currently a member of the California Association of Public Information Officials (CAPIO), Public Relations Society of America (PRSA), and the Municipal Management Association of Southern California (MMASC).

KEY PROJECT EXPERIENCE

Crisis Communications and Disaster Response (Santa Barbara County, CA)

Over nearly six years as the Communications Manager for the County of Santa Barbara, Gina led communications for 19 extended emergencies including two federally declared disasters, a global pandemic, and two mass



Contact Information

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Specialties

- Strategic communications planning
- Crisis & risk communications
- Reputation management
- Stakeholder engagement
- Media relations & media training
- Development & oversight of earned social and paid media
- Writing, copyediting, script writing
- Collateral development and art direction
- Branding and marketing
- Public speaking

Professional History

- Raftelis: Manager, Strategic Communications (2022-present)
- County of Santa Barbara: Communications Manager (2016-2022)
- Westbound Communications: Account Director (2013-2016)
- Orange County Water District: Communications Specialist (2006-2013)
- Bylines Public Relations & Marketing: Owner/Principle (1996-2006)
- Farnam Companies: Public Relations Director (2000-2003)
- City of Phoenix: Public Information Officer (1998-2000)
- Martz Goldwater Public Relations: Senior Account Executive (1996-1997)
- Dorothy Hamill's Ice Capades: Marketing Manager & Publicist (1993-1995)

Education

- Accredited in Public Relations – PRSA (2013)
- Bachelor of Arts in Organizational Communication - Arizona State University (1987)

Professional Memberships

- Public Relations Society of America
- California Association of Public Information Officials
- Municipal Management Association of Southern California

pk116

casualty incidents. In her first three months on the job, the county experienced two wildfires. To better serve the public, Gina initiated custom bilingual emergency messaging and social media across all communication channels, which is now the standard in California. Back-to-back wildfire and debris flow disasters that killed 23 people in Montecito necessitated staffing the Joint Information Center for seven continuous months to issue bilingual public information on preparedness, recovery and rebuilding, and support a 16-month Local Assistance Center and long-term Recovery Strategic Plan for the area.

Crisis Communication Messaging and Media Training (Santa Barbara County, CA)

Gina developed a crisis communication plan, key messaging, Q&A, and media spokesperson training to guide the County of Santa Barbara (County) through a \$40 million pension rebalance and \$2 million embezzlement in the Public Works Department. For the pension rebalance, 4,600 employees were engaged through a series of face-to-face meetings with the executive and budget teams to address questions and concerns. The pension rebalance program ultimately led the County to embark on a 5-year transformation initiative and strategic plan called Renew 2022. Following the embezzlement, process improvements were implemented, and Gina developed messaging and collateral for a whistleblower program overseen by the County Auditor's Office.

Infrastructure Outreach and Communications For Water Reuse Project (Orange County, CA)

Gina led communications and outreach for the world's largest advanced water purification system for potable reuse. While Orange County's Groundwater Replenishment System (GWRS) is one of the most celebrated civil engineering and water reuse projects in the world, its success is equally recognized for the robust strategic public engagement and outreach program. In the early 2000s, public opposition had prevented or shuttered similar water reuse projects in Los Angeles and San Diego, but Orange County's system earned the public's trust and overwhelming support. The strategic communications plan included a support letter campaign, citizens advisory group, multicultural outreach, media outreach, speaker's bureau, and facility tour program with technology demonstrations and water tasting. To date, the GWRS has never been publicly opposed. Initially producing 70 million gallons of purified water per day in 2012, the GWRS final expansion will increase capacity from 100 MGD to 130 MGD, enough to secure water reliability for more than 1 million people.

Infrastructure Outreach and Communications (Port of Long Beach, CA)

Gina led a team of six practitioners to design and manage the communication strategy for the \$1.8 billion Port of Long Beach Gerald Desmond Bridge Replacement Project, one of the largest and most significant highway infrastructure projects in California. Roughly 15 percent of the nation's waterborne cargo is trucked over it, and the bridge is a critical access route for commuters between the Port of Long Beach (Port), downtown Long Beach and surrounding communities. The work included the development of a content-rich website and mobile application to provide traffic conditions, construction updates, links to social media and live cameras, and weekly bilingual audio reports to deliver hands-free updates to professional truck drivers and commuters. Within months of launching, the app was featured as a successful communications case study in PR Week magazine.

Water Education and Outreach Program Development (Orange County, CA)

While leading strategic communications at the Orange County Water District (OCWD), Gina was engaged with planning and directing content, and engaging partners and sponsors for several signature events to engage generational audiences about regional and state water resources and supplies, water efficiency, and environmental sustainability. Key partners and sponsors included The Walt Disney Company, National Geographic, Wyland Foundation, UC Irvine, UCLA, NASA JPL, USGS, National Water Research Institute, California Department of Water Resources, and others to support events like the annual O.C. Water Summit, Children's Water Education Festival, and the Groundwater Adventure Tour.

PK117

Groundwater Contamination Outreach (Orange County Water District, CA)

Orange County's groundwater is the source of 75 percent of the drinking water for 2.4 million people. After levels of volatile organic chemicals and perchlorate were detected in groundwater wells exceeding the max loads allowed by the California Department of Public Health, the Orange County Water District (OCWD) initiated the South Basin Groundwater Protection Program to construct six monitoring wells to measure the direction and speed of the migrating contamination. Gina developed and managed the construction outreach plan to address impact mitigation measures, build support from municipal leaders, and assure residents that their drinking water was safe. Outreach tactics included messaging, materials, face-to-face communication, and community meetings with maps, pictures, visuals, and access to subject matter experts. The successful outreach program achieved 100% support of the program from all municipal partners and no public opposition.

Strategic Media Relations for Groundwater Replenishment System (Orange County, CA)

Gina led media relations for Orange County's Groundwater Replenishment System (GWRS) interfacing with national and international broadcast, print, and online journalists. As the world's largest water reuse project of its kind, the GWRS was covered extensively by broadcast and print media including The Wall Street Journal, New York Times, Time, National Geographic, USA Today, The Economist, Der Spiegel (Germany), Christian Science Monitor, Discovery Channel, CNN, NBC News, and NPR. The GWRS was also featured in the water documentary, "Last Call at the Oasis," and is featured in the K-8 educational book series called "Going Blue" produced by Philippe Cousteau and EarthEcho International.

Communications Assessment (Canton Township, MI)

Gina conducted a comprehensive review and assessment of Canton Township's approach to communications and outreach to assure it was reaching constituents efficiently and with timely information while successfully achieving the Township's mission. The assessment included a comprehensive, systematic, and customized review of the communication program through an environmental scan, in-depth materials review, internal and external stakeholder interviews, a public survey, focus groups, and benchmark interviews. The final assessment underscored efforts that are working well and provided many easy-to-implement recommendations.

Rate Study Communications and Engagement (Carpinteria Groundwater Sustainability Agency, CA)

Gina provided strategic guidance to the Carpinteria Groundwater Sustainability Agency (CGSA) Executive Director in support of establishing a groundwater users sustainability fee. The CGSA was formed in 2020 after the groundwater basin was designated a high priority by the state Department of Water Resources under the Sustainable Groundwater Management Act (SGMA). Without the ability to collect rates or fees, the CGSA was operating on loans from the Carpinteria Valley Water District for two years. Gina developed and executed an engagement plan to guide outreach activities for the fee study. The tactics included an engagement plan with a master message platform; bilingual website content, fact sheet, video, and social media content; direct mail; and a series of community meetings and Board presentations. As recommended in Raftelis' Fee Study Report, the CGSA Board of Directors approved a groundwater fee assessed beginning with FY 2022-23.

Corporate Strategic Planning (Santa Barbara County, CA)

In 2017, the County of Santa Barbara embarked on a five-year initiative to transform how the County government does its work. The Renew 2022 initiative originated with an internal strategic organizational plan in 2015, followed by the Budget Rebalance effort in 2016, which was intended to address significant pension cost increases. Renew '22 sought to build the County's capacity for innovation and continuous improvement through organizational transformation. Gina developed a comprehensive communications and engagement plan, master messaging platform, fact sheets, video presentations, employee and public presentations, employee feedback surveys, logo

PK118

development and branding guide, and four sessions of a one-day custom leadership development seminar scripted by Gina that was offered to 300 middle managers.

Stakeholder Engagement Program (County of Santa Barbara, CA)

Recreational cannabis was overwhelmingly approved by voters in California, yet it remains a controversial and divisive land use, water, agriculture, and environmental issue. Gina led proactive and transparent outreach to ensure all stakeholders were engaged throughout the ongoing development of the County of Santa Barbara permitting and licensing ordinance that included more than 100 public meetings. A separate process followed to allow, permit and license a limited number of cannabis retail storefront operations. Gina developed an outreach program to address the challenge of creating a fair and legal process for retail storefront operators to apply for a license while also ensuring the community had every opportunity to provide input and address questions and concerns about security, traffic, parking, odor, and proximity to schools, daycare, and youth sports. In-person community meetings were replaced with virtual meetings in mid-2020 due to the pandemic at a time when using Zoom was new, uncomfortable, and seen as a barrier to participation. Tactics included interactive maps, bilingual videotaped presentations available on the website ahead of the virtual meetings, FAQs, a Zoom how-to guide, videos of the recordings, and a community survey. This outreach program was recognized by the California State Association of Counties (CSAC) with an Infrastructure Challenge Award, one of only 21 selected out of 433 entries.

Habitat Restoration Communications and Engagement (Phoenix, AZ)

Gina developed the initial strategic communications and engagement plan for the Rio Salado Habitat Restoration Project to restore the native wetland and riparian habitats of the Salt River, replacing what had become a waste disposal area with an ecosystem supporting both flora and fauna. Gina guided a multi-disciplinary team of city employees through a discovery and planning process to assure key stakeholders were informed of the project and opportunities to provide input into the design. Gina also guided the production and dissemination of bilingual information about the project.

PRESENTATIONS

- “Business Communications,” County of Santa Barbara Employee University training and development curriculum (2019)
- “Elevate Your Leadership Communication Strategies,” County of Santa Barbara Leadership Certificate Program curriculum (2018)
- “Front Line Crisis Communications: Are You Prepared?” 2019 Public Relations Society of America Western District Conference, Phoenix, Ariz.
- “Emergency Communications: Technical Solutions, Political Risks, Community Information and Lessons Learned” (panelist), 2019 League of California Cities City Manager Conference, San Diego, Calif.
- “Emergency Situations and Crisis Plans for PEG Channels” (panelist), National Association of Telecommunications Officers and Advisors (NATOA), Webinar
- “Communication Tools and Methods During Times of Crisis,” 2018 California Association of Public Information Officials (CAPIO) Annual Conference, Santa Rosa, Calif.
- “California’s Year of Wildfires” (panelist), 2018 California Association of Public Information Officials (CAPIO) Annual Conference, Santa Rosa, Calif.
- “Emergency Communications and the Joint Information Center” (panelist), 2018 Summer Session, Municipal Managers Association of Southern California (MMASC), Pasadena, Calif.
- “Natural Disasters” panelist “Santa Barbara County Thomas Fire and 1/9 Montecito Debris Flow Communications,” 2018 National Information Officers Association (NIOA) Annual Conference, Clearwater Beach, Fla.

pk119

PUBLICATIONS

- “Customer Satisfaction Plunges As Rates Rise; What the Latest J.D. Power Study Report Tell Us and What You Can Do About It,” Think Tank, Raftelis, June 2022
- “Alisal Fire – Flood After Fire Threat Preparations,” consumer preparedness article, October 17, 2021
- “Behind the Scenes with the Emergency Public Information Communicators (EPIC),” guest editorial, Santa Barbara Noozhawk, April 13, 2017
- “Environmental Law Practice Grows,” guest editorial, Arizona Capitol Times, March 28, 1997
- “Build Brand Equity: A Race to the Finish,” guest editorial, Equestrian Retailer (B2B), September 2003
- “A New Way to Behave,” contributed feature article, Pet Business (B2B), February 2003

PK120

Makenna Sturgeon

STRATEGIC COMMUNICATIONS

SUBJECT MATTER EXPERT

Associate Consultant



ROLE

Makenna will provide input and guidance as a Subject Matter Expert for the communications components of this project.

PROFILE

Makenna began her career in 2020 at a PR firm in Denver. She worked with clients across the agriculture and natural resources industries, developing and implementing media relations and digital communications plans. Makenna then headed to the Colorado Municipal League in 2021, where she managed the League's training program and marketing efforts. Her work introduced her to municipal elected officials and staff across the state.

Makenna graduated from the University of Colorado at Boulder (CU) in 2019. She studied Journalism and Political Science. During her time at CU, she studied off campus in London, UK and Washington, DC, served as a Legislative Aide at the Colorado State Capitol, and interned at *TheHill.com*.

RELEVANT PROFESSIONAL EXPERIENCE

Pac/West Strategies: Communications Associate (2020 – 2021)

Makenna worked on several projects over the course of her time at Pac/West Strategies. Serving as a Communications Associate, she managed projects and assisted the team with others. A few of those projects included a large digital media campaign in New Mexico that utilized Facebook, Instagram, and Google Search to help emphasize the importance of agriculture in the state. Other projects included assisting with a community engagement program, a media relations strategy, and a digital media campaign focused on COVID-19 precautions at the height of the pandemic.

The Colorado Municipal League: Training and Marketing Specialist (2021 – 2022)

As Training and Marketing Specialist, Makenna led the League's marketing efforts to make sure members were aware of available resources and trainings. In her role, Makenna worked with and served municipal managers, elected officials, and other staff. In addition to leading the marketing charge, Makenna managed the League's training program. She planned and executed webinars, workshops, and conference sessions that provided municipal staff and elected officials with information to help better govern cities and towns in Colorado.

The Colorado Municipal League retained Makenna after she joined Raftelis to help with their 100th Anniversary Publication—eight digital stories written over the course of eight months, highlighting the League's history. This project consisted of website development, content development, video production, and graphic design.

Contact Information

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Specialties

- Strategic communication planning
- Organizational assessments
- Desktop publishing
- Workforce development
- Stakeholder engagement
- Development and oversight of earned social and paid media
- Writing, copyediting, script writing
- Collateral development

Professional History

- Colorado Municipal League: Training and Marketing Specialist (2021-2022)
- Pac/West Strategies: Communications Associate (2020-2021)
- TheHill.com: Staff Reporter (2019)
- University of Colorado: Online Learning Assistant (2018-2022)
- Colorado State Capitol: Legislative Aide (2017-2018)

Education

- Bachelor of Arts in Journalism - University of Colorado at Boulder (2019)

Professional Memberships

- American Water Works Association
- Public Relations Society of America

PK121

Proposition 218 Communications (City of Milpitas, CA)

The City of Milpitas needed to adjust its rates to keep up with infrastructure needs and the cost of water. The City brought Raftelis on to assist with its rate setting needs. After settling on proposed rates, the City needed to comply with 218 requirements. Makenna provided strategic communications assistance to comply with the proposition, including website content and social media posts the made customers aware of the new rates and their purpose.

Strategic Communications (Northern Colorado Water Conservancy District, CO)

Like many parts of the state, Northern Colorado is experiencing exceptional growth, with a population that is expected to double to a half-million people by 2050. As a key raw water provider to municipalities and agricultural interests, the Northern Colorado Water Conservancy District began plans in the 1980s to provide valuable source water to 15 partners working together to make the Northern Integrated Supply Project a reality. Today, on the cusp of state and federal regulatory approvals, NISP faces opposition from a very small but vocal minority who threaten to derail the public process and stop the project by any means necessary. Millions of dollars, years of planning and thorough environmental study and protections hangs in the balance. Raftelis was hired to assist Northern with development of a comprehensive public outreach and information campaign to ensure continued public support for this critical \$1.1 billion project. Makenna came on board to assist with the campaigns communications tactics, including social media and collateral development.

Strategic Communications (St. Helena, CA)

In standing with industry best practices, St. Helena, California endeavored to updated its rates after five years. The City looked to Raftelis for assistance with developing rates that aligned with community values and were legally defensible. After settling on rates that best aligned with the community's needs, the City endeavored to communicate why these rates were beneficial and made sense for St. Helena. Raftelis' strategic communications practice came on board to help communicate this message. Makenna assisted with several communications tactics, including social media development, video production, and collateral development, as well as strategic planning.

pk122

Lindsay Roth

ANALYST Consultant



Contact Information

- P: 213.262.9313
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Specialties

- Data analysis & visualization
- Water & sewer financial analysis
- Statistical analysis

Professional History

- Raftelis: Consultant (2023-present); Associate Consultant (2020-2022)
- North Carolina Department of Environmental Quality: Student Consultant (2019-2020)
- Conservation Trust for North Carolina: Disaster Mitigation and Climate Resiliency Intern (2019)

Education

- Master of Environmental Management in Water Resources Management - Nicholas School of the Environment, Duke University (2020)
- Bachelor of Science in Earth and Environmental Sciences - Tulane University (2016)

ROLE

Lindsay will work at the direction of Charles in conducting analyses and preparing deliverables for the project.

PROFILE

Lindsay has over two years of experience working in the environmental field and has a graduate degree in water resources management. At Raftelis, she has contributed to financial models and analyses for water and wastewater rate studies as well as bill impact analyses. Prior to joining Raftelis, Lindsay was a student consultant for the North Carolina Department of Environmental Quality, assessing the state's algal bloom monitoring program and nutrient criteria. She also interned for the Conservation Trust for North Carolina, developing best practices for the organization to participate in community-based environmental justice. She is based in Raftelis' Los Angeles Office.

KEY PROJECT EXPERIENCE

City of Ventura (CA)

The City of Ventura (City) engaged Raftelis in 2020 to conduct a comprehensive water and wastewater cost of service and rate study. Lindsay served as an associate consultant on the project and helped analyze the impacts of the proposed rates on monthly water and wastewater bills for each customer class.

Carpinteria Valley Groundwater Sustainability Agency (CA)

The Carpinteria Groundwater Sustainability Agency (Agency) engaged Raftelis in 2021 to conduct a GSA Fee Study to proposed groundwater user fees to fund Phase Two of GSA Operations. Lindsay served as the lead analyst on the fee study. She developed a financial plan and worked with the project team as well as Agency staff to evaluate the best methodology for calculating the GSA user fee.

City of Coronado (CA)

The City of Coronado (City) engaged Raftelis in 2021 to review and evaluate the City's current rate-setting methodology, update the financial plan for a five-year period, and propose rates for 2022. The City's sewer rates included contracted transportation and treatment fees for three US Navy Campuses. Lindsay served as the lead analyst on the study update. She developed a financial plan and worked with the project team to evaluate potential rate structure alternatives.

City of Hayward (CA)

The City of Hayward (City) engaged Raftelis in 2022 to conduct a comprehensive water, recycled water, and wastewater cost of service and rate study and a capacity fee study proposing rates for the next two years and to provide a financial plan and rate model to serve as a planning resource for future use. The project required a balance

PK123

of multiple financial objectives, including managing increasing water costs from the San Francisco Public Utilities Commission while also producing rates that were affordable for all customer classes as well as planning for large wastewater capital expenditures over the next 10 years. Lindsay served as a consultant on the project and assisted in the development of an updated 10-year financial plan for the City and a detailed rate study report explaining each step of the rate study process.

City of Hollister (CA)

City of Hollister (City) engaged Raftelis in 2021 to conduct a water and wastewater cost of service and rate study as well as a water and wastewater capacity fee study. Lindsay served as an associate consultant on the project and was the lead analyst for the water cost of service and rate study. The study required Raftelis to develop rates that built up reserves over time without creating rate shock to water users as well as work with the project team and City staff to evaluate various rate structure options. Lindsay also wrote a detailed rate study report explaining every step of the water rate study and water capacity fee study process.

City of Pleasanton (CA)

City of Pleasanton (City) engaged Raftelis in 2019 to update its water, recycled water, and wastewater rates as well as conduct capacity fee and drought rate studies. Lindsay is serving as lead analyst on the City's rate study. The study involves developing long-term financial plans, conducting cost of service analyses, and designing rate structures for each of the three enterprises. The main considerations for the study include funding capital projects to remediate PFAS groundwater contamination, maintaining financial sufficiency for all enterprises, encouraging conservation during periods of drought, and reducing rate shock to customers.

City of Thousand Oaks (CA)

City of Thousand Oaks (City) engaged Raftelis in 2021 to conduct water and wastewater financial plan update as well as a water rate study. Lindsay served as an associate consultant on the project and helped to develop an updated water rate model and an updated wastewater financial plan model forecasting projected revenues and expenditures for the next 5 years. The study required Raftelis to develop rates that accounted large CIP project expenditures planned for the study period for both the water and wastewater utilities while avoiding rate shock for customers. The updated models also included various capital expenditure and rate adjustment scenarios in order to aid in the City's decision-making process.

City of Torrance (CA)

City of Torrance (City) engaged Raftelis in 2021 to conduct wastewater rate study update. Lindsay served as the lead analyst on the project and helped to build a wastewater rate model projecting revenues and expenditures for the next 5 years. The City had recently taken on more CIP projects under the wastewater fund due to a new policy that required stormwater projects to fall under wastewater's jurisdiction. The study required Raftelis to develop cost of service rates that generated enough revenue to fund these projects without having to issue any debt while maintaining fairness and affordability goals for all customer classes.

San Benito County Water District (CA)

San Benito County Water District (SBCWD) engaged Raftelis in 2021 to develop a longer-term financial plan to capture planned major capital improvements that will come from the pending water master plan, as well as updating the cost allocating methodology. The SBCWD has a unique water system driven by allocations of purchased water, groundwater sources, and maintaining adequate water reserves in storage. Lindsay is building the financial planning and cost of service model.

PK 124

RELEVANT PROFESSIONAL EXPERIENCE

North Carolina Department of Environmental Quality: Student Consultant (2019-2020)

The Division of Water Resources at the North Carolina Department of Environmental Quality works to understand and manage the proliferation of algal blooms in lakes and reservoirs across the state. Lindsay worked with a team of Nicholas School students to analyze ambient water quality monitoring data and provide recommendations on how the agency could improve their harmful algal bloom nutrient criteria and management strategies. Her work included the development of multiple linear regression statistical models to understand the morphological drivers of lakes and reservoirs for algal blooms across the Piedmont region of North Carolina.

PROJECT LIST

- Borrego Water District (CA) – Water & Wastewater Capacity Fee study
- Carpinteria Valley Groundwater Sustainability Agency (CA) – GSA Fee study
- Carpinteria Valley Water District (CA)– Water rate study
- Coastside County Water District (CA) – Drought rate study
- Contra Costa Water District (CA) – Drought rate study
- City of Coronado (CA) – Wastewater rate study
- City of Hayward (CA) – Water, Recycled Water, Wastewater, and Capacity fee rate study
- City of Hollister (CA) – Water rate study
- Montecito Water District (CA) – Financial plan update
- City of Palo Alto (CA) – Drought rate study
- City of Pleasanton (CA) – Water, Wastewater, Capacity Fee, and Drought rates study
- City of Redlands (CA) – Water and Wastewater rate study
- Rincon Del Diablo (CA) – Reserve policy survey study
- San Benito County Water District (CA) – Water rate study
- City of South Gate (CA) – Wastewater rate study
- City of Torrance (CA) – Wastewater and Solid Waste rate study
- Thousand Oaks (CA) – Water and wastewater rate study
- City of Ventura (CA) – Water and wastewater bill impact study
- Yorba Linda Water District (CA) – Capacity fee study

Cleo Koenig

ANALYST

Associate Consultant



ROLE

Cleo will work at the direction of Charles in conducting analyses and preparing deliverables for the project.

PROFILE

Cleo has been studying the environment and its connections to humans for over six years, first at Stetson University where she earned a degree in Environmental Sciences with a minor in Biology, and then at Johns Hopkins where she earned a degree in Environmental Sciences and Policies.

While at Raftelis, she has contributed to financial models and analyses for water and wastewater rate, miscellaneous fee, and bill impact studies. During her time at Stetson, she took courses in Urban Planning, Sustainable Business Models, GIS, and Biostatistics. During her time at Johns Hopkins, she continued her education in statistics and GIS and supplemented it with Understanding Public Attitudes for the Communication of Climate and Energy Policy and U.S. Offshore Energy: Policy, Science, and Technology. During high school, she was enrolled in a Drinking Water Operator Licensing program where she studied for her Class-C licensing examination and interned at a drinking water treatment plant. She is currently based out of the LA office.

KEY PROJECT EXPERIENCE

San Francisco Public Utilities Commission (CA)

The San Francisco Public Utilities Commission (Commission) engaged Raftelis in 2022 to perform a comprehensive water, wastewater, and stormwater cost of service rate study. Cleo is currently serving as the lead analyst on both the wastewater and stormwater studies, where she worked closely with Commission staff to develop rates that would cover their large operations and CIP budgets. This study also required developing a variety of scenarios for gradually introducing stormwater rates to mitigate rate shock to customers.

City of Oxnard (CA)

The City of Oxnard (City) engaged Raftelis in 2022 to perform a financial plan update and a water and recycled water cost of service rate study. Cleo served as a lead analyst on the study. This study required accounting for a temporary reduction in recycled revenue and rates for one class that is set by ordinance rather than by the standard cost of service principles. The study also required developing rates that balanced rate shock with meeting the needs of the City.

Beaumont-Cherry Valley Water District (CA)

Beaumont-Cherry Valley Water District (District) engaged Raftelis in 2022 to conduct a miscellaneous fee study. Cleo served as a lead analyst where she worked closely with the District staff to develop updated fees to recover the costs associated with providing services outside of standard water operations. This included assisting in the

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Specialties

- Data analysis and Visualization
- Environmental Policy
- Statistical Analysis

Professional History

- Raftelis: Associate Consultant (2021-Present)
- Stetson University Hatter Network: Event Coordinator (2017-2019)
- ReMax Absolute Service Team: Head of Social Media (2015-2019)
- Palm Bay Water Utilities: Water Treatment Program Intern (2015)

Education

- Bachelor of Science in Environmental Sciences with a minor in Biology – Stetson University (2019)
- Master of Science in Environmental Sciences and Policies – Johns Hopkins University (2021)

PK/26

preparation of a report and presentation to the board explaining why these rate updates were needed and how they were calculated.

City of Orange (CA)

The City of Orange (City) engaged Raftelis in 2021 to conduct a water and wastewater financial plan update and a water and wastewater cost of service study. Cleo served as a lead analyst on the water portion of the project where she developed a new financial plan and conducted a cost of service study for water rate development. This study also required accounting for possible passthrough charges from water purchases and a temporary increase in water pumping charges due to water quality concerns. This study also focused on covering expenses, including any CIP, without any debt issuance. Cleo also wrote a detailed rate study report explaining the steps of the water rate study.

City of Long Beach (CA)

The City of Long Beach (City) engaged Raftelis in 2021 to conduct a water and wastewater cost of service and rate update. Cleo served as the lead analyst on the project where she developed an in-depth and updated cost of service for water, wastewater, and recycled accounts to produce rates. Long Beach was primarily concerned with affordability and fairness with their rates and had a defined low-income tier for residents that did not have to pay potable tier 1 rates. The study reviewed current rate structures and developed rates with both affordability and Prop-218 in mind.

AK127

Sarah Wingfield

ANALYST

Associate Consultant



ROLE

Sarah will work at the direction of Charles in conducting analyses and preparing deliverables for the project.

PROFILE

Sarah is a recent graduate from Georgetown University with a range of academic and professional experience in water resources management. Through her work with the California Data Collaborative and the Latitude Zero Ecuador Research Initiative, Sarah has developed a broad knowledge of analytical methods, as well as management approaches and legislation relevant to rate implementation and utilities management. Sarah's work on *Challenges to Water Management in Ecuador: Legal Authorization, Quality Parameters, and Socio-Political Responses* was recently published in the open-access journal, *Water*.

KEY PROJECT EXPERIENCE

Padre Dam Municipal Water District (CA)

Padre Dam Municipal Water District is currently updating its financial model and cost allocation system to evaluate different CIP scenarios, reserve policies, a comprehensive rate study, debt issues, and other financial/rate matters. The District has recently established two significant capital improvement projects and is in the process of developing advanced purification programs for its recycled water utility. Sarah is currently working with the District and Raftelis team staff to design the 2022 update to the financial and cost allocation models for the District's sewer, potable, and recycled utilities.

City of Orange (CA)

The City of Orange is currently updating its 2015 financial model (also conducted by Raftelis) to evaluate different water demand factors, reserve policies, and other financial/rate matters. With Raftelis' help, the City recently implemented a new rate structure and is now working to understand the long-term impacts to the City's financial health and customer affordability. Sarah is currently working with the City and Raftelis team staff on completing the 2021 update.

Latitude Zero Ecuador Research Initiative Research Assistant (Ecuador)

Sarah served as a Research Assistant in the Latitude Zero Ecuador Research Initiative (LOERI) Environmental Engineering Lab at the Universidad de San Francisco in Quito, Ecuador. Sarah collaborated with several USFQ-affiliated researchers to develop a comprehensive study of the Ecuadorian water and wastewater system. Sarah's work was recently published in the open-access journal, *Water*, and provides a unique perspective to her work in the water sector.

PUBLICATIONS

- "Challenges to Water Management in Ecuador: Legal Authorization, Quality Parameters, and Socio-Political Responses," 2021

Contact Information

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Specialties

- Financial Modeling

Professional History

- Raftelis: Associate Consultant (2021-present)
- California Data Collaborative: Communications and Marketing Intern (2020-2021)
- Latitude Zero Ecuador Research Initiative: Research Assistant (2019-2021)

Education

- Bachelor of Science in International Affairs - Georgetown University (2021)

PK128

PROJECT APPROACH

Project Understanding

Water Cost of Service Study Component

The District is seeking a qualified consultant to conduct a water cost of service study to establish updated water rates. The District's current water rates include Base and Volumetric Rates (designed to recover O&M costs), a Standby Charge (designed to recover capital improvement costs), and rates for Fire Hydrant Water Sales Rates (for temporary water use for dust control and other purposes). The water cost of service study will include an evaluation of customer water use characteristics with the goal of establishing formal customer classifications. Additionally, the allocation of O&M costs to Base (fixed) and Volumetric (variable) Rates will be evaluated to ensure that fixed versus variable O&M costs are appropriately allocated. Distributional impacts to various customer types will be demonstrated through a comparison of the proposed versus existing cost of service allocations. Finally, a minimum of three alternative rate structures will be developed for consideration by the District's Board of Directors.

Capital Connection Charges Study Component

In addition to the water cost of service study, the consultant shall conduct a connection charge study to establish updated Capital Connection Charges. Capital Connection Charges are one-time fees charged to new/intensified development in the District's service area. This is necessary to ensure that new/intensified connections to the District's water system adequately contribute to funding for expansion-related capital needs.

Study Documentation & Public Meeting Participation

The consultant will present the results of the studies to the District's Board of Directors during a Board workshop, with a key goal of soliciting feedback on the alternative rate structures presented. The consultant will draft a report to thoroughly outline the results of the water cost of service and Capital Connection Charge studies. Any proposed changes to the existing water rate structure will need to be clearly explained and justified. Finally, the consultant will prepare and deliver a presentation at the District's Prop 218 public hearing.

Project Approach

We have developed the following proposed approach based on our extensive experience in completing comprehensive water rate studies for other utilities, while taking into account the unique considerations identified by the District in its RFP. We have used a similar project approach on many of our rate study projects for utilities throughout California.

Project Initiation and Management**Project Initiation**

We believe that the execution of a productive kick-off meeting is the most effective way to begin a project of this nature. The goals for this meeting include:

- Finalize the scope of the project, work plan, and schedule with District staff
- Ensure that we understand the overall goals of the study
- Review the data needs for the project

PK129

Accomplishing these objectives will help to ensure that the project progresses as smoothly as possible. Prior to the kick-off meeting, we will prepare a detailed data request list that will identify the information needed to complete the various analyses. Information that is typically required to perform similar studies includes recent financial reports, budgets, billing data, debt service schedules, and long-term capital improvement plans.

Project Management

In order to successfully complete the project, Raftelis will be in regular communication with District staff regarding data requests, data validation, data decisions, and reviewing preliminary and final results. Much of this can be accomplished through conference calls, emails, and virtual meetings. These efforts provide for consistent and competent project management to ensure that all deadlines and objectives are met in a timely and efficient manner. We believe in a no-surprises approach so that the District is always aware of the project status.

Water Cost of Service Study (i.e., Base and Volumetric Rates, Standby Charge, & Fire Hydrant Water Sales)

Financial Plan

An important element in conducting a water rate study is to establish a long-term financial plan, which provides a forecast of revenue requirements over the multi-year rate-setting period. Revenue requirements will be projected over the rate-setting period based on historical results, the current budget, capital improvement plans, master planning studies, existing debt service, other obligations, and current economic trends. We will develop a five-year or ten-year cash flow analysis to determine the overall rate revenue increases needed to meet projected revenue requirements for the multi-year planning period while minimizing sharp rate fluctuations.

Cost of Service

The first step of a cost-of-service analysis is to complete a cost functionalization to allocate costs to the various functions within the utility. For example, in the water utility, these categories may include source of supply, treatment plant, transmission, and distribution. The next step is the classification of costs based on cost-causative parameters. In water, these parameters would be average day demand, maximum day demand, maximum hour demand, meters, and customer service. Finally, the cost of serving each customer class will be determined based on each customer class's water usage characteristics. The cost of service analysis will adhere to the Base-Extra Capacity methodology outlined in the American Water Works Association's *Manual M1, Principles of Water Rates, Fees, and Charges, Seventh Edition*.

Rate Calculations

Raftelis will calculate rates under the existing rate structure and the proposed alternatives based on the result of the cost of service analysis. Raftelis develops rate structure alternatives using industry-standard methodologies and our comprehensive knowledge of compliance with proposition 218. These alternatives will also meet the strategic objectives of the District while ensuring that any proposed rates are based on cost-of-service principles and are defensible. We will project these rates for the forecast period and develop customer bill impact analyses to ensure that customer impacts from rate increases do not lead to rate shock. We will review the entire cost of service and rate-setting process and present preliminary rates. Based on input from the Board of Directors, we will discuss all suggested changes with District staff and develop final rate recommendations.

pk130

Capital Connection Charge Study

Connection Charge Framework

Several methodologies exist for calculating connection charges. The various approaches have largely evolved on the basis of changing public policy, legal requirements, and the unique and special circumstances of each agency. Raftelis will evaluate the District's existing Capital Connection Charges based on the Buy-In, Incremental, or Hybrid methodology, whichever is most applicable. The calculation of the charges may depend on current fixed assets, planned (future) capital improvements, capital financing assumptions, system capacities, and the level of service (or demand requirements) of new customers. Proposed charges will meet applicable regulatory requirements (i.e., Government Code 66000) in developing impact fees. Raftelis will work with District staff to develop the connection charge framework that is most appropriate for the District.

Calculation of Capital Connection Charges

Raftelis will develop a Capital Connection Charge Model in Excel that will provide detailed calculations of the proposed charges based on the selected calculation methodology. Raftelis will review the resulting connection fees with District staff.

Public Meeting and Report Documentation

Board Workshop

Once preliminary results have been reviewed by District staff, Raftelis will present the results to the District's Board of Directors. Comments and direction will be incorporated into the financial study results. Feedback from the Board of Directors regarding the alternative water rate structures will be critical at this workshop.

Draft and Final Reports

The draft report will present the results of the water cost of service study. It will align with Prop 218 requirements and document the rate development process, describe any recommended changes to the existing rate structures, and the reason for such. The process for developing proposed Capital Connection Charges and the associated methodology will also be described in a detailed draft report. Proposed charges and the report will meet applicable regulatory requirements (Government Code 66000). An electronic copy of the draft report will be presented to District staff for their review and comment. Comments will be incorporated into the final report.

Prop 218 Public Hearing

Raftelis will prepare a PowerPoint presentation summarizing the rate study process, findings, and recommendations in a clear and concise manner. We will provide a draft of this presentation to District staff for their review and comment prior to delivering the final version. Raftelis will present our findings using this presentation at the public hearing.

PK131

PRICING

Pricing

The following table provides a breakdown of our proposed fee for this project, with a not-to-exceed amount of \$62,300. This table includes the estimated level of effort required for completing each task and the hourly billing rates for our project team members. Expenses include costs associated with travel to in-person meetings. Pricing does not include the optional strategic communications task outlined on the next page.

Tasks	Web Meetings	In-person Meetings	Hours						Total Fees & Expenses
			PD	PM	SC	TR	Admin	Total	
1. Review and evaluate the following rates and charges:	4	0	7	19	82	3	0	111	\$20,230
<i>1.a. Base and Volumetric Rates</i>	2		4	10	40	1		55	\$10,075
<i>1.b. Standby Charge</i>			1	4	20	1		26	\$4,675
<i>1.c. Capital Connection Charge</i>	2		1	4	20	1		26	\$4,675
<i>1.d. Fire Hydrant Water Sales</i>			1	1	2			4	\$805
2. Water Customer Class Definitions and Use Characteristics	1		1	2	12	1		16	\$2,905
3. Assignment of Water Cost of Service Elements to Fixed and Variable Charges	1		2	4	25	1		32	\$5,750
4. Comparison of Revenue from Current Water Rates to Proposed Cost of Service	1		2	6	45	1		54	\$9,500
5. Board Workshop on Results of the Analysis of Cost of Service and Rate Revenue		1		12	4			16	\$4,015
6. Final Report	1		1	6	50	4		61	\$10,750
7. Presentation at a Prop 218 Public Meeting for Water Rates		1		12	4			16	\$4,015
Total Meetings / Hours	8	2	13	61	222	10	0	306	
Hourly Billing Rate			\$250	\$225	\$165	\$225	\$90		
Total Professional Fees			\$3,250	\$13,725	\$36,630	\$2,250	\$0	\$55,855	
								Total Fees	\$55,855
								Total Expenses	\$1,310
								Total Fees & Expenses	\$57,165

PD - Project Director (Kevin Kostuk)
 PM - Project Manager (Charles Diamond)
 SC - Staff Consultant
 TR - Technical Reviewer
 Admin - Administration

pk132

OPTIONAL TASKS

Optional Tasks: Strategic Communications

Raftelis understands that this study is likely to result in significant proposed changes to the District's existing water rate structure. Communicating these changes to customers in an effective manner is critical to ensuring acceptance of . Raftelis has a dedicated strategic communications team available to assist the District, if requested. Below is a list of our strategic communication capabilities and sample deliverables.

Optional Task 1: Strategic Communication and Stakeholder Engagement Support

Rate studies and changes to rates can be a challenge to communicate to customers and an even greater challenge to gain their support. Add to that the residual financial impacts of the Caldor Fire and the pandemic and the prospect of obtaining community support for a rate structure change or an increase to rates is very difficult. Most of the time, the lack of support stems from a lack of understanding or a misunderstanding about how the rates are used and the value of the services they fund. In the absence of understanding comes rejection. On the flip side, people support what they understand and help build. That's why our team recommends a robust communications and engagement strategy that doesn't just tell them what you are doing but brings them along in the process.

As an optional task for your consideration, we could develop a strategic communications plan and engagement strategy to guide a comprehensive effort to communicate with, and obtain valued input from, your stakeholders. This task would require completion of the following subtasks:

Strategic Communication Plan (estimate - \$5,000 - \$7,500)

- Conduct research, situation analysis, and environmental scan of current issues and your communications landscape that may impact customer rate change acceptance.
- With assistance from your management staff, perform stakeholder identification and interest/influence mapping exercise to ensure key influencers are connected to the communication process while identifying communication needs of any special populations.
- Develop a messaging platform for internal and external audiences and provide information and context for why rates may be changing, information about how the increases will benefit customers and how the results will be implemented, and examples of typical customer impacts.
- Provide a strategy for using your website, social media, printed and electronic materials, bills, direct mail, newsletters, and staffing resources if/where available.
- Identify community outreach tactics for your staff and leadership to reach key influencers and highly impacted customer groups.
- Develop a communications implementation timeline.

DELIVERABLES:

- Virtual work session with your staff
- Draft and Final Strategic Communication Plan with all elements outlined above

Optional Task 2: Communication Collateral – Development and Design (\$1,500- \$10,000 depending on items desired)

Key messages developed as part of the strategic communications framework come to life when woven together into powerful communications pieces by Raftelis' strategic communicators and professional graphic designers. Visual representation of proposed changes in an easy-to-understand and accessible format significantly improves customer

pk133

understanding of rate structure changes that may impact customer bills. Raftelis will develop a suite of communications pieces to assist with communicating rate and rate structure changes in print, online, or in person. This task can include the development of a mix of infographics, fact sheets, bill stuffers, presentation slide decks, FAQs, talking points, website copy, social media content, explainer videos, news releases, etc., all in one or more languages.

DELIVERABLES

- To be determined in collaboration with staff

Optional Task 3: Workshops and Stakeholder Information Sessions (estimate \$10,000-\$15,000 including materials and displays)

An integral part of developing rates and fees is ensuring that key stakeholders are included in the process from the beginning, with the opportunity to provide meaningful input that is reflected in the final rate recommendation(s). We will break these stakeholders down to a more granular level during the planning phase, outreach at a minimum should include the Board of Directors, District staff, and water customers. Due to ongoing Caldor Fire recovery and rebuilding efforts, we anticipate the need to discuss and refine the following process, but successful Raftelis studies have followed a path like this one:

Stakeholder Information Session 1 | Open House Format | Public Invitation

At a series of stations, information will be shared about the District's plans to invest in its water infrastructure, as relevant review the Caldor Fire recovery status, and describe the public process that is embedded in the rate study. This forum would provide information about common approaches to funding water services; gather input on participants' sense of existing challenges and concerns; how they envision ensuring a secure water future; which funding approaches they feel make the most sense or that they would support; and importantly which pricing objectives they believe are most important.

Stakeholder Information Session 2 | Open House Format | Public Invitation

At a series of stations:

- Compare results of pricing objectives from prior Stakeholder Information Session and Board of Directors rates workshops
- Show results of rates and fees survey of surrounding communities
- Describe rate structure alternatives (including pros and cons of each, preliminary bill impacts)
- Gather stakeholder input

Note: the District may want to schedule a couple instances of this Open House to reduce barriers to participation.

Stakeholder Information Session 3 | Webinar Format | Public Invitation

- Communicate the value of water services the District provides
- Summarize the challenges being faced and planned investments to deliver secure water future.
- Summarize rate study public process to date and provide specific examples of how public input has informed and helped guide the study.
- Share preliminary recommendation(s), including anticipated bill impacts
- Answer questions and gather feedback.

Note: the District may want to record and post a video of this webinar to its website to increase transparency and reduce barriers to participation.

Meetings: Two (2) Stakeholder Information Session Open Houses, One Stakeholder Information Session Webinar

Deliverables: Facilitation services, presentation materials, graphics/displays, meeting minutes

PK134

Strategic Communications Hourly Billing Rates

Gina DePinto (Manager): \$250

Makenna Sturgeon (Associate Consultant): \$170

Graphic Design Services: \$140

Pk135



April 3, 2023

Michelle Derryberry
Grizzly Flats CSD

Subj: MISCOwater Quote SC230330-00135

Ref: ProMinent Fluid Controls Parts

Qty	Material #	Description	Unit Price	Total
1	1076704	DGMA Inlet Assembly	\$445.00	\$445.00
1	1076705	DGMA Outlet Assembly	\$240.00	\$240.00
1	DGMA201T000	DGMa In-line Sensor Housing - In-line modular sensor holder made of clear PVC/Viton. - Maximum inlet pressure 87 psig. - Maximum temperature 140 degrees F. - Recommended sample flow is 10.5 gph. - Includes wall mount brackets and flow control valve. Selected Options: * Module for flow measurement: With scale, gph * Number of modules Pg 13.5: None * Number of modules 25mm: One module, 25mm * Material: PVC-transparent * Sealing material: Viton® * Connection: 1/2" X 3/8" tubing adapters * Version: Standard	\$515.00	\$515.00
1	1004739 740207	Sampling tap with bubble dispenser for 25mm module	\$160.00	\$160.00
		Shipping (estimated billed at actual)	\$100.00	\$100.00
Total				\$1,460.00

Notes:

- Payment terms: Net 30 days, upon credit approval
- F.O.B.: Pittsburgh, PA
- Freight: Prepay and add
- Delivery: 2 weeks from receipt of order
- MISCOwater Terms and Conditions are attached
- Pricing does not include sales tax

Purchase order to be addressed as follows:

MISCOwater
5976 W. Las Positas Blvd., #226
Pleasanton, CA 94588

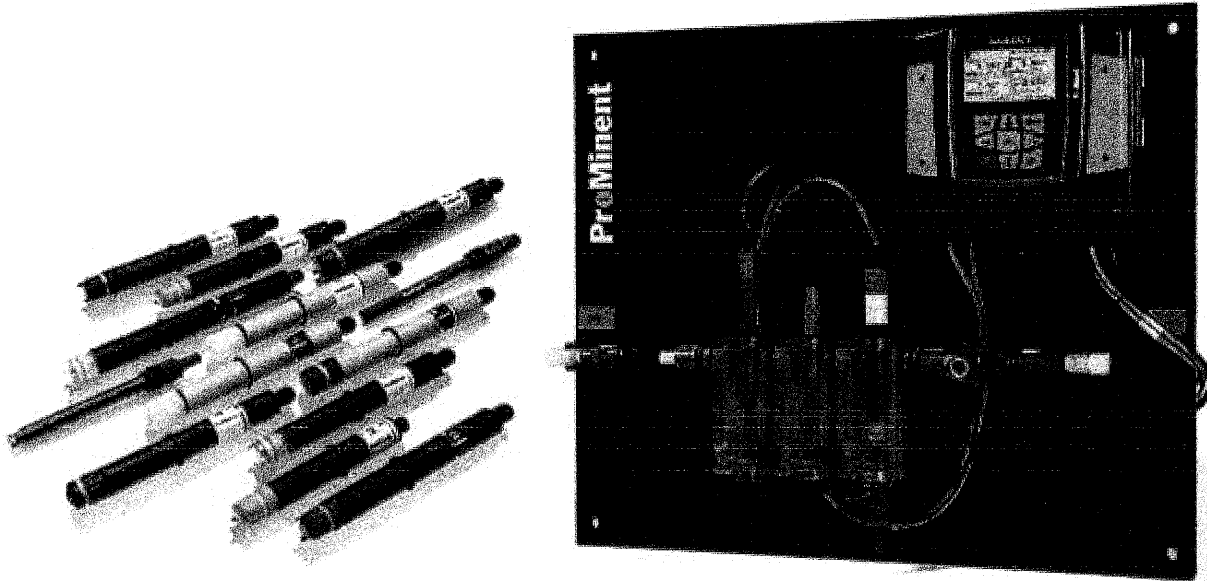
Please let me know if you have any questions.

5976 W. LAS POSITAS BLVD., #226
PLEASANTON, CA 94588
PH:(925) 225-1900 / FAX: (925) 225-9200
www.miscowater.com

PK136

DULCOTEST® Sensors

Measurement & Control Technology



ProMinent®

ProMinent offers a wide array of process variable Dulcotest sensors for water and wastewater applications. Markets covered include industrial, municipal and aquatics.

Our reagent-less amperometric sensors provide simple calibration and low maintenance for continuous monitoring of process variables such as chlorine, fluoride, and PAA.

ProMinent glass sensors incorporate the latest technology and ensures accuracy and reliability for your on-line measurement and control. Complete a system package with one of our Dulcotest monitors or controllers.

Amperometric Sensors

- Free Chlorine
- Total Chlorine
- Chlorine Dioxide
- Chlorite
- Bromine
- Peracetic Acid
- Hydrogen Peroxide
- Ozone
- Dissolved Oxygen

Glass Sensors

- pH
- ORP/Redox
- Fluoride
- Temperature

Conductivity Sensors

- Inductive
- Conductive

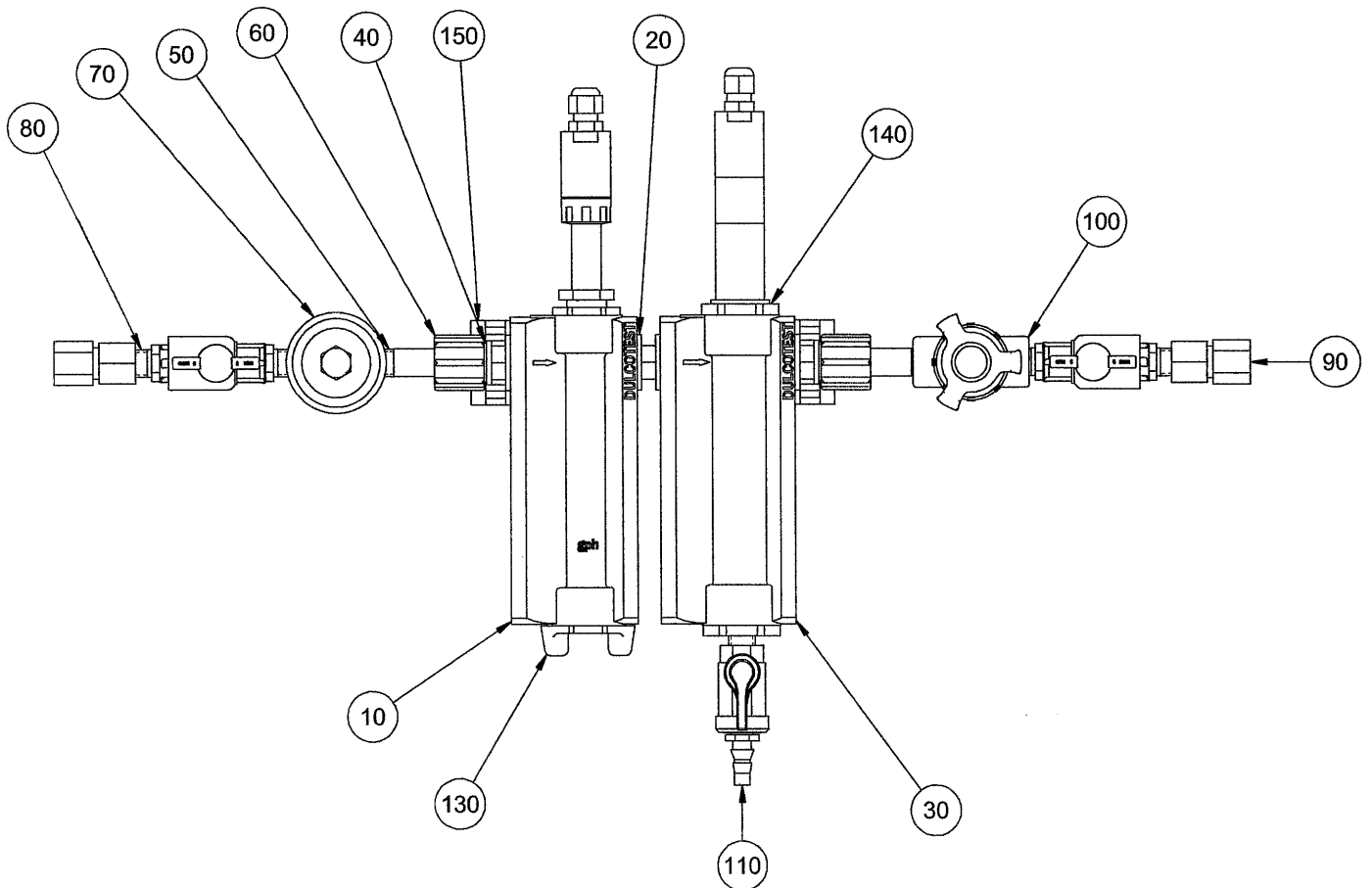
DULCOTEST® Sensors

Selection aid for ProMinent® sensors

Capacity Data				
Measured Variable	Measurable Range	Sensor Type	Maximum Pressure	Temperature Range
Bromine	0.01-0.5 ppm	BCR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.01-0.5 ppm	BRE 1	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.02-2.0 ppm	BCR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.04-2.0 ppm	BRE 1, 2	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.10-10.0 ppm	BCR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.20-10.0 ppm	BRE 1, 2	44 psi (3 bar)	41° - 113°F (5° - 45°C)
Chlorine Dioxide	0.01-0.50 ppm	CDE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.01-0.50 ppm	CDR	44 psi (3 bar)	34° - 131°F (1° - 55°C)
	0.02-2.00 ppm	CDE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.02-2.00 ppm	CDP	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.02-2.00 ppm	CDR	44 psi (3 bar)	34° - 131°F (1° - 55°C)
	0.10-10.0 ppm	CDE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
Chlorite	0.10-10.0 ppm	CDR	44 psi (3 bar)	34° - 131°F (1° - 55°C)
	0.02-0.50 ppm	CLT	14.5 psi (1 bar)	34° - 104°F (1° - 40°C)
Chlorite	0.10-2.00 ppm	CLT	14.5 psi (1 bar)	34° - 104°F (1° - 40°C)
	Conductivity	Inductive/Conductive	Consult Catalog	-
Fluoride	0.05-10 ppm	FLEP	102 psi (7 bar)	34° - 95° F (1° - 35° C)
Free Chlorine	0.01-0.50 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.01-5.0 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.01-10.0 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.01-50 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.02-2.0 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.02-2.0 ppm	CLO 2	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.02-2.0 ppm	CLO 1	116 psi (8 bar)	41° - 113°F (5° - 45°C)
	0.10-10.0 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.10-10.0 ppm	CLO 1	116 psi (8 bar)	41° - 113°F (5° - 45°C)
	0.20-20.0 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	1-100 ppm	CLE	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	10-1,000 ppm	CLR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.02-10 ppm	CGE-3	44 psi (3 bar)	41° - 113°F (5° - 45°C)
Free Chlorine/Bromine	0.01-0.50 ppm	CBR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.02-2.0 ppm	CBR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
	0.10-10.0 ppm	CBR	14.5 psi (1 bar)	41° - 113°F (5° - 45°C)
Hydrogen Peroxide	0.50-50.0 ppm	PER	14.5 psi (1 bar)	32° - 113°F (0° - 50°C)
	2.0-200 ppm	PER	14.5 psi (1 bar)	32° - 113°F (0° - 50°C)
	20-2,000 ppm	PER	14.5 psi (1 bar)	32° - 113°F (0° - 50°C)
ORP	potentiometric	Consult Catalog	-	-
Ozone	0.02-2.00 ppm	OZE	14.5 psi (1 bar)	41° - 104°F (5° - 40°C)
Peracetic Acid	1-200 ppm	PAA	44 psi (3 bar)	34° - 113°F (1° - 45°C)
	10-2,000 ppm	PAA	44 psi (3 bar)	34° - 113°F (1° - 45°C)
pH	potentiometric	Consult Catalog	-	-
Temperature	32°-212°F (0°-100°C)	PT 100	145 psi (10 bar)	32°-212°F (0°-100°C)
	32°-212°F (0°-100°C)	PT 1000	145 psi (10 bar)	32°-212°F (0°-100°C)
Total Chlorine	0.01-.50 ppm	CTE	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.01-10.0 ppm	CGE 2-CAN	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.01-10.0 ppm	CTE 1-CAN	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.02-2.00 ppm	CGE, CTE	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.05-5.00 ppm	CTE	44 psi (3 bar)	41° - 113°F (5° - 45°C)
	0.10-10.0 ppm	CGE 2, CTE	44 psi (3 bar)	41° - 113°F (5° - 45°C)

PK138

ITEM #	USA PN	QTY.	UN	SAP	DESCRIPTION
10	791671	1	PC	L	MODULE, FLOW, PGI 3.5 DLG, GPH, TRANS PVC
20	791226	1	PC	L	CONNECTOR, MALE, M20X6, MT, PVC DGMA
30	791673	1	PC	L	MODULE, PG25 DLG, TRANS PVC
40	791227	2	PC	L	CONNECTOR, MALE, M20X1.5 X M20X6, PVC
50	1017378	2	PC	L	INSERT, M20 X 1/4" MNPT, PVDF
60	800518	2	PC	L	NUT, UNION, M20 X 1.5, PVC
70	7744653	1	PC	L	PRESSURE REGULATOR, 1/4" FNPT, PVC, EPDM, LOW PRESSURE
80	7741898	2	PC	L	LAB COCK, 1/4" MT X MT, PVC, EPDM
90	7741561	2	PC	L	FEMALE CONNECTOR, 3/8 OD, 1/4 FT, PVDF
100	7744652	1	PC	L	NEEDLE VALVE, 1/4", FNPT, PVC
110	7500327	1	PC	L	BUBBLE DISPENSER
120*	791235	2	PC	L	PLUG, M20X1.5, WELSH
130	791220	1	PC	L	PLUG, WELSH, M30X4 P2, PVDF
140	791818	1	PC	L	25MM SENSOR MOUNTING KIT
150	791228	2	PC	L	CLIP, DLG UPPER



PK139



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Placerville
● OPEN until 10 pm

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95667

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Internet #312461989 Model #CM-20L/240 104 Store SKU #1005142584



Chronomite (Brand Rating: 3.4/5)

Instant-Flow C-Micro 0.20 GPM Point of Use Electric Tankless Flow Water Heater, 20 Amp, 240-Volt, 4800-Watt, 104°F

★★★★☆ (3) Questions & Answers (1)



Hover Image to Zoom

Live Chat

Feedback

\$319.05

\$27.00 /mo* suggested payments with 12 months* financing Apply Now

Pickup at Placerville

Delivering to 95667

Ship to Store

Apr 14 - Apr 18

4 available

FREE

Delivery

Tuesday, Apr 18

4 available

FREE

PK140



ELECTRIC TANKLESS WATER HEATER - POINT OF USE

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

APPLICATION: commercial, industrial, residential, public lavatories, kitchen/bar sink

PRODUCT FEATURES

- Uses a digital microprocessor for temperature control, Ultra quick response times for temperature variations - 120 times per second. Microprocessor use is the most energy efficient means of heating water
- Unlimited hot water
- Ideal for sensor /hands-free faucets with the 104°F (40°C) factory preset setting; no mixing valve needed
- Ultra Low Flow Activation - 0.20 GPM (0.75 LPM)
- Saves water and energy - 99% energy efficient
- Meet all CAL GREEN low flow requirements
- Meets LEED v4 low flow requirements
- Vandal resistant rugged cast aluminum housing
- Space saving compact size:
6-1/4" (H) x 9-5/8" x 2-3/4"
(159 (H) x 244 x 70mm)
- Meets applicable building codes including ADA, UL, IAPMO, UPC, CSA.
- Environmentally friendly
- Made in the U.S.A.
- Patent Pending
- Field Adjustable Temperature 104-125°F (40-52°C) (Option -ADJ)

Chronomite Instant-Flow® C-Micro - Low Activation models are manufactured to provide reliable point-of-use hot water. There is no pressure and temperature relief valve needed (unless required by code), saving time and money on installation.

Housing is fabricated from rugged cast aluminum alloy.

Element assembly is fabricated from Celcon plastic.

Heating coils are nichrome.

Faucet flow controls are supplied with each unit. 3/8" compression fittings are supplied (standard). Optional 1/2" male NPT water connections available.



Instant-Flow® C - Micro - Low Activation

GUIDE SPECIFICATION

Tankless Water Heater shall be a Chronomite Laboratories Model

CM -	L /	OPTIONS
AMPS	VOLTS	

with and

to heat to a preset temperature of:

- 104°F (40°C) 110°F (43°C) Other temperature settings available upon request (specify below)
- 120°F (49°C)
(Meets health code)

Unit shall be provided with Celcon waterways, and Nichrome heating coils.
Temperature controlled by microprocessor.

OPTIONS

- PA 765 ABS Housing (P)
- Satin Finish Stainless Steel Housing (SS)
- High Polish Finish Stainless Steel (SSP)
- Pressure & Temp Relief Valve Assembly (TP)
- 1/2" Male NPT (NPT08)
- Field Adjustable Temperature (ADJ)
- Disconnect Switch, Rotary 40A - Lockable Nema 4X (2095-1)

PK141



Member of U.S. Green Building Council



Water Conserving Product



Made in the USA

Complies with Standards for:

LISTED TO: UL STD 499

CERTIFIED TO: CAN/CSA STD C22.2 NO. 88



Federal Public Law 111-280 (No Lead)

LISTED ELECTRIC HEATING APPLIANCE 2147

Intertek 5001365

CALGreen

CHRONOMITE LABORATORIES, INC.
17451 Hurley St. :: City of Industry, CA 91744
Phone 800-447-4962 :: 626-937-4270
Fax 626-937-4279 :: www.chronomite.com

MEMBER OF





ELECTRIC TANKLESS WATER HEATER - POINT OF USE

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

For the model being selected, please place the corresponding amps and volts values in the Guide Specifications on the first page.

MODEL	AMPS	VOLTS	90°C WIRE	WATTS	ACTIVATION GPM	°F TEMPERATURE RISE @				
						0.35 GPM	0.50 GPM	1.00 GPM	1.50 GPM	2.00 GPM
CM-12L/120	12	120	14 AWG	1440	0.20	28	20	---	---	---
CM-12L/208	12	208	14 AWG	2500	0.20	49	34	---	---	---
CM-12L/240	12	240	14 AWG	2880	0.20	56	39	20	---	---
CM-12L/277	12	277	14 AWG	3320	0.20	65	45	23	---	---
CM-15L/120	15	120	14 AWG	1800	0.20	35	25	---	---	---
CM-15L/208	15	208	14 AWG	3120	0.20	61	43	21	---	---
CM-15L/240	15	240	14 AWG	3600	0.20	70	49	25	---	---
CM-15L/277	15	277	14 AWG	4150	0.20	81	57	28	---	---
CM-20L/120	20	120	12 AWG	2400	0.20	47	33	---	---	---
CM-20L/208	20	208	12 AWG	4160	0.20	81	57	28	---	---
CM-20L/240	20	240	12 AWG	4800	0.20	90+	66	33	22	---
CM-20L/277	20	277	12 AWG	5540	0.20	90+	76	38	25	---
CM-30L/120	30	120	10 AWG	3600	0.20	70	49	25	16	---
CM-30L/208	30	208	10 AWG	6240	0.20	90+	85	43	28	21
CM-30L/240	30	240	10 AWG	7200	0.20	90+	90+	49	33	25
CM-30L/277	30	277	10 AWG	8310	0.20	90+	90+	57	38	28
CM-40L/208	40	208	8 AWG	8320	0.20	90+	90+	57	38	28
CM-40L/240	40	240	8 AWG	9600	0.20	90+	90+	66	44	33

Note 1: Maximum temperature rise may be governed by preset outlet temperature.

Note 2: Local plumbing and electrical codes must be followed for installation of water heater and the accessories.

INSTANT-FLOW® C-MICRO - LOW ACTIVATION METRIC CHART

MODEL	AMPS	VOLTS	90°C WIRE	WATTS	ACTIVATION LPM	°C TEMPERATURE RISE @				
						1.30 LPM	2.00 LPM	4.00 LPM	6.00 GPM	8.00 LPM
CM-12L/120	12	120	14 AWG	1440	0.75	16	10	---	---	---
CM-12L/208	12	208	14 AWG	2500	0.75	28	18	---	---	---
CM-12L/240	12	240	14 AWG	2880	0.75	32	21	10	---	---
CM-12L/277	12	277	14 AWG	3320	0.75	37	24	12	---	---
CM-15L/120	15	120	14 AWG	1800	0.75	20	13	---	---	---
CM-15L/208	15	208	14 AWG	3120	0.75	34	22	11	---	---
CM-15L/240	15	240	14 AWG	3600	0.75	40	26	13	---	---
CM-15L/277	15	277	14 AWG	4150	0.75	46	30	15	10	---
CM-20L/120	20	120	12 AWG	2400	0.75	27	17	---	---	---
CM-20L/208	20	208	12 AWG	4160	0.75	46	30	15	10	---
CM-20L/240	20	240	12 AWG	4800	0.75	50+	34	17	11	---
CM-20L/277	20	277	12 AWG	5540	0.75	50+	40	20	13	10
CM-30L/120	30	120	10 AWG	3600	0.75	40	26	13	---	---
CM-30L/208	30	208	10 AWG	6240	0.75	50+	45	22	15	11
CM-30L/240	30	240	10 AWG	7200	0.75	50+	50+	26	17	13
CM-30L/277	30	277	10 AWG	8310	0.75	50+	50+	30	20	15
CM-40L/208	40	208	8 AWG	8320	0.75	50+	50+	30	20	15
CM-40L/240	40	240	8 AWG	9600	0.75	50+	50+	34	23	17

Note 1: Maximum temperature rise may be governed by preset outlet temperature.

Note 2: Local plumbing and electrical codes must be followed for installation of water heater and the accessories.

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PK142

SELECTION SUMMARY & APPROVAL FOR MANUFACTURING

Company _____

Model Number & Options _____ Quantity _____

Contact _____ Title _____

Signature (Approval for Manufacturing) _____ Date _____

CHRONOMITE
LABORATORIES, INC.
 PH. 800-447-4962
 626-937-4270
 FAX 626-937-4279
www.chronomite.com



ELECTRIC TANKLESS WATER HEATER - POINT OF USE

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

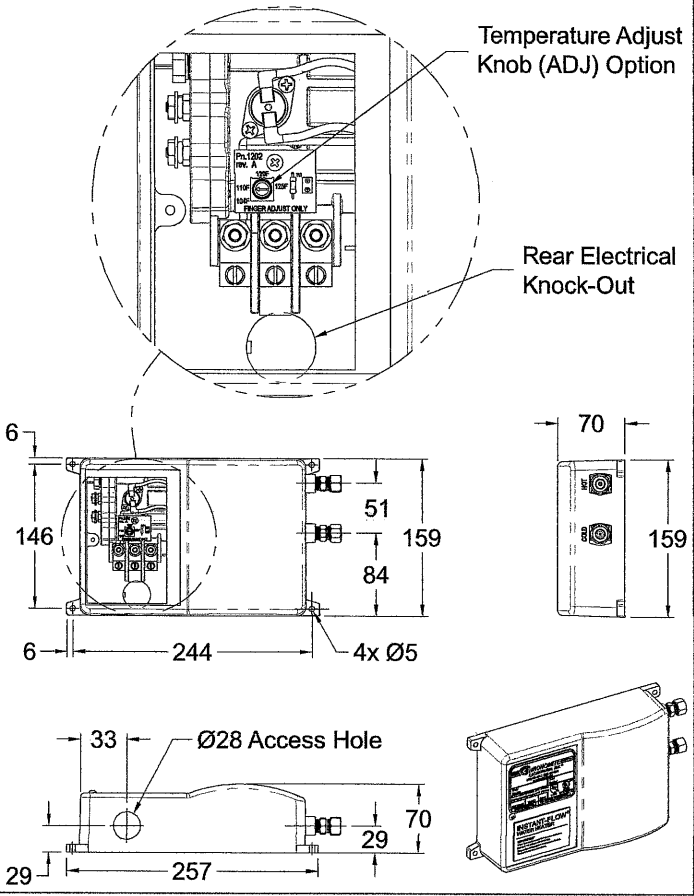
TECHNICAL DIMENSIONS

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

Dimensions:	159 (H) x 244 x 70mm
Weight:	2.27 Kg
Materials:	Rugged cast aluminum housing Celcon plastic element assembly with nichrome coils
Housing Color:	White
Minimum Operating Flow Rate:	0.75 LPM
Minimum Operating Pressure:	172 kPa
Maximum Operating Pressure:	552 kPa
Maximum Pressure:	1034 kPa
Maximum Water Temperature:	71°C
Maximum Ambient Operating Temperature:	60°C
Listing:	UL, IAPMO, UPC, ADA, ETL

GENERAL NOTES:

- The microprocessor adjusts the heater's power for variations in flow rates, inlet water temperature and pressure to assure the selected factory preset water temperature.
- 240V models when operated at 220V will have approximately a 15% wattage decrease.
- 120V models when operated 110V will have approximately a 15% wattage decrease.
- Instant-Flow C-Micro is ideal for sensor/hands-free faucets with the 104°F (40°C) factory preset setting temperature ; no mixing valve needed
- Factory setting of 110°F or above require cold water mixing at the hand wash faucet.
- Microprocessor limits temperature increase according to the pre-selected temperature.



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PK 143

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ELECTRIC TANKLESS WATER HEATER - POINT OF USE

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

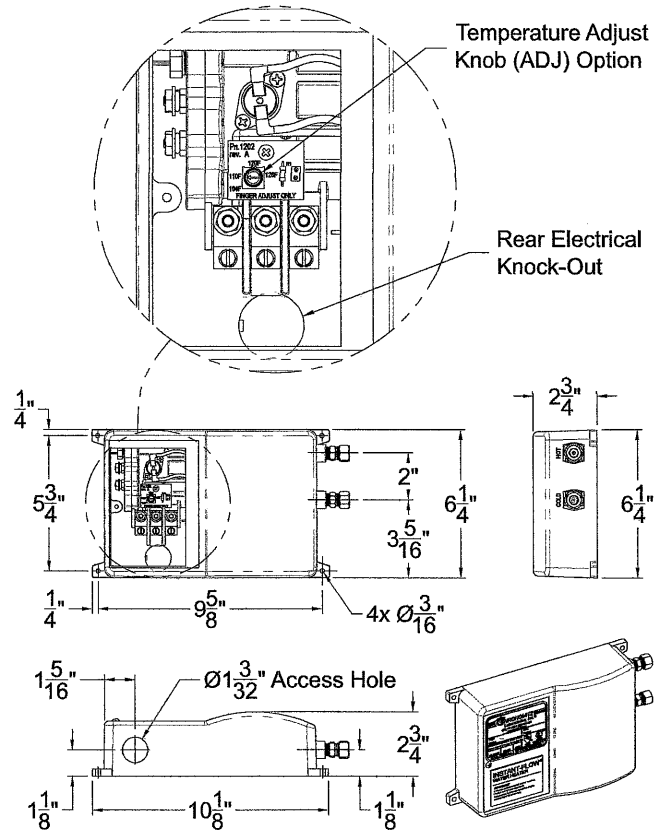
TECHNICAL DIMENSIONS

INSTANT-FLOW® C-MICRO - LOW ACTIVATION

Dimensions:	6-1/4" (H) x 9-5/8" x 2-3/4"
Weight:	5 lbs.
Materials:	Rugged cast aluminum housing Celcon plastic element assembly with nichrome coils
Housing Color:	White
Minimum Operating Flow Rate:	0.2 GPM
Minimum Operating Pressure:	25 PSI
Maximum Operating Pressure:	80 PSI
Maximum Pressure:	150 PSI
Maximum Water Temperature:	160°F
Maximum Ambient Operating Temperature:	140°F
Listing:	UL, IAPMO, UPC, ADA, ETL

GENERAL NOTES:

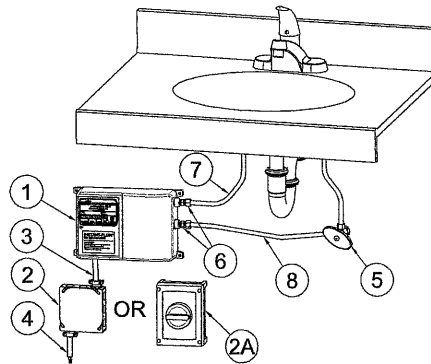
- The microprocessor adjusts the heater's power for variations in flow rates, inlet water temperature and pressure to assure the selected factory preset water temperature.
- 240V models when operated at 220V will have approximately a 15% wattage decrease.
- 120V models when operated 110V will have approximately a 15% wattage decrease.
- Instant-Flow C-Micro is ideal for sensor/hands-free faucets with the 104°F (40°C) factory preset setting temperature ; no mixing valve needed
- Factory setting of 110°F or above require cold water mixing at the hand wash faucet.
- Microprocessor limits temperature increase according to the pre-selected temperature.



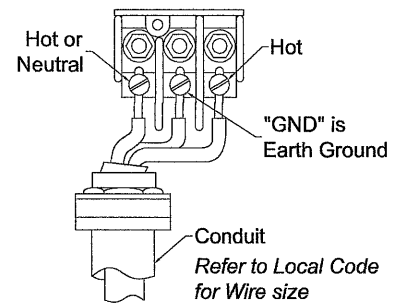
Notes:

1. Heater to be installed below the level of all hot water outlets serviced by the Heater.
2. Diagram shown with standard 3/8" Compression Fitting. Optional 1/2" NPT Male water connections available.

- 1 Instant-Flow Micro Heater
- 2 Electrical Junction Supply Box (Optional)
- 2A 2095-1 Disconnect Switch (Optional)
- 3 Electrical Supply Conduit
- 4 Electrical Supply Wire
- 5 Dual Outlet Stop, 3/8" Comp. Outlet Connections
- 6 3/8" Comp. x 1/4" NPT Fittings (supplied)
- 7 3/8" Hot Water Outlet
- 8 3/8" Cold Water Inlet



WIRING CONNECTION



ATTENTION:

Unit must be hard wired.
NOTE: Heaters are single phase. All tests are measured at the output of the heater.

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PK144

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CALDOR FIRE EVENT GRIZZLY FLATS CSD WATER SYSTEM



STATUS REPORT

Date: April 10, 2023

General: The purpose of Status Reporting is to provide current information to District staff, administration, and elected officials of ongoing progress on water service and infrastructure restoration. The Status Report will be updated on a regular basis and as information critical to restoration of the water system becomes available.

CURRENT STATUS

Situation Summary	<ul style="list-style-type: none"> • EDWA sent letter to GFCSD providing 30 day notice to stop providing admin support for FEMA disaster recovery since establishing the support for almost 1.5 years and costs of around \$500,000. GFCSD will be responsible for supporting any ongoing admin for FEMA activities. • GFCSD Staff and H2Ou met with California Senator Alvarado-Gil and County Supervisor Turnboo for a site visit and photo presentation of the damages caused by the Caldor Fire. GFCSD has requested funding to help cover the Operation Funds with an expected shortfall over a 3 year period, approximately \$250K - \$500K. In addition, a funding request was submitted for the replacement and upgrade of the Eagle Ditch Pipeline of nearly 3 miles with Ductile Iron Pipe for a total project cost estimated at \$7 Million through Senator Padilla. • FEMA established deadline of 01/31/2023 for all damages and supporting documentation. There is a 60 day appeal timeline for any items not completed or provided by the 01/31/2023 deadline. • 18 month deadline for completion of all projects was March 2023. Extension requests for the 6 month damage assessments sent to FEMA via Cal OES have been acknowledged but not approved formally. • Contract for Forester/Arborist to mark and document trees to be felled on private lands adjacent to Eagle Ditch Pipeline was awarded at 01/12/2023 GFCSD Board Meeting to Foresters Co-op. They have started marking the trees but requested a change order so that they could finish the work. They were contracted to be completed by the 03/31/2023 deadline. UPDATE: Report was submitted to GFCSD and forwarded to EDWA for FEMA. Not all of the trees were marked due to effort and funds. 4 private parcels were not completed. • USDA tree felling grant application was approved. USDA approved process to procure tree marking provider. GFCSD has requested a
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PK145



CALDOR FIRE EVENT GRIZZLY FLATS CSD WATER SYSTEM



	<p>quote from Foresters Co-op including the additional 4 parcels that were not completed as part of the FEMA tree marking service for private lands. This will be marked to the lesser USFS marking requirements.</p> <ul style="list-style-type: none">• Insurance funding and FEMA funding for the reservoir liner has been received by GFCSD. Contract to H2Ou for engineering has been placed on hold due to EDWA concerns. GFCSD recently met with General Counsel to discuss and their opinion is being presented to the Board for review. H2Ou is waiting for Board direction on how to proceed.• Acuren completed the Final versions of "Fit for Service" reports for Tyler and Winding Tanks. The revised reports were received from Acuren on 04/07/2023 and are under review.• District staff continue regular weekly coordination meetings with FEMA, Cal OES, EDWA.• District staff continue regular bi-weekly meetings with Insurance Co.• Not directly related to the fire, water treatment operations have become more challenging due to changing raw water quality conditions, failing equipment, regular power outages, limited water storage capacity, and consistent leaks in the distribution system. H2Ou is working on a project description to obtain quotes from three qualified integrators for replacing the PLC (Automated Controller), I/O (Communication Modules), and five six chemical feed pumps.
Water System Assessment	<ul style="list-style-type: none">• District staff is complete with all assessments of the water system. District staff is responding to FEMA's requests for information (RFI) and reviewing damage and recovery costs to support emergency funding applications.<ul style="list-style-type: none">- H2Ou prepared a memo to FEMA for consideration of repairing entire water service to water meters and services damaged from the Caldor Fire.- A response or damage determination has not been provided by FEMA to date.- Additionally, the burned tree stumps into the ground has not been added to the damages or project related to the Eagle Ditch pipeline at this time and may be added as an amendment to the project while under construction.

pk/46



CALDOR FIRE EVENT

GRIZZLY FLATS CSD WATER SYSTEM



Actions and Activities	<ul style="list-style-type: none">• Finalizing documentation requested by FEMA to support damages.• Reviewing updated inspection reports for Tyler and Winding Tanks for both the Insurance Co. and FEMA.• On Hold - Contract documents and repair work to the reservoir liner repair project.• Maintaining Water Treatment and Distribution Operations with water quality impacts due to aftermath of fire and heavy snow rains this winter. This includes challenges with equipment failures from regular power outages and aging equipment.
Future Actions	<ul style="list-style-type: none">• Consider releasing H2Ou to complete/resume preparation of construction documents for reservoir liner repair as a result of clarification from legal counsel.• Review damage determination by FEMA and prepare cost estimates of damages. Compare to FEMA and insurance cost estimates.• Resume preparation of construction documents for reservoir liner repairs.• Retain contractor to repair reservoir liner.• Retain contractor for felling hazard trees for both FEMA and USDA funding.• Retain contractor to replace surface water metering station.• Planning and design of replacement facilities for Tyler and Winding Way, and the surface water metering station.• Use ARPA funding for non-fire related improvements is much needed to begin making progress and address challenges with current water treatment production, monitoring processes, tank levels, system pressures, etc. during power outages and remotely. Loss of Tyler Tank does not allow for low tank level alarm in system at this time. Loss of equipment due to failures may be reimbursable by ARPA funding if it is part of the permanent repairs or replacement and as long as it is competitively bid.

PK147



El Dorado Water Agency

MEMORANDUM

To: Kenneth V. Payne, General Manager
From: Stantec Consulting Services
Week of: March 27, 2023
Subject: GFCSD-FEMA Public Assistance Weekly Status

PROJECT STATUS

Obligated Projects

- Project- 437331- Temporary Road Access-Self Cert (1/13/22)- \$33,600
- Project- 546167- Clearwell Water Tank (1/13/22)- \$6,450
- Project- 548122- HDPE Reservoir (7/20/22)- \$127,870
- Project- 657294- Miscellaneous Facility Damages (8/25/22)- \$23,777
- Project- 437364- Emergency Protective Measures & Temporary Repairs (8/30/22)- \$348,860

3/27- No meeting with FEMA/CalOES this week. Stantec team met with GFCSD, no updates to report.

Project- 437322- Debris Removal

Status: Phase 2, Pending Initial Project Development

- Private Property Debris (PPD) removal- 7/11/22 update
 - 14 parcels were walked through, marking trees, getting GPS locations.
 - Foresters to advise on hazardous trees.
 - Requested GFCSD submit request to the County to remove trees for PPD program as well as the USDA grant.
 - Trees removal on private land is an eligible FEMA expense.
 - FEMA will need additional information specifically for removal i.e., Forester's report, dbh, GPS, etc.
 - GFCSD has indicated that the USDA grant does not require a Forester's report- however, will get one started
 - CalOES concurs and the debris removal can remain in the current Category A- Debris Removal Project- 437322
 - CalOES to provide draft letter/request to County and FEMA PPD
- 8/26- FEMA and CalOES approved 90-day extension to submit documentation for Project. The new deadline is September 15, 2022.
- 8/29- During meeting it was decided the debris project is to be withdrawn from FEMA PA consideration since GFCSD will not be using FEMA PA funding for debris removal.
 - Kim to email FEMA of this once confirmation of Eagle Ditch stump burns will be covered under the Eagle Ditch project and private property tree removal will be covered by State.
- 9/12 - Private tree removal along Eagle Ditch
 - In order for State to consider it we needed a letter requesting that from GFCSD but may be too late as contract is nearly done. Stantec drafted and GFCSD sent letter to CalOES and County (Completed on 9/16).

PK148

- Potential issue: some of the private property owners (2-4 of them) did not join the State debris removal program. Also, an arborist is needed to tag the threatened the ditch, which will be covered PPDR.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
- 10/3- CalOES to coordinate with County of El Dorado on status of PPDR request letter. Hazardous trees along Eagle Ditch need to be removed before repairs to the pipeline can occur. USDA funds are being used for hazardous trees on public lands and only includes felling trees. PPDR is being requested for private properties along Eagle Ditch because they will both fell and remove the hazardous trees.
 - 10/11- County of El Dorado sent email to CalOES in support for the PPDR request. CalOES to move this forward.
 - 10/17- CalOES has denied request for PPDR assistance, citing the main reason is the late request and state debris contracts are no longer open for this disaster. CalOES to research “Special District and PPDR” for alternate methods to remove hazardous trees.
 - GFCSD will continue to work on gaining Right of Entry authorization from property owners.
 - GFCSD will need to proceed with obtaining a certified arborist hazard tree report. Derick with CalOES to send email with typical requirements (i.e., pictures of whole hazardous tree and threat, GPS, tree measurements, etc.)
- 10/17- H2O reports arborist report may be funded through USDA grant; Cort has been in contact with foresters/arborists. H2O will lead this task. This Cat A project will remain open to cover private property debris removal.
- 11/28- GFCSD to solicit bids from at least 2 certified arborists to conduct the hazardous tree removals. Internal deadline of 12/6.
- 12/7- GFCSD sent email to FEMA PDMG requesting a time extension for submitting Project documents, citing lack of response from arborists and inclement weather (snowfall). (no response)
- 12/12- GFCSD awaiting arborists bids. 12/19- Only one arborist has responded to the bid request, GFCSD would like to get a few more bids before proceeding with work.
- 1/9- GFCSD has received 4 bids from arborists to complete the work. Kim will present at the board meeting on Thursday to select a company.
- 1/23- An arborist has been selected and contract approved by the Board. As soon as weather and snow conditions are favorable, the work will begin.
- 1/30- Tree crews were out last week marking trees; inclement weather continues to impede the crews.
- 2/13- Arborists are still conducting field work, expected to complete marking trees in the next few weeks. Report estimated mid to late March.
- 2/23- Amendment to contract for additional funding will be proposed to the Board in the next coming weeks.
- 2/27- PDMG states DM is pending.
- 3/14- Awaiting arborists report.
- 3/20- Extra contract costs were approved by the Board. The arborists are approximately 90% done with the tree marking. There are now access issues from logging trucks and recent snowfall. Estimated to be completed by March 31.

Project- 660345- 2022 Emergency Protective Measures

Status: Phase 4, Pending Final FEMA Review (2/25)

- GFCSD asked to keep this project open for now in case additional emergency expenses come up. FEMA is asking to close this soon as we are out of the emergency (6 months) period.
- Stantec received West Coast invoices on 7/19. To review and upload to Grants Portal
- H2O to provide their Pace invoices to Stantec.
- 8/1- FEMA asked if this Project can be changed to Completed Lane
 - GFCSD has been getting invoices together and will need to check on current status.
- 8/4 – Stantec uploaded invoice from West Coast Pipeline to project in Grants Portal.
- 8/8- Awaiting H2O invoices and updates from GFCSD.
 - 8/22-GFCSD to request again from H2O
 - 8/22-GFCSD to confirm that no other work to be completed
 - 9/12 – H2O said they will provide invoices this week to Stantec. Not yet received as of 9/26.
 - 9/26- H2O stated the invoice would be submitted to Kim today.
 - 10/3- Received invoices from H2O. Stantec will organize and present to GFCSD to approve.
 - 10/7- Stantec sent compiled list of expenses to GFCSD for review that all expenses are included. 10/25, Kim provided invoices. 10/26 – Stantec reviewed and had follow-up questions for Kim 10/27- Kim to address questions
- 8/22 – Stantec requested GFCSD send email to FEMA to move project to ‘completed’ lane so we could upload missing invoices once available. Draft email text was provided. Completed on 9/19.
- 9/15 – GFCSD requested 60-day extension for submittal of Project documents. Response not yet received. (response never received)
- 11/8- GFCSD has provided additional Cat. B invoices. Stantec to review and compile for review.
 - 11/15- GFCSD has provided more final invoices, Stantec compiling. 11/17- sent request to FEMA PDMG to send back Project EEI in order to upload final invoices.
 - FEMA PDMG completed request during 11/22 meeting. Stantec will upload project documents.
- 11/29- All Project documentation and invoices have been uploaded to Project in Grants Portal. Email sent to FEMA PDMG for review and submittal to the CRC.
- 12/1- Project advanced to Phase 3- CRC development.
- 1/23- FEMA PDMG has not gotten update from EHP.
- 1/30- EHP RFI issued for project. The RFI was answered by Stantec and GFCSD and submitted back to FEMA.
- 2/25- Project advanced to FEMA Final Review.
- 3/20- Stantec sent email to State and FEMA PDMG inquiring on the status of Final FEMA review. No response received.

Project- 548682- North Canyon Creek Diversion

Status: Phase 4, Pending FEMA EHP Review (10/13)

- Mitigation has not been discussed to improve resiliency for future events.
- FEMA is separating Site Inspection Report and will provide updated report for GFCSD signature.
 - 8/25- FEMA submitted corrected Site Inspection Report and DDD for review and approval. GFCSD to review/approve.
- 8/22- Stantec submitted EEI to FEMA on behalf of GFCSD.

- 8/26- FEMA and CalOES approved 90-day extension to submit documentation for Project. The new deadline is September 15, 2022.
- 9/8- Project will be sent to the CRC soon. FEMA had a question about mitigation on the project. Stated GFCSD will be utilizing mitigation by installing ductile iron. FEMA to coordinate with FEMA Mitigation team.
- 9/12 – PDMG states will send to CRC today.
 - 9/19- Stantec inquired if there were any issues with the Project, FEMA stated none. Project not yet sent to CRC as of 9/27.
- 10/13 – Pending EMMIE Submission (meaning it's at the late stages of the CRC). Includes \$17k in 406 mitigation funds to use Ductile Iron in lieu of PVC.
- 10/13 – Still pending CRC EHP Review. No additional RFIs at this time.
- 10/18- FEMA EHP sent RFI for project. RFI response was submitted on 10/20. Response and photos uploaded to Project documents in Grants Portal.
- 10/28- FEMA EHP requested additional information on the location and dimensions of the access road required for the repairs.
 - 11/10- Stantec submitted response to RFI to FEMA PDMG.
- 11/14- Discussed SOP change in Project since FEMA CRC did not factor in the costs for an access road. FEMA and CalOES to discuss next steps for Project. 11/18- Stantec provided additional GPS coordinates for access road to CalOES.
- 12/16 - Uploaded USFS approval for temporary access road, received by FEMA EHP.
- 1/9- FEMA PDMG has not gotten update from EHP.
 - 1/30- Same Status.
- 2/6- PDMG stated project is waiting on response from USFS. Unknown when the project will move forward.
- 3/13- H2O has requested a cost estimate from a contractor for permitting activities. The estimate is expected by 3/21.
 - Quote has been received and Scott is currently reviewing, once complete will share with group.

Project- 548687- Metering and Diversion Station (surface water)

Status: Phase 4, Pending FEMA EHP Review (10/26)

- GFCSD to compile and submit paper timecards for maintenance history
 - EDWA submitted 2019 Leak Detection report for distribution lines to show historical maintenance to FEMA.
 - Applicant working on getting timecards. EDWA intern scanned timecards 7/15 and 7/20. Stantec reviewing and assigning PWs to each hour spent and will send to Tony Ramirez (CalOES) to put into FAL template.
- 8/3- Stantec reviewed DDD, provided recommendation to GFCSD.
- 8/18- FEMA requested Applicant to send back Project/DDD so changes can be made. – GFCSD accidentally accepted. CalOES is working to fix the mistake in the system.
 - 8/23- GFCSD sent back DDD for corrections as indicated to FEMA via email on 7/29.
 - 8/25- FEMA sends DDD for GFCSD approval.
- 8/26- FEMA and CalOES approved 90-day extension to submit documentation for Project. The new deadline is September 15, 2022.
- 9/8- GFCSD would like FEMA mitigation to install a meter station in an underground vault. FEMA is aware of this and will coordinate accordingly.
- 9/9- GFCSD sent back DDD for edits to include additional 10" flow meter and cast in place concrete foundation that was not captured.

- Edits were completed on 9/29.
- 10/3- GFCSD approved DDD.
- 9/15 – GFCSD requested 60-day extension for submittal of Project documents. Response not yet received. (response never received)
- 10/12- FEMA PDMG submitted Project to CRC.
- 10/13 – Still pending CRC project development. No RFIs at this time.
- 10/26- Project in EHP queue.
- 1/9- FEMA PDMG has not gotten update from EHP.
 - 1/30- Same Status.
- 2/6- PDMG stated project is expected to advance in PA process by end of week.
 - 2/17- Project still in EHP Review.

Project- 547435- Big Canyon Water Diversion and Retaining Wall

Status: Phase 4, Pending Applicant Project Review (2/10)

- Mitigation has not been discussed to improve resiliency for future events.
- 7/27- Project sent to CRC. The pipe has been repaired, and the retaining wall still needs to be completed.
- 8/18 – FEMA requested additional information for EHP review. EDWA and GFCSD provided answers on 8/18.
- 9/19- FEMA PDMG to inquire on the status of Project with FEMA EHP.
 - 10/3- PDMG confirmed the project is pending Tribal/SHPO coordination. This may take up to 45-60 days.
- 10/13 – Pending SHPO/TPO Review as part of EHP Review. Sent to tribes on 9/22. Expect 60-day response time.
 - 11/22- FEMA PDMG will contact EHP for update.
- 12/1- EHP determination of no historic properties affected for the Project. Project advanced to Pending PDMG Project Review.
- 12/19- FEMA PDMG sent back Project to CRC for edits, “Actual costs have been submitted for completed work. Sent back to swap out "estimated" costs with actual costs.”
- 2/15- Stantec reviewed Project scope and cost. Recommended GFCSD approve project.
- 2/27- H2O concerned with costs associated with additional coordination and permitting requirements to complete work. Project may need scope and cost adjustment to capture these costs.
- 3/13- H2O has requested a cost estimate from a contractor for permitting activities. The estimate is expected by 3/21.
 - Quote has been received and Scott is currently reviewing, once complete will share with group.

Project- 659585- Miscellaneous Utility Damages (6 DI's)

Status: Phase 4, Pending FEMA 406 HMP Completion (1/30)

- 8/22- Stantec recommended GFCSD approve Project DDD.
 - 8/23- Stantec uploaded maintenance records to Project EEI.
 - 8/25- GFCSD approves DDD
1. Forest View Tank and Pump Station (DI-929475)- 100% Complete- Site Inspection (SI) Required and Unscheduled
 - GFCSD to compile and submit paper timecards for maintenance history
 - Applicant working on getting timecards. EDWA intern scanned timecards 7/15 and 7/20. Stantec reviewing and assigning PWs to each hour spent.
 - GFCSD already submitted Pace invoice. Stantec to confirm FEMA included this.

- 7/21 Site inspector had questions: What caused the damage there?
 - Jodi: Pressure buildup. There was a pump there. When the fire went through all the pressures from the system created and issue and the PVC failed and need to be replaced because pump could not run
 - Jodi: Replaced with galvanized steel (upgraded material) for mitigation
- 8/3- Stantec reviewed DDD, provided recommendation to GFCSDs.
- 8/17- EDWA uploaded Force Account data from GFCSD on Forest View.
- 2. Grizzly Pond Property (DI- 929478)- 0% Complete- SI Approved- Ready for bids/CRC development
- 3. Water Quality Sample Stations (DI- 929479)- 0% Complete- SI Approved- Ready for bids/CRC development
- 4. Stream Gages (DI- 929485)- 0% Complete- SI Approved- Ready for bids/CRC development
- 5. Old Mine PRV (DI- 929488)- 0% Complete- SI Approved- Ready for bids/CRC development
- 6. Hydrant Flow Meter (DI- 929490)- 0% Complete- SI Approved- Ready for bids/CRC development
 - 8/26- FEMA and CalOES approved 90-day extension to submit documentation for Project. New deadline is September 15, 2022.- Not Applicable for Project anymore
 - Project at the CRC as of 8/25.
 - 9/20- Project sent back to CRC for EHP request for information related to the Forest View Tank damage repairs. GFCSD provided information to address request on 9/22.
 - 9/26- FEMA PDMG will send to FEMA EHP team today.
 - 10/13 – FEMA EHP requested USFS-GFCSD agreement. Stantec re-sent to them.
 - 10/17 – Still pending CRC EHP Review. No additional RFIs at this time.
 - 11/1- Jeff (Western Hydrologics) is looking into possible mitigation and will provide us the information. He is also updating costs from his earlier report to account for inflation. Stantec requested his feedback by 11/2.
 - 11/8- Stantec uploaded an updated estimate and mitigation measures for the Stream Gauge damage.
 - 1/9- Project is missing 406 Mitigation activities. Requests sent to FEMA PDMG and FEMA hazard mitigation specialist. Project will be sent back.
 - 1/23- Project pending addition of 406 Mitigation. GFCSD sent back for inclusion on 1/13.
 - 2/13- PDMG sent email detailing the CRC's 406 mitigation issues. CRC claims the project is not cost effective and will require BCAs. Andrew and Jan disagree and will be drafting responses/ costs to support 406 HMP. PDMG to request costing spreadsheets used by the CRC specialist.
 - 2/23- CRC 406 HM replied if Grizzly Flats is not satisfied with the mitigation plans written up, they should create their own cost estimates and submit to CRC for validation.
 - 2/27- Stantec working on cost estimates and 406 mitigation documents.
 - 3/2- A formal RFI was issued for scope and cost estimates for mitigation documents.
 - 3/10- Stantec provided all RFI documents and replied to RFI in Grants Portal.

Project- 659587- Eagle Ditch Pipeline

Status: Phase 4, Pending EHP Review (12/23)

- Mitigation has not been discussed to improve resiliency for future events.
- FEMA is separating Site Inspection Report and will provide updated report for GFCSD signature.
 - 8/1- FEMA still waiting for SIR to be fixed.
 - 8/22- FEMA reports still with Site Inspector (staff shortages).
 - 8/25- FEMA states Damage has been separated and SIR to be reviewed.

- EDWA is working with GFCSD to walk the pipelines to identify/locate, document and assess root that threaten the conveyance pipeline. Assessment to be performed by EDWA intern and a GFCSD operator.
 - EDWA intern, Andy, and Cort collected data on 7/26.
 - EDWA reviewed data and posted it to Grants Portal as of 7/29.
- 8/4- Stantec uploaded burned stumps maps, photos, and spreadsheets to project.
- 8/15 – EDWA exploring methods to prove damage to pipeline
- 8/23- Stantec uploaded maintenance records to Project EEI.
- 8/26- FEMA and CalOES approved 90-day extension to submit documentation for Project. The new deadline is September 15, 2022.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
- 9/1- GFCSD sent back the DDD in order for FEMA to add the burnt stump damages.
 - FEMA received the burnt stump data for the Eagle Ditch project. The DDD edits are still pending, however, FEMA raised concerns regarding the eligibility of the burnt stumps since the pipeline itself was not damaged from them. Resolution may take up to 2 weeks for personnel to address.
 - 10/3- PDMG stated FEMA is reviewing and will likely make a decision in the next week.
 - 10/13 - FEMA leadership has determined that the adjacent voids from burnt trees will not be added to the DDD
 - GFCSD to consider if we should prepare a technical engineering report describing how damages directly affect the structure or accept current DDD and plan to version the project later.
 - 10/17- Derick from CalOES recommends accepting the DDD as it is since there are unknowns with the extent of damages. This will allow the Project to continue forward in the FEMA PA process, and the Project can be amended on the back end with additional documentation such as geotechnical report affirming the findings.
 - 10/24- GFCSD signed the DDD after discussion with CalOES.
- 11/29- Project advanced to Phase 3- CRC development.
- 1/23- FEMA PDMG has not gotten update from EHP.
 - 1/30- Same Status.
- 2/6- PDMG stated FEMA EHP has not yet sent out the SHPO/THPO coordination letters for the project. Once they are sent, response time will be 60-days.
- 2/13- EHP issued RFI for GPS points and list of equipment to be used to complete the repairs. Response expected from GFCSD in the next couple of days.
- 2/27- Stantec answered RFI for project, response sent to Charlotte Lin.
- 3/14- Update from EHP stated project is currently in consultation with the State Historic Preservation Office, unknown when project will be released.

Project- 683606 – Distribution Lines

Status: Phase 2, Pending Initial Project Development (9/26)

All System Distribution Pipelines (DI-929675)

- EDWA uploaded to FEMA Grants Portal on 7/14 the Phase 1 and Phase 2 Leak Report.
- Comment on 4/19/2022 states “929675 All System Distribution Pipelines: Was not inspected during this site inspection.”
 - Recommend FEMA remove DI from current Work Order and issue new Work Order for Site Inspection in order to complete DDD so Project can move forward.

- 8/29- FEMA removed this damage from the “Pipelines” Project. New Project not yet assigned.
- 9/8- FEMA PDMG will formulate new project for damage.
 - 9/19- Stantec inquired when damage will be formulated into Project, FEMA PDMG states today. Damage is unassigned as of 9/22. Completed 9/26.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
- 9/26- Stantec uploading Project documentation into Grants Portal.
- 10/17- Scott to provide justification/codes for damages and repairs to the service lines.
- 10/17- Kim working on getting status of repairs.
 - 12/12- Invoices and repair status submitted to Grants Portal and FEMA PDMG for EEI Approval. Comment added to Project.
- 1/9- FEMA site inspectors tasked to be working on completing the DDD and site inspection report.
 - 1/23- No updates on when FEMA SI will complete SIR or DDD.
- 2/13- Site Inspector had questions on what damages are going to be claimed for the project. PDMG will send an email requesting more information this week.
- 2/27- Scott to work on GPS locations for each leak, along with a “standard” damage description for leaks that haven’t been repaired.
- 3/6 – Scott to Provide GPS locations for all leaks. Work up a “standard” damage description (length and diameter of pipe) for all unrepaired leaks.

Project- 437365- Fire Hydrants

Status: Phase 2, Pending Initial Project Development

- FEMA identified 36 hydrants with visible paint damage and 1 destroyed.
 - EDWA intern measured hydrant height to determine if meets NFPA on 7/15 per H2O’s request.
 - H2O mentioned on 7/18 that hydrants should have sufficient clearance around hydrant. Some hydrants only meet NFPA on one side of the hydrant. This was not measured on 7/15 as this was a new issue not mentioned until after data was collected.
 - EDWA drafting memo to justify internal damage of an additional ~60 hydrants in burn zone based on manufacturer information and recommendations.
 - H2O to provide cost estimates for repair vs. replacement
 - 8/1- H2O is reviewing the report from a consultant who inspected and identified more damaged fire hydrants. Hoping for internal distribution by end of week. Up to 69 damaged hydrants now. H2O reiterated the need to consider coating and gaskets to be assessed.
- 8/15 – EDWA working on bringing on an inspector to prove internal damage.
 - 8/29- Task not required anymore. Meeting with GFCSD and H2O on 8/29/22, they agreed that no additional inspections are required. The DDD will include the hydrants FEMA identified plus the additional hydrants identified from the report.
- 8/23- Stantec uploaded maintenance records to Project EEI.
- 8/8- H2O still reviewing fire hydrant report, which will be sent to Stantec once completed.
 - EDWA received it on 8/15.
 - 8/24 – Stantec requested revisions to fire hydrant report via H2O. GPS coordinates were not provided, and numbering does not match Field Maps app.
 - Scott was to go to GF on 9/2 to confirm photos
 - On 9/2 H2O took additional photos of hydrant damages and updated the spreadsheet. Stated they found additional damages to fire hydrants. Plans to

- confirm remaining non damaged hydrants have no damage. Plans to revisit 37 hydrants to verify any visual damage.
 - Issue with photos and FieldMaps/MCS report resolved.
- 9/22- Scott needs to verify a few more hydrants this weekend. Then Stantec to prepare final mapbook and upload to Grants Portal.
- 9/26- H2O will be collecting last 4 fire hydrant data today. Will then compile into spreadsheet/document.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
- 9/29- Stantec received the final reports and uploaded them to Grants Portal. Project sent to FEMA PDMG for review.
- 10/17- All documentation has been provided; FEMA Site Inspectors should have what they need to amend the DDD, confirmed by CalOES on Monday meeting.
- 11/16- Still waiting on FEMA site inspector to complete DDD.
 - 12/13-Comment added to Project.
- 1/9- FEMA site inspectors tasked to be working on completing the DDD and site inspection report.
 - 1/23- No updates on when FEMA SI will complete SIR or DDD.
- 2/6- PDMG stated FEMA SI has requested more detailed records of maintenance or damages for hydrants to compare before and after. GFCSD stated a spreadsheet is available and will send to PDMG.
- 2/13- PDMG received maintenance documents and will share with Site Inspector.
 - 2/14- Kim sent PDMG an additional maintenance report.
- 2/23- All damage information has been sent to the site inspection team.

Project- 437355- Tanks and Booster Facilities (2 DI's)

Status: Phase 2, Pending DDD Completion (Edits) (3/22)

1. Tyler Drive Storage and Booster Facility (DI- 787417)- SI Approved by PDMG.
2. Winding Way Tank and Booster Station (DI- 787428)- SI Approved by PDMG
 - EDWA finalized the contract with Acuren. Inspectors to come out in early August from Texas for both tanks.
 - H2O requested additional scope on 7/20 with Acuren for a NACE coating inspection. H2O to provide scope of work to EDWA. EDWA requested on 7/26 that H2O does not directly contact Acuren.
 - 8/23- Stantec uploaded maintenance records to Project EEI.
 - The Fitness for Service Inspection is confirmed for August 3, 2022. Acuren to confirm inspection date (August 8th or 9th) for the API Visual Tank Inspection.
 - 8/1- Inspection for tank will start tomorrow, once complete, wait for report.
 - 8/8- Acuren to conduct API tank inspection on 8/9.
 - 8/22- Awaiting findings and report from Acuren to EDWA
 - 9/6-EDWA confirms inspection report available soon. Initial assessment states tanks are serviceable. EDWA has requested a quote for coating inspections and estimates for tank repairs and coating.
 - 9/12 – EDWA said still waiting on report as of today; initial inspection passed fit for service, but need to perform coating inspections for potable water tanks
 - Expected repairs for Tyler Tank welded steel: repaired and coated
 - Expected repairs for Winding Way bolted steel: gasketed between panels will need to be disassembled, coated, and reassembled. Will not be cost-effective.
 - Regardless we will likely want to relocate tanks

- 9/15 – EDWA sent findings and report from Acuren to Stantec. H2O sent results of lead testing on the tank liners.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
- 9/19- EDWA confirmed tank report findings, awaiting quote for interior inspections.
- 9/26- EDWA is currently waiting on comments from H2O and insurance. It was decided to hold off on submitting reports to FEMA until a full picture of what is required to repair/replace the tanks is understood and Acuren addresses comments from the reports.
- 10/3 – EDWA coordinating tank inspections. 10/17- Internal tank inspection scheduled for the week of Oct. 24. Final report anticipated mid-November.
- 10/17- Acuren will not provide cost estimates for repairs. H2O will provide estimates once all report findings are submitted.
- 11/22- Internal tank reports delivered to EDWA, GFCSD, and Stantec. Reports are being reviewed.
- 11/29- Draft tank reports were uploaded to Grants Portal for FEMA to review. Request for Alternate Project (moving the tank facilities) was submitted to FEMA PDMG.
- 12/8- DDD has been updated by FEMA Site Inspectors, GFCSD and Stantec to review.
 - 12/12- H2O to review and note what items are missing from the DDD. 12/19- Scott is questioning the Acuren interior report and will be in contact with Acuren for comments. Will review DDD and submit damages hopefully by end of week.
- 1/9- Scott on vacation, still tasked with reviewing tank report and providing comments. Now states estimated time to complete 2 weeks.
- 1/23- H2O sent comments on Acuren Tank Report to EDWA for Acuren to address. Response expected in 2 weeks.
- 1/30- Project DDD has been reviewed by GEI consultant and provided edits. Awaiting report comments from Acuren.
- 2/6- Initial DDD edits will be sent to PDMG while Acuren finalizes their response.
- 2/13- Acuren has replied to comments and will need to issue new report. They have agreed that the tanks were empty now, and the fire exposed the tanks to temperatures above manufacturer recommended levels. The DDD will need to be updated to include the specific tank damages. Estimated time to complete is next week.
- 2/23- PDMG has sent back Project for DDD modifications.
- 2/25- DDD pending review after changes. Project pending final report from Acuren.
- 3/6 – Kim/Scott to review DDD and identify any required changes.
 - 3/14- Awaiting final reports from Acuren.
- 3/20- Scott is tasked with looking up the code for lead mitigation in water tanks.
- 3/22- Kim sent back the DDD to be edited by the FEMA Site Inspector.

Project- 437326- Water Lines and Meters

Status: Phase 2, Pending Initial Project Development

- FEMA reviewing supporting damage documentation
 - EDWA uploaded to FEMA Grants Portal on 7/25 the requested GPS data, photos, and description of meters/service lines within the burn zone.
- Pending Site Inspector Submission.
 - 8/22- FEMA reports still with Site Inspector (staff shortages).
 - 9/12- PDMG said Site Inspectors hoping to finish up road inspections for others today, so will review this project starting tomorrow.
- 8/29- H2O contacted metering company regarding calibration- no response to date. H2O will coordinate on this Project. There are 621 total meters, approximately 400 in burn scar, of

- which, estimate 200 or so not functioning properly. GFCSD can show records of current and pre-fire usage. Out of the 621 meters around 300 were brand new in the last 3 years.
- 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
 - 9/8- H2O states water meters with no visible damage are not reading usage properly, intends to check internal workings with calibration device.
 - 9/26- Master meter has been obtained to conduct meter testing. Field work to be completed under H2O's coordination in 2 weeks (early October), with report of findings to follow (late October).
 - 10/17- Preliminary meter calibration has indicated that the “undamaged” meters thought to be reading incorrectly, are in fact within 98%-100% accuracy. H2O will review the remaining meters and re-evaluate the need to continue testing.
 - 10/24 – H2O to provide report soon
 - 11/14- H2O to complete:
 - Write up report on additional damages based on testing
 - Write up mitigation for concrete boxes (Meter boxes need to be bigger or have two per location to accommodate 1" service line. Use brass/metal meters vs. plastic.)
 - Write up justification on how service line and meter are one unit
 - 12/8- Scott sent memo to Stantec to review and revise.
 - 12/12- Updated damage list uploaded and sent to FEMA PDMG for Site Inspectors to update DDD. Comment added to Project.
 - 1/9- FEMA site inspectors tasked to be working on completing the DDD and site inspection report.
 - SI requested photos to be provided. Stantec confirmed and uploaded water meter photo book.
 - 1/23- No updates on when FEMA SI will complete SIR or DDD.
 - 2/27- per PDMG “The site inspector just reached out for some more detail on the water lines in order to complete the site inspection report. He'd like you to provide a description of the damaged water line with a GPS location, diameter, and length.”
 - Owen will pare down the meter spreadsheet and send to Scott. Scott will develop a “standard” damage description for replacing a meter.
 - 3/13- Scott will develop a standard description for replacing a meter.

Project- 547264- Fencing, Signage, and Retaining Walls (2 DI's)

Status: Phase 2, Pending DDD Completion (2/28)

1. Fence and Wooden Retaining wall at Tyler Pump Station (DI-922016)
2. Fences, Wooden Retaining walls, signage, and misc. items (DI- 929486)
 - Site inspection occurred on 04/06/2022. Damage waiting for Site Inspector to submit Report and DDD. 7/29- Stantec uploaded supporting documentation to Project/Damage
 - 8/1- FEMA confirmed Site Inspector is in progress of developing DDD.
 - 8/22- FEMA reports still with Site Inspector (staff shortages).
 - 8/23- Stantec uploaded maintenance records to Project EEI.
 - 9/15 – GFCSD requested 90-day extension for submittal of Project documents. Response not yet received. (response never received)
 - 10/3- Stantec sent request to H2O/GFCSD to provide inventory of the damages. FEMA needs this to complete the Site Inspection.
 - 11/14- GFCSD to collect GPS, size, descriptions by putting photos and information into H2O's Meter map.
 - 12/1- Stantec uploaded photos and information into Grants Portal. Ready for FEMA Site Inspector to write up DDD.

- 12/6- additional dimensions and photos were uploaded to GP, email notification sent to PDMG to relay to Site Inspectors.
- 12/12- Project EEI sent to FEMA PDMG for review/approval and FEMA Site Inspector to complete DDD. Comment added to Project.
- 1/9- FEMA site inspectors tasked to be working on completing the DDD and site inspection report.
 - 1/23- No updates on when FEMA SI will complete SIR or DDD.
- 2/13- FEMA Site Inspector sent over spreadsheet of missing information to GFCSD in order to complete the DDD. Kim is gathering information and finalized spreadsheet was sent back to PDMG today.
- 2/22- Project DDD sent to GFCSD to review.
- 2/28- DDD sent back for revisions. An updated spreadsheet for sign damages was provided.
- 3/22- It was decided by the group to remove the Damage Inventory items pertaining to the retaining walls and move them to their respective Tank project. PDMG will work on that.

MISCELLANEOUS UPDATES

- 2/23- Caroline Woods will be taking over for Michael as PDMG.
- 2/13- PDMG, Michael Hancock, will be leaving the disaster at the end of the month. Replacement PDMG unknown at this time.
- 2/13- Due to holiday on 2/20, next week's meeting will be rescheduled for 2/23 at 10:00AM PST.
- 2/12- 30-day deadline to complete permanent work is 3/12/23. Reminder email was sent from Grants Portal. A Project extension request will be drafted for all remaining permanent project repairs.
- 2/7/23 – Project purgatory updated provided
- 1/19/23 – Stantec held meeting with Rob Roscoe, GEI Consultants, to provide briefing on status of ongoing efforts, identify immediate and near-term priorities/needs. Forward project DDDs, SOW, Budget and file attached at request of Rebecca Guo and Kyle Ericson, EDWA.
- 9/26- Stantec presenting GFCSD with potential mitigation opportunities for damages. Stantec will be compiling a list for FEMA.
- 9/8- The project documentation extension that was granted by CalOES/FEMA has a deadline set for September 15. Stantec drafted another letter requesting additional time for the remaining projects.
- 9/8- CalOES would like to start tracking the status of funds being dispersed. Stated the check for around \$115,000 was sent out to GFCSD for the liner repair. CalOES requested confirmation of receipt from GFCSD. GFCSD/Stantec provided confirmation.
- 8/29- The group decided to continue with one meeting per week, on Mondays, starting 9/12.
- 8/25- Obligated funds for HDPE Reservoir project are still pending disbursement. CalOES fiscal year ended in June, should expect funds soon.
- GFCSD appointed Kim Gustafson interim GM and will be taking over FEMA PA activities.
 - CalOES sent Form 130 Designation of Applicant Agent to Stantec and GFCSD.
 - Kim to complete and send back to gain primary Applicant functions in Grants Portal
 - Kim to add EDWA to Form 130. Will need GFCSD Board approval.
 - Next board meeting 10/13/22.

Public Assistance Grants Management

- EDWA prepared time extension requests for Emergency Projects. GFCSD submitted on 2/14/22.
- CalOES approved GFCSD's time extension request for supporting documents through 9/15/22
- Stantec prepared another time extension to provide additional 90-days to prepare supporting documents (submitted to GFCSD on 9/14, GFCSD submitted request to Cal OES on 9/15)

OTHER FUNDING SOURCES

North Canyon & Big Canyon Diversions (water supply intakes) & Conveyance Pipelines:

The North Canyon (Project- 548682) and Big Canyon (Project- 547435) Diversions were impacted by the Caldor Fire. For the Diversions, EDWA has 2 main concerns that include: (1) Erosion and debris from the upstream areas that could block or enter the diversions and (2) Damage to the pipelines that deliver raw water from the creeks to the GFCSD Water Treatment Plant (WTP). Item 2 is covered by FEMA Public Assistance.

Erosion & Debris

WaterSMART EWRP Grant

- EDWA/RCD approved for \$1.85 million grant through Bureau of Reclamation for watershed restoration for the GFCSD's North Canyon and Big Creek watersheds for restoration to address erosion and debris concerns.
- 10/13 - EDWA is responding to RFI with Reclamation to support an award for this fall/winter.

FEMA Hazard Mitigation Grant Program

- EDWA/RCD also prepared a grant application through FEMA Hazard Mitigation Grant Program for watershed restoration for the GFCSD's North Canyon and Big Creek watersheds for restoration to address erosion and debris concerns. Still under FEMA review.
- 8/1- CalOES questioned, and EDWA/RCD confirmed that the scope of work for the \$1.85 million grant is for water intake and infrastructure protection, removal of dead trees and restore trees from upper watershed. This grant funding has nothing to do with FEMA PA or Eagle Ditch trees. Revised SOW was submitted to the online portal on 9/1.

Tree Removal to allow for pipeline repair

USDA Grant

- The \$998k grant application is under review by USDA and waiting for final approval.
- 10/3 – GFCSD awarded grant by USDA. GFCSD to solicit bids.

Recover Lost O&M Revenue

FEMA Community Disaster Loan

- Loan is a max \$5M or 25% of operating budget of GFCSD
- The operating budget for 2022 was \$590k. Using this number, would get \$146,301 in CDL
- GFCSD to provide a more accurate post-fire budget. Would be higher than \$590k.
- Interest TBD (3.0% interest was for another project as of July 11)
- At end of monitoring period (3 yrs.)
- If you have a cumulative loss that exceeds the loss of the loan, the loan is 100% forgiven. If cumulative loss only equaled 50% of loan, then only forgiven 50%, etc.
- At this time, you can either pay all or in payments. Can also ask for an extension for up to another 5 years.
- State needs to approve because they are the co-signers in case GFCSD defaults on payments.
- 10/3 – Kim provided budget information to CDL. CDL is reviewing. CDL and GFCSD have a meeting on 11/2 to discuss.

State Revolving Fund

- 10/3 – Kim is pursuing additional funding opportunities under SRF.

Other

- 10/5 – EDWA, GFCSD, Stantec met to discuss projected O&M expenses vs. budget.
- 10/10 - Stantec provided table of projected O&M expenses vs. budget based on 10/5 meeting to EDWA and GFCSD to aid in their exploration of other potential funding assistance.

EXHIBIT B

LIST OF TASK ORDERS AND APPROVAL DATES

Approval Date: July __, 2022

Task Order #2 - Reservoir Liner Repair Design, CM, Inspection

The project (to be performed by others not part of this scope) will repair the District's reservoir liner using licensed contractor(s) and will require replacement of the entire eastern edge of the existing reservoir liner and anchoring the new liner in an earthen trench approximately 2' to 3' deep. Work (by others not part of this scope) will include preparing the existing liner by cutting and rewelding "wrinkles", welding new liner section, removal and replacement of approximately 400 l.f. of existing fencing, trenching and backfilling, etc. Since the work will be adjacent to a drinking water source, special precautions will be required during construction to ensure no contaminants are introduced into the water supply. Since the fence is located at or near the existing property line, resetting the fence will require property line marking and construction staking.

Scope of Work: Develop technical specifications and contract for reservoir liner repairs, including but not limited to, work scope, performance criteria, repair materials and approach, define site conditions and constraints, define minimum specialized construction skills and experience, etc. Include FEMA and CalOES review of all contracts and specifications for compliance. Technical specifications will address and identify material specifications, anchor trench details and recompaction methods, ground preparation, existing liner preparation, welding methods, welding qualifications, destructive and non-destructive weld testing, fence removal and replacement, temporary fencing, methods and procedures for drinking water protection during construction, temporary facilities, staging, etc. Survey property boundaries for allowable work areas and fencing replacement. Provide bidding services, and construction oversight and inspection, including but not limited to, submittal review, address RFIs, change orders, coordinate contractor and District operations, oversee contaminant containment program, review progress payments, etc.

Fee Schedule: Costs identified as lump sum (ls) are listed at a not to exceed cost based on the scope of work detailed.

1	Design Services - Prepare contract documents, technical specifications, support bidding services, surveying	Lump sum	\$22,310
2	Construction Management Services	Lump sum	\$ 9,160
3	Construction Inspection Services (Prevailing Wage)	Hourly at \$175/hr estimated at 80 hours part time inspection	Approx. \$14,000
TOTAL			\$45,470

PK162