

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

Commissioners

Steve Arreguin
Glen Jacobs
John Feriani
David Goldemberg
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

AGENDA

TUOLUMNE COUNTY LAFCO

December 11, 2023

BOARD OF SUPERVISORS CHAMBERS

2 SOUTH GREEN STREET, SONORA, CA, 4TH FLOOR

4:00 p.m.

You may submit written comments by U.S. Mail to 2 South Green Street, Sonora, CA 95370, or via email to cdd@tuolumnecounty.ca.gov for retention as part of the administrative record. Comments will not be read during the meeting.

COMMISSION BUSINESS:

- A. Salute the Flag
- B. Minutes of the November 13, 2023
- C. Reports

"Reports" are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in-depth presentations or reports, as those matters should be placed on an agenda for discussion.

PUBLIC COMMENT: 15 Minutes

The public may speak on any item not on the printed agenda. No action may be taken by the Commission.

PUBLIC HEARING:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. Presentation on the organization of the Tuolumne County LAFCO and discussion on LAFCO staffing.

-
2. Consideration of entering into a Multi-LAFCO Share Resources Agreement with Santa Cruz LAFCO and Marin LAFCO and authorizing the Executive Officer to sign the agreement.
 3. Consideration of approving the hiring of Helix Environmental Planning, Inc. for on-call LAFCO Services for future LAFCO work; and authorizing the Executive Officer to sign the necessary document to implement the contract.

ADJOURNMENT

Disclosure of Campaign Contributions – Government Code Section 84308 requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give, and the amount that officeholders, candidates, and committees spend. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an “entitlement for use” (such as an annexation or sphere amendment) if, within 12 months, the Commissioner has received \$250.00 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application (such as an attorney, engineer, or planning consultant) representing the applicant or interested party. The law also requires any applicant or participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding. The law also prohibits an applicant from making a contribution of \$250.00, or more to a LAFCO Commissioner while a proceeding is pending or for 3 months afterward.

Disclosure of Expenses Supporting and Opposing Proposals - If a person or group contributes or expends \$1,000.00 or more in support of, or in opposition to, a proposal before LAFCO, those contributions and expenditures must be disclosed. Pursuant to Section 56100.1 of the Government Code, disclosure shall be made to the Commission’s executive officer.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department at (209) 533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11).

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Executive Officer

Quincy Yaley, AICP

November 20, 2023

TO: LAFCO Commissioners

FROM: Quincy Yaley, AICP, Executive Officer

RE: EXECUTIVE OFFICER REPORT - Presentation on the organization of the Tuolumne County LAFCO and discussion on LAFCO staffing

OVERVIEW OF LAFCO

1. LAFCO is an acronym for Local Agency Formation Commission. It is a regional planning and regulatory agency with county-wide jurisdiction, established by State Law (Cortese-Knox-Hertzberg Local Government Reorganization Act) to discourage urban sprawl and to encourage orderly and efficient provision of governmental services, such as water, sewer, fire protection, etc. Tuolumne County LAFCO is a state-mandated agency and is independent of county government.
2. There is a LAFCO in each county in California. Tuolumne County LAFCO is a seven-member Commission comprised of two city council members, two county supervisor members (chosen by the Board of Supervisors), two special district members (chosen by Independent Special District Selection Committee), and one public member (chosen by the members of the Commission). Tuolumne County LAFCO currently serves several local government agencies with 1 city and 16 special districts and 10 dependent special districts (districts under the County Board of Supervisors).
3. LAFCO is responsible for reviewing and approving proposed agency jurisdictional boundary changes, including annexations and detachments of territory to and/or from cities and special districts, incorporations of new cities, formations of new special districts, and consolidations, mergers, and dissolutions of existing districts. In addition, LAFCO must review and approve contractual service agreements, determine spheres of influence for each city and district, and may initiate proposals involving district consolidation, dissolution, establishment of subsidiary districts, mergers, and reorganizations (combinations of these jurisdictional changes).

CURRENT LAFCO ORGANIZATION

5. Currently, Tuolumne County LAFCO is staffed and supported by Tuolumne County employees. This was determined through a resolution approved by the City of Sonora, the County of Tuolumne, and LAFCO. Staff for LAFCO includes the Executive Director, Deputy Executive Director, LAFCO Counsel, Land Use and Natural Resource planning staff, Commission Clerk, and support from other County business and fiscal technicians. LAFCO pays a flat hourly rate for each staff member's reported time to the County on a quarterly basis in exchange for these services. This rate includes all staff benefits and insurance. It also includes broader overall administrative support that is provided to LAFCO for organizational insurance, risk management, human resources, payroll, office space and supplies, vehicles and fuel, and other costs incurred in the duties of performing work for Tuolumne County LAFCO. Typically, this annual amount ranges between \$50,000 and \$60,000. This cost is now divided among the City of Sonora, the County of Tuolumne, and the special districts.
6. In addition to processing projects submitted by applicants, LAFCO staff manage the overall functioning of the commission-scheduling meetings, assembling agendas, writing minutes, reserving and preparing meeting spaces, providing training to commissioners, and attending training themselves to stay up to date on LAFCO issues.

LAFCO STAFFING

7. In 2022, outside counsel for Tuolumne County LAFCO, during a presentation item which provided an overview of LAFCO to the commissioners, responded to a question regarding if Tuolumne County should be an independent LAFCO, that, in his opinion, there was not enough business to conduct within the organization to warrant an independent LAFCO.
8. In the 2023 LAFCO annual workplan, the commissioners directed LAFCO staff to provide information to them about options for LAFCO staffing. In order to provide this information, the Executive Officer conducted research and spoke with individuals from other LAFCOs, as well as the County Auditor/Controller who provided information regarding fiscal commitments LAFCO is required to make.
9. LAFCo staff is requesting that the Commissioner begin the process discussing the current LAFCO staffing model and identifying areas for further review and discussion.

CONCLUSION

10. This item is for discussion and no formal action is requested at this time.

Tuolumne County LAFCO

LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY

November 28, 2023

Commissioners

Steve Arreguin
John Feriani
David Goldemberg
Glen Jacobs
Kathleen Haff
Matt Hawkins
Mark Plummer

Alternates

Adam Artzer
Ryan Campbell
Suzanne Cruz

Executive Officer

Quincy Yaley, AICP

TO: LAFCO Commissioners

FROM: Quincy Yaley, AICP, Executive Officer

RE: Consideration of entering into a Multi-LAFCO Shared Resources Agreement with Santa Cruz LAFCO and Marin LAFCO and authorizing the Executive Officer to sign the agreement.

1. Tuolumne LAFCO Commissioners have requesting information about staffing models. In the process of gathering information from other LAFCO Executive Officers across the state, Marin LAFCO offered to include Tuolumne LAFCO in an existing Shared Resources Agreement they have with Santa Cruz LAFCO (Attachment A).
2. A Shared Resources Agreement could provide clerical support, website content support, and other administrative work including but not limited to developing maps for MSRs and other applications, support during LAFCO meetings, consultation for appropriate processing and review standards, and report preparation. If support reaches more than five hours in a given month, the LAFCO providing the services may consider charging the LAFCO receiving services based on an hourly rate.
3. If Tuolumne LAFCO entered into the agreement, funding for the agreement would come from the approved 2023-24 LAFCO budget. Funds have been allocated towards consultants and staff this fiscal year, therefore any costs associated with the shared resource agreement would be paid from those expense line items. No additional costs beyond the approved 23-24 budget would result if the agreement was executed and in exchange, LAFCO would gain additional staffing resources.
4. The Executive Officer believes that entering into this agreement would benefit Tuolumne LAFCO by increasing staff knowledge and capacity at an affordable cost compared to hiring a consultant for these types of tasks. With an executed Shared Resources Agreement, Marin LAFCO could immediately support Tuolumne LAFCO's evaluation of staffing models and help plan and facilitate future discussions and workshops on the matter. Other assistance would be requested as needed.
5. The agreement has been reviewed by LAFCO counsel, who suggested minor revisions to the agreement in the event Tuolumne was included in the contract. Prior to signing onto the agreement, the Executive Officer will ensure that LAFCO counsel's modifications have been addressed.
6. Staff is requesting that Tuolumne LAFCO direct the Executive Officer to enter into a Shared Resources Agreement with Santa Cruz LAFCO and Marin LAFCO, and authorize the Executive Officer to sign the agreement.

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MULTI-LAFCO SHARED RESOURCES AGREEMENT

By and Among

**LOCAL AGENCY FORMATION COMMISSION
OF MARIN COUNTY,**

And

**LOCAL AGENCY FORMATION COMMISSION
OF SANTA CRUZ COUNTY**

Dated as of January 4, 2023

ARTICLE 1. PARTIES AND EFFECTIVE DATE

1.1 Parties. This Multi-LAFCO Shared Resources Agreement (“Agreement”) is entered into by and among the Local Agency Formation Commission of Marin County (“Marin LAFCO”) and the Local Agency Formation Commission of Santa Cruz County (“Santa Cruz LAFCO”). The LAFCOs are sometimes referred to herein as an “Interested LAFCO” and collectively as the “Supporting LAFCOs” or “LAFCOs.” This Agreement is dated as of January 4, 2023, for references purposes only and will become effective until the “Effective Date” defined in Section 1.2 below. A local agency formation commission may be referred to as a “LAFCO.”

1.2 Effective Date. This Agreement will become effective on the date (“Effective Date”) signed by the Supporting LAFCOs. Signatures may be made by the Interested LAFCO’s Chair or Executive Officer.

ARTICLE 2. RECITALS

2.1 Santa Cruz LAFCO Background. At present, Santa Cruz LAFCO has one employee (Executive Officer). In the event that the Executive Officer requires a leave of absence, due to medical or personal reasons (ex. vacation or paternity/maternity leave), it may be beneficial to have administrative services covered during their extended time away from the office. Rather than hiring temporary assistance, coupled with the fact that a learning curve about LAFCO would most likely be required, it may be beneficial to implement a shared services/resources agreement with neighboring LAFCOs for temporary administrative/operational assistance. For these reasons, Santa Cruz LAFCO reached out to neighboring LAFCOs to solicit interest in sharing resources.

2.2 Marin LAFCO Background. At present, Marin LAFCO has three employees (Executive Officer, Deputy Executive Officer, and Clerk/Jr. Analyst). Additionally, Marin LAFCO. In certain instances, Marin LAFCO may not be able to provide mapping support promptly in which causes delays for Marin LAFCO. Rather than waiting for the third party providers to provide the requested mapping services, it may be beneficial to implement a shared services/resources agreement with a neighboring LAFCO for mapping support. Santa Cruz LAFCO has expressed interest in providing mapping services on an as-needed basis and Marin LAFCO has also indicated that they can provide administrative services.

2.3 Other LAFCOs. At present, other Coastal Region LAFCOs are equipped with multiple staff members and do not need administrative assistance at this time. However, they may have the opportunity to join the Agreement in the future as set forth below.

NOW, THEREFORE, in consideration for the mutual covenants set forth herein, the receipt and adequacy of which is hereby acknowledged, the Interested LAFCOs agree as follows:

ARTICLE 3. TERMS

3.1 Administrative Services.

3.1.1 Clerical Support. An Interested LAFCO may reach out to any of the Supporting LAFCO for clerical support, including but not limited to, agenda packet preparation, public noticing, protest hearing noticing, record retention, scanning archives, etc. If support reaches more than five (5) total hours in any given month, the LAFCO providing services may charge the

LAFCO receiving services based on their regular hourly rate or rate determined by the affected LAFCOs, which may include the salary and benefits of the staff member and reasonable overhead charges.

3.1.2 Website Support. An Interested LAFCO may reach out to any of the Supporting LAFCOs for website support, including but not limited to, uploading agenda packets, revising outdated language, correcting broken links, etc. If support reaches more than five (5) hours in any given month, the LAFCO providing services may consider charging the LAFCO receiving services based on their regular hourly rate or rate determined by the affected LAFCOs, which may include the salary and benefits of the staff member and reasonable overhead charges.

3.1.3 Other Administrative Support. An Interested LAFCO may reach out to any of the Supporting LAFCOs for other administrative support, including but not limited to, developing maps for services reviews and/or applications, providing assistance during a LAFCO meeting, receiving/answering voicemails/emails during leave of absence, operating the LAFCO office if out on leave, etc. If support reaches more than five (5) hours in any given month, the LAFCO providing services may consider charging the LAFCO receiving services based on their regular hourly rate or rate determined by the affected LAFCOs, which may include the salary and benefits of the staff member and reasonable overhead charges. Travel time and costs can be factored into the amount being charged as long as basic cost estimates are provided and approved by interested LAFCO prior to work being performed.

ARTICLE 4. GENERAL PROVISIONS

4.1 Duration. This Agreement shall remain in effect until terminated by the Supporting LAFCOs or if by withdrawal, there is only a single Supporting LAFCO. Any one of the Supporting LAFCOs may withdraw from the Agreement with notice by that Interested LAFCO following the submittal of a written request to be removed in accordance with Section 4.3. Any Interested LAFCO that has withdrawn may become a party to the Agreement by executing the Agreement and providing written notice to the Supporting LAFCOs in accordance with Section 4.3.

4.2 No Third Party Beneficiaries. The Supporting LAFCOs expressly acknowledge that they do not intend, by their execution of this Agreement, to benefit any person or entities not signatory to this Agreement. No person or entity not a signatory to this Agreement will have any rights or causes of action against the Supporting LAFCOs, or any combination thereof, arising out of or due to the Interested LAFCOs' entry into this Agreement.

4.3 Notice. All notices to be given shall be in writing and may be made by personal delivery, via email, certified mail, postage prepaid or return receipt requested. Mailed notices shall be addressed to the Supporting LAFCOs at the addresses listed below, but each Interested LAFCO may change the address by written notice in accordance with this paragraph. Receipt will be deemed made as follows: notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated on receipt or region.

Marin LAFCO
1401 Los Gatos Drive, Suite 220
San Rafael, CA 94903

Santa Cruz LAFCO
701 Ocean Street, Room 318-D
Santa Cruz, CA 95060

4.4 Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which shall constitute an original.

4.5 Entire Agreement. This Agreement contains the entire Agreement of the Supporting LAFCOs with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements, either written or oral, express or implied.

4.6 Further Acts. The Parties agree to execute such additional documents and to take such further actions as are reasonably necessary to accomplish the objectives and intent of this Agreement.

4.7 Addition of LAFCOs. LAFCOs may become parties to this Agreement by executing this Agreement and with the written request of an existing Interested LAFCO and the written consent of the other Interested LAFCOs. The Executive Officer of each Interested LAFCO may request or consent to the addition of a new Interested LAFCO.

4.8 Authorization to Execute. The signatories to this Agreement warrant that they have been lawfully authorized by their respective Supporting LAFCOs to execute this Agreement on their behalf. Upon request, the Supporting LAFCOs shall deliver all applicable bylaws, resolutions, or other documents evidencing the signatories' legal authority to execute this Agreement on behalf of the respective Supporting LAFCOs.

4.9 Severability. If any provision or clause of this Agreement or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this Agreement which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are declared to be severable.

4.10 Employee Responsibility. The employees of the Supporting LAFCOs providing services to any Interested LAFCO under this Agreement shall remain solely employees of the applicable one of the Supporting LAFCOs and shall have no claim to wages, benefits, pensions, civil service or any other rights provided by Interested LAFCO to its own employees. The Supporting LAFCOs shall secure and maintain workers' compensation insurance that will cover its own employees who may provide services under this Agreement. Each of the Supporting LAFCOs will indemnify and hold each other harmless from and against claims by their employees injured while performing services under this Agreement.

The Supporting LAFCOs expressly agree that none of them have, nor are assuming, any liability for the payment of wages or any other compensation or benefits to the others' employees performing services pursuant to this Agreement, nor shall any Interested LAFCO be liable for compensation to the employees of the other Supporting LAFCOs for injury or sickness arising out of performance of services pursuant to this Agreement. All such liabilities are the exclusive responsibility of the party employing such employees. Each of the Supporting LAFCOs will indemnify and hold each other harmless from and against claims by their employees.

4.11 Indemnification. Each of the Supporting LAFCOs shall defend, indemnify and hold the other Supporting LAFCOs and their officers, agents and employees harmless from any claim or action arising out of any willful misconduct or negligence in the performance of this

Agreement. This section is not intended to and does not abrogate or otherwise limit any immunity with which any of the Supporting LAFCOs may assert against any third party claim under the Government Code or otherwise.

4.12 Insurance. Each party shall provide and maintain insurance in the form and amounts prescribed below or provide a statement to the other parties that the entity is self-insured up to the amounts specified below:

4.12(a) Commercial General Liability Insurance / Automobile Liability Insurance. Coverage will be based on the subject LAFCO's adopted policies. At present, Marin and Santa Cruz LAFCOs do not own any vehicles and staff members get reimbursement in accordance with their respective policies.

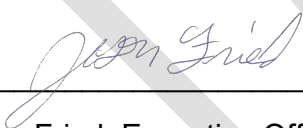
4.12(b) Workers' Compensation. In at least the minimum statutory limits. With respect to Workers Compensation coverage, the Parties shall provide Workers' Compensation Coverage for its employees for all injuries sustained in the normal course and scope of the performance of the services rendered pursuant to this Agreement.

4.12(c) General provisions for all insurance. All insurance shall:

- Be endorsed to include the other parties, their elected and appointed directors, officials, officers, employees, volunteers and agents, as additional insureds with respect to this Agreement and the performance of this Agreement. The coverage shall contain no special limitations on the scope of its protection to the above-designated insureds.
- Be primary with respect to any insurance or self-insurance programs of that party, its elected and appointed directors, officials, officers, employees, volunteers and agents.

"Marin LAFCO"

"Santa Cruz LAFCO"

By: 

Jason Fried, Executive Officer

Date: 1/4/23

By: _____

Joe Serrano, Executive Officer

Date: 1/4/23

Tuolumne County LAFCO

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Quincy Yaley, AICP

November 20, 2023

TO: LAFCO Commissioners

FROM: Quincy Yaley, AICP, Executive Officer

RE: Consideration of approving the hiring of Helix Environmental Planning, Inc., for on-call LAFCO services for future LAFCO work.

1. At your July 10, 2023, meeting, the Local Agency Formation Commission (LAFCO) approved the Final Budget for Fiscal Year 2023-2024, which included funds allocated for on-call consultants and staffing for LAFCO services.
2. Tuolumne County LAFCO has contracted with consultants in the past to assist staff on projects and found it a benefit to the Commission. Consultants would perform such duties as may be set forth within California Statutes and regulations, coordinate and process various LAFCO applications, and any additional LAFCO matters as directed by the Tuolumne County LAFCO Executive Director.
3. A Request for Qualifications was released on October 16, 2023 and closed on November 10, 2023. The RFQ was circulated directly to ten consultants and firms. One proposal to provide on-call LAFCO services was received from Helix Environmental Planning, Inc.
4. If Tuolumne County entered-into a contract with Helix Environmental Planning, Inc., the costs associated with the on-call services would not exceed the funds allocated towards consultants and staff in the approved 2023-2024 adopted budget, which was \$58,000.
5. Once approved by LAFCO, the term of the contract with Helix Environmental Planning, Inc., will begin in December 2023, and may be extended by the LAFCO Executive Officer.

RECOMMENDATION

The Executive Officer recommends the LAFCO Commission approve entering into a contract with Helix Environmental Planning not to exceed the funds allocated towards Consultant and staffing funds adopted in the Final Budget for Fiscal Year 2023-2024; and to authorize the Executive Officer to sign the necessary documents to implement the contract.

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STATEMENT OF QUALIFICATIONS FOR ON-CALL SERVICES FOR THE
Tuolumne County Local Agency Formation Commission
RFQ No. RFQ-2023-0093



Tuolumne County
Community Development Department
November 10, 2023

November 10, 2023

Quincy Yaley, Director
Tuolumne County, Community Development Department
2 South Green Street
Sonora, CA 95370

Subject: On-Call Services for Tuolumne County Local Agency Formation Commission

Dear Director Yaley:

HELIX Environmental Planning, Inc. (HELIX) and our exclusive teaming partner, Hinman & Associates Consulting, have successfully provided the County of Tuolumne (County) with Local Agency Formation Commission (LAFCo) services for the past several years. Together we have built a professional relationship founded upon trust and a shared commitment to improving service delivery to County residents. We are excited about the prospect of continuing our partnership as outlined in the enclosed Statement of Qualifications (SOQ) for LAFCo On-Call Services. As described in our SOQ, the HELIX team has the proven qualifications and experience required to support the County in processing LAFCo applications, including California Environmental Quality Act (CEQA) compliance. With access to specialized HELIX technical staff, we have selected a proven team with demonstrated experience and expertise in the professional and technical services outlined in your Request for Qualifications (RFQ). Team members were chosen specifically for their successful track record in delivering similar types of projects, expertise with the regulatory environment and resources related to County projects, and local LAFCo processing experience.

Founded in 1991, HELIX has provided extension of staff services for local agencies for 32 years. With over 50 employees at our Folsom and Roseville offices and 200 professional staff companywide, we have the expertise and depth of staff to tackle any LAFCo project in the County. As demonstrated in the accompanying SOQ, the HELIX team has a strong working knowledge of the Tuolumne County region and its environment, as well as the regulatory world of LAFCo, and we are committed to providing the highest level of service to the County for this contract.

Our project team will be led by Robert Edgerton, AICP CEP, based in HELIX's Folsom office. Mr. Edgerton is a Principal Planner with 25+ years of experience with environmental compliance and land use planning and maintains a working knowledge of resource-based legislation, land development procedures, and regulatory permitting requirements. He has directed environmental compliance documents for dozens of infrastructure projects throughout California and regularly represents clients, including CEQA lead agencies, at public hearings. Our team will be augmented exclusively by Uma Hinman of Hinman & Associates Consulting to provide LAFCo processing expertise. Ms. Hinman and her staff have prepared countless LAFCo documents, including Sphere of Influence updates and Municipal Service Reviews, for Counties and Districts throughout California. HELIX and Hinman & Associates Consultants have enjoyed serving Tuolumne County in an on-call capacity for the Groveland Community Services District Municipal

Services Review and Sphere of Influence Update and Service Area No. 64 Road Maintenance Fund Dissolution.

The HELIX team offers the County distinct attributes important to successfully execute this contract:

- **HELIX is a well-established firm and an experienced environmental consultant for public agencies.** We have the systems in place to define our “marching orders,” exercise the contract, and mobilize our team expeditiously.
- **The HELIX team’s Program Manager and technical staff are all highly experienced environmental professionals.** We can solve complex issues that may be associated with any of the tasks under this contract.
- **The HELIX team has the capacity to meet the County’s needs.** We are a full-service technical firm and have assembled a group of seasoned practitioners to ensure that the County’s expectations are met regarding the LAFCo tasks and CEQA compliance. We understand the County’s mission, programs, and our role in assisting you to meet your needs.
- **The HELIX team is prepared to immediately respond to urgent needs, whether they are safety, schedule, cost, or compliance related.** Our clients will attest to our responsiveness.
- **Should the need arise, the HELIX team can deliver cost-effective solutions across a broad range of disciplines.** We are an effective team member during project planning, entitlement, and implementation.

Please do not hesitate to contact me at 916.365.8713 or roberte@helixepi.com should you have any questions concerning our SOQ. Thank you for considering HELIX and we look forward to hearing from you.

Sincerely,



Robert Edgerton, AICP CEP
Principal Planner

Distribution: SOQ uploaded to the County’s e-Procurement platform

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1 STATEMENT OF UNDERSTANDING AND APPROACH

1.1 STATEMENT OF UNDERSTANDING

HELIX is proud of its successful track record of delivering legally defensible environmental compliance documentation and technical reports to numerous public agencies and municipal clients. We seek to extend this service record by providing the County On-Call LAFCo Services related to CEQA, the Cortese-Knox-Hertzberg Act of 2000, Government Code LAFCo regulations, and local LAFCo policies for the County's municipal projects. We have thoroughly reviewed the RFQ and understand the range of services requested and required.

HELIX understands that the County requires an environmental consulting firm to provide LAFCo processing and environmental compliance services for various projects and locations throughout Tuolumne County. The County may need these services in order to meet various regulatory deadlines as mandated by state law and promulgated by LAFCo. Our services may include preparation of individual Municipal Service Reviews (MSR)/Spheres of Influence (SOI) Updates, oversight of project-level environmental review; attendance at County meetings and workshops; and coordination with state and federal regulatory agencies.

As described in this SOQ, the HELIX team has the capabilities and experience required to support the County in the preparation of CEQA compliance documents and associated technical studies for various land development projects, including LAFCo project application processing experience for annexations, dissolutions, consolidations, etc. HELIX is also highly knowledgeable of water/wastewater infrastructure systems having worked on numerous projects for the Calaveras County Water District, Nevada Irrigation District, and the City of Folsom Environmental and Water Resources Department, and many other water resources and infrastructure projects throughout California.

We have assembled a highly qualified team with demonstrated experience and expertise in the professional and technical services outlined in the RFQ. Team members were chosen specifically for their experience with similar types of projects, familiarity with the issues and resources in the County, and local experience. Our team members have the anticipated availability to provide all consultation, research, professional, and technical services required. HELIX and our exclusive subconsultant for LAFCo support, Hinman & Associates, have in-house staff available in our Northern California offices to cover the services requested in the Scope of Services (Section 2 of RFQ).

The HELIX team will be overseen by Mr. Robert Edgerton, AICP CEP (American Institute of Certified Planners, Certified Environmental Planner), as Program Manager, who has managed hundreds of projects, including many for public agency, special districts, and municipal clients.

1.2 MANAGEMENT APPROACH

The following section describes HELIX's management approach for on-call contracts, including our procedures for task order initiation, management, and Quality Assurance/Quality Control (QA/QC).

The HELIX team has the resources, experience, and expertise to provide the environmental service areas identified in the RFQ. Because of our extensive experience with projects in the Sierra Nevada foothills

region, our team understands the environmental issues typically associated with rural projects and is familiar with federal, state, and local environmental review procedures. The effective completion of multiple task orders in an on-call capacity requires a customized approach to management. In our experience, there are several key aspects to effective on-call services management. The process begins with the initiation of each request for services and progresses through the completion of each task order. The key aspects of our approach to managing on-call services are described below.

Task Order Initiation. Once the County has communicated to our Program Manager, Robert Edgerton, that a task is available through the on-call contract, he will review available details of the proposed project to identify the regulatory and environmental requirements and prepare a detailed scope of services, fees, and schedule of deliverables. While LAFCo compliance and environmental review are required through clearly defined local, state, and federal regulations, the approach to meeting these regulations is unique to the individual project and the characteristics of on-site resources. The scope will be prepared taking into account the nature of the proposed project, likely resources, and types of impacts that may be associated with the particular project. Development of the scope of work will identify other responsible agencies (if any) and potential streamlining opportunities. Should our firm be selected by the County to perform the designated tasks, HELIX would immediately commence implementation of the initial tasks described in the scope of services according to the estimated schedule.

Task Order Management. Upon task order award, Mr. Edgerton and key assigned staff, including our subconsultant, will attend a kick-off meeting at the County's offices or via telephone to more fully understand the project. The meeting agenda will include a discussion of the program description, program objectives; establish communication protocols; discuss program schedule and milestones; coordinate data collection; and finalize the specific approach necessary to meet the County's goals. HELIX will establish and maintain regular communication with the County regarding technical, schedule, and budgetary issues. Such communications will include written status reports, regular meetings, e-mails, and phone calls. Monthly status reports will be prepared to summarize the work completed on each task order during the past month and the work expected to be completed in the coming month. These status reports will be submitted as part of monthly invoices. Mr. Edgerton will also conduct a standing telephone update on a weekly or bi-weekly basis with the County project manager to discuss progress and any issues associated with each task order. Additionally, Mr. Edgerton will conduct, as necessary, internal conference calls, on a regular basis, with the HELIX team to discuss progress, schedule, and issues.

HELIX uses Deltek Vantagepoint™, which is an integrated time and billing software accounting system that allows our staff to enter their time on a daily basis. This system allows managers to track task order budgets in "real time" and quickly react to any issues that arise. The accounting system also produces invoices that can be customized to meet the information needs of the County, including providing names and billing rates of each staff member that worked on the project, the nature of the work that was completed, percent of work completed, and remaining budget.

Quality Assurance. HELIX has a reputation for achieving client satisfaction through providing excellent environmental services and for submitting legally defensible environmental documents on time and within budget. QA/QC begins with the preparation of scopes of work that accurately reflect the services the County needs and expects, as discussed above. HELIX makes sure we understand how the County wants and expects deliverables to be prepared. We check with County staff during the preparation of documents to ensure that documents reflect current County policies and procedures. HELIX makes sure that documents undergo adequate review for both formatting and technical content. All major

deliverables undergo multiple internal reviews before being released to the County, which consists of review of all documents by Mr. Edgerton; secondary senior-level review by a HELIX Technical Specialist and/or QC reviewer; technical editing review and formatting by a HELIX Document Specialist; and a final check of the document by the Principal Planner and/or Principal-in-Charge prior to submittal to the County. This multiple-step internal QA/QC system will ensure that submitted documents and support materials are of the highest quality and meet the County's and other applicable agency requirements and expectations.

HELIX will ensure that all agency comments are responded to, and that other requested changes are made, if necessary, to ensure document consistency with the requested revisions. We thoroughly track reviews and prepare comment/response matrices to document revisions and subsequent document iterations include submittal of both redlined and clean versions to clearly show revisions made and to facilitate agency reviews.

QA is also ensured for invoicing procedures. Project accounting for all of our County task orders will be assigned to a dedicated in-house project accountant. All invoices are carefully reviewed by the HELIX Program Manager prior to being submitted to the County. This ensures that invoices are prepared and submitted in accordance with County requirements to facilitate processing. Our subconsultant will receive an invoice template and deadline and will be reminded to submit invoices on time. This deadline will be set to allow time for review and revisions of invoices, if necessary.

2 COMPANY INFORMATION

2.1 HELIX FIRM OVERVIEW

HELIX is a California corporation with offices in Sacramento, Placer, San Diego, Orange, Los Angeles, and Riverside counties. Established in 1991, HELIX has extensive experience helping public and private clients comply with environmental laws and regulations, manage natural and cultural resources, and design and construct sustainable projects. We also specialize in habitat restoration design and implementation including the installation and maintenance of native habitats.

In-house services provided by HELIX include CEQA and National Environmental Policy Act (NEPA) document preparation; regulatory permitting; biological and aquatic resource assessments; arboriculture; cultural resources investigations; historic resource evaluations; acoustical/noise studies; vibration analyses; air quality (AQ)/greenhouse gas (GHG)/ energy analyses; land use and planning; public involvement; mitigation monitoring and compliance; landscape architecture; and geographic information system (GIS) mapping.

With more than 30 years of extensive experience providing environmental planning services throughout California, HELIX has developed a proven approach to environmental compliance that produces legally defensible documents in an efficient, cost-effective manner. We devote the utmost attention to quality, which has given our clients the confidence to bring their most sensitive and controversial projects to us time and time again. Creative problem-solving, a high level of commitment to our clients, and high-quality service and products are the hallmark of HELIX's success.

In the past five years, HELIX has not been involved with any litigation, mediation, or arbitration, regarding the performance of any services; we have not had any claims taken against the company or any of our key personnel; and we have not filed for bankruptcy under any business name.

Office Locations

Managing Office

1180 Iron Point Road, Ste 130
Folsom, CA 95630
Contact: Robert Edgerton
916.365.8713 Direct

Headquarters

7578 El Cajon Blvd
La Mesa, CA 91942
619.462.1515

Additional Offices

1677 Eureka Rd, Ste 100
Roseville, CA 95661
916.435.1202

1504 Columbia Ave, Ste 8
Riverside, CA 92507
442.287.5400

135 W. Green St, Ste 100
Pasadena, CA 91105
626.463.0060

16485 Laguna Canyon Rd, Ste 150
Irvine, CA 92618
949.573.9450

703 Palomar Airport Rd, Ste 200
Carlsbad, CA 92011
760.517.9060

2.2 SUBCONSULTANT OVERVIEW

HELIX has selected a subconsultant highly regarded in their respective field to assist us on the County's on-call contract. This subconsultant is well qualified with local LAFCo experience and will provide high-quality and responsive work. Provided below is a summary of our subconsultant's qualifications.

Hinman & Associates Consulting, Inc.



Hinman & Associates Consulting, Inc. is a small, woman-owned consulting firm in business since 2011 and offering a range of experience in land use and environmental planning. Integration of land use, natural resource science, and stakeholder involvement is a focus of the firm's expertise. Their staff have extensive background in rural land use planning with local agency formation commissions, counties, small municipalities, and special districts in Northern California. With backgrounds based in local government planning and compliance, their staff have focused on LAFCo studies since 2008. They currently provide Executive Officer Services under contract to Mendocino LAFCo, which includes the Executive Officer, Analyst and a Clerk.

2.3 TECHNICAL EXPERTISE AND CAPABILITIES

CEQA Compliance. HELIX provides extensive CEQA compliance documents and related technical documents to public agencies, including Categorical Exemptions (CE), Initial Studies/Mitigated Negative Declarations (IS/MND), and Environmental Impact Reports (EIR). HELIX's experience has included the successful preparation of over 1,000 compliance documents for public agencies ranging from CEs and simple IS/MNDs to complex joint CEQA/NEPA documents. HELIX has extensive experience in implementing all aspects of the environmental process and understands the importance of assuring that regulatory procedures are rigorously followed to avoid delays and cost overruns. We proactively assist agencies in determining the appropriate environmental documentation and review process for proposed projects. Our experience with environmental processing also includes the preparation and distribution of public notices, organizing and facilitating public scoping meetings and other public involvement programs, responding to public comments, preparing and implementing mitigation monitoring and reporting plans (MMRP), and supporting lead agency staff on behalf of proposed projects at public hearings.

Land Use and Community Impacts. HELIX's staff includes experts in assessing potential land use compatibility issues related to land development projects. Several of our specialized planners, including the assigned Program Manager, are certified members of the American Institute of Certified Planners (AICP). HELIX has evaluated impacts with respect to local land use policies, land use compatibility, community character, growth, property takes/relocations, environmental justice, Section 4(f) resources and Section 6(f) lands, and agricultural and forestry resources. HELIX's land use planners are experienced with the assessment of farmland/agricultural resources as well, especially as they pertain to Williamson Act contract and farmlands of statewide importance. HELIX has experience in consulting for and obtaining encroachment permits for required environmental surveys and testing on state, federal, and/or tribal lands.

Biological Resource Assessments. HELIX's in-house biology staff has the full range of expertise needed to assess biological resources found within the County. In addition to a working knowledge of local flora and fauna, HELIX has the experience and/or permits necessary to survey for sensitive species with the potential to exist within the County, including, but not limited to, raptors and migratory birds, reptiles and amphibians, as well as a range of federal- and state-listed plant species. We also take pride in our

ability to find creative ways to reduce and/or compensate for biological resource impacts associated with land use projects. Our biologists also routinely conduct long-term construction monitoring. Our experience has included working closely with regulatory and other resource agencies, including the California Department of Fish and Wildlife (CDFW), U.S. Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers (USACE), U.S. Forest Service (USFS), Bureau of Land Management (BLM), and the Regional Water Quality Control Board (RWQCB).

Wetland/Aquatic Resource Delineations. HELIX also has extensive experience delineating aquatic resources according to the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual, the Arid West Regional Supplement, A Field Guide to the Identification of the Ordinary High-Water Mark (OHWM) in the Arid West Region of the Western United States, and applicable local, state, or federal wetlands regulations. We customarily map wetlands and other waters of the U.S. and waters of the state and facilitate the verification of preliminary maps of jurisdictional waters with the USACE. HELIX staff are also knowledgeable with regard to the U.S. Supreme Court's May 25, 2023 decision in *Sackett v. EPA* and the associated final rule amending the definition of CWA "waters of the U.S."

Regulatory Permitting. HELIX has extensive experience processing state and federal permits required for impacts to wetlands and/or listed species, in-depth knowledge of the regulations, excellent working relationships with key agencies (e.g., CDFW, USFWS, RWQCB, and USACE) and negotiating permits and finding creative solutions. Our staff has successfully obtained Clean Water Act (CWA) Section 404 Permits (Individual and Nationwide) and Section 401 Certifications; California Fish and Game Code Section 1602 Streambed Alteration Agreements (SAAs); federal Endangered Species Act Section 7 Biological Opinions and Section 10 permits; and California Endangered Species Act Sections 2080 and 2080.1 incidental take authorizations. We also remain abreast of evolving permit requirements and help clients navigate these complexities.

Cultural Resources/Native American Consultation. HELIX offers a full range of cultural resources services, including constraints-feasibility analyses, predictive modeling, field surveys, archaeological sampling and testing, significance and National Register of Historic Places eligibility evaluations, archival studies, construction monitoring, data recovery, and preservation planning, as well as Native American consultation. HELIX archaeologists have extensive experience with cultural resources evaluation under CEQA, NEPA, Sections 106 and 110 of the National Historic Preservation Act (NHPA), the Archaeological Resources Protection Act (ARPA); and Native American consultation requirements of Assembly Bill (AB) 52 and Senate Bill (SB) 18.



Air Quality, Greenhouse Gases Emissions, and Energy Reports. HELIX prepares air quality impact analyses and health risk assessments, including dispersion modeling, that meet CEQA/NEPA requirements. Our staff is proficient with regional air authority regulations and the conformity requirements of the Clean Air Act. With the recent requirements for global climate change and the accounting of GHG emissions and energy usage, HELIX has been preparing and conducting GHG emissions and energy analyses with respect to this evolving and rapidly changing field. HELIX also prepares Climate Action Plans and Energy Action Plans, which guide community efforts for reducing GHG emissions.



Acoustics, Noise, and Vibration Studies. HELIX's acoustical specialists prepare technical studies that assist clients in complying with applicable local, state, and federal environmental regulations, including local noise ordinances, CEQA/NEPA, and state and federal Endangered Species Acts. These studies frequently focus on predicting transportation-related and construction noise impacts on sensitive uses

such as residential developments, schools, or recreational areas and have included predicting operational noise of pump/lift stations and emergency generators. Monitoring services also are provided to ensure that specified noise level goals are achieved.

Aesthetics/Visual Impact Assessments (VIA). HELIX is experienced in the preparation of VIAs to evaluate the visual impacts of a given project on the environment, including identifying key observation points/key views from which to evaluate visual impacts and measures to reduce potential visual impacts, as necessary. Computer-generated “before and after” simulations of a project can be provided, when warranted, although a simple, yet thorough, narrative as to the potential visual impacts, or lack thereof, will suffice for most CEQA/NEPA documents.

Public Involvement. Acquiring input and ideas from stakeholders is a critical element of the CEQA planning and compliance process and addressing concerns early in the process ultimately creates a better project and helps assure a project’s success. We believe that effective outreach is more than just public education—it is the opportunity for affected residents and business owners to participate in what happens in their communities. Our experience with environmental processing also includes the preparation and distribution of public notices, organizing and facilitating public scoping meetings and other public involvement programs, and making presentations at public hearings. The management of written and verbal comments received in scoping meetings and in response to environmental documents also is an integral part of an action’s documentation and process and HELIX routinely takes the lead on organizing comments received.

Geographic Information System (GIS)/Global Positioning System (GPS) Services. HELIX’s GIS Group provides a wide range of conceptual design and mapping services that combine field data collection with the use of mobile GPS and high-resolution digital aerial photographic coverage. By visually representing geographic information and its associated characteristics and attributes, clients have a multitude of options for communicating project information.

2.4 LAFCO EXPERTISE

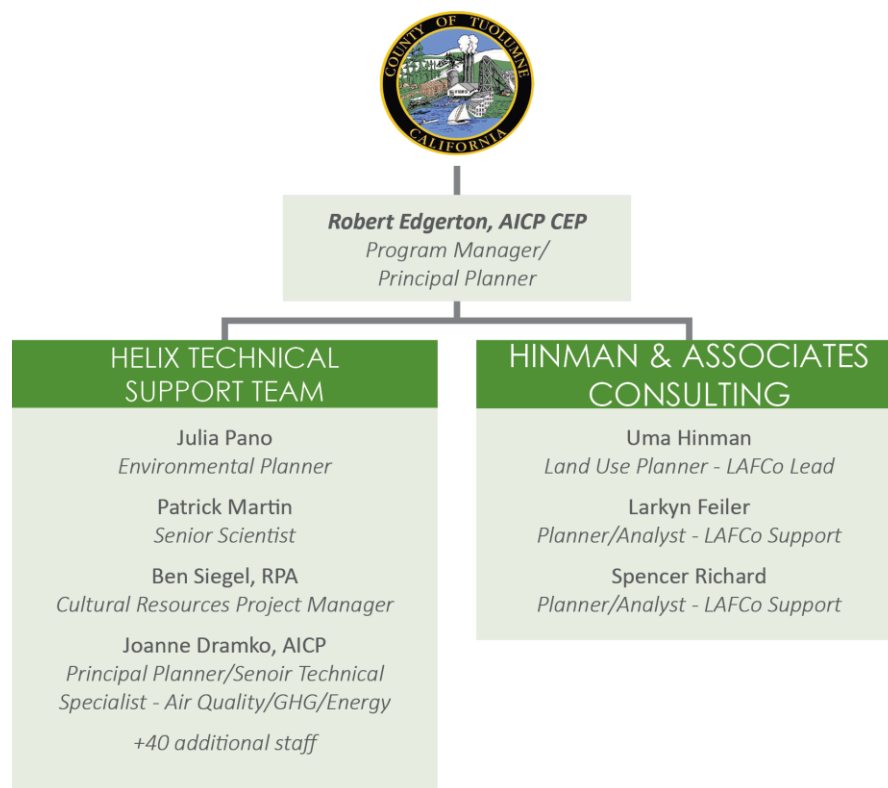
Hinman & Associates has prepared more than 40 Municipal Service Reviews and Sphere of Influence updates for the Napa LAFCo, Placer LAFCo, Nevada LAFCo, Solano LAFCo, and Butte LAFCo. They are currently under contract with Mendocino County to act as their LAFCo Executive Officer and to provide as-needed staffing for day-to-day operations. Under this role, they have conducted County outreach/coordination; developed and implemented LAFCo policy; facilitated public meetings; processed LAFCo applications for District/Municipal reorganization; prepared Municipal Service Reviews and Sphere of Influence updates; and, performed data collection. HELIX will support these same operations and also lead preparation of CEQA studies, as needed.

3 COMPANY PERSONNEL

The HELIX team has worked with a variety of local, state, and federal agencies and on projects within their respective jurisdictions. In addition to preparing CEQA/NEPA compliance documents, permit applications, and technical reports for public agency clients, HELIX also has experience serving as extension of staff, preparing staff reports, and making presentations to decision-making bodies. Our project team has sufficient staffing and availability to meet the County's needs over the course of the contract, with the right experience necessary to complete the tasks that may be required. The HELIX team members possess the proper licenses, registrations, and certifications to conduct work and practice in the State of California.

3.1 ORGANIZATION CHART

Our project team organization chart outlines the key staff and their roles necessary to successfully provide LAFCo on-call services to the County. HELIX also has a deep bench of additional highly qualified staff who are available to support our key staff, as needed; these include GIS specialists, technical editors, safety officer, operational support staff, and document processing specialists.



3.2 KEY STAFF QUALIFICATIONS

Highlighted in the following introductions are an overview of key staff's qualifications and experience. Please refer to full resumes in Appendix A for descriptions of these key projects as well as additional related experience.

Robert Edgerton, AICP CEP | Program Manager/Principal Planner

Mr. Edgerton draws upon his experience as both a project manager and a senior environmental planner to aid private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of land development and infrastructure improvement projects. Calling upon 25+ years of experience in the environmental and land use planning industry, his work focuses on CEQA and NEPA compliance, and he has successfully processed more than 200 environmental compliance documents such as EIRs, IS/MNDs, Environmental Impact Statements (EIS), and Environmental Assessments (EA). He has also prepared, consulted on, and processed federal, state, and local permits in support of projects with the USACE, USFWS, BLM, State and Regional Water Quality Control Boards, and CDFW.

KEY PROJECTS

- Tuolumne County Broadband EIR/EA
- Groveland Community Services District MSR and SOI Update
- Bishop Downtown Specific Plan & Mixed-Use Zoning Code Update EIR
- Inyo County Vacant Lands Inventory EIR
- Inyo County Renewable Energy General Plan Amendment and Program EIR

EDUCATION

- M.S., Environmental Sciences, Colorado State University, 1999
- B.S., Natural Resource Management, San Diego State University, 1990

CERTIFICATIONS

- AICP, Certified Planner No. 159640
- Tuolumne County Approved Consultant



Julia Pano | Environmental Planner

Ms. Pano is an Environmental Planner with experience preparing CEQA compliance documents, including ISs, MNDs, and Addendums for a variety of project types including residential, commercial, and other land development; infrastructure improvement; renewable energy; and other planning and public works projects. She provides extension of staff services to multiple counties throughout Northern California by conducting permit and project application intake reviews for completeness. She conducts research, prepares impact analyses for various environmental resource issue areas, performs site reconnaissance surveys, and summarizes technical reports prepared by technical specialists in support of CEQA documents. With an educational background in environmental compliance and conservation, Ms. Pano supports tasks related to environmental compliance and reporting to various public agencies.

KEY PROJECTS

- Tuolumne County Broadband EIR/EA
- Ebbetts Pass New Fire Station 3, Calaveras County
- Copper Cove Water System Improvements, Calaveras County
- Downtown Bishop Specific Plan & Mixed-Use Overlay and Environmental Impact Report
- Inyo County Vacant Lands Inventory EIR
- City of Angels Camp Sewer Line Collection System Improvement & Replacement

EDUCATION

- B.S., Environmental Science and Management, University of California, Davis, 2021



Patrick Martin | Senior Scientist

Mr. Martin has 15 years of professional biological experience performing surveys for sensitive biological resources in California. He has extensive experience conducting biological surveys, worker environmental awareness program training, and construction monitoring for the development of gas and electric transmission and distribution, wind power, oil development, bridge replacement, and other infrastructure projects. He has routinely conducted reconnaissance-level and targeted biological surveys for plants and animals; implemented minimization and avoidance measures as a senior field monitor; prepared technical reports and CEQA/NEPA sections for biological resources; prepared biological assessments, mapped vegetation communities and wetlands, and facilitated Endangered Species Act consultations.

KEY PROJECTS

- National Disaster Resilience Competition Fuel Breaks Project, Tuolumne County
- Copper Cove Water System Improvements, Calaveras County
- City of Angels Camp Sewer Line Collection System Improvement & Replacement
- West Point Water Supply Drought Resiliency Biological and Cultural Resource Evaluations

PERMITS

- USFWS Endangered Species Act Section 10(a)(1)(A) Permit for California red-legged frog and California tiger salamander, No. ES-778195-15

EDUCATION

- B.S., Ecology and Evolution, minor in Earth Science, University of California, Santa Cruz, 2005



Ben Siegel, RPA | Cultural Resources Project Manager

Mr. Siegel is an archaeologist and cultural resource manager with 14 years of experience directing cultural resource management efforts across the United States. He regularly authors cultural resource assessments and reports associated with projects requiring compliance with Section 106 of the NHPA, NEPA, and CEQA. He has applicable experience in directing records searches, field surveys, site evaluations, data recovery efforts, and developing resource mitigation plans for large scale cultural resource efforts. Mr. Siegel is also experienced in the application of the California Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP) evaluation criteria to various cultural resources. He meets the Secretary of the Interior's Professional Qualifications Standards for prehistoric archaeology, historic archaeology, and history and is a member of the Register of Professional Archaeologists.

KEY PROJECTS

- Tuolumne County Broadband EIR/EA
- Copper Cove Water System Improvements, Calaveras County
- Diamond Springs Parkway Phase 1B Cultural Resources, El Dorado County

REGISTRATIONS

- RPA #989542

EDUCATION

- Doctor of Philosophy Candidate, Anthropology, University of California, Berkeley, 2023
- M.A., Anthropology, University of California, Berkeley, 2019
- M.A., Maritime Studies and Nautical Archaeology, East Carolina University, 2011
- M.A., American History, Emory University, 2007



Joanne Dramko, AICP | Principal Planner/Senior Technical Specialist – Air Quality/GHG/Energy

Ms. Dramko manages the preparation of environmental documents for a variety of project types, including residential, commercial, recreation, transportation, water/wastewater, and utilities. Her focus is climate change and sustainability within the context of CEQA. In her 22 years of experience with environmental reports under CEQA and NEPA, Ms. Dramko has prepared environmental documentation for numerous planning projects, including Program EIRs (PEIRs), IS/MNDs, EAs, Climate Action Plans (CAP), Energy Action Plans, General Plans, and Specific Plans. She has conducted noise and air quality analyses using survey equipment such as the American National Standards (ANSI) Type II noise level meter, computer models such as the California Emission Estimator Model (CalEEMod), and the Federal Highway Administration Traffic Noise Model. Ms. Dramko is also skilled at communicating technical information to general audiences in public forums, and engaging members of the public in the environmental planning process.

KEY PROJECTS

- Tuolumne County Broadband EIR/EA
- Blue Mountain Minerals EIR, Tuolumne County
- Inyo County Renewable Energy General Plan Amendment and PEIR

CERTIFICATIONS

- AICP Certified Planner No. 020810
- California Air Resources Board, Greenhouse Gas Lead Verifier No. H-18-041

EDUCATION

- Master of Environmental Science and Management, University of California, Santa Barbara, 2000
- B.A., Fine Arts, New College of Florida, 1991



Uma Hinman | Land Use Planner – LAFCo Lead

Uma Hinman started Hinman & Associates Consulting in 2011 and has over 22 years of experience in land use and environmental planning and project management. She has successfully supervised multiple complex projects, demonstrating her ability to work collaboratively with clients, agencies and the public. Ms. Hinman is adept at meeting facilitation, stakeholder involvement, consideration of engineering, and natural resource opportunities and constraints; and has been involved in the preparation of LAFCo studies for 15 years.

KEY PROJECTS

- Executive Officer Services, Mendocino LAFCo
- Municipal Service Reviews, Butte LAFCo
- Municipal Service Review & Sphere of Influence Study, Nevada LAFCo

EDUCATION

- B.S. Environmental Science, Humboldt State University



Larkyn Feiler | Planner/Analyst – LAFCo Support

Larkyn Feiler has over thirteen years of experience in land use, recreation, and natural resource planning for local government. Larkyn has expertise in GIS, municipal service reviews, sphere of influence studies, permit processing, grant administration, public outreach, facilitating effective communication, and coordinating with public agencies.

EDUCATION

- B.S. Environmental Science, University of Redlands

4 DISCLOSURE

HELIX has held an on-call contract to provide LAFCo Services with Tuolumne County since 2019 and through this on-call we have worked with LAFCo employee, Quincy Yaley, on the Groveland Community Services District MSR and SOI Update and Service Area No. 64 Road Maintenance Fund Dissolution.

5 EXPERIENCE AND REFERENCES

HELIX is a recognized leader in providing environmental compliance services for public works projects. We have supported rural counties, cities, and project applicants by conducting environmental investigations (e.g., biological and cultural resource studies) and preparing and processing various CEQA/NEPA compliance documents and regulatory permit applications. Much of our work is performed under on-call contracts with our public agency clients. HELIX has prepared environmental compliance documents and supporting technical analyses pursuant to CEQA/NEPA for many types of projects, including:

- Development of residential subdivisions and their associated utility infrastructure
- Mixed-use developments
- Industrial and office developments
- General, Community, and Specific Plans (and amendments thereto)
- Institutional facilities such as universities, schools, churches, and correctional facilities
- Shopping centers and other commercial developments
- Hotels
- Hospitals and medical office facilities
- Fire stations, parks, and other public transit facilities
- Roads, bridges, and highway transportation projects

This section of our SOQ demonstrates the experience that we have gained collectively in conducting environmental planning and compliance throughout Northern California, as well as our extensive experiencing managing on-call contracts for public agencies – we offer this collective experience to the County to ensure the successful and timely completion of all County projects undertaken through this contract by the HELIX team.

5.1 SAMPLE PROJECTS

The following project descriptions provide a sample of the HELIX project team's experience with projects in the County and other municipal agencies in the Sierra Nevada foothills and Central Valley.

Tuolumne County On-Call LAFCo Services

HELIX and Hinman & Associates have been providing on-call LAFCo Support Services to Tuolumne LAFCo since 2019. Tasks included review and advisory assistance with the Groveland Community Services District MSR and potential dissolution of a number of Community Service Areas.

- **Groveland Community Services District Municipal Services Review and Sphere of Influence Update.** The HELIX team prepared a MSR and SOI update for the Groveland Community Services District (GCSD) on behalf of the Tuolumne County LAFCo. The MSR/SOI Update includes an assessment of several special study areas, including two recently proposed residential subdivisions and an existing lighting district, that are seeking annexation into the GCSD. The LAFCo will consider

the special study areas for potential future incorporation into the GCSD at the time of MSR/SOI Update review and approval.

- **Service Area No. 64 Road Maintenance Fund Dissolution.** The HELIX team conducted a preliminary investigation into the proposed dissolution of a road maintenance fund associated with County Service Area No. 64. Preliminary results were compiled and submitted to the Tuolumne County LAFCo for consideration of future dissolution options.

Tuolumne County Broadband EIR/EA

HELIX is preparing a programmatic CEQA EIR and NEPA EA to assess the potential environmental impacts that may result from the development of broadband infrastructure in the County of Tuolumne. The majority of future broadband infrastructure would be installed within the approximately 610 miles of existing County-maintained roads and rights-of-way, public utility easements, or existing overhead public utility easements of record throughout the County. The EIR/EA will study the impact to the environment caused by the installation of Internet Service Provider infrastructure, whether underground in buried conduits or overhead on pole lines, and consider them within the framework of both CEQA and NEPA. The EIR/EA will achieve compliance with CEQA and NEPA, such that entities can take advantage of current and future funding for broadband infrastructure provision, expected to be available through the California Emerging Technology Fund (CETF) and other federal and state funding sources. HELIX is preparing the EIR/EA and technical studies for air quality/greenhouse gas emissions, biological resources, cultural resources, and noise, as well as formal tribal consultation under CEQA.

Inyo County Vacant Lands Inventory EIR

HELIX prepared an EIR and technical studies for a vacant lands inventory and zoning review of properties located throughout Inyo County. This information will be used to identify land that might be appropriate for zone changes to promote housing opportunities primarily by increasing the allowable residential density. The review considered increasing the amount of multi-family zoning in the County, lowering some of the minimum lot size requirements, and adding zoning areas with principal permitting for mobile home parks. The review of the County's current zoning focused on commercial zones for opportunities for residential infill development. Areas near public transportation and other services were considered prime, but due to the County's rural nature, other properties located in remote communities without these services were also identified for zone changes. A primary component of the work included public outreach meetings and communication with property owners. HELIX prepared biological resources and cultural resources technical studies. The project was funded through a grant provided by the California Department of Housing and Community Development.

Downtown Bishop Specific Plan & Mixed-Use Overlay and EIR

HELIX supported the City of Bishop with preparation of a programmatic EIR for the proposed Bishop Downtown Specific Plan. The project would increase allowable residential and commercial density in the downtown core of this rural and underserved City located in the Eastern Sierra Nevada region. Alta Planning + Design and the City prepared the Specific Plan, including visual simulations, and led the public outreach campaign with support from HELIX. HELIX prepared several technical studies in support of the program-level EIR, including air quality/greenhouse gas emissions/energy analysis, noise and vibration studies, biological resource evaluation, cultural resource assessment, and visual resource analysis. The project was approved and the EIR was certified unanimously by City Council in December 2022. The project was honored with the 2023 Excellence and Achievement in Planning - Comprehensive Planning Award of Excellence (Small Jurisdiction) by the American Planning Association, California Chapter.

City of Folsom Environmental & Water Resources Department On-Call Environmental Services

HELIX is providing on-call environmental support services for the City of Folsom Environmental and Water Resources Department. Acting as extension of staff for minor improvement and infrastructure rehabilitation projects throughout the City, HELIX has prepared Categorical Exemptions for a sewer pipeline project through the City's zoo, rehabilitation of a water line under the historic Rainbow Bridge, revitalization of the Willow Hill reservoir adjacent to Folsom High School, and water treatment plant pre-treatment system improvements. HELIX biologists also conducted biological monitoring at Willow Springs Reservoir. Projects have been completed within approximately one-week of receiving notice to proceed allowing the City to seek bids from contractors for construction purposes in a streamlined fashion.



Executive Officer Services, Mendocino LAFCo

Hinman & Associates Consulting Inc. provides Executive Officer Services for Mendocino LAFCo and is responsible for daily operations and management of the office, developing and implementing policies, budget development and tracking, advising the Commission on policy and state laws; preparing municipal service reviews and sphere of influence updates; processing applications for city/district reorganizations and consolidations; and outreach to special districts and cities within the County.

Municipal Service Reviews, Butte LAFCo

Preparation of service assessments and reviews for various special districts, including water and reclamation district service providers. Assessments included district outreach, identification of disadvantaged unincorporated communities, infrastructure and financial capabilities, and identification of management efficiencies and cost avoidance opportunities.

Municipal Service Review & Sphere of Influence Study, Nevada LAFCo

Preparation of a municipal service view and sphere of influence report for the City of Grass Valley, a full-service city. Analyses included outreach, identification of disadvantaged unincorporated communities, infrastructure and financial capabilities, and identification of management efficiencies and cost avoidance opportunities.

5.2 LIST OF REFERENCES

We invite the County to contact our references to confirm our team’s qualifications and past performance, including our ability to stay on schedule and within budget and provide responsive and high-quality environmental services.

Reference Contact	Service and Dates
HELIX	
Cathreen Richards, Planning Director County of Inyo, Planning Department 168 N. Edwards Street - Annex Building Independence, CA 93526 760.878.0447 crichards@inyocounty.us	Inyo County Vacant Lands Inventory EIR (9/2020 - 5/2023) Inyo County Vehicle Miles Traveled Feasibility Study (5/2022 - 6/2023) Inyo County Owens Valley Solar Energy Study Grant Phase 2B (12/2014 - 5/2016) Inyo County Renewable Energy General Plan Amendment and PEIR (10/2013 - 3/2015)
Elaine Kabala Former: Associate Planner with the City of Bishop Public Works Department Current: Executive Director of the Eastern Sierra Council of Governments 437 Old Mammoth Road Suite #230 Mammoth Lakes, CA 93546 760.878.8800 ekabala@escog.ca.gov	Downtown Bishop Specific Plan & Mixed-Use Overlay and Environmental Impact Report (4/2021 - 12/2022)
Desmond Parrington, Planning Manager Citi of Folsom Community Development Department 50 Natoma Street Folsom, CA 95630 916.461.6233 dparrington@folsom.ca.us	On-Call CEQA/NEPA support for numerous infrastructure improvement projects and residential, commercial, institutional, and light industrial projects throughout the City of Folsom. (2017 – Present)
Hinman & Associates	
Maureen Mulheren, Commissioner Mendocino LAFCo 501 Low Gap Road, Ukiah, CA 95482 707.391.3664 mulherenm@mendocinocounty.org	Executive Officer Services (ongoing)
Stephen Lucas, Executive Officer Butte LAFCo 1453 Downer Street, Suite C, Oroville, CA 95965 530.538.7784 slucas@buttecounty.net	Municipal Service Reviews (ongoing)
SR Jones, Executive Officer Nevada LAFCo 950 Maidu Ave, Suite 270, Nevada City, CA 95959 530.265.7180 lafco@co.nevada.ca.us	Municipal Service Review & Sphere of Influence Study (ongoing)

APPENDIX A

Resumes

EDUCATION

Master of Science,
Environmental Sciences,
Colorado State
University, 1999

Bachelor of Science,
Natural Resource
Management, San
Diego State University,
1990

CERTIFICATIONS

American Institute of
Certified Planners,
Certified Planner
No. 159640

Tuolumne County
Approved Consultant

**PROFESSIONAL
AFFILIATIONS**

Association of
Environmental
Professionals

American Planning
Association, CCAPA

ROBERT EDGERTON, AICP CEP

Program Manager/Principal Planner



Mr. Edgerton draws upon his experience as both a project manager and a senior environmental planner to aid private companies, governmental agencies, and non-governmental organizations in the planning, entitlement, and permitting of land development and infrastructure improvement projects. Calling upon 28 years of experience in the environmental and land use planning industry, he has prepared, consulted on, and processed federal, state, and local permits in support of projects with the U.S. Army Corps of Engineers (USACE), U.S.

Fish and Wildlife Services (USFWS), Bureau of Land Management (BLM), State and Regional Water Quality Control Board, and California Department of Fish and Wildlife (CDFW). Mr. Edgerton has worked both in the U.S. and abroad, and his project management skills are enhanced by his knowledge and use of Geographic Information Systems (GIS) for data analysis and presentation purposes, as well as principles and techniques of biological restoration. His work also focuses on California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance, and he has successfully processed more than 200 environmental compliance documents such as Environmental Impact Reports/Statements (EIR/EIS), Initial Study/Mitigated Negative Declaration (IS/MND), Environmental Assessments (EA). Mr. Edgerton is an accredited member of the American Institute of Certified Planners (AICP) with an advanced Certificate in Environmental Planning (CEP) accreditation.

Tuolumne County Local Agency Formation Commission On-Call Services (2019 - 2022). Project Manager for on-call LAFCo Support Services to Tuolumne LAFCo. Tasks included review and advisory assistance with the Groveland Community Services District MSR and potential Service Area No. 64 Road Maintenance Fund Dissolution.

Tuolumne County Broadband EIR/EA (2023). Project Manager for preparation of a programmatic CEQA EIR and NEPA EA to assess the potential environmental impacts that may result from the development of broadband infrastructure in the County of Tuolumne. Oversaw preparation of the the EIR/EA and technical studies for air quality/greenhouse gas emissions, biological resources, cultural resources, and noise, as well as formal tribal consultation under CEQA. Work performed for Tuolumne County.

Inyo County Renewable Energy General Plan Amendment and PEIR (2013 - 2015). Project Manager assisting with preparation of a General Plan Amendment and Programmatic EIR (PEIR) to address State-mandated renewable energy demands and utility-scale renewable energy projects within the footprint of Inyo County. Responsible for the oversight of several subconsultants performing various technical analyses (such as a transmission corridor constraints assessment), preparation of a PEIR, and management of a proactive public involvement campaign. Nearly all technical environmental disciplines (e.g., air quality, biological resources, socioeconomic impacts, etc.) will be prepared using HELIX in-house resource experts

with support from specialist sub-contractors. Primary issues of concern to County residents include the siting and placement of transmission lines, power delivery facilities, and solar/wind renewable energy infrastructure. HELIX is coordinating all actions directly with the County and County residents, California Energy Commission (CEC), CPUC, local Tribal governments, Los Angeles Department of Water and Power (LADWP), and applicable federal and state public resource agencies. Work performed for Inyo County from a grant administered by the CEC.

Inyo County Owens Valley Solar Energy Study Grant Phase 2B (2014 - 2016). Project Manager and Principal Planner for Inyo County's Owens Valley Solar Energy Study (OVSES). The OVSES was a follow-on grant to the REGPA (see above) focused on renewable energy planning specifically in the highly scrutinized Owens Valley and Owens Lake areas. HELIX tasks included extensive data collection for biological resources, cultural resources, land use, and visual resources across nearly 450,000 acres. Additional work efforts included desktop and in-situ geospatial mapping and geographic information systems (GIS) analysis, as well as public outreach with local stakeholders and formalized, tribal consultation with five Tribal governments under Assembly Bill 52. Work performed for Inyo County.

Inyo County Vacant Lands Inventory EIR (2020 - 2023). Principal Planner for preparation of an EIR and oversight of biological and cultural resources technical studies for a vacant lands inventory and zoning review of properties located throughout Inyo County. This information will be used to identify land that might be appropriate for zone changes to promote housing opportunities primarily by increasing the allowable residential density. The review will consider increasing the amount of multi-family zoning in the County, lowering some of the minimum lot size requirements, and adding zoning areas with principal permitting for mobile home parks. The review of the County's current zoning will also focus on commercial zones for opportunities for residential infill development. Areas near public transportation and other services will be considered prime, but due to the County's rural nature, other properties located in remote communities without these services might also be identified for zone changes. A primary component of this work includes public outreach meetings and communication with property owners. The project is funded through a grant provided by the California Department of Housing and Community Development. Work performed for Inyo County Planning Department.

Downtown Bishop Specific Plan & Mixed-Use Overlay and Environmental Impact Report (2021 - 2022). Principal Planner for preparation of an EIR supporting proposed redevelopment of downtown Bishop through implementation of a Specific Plan and mixed-use overlay. The primary purpose of the proposed project is to increase housing opportunities and density in the City's inner core while improving walkability, alternative transportation modes, and pedestrian amenities. The project and EIR were unanimously approved in December 2022. Work performed for the City of Bishop in partnership with Alta Planning + Design.

SR-203 Sidewalk Improvements (N. Main Street and W. Minaret Road) (2015 - 2018). Project Manager providing environmental support to the Town of Mammoth Lakes (with oversight from Caltrans District 9) to prepare stand-alone categorical exemptions/categorical exclusions (CE/CE) for two segments of the SR 203 sidewalk improvements project. Successfully completed preparation and processing of the CE/CEs, and conducted much of the supporting information presented in the documents (including biological resources information/analysis and hazardous materials review). Work performed as a subconsultant to Triad Holmes Associates, with the Town of Mammoth Lakes as the lead agency.

East Line Street Bridge Replacement (2023). Principal Planner for preparation of an IS/MND supporting the proposed bridge replacement over Bishop Creek. Directed preparation of various field surveys/investigations, including a cultural resources assessment, tribal consultation support services on behalf of the City, a biological resource evaluation and an aquatic resource delineation. Work performed for the City of Bishop in partnership with Lumos and Associates.

EDUCATION

Bachelor of Science,
Environmental Science
and Management,
University of California,
Davis, 2021

**PROFESSIONAL
AFFILIATIONS**

Association of
Environmental
Professionals

JULIA PANO

Environmental Planner III



Ms. Pano is an Environmental Planner with experience preparing California Environmental Quality Act (CEQA) compliance documents, including Initial Studies (ISs), Mitigated Negative Declarations (MNDs), and Addendums for a variety of project types including, but not limited to, cannabis cultivation, operation, and processing facilities; residential, commercial, and other land development; infrastructure improvement; renewable energy; and other planning and public works projects. She provides extension of staff services to multiple

counties throughout Northern California by conducting permit and project application intake reviews for completeness. She conducts research, prepares impact analyses for various environmental resource issue areas, performs site reconnaissance surveys, and summarizes technical reports prepared by technical specialists in support of CEQA documents. With an educational background in environmental compliance and conservation, Ms. Pano supports tasks related to environmental compliance and reporting to various public agencies.

Downtown Bishop Specific Plan & Mixed-Use Overlay and Environmental Impact Report (2022). Environmental Planner for the Downtown Bishop Specific Plan and Mixed-Use Overlay Project in the City of Bishop. Prepared the Findings of Fact and Statement of Overriding Considerations in support of the EIR. The project includes the establishment of a framework to guide the growth, function, and aesthetics of Bishop's city center while maintaining its distinct small-town character and creating a vibrant pedestrian-friendly environment. Work performed for the City of Bishop who also serves as the lead agency.

Inyo County Vacant Lands Inventory EIR (2022 - 2023). Environmental Planner for the Vacant Lands Inventory and Zoning Evaluation for Possible Housing Opportunities Project in Inyo County. Prepared the Executive Summary and the Mitigation Monitoring and Reporting Program in support of the EIR and responded to comment letters on the EIR. The project includes the amendment of the General Plan land use designation and zoning for eight vacant parcels throughout the County to promote increased housing opportunities. Work performed for Inyo County who also serves as the lead agency.

Copper Cove Water System Improvements (2022 - 2023). Environmental Planner for the preparation of an Addendum and three Categorical Exemptions for Phases 1,2, and 3 of the Copper Cove Water System Improvements Project in Calaveras County. Portions of Phases 1, 2, and 3 were originally evaluated pursuant to CEQA in the 2006 Copper Cove Water Transmission Pipeline and Booster Pump Station IS/MND (2006 IS/MND). Prepared an Addendum, tiering off the 2006 IS/MND, that included a summary of the project improvements from the 2006 IS/MND and a summary of the project improvements from the proposed project. Portions of Phases 1, 2, and 3 include the replacement or rehabilitation of existing water tanks, a booster pump

station, and transmission lines and are categorically exempt from CEQA under Sections 15301, 15302, and 15304 of the CEQA Guidelines. Prepared a Notice of Exemption (NOE) and drafted supporting documentation that included a project description and a summary of the results of technical studies prepared by HELIX. Worked performed for Peterson Brustad with the Calaveras County Water District as the lead agency.

City of Angels Camp Sewer Line Collection System Improvement & Replacement (2021 - 2022). Environmental Planner for the Phase 1 Sewer Line Replacement Project in the City of Angels Camp. Revised the project description for the proposed upsizing and/or replacement of deteriorating sewer line in the City of Angels Camp. Work performed for the City of Angles Camp.

Pioneer Trail Pipeline and Pump Station CEQA and Environmental Review (2021 - 2022). Environmental Planner for the preparation of an IS/MND for the Pioneer Trail Pipeline and Pump Station Project in the Town of Truckee. Led the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes construction of a 1.7-mile-long pipeline alignment and a pump station located within the Tahoe Donner Subdivision. Work performed for the Truckee Donner Public Utility District who also serves as the lead agency.

City of Modesto Municipal Groundwater Supply Contamination Prevention and Cleanup Project (2022 - 2023). Environmental Planner for the preparation of a CEQA Compliance Review and Strategy Memorandum for the Modesto Municipal Groundwater Supply Contamination Prevention and Cleanup Project. Reviewed engineering documents and relevant plans including the City of Modesto Wastewater Master Plan DEIR, and the General Plan Master EIR. Drafted Potential Project Objectives, as well as five potential Project Alternatives for the future potential preparation of an IS/MND or EIR. Environmental Planner for the preparation of an IS/MND. Leading the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA Guidelines. The project includes the construction of five (5) managed aquifer recharge (MAR) basins within the City of Modesto. Work is being performed for Trihydro Corporation as well as the City of Modesto, who also serves as the lead agency.

Folsom Corporate Center Apartments IS/MND (2022). Environmental Planner for the preparation of an IS/MND for the Folsom Corporate Apartments in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and led the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes the construction of a multi-family apartment community with indoor and outdoor amenities located on two separate lots within the Folsom Corporate Center. Work performed for the City of Folsom who also serves as the lead agency.

AC Hotel by Marriott IS/MND (2022). Environmental Planner for the preparation of an IS/MND for AC Hotel by Marriott in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and led the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes construction of a five-story hotel with outdoor amenities located within an existing paved parking lot for the Palladio at Broadstone Shopping Center. Work performed for City of Folsom who also serves as the lead agency.

Natoma Affordable Senior Apartments IS/MND (2021 - 2023). Environmental Planner for the preparation of an IS/MND for Natoma Senior Apartments in the City of Folsom, Sacramento County. Peer-reviewed applicant-provided technical studies and leads the preparation of the project description and impact analysis for all resource sections of the IS/MND in compliance with Appendix G of the State CEQA guidelines. The project includes the construction of a 136-unit affordable senior rental housing with indoor and outdoor amenities located on a vacant project site. Work performed for City of Folsom who also serves as the lead agency.

EDUCATION

Master of Environmental Science and Management, University of California, Santa Barbara, 2000

Bachelor of Arts, Fine Arts, New College of Florida, 1991

**REGISTRATIONS/
CERTIFICATIONS**

American Institute of Certified Planners, AICP Certified Planner No. 020810

California Air Resources Board, Greenhouse Gas Lead Verifier
No. H-18-041

County of San Diego, Approved CEQA Consultant for EIR Preparer, Visual Analysis, Air Quality, and Noise

Tuolumne County Approved Consultant

**PROFESSIONAL
AFFILIATIONS**

American Planning Association

Association of Environmental Professionals

JOANNE DRAMKO, AICP**Principal Planner/Senior Technical Specialist**

Ms. Dramko authors and/or manages the production of environmental documents for a variety of project types, including residential, commercial, recreational, transportation, water/wastewater, and utilities. Her focus is climate change and sustainability within the context of CEQA. In her 22 years of experience with environmental reports under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), Ms. Dramko has prepared environmental documentation for numerous planning projects,

including Programmatic Environmental Impact Reports (PEIRs), Initial Study/Mitigated Negative Declaration (IS/MNDs), Environmental Assessments (EAs), Climate Action Plans (CAPs), Energy Action Plans, General Plans, and Specific Plans. She has conducted noise and air quality analyses using survey equipment such as the American National Standards (ANSI) Type II noise level meter, computer models such as the California Emission Estimator Model (CalEEMod), and the Federal Highway Administration Traffic Noise Model. Ms. Dramko is also skilled at communicating technical information to general audiences in public forums, and engaging members of the public in the environmental planning process. In addition, Ms. Dramko is an accredited member of the American Institute of Certified Planners (AICP) and an accredited California Air Resources Board (CARB) Greenhouse Gas (GHG) Lead Verifier.

Blue Mountain Minerals EIR (2014). Technical Specialist for an EIR addressing a proposed 27-acre fill (waste rock/overburden) expansion project at the Blue Mountain Minerals Quarry in Tuolumne County. Provided third-party technical peer review for the noise and air quality technical reports. Work performed for Portola Minerals Company (Blue Mountain Minerals), with County of Tuolumne as the lead agency.

Inyo County Renewable Energy General Plan Amendment and PEIR (2014 - 2015). Environmental Planner for the Renewable Energy General Plan Amendment (REGPA) and Program Environmental Impact Report (PEIR) to address state-mandated renewable energy demands and potential future utility-scale renewable energy projects within the County of Inyo's footprint. Primary issues of concern to County residents include the siting and placement of transmission lines, power delivery facilities, and solar/wind renewable energy infrastructure. Contributing author to the PEIR, responsible for preparing the air quality, greenhouse gas, and noise PEIR sections. Work performed for Inyo County from a grant administered by the California Energy Commission (CEC).

Nevada Irrigation District Raw Water Master Plan Phase II CIP PEIR (2015 - 2018). Project Manager for the Program EIR that is assessing the environmental effects associated with implementation of the CIP that accompanies NID's 2011 Raw Water Master Plan. It includes proposed capital improvements to NID's raw water conveyance system to meet the goal of providing raw water for future demand to the

year 2032. Work performed as a subconsultant to Kleinschmidt Group, with Nevada Irrigation District as the lead agency.

Union City BART CEQA Support Services (2014 - 2016). Air Quality/GHG Specialist for proposed development on an approximately 38-acre site located in Union City in western Alameda County. Responsible for the preparation of an Air Quality and Greenhouse Gas Technical Report in accordance with the Bay Area Air Quality Management District requirements. The project includes development of 592 single- and multi-family residential units and associated features (parks, trails, etc.). A total of 258 detached single-family units, 245 multi-family attached units and 89 affordable senior apartment units are proposed for construction. Work performed for Integral Partners Funding, LLC, with City of Union City as the lead agency.

Gateway Station Residential Project Supplemental EIR (2014 - 2016). Senior Technical Specialist for air quality, GHGs, and noise for the EIR for this single- and multi-family residential development located on approximately 41 acres within the City of Newark in southwestern Alameda County. The proposed project site is within the Dumbarton Transit Oriented Development (TOD) Specific Plan area, and the proposed Gateway Station West Project was analyzed and reviewed in light of this certified Specific Plan EIR. Work performed for Integral Partners Funding, LLC, with the City of Newark as the lead agency.

Broadstone Villas Multi-Family Apartment IS/MND and Technical Studies (2021). Principal QA/QC of noise section of CEQA IS/MND for a multi-family residential development in the City of Folsom, Sacramento County. The project proposes approximately 270 market-rate apartments adjacent to the Palladio Marketplace on an estimated 18.45 acres site. Work performed for the City of Folsom.

Tenfold Natomas Residential Care Facility for the Elderly IS and Addendum (2022). Principal QA/QC of air quality and greenhouse gas emissions analysis and noise impact analysis prepared in accordance with the requirements of CEQA for a senior living facility proposed on an approximately 6.5-acre site located in the City of Sacramento. Work performed for Shamrock Holdings, Inc. with the City of Sacramento as the lead agency.

Ambassador Creek Apartments Project (2022). Principal QA/QC review of the air quality and greenhouse gas emissions technical report prepared in accordance with the requirements of CEQA for the .7-acre Ambassador Creek Apartment site located in the City of Rocklin, Placer County. Work performed for Building Renewable Construction with the City of Rocklin as the lead agency.

La Jolla Innovation Center EIR (2019 - 2021). Project Manager for preparation of the EIR for the UC San Diego project that would develop a new building comprised of five levels of medical office and educational uses, two levels of above-grade parking, and two levels of subterranean parking at 8980 Villa La Jolla Drive, San Diego. The project would provide approximately 103,000 square feet for UC San Diego Health Sciences programs and UC San Diego Extension programs and include a ground level café. Work involved preparation of an EIR and supporting technical studies (air quality/greenhouse gases, cultural resources), hosting online public hearings, and coordination between UC San Diego, UC Office of the President, and applicant teams. Work performed for UC San Diego.

Padre Dam Municipal Water District Comprehensive Facilities Master Plan PEIR (2014 - 2018). Project Manager for a Program EIR (PEIR) addressing the Padre Dam Municipal Water District Comprehensive Facilities Master Plan. Environmental issues currently being analyzed in detail include aesthetics, air quality, biological resources, cultural resources, geology/soils, GHG emissions, hazards/hazardous materials, hydrology/water quality, land use/planning, noise, and transportation/traffic. Where appropriate, programmatic mitigation measures were being prescribed to address impacts that had the potential to have a significant adverse impact on the environment. Work performed for Padre Dam Municipal Water District.

EDUCATION

Bachelor of Science,
Ecology and Evolution,
minor in Earth Science,
University of California,
Santa Cruz, 2005

CERTIFICATIONS

USFWS Endangered
Species Act Section
10(a)(1)(A) Permit for
California red-legged
frog and California tiger
salamander, No. ES-
778195-15

Yolo Habitat
Conservation Plan/
Natural Community
Conservation Plan
Approved Biologist

East Contra Costa
County Habitat
Conservation Plan/
Natural Community
Conservation Plan
Approved Biologist

Nevada County
Approved Biologist

**PROFESSIONAL
AFFILIATIONS**

North American Field
Herping Association

PATRICK MARTIN**Senior Scientist I**

Mr. Martin has 15 years of professional biological experience performing surveys for sensitive biological resources in California. He has extensive experience conducting biological surveys, worker environmental awareness program (WEAP) training, and construction monitoring for the development of gas and electric transmission and distribution, wind power, oil development, bridge replacement, and other infrastructure projects. He has routinely conducted reconnaissance-level and targeted biological surveys for plants and animals;

implemented minimization and avoidance measures as a senior field monitor; prepared technical reports and California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) sections for biological resources; prepared biological assessments, mapped vegetation communities and wetlands, and facilitated Endangered Species Act consultations. In addition, he is skilled in the use of Global Positioning System (GPS) devices and associated software, four-wheel drive vehicle operation, and radio telemetry equipment, and he is adept at identifying plants, and wildlife in the field.

Schaad Road over Forest Creek Bridge Replacement (2018 - 2020). Wildlife Biologist responsible for conducting visual encounter surveys for foothill yellow-legged frog and reporting for the proposed bridge removal project in Calaveras County. Work performed for T. Y. Lin International with Calaveras County as the lead agency.

Henningsen Lotus Park Storm Damage Repair (2020). Biologist responsible for worker environmental training and preconstruction surveys for nesting birds and raptors, foothill yellow-legged frog and western pond turtle pursuant to CDFW Lake and Streambed Agreement. Coordinated with project staff and conducted biological monitoring. Completed pre and post construction reporting. Work performed for El Dorado County.

Latrobe Railroad Storm Damage Repair (2020). Biologist responsible for preconstruction surveys for nesting birds and special-status species including raptors. Coordinated with project staff and conducted biological monitoring. Completed pre and post construction reporting. Work performed for El Dorado County.

Hanks Exchange at Squaw Hollow Creek Bridge Replacement Project (2020). Biologist responsible for worker environmental awareness training and preconstruction surveys for nesting birds, roosting bats, foothill yellow-legged frog and western pond turtle pursuant to CDFW Lake and Streambed Agreement. Coordinated with project staff and conducted biological monitoring. Completed pre- and post- construction reporting. Work performed for the El Dorado County.

Slate Solar Biological & Technical Consulting Services (2018). Wildlife biologist that assisted with reporting and reviewed data to classify Swainson's hawk habitat for the

2,490-acre project site near the City of Lemoore, Kings County. The site is proposed for a solar photovoltaic generating and storage facility. Work performed for Recurrent Energy.

Springs Equestrian Center at 2400 Green Valley Road (2019). Biologist for 20-acre wetland habitat restoration site in El Dorado County. Conducted a wetland delineation. Work performed for Essential Properties Group, Inc.

El Dorado County Coop Wildland Fire Prevention Strategy Project (2018 - 2019). Wildlife Biologist responsible for conducting general biological surveys for terrestrial and aquatic wildlife, including California red-legged frog, as well as preparing the technical reports for the proposed shaded fuel break near the Town of Pollock Pines, El Dorado County. Work performed for the Resource Conservation District.

National Disaster Resilience Competition Fuel Breaks Project (2018 - 2020). Wildlife Biologist for fuel break expansion activities projects in Tuolumne County. The proposed project involves development of seven fuel breaks under the Forest and Watershed Health aspect of the Community and Watershed Resilience Program. The fuel breaks extend through public and private lands, including USFS and BLM lands. Work is being performed for the State of California Housing and Community Development.

Stony Creek Flood Mitigation Project (2020). Wildlife Biologist responsible for conducting visual encounter surveys for foothill yellow-legged frog and western pond turtle per the Lake and Streambed Alteration Agreement for a flood mitigation project which will remove up to 45,000 cubic yards of gravel in Stony Creek for a distance of .5-miles upstream of Lodoga-Stonyford Road Bridge in Colusa County. Identified 20 adult and juvenile foothill yellow-legged frogs in addition to American bullfrogs. Work performed for Colusa County Public Works.

Better Place Forests - Pollock Pines Project (2019). Biologist responsible for conducting a wetland delineation and reporting for the project site consisting of undeveloped coniferous forest in the Sierra Nevada foothills of El Dorado County. Work performed for Better Places Forest.

Culvert Rehabilitation Projects. Biologist during culvert rehabilitation projects located in Amador, Alpine, and Tuolumne Counties within Caltrans District 10. Conducted botanical surveys and wetland delineations at various culvert sites along State Routes 16, 49, 88, 108, and 120. Drafted key sections of the Natural Environment Study, Wetland Delineation, and Biological Assessment reports that summarized the results of surveys. Identified northern goshawk and southern long-toed salamander during surveys.

Dixon Mine Road Bridge Replacement Project. Prepared a Natural Environment Study report for a bridge replacement project in Alpine County for the Alpine County Community Development Department. Reviewed and discussed habitat requirements for Sierra Nevada yellow-legged frog, Yosemite toad, and Lahontan cutthroat trout.

Hot Springs Bridge Replacement and Road Reconstruction Project. Conducted fieldwork for biological resources and a wetland delineation for Hot Springs Bridge Replacement Project for the Alpine County Community Development Department. Assessed potential habitat for special-status species that included Sierra Nevada yellow-legged frog, Yosemite toad, Lahontan cutthroat trout, and plants. Assisted with the preparation of the wetland delineation report and Natural Environment Study. Reviewed and discussed habitat requirements for Sierra Nevada yellow-legged frog, Yosemite toad, and Lahontan cutthroat trout.

Clear Creek Road at Clear Creek Bridges (No. 25C0079 and No. 25C0080) Replacement Projects. Served as a biologist for two bridge replacement projects along Clear Creek Road at Clear Creek for El Dorado Community Development Agency, Division of Transportation. Both of these projects involve Caltrans' review of technical studies. Conducted field surveys, compiled background information, and assisted with preparation of the Biological Assessment and Natural Environment Study reports for both projects.

EDUCATION

Doctor of Philosophy
Candidate,
Anthropology, University
of California, Berkeley,
2023

Master of Arts,
Anthropology, University
of California, Berkeley,
2019

Master of Arts, Maritime
Studies and Nautical
Archaeology, East
Carolina University, 2011

Master of Arts, American
History, Emory University,
2007

Bachelor of Arts, History,
Cum Laude, Emory
University, 2007

CERTIFICATIONS

Registered Professional
Archaeologist,
No. 989542

U.S. SOI Qualified for
Historic Archaeology,
Prehistoric Archaeology,
and History

**PROFESSIONAL
AFFILIATIONS**

Society for Historical
Archaeology

BENJAMIN SIEGEL, RPA**Cultural Resources Project Manager II**

Mr. Siegel is an archaeologist and cultural resource manager with 14 years of experience directing cultural resource management efforts across the United States and in countries abroad. He regularly authors or co-authors cultural resource assessments and reports associated with projects requiring compliance with Section 106 of the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), and California Environmental Quality Act (CEQA). He has applicable experience in directing records searches, field

surveys, site evaluations, data recovery efforts, and developing resource mitigation plans for large scale cultural resource efforts. Mr. Siegel is also experienced in the application of the California Register of Historical Resources (CRHR) and National Register of Historic Places (NRHP) evaluation criteria to various cultural resources. He meets the Secretary of the Interior's (SOI) Professional Qualifications Standards for prehistoric archaeology, historic archaeology, and history and is a member of the Register of Professional Archaeologists.

Social and Ecological Resilience Across the Landscape Fire Management Features

Cultural Resources (2021 - 2023). Senior Archeologist managing a fuel break expansion project extending through Stanislaus National Forest lands. Cultural resources studies included Section 106 compliance with the Stanislaus National Forest as the lead agency, and CEQA compliance with the County of Tuolumne as the lead agency. Project activities managed included leading intensive pedestrian surveys of fuel break areas totaling approximately 8,500 acres, documenting over 100 cultural resources using California DPR 523 site recordation forms and following Stanislaus National Forest protocols, developing avoidance and minimization strategies for at-risk cultural resources, and producing a comprehensive Cultural Resources Inventory Report. Work performed for the County of Tuolumne with the U.S. Forest Service as project partners.

Tuolumne County Broadband Environmental Assessment (2023). Senior Archeologist for a programmatic CEQA EIR and NEPA EA to assess the potential environmental impacts that may result from the development of broadband infrastructure in the County of Tuolumne. Work performed for Tuolumne County.

West Point Water Supply Drought Resiliency Biological and Cultural Resource

Evaluations (2022). Senior Archaeologist for a dam enhancement project, approximately four acres in size, located in West Point, Calaveras County. Responsible for conducting a California Historical Resources Information System (CHRIS) records search and leading a pedestrian survey of the project area. Author of a cultural resource assessment that meets with CEQA and Section 106 requirements. Work performed for Calaveras County Water District.

Forebay Park Improvements Master Plan and CEQA Support (2022). Senior

Archaeologist for proposed recreation improvements to the approximately six-acre Forebay Park located in Pollock Pines, El Dorado County. Responsible for conducting a

California Historical Resources Information System (CHRIS) records search, Native American outreach, and directing a pedestrian survey of the project area. Author of the project's cultural resource assessment which meets with CEQA requirements. Work performed for El Dorado County.

Manzana Creek Restoration Pilot Project NEPA Categorical Exclusion (2022). Senior Archaeologist for Section 106-compliant Cultural Resources Assessment for the Manzanita Creek Sediment Reduction Project in the Los Padres National Forest. The project would implement erosion control and sediment prevention measures at 33 active road sediment source sites. The project would treat 13 stream crossing sites, 20 road surface discharge sites, and hydrologically disconnect 4.21 miles of road surfaces and cutbanks delivering high annual rates of mostly sand-sized sediment to fish bearing streams and restore altered hydrologic runoff processes along 4.5 miles of road. Work was performed for South Coast Habitat Restoration, with the Forest Service as the federal lead agency.

North Vista Plaza Project (2021 - 2022). Senior Archaeologist for an approximately 41-acre residential development project in Valley Springs, Calaveras County. Responsible for California Historical Resources Information System (CHRIS) records search and Native American Heritage Commission Sacred Lands File. Directed the pedestrian survey of the project area. Authored the cultural resource technical report to comply with USACE and Section 106 of the National Historic Preservation Act. Work performed for LGI Homes.

Green Valley West and East Fuel Break (2022 - 2023). Senior Archeologist for Section 106-compliant Cultural Resources Assessment for the Green Valley West and East Fuel Break Project in Solano County. The project would implement a vegetation treatment plan to treat approximately 62 acres of hazardous fuels by creating a shaded fuel break 5.1 miles long and 100 feet wide on the west side of the community of Green Valley. Conducted a records search with the Northwest Information Center (NWIC), sacred lands file search with the NAHC, pedestrian survey of the 134-acre APE, and Cultural Resources Assessment for the project. Updated DPR forms were prepared for two previously-recorded resources encountered during the pedestrian survey and recommended avoidance measures were identified in the Cultural Resources Assessment. Work was performed for Mason, Bruce & Girard, Inc., with the California Department of Forestry and Fire Protection as the CEQA lead agency.

Folsom Corporate Center Apartments IS/MND (2021). Senior Archaeologist for proposed multi-family apartment community project approximately seven acres in size, in Folsom, Sacramento County. Responsible for conducting a California Historical Resources Information System (CHRIS) records search, Native American outreach, and directing a pedestrian survey of the project area. Author of the project's cultural resource assessment which meet with CEQA requirements. Work performed for the City of Folsom Community Development Department.

Natoma Senior Apartments IS/MND (2022). Senior Archaeologist for proposed senior apartment housing project approximately five acres in size, in Folsom, Sacramento County. Responsible for conducting a California Historical Resources Information System (CHRIS) records search, Native American outreach, and directing a pedestrian survey of the project area. Author of a cultural resource assessment that meets with CEQA and Section 106 requirements. Work performed for City of Folsom Community Development Department.

Granite Grammar School Cultural and Historical Resources Assessment (2022). Senior Archaeologist for cultural resources assessment for the Granite Grammar School located in the City of Folsom, Sacramento County. Granite Grammar School is listed in the California Register of Historical Resources. Cultural resources assessment report was prepared to meet CEQA and NHPA compliance requirements.

Uma Hinman, President/Principal

Uma Hinman started Hinman & Associates Consulting in 2011 and has over 22 years of experience in land use and environmental planning and project management. She has successfully supervised multiple complex projects, demonstrating her ability to work collaboratively with clients, agencies and the public. Ms. Hinman is adept at meeting facilitation, stakeholder involvement, consideration of engineering, and natural resource opportunities and constraints. Prior work experience includes full-time employment with two national consulting firms as an environmental planner, and a land use planner for Nevada County. Additional work history includes field research and construction monitoring, firefighting, and a graduate research assistant for a flood-forecasting thesis.

SELECT PROJECT EXPERIENCE

Executive Officer Services, Mendocino Local Agency Formation Commission (2016-present). Executive Officer and staffing for day-to-day operations of Mendocino LAFCo. Tasks include member agency outreach/coordination; budget/work plan development; policy development/implementation; processing applications for district/city reorganization, latent powers, and consolidation; data collection; preparation of municipal service reviews/sphere updates; CEQA studies.

Municipal Service Reviews/Sphere of Influence Plans, Various LAFCOs (2008-2023). Primary author of over 42 municipal service reviews and sphere of influence studies for Napa LAFCo, Placer LAFCo, Nevada LAFCo, Solano LAFCo, Mendocino LAFCo, and Butte LAFCo.

Upper Feather River Integrated Regional Water Management Plan, Plumas County/Department of Water Resources (2014-2016). Project and grant manager, primary author, and lead consultant for the successful preparation of the UFR IRWM Plan Update, the first Proposition 1 compliant IRWM Plan in the State. The 2.5-year project involved extensive stakeholder, public, and tribal outreach, and collaboration with local, state and federal agencies with interests in the watershed. Project funding was a \$679,000 grant through DWR. Project website: <http://featherriver.org>.

Raw Water Master Plan Programmatic EIR, Kleinschmidt Associates (2015-2018). Teamed with Kleinschmidt Associates and Helix Environmental Planning to prepare a Programmatic EIR for the Nevada Irrigation District's Capital Improvement Plan component of its Raw Water Master Plan. Role: project coordination, development, technical review.

Regulatory Compliance, Nevada Irrigation District/South Sutter Water District/Browns Valley Irrigation District/South Feather Water & Power Agency (2008-present). Preparation of numerous regulatory documents for the Districts' Federal Energy Regulatory Commission (FERC) regulated hydroelectric projects, including emergency action plans, public safety plans, time sensitivity plans, dam safety plans, and public safety signage evaluations.



Professional Endeavors

Hinman & Associates Consulting
2011–Present

Kleinschmidt Associates
Planner and Resource Analyst
2006–2011

County Of Nevada
Associate Planner
2002–2006

Jones and Stokes Associates
Environmental Compliance
Field Coordinator 2000–2001

California Department of
Fish and Wildlife, Willits
Watershed Steward 2000

Humboldt State University
Hydrologic Research Assistant
1999–2000

CAL FIRE Mendocino/Humboldt
Fire Apparatus Engineer/
Air Attack Base Manager
1992–1999

Education and Training

BS Environmental Science
Humboldt State University
CALAFCO Staff Workshops
(2012–2019)

Advanced CEQA Workshop
Project Management Courses
(Kleinschmidt Internal Training)

Contact

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uhinman@comcast.net
<http://umahinman.com>

Larkyn Feiler, Planner/Analyst

Larkyn Feiler has over thirteen years of experience in land use, recreation, and natural resource planning for local government. Larkyn has expertise in GIS, municipal service reviews, sphere of influence studies, permit processing, grant administration, public outreach, facilitating effective communication, and coordinating with public agencies.

SELECTED PROJECT EXPERIENCE (HINMAN & ASSOCIATES CONSULTING, INC.)

Analyst, Mendocino Local Agency Formation Commission (2016-present)

Contract Analyst responsible for processing applications for district/city reorganization, latent powers, and consolidation; data collection; preparation of municipal service reviews/sphere updates; and CEQA studies.

Analyst, Various Local Agency Formation Commissions (2016-2023)

Primary author for the preparation of municipal service reviews and sphere updates for select cities and wastewater districts in Napa and Solano Counties. Document preparation for Nevada LAFCo.

SELECTED PROJECT EXPERIENCE (NEVADA COUNTY PLANNING DEPARTMENT)

Oak Tree Park and Recreation District Formation

In collaboration with the County Executive Office and the Information and General Services Agency, completed a change in project scope and grant administration activities for a \$500,000 Roberti-Z'berg-Harris Grant from State Parks to purchase 11.28 acres in North San Juan for a future park, provided assistance to LAFCo and the Park District formation committee in the creation of a new park district, and prepared reports, presentations, resolutions, budget amendments, and agreements necessary to transfer the Oak Tree Community Park from the County to the Park District and to allocate \$57,000 in Dryden Wilson Bequest funding for startup and operations costs, capital improvement projects, and development of a park master plan.

Western Gateway Recreation and Park District Compliance Assistance

Assisted Western Gateway Recreation and Park District in reaching compliance with State Parks Prop 12 and Prop 40 Per Capita Grant requirements, the Mitigation Fee Act, and the Land Use and Development Code for Western Gateway Regional Park (WGRP). In relation to land use permit processing activities, in 2009 updated the 1995 Use Permit for WGRP and prepared a Mitigated Negative Declaration addressing potential impacts to landmark oak groves and a perennial water feature. In 2013, amended the 2009 Use Permit and prepared a Mitigated Negative Declaration addressing potential impacts from sports lighting to State Highway 20 and adjacent residential neighborhoods.



Professional Endeavors

Hinman & Associates Consulting
2016–Present

County Of Nevada
Associate Planner
2014–2015

County Of Nevada
Assistant Planner
2006–2014

County Of Nevada
Senior CDA Technician
2005–2006

Redlands Institute
Research Assistant
2005

County Of Nevada
GIS Intern
Summer 2003 & 2004

Education and Training

BS Environmental Science
University of Redlands

Contact

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<http://umahinman.com>

Spencer Richard, Analyst/Planner

Spencer Richard joined Hinman & Associates Consulting in 2023 and has brought with her seven years of experience in land use and environmental planning. She has successfully contributed to countless small and large scale development and land use projects and regularly utilizes her skills to provide thoughtful and detail oriented inputs. Prior work experience includes working for small and large environmental and planning consulting firms, non-profit research work, and public sector planning experience.

SELECT PROJECT EXPERIENCE

Mendocino LAFCo - Serving as agency staff under Executive Officer Hinman. Spencer is responsible for supporting the day-to-day operations of Mendocino LAFCo. Tasks include supporting the work plan development; policy development/implementation; data collection; preparation of municipal service reviews/sphere updates; and CEQA studies. Spencer also supports Mendocino LAFCo by performing various administrative tasks including minute preparation and participation in regional working groups.

Municipal Service Reviews/Sphere of Influence Plans (Mendocino LAFCo) – Spencer is responsible for supporting the development of 7 MSR/SOI updates for various special districts throughout the coastal region of Mendocino County. The districts below all serve rural communities and are faced with the challenging California water landscape. Each report is expected to be adopted by the Fall of 2024.

- Pacific Reefs Water District
- Caspar South Water District
- Irish Beach Water District
- Elk County Water District
- Gualala Community Services District
- Westport County Water District
- Mendocino County Water Works District #2

Spencer also has experience with a previous firm preparing MSR/SOI updates in the Southern California region.



Professional Endeavors

Hinman & Associates Consulting
Analyst/Planner (5/23-Current)

Cottage City Operations, Freelancer
(8/23-Current)

City of Lemon Grove
Associate Planner (2/22-5/23)

T&B Planning
Environmental Analyst (3/21-2/22)

Land Use and Environmental
Consultant
RICK Engineering (2/16-8/19)

Education

MS City Resilience Design & Mgmt.
Universitat Internacional de
Catalunya (Spain)

BA Urban Studies and Planning
University of California, San Diego

Contact

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APPENDIX B

Rate Sheets

CONSULTING SERVICES

Consulting services performed by HELIX typically include, but are not necessarily limited to, office, field, meetings, hearings, and travel time. Consulting services for expert witness review, deposition, and/or testimony will be provided at one and one-half times our standard rates. Overtime also may be charged at one and one-half times our standard rates.

DIRECT COSTS

Certain identifiable direct costs will be charged to the project at cost plus ten percent. Examples of direct costs include subconsultants, vehicle or equipment rentals, airplane and train fares, parking, per diem and lodging, mileage (at IRS rates), communications, reproduction, and supplies. A 4-wheel drive premium will be charged at \$25 per project day. There will be additional charges for use of noise monitors, GPS, and other field equipment, as well as for plotting, color printing, and aerial photographs.

Payment

Invoices will be submitted monthly. Payment on invoices is due within thirty days of receipt.

PROFESSIONAL RATES

Current hourly rates for consulting services:

Principal	\$290-310
Principal Planner	\$240-300
Principal Regulatory Specialist	\$240-300
Principal Biologist	\$235-300
Principal Acoustician	\$215-225
Principal Landscape Architect	\$190-210
Principal Cultural Resources Specialist	\$200-220
Safety Manager	\$215-225
Senior Noise/Air Quality Specialist	\$195-230
Senior Project Manager I-III	\$165-230
Senior Env Planner	\$150-170
Senior Scientist	\$160-210
Senior Regulatory Specialist	\$160-170
Project Manager I-III	\$135-185
Assistant Project Manager	\$100-145
Regulatory Specialist	\$110-160
Environmental Compliance Specialist	\$190-210
Environmental Planner I-III	\$105-135
Biologist I-V	\$100-170
Noise/Air Quality Specialist	\$135-155
Environmental Compliance Specialist	\$85-125
Senior Archaeologist	\$125-170
Senior Architectural Historian	\$165-175
Senior Archaeology Field Director	\$135-145
Archaeology Field Director	\$125-135
Asst. Archaeology Field Director	\$95-115
Architectural Historian	\$120-155
Staff Archaeologist	\$90-135
Principal Landscape Architect	\$160-230
Project Landscape Architect	\$130-160
Landscape Planner I-III	\$110-120
Landscape Designer	\$105-110
Senior GIS Specialist	\$160-190
GIS Specialist I-III	\$115-150
Graphics	\$115-125
Technical Editor	\$110-125
Operations Manager	\$100-140
Word Processor I-III	\$90-100
Clerical	\$75-85

Rates are subject to change on a yearly basis

Hinman & Associates Consulting, Inc.

2024 Rate Schedule



The following rates for Hinman & Associates Consulting, Inc. staff are valid January 1, 2024 through December 31, 2024.

Staff	Position	Hourly Rate
Hinman, Uma	Principal	\$125.00
Feiler, Larkyn Richard, Spencer	Planner/Analyst	\$95.00
On-Call	Administrative Assistant	\$45.00

Subconsultants

Hinman & Associates Consulting, Inc. charges a 10 percent administrative fee on all subconsultant labor (see Hourly Rate Method of Billing).



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHD)
www.tuolumnecounty.ca.gov

DATE: December 1, 2023

TO: Tuolumne County Local Agency Formation Commission

FROM: Taryn Vanderpan, Commission Secretary

SUBJECT: Minutes of the Meeting of November 13, 2023

The Minutes of the meeting of November 13, 2023, will be emailed to you under separate cover later next week. Please give me a call at 533-5635 if you have any questions or concerns; and thank you for your patience.